

<b>Policy Name:</b>	<b>Evacuation Policy</b>
<b>Originating/Responsible Department:</b>	<b>Office of Risk Management</b>
<b>Approval Authority:</b>	<b>Senior Management</b>
<b>Date of Original Policy:</b>	<b>October 2002</b>
<b>Last Updated:</b>	<b>April 2024</b>
<b>Mandatory Revision Date:</b>	<b>April 2029</b>
<b>Contact:</b>	<b>Executive Director, Office of Risk Management</b>

### **Policy Statement:**

The Evacuation Policy is established to support the safe and effective egress of campus buildings, facilities, and Carleton University property during emergencies and drill scenarios. This Policy aligns with legislated requirements under the Ontario Fire Code.

### **Purpose:**

The purpose of this Policy is to identify the authority and procedures for evacuation of buildings during fires and other emergencies, during real events and drill scenarios. This Policy identifies the roles and responsibilities of various stakeholders.

### **Scope:**

This Policy applies to all Carleton University staff, faculty, students, tenants, contractors, volunteers, and visitors.

### **Procedure:**

All building occupants are required to evacuate a building upon activation of a fire alarm or when directed during an emergency by first responders and/or Carleton officials, including Campus Safety Services (CSS), Facilities Management and Planning (FMP), Office of Risk Management (ORM), Carleton Emergency Response Team (CERT) members, the Building Authority, and/or their designate(s). A building evacuation may be required for other types of emergencies other than fire when there is a threat to life safety in which an evacuation is considered a protective measure that must be taken.

All occupants are to remain calm, proceed to the nearest safe stairwell or exit route in an orderly fashion, and depart the building via the nearest safe exit. Any occupant unable to evacuate safely or anyone who requires assistance in evacuating from a building is to follow the Stay-in-Place procedures.

**Evacuation Drills:** Evacuation drills for each building will be scheduled to occur annually or based on the schedule identified within the Ontario Fire Code based on building occupancy designation. Highrise structures greater than 36 meters, for example, require quarterly fire drills.

### **Roles and Responsibilities:**

#### **Building Authority**

The Building Authority or their designate is responsible for distributing information to building occupants upon notification of work being completed that will impact routes or the operation of fire and life safety devices. These devices include, but are not limited to, fire pull stations, smoke/heat detectors, elevators, and building power.

### **Building Occupants**

All building occupants are responsible for being aware and following posted emergency procedures. All individuals are expected to follow the instructions of Carleton officials and first responders.

### **Campus Safety Services (CSS)**

CSS is responsible for being familiar with each building's Fire Safety Plan and the location of fire and life safety equipment. CSS is also responsible for responding to calls for service and activating external emergency services agencies as needed; supporting the evacuation of persons from campus buildings during an emergency where an evacuation is warranted; enforcing relevant regulations and legislation to ensure access/egress routes remain clear of obstructions; and, participating in drills and exercises. CSS is responsible for vehicular traffic on fire routes.

### **Carleton Emergency Response Team (CERT)**

CERT members are responsible for supporting the evacuation of persons during a fire or other emergency when it is safe to do so. CERT members shall be familiar with the Fire Safety Plan, fire safety equipment locations, and emergency procedures for their respective buildings. CERT members receive ongoing training on these procedures.

### **Facilities Management and Planning (FMP)**

FMP is responsible for maintaining campus facilities and egress routes in proper order. When FMP engages in construction, repairs, or work that is likely to result in the temporary or permanent closure of egress routes including changes to the route of egress, FMP is responsible for consulting with ORM and relevant stakeholders and communicating via physical signage and messaging to the building authorities, and campus stakeholders as appropriate.

### **Office of Risk Management, Emergency Management and Continuity of Operations (EMCO) Unit**

EMCO is responsible for developing and maintaining a fire safety program that ensures the development and maintenance of a fire safety plan consisting of evacuation and stay-in-place procedures for all Carleton buildings. As part of each Fire Safety Plan, EMCO is responsible for training personnel to act in the capacity of a Carleton Emergency Response Team member to support the Fire Safety Plan; coordinating and conducting fire evacuation drills; and ensuring the maintenance, inspections, and testing of fire and life safety equipment in accordance with the Fire Safety Plan and Ontario Fire Code.

### **Staff and Faculty**

Staff and faculty are responsible for being familiar with the Fire Safety Plan, including evacuation and stay-in-place procedures, within the building(s) where they have permanent or temporary workspaces (i.e. classroom). Staff and faculty are responsible for ensuring that any occupants or guests under their care are aware of fire and other emergency procedures. Staff and faculty are responsible for keeping access/egress routes in proper order and free of obstructions and hazards.

### **Contacts:**

Executive Director, Office of Risk Management  
Manager, Emergency Management and Continuity of Operations

### **Related Policies:**

Emergency Management Policy  
Building Authorities Policy  
Emergency Notification Policy  
Hazard Reporting Policy

