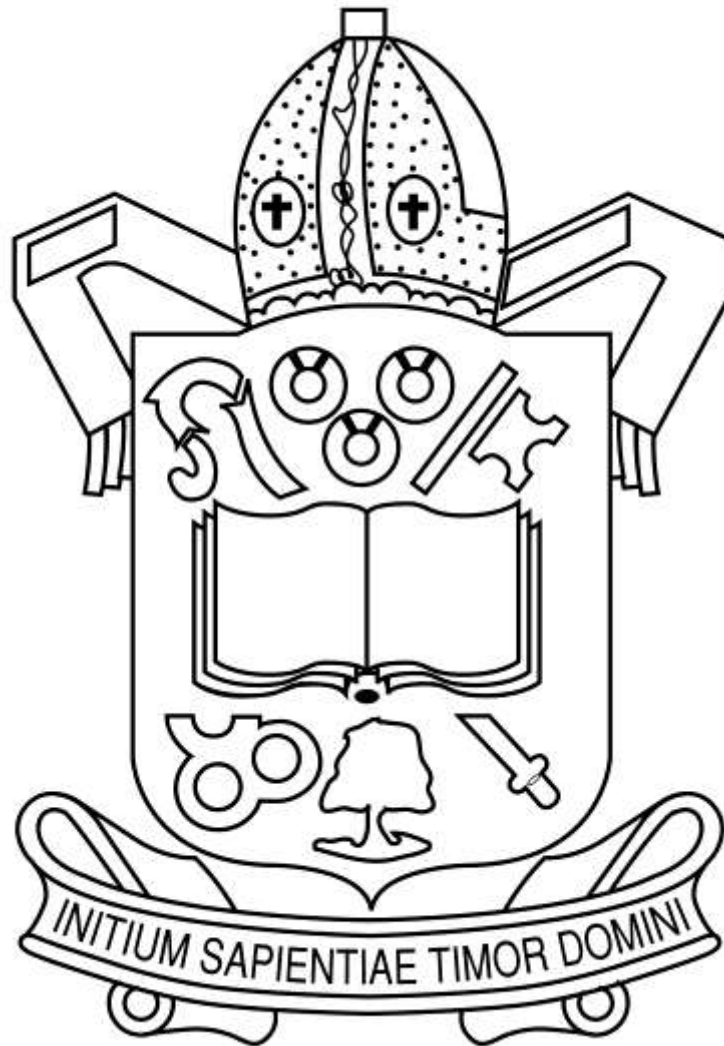


Thorneloe University



FIRE

Emergency Plan

Revised: October 2006

Fire Emergency Plan for Faculty and Staff During Working Hours

IN THE EVENT OF A FIRE:

1. Use fire extinguishers ONLY if the situation is not life threatening.
2. Once the fire is extinguished, notify the Administrative Assistant of the event and situation.
3. The Administrative Assistant will have either the President or the Buildings and Maintenance Manager call 911 to inform them of what has happened and ask them to send someone to the scene to confirm that the fire has been safely extinguished.

IF THE FIRE CANNOT BE EXTINGUISHED:

1. Pull the fire alarm.
2. Evacuate the building in an orderly fashion.
3. The Administrative Assistant, Building and Maintenance Manager, President, or Dean of Residence is to call 911 from a safe location.

Never Assume The Fire Has Been Reported To 911.

4. If the Building and Maintenance Manager is out of the building, the Administrative Assistant is to call their cell phone, from a safe location, to inform them of the alarms.
5. All faculty, staff, students, and residents are to evacuate the building quickly and calmly. On their way, they are to encourage everyone to leave the building. Close all doors on your way out. Instruct everyone to proceed to Huntington Parking Lot "A."

6. Each professor is to report to the President that all their students are safe and in the designated marshalling area. (Huntington Parking Lot "A")
7. The following personnel are to meet at the main entrance to Huntington Parking Lot "A" on Manitou Road to give and/or receive any necessary Information:

President
Building and Maintenance Manager
Administrative Assistant
Dean of Residence (if available)
Floor Representatives (if available)

8. The situation will be assessed by the President and/or the Building and Maintenance Manager in consultation with the Fire Department and a decision made as to the next course of action.
9. If the building has to remain evacuated, students should be advised to go to the University of Sudbury or Huntington College for shelter. (Arrangements have been made with them.) Try to keep everyone together for further instructions.
10. Only the Fire Department determines that the building is safe to re-enter. The Fire Department will inform either the President, Building and Maintenance Manager, Dean of Residence, or Floor Representatives that the occupants may re-enter the building.

Fire Emergency Plan for Students After-hours & Weekends

IN THE EVENT OF A FIRE:

1. Use fire extinguishers ONLY if the situation is not life threatening.
2. Once the fire is extinguished, notify the Dean of Residence of the event and situation.
3. The Dean of Residence will call the Fire Department using 911 to inform them what has happened and ask them to send someone to the scene to confirm that the fire has been safely extinguished.
4. The Dean of Residence will call the Building and Maintenance Manager to inform him what has happened.

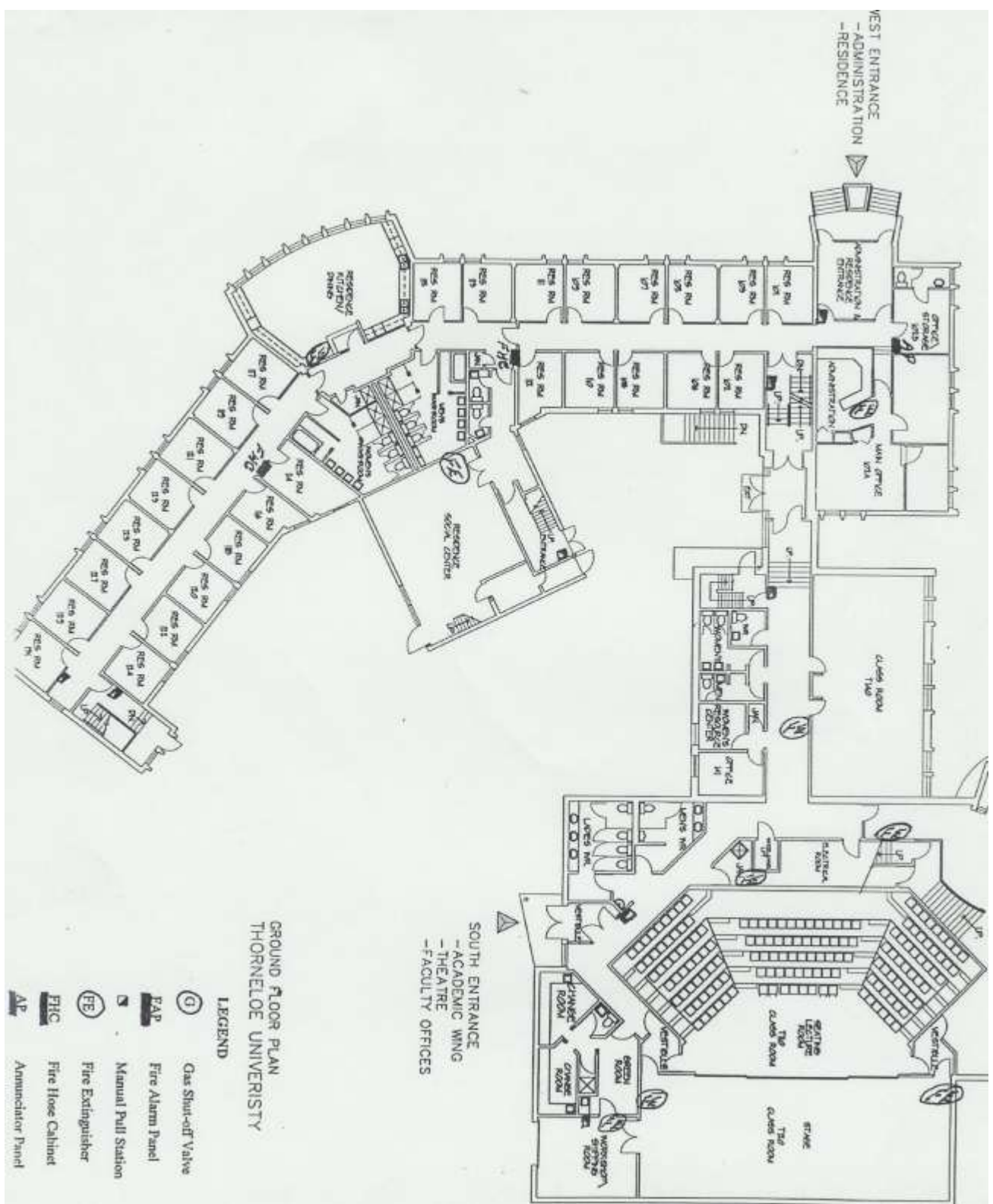
IF THE FIRE CANNOT BE EXTINGUISHED:

1. Pull the fire alarm.
2. Evacuate the building in an orderly fashion.
3. The Dean of Residence or Floor Representatives are to CALL 911 from a safe location as a backup to the alarm signal to the Fire Department.

Never Assume The Fire Has Been Reported To 911.

4. The Dean of Residence or a Floor Representative is to contact the Building and Maintenance Manager, from a safe location, either at home or their cell.
5. The Dean of Residence and Floor Reps. are to evacuate the building quickly and calmly. On their way, they are to encourage everyone to leave the building. Close all doors on your way out. Instruct everyone to proceed to Huntington Parking Lot "A."

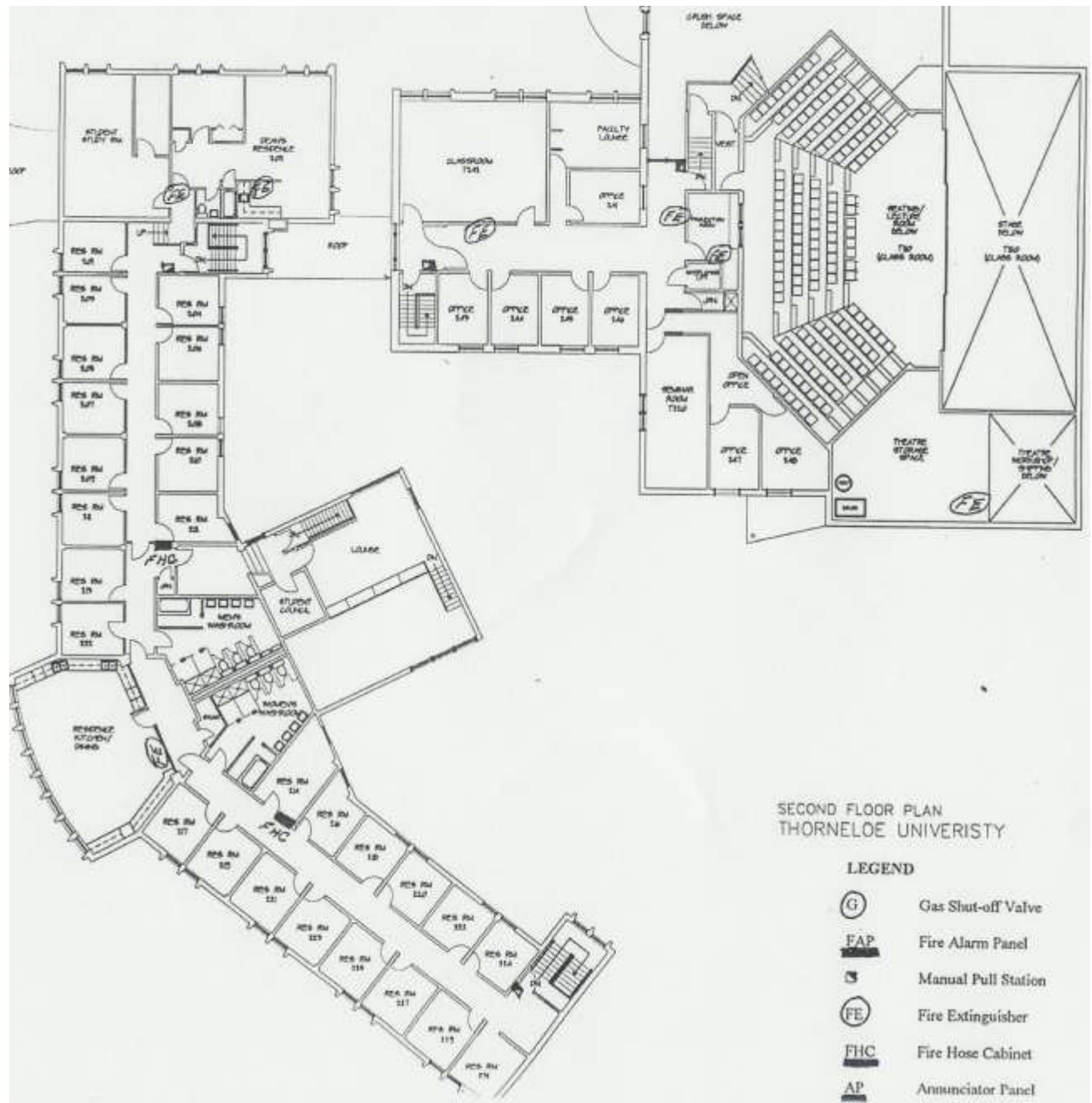
6. The Dean of Residence and the Floor Reps. are to meet at the main entrance to Huntington Parking Lot "A" on Manitou Road in order to give and/or receive directions.
7. The situation will be assessed by the Fire Department and the Buildings and Maintenance Manager (if present) and a decision made as to the next course of action.
8. If the building has to remain evacuated, the students should be advised to go to the University of Sudbury or Huntington College for shelter. (Arrangements have been made with them.) Try to keep everyone together for further instructions.
9. Only the Fire Department determines that the building is safe to re-enter. The Fire Department will inform either the President, Building and Maintenance Manager, Dean of Residence, or Floor Representatives that the occupants may re-enter the building.



GROUND FLOOR PLAN
THORNECLIFFE UNIVERSITY

LEGEND

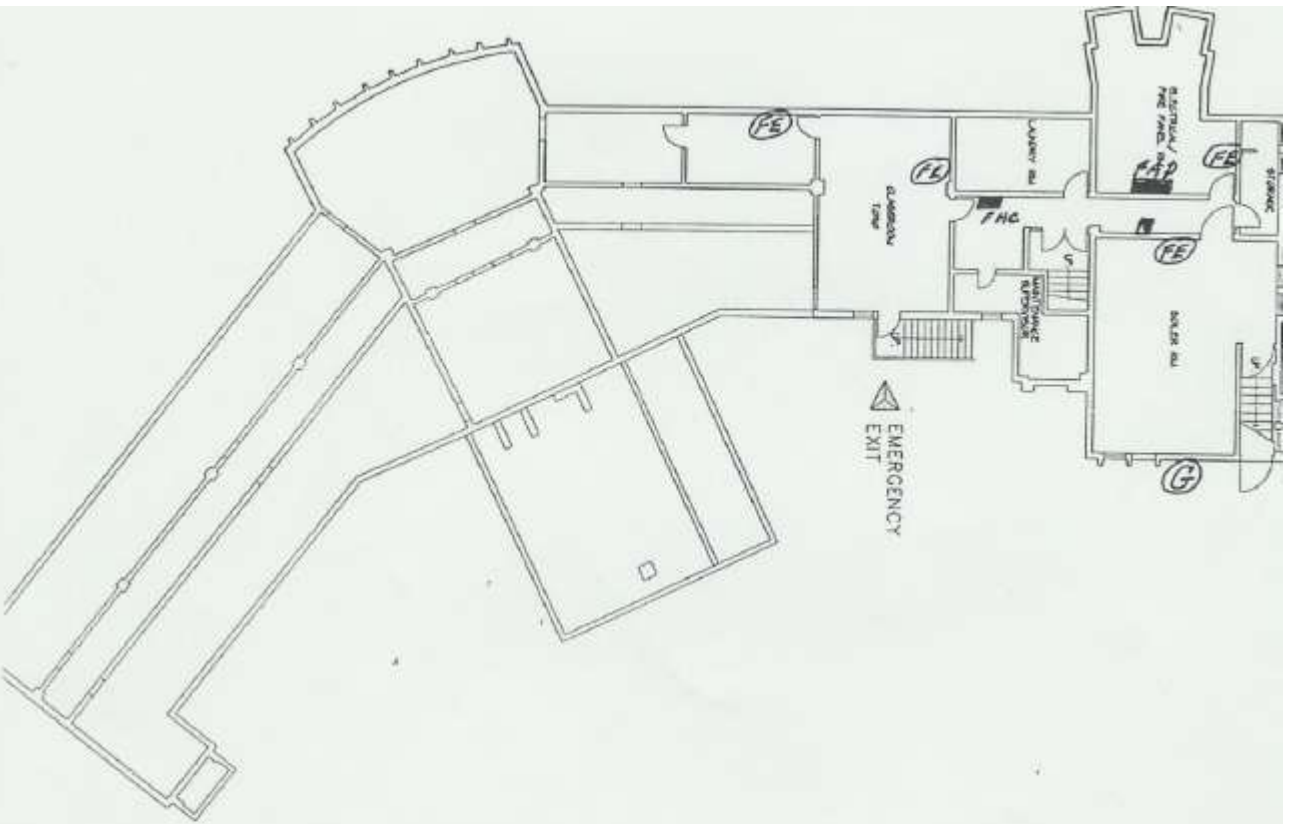
- (G)** Gas Shut-off Valve
- FAP** Fire Alarm Panel
- MPS** Manual Pull Station
- (FE)** Fire Extinguisher
- FHC** Fire Hose Cabinet
- AP** Annunciator Panel









SECOND FLOOR PLAN
THORNELOE UNIVERSITY

LEGEND

-  Gas Shut-off Valve
-  Fire Alarm Panel
-  Manual Pull Station
-  Fire Extinguisher
-  Fire Hose Cabinet
-  Annunciator Panel



BASEMENT FLOOR PLAN
 THORNELOE UNIVERSITY
 LEGEND

-  Gas Shut-off Valve
-  Fire Alarm Panel
-  Manual Pull Station
-  Fire Extinguisher
-  Fire Hose Cabinet
-  Annunciator Panel