

Occupant – General Responsibilities

All occupants will:

- Know the sound of the building's fire alarm and procedures to follow upon hearing it.
- Keep doors in fire separations closed at all times.
- Keep access to exits and EXITS inside and outside, clear of combustibles and hazards at all times.
- Become familiar with the exit routes from offices, classrooms, labs and lecture halls.
- Assist in fire/emergency prevention by noting and reporting to local supervisors, Building Warden Coordinators, FM, RES or HSW (as appropriate) any unsafe conditions or hazards, especially those that may negatively affect evacuation.
- Read posted "In Case of Emergency" signs and draw students' attention to them before they are actually needed.
- Participate in all fire drills and other fire safety training conducted.

Please access the University [Emergency & Life Safety webpage](#) or additional safety related information.

For more information contact:

Campus Security Services
T: 905-688-5550 ext. 4300
E: security@brocku.ca
Twitter: @Brocklifesafety

OR

Health, Safety & Wellness
T: 905-688-5550 ext. 7233
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