

## *Person Requiring Assistance (PRA) Procedures*

### **WHENEVER YOU HEAR A FIRE ALARM AT BROCK & YOU ARE UNABLE TO EVACUATE:**

If there is no fire, smoke or unsafe conditions on the floor

- Attend the AREA of REFUGE nearest (Exit Stair) to your work area and await further directions from the first responders, the fire department your Emergency Wardens.
- Do not leave your floor area **unless there is an unsafe condition or directed to do so.**



If you are located in the Schmon Tower, Cairn's Building or Thistle Complex, you may use the RED Firefighters Phones located immediately outside the exit stair to report your location or conditions on the floor. These phones provide a direct connection to the main fire alarm panel located in the lobby CACF room during all alarm conditions. To use these phones:

- Break or remove the glass insert, and life receiver off of cradle
- Approximately 10 – 20 second delay to connect (will hear what sounds like a “busy” signal)
- Advise the individual on the other end your condition and situation.



ALL other Areas of Refuge NOT fitted with the Red Firefighter phones is fitted with a yellow Emergency Phone; these are 2-way voice communication call box that is a direct connect to Campus Security Services, 24x7:

- If conditions worsen, they are to move inside the Exit Stair and use the Yellow Emergency Phone to report this, ensuring that the stairwell door remains closed.
- These 2-way voice communication Emergency Phones are a direct connect to Campus Security Services, 24x7, advise the individual on the other end your



If you have any questions or concerns, or would like further information concerning procedures and steps to be taken contact the [Manager, Emergency Management & Life Safety](#)

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](mailto:security@brocku.ca)  
Twitter: @Brocklifesafety

OR

Health, Safety & Wellness  
T: 905-688-5550 ext. 7233  
E: [besafe@brocku.ca](mailto:besafe@brocku.ca)