



If you require special assistance during a fire alarm or emergency evacuation, please complete the information in the form found at the following link. The form is voluntary and the information provided is confidential and will only be used in the event of an emergency.

<http://www.utm.utoronto.ca/housing/emergency-preparedness-form-special-assistance>

Upon Discovery of a Fire:

1. Leave the fire area.
2. Close all doors behind you.
3. Leave via nearest exit.
4. Call the Fire Department (Dial 9-1-1) from a safe place.
5. Do not return until the Fire Official has declared the situation safe.

If you Become Trapped in an Area/Unable to Leave an Area:

If you cannot leave your area, or have to return to it because of heavy smoke or fire, remain in your area and:

1. Close the door.
2. Unlock the door in the event fire fighters may need to enter your area.
3. Seal all cracks where smoke may get in by using wet towels or sheets (eg. Under the door, air conditioning and heating vents).
4. If you require assistance for evacuation, dial 9-1-1 (if a phone is available) and tell the Fire Department where you are. Signal to the fire fighters by waving from a window (if available).
5. Crouch low to the floor if smoke comes into the room.
6. Move to the most protected part of the room.
7. Remain calm and wait to be rescued.

General:

Occupants are advised to:

- Be fully acquainted with the fire protection installations that are provided for your safety.
- Know where fire exits are.
- Call the Fire Department at 9-1-1 if you need emergency assistance.
- Know the address – Putnam Place Residence Building at 3359 Mississauga Road, Mississauga, Ontario.



Familiarize yourself with your Meeting Location, and go there upon exiting the building.



Putnam Fire Locations: Narrow Angle



General Safety Tips:

- Lock exterior windows and doors, both when you are present and when you are not in the room or house. Double check that they are locked before going to bed.
- Draw curtains or shades at night and when not at home.
- Lock your bedroom door when sleeping or when not at home.
- Turn on outdoor/patio lights between dusk and dawn (if applicable).
- Don't let unknown people into your residence.
- Discuss safety issues with your housemates and residence staff.
- **Report suspicious people, vehicles and situations to**
UTM Campus Police: non emergency – 905-828-5200
emergency – 905-569-4333.

Safety Resources:

UofT Community Safety Office - 416-978-1485

Peel Region Police - non-emergency – 905-453-3311
Emergency – 9-1-1