INTRODUCTION

Building evacuations are divided into two types of evacuations:

1. Fire evacuations, which are initiated by the sound if the fire bells in response to a fire in the building.
2. Controlled evacuation, which are initiated by a phone message from the University of Waterloo Police in response to a non-fire hazard in the building.

RESPONSIBILITIES OF THE BUILDING EVACUATION COORDINATOR

1. Appoint fire wardens and assign duties.
2. Review evacuation plan with the Safety Office every 2 years.
4. Inform Fire Wardens of any structural changes due to renovations.
5. Co-ordinate building evacuations, liaison with appropriate authorities.
6. Inform the appropriate authorities of the location of persons requiring assistance during an evacuation.
7. Report any noticeable deficiencies in fire safety equipment to the Plant Operations Service No.(Ext.33793).
8. Define areas requiring special attention in the event of a building evacuation (computer rooms, hazardous processes, cash, etc.). Review Evacuation Plan and hold evacuation drills at least annually.

RESPONSIBILITIES OF FIRE WARDENS

1. Fire wardens are to assist with quick and orderly evacuations. This is to be discharged without endangering the life and health of the appointed Fire Wardens or building occupants.
2. Review Fire and Evacuation Plan for your building or area. Familiarise yourself with your specific duties and assigned areas. Be prepared for changes resulting from building renovations or construction.
3. Observe in your assigned area that all fire doors are closed and unobstructed and that stairs and corridors are clear of obstructions.
4. If possible maintain an updated listing of personnel normally in your assigned area with physical disabilities and require assistance during an evacuation.
5. Fire Wardens will be issued and maintain the following equipment:
   - Identification Hats
6. Inform the Building Evacuation Coordinator of any lengthy absences from the work place (vacation, illness etc.) in order that an alternative warden may be trained.
7. Participate in annual evacuation plan review and evacuation drills.
8. Report to Building Evacuation Coordinator difficulties, ambiguities and suggestions for improvement.
DUTIES OF BUILDING EVACUATION COORDINATOR DURING A FIRE ALARM

1. Proceed to the annunciator panel.
2. Relay any information you have to U of W Police or the Waterloo Fire Department concerning hazardous process left on, hazardous materials, disabled persons left in the building or persons not evacuated.
3. After evacuation the Building Evacuation Coordinator will assign someone to perform a head count where practicable to ensure that all regularly known occupants have been accounted for.
4. The Fire Department or U of W Police will inform the Building Evacuation Coordinator that it is safe to re-enter the building.
5. The Building Evacuation Coordinator will instruct the fire wardens to allow people to re-enter the building.
6. Pass on evacuation reports to the Safety Office for evaluation.

DUTIES OF FIRE WARDENS DURING A FIRE ALARM

1. Advise all persons to evacuate to the form-up area as stated in the evacuation plan. Take any action necessary to prevent panic.
2. Check that all doors are closed in your evacuation area.
3. When the evacuation has been completed, the Fire Wardens shall proceed to their assigned post and await instructions from the Building Evacuation Coordinator.
4. Request someone to remain with any disabled persons at the closest exit to help with their evacuation only if a life threatening emergency exists. (actual physical evacuation should normally be done by the Waterloo Fire Department)
5. Report to the Building Evacuation Coordinator the location of any disabled persons awaiting evacuation and the location of others not evacuated.
6. Report to the Evacuation Coordinator the location of hazardous materials, equipment or processes.
7. Advise persons not to enter the building until notified by the Building Evacuation Coordinator.
8. Complete evacuation report and send to Building Evacuation Coordinator. (Forms available from the Safety Office)

DUTIES OF FIRE WARDENS DURING A CONTROLLED EVACUATION

1. Fire Wardens will perform the following duties during a controlled evacuation (bomb threat, chemical spill, physical plant failure, etc.).
2. The UW Police will notify building occupants of the nature of the emergency and form-up area using Emergency PA in Annunciator Panel.
3. Ensure that all persons are instructed to evacuate from your assigned form-up area.
4. UW Police will lock exterior doors and place sign on the door stating
   DO NOT ENTER
   CLOSED UNTIL FURTHER NOTICE
5. Proceed to form-up area and await instructions from Building Evacuation Coordinator.