

Emergency Warden & Supervisor Emergency Procedures

If you hear the fire alarm

- Implement the building evacuation procedures.
 - Wear your vest, whistle, and if practical carry a pen and paper to record notes during the evacuation.
- Proceed to clear your specific area. Check and close all doors. Inform people to leave the building. Advise against use of elevators.
 - Close doors to slow the spread of fire,
 - Be sure to check all washrooms, seminar/meeting rooms' lounges, etc.
- Instruct occupants to leave the building via the closest fire stairs, proceeding to the ground.
- Instruct all occupants to proceed with caution when entering the stairwell. If smoke is encountered during the descent, exit the stairwell and proceed to an alternate exit.
- When you have completed your assigned duties, immediately evacuate via the closest fire stairs, proceeding to the ground floor.
- Maintain doorway access for public services (e.g. Fire Department).
- Verify with team members that all occupants have evacuated the floor and that persons requiring assistance are in a secure area.
- Update Campus Security and the Building Warden Coordinator on the status of your floor or area.
- Deter re-entry to the building until you receive an All Clear authorization by firefighters or Campus Security Services.

Please access the University [Safety webpage](#) for additional safety related information.

For more information contact:

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