

Employer, Academic & Administrative Division Heads – General Responsibilities

- Comply with the Ontario Fire Code, as it may apply to the space or area controlled.
- Ensure that Emergency Wardens are designated and trained to carry out the duties assigned to them under the Fire Safety Plan.
- Ensure that all employees (including persons with disabilities) are provided with the knowledge and means to enable them to react appropriately to fire emergencies.

At a minimum, provide all staff the following information:

- The location of all stairwell exits
 - The closest stairwell exit from the work place
 - The location of fire alarm pull stations
 - The sound of fire alarm signals
 - The staging area
- Train staff in the testing of any life safety or fire protection equipment that a tenant has installed, such as "specialized extinguishing systems, fire alarm panels, fire extinguishers"
 - Identify any employees who require assistance to evacuate the building and facilitate an individual-specific evacuation plan as necessary.
 - Practice and encourage employees to practice fire prevention and fire safety.
 - Encourage all employees to participate in fire drills conducted in the building; to cooperate with Building Warden Coordinators and Emergency Wardens and building staff during fire alarms and building evacuations.

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
E: besafe@brocku.ca