

## ***Person Requiring Assistance (PRA) Monitors***

1. Become familiar with the Emergency Evacuation Procedures for your building, the objectives and basic concepts, promote the fire safety awareness among the building occupants;
2. Monitors shall attend an Emergency Warden Training session facilitated by the Manager, Emergency Management & Life Safety and or Health, Safety & Wellness before being given any responsibility for fire safety;
3. Be aware of:
  - fire and safety notices and information bulletins;
  - the location of pull stations and fire extinguishing equipment within the building;
4. Assist in fire/emergency prevention by noting and reporting to local supervisors, Building Warden Coordinators, FM, RES or HSW (as appropriate) any unsafe conditions or hazards, especially those that may negatively affect evacuation.

### When the Fire Alarm Sounds:

1. Assist persons requiring assistance to evacuate the building.
2. If physically unable to evacuate the person requiring assistance, notify emergency response personnel of the person's location. **DO NOT USE THE ELEVATOR.**
3. Unless imminent life-threatening conditions exist in the area occupied by a person requiring assistance, relocation of the individual should be limited to the designated Areas of Refuge on the same floor, in proximity to an evacuation stairwell.

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)