

Smudging Ceremonies on Campus

In order to support smudging ceremonies on campus where we avoid potential fires or accidentally activating smoke alarms inside campus buildings, the University requires information in order to take appropriate steps to ensure safety will be managed during the ceremony.

If you are planning to perform a Smudging ceremony (both indoors and outdoors) on campus please follow the steps outlined below:

Step 1

Consult with Health, Safety & Wellness (HSW) Department on the Specifics of the Event

Please send an email request three (3) working days prior to the planned ceremony to HSW (email besafe@brocku.ca) providing the following specific information:

- 1. Who is making the request?** *The person performing the ceremony and the event organizer. Please provide the contact information on how to get a hold of them in the event of an emergency or change.*
- 2. When are you planning to have the Smudging ceremony?** *Specific date(s) and start/finish time(s). Only provide specific times frames when the actual ceremony is taking place.*
- 3. Where are you planning to have the Smudging ceremony?** *Specific building and room number/location.*

HSW will consult with Facilities Management and/or Campus Security on the details of the request. The requestor will receive notification from HSW in advance of the ceremony to communicate and ensure appropriate steps have been taken to manage safety.

Step 2

Once the requestor is notified from HSW to proceed, the identified person at the ceremony is responsible for the following **Fire Watch duties** during the ceremony:

- Have one ABC fire extinguisher readily available.
- Inside buildings, know and be familiar with the location of the nearest manual pull station in the event you need to activate the building's fire alarm.
- Inside buildings, know and be familiar with emergency exit routes for the specific area.
- Monitor hot work area for at least half an hour after hot work operations stop.
- Continuous surveillance must be maintained throughout the course of the event, including a 30-minute cool down period after event concludes.

Procedures in the event of a Fire

- *Activate the nearest fire alarm pull station to begin building evacuation.*
- *Warn others immediately to leave the building at the nearest safe exit.*
- *Attempt fire suffocation with a cover or extinguisher ONLY if safe (small, contained fire & exit route is clear) and able, otherwise leave the fire area and close doors; do not lock!*
- *Call Emergency Services – 911 - from a safe location to ensure response and then Brock (905-688-5550) X3200 to advise Campus Security of location/circumstance.*

