

Fire Warden Basics: Three Easy Steps!

1 Coordinate the orderly evacuation of your zone.

When the alarm sounds:

- Make a sweep of your area. Evacuate the area nearest the fire first.
- Direct people to walk to the closest exit.
- Direct people to use the stairs, and not to use the elevator.
- Should a route be impassable, direct people to an alternate route.
- Check all open rooms, including washrooms, to ensure that everyone has left.
- Close fire doors.
- Note the location of any individuals who remain in the building.
- Once the zone has been evacuated, leave the building using the nearest exit.
- Notify Security or Fire personnel of any individuals left in the building.
- If Fire personnel are not on the scene, confirm with Security that the Fire Department has been con-

2 Assist with crowd control outside the building.

- Keep people well back from the building.
- In inclement weather, direct people to a nearby building.
- Stay at the front of your group. Stay visible and do not mingle with the crowd.

3 Assist with re-entry procedures.

- Direct people re-entering the building not to crowd or to rush.

Fire Warden Basics: Preparation & Questions

Quick Steps to Prepare as a Fire Warden.

- Obtain your vest, zone map and arrange to obtain your fire warden identification card.
- Check your maps and confirm which zone you are responsible for.
- Walk your zone.
- Note the location of exits.
- Check alternate routes from your zone.
- Confirm the location of pull stations.
- Check the location of emergency phones.
- Keep notes and report any difficulties to Human Resources (Judy Ward at 8022 or Ursula MacDonald at 8671).

Questions & Answers About Fire Warden Duties ...

Q/ If a door is locked, should I try to find keys to open the door?

A/ No, knock loudly on the door, and call out "Fire Alarm. You must leave the building."

Q/ How do I contact Security once I am outside the building?

A/ Use emergency phones in the area, or direct someone to use the nearest phone to call **8-911 (or 9-343-8911 from CNFER , Health Sciences North, and NOTC).**

Q/ What should I do if there is smoke in the corridor?

A/ If a smoke-free alternate route is available, use that route. If there is no smoke-free route, stay low and crawl if necessary.

Q/ If someone refuses to leave, what should I do?

A/ Note the person's location and report the location to Security or Fire personnel. Use the emergency phone, or direct someone to use the nearest phone to call **8-911 (or 9-343-8911 from CNFER , Health Sciences North, and NOTC).**

Q/ Does everyone have to leave the building, even if it is just a fire drill?

A/ Yes, when the alarm sounds, everyone must leave. It is especially important to leave during fire drills, as this is when we find out if there are any flaws in the evacuation process. (Besides, you will never know if it is a drill or the "real thing".)