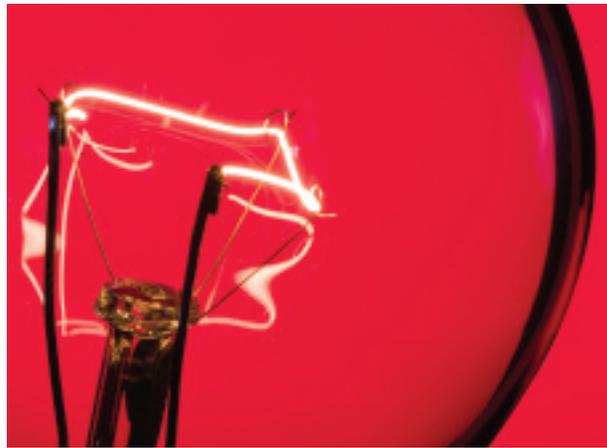


Fire Warden Duties:

- Supervise the immediate evacuation of the floor.
- Direct traffic to the nearest exit door, exit stairway or passageway.
- Ensure elevators are not used.
- Check all washrooms to ensure the floor is fully evacuated.
- Knock loudly on any locked offices/rooms to ensure occupants are aware of the need to evacuate.
- Assist persons requiring assistance to move to closest stairwell or adjacent area of refuse.
- Make a responsible effort to be the last person to leave their floor.
- Meet the Chief Building Fire Warden at the main entrance of the building and:
 - Advise the Chief Building Fire Warden whether the floor has been evacuated and inform on the location and extent of the fire.
 - Inform the Chief Building Fire Warden of the name and location of any person requiring assistance to evacuate.
- Follow directions of Supervisory Staff, Security or the Fire Department.
- Close doors to hallway.



Reporting a General Emergency:

- Contact Security at 5000 to report emergencies.
- Notify Security even if you have already reported the emergency to 911.

Remember:

A faster response can save lives. For all emergencies call Security at extension 5000.

The complete fire safety plan can be found at Facilities Management.

www.smu.ca



Emergency Protocol

Fire Procedures,
General Emergency,
& Fire Warden Duties



One University. One World. Yours.

In the event of Fire or Smoke Occupants Shall:

- Leave the fire area, taking any persons in the immediate vicinity with you.
- Close doors behind you.
- Pull the manual pull station alarm to notify other occupants.
- Evacuate the building or go to a safe area and telephone Security at extension 5000.
- Do not use elevators!
- Assist other occupants as necessary.
- Do not re-enter the building until the Chief Fire Official declares it safe to do so.
- Follow directions of the Fire Department or Security.

If you hear the Fire Alarm Signal:

- Evacuate the building immediately.
- Turn off any equipment that may cause a fire if left unattended.
- Before opening any door, feel door and doorknob for heat. If the door is hot use an alternate exit. If it is cool to touch, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, or the corridor is filled with smoke, close door quickly. If possible, use an alternate exit. At the alternate exit repeat this process.
- Exit the building by the nearest safe exit.
- Follow directions of Fire Wardens, Security, or the Fire Department.

If you cannot leave the building because of fire or heavy smoke or you require assisted evacuation, go to the closest stairwell or adjacent area of refuse.

If you are unable to evacuate your area:

- Close any doors to reduce fire and/or smoke spread.
- Unlock door for possible entry of firefighters.
- Dial 5000 and tell Security where you are and then if possible signal to firefighters by waving out the window.
- Seal all cracks where smoke can get in, especially around door frames and heating and air conditioning outlets. Use available material or clothing and wet if possible.
- Move to the most protected area in the room.
- A small window can be opened for fresh air, but if smoke enters, close window.
- Crouch low to the floor if smoke enters the room.
- Wait to be rescued. Remain calm. Do not panic.
- Listen for instructions given over the building fire alarm speakers or megaphones.

Evacuation Hints:

- Do not delay when you hear the fire alarm signals.
- Walk, do not run.
- Do not retrieve personal belongings.
- Keep calm, assist others to exit.
- Reassure others to stay calm.
- Do not return to the building unless authorized by the Fire Department or Security.

