

# Emergency Management System



**BUILDING EMERGENCY EVACUATION PROCEDURES**

## Table of Contents

1.0 Building Emergency Evacuation Overview .....	2
2.0 Wardens.....	3
3.0 Safety & Security Officer Checklist .....	4
4.0 Building Warden Checklist.....	5
5.0 Floor Wardens Checklist .....	6
6.0 Muster Point .....	7
7.0 Building Emergency Evacuation Summary .....	8
8.0 Helpful Information .....	9
Appendix “A” - Fire Drill Checklist .....	10
Appendix “B” - Fire Drill Evaluation.....	11

## 1.0 Building Emergency Evacuation Overview

Evacuation Exercises must be conducted in each building annually.

Safety & Security Services will schedule the Emergency Evacuation Exercise in conjunction and cooperation with Building Wardens.

Contact	E-mail	Phone
Safety & Security Operations Centre (SOC)	security@stfx.ca	902-867-4444

- 1) Safety & Security Services will coordinate with Facilities Management to set off and deactivate alarm.
- 2) All building alarms on campus ring through to the Safety & Security Operations Centre (SOC). For this reason, 5 minutes prior to the alarm being activated, SOC must be notified.
- 3) Once the exercise is completed, SOC must be informed that the system has been re-set.
- 4) An incident report will be completed as documentation of the exercise.
- 5) Safety & Security Services will schedule a debrief meeting with Building and Floor Wardens to discuss the evacuation exercise and review possible improvements.

## 2.0 Wardens

**Meet your Building and Floor Wardens:**

<p><b>Primary Building Warden</b> Name:                      Office: Department:</p>	<p><b>Alternate Building Warden</b> Name                      Office Department</p>
<p><b>1<sup>st</sup> Floor Warden</b> Name:                      Office: Department:</p>	<p><b>1<sup>st</sup> Floor Warden</b> Name:                      Office: Department:</p>
<p><b>2nd Floor Warden</b> Name:                      Office: Department:</p>	<p><b>2nd Floor Warden</b> Name:                      Office: Department:</p>
<p><b>3rd Floor Warden</b> Name:                      Office: Department:</p>	<p><b>3rd Floor Warden</b> Name:                      Office: Department:</p>
<p><b>4th Floor Warden</b> Name:                      Office: Department:</p>	<p><b>4th Floor Warden</b> Name:                      Office: Department:</p>
<p><b>5<sup>th</sup> Floor Warden</b> Name:                      Office: Department:</p>	<p><b>5<sup>th</sup> Floor Warden</b> Name:                      Office: Department:</p>
<p><b>6th Floor Warden</b> Name:                      Office: Department:</p>	<p><b>6th Floor Warden</b> Name:                      Office: Department:</p>
<p><b>7<sup>th</sup> Floor Warden</b> Name:                      Office: Department:</p>	<p><b>7<sup>th</sup> Floor Warden</b> Name:                      Office: Department:</p>
<p><b>8<sup>th</sup> Floor Warden</b> Name:                      Office: Department:</p>	<p><b>8<sup>th</sup> Floor Warden</b> Name:                      Office: Department:</p>

### 3.0 Safety & Security Officer Checklist

#### When building alarm is activated:

- Complete:** Fire Drill Checklist for planned evacuations (Appendix A)
- Respond:** Confirm that the Fire Department has been contacted (911).
- Observe the Building Externally:** Keeping a safe distance, walk around the outside of the building to look for smoke/flames as well as occupants who are still evacuating the building.
- Ensure Fire Lanes are Clear:** Keep all individuals away from streets and fire lanes to ensure safety and a clear path for emergency responders. Usher all evacuated individuals to the Muster Point.
- Communicate With Building and Floor Wardens:** Obtain all available information including missing or injured individuals, as well as any disabled individuals who have been moved to a refuge area inside the building.
- Communicate with Emergency Responders:** Relay all known information to the Fire Department, as well as any other emergency responders who arrive at the scene.
- Call 911 again if there are any serious injuries on scene:** Emergency Responders will need to be notified again for requirements of an ambulance or other emergency services.
- Assist Emergency Responders:** When the Fire Department arrives, the building and surrounding area is under their command. Safety & Security officers will assist the emergency responders in any role that is required.
- Communicate all Information to the Safety & Security Operations Center (SOC):** All information is to be relayed via radio and/or phone to ensure coordination of response as well as accuracy of reports.
- Wait:** Wait until the "All Clear" is provided by the Fire Department before directing occupants that they are permitted to re-enter the building and under what conditions.
- Complete:** Fire Drill Evaluation Form (Appendix B).

### 4.0 Building Warden Checklist

#### When building alarm is activated:

- Respond:** Confirm that both the Fire Department (911) and Safety & Security Services (902-867-4444) have been contacted.
- Evacuate** the building using the nearest safe exit.
- Proceed** to the predetermined Muster Point. This will be the initial Incident Command Post.
- Obtain** verbal reports from the Floor Wardens.
- Provide** information to the Fire Department and Safety & Security officers regarding the status of the evacuation and the location and status of disabled or injured persons.
- Continue to Communicate** with the emergency responders (police, fire, ambulance, etc.) as well as the Safety & Security officers.
- Wait** until the "All Clear" is provided by the Safety & Security officers before directing occupants that they are permitted to re-enter the building and under what conditions.
- Complete** Fire Drill Evaluation Form (Appendix B) and forward it to the Supervisor of Safety & Security.

### 5.0 Floor Wardens Checklist

#### When building alarm is activated:

- Respond:** Confirm that both the Fire Department (911) and Safety & Security Services (902- 867-4444) have been contacted.
- Check** to see if washrooms, offices and hallways in your assigned area have been evacuated and ensure all doors are closed as you are evacuating the building **if it is safe to do so.**
- Assist** those who are injured or have mobility issues to a designated refuge area (typically stairwells) and then proceed to evacuate the building **if it is safe to do so.**
- Evacuate** the building using the nearest safe exit.
- Direct** individuals to the **Muster Point** and ensure that individuals remain clear of the building and any fire lanes.
- Proceed to the Muster Point** and verbally report to the Building Warden on the status of the evacuation, the building and whether there are individuals who need assistance.
- Wait** until the “All Clear” is provided by the Safety & Security Officers before directing occupants that they are permitted to re-enter the building and under what conditions.
- Complete** Fire Drill Evaluation Form (Appendix B) and forward it to the Supervisor of Safety & Security.

### 6.0 Muster Point

When the building alarm is activated, all occupants will evacuate the building immediately and proceed to the Muster Point to meet with the wardens.

The Muster Point will serve as the incident command post for the Safety & Security officers and the Building/Floor Wardens.

In the case of an evacuation where occupants are not permitted back into the building for an extended period, occupants will be directed to a Sheltered Muster Point by Safety & Security officers and/or by Building/Floor Wardens.

For additional information, please review the following documents on the Emergency Management System website.

- Be Prepared Guidelines
- Fire Guidelines
- Evacuation Guidelines
- Muster Point Map



### 7.0 Building Emergency Evacuation Summary

The following summary is provided as an “at a glance” overview for important points to consider during an Emergency Evacuation.

- Respond:** Confirm that both the Fire Department (911) and Safety & Security Services (902-867-4444) have been contacted.
- Check** to see if washrooms, offices and hallways in your assigned area have been evacuated and ensure all doors are closed as you are evacuating the building **if it is safe to do so.**
- Assist** those who are injured or have mobility issues to a designated refuge area (typically stairwells) and then proceed to evacuate the building **if it is safe to do so.**
- Evacuate** the building using the nearest safe exit.
- Proceed** to the predetermined **Muster Point.** Ensure that individuals remain clear of the building and any fire lanes.
- Communicate** with the emergency responders (police, fire, ambulance, etc.) as well as the Safety & Security officers. Provide information regarding the status of:
  - **Occupants**
    - All occupants accounted for
    - Occupants suspected missing
    - Location/status of disabled or injured occupants
  - **Building**
    - Status of building
      - Damage
      - Affected utilities
    - Risks to Emergency Responders
      - Hazardous materials
- Wait** until the "All Clear" is provided by the Safety & Security officers before directing occupants that they are permitted to re-enter the building and under what conditions.
- Complete** a Fire Drill Evaluation Form (Appendix B).

## 8.0 Helpful Information

- **Evacuation maps** are posted throughout campus buildings. Contact Safety & Security Services if evacuation maps are not present.
- **Know the evacuation map** nearest to your workspace and learn the location of the nearest exits, fire alarm pull stations and fire extinguishers.
- **You are NOT required to fight any fires.** However, you may do so *in the case of a small fire*, usually no bigger than a waste basket AND if you are not placing yourself in danger. Remember, your safety comes first.
- **You may fight the fire only if ALL the following criteria are true:**
  - 1) The fire is small, contained (as in a waste basket) and not spreading quickly.
  - 2) You have a clear escape route and there is no immediate risk to your safety.
  - 3) The fire is not producing thick smoke or toxic fumes.
  - 4) The proper extinguisher is immediately at hand.
  - 5) You have read the instructions, are trained and know how to use the extinguisher.
- **How to use a fire extinguisher (PASS):**
  - 1) Pull the safety pin to start the flow of fire suppressant
  - 2) Aim at the base of the flame of the material on fire, not the flame itself
  - 3) Squeeze the trigger and hold it down while holding the extinguisher upright
  - 4) Sweep from side to side until the extinguisher is exhausted

**If the fire is not extinguished immediately, leave it for professional fire-fighters. Pull the nearest fire alarm pull station, if it is safe for you to do so, evacuate the building and then call 911.**

### Revision Summary

DATE	REVISION	SUMMARY
	0	Complete revision of program (last draft 2018)
17 Aug 2023	1	Adopted by UJOHSC

Appendix "A" - Fire Drill Checklist

<b>Building Name</b>				
<b>Date of Drill</b>				
Item - Pre-Drill		Comments		
Building Safety Committee Meeting/Notification	<input type="checkbox"/>			
STFX Safety & Security Services Notified	<input type="checkbox"/>			
Facilities Management Notified	<input type="checkbox"/>			
Fire Department Notified	<input type="checkbox"/>			
Electrician Notified	<input type="checkbox"/>			
Facility/Staff Notified (E-Mail)	<input type="checkbox"/>			
Item - Post Drill		Comments		
STFX Safety & Security Services Notified and Signal Confirmed	<input type="checkbox"/>			
Fire Department Notified	<input type="checkbox"/>			
Staff Feedback Provided	<input type="checkbox"/>			
Incident Report Completed	<input type="checkbox"/>			
How long did it take to evacuate the building?		<b>Minutes</b>		<b>Seconds</b>
List of Observers				
<b>Completed By</b>				
<b>Signature</b>				

Appendix "B" - Fire Drill Evaluation

<b>Date of Drill</b>			
<b>Building Name</b>			
<b>Floor</b>			
<b>Zone</b>			
		<b>YES</b>	<b>NO</b>
Could the alarm signals be heard in all areas of the building?		<input type="checkbox"/>	<input type="checkbox"/>
Did all personnel evacuate the fire zone/floor/building?		<input type="checkbox"/>	<input type="checkbox"/>
Were any fire doors (stairwell doors) propped open?		<input type="checkbox"/>	<input type="checkbox"/>
Did fire doors, which automatically close, function properly?		<input type="checkbox"/>	<input type="checkbox"/>
Did the Fire Warden Team meet to confirm "All Clear"?		<input type="checkbox"/>	<input type="checkbox"/>
Did the Floor Wardens report to the Building Warden?		<input type="checkbox"/>	<input type="checkbox"/>
Did the Building Warden Report to the Safety & Security Services?		<input type="checkbox"/>	<input type="checkbox"/>
<b>How did personnel and/or visitor's respond/react to the drill on your floor?</b>			
<b>What type of difficulties, if any, were encountered during the evacuation?</b>			
<b>Recommendations</b>			
<b>Completed By</b>			
<b>Signature</b>			