
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 in use
- Check all washrooms to ensure the floor is fully evacuated
- Aid persons who require assistance to closest safe area. Ask them to call security
- Make a responsible effort to be last person to exit the floor
- Close doors to hallway
- Meet the Chief Building Fire Warden at the main entrance of the building and inform them of
 - The location and extent of the fire
 - As to whether the floor has been evacuated
 - Name and location of any person requiring assistance to evacuate

**REMEMBER: A FASTER RESPONSE
CAN SAVE LIVES**

REPORTING A GENERAL EMERGENCY

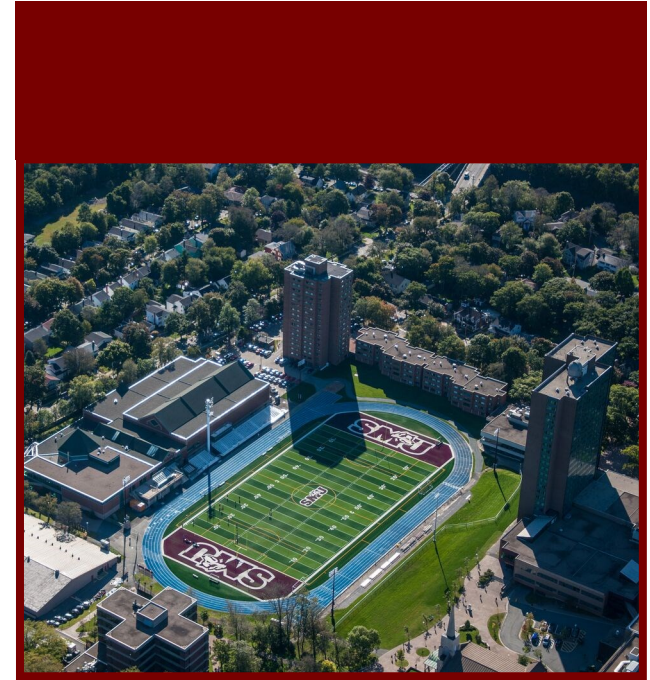
- Contact Security at ext 5000
- Notify Security even if you have already reported the emergency to 911

FOR ALL EMERGENCIES

**CALL SECURITY EXT 5000 OR
CALL 911**

*The complete fire & safety plan can be
found at facilities management*

<http://www.smu.ca/about/ohs-fire-and-emergency.html>



FIRE PROCEDURES EMERGENCY REPORTING FIRE WARDEN DUTIES



One University. One World. Yours.

IN THE EVENT OF FIRE OR SMOKE

OCCUPANTS SHALL

- Leave the area, taking any person 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 ext 5000
- Use stairwells, do not use elevators
- Assist other occupants as necessary
- Do not re-enter the building until the Chief Fire Official declares it is safe to do so
- Follow the directions of the Fire Wardens, Fire Department or Security

IF YOU HEAR THE FIRE ALARM

- 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 with back of

hand. If hot, use alternate exit. If cool to touch, brace yourself against the door and open slightly. If there is air pressure/hot draft or the corridor is filled with smoke close door directly

- Repeat process at closest alternate exit
- Exit the building by the nearest safe exit
- Follow the directions of the Fire Wardens, Security or the Fire Department

IF YOU ARE UNABLE TO EVACUATE YOUR AREA

- Stay in an office or room and close any doors to reduce the spread of fire and/or smoke
- Unlock the door for possible entry of firefighters
- Dial Security ext 5000, inform them of your exact location
- If possible signal to firefighters by waving out of a window
- Seal all cracks where smoke can

get in ie. Door frames, heating and air conditioning outlets. Use available material or clothing. Wet if possible

- Move to the most protected area of the room
- A small window can be opened for fresh air, however if smoke enters, close window
- Crouch low to the floor if smoke enters the room
- Remain calm and wait to be rescued.
- 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 authorised by the Fire Department or Security
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