

## Building Emergency Team Responsibilities

**Building Emergency Teams** are found in most buildings on campus. It is the function of the Building Emergency Team to be “Floor Wardens” and/or “Door Monitors” to assist and coordinate all occupants of the building to ensure a prompt and organized evacuation of the building in the event of an emergency.

If the fire alarm is not sounding, pull the nearest pull station and close any doors to the fire area.

Put on your Building Emergency Warden vest.

Take your keys, coat, and any important information with you.

If you are a Floor Warden and are in your designated area, if safe, begin a sweep of the area to ensure that everyone is out. Take note of the location where people refuse to leave. If you are not in your assigned area and cannot get there, do not go back to do a sweep. Be sure to report this information to the Door Monitor, an official outside or the Building Emergency Coordinator at the front of UC.

If you feel confident in the operation of a fire extinguisher, try to extinguish the fire. If you do not, evacuate the fire area. Close any doors and windows to this area, if it safe to do so.

As you are leaving, tell people that it is mandatory that they evacuate the building.

As a Floor Warden, you should report to the Door Monitor\*; the Door Monitor will report to the Rover, and the Rover will report to the Building Emergency Coordinator (BEC) at the front of the building to let him/her know that each area has been swept and everyone is out. Or if you have come across people that were not evacuating, you need to report immediately to the Rover or other emergency personnel where these individuals are located.

If you see signs of smoke and/or fire, or any other emergency situation, react accordingly and have this information reported to the Building Emergency Coordinator and/or emergency personnel.

\*Any Floor Wardens that are also Door Monitors, go to your assigned exit.

Once outside, after an evacuation, Door Monitors are to help keep people back from the entrances, and ensure people do not re-enter the building or area until authorized to do so by Incident Command. Once the all clear is given or the fire alarm stops, assist people re-entering the building.

Members may be required to help do head counts, spread the word that the all clear has been given, or inform people that they should head to the designated temporary shelter in Somerville House by Lucy's/Tim Horton's.

***NOTE: Please also refer to the instructions for people with physical disabilities.***