

# **BUILDING EMERGENCY TEAM [BET]**

See Specific Notes Below

## **UNIVERSITY COLLEGE – GROUND & FIRST FLOORS**

	<u>Warden</u>	<u>Door Monitor</u>
Megan Fletcher ( <i>Building Emergency Coordinator</i> )	<b>Area 1</b> <i>and</i>	Exit 1
Sylvia Kontra (Jamie Karp backup)	<b>Area 2</b> <i>and</i>	Exit 4
Deb Smith (Mirela Parau backup)	<b>Area 3</b> <i>and</i>	Exit 2
Vivian Foglton (Anne McFarland backup)	<b>Area 4</b> <i>and</i>	Exit 6
Wayne Brereton	<b>Area 5</b> ( <i>Warden only - report to Door Monitor at Exit 6</i> )	
Carrie Connelly (Elizabeth Moreau backup)	<b>Area 6</b> <i>and</i>	Exit 7
Chris Bell	<b>Area 7</b> ( <i>Warden only – report to Door Monitor at Exit 4</i> )	
Ken Milner	<b>Area 8</b> <i>and</i>	Exit 3
Jen Tramble (Alyssa Evetts backup)	<b>Area 9</b> <i>and</i>	Exit 5

## **UNIVERSITY COLLEGE – SECOND & THIRD FLOORS**

	<u>Warden</u>	<u>Door Monitor</u>
Chantal Dawar/Henri Boyi	<b>Area 10</b>	( <i>Warden only - report to Door Monitor at Exit 1</i> )
Cristina Caracchini/Rafael Montano	<b>Area 11</b>	( <i>Warden only - report to Door Monitor at Exit 4</i> )
Matthew Rowlinson	<b>Area 12</b>	( <i>Warden only - report to Door Monitor at Exit 6</i> )
John Nassichuk/Mario Longtin	<b>Area 13</b>	( <i>Warden only - report to Door Monitor at Exit 1 or 2</i> )
Luca Pocci/Juan Sanchez	<b>Area 14</b>	( <i>Warden only - report to Door Monitor at Exit 4</i> )
Julia Emberley	<b>Area 15</b>	( <i>Warden only - report to Door Monitor at Exit 5</i> )

**NB: Floor Wardens:** Ahead of time, please familiarize yourself with rooms within your “area” and the correct Exit to which you will report. During building evacuation, please knock on doors and ensure that people are exiting the building. **Report** to the Door Monitor *at your assigned Exit* room locations where individuals refuse to evacuate, as well as any persons with disabilities who will require assistance from emergency personnel.

**NB: Door Monitors:** Please be aware of **which Floor Wardens will be reporting to you** at your assigned exit. If an area has not been swept (the Warden is not in their area to check it), please **report** this to the Rover who will report it to the Coordinator or emergency personnel.

### **NB: Rovers – report to Megan at front of UC**

Gabbi Whitlock	Exits 2, 3
Andrea Purvis	Exits 4, 5, 6
[Megan Fletcher	Exits 1, 7]

**Check with Door Monitors** to make sure that their areas of the building have been evacuated and then report to *Building Emergency Coordinator* at **Exit 1**. **Report** locations of people with disabilities, those who refuse to evacuate, . Once the fire alarm stops, this is the “all clear”; please make sure Door Wardens are aware that the building is safe to re-enter.