PURPOSE:

This procedure provides a guideline on how to safely and promptly evacuate an office, building or buildings or part thereof.

RESPONSIBILITY:

This procedure is to be used by the Emergency Response Team (ERT) which includes Emergency Response Wardens, Building Emergency Captains, Emergency Preparedness Coordinators and Security Services personnel.

RELATED TASK AND/OR POSITIONS:

Prior to taking a lead in any evacuation, all Emergency Response Team members must have attended the Emergency Response Warden Training. ERT members must also be familiar with their units’ emergency sub plan; emergency exits; fire alarm pull stations; people in their designated area of responsibility and the designated assembly area for their building; any persons in their unit requiring assistance during an evacuation and participate in fire and evacuation drills.

DISTRIBUTION:

A copy of this procedure is included in the units Emergency Sub Plan binder and is distributed to:
- Office of Emergency Preparedness
- Unit Emergency Preparedness Coordinator
- Director/Manager of the unit
- Security Services
- Others as deemed necessary but the unit
TOOLS AND EQUIPMENT:

Emergency Response Wardens are provided with an orange vest and hat, a flashlight and a whistle.
Building Emergency Captains are provided with a yellow vest and hat, a flashlight and a whistle.

RELATED MANUALS OR DOCUMENTS:

The faculty emergency sub plan including procedures for evacuation; shelter in place; violent person; hazardous materials and other procedures relevant to their area; communication trees; notification trees; persons requiring assistance.

TRAINING REQUIREMENTS:

Emergency Response Warden training and participation in evacuation drills.

PROCEDURES:

1. EMERGENCY RESPONSE WARDEN ACTIVITIES

1.1. Upon hearing a fire alarm, don the warden equipment (orange vest and hat, whistle and flashlight).
1.2. Direct people in your area of responsibility to follow you out. Advise them to take personal belongings with them (i.e. keys, purse, coat, etc.) in the event you cannot return to the building. Leave the building quickly using the nearest and safest exit. DO NOT USE THE ELEVATOR.
1.3. Perform a cursory check of offices/rooms as you are leaving to ensure everyone leaves. Knock on doors that are closed.
1.4. Make note of the name (if known) and location of any person who refuses to leave. Do not attempt to force them to leave, or get in an altercation with them. Advise Toronto Fire Services of their location. The fire department will then deal with that person.
1.5. Ensure that any persons with mobility issues requiring assistance to evacuate the building remain at the designated area. Call 911 immediately and advise Toronto Fire Services of the location of the person requiring assistance. Should another person volunteer to stay with them and wait for the fire department – they may do so.
1.6. Once outside the building, go directly to the designated assembly point for your building, outside at least 100m (or as safe distance as possible) away from the building. Should the primary designated assembly point be unavailable, go to the secondary designated assembly point.

→ For a list of primary and secondary designated assembly points contact the Emergency Preparedness Coordinator for the Faculty of Science and Engineering.
1.7. Once at the assembly point, do a quick head count to ensure all people in your area have evacuated.

1.8. Advise the Building Emergency Captain and/or Security Services of any people unaccounted for.

1.9. Remain at the designated assembly point until advised by either Toronto Fire Services or Security Services that it is safe to re-enter the building. In the event the building is not safe, you will be directed to the secondary indoor assembly point for the building.

1.10. Assist staff, guests, etc. to the secondary assembly point if necessary.

1.11. Liaise with the Building Emergency Captain and/or Security Services to obtain updated and accurate information regarding the status of the situation. Share the information with the staff, guests, etc.

1.12. Re-enter the building only when advised by Toronto Fire Services or Security Services that it is safe to do so.

1.13. Follow any and all direction from Toronto Fire Services and/or Security Services. Toronto Fire Services is the lead on all fire related events that occur on either campus. We take our direction them.

2. BUILDING EMERGENCY CAPTAIN

2.1. Upon hearing a fire alarm, don the warden equipment (yellow vest and hat, whistle and flashlight).

2.2. Provide support and assistance to Emergency Response Wardens in the orderly evacuation of the building.

2.3. Performs a cursory check of offices/rooms/washroom/meeting rooms, etc. to ensure all occupants leave the building. Knock on doors that are closed.

2.4. Leave the building using the nearest and safest exit. DO NOT USE THE ELEVATOR.

2.5. Once outside the building, go directly to the designated assembly for your building, outside at least 100m (or as safe distance as possible) away from the building. Should the primary assembly point be unavailable, go to the secondary assembly point.

→ For a list of primary and secondary designated assembly points contact the Emergency Preparedness Coordinator for the Faculty of Science and Engineering.

2.6. Meet with Emergency Response Wardens to confirm everyone out of the building. In the event it is not confirmed that everyone is out – advise Toronto Fire Services and/or Security Services immediately.

2.7. Liaise with Security Services to obtain updated and accurate information regarding the status of the situation. Share the information with the wardens, staff, guests, etc.

2.8. Remain at the designated assembly point until advised by either Toronto Fire Services or Security Services that it is safe to re-enter the building. In the event the building is not safe, you will be directed to the secondary indoor assembly point for the building.
2.9. Re-enter the building only when advised by Toronto Fire Services or Security Services that it is safe to do so.

2.10. Follow any and all direction from Toronto Fire Services and/or Security Services. Toronto Fire Services is the lead on all fire related events that occur on either campus. We take our direction them.