

Royal Roads University Emergency Warden Guidelines

Forest Fire Preparedness & Response

Roles: The Emergency Wardens & Building Captains facilitate the emergency evacuation of buildings and organize occupants at designated assembly points. They provide valuable information to building occupants and first responders as required. They also liaise with first responders and the Incident Commander via Building Captains and/or Assembly Point Commanders (see figure below for Order of Communication). Building Captains are wardens that consolidate evacuation reports from the other wardens to escalate those to the Assembly Point Commanders. All Emergency Wardens act as important ambassadors and raise awareness about emergency preparedness and responses at RRU.

Before a Fire (preparedness):

- Introduce yourself and let building/floor occupants know your position/role as a warden.
- Know your exits and evacuation route(s)
- Ensure the building or floor occupants are aware of the local emergency response procedures, evacuation routes and assembly areas.
- Acquaint yourself with any special accommodations; discuss evacuation with those requiring assistance (i.e. anyone in a wheelchair or with mobility issues). Notify the Resilience team in advance if there are concerns and plan another evacuation route, if required.
- Keep handy: Helmet & vest, Evacuation Reports (and pen) and a floor occupants list
- Attend emergency warden training sessions
- Know the fire plans, evacuation routes and responsibilities
- Escalate fire safety or evacuation concerns
- Promote a culture of safety and preparedness at RRU
- Participate in debriefings to evaluate the evacuation or drill with the Resilience Team

During a Fire (emergency response):

- Quickly and calmly clear the building following designated evacuation routes
- Bring your Warden materials (helmet, vest and evacuation report)
- Close but do not lock doors (if possible, close windows); do not use elevators
- Guide building/floor occupants to your designated assembly point
- Assist with crowd control (no re-entry until an all-clear is given)

Once Evacuated . . .

- Confirm status of full evacuation, ensuring all expected evacuees are accounted for
- Identify outstanding safety concerns

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- Ensure those with mobility issues or accommodations are comfortable
- Fill out Evacuation Report
- Rendezvous with Building Captain to convey evacuations status
- Building Captain meets with Assembly Point Commander (Operations or Client Services Team members) and/or First Responders to convey the status of the evacuation and critical safety information
- Relay next steps to evacuees (give them the *all clear* or instructions to *leave campus*)

Figure: **Order of Communication During an Evacuation**

