



Emergency Warden Manual

Emergency Management
<https://www.ucalgary.ca/emergencyplan/>

Introduction.....	2
Why are Emergency Wardens necessary?	2
Emergency Wardens may also be asked to assist with:	2
The Emergency Warden Team	2
The Evacuation Plan during an Alarm.....	2
Emergency Warden Roles and Responsibilities:	3
BEFORE an alarm	3
DURING an alarm	3
AFTER an alarm.....	3
Senior Warden Roles and Responsibilities:.....	4
BEFORE an alarm	4
DURING an alarm	4
AFTER an alarm.....	4
Assembly Captain Roles and Responsibilities:.....	4
Use of Elevators.....	4
What if there is no Senior Emergency Warden to report to?.....	5
Changing the evacuation plan.....	5
Assembly Points.....	5
What is the purpose?.....	5
Fire Extinguishers	6
Training and Exercises.....	6
Evacuation Drills	6
Training: Environment, Health & Safety Courses	6
Annual Emergency Warden Appreciation Event.....	6
UC Emergency App.....	7
Emergency Text Messaging.....	7
Appendix A: Definitions.....	8
Appendix B: Danger Sign.....	9

Introduction

The University of Calgary is committed to creating a safe and healthy living and learning environment. The health and safety of our faculty, employees, students and the general public is the highest priority for the University's Emergency Management portfolio. The portfolio complies with the Alberta Building Code and the Alberta Fire Code Legislation and aims to maintain the highest standards to ensure a timely and appropriate response to emergencies to create a safe campus community.

The Emergency Warden Program is one way the University of Calgary is achieving these standards. During an emergency; response volunteers for the Emergency Warden program assist in evacuating Faculty members, employees, students, and the general public.

Why are Emergency Wardens necessary?

Faculty members, employees, students and visitors are expected to evacuate a building during all evacuation alarms and other emergencies affecting the building. A primary function of the Emergency Wardens is to assist in the evacuation of all campus facilities. The information collected and reported to the Senior Warden by Emergency Wardens enables responding agencies to determine response priorities and quickly ensure the safety of all persons affected by the incident.

Emergency Wardens may also be asked to assist with:

- Supporting students, employees, and visitors during, and following, an emergency event;
- Assist in the implementation of University emergency response procedures;
- Promote awareness and education around emergency preparation and response;
- Assist the Emergency Management Department during large-scale responses on campus or within the community;
- Participate in training opportunities and exercises

The Emergency Warden Team

The Emergency Warden Team for a building consists of two positions: Senior Warden and Emergency Warden and possibly an Assembly Captain. The Senior Warden and Emergency Warden roles will remain constant however; the Assembly Captain may change and will only be active during an actual response or drill.

The Senior Warden is identified by the lime coloured vest with 'Senior Emergency Warden' written on the back. Emergency Wardens are identified by the orange coloured vest.

The Evacuation Plan during an Alarm

All University of Calgary building fire alarms are monitored by Campus Security and the Calgary Fire Department and when any building goes into alarm a notification is instantly sent to both within moments. The fire alarm system may be used for evacuations other than Fire. All evacuation alarms should be treated as "real" and proper evacuation conducted.

Campus Security and the fire department will respond to the building. All occupants of a building in alarm should immediately evacuate the building through the **nearest** and **safest** emergency exit and proceed to their designated Assembly Point.

Occupants should be exiting to the exterior of the building and are not to use building connectors/tunnels to get to the assembly point.

Emergency Warden Roles and Responsibilities:

BEFORE an alarm

- Report any hazards and know the location of pull stations, fire extinguishers, emergency phones (if any), and all exits;
- Know the building's Assembly Point, Response Point (Fire Panel Location) and least 2 exits out of the building;
- Use the Emergency Buddy Program to support people with impairments.

DURING an alarm

- Ensure your floor/Zone is quickly and efficiently evacuated;
- Occupants should be encouraged to walk and not run to the nearest exit doors and stairwells. **DO NOT USE ELEVATORS**;
- Close all doors and check washrooms, study areas;
- Do not argue with occupants if they don't evacuate, close doors and record names if known and room numbers and report them to the Senior Warden;
- Upon exiting the nearest safe exit Emergency Wardens may affix the "DANGER do not enter" signs to prevent re-entry;
- Report the status of your floor/Zone to the Senior Warden at the response point particularly:
 - Location of persons with impairments
 - Location of persons unable to or refusing to evacuate
 - Any problems noticed during evacuation
 - If you have posted a no entry sign and the location
- Proceed to the Assembly point and await further direction from the Assembly Captain.

AFTER an alarm

- After the "all clear", remove "DANGER do not enter" signs as you return;
- Participate in the "After Action Review";
- Bring up any concerns and discuss ways the evacuation could have been improved with your Senior Warden.



Senior Warden Roles and Responsibilities:

BEFORE an alarm

- Report any hazards and know the location of pull stations, fire extinguishers, emergency phones (if any), and the location of all emergency exits;
- Know your building's Assembly Point, Response Point (Fire Panel) and at least 2 exits out of the building;
- Use the buddy system to support people with mobility issues;
- Maintain an Emergency Warden list for the building. Ensure it is kept current with contact information and floor/Zone assignments.

DURING an alarm

- When an alarm sounds, the Senior Warden will meet the Emergency Wardens at the response point , (Fire Panel and/or designated point);
- Record the status of evacuated areas and report:
 - Location of persons with impairments
 - Location of persons unable to evacuate or unwilling
 - Any problems noticed during evacuation
- Liaise with Campus Security and the Calgary Fire Department
- Appoint an Assembly Captain person for the Assembly point
- Provide status updates to the Assembly Captain as required

AFTER an alarm

- When building is safe to re-enter communicate the "ALL CLEAR" to the Assembly Captain;
- Participate in the "After Action Review". Bring up any concerns and discuss ways the evacuation could have been improved.

Assembly Captain Roles and Responsibilities:

- Will be appointed by Senior Warden during the evacuation to any Emergency Warden;
- Ensures means of communication with Senior Warden (e.g. cell, phone, radio, runner);
- Updates evacuees at the Assembly point on status of evacuation or other pertinent information as received from the Senior Warden (e.g. ALL CLEAR, delays etc.) .

Use of Elevators

When a building goes into alarm do not use the elevators go directly to the nearest exit stairwell.



What if there is no Senior Emergency Warden to report to?

In the event that no Senior Emergency Wardens are available, the first Emergency Warden at the response point will assume this role. If an Emergency Warden is uncomfortable with this, ask another Emergency Warden for support and assistance.

Changing the evacuation plan

The Emergency Warden Team of any building on campus can exercise some flexibility within the general evacuation plan to suit their particular building, as long as the following 3 premises of the evacuation plan are met.

1. All floors are evacuated;
2. The plan does not enhance the risk to Emergency Wardens or Occupants;
3. The Senior Emergency Warden receives a report from your area.

For Example:

- Dividing up a large building into smaller components with a Senior Emergency Warden for each section (i.e. the Engineering Complex with Blocks A-F);
- Sending a single warden to report to the Senior Warden for multiple Wardens/areas (as opposed to all wardens going directly to the Senior Warden).

Important: All changes must be vetted by the Emergency Management department prior to implementation.

Assembly Points

What is the purpose?

The purposes for Assembly Points are:

- To provide a warm and safe location, protected from the elements for an evacuated population to gather, and;
- To provide a collection point and conduit for information from the responding emergency personnel to the evacuated population and from the evacuated population to the emergency responders.

All primary Assembly Points for University of Calgary facilities can be found at:

<http://www.ucalgary.ca/emergencyplan/assemblypoints>. All Emergency Wardens should know the Assembly Point location for the occupants of the building they occupy. This information should also be included in student/ department orientations so everyone in the building is aware of the Assembly Point for their building.

Fire Extinguishers

- Before you do anything pull the nearest fire alarm;
- Do not attempt to extinguish the fire unless you have been trained and you feel it is safe to do so. This should be done in pairs.
- When operating a Fire Extinguisher remember **PASS**:
 - **(P)**ull the safety pin
 - **(A)**im the nozzle
 - **(S)**queeze the trigger handle
 - **(S)**weep from side to side
- If at any point you feel unconfident, unsafe or discover the fire cannot be extinguished leave the fire area, close the door, evacuate and wait for the fire department at the main level of the building, with the Senior Warden.



Training and Exercises

Evacuation Drills

Evacuation drills are generally held annually except for the following buildings:

- Child Care Facilities (once monthly) ;
- Residence Buildings (twice a year).

Evacuation drills are important for all occupants to learn what an alarm sounds like in their building and what to do in an alarm. Not all buildings on campus have the same alarm system. Evacuation drills are a training opportunity for Emergency Wardens to practice their procedures and are required to establish our legal due diligence.

Training: Environment, Health & Safety Courses

All Senior Wardens and Emergency Wardens must complete the Online Emergency Warden Program training which can be found via your portal and Enterprise Learning Management.

These courses and several others can be found on the Environment, Health & Safety website:
<https://www.ucalgary.ca/safety/courses>.

Annual Emergency Warden Appreciation Event

Emergency Management hosts an Annual Appreciation Event for all volunteers of the Emergency Warden Program. There are draws for prizes, snacks & beverages, themed games or demos, and guest speakers as we use this opportunity to say 'thank you' to all the volunteers in the program.

UC Emergency App

In the event of an emergency on campus, it is crucial to receive information quickly. The UC Emergency app delivers alerts and updates that can save lives and prevent injury. The app is one part of the university's emergency management plan and a big part of creating a safe and healthy living and learning environment for everyone on campus.



Download the app from your smartphone at one of the links below:

- [Apple Store](#)
- [Google Play \(for Android devices\)](#)
- [Blackberry World](#)

Once downloaded from your app store, simply login using your University of Calgary IT account credentials. Be sure to enable push notifications as you login to allow the university to send you emergency alerts.

Emergency Text Messaging

The University of Calgary's emergency text messaging system will no longer be in use as of May 31, 2015. The Canadian Wireless Transmission Authority (CWTA), who issues the codes to send bulk messages, cannot ensure delivery to our user group. As such, we are now using the UC Emergency app to send mass notifications in the event of an emergency on campus. Get the app today.

Appendix A: Definitions

Assembly Captain: is nominated by the Senior Warden to communicate the status of the evacuation/ ALL CLEAR at the Assembly Point.

Assembly Point: designated areas where evacuated building occupants can gather and learn more information about their emergency.

Emergency Buddy Program: having someone assist or stay with a non-ambulatory person during an alarm or other emergency situation. Emergency Buddy information can be downloaded from our website under 'Emergency Buddy – Safety Bulletin'.

Emergency Warden: responsible for sweeping their assigned area and reporting to the Senior Warden

Exit door: door that lead outside of the building or to another building.

Fire-rated stairwell: enclosed stairwells usually constructed of cement, cinderblocks or other non-flammable materials leading to an exterior exit

Response Point: area outside the nearest building entrance to the Fire Panel location.

Senior Warden: responsible for managing the Wardens in the building and for liaising with Campus Security and Calgary Fire Department during the response.

Appendix B: Danger Sign

