

## Faculty & Staff General Responsibilities

(Individuals are responsible for themselves and anyone they are supervising, at the time the alarm sounds)

All Faculty & Staff will:

- Know the sound of the building's fire alarm and procedures to follow upon hearing the fire alarm; insist that everyone immediately exit the building. Respect and support the efforts of the Emergency Wardens where possible.
- Become familiar with the exit routes from offices, classrooms, labs and lecture halls.
- Keep access to exits and EXITS inside and outside, clear of combustibles and hazards at all times.
- Keep doors in fire separations closed at all times.
- Advise relevant Supervisors, Building Warden Coordinators or HR-EHS of all hazards, especially those that may negatively affect evacuations.
- Read posted "In Case of Emergency" signs and draw students' attention to them before they are actually needed.
- Monitor classroom occupancy and advise the Course Supervisor or the Scheduling Office if posted limit is exceeded. Do not let unscheduled students into classes if space is an issue.
- Do not spend time arguing with those who refuse, note names and locations, and inform an Emergency Warden, Campus Security member or Firefighter outside. Individuals who stay behind may be charged by the Fire Department if they need to be rescued.
- Help mobility impaired individuals to exit or to a (pre-planned where possible) safe refuge, preferably a fire stair landing or an enclosed, fire-rated space near the fire stairs and then advise an Emergency Warden, Campus Security member or Firefighter of their location.
- If you are assigned to assist someone to evacuate, ensure that you know the procedures to be carried out in that eventuality.
- Participate in all fire drills and other fire safety training conducted.

### ***For more information contact:***

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