

LOCAL EMERGENCY RESPONSE PLAN

PHYSICS BUILDING

116 Science Place

**Department of Physics and Engineering Physics &
Information and Communication Technology**

Key Contact Numbers:

Protective Services	306-966-5555 (mobile phone) 5555 (campus phone)
Emergency Services	911 (mobile phone) 9-911 (campus phone)
Physics and Engineering Physics Main Office	306-966-6393
Department Head (P&EP – Tom Steele)	306-966-6427
Facility Manager (Gail McKenzie)	306-221-2998
Plasma Lab (Jiping Zhang)	306-966-6419
Information and Communication Technology Main Office	306-966-4836
Physics Building Chief Fire Warden (Daryl Janzen)	306-966-6434
Physics Building Deputy Fire Warden (Mark Wurtz)	306-966-6416

Roles and Responsibilities

CHIEF BUILDING WARDEN

The Chief Building Warden is responsible for: recruiting all Wardens and Guards; coordinating local and institutional training; performing specific emergency response procedures during an emergency situation; and, maintaining records associated with the Local Emergency Response Plan and the Building Evacuation Plan. Any alterations or changes to these records shall be forwarded to Safety Resources.

If the Chief Building Warden is absent then the Deputy Building Warden shall act as the Chief Building Warden. If both the Chief Building Warden and Deputy Building Warden are going to be absent, individuals must be assigned to fill the positions.

IN AN EVACUATION EMERGENCY:

- Go immediately to the building annunciator panel to determine the location of the emergency.
- Put on emergency response arm band, if possible.
- Supervise the orderly evacuation of personnel, students and visitors from the building.
- Notify Protective Services and Saskatoon Fire Department (SFD) of any special hazards in the building or area.
- When evacuation is complete, receive reports from all Wardens and Guards regarding the accounting of personnel.
- When authorized by SFD or Protective Services notify Floor Wardens in the marshalling areas that the building is safe to re-occupy.
- **EVACUATION DRILLS** – participate in evacuation drills; help to identify shortfalls and provide guidance to personnel on improvements.

Roles and Responsibilities

DEPUTY BUILDING WARDEN

The Deputy Building Warden is responsible to assist the Chief Building Warden with: recruiting all Wardens and Guards; coordinating local and institutional training; performing specific emergency response procedures during an emergency situation; and, maintaining records associated with the Local Emergency Response Plan and the Building Evacuation Plan.

The Deputy Building Warden shall act as the Chief Building Warden in his/her absence. If both the Chief Building Warden and Deputy Building Warden are going to be absent, individuals must be assigned to fill the positions.

IN AN EVACUATION EMERGENCY:

- Go immediately to the building annunciator panel to determine the location of the emergency.
- Put on your emergency response arm band if possible.
- Remain at the entrance by the annunciator panel to direct Protective Services and SFPS to the location of the alarm.
- Assist the Chief Building Warden as necessary.
- Communicate with Wardens and Guards to provide information on the alarm situation.
- **EVACUATION DRILLS** – participate in evacuation drills; help to identify shortfalls and provide guidance to personnel on improvements.

Roles and Responsibilities

FLOOR WARDENS & ASSISTANT FLOOR WARDENS

IN AN EVACUATION EMERGENCY:

- Take appropriate action to help ensure the safety of those in the area for which you are assigned.
- Notify the Chief Building Warden and SFD of any special hazards in the area.
- Assist or seek assistance for individuals that are injured.
- Direct personnel in their designated area(s) to evacuate the building through pre-determined exits to the marshalling area(s).
- Assistant Wardens or other individuals may be assigned to assist persons with special needs to exit the building. If a person with special needs cannot easily be guided out of the building, the person should be moved to a safe place (a stairwell if possible) until rescue personnel arrive.
- Systematically search designated area(s), including washrooms and elevators to ensure that all personnel are out and that all doors are closed, not locked.
- Report to the Chief Building Warden on the state of their area(s). Report on any individuals with special needs that are still in the building.
- At the marshalling area, confirm with Assistant Floor Wardens the safe evacuation of personnel from the designated area(s).
- Assist the Chief and/or Deputy Building Warden as directed.
- **EVACUATION DRILLS** – participate in evacuation drills; help to identify shortfalls and provide suggestions to Chief and Deputy Warden on possible improvements.

Roles and Responsibilities

DOOR & CORRIDOR GUARDS

IN AN EVACUATION EMERGENCY:

- Immediately proceed to their designated door, corridor or building link to be guarded.
- Direct personnel exiting through their door/corridor/link to the designated marshalling area.
- Keep the area around the door clear for emergency response personnel.
- Prevent individuals from re-entry into the building or individuals attempting to enter the building via corridors or building links.
- When authorized by the Chief Building Warden, or when the alarm is turned off, permit people to re-occupy to the building.
- Assist the Chief, Deputy Chief Building Warden and Floor Wardens as directed.
- **EVACUATION DRILLS** – participate in evacuation drills; help to identify shortfalls and provide guidance to personnel on possible improvements.

ALL FACULTY, STAFF, STUDENTS & VISITORS

IN AN EVACUATION EMERGENCY:

- Whenever the fire alarm sounds for more than 10 seconds, immediately proceed with evacuating the building in accordance with the evacuation plan; always use the closest exit and most direct route.
- Refer to building postings for specific evacuation routes and go to designated emergency marshalling area.
- Follow the directions of building personnel, and emergency response personnel (university and municipal) charged with coordinating and executing the building evacuation. University emergency response Wardens and Guards try to wear bright yellow arm bands.
- Do not re-enter a building where a fire alarm has sounded until directed to do so by emergency response personnel.
- **EVACUATION DRILLS** – participate in evacuation drills.

Appendix

GENERAL EVACUATION PROCEDURE

DURING NORMAL WORKING HOURS (8am to 5pm)

During normal working hours, when a fire alarm sounds:

- * Floor Wardens shall evacuate the persons from their respective areas, including faculty, staff, students and visitors, as quickly as possible in a safe and controlled manner to designated marshalling area(s) (see Table 2 **below**).
- * When in stairwells personnel should be directed to hold onto the handrail and keep to the right side if fire-fighting equipment is moving upward.
- * Any persons in an elevator at the time of an alarm will leave the elevator at the next floor in order that these may be released to the control of SFD. They will follow the instructions of the Floor Wardens and their Assistants on the floor at which they leave the elevator.
- * People with special needs who cannot easily be evacuated out of the building should be left in a safe place (ideally a stairwell) until emergency personnel arrive to assist. Emergency responders should be informed of the location of the person with special needs as soon as possible.
- * All persons evacuating the building shall assemble in the appropriate marshalling area and remain there under the supervision of their Floor Wardens and Assistant Floor Wardens. Immediately after assembly, a check should be made for possible missing persons. Any applicable information should be conveyed to SFD personnel.
- * Method of re-entry: send runners from each entryway to SE entrance for instructions; door guards wait for runners to return with "all clear" before allowing re-entry.

OUTSIDE NORMAL WORKING HOURS

Outside of normal working hours including during weekends and holidays, on hearing a fire alarm, all persons shall evacuate the building by the nearest safe exit, and go to the nearest marshalling area.

If you initiate the fire alarm you should report directly to emergency responders to provide information about why the alarm was sounded.

Protective Services and SFD will be first on scene and an Operations and Maintenance electrician will have to be called in. The decision to silence and allow people to re-occupy a building shall fall to SFD. Safety Resources personnel will only be called for an actual fire or at the request of Protective Services.

TABLE 1: DESIGNATED EMERGENCY RESPONSE PERSONNEL:

Chief Building Warden	Daryl Janzen	6411
Deputy Building Warden	Mark Wurtz	6416
Director of Protective Services	Keon Sproule	5555
Emergency Planning Specialist	Dave Welsh	2715

FLOOR WARDENS/ASSISTANT FLOOR WARDENS				
Area/Floor	Location	Position	Name (primary)	Name (alternate)
Bsmnt old wing		Floor Warden	Jerrod Dietrich	Yansun Yao
	Bsmnt old wing	Door Guard	Mike Bradley	Lenaic Coudel
	Physics/Geology rear	Door Guard	Lenaic Coudel	Mike Bradley
	Betatron exit	Door Guard	Yansun Yao	Tom Steele
Bsmnt new wing		Floor Warden	Ted Toporowski	Dustin Archdekin
	Loading Dock	Door Guard	James McGregor	Dustin Archdekin
	PMB tunnel	Link Guard	Jiping Zhang	
First floor old wing		Floor Warden	Debbie Gjertsen	Marj Granrude
	Old entrance from bowl	Door Guard	Pasha Ponomarenko	Kathryn McWilliams, Sasha Koustov
	Geol bldg access	Link Guard	Chijin Xiao	Kaori Tanaka
First floor new wing		Floor Warden	Brian Zulkoskey	Laverne Sander, Amir Farahani
	New entrance from bowl	Door Guard	Andrei Smolyakov	John Tse, Alex Moewes

	SE entrance	Door Guard	Mark Wurtz	Daryl Janzen
	NE entrance	Door Guard	Laverne Sander	
	NW entrance	Door Guard	Amir Farahani	
Second floor old wing		Floor Warden	Cindy Jelinski	Glenn Hussey, Adam Bourassa
Second floor new wing		Floor Warden	Barbara Szpunar	
Third floor old wing		Floor Warden	Nick Lloyd	Chris Roth

TABLE 2: EVACUATION MARSHALLING AREAS:

Marshalling Areas	
Department(s)	Location
Physics, ICT	North of old bsmnt/loading dock
Physics	NE new building
Physics	SE new building
Physics	New entrance from bowl
Physics	Old entrance from bowl