

## EMERGENCY WARDEN EVACUATION CHECKLIST

- ☐ Don your Emergency Warden vest and badge reel.
- ☐ Alert all occupants on your assigned floor to evacuate by the safest and nearest stairwell and proceed outdoors.
- ☐ If safe to do so, quickly check rooms, offices, and washrooms to ensure all occupants have evacuated from your floor.
- ☐ Close (**do NOT lock**) all doors as you exit your floor.
- ☐ When all building occupants have arrived safely outside, provide the responding Protective Services Officer with any information regarding:
  - injured occupants
  - occupants requiring assistance, accessibility information & location
  - fire location
  - hazardous materials spills/release
  - other hazards
  - non-compliant occupants (those refusing to evacuate)
- ☐ Keep individuals away from the scene.

NEVER PUT  
YOUR OWN  
SAFETY AT  
RISK

## **Prior to an Evacuation**

- Review the Emergency Warden Handbook and know your muster point locations
- Become familiar with the locations and use of:
  - Fire alarm pull stations
  - Fire extinguishers
  - Emergency exits
  - Evacuation routes
  - Emergency and first aid supplies
  - Emergency shower and eye wash stations
  - Alertus beacons

## **After an Evacuation**

- Reinforce positive actions taken during the evacuation with those on your floor
- Provide clarification on areas that may require improvement
- Attend the scheduled debrief with the Emergency Management Advisor

Report any of the following to the Health, Safety & Emergency Management Advisor immediately following an emergency and/or drill:

- Fire Exit sign not illuminated
- Alarm difficult to hear
- Non-compliant occupants
- Blocked evacuation routes
- Blocked access to fire extinguisher
- Blocked access to fire pull station
- Use of elevators
- Any other observations

Email questions, feedback and concerns to [health.safety@uregina.ca](mailto:health.safety@uregina.ca)