2212 Main Mall



GENERAL DUTIES OF FLOOR WARDENS

Daily Check of floor area for:

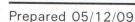
- Accumulation of combustible materials, rubbish or flammable liquids.
- Dangerous ignition sources, i.e. worn extension cords, oily rags, overheating equipment.
- Exit lights in good order and adequate lighting in public corridors and stairwells.
- Fire and exit doors and their self closing hardware to ensure that they are in good operating condition. Doors must not be wedged open for any reason.
- Unobstructed exit routes. (Definition of exit routes in previous sections).
- Condition of fire fighting equipment.

*Note: The Fire Safety Director will temporarily assume the above duties until such time as Floor Wardens are appointed.

FLOOR WARDEN DUTIES DURING AN EMERGENCY EVACUATION:

Supervise the evacuation of the occupants of their floor to the predetermined assembly area outside the building.

- 1. Check to see if the exits are clear of fire and smoke. Choose an alternate route if necessary. **DO NOT USE THE ELEVATORS UNDER ANY CIRCUMSTANCE.**
- 2. Direct Assistant Floor Warden to check the floor area, including all washrooms to ensure that all people have left the area.
- 3. Notify the Fire Safety Director of any people with physical disabilities, and their exact whereabouts.
- 4. Close all doors. **DO NOT LOCK.**
- 5. One Floor Warden will stay with the people with physical disabilities, the rest will proceed to the assembly area. Once the fire department relieves the remaining Floor Warden, he/she also proceeds to the assembly area.
- 6. Ensure that no one from his/her floor re-enters the building.
- 7. Once everyone from his/her floor is safely at the assembly area, notify the Fire Safety Director.



2212 Main Mall

INSTRUCTIONS TO OCCUPANTS

IF YOU DISCOVER A FIRE:

- Leave the fire area.
- IMMEDIATELY, sound the fire alarm by activating the nearest red alarm pull station.
- Call the Fire Department. Dial 911 Tell them you are reporting a fire at:
 2212 Main Mall, Vancouver, B.C. UBC
- At your discretion attempt to control the fire with available fire equipment.
- Close doors behind you, leave the building by the nearest safe exit.

DO NOT USE THE ELEVATORS

WHEN YOU HEAR THE ALARM:

- Leave the building immediately by the nearest safe exit.
- Close doors behind you.
- REMAIN CALM.
- When you have reached the outside, move away from the building.
- Call the Fire Department. Dial 911 Tell them you are reporting a fire at:
 2212 Main Mall, Vancouver, B.C. UBC
- Go to the designated assembly area.
- DO NOT GO BACK INTO THE BUILDING FOR ANY REASON. The Fire Department will advise when it is safe to do so.

THE DESIGNATED ASSEMBLY AREA FOR THIS BUILDING IS: Southwest side of the building, on the grass, adjacent to Main Mall



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National Fire & Safety Planners

Fire Wardens, Biodiversity Bldg		
,,		
Lower floor office wing	Karen Needham	needham@zoology.ubc.ca
	Olivia Lee	olivia@interchange.ubc.ca
Lower floor lab wing	Chris Stinson	christophermatthewstinson@gmail.com
Lower Hoor Ido Willig	Martin Golding	mgolding@eos.ubc.ca
Public museum lower floor		
rubiic museum lower nooi	Wes Wenhardt arranging	
S	Labla Dalalakia	
first floor office wing	Lebby Balakshin Alistair Blanchford	admin@biodiversity.ubc.ca alistair@zoology.ubc.ca
	Alistali bialicilloru	anstan @zoology.ubc.ca
first floor lab wing	Theraesa Coyle	theraesa@interchange.ubc.ca
	Stefan Dick	dick@zoology.ubc.ca
public museum, main floor		
	Wes Wenhard arranging	
second floor office wing	Dolph Schluter	schluter@zoology.ubc.ca
	Jeannette Whitton	jwhitton@interchange.ubc.ca
second floor lab wing	Anastasia Kuzmin	kuzmin@biodiversity.ubc.ca
	Wayne Maddison	wmaddisn@interchange.ubc.ca
third floor office wing	Monica Yau (MSC student R Taylor)	yau@zoology.ubc.ca
	Rick Taylor	etaylor@zoology.ubc.ca
third floor lab wing	Megan Stewart	megan.stewart@gmail.com
	Erick James	erjames@interchange.ubc.ca