

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.

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

	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
	Martin Golding	mgolding@eos.ubc.ca
Public museum lower floor		
	Wes Wenhardt arranging	
first floor office wing	Lebby Balakshin	admin@biodiversity.ubc.ca
	Alistair Blanchford	alistair@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