

Fire Warden Duties for ANNU Building #70

*Adapted by HHNS LJHSC from original copy provided by Julie Kim of Animal Biosciences

Fire Safety Plan for the Animal Nutrition Building:

Chief Fire Warden of the ANNU Building #70:

Wendy McGrattan (Animal Biosciences)

Fire Warden volunteers

The Ontario Fire Code, (O. Reg 388/97) Section 2.8, requires the establishment and implementation of a Fire Safety Plan. With that in mind the University of Guelph's Fire Division has drawn up a Fire Safety Plan for the Animal Nutrition Building (ANNU). Our building will have a Chief Fire Warden as well as Floor Fire Warden's throughout the building.

Reactive Duties of Fire Wardens:

Most areas have a Fire Warden arm band that can be worn to designate your responsibilities.

In the event the fire alarm sounds the Fire Warden will:

- - go to each room on his/her list, check that the occupants have left and close the door.
- - leave the building by the **nearest** exit
- - **report** to the Chief Fire Warden (or the alternate / ie someone with the clipboard) who will be standing in the lane-way **between Animal Biosciences and Food Science** (off the North loading dock).
- - **make sure the designated Chief Fire Warden acknowledges receiving your information and marks you off on the clipboard.**

You are not required to force anyone to leave, only to report that your area has been checked and whether there were any loiterers.

If you are not in your area when the alarm sounds, leave the building and report that you were unable to check your area.

All Fire Wardens will, if at all possible have an alternate for their area, in the event they are away or working in another area. Please try to let your alternates know if you are not available.

Pro-active Duties of Fire Wardens:

Although inspection of fire extinguishers and hose cabinets would normally fall under the Fire Warden's duties, CCS, Human Health and Nutritional Sciences and Animal Biosciences currently have systems in place where a member of the Dept. Safety Committee checks these items monthly, and will continue to do so.

Therefore Fire Warden Duties will include -

- (1) daily check to ensure that all exit lights (in your area) are not damaged, are illuminated and clearly legible and report problems to Maintenance (x53854) or the Chief Fire Warden (x56224).

daily check that all fire separation doors (in your area) are kept closed and report any problems to the Chief Fire Warden or directly to the Campus Fire Division.