

**FIRE EVACUATION PLAN - FIRE WARDEN BASICS**  
**BUILDING: RICHARDSON COLLEGE (SCIENCE BUILDING)**  
**599 PORTAGE AVENUE**

**When the fire alarm sounds:**

1. Coordinate the orderly evacuation of your zone.
  - Assist in the evacuation of your designated zone/area
  - Make a sweep of your area directing occupants to evacuation the building using the nearest first exit using the stairs, not the elevator.
  - If the exit is not available for whatever reason (i.e. the fire is located close to that exit, direct people to an alternate exit route).
  - Check all open rooms, including washrooms, to ensure that everyone has been notified and evacuated. (if you have no access to the rooms, knock and yell fire evacuation)
  - If safe to do so, close all doors including office doors as you exit.
  - Note the location of any individuals who remain in the building (i.e. employee who may have accessibility issues). For occupants who cannot evacuate, tell them or assist them to go to the safe zone which is the stairwell landing. The door towards the stairwell is a fire rated door and therefore will be safe until the Fire Department arrives to assist in the evacuation.
  - Once the zone/area has been evacuated, leave the building using the nearest exit.
  - Designate fire wardens to stay by the entrance(s) to ensure everyone is directed to the Meeting Place and not be near the entrances.
  - Immediately notify Security/Fire Marshall/Fire Department about anyone who is left in the building upon exit from the building.

**Meeting places:**

- Behind the Building – at the back of the Parking Lot as far away from the building
- Alternate: due to cold weather, etc – to be decided dependent on the issue (direction will be given by Security or Fire Marshals.

2. At the Meeting Place, report the following information to Security Personnel or Fire Marshall:

- All have evacuated in your designated zone/area and
- Persons who remain in the building, and zone/area if applicable.

Continue with the following:

- Assist with crowd control
- Keep people away from the entrances where applicable
- Wait for further direction from the Security Personnel or Fire Marshall.

3. Once provided with clearance for a safe return to the building, assist with safe re-entry.

[https://ww2.uwinnipeg.ca/index/cms-edit-form?\\_key=safety-fire-plan-evacuation&collection=sitellite\\_page&return=/index/safety-fire-plan-evacuation](https://ww2.uwinnipeg.ca/index/cms-edit-form?_key=safety-fire-plan-evacuation&collection=sitellite_page&return=/index/safety-fire-plan-evacuation)