

# Fire Safety and Evacuation Plan for Fire Wardens

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Overseer: Queen's College Senior Leadership Team

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## 1. Introduction

The Fire Safety and Evacuation Plan (the "Procedures") as set forth herein describes the duties and responsibilities as assigned and agreed upon by designated staff members and the College ("Queen's College").

## 2. Procedures

Each designated staff member ("Fire Wardens") as designated below has attested to evacuate all persons in their respective building wing:

### a. Designations

#### **Building A – 121 Brunel Road**

Morning – Simran Sandhu – First Floor  
Morning – Evangeline Ignacio – First Floor  
Morning – Aanchal Goel – Second Floor  
Morning – Jaswinder Kaur – Second Floor  
Morning – Rahul Dahiya – Traffic Control

Evening – Gaurav Nayar – First Floor  
Evening – Gino Montalvo – First Floor  
Evening – Phoebe Martin – Second Floor  
Evening – Ed Luijie Estoperez – Second Floor  
Evening – Medwin Diogenes Visaya – Second Floor  
Evening – Jose David Quintero Alvarez – Traffic Control

## **Building B – 111 Brunel Road**

Morning – Trish Edmondson – First Floor  
Morning – Simran Sandhu – First Floor  
Morning – Mary Ann Ferrer – Second Floor  
Morning – Amandeep Second Floor  
Morning – Rahul Dahiya – Traffic Control

Evening – Sachin Keniya – First Floor  
Evening – Aayush Trivedi – First Floor  
Evening – Jatin Sikri – Second Floor  
Evening – Gary Serrano – Second Floor  
Evening – Jose David Quintero Alvarez – Traffic Control

### **b. Fire Warden Instructions**

- All Fire Wardens are responsible for clearing their designated building wing.
- If the Fire Warden is not present in the building, a designate will assume their responsibilities.
- Upon identifying a fire and/or hearing the fire alarm all Fire Wardens must:
  1. Immediately inform all persons of their wing or otherwise to evacuate the building through the nearest emergency exit and proceed to the assembly area (open grass field – west of the building)
  2. Ensure (if possible) to clear all rooms in the designated building wings.
  3. Guide any remaining persons to the assembly area (open grass field – west of the building).
  4. Inform the Fire Officer or Chief Fire Warden from emergency services that the wing has been cleared or otherwise. Should any persons be trapped immediately inform the Chief Fire Warden or Fire Officer.
  5. Once the building has been cleared and the Chief Fire Warden or Fire Officer has given permission to re-enter the building. Assist in clearing the building entrances of any debris/garbage that may interrupt the flow.
  6. Ensure everybody re-enters in an orderly manner.
  7. Fill out and submit the Fire Incident Report Sheet and submit to the HR Officer and JHSC as identified by the College.

### **3. Emergency Procedures for Occupants**

#### **a. Upon discovery of a fire**

- Leave the area immediately, proceed to the nearest exit and sound the alarm by pulling the manual pull station.
- Close all doors behind you if it is safe to do so.
- Call the Toronto Emergency Services (Dial 911) from a safe place (never assume this has been done)
- Know and give the correct address and location of fire in the building.
- Await the arrival of the Fire Department at your designated assemble point.
- Leave building via nearest exit.

#### **b. Upon being made aware of a fire condition / hearing fire alarm**

- Ensure that other occupants have been notified of the emergency condition.
- Call the Toronto Emergency Services (Dial 911) from a safe place (never assume this has been done)
- Know and give the correct address and location (if possible) of the fire in the building.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the Fire Department inform the fire officer of the conditions in the building and co-ordinate the efforts of the designated Fire Wardens with those of the Fire Department.
- Provide access and vital information to the Fire Department as to the location of the persons, master keys for service rooms, etc.
- Close doors behind you if it is safe to do so.

#### **c. If you or anyone else becomes trapped**

- If in a room, attempt to keep smoke from entering the room.
- Use duct tape (if available) to seal cracks around the door. Place a towel or piece of clothing (preferably wet) at the bottom of the door to prevent smoke from entering.
- Keep low to the floor where the air is cleaner.
- Attempt to contact authorities, to advise them of your location (Dial 911)

#### **d. Caution**

- If you encounter smoke in the stairway or means to egress, use alternate exit.

#### **e. General**

- Occupants are advised to:
  - Be fully acquainted with the fire extinguisher locations that are provided for your safety.
  - Should you have any questions regarding fire emergency procedures contact any Managers or Fire Wardens.
  - Call the Toronto Fire and Emergency Services at 911 if you need emergency assistance.
  - Know the building address. 111 or 121 Brunel Road, Mississauga, ON L4Z 3E9

### **4. General Information**

- Types of Fires
  - Ordinary combustibles (wood, paper, plastics, etc.)
  - Combustible liquids (oils, gas, cooking oil, etc.)
  - Electrical (energized equipment – appliances, wiring, etc.)
  - Metal (combustible metals – magnesium, potassium, titanium, and zirconium, etc.)
- Portable extinguishers can be used to extinguish small fires or control and minimize a fire until the arrival of the fire services. If the fire appears containable, you must first decide if you are capable of fighting the fire.
- The use of a portable fire extinguisher is strictly on a voluntary basis. Unless you had recent fire extinguisher training, the actual task of extinguishing the fire should be left to the arriving fire suppression crews.
- In the event of a fire emergency, all occupants should leave the fire area immediately. Confine the fire by closing the door when leaving the fire area. This will keep the fire, smoke and/or fumes produced by the fire from entering the means of egress.
- The main concern is to remove people in immediate danger and ensure that nearby occupants are notified by yelling “FIRE”. Upon evacuation of the area and reaching a safe location, ensure that the fire services have been notified by calling 911 and ask for the Toronto Fire and Emergency Services. Give your name, telephone number, the address of the building, and the location of the fire.
- If possible, meet the arriving fire suppression crews to provide them with the details of the fire emergency.

## 5. Fire Extinguisher Rules

- A. Pull the safety pin.
- B. Aim the nozzle at the base of the flames.
- C. Squeeze the trigger handle at the base of the fire.
- D. Sweep from side to side working your way to the end of the fire.

### How to Properly Use a Fire Extinguisher



While the specifics may vary depending on the model you own, most fire extinguishers operate the same basic way. Stand six to eight feet away from the fire and remember to **PASS**:

**P**ULL



1. Pull the pin at the top to break the tamper seal.

**A**IM



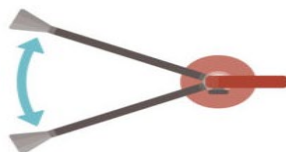
2. Aim the extinguisher low, pointing the nozzle at the base of the fire. Do not aim at the flames themselves.

**S**QUEEZE



3. Squeeze the handle to release the extinguishing agent.

**S**WEEP



4. Sweep the extinguisher from side to side, continuing to aim at the base of the fire until it appears to be out.

## Associated Policies

Government of Ontario

- [Occupational Health and Safety Act](#)