

Selkirk College Policies and Procedures		Title and number	6430 Emergency Wardens	
		Replaces	B6012	
		Effective	2004-10-20	Next review :
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2004-09-01	
Director, Human Resources	Director, Human Resources	Recommended/Approved by Education Council		
		Approved by President	2004-10-29	

1 POLICY

Selkirk College will endeavor to ensure the safety of its staff, students, community users and visitors in emergency situations. In case of emergency in any of Selkirk College's facilities, the college may be required to evacuate the facility under the direction of the Emergency Wardens.

Each campus and centre of Selkirk College will assign Emergency Warden(s) and have written procedures to outline the general duties and any other unique duties peculiar to the campus or centre.

2 DEFINITIONS

Campus Manager

The manager responsible for the Castlegar Campus, Silver King Campus, Tenth Street Campus and the Trail Campus. This term also means the Continuing Education Coordinator on the Grand Forks Campus, the Kaslo Centre, and the Nakusp Centre.

Emergency Warden

A worker having responsibility and authority for the safe evacuation of College buildings.

Fire Refuge Zone

An area designated to house individuals with disabilities until fire crews can evacuate them from a building.

OH & S Officer

The person responsible for training Emergency Wardens and monitoring the Emergency Warden system.

Worker

A person who has volunteered to provide assistance in an emergency evacuation.

3 ROLES AND RESPONSIBILITIES

1. WORKER

- 1.1 Will follow the instructions of the Emergency Warden and assist in any tasks to help in the evacuation of the Emergency Warden's designated area.

2. EMERGENCY WARDENS

- 2.1 Will have the responsibility and authority to accomplish the safe evacuation of his/her designated area in the event of an emergency during normal hours of work.
- 2.2 Will assign workers to help evacuate the designated area and deal with individuals with disabilities.

- 2.3 Will ensure individuals with disabilities are attended to in fire refuge zone until fire fighting personnel arrive.
- 2.4 Conduct a biweekly visual check of the area of his/her responsibility and report any deficient conditions immediately to the Campus Manager. Deficient conditions include, but are not limited to:
 - fire doors wedged open
 - exit lights out
 - fire equipment obstructed
 - exit routes obstructed by materials
 - fire hazards such as accumulated combustible materials
 - overloaded circuits
- 2.5 In conjunction with and under the direction of the RCMP, assist in establishing search teams and conducting searches in the event of a bomb threat. While the RCMP prefer that employees assist in any bomb search, no employee will be required to participate.

3. **OCCUPATIONAL HEALTH AND SAFETY OFFICER**

- 3.1 Will assist the Campus Manager in establishing procedures for the Emergency Wardens and emergency evacuation on each campus/centre.
- 3.2 Will provide training to the Emergency Wardens on the procedures as established on each campus/centre.
- 3.3 As needed, and along with the Campus Manager, will liaise with the relevant fire department and police department.
- 3.4 Will report the status of the Emergency Warden system to the relevant campus based Joint Occupational Health and Safety Committee on an annual basis.

4. **CAMPUS MANAGER**

- 4.1 Will recruit the Emergency Wardens on his/her campus.
- 4.2 Will, along with the Occupational Health and Safety Officer and where necessary, liaise with the relevant fire department and police department.
- 4.3 Monitor the activities of the Emergency Wardens and attend to any recommendations arising out of their activities.
- 4.4 Will maintain an up-to-date list of Emergency Wardens on behalf of the Occupational Health and Safety Officer.

Other relevant policies:

6410 Working Alone, 6220 Violence in the Workplace, 6420 Occupational Health and Safety

Key words:

Responsibilities, Wardens, Emergencies

