Selkirk College

Area Warden Duties

(CHECK MARK IN THE CIRCLE)

* 1. Retrieve the AREA WARDEN KIT on your way out the exit. **If you obtain this kit you are now the Area Warden for your respective wing.**
* 2. Evacuate to the marshaling zone using nearest exit.
* 3. Once at the appropriate marshaling zone, **put on your vest** found inside the warden bag. This will indicate to all others in the zone that they will report to you.
* 4. **While awaiting instructions** address all the instructors from your wing within your marshaling zone, for a report of missing students or hazards observed.
* 5. When all classroom instructors have checked in with you, please proceed to the check point, **THE COLLEGE FRONT ENTERANCE**. Fire Safety Director (Holly, Ron, Gary). Note: there are NO Radios in your kits anymore.
* 6. Once the all-clear is signaled (**FIRE BELL IS SILENCED)**, return the clipboard to its original location.

FIRST AID CELL PHONE NUMBERS: 250-304-9467 OR 250-365-9628