

SAFETY COMMITTEE HANDBOOK

Dalhousie University Library
Halifax, N.S.

May, 2008

Updated: May, 2011

Table of Contents

Appendices

Introduction v

KILLAM SAFETY COMMITTEE 1.1

 MEMBERSHIP 1.1

 TERMS OF REFERENCE FOR THE KILLAM SAFETY COMMITTEE 1.2

 TERMS OF REFERENCE FOR THE CHAIRPERSON, KILLAM SAFETY COMMITTEE 1.3

 Checklists 1.4

MEDICAL EMERGENCY 2.1

 Checklist 2.1

FIRE 3.1

 Checklist 3.1

POWER FAILURE..... 4.1

 Checklist: General 4.1

WATER FAILURE 5.1

 Checklist 5.1

BOMB THREAT 6.1

 Checklist 6.1

CHEMICAL SPILLS AND GAS LEAKS..... 7.1

 CHEMICAL SPILLS 7.1

 GAS LEAKS 7.1

HOSTILE BEHAVIOUR / CRIME IN PROGRESS	8.1
RESPONDING TO HOSTILE OR AGGRESSIVE BEHAVIOUR	8.1
CRIME IN PROGRESS	8.1
WARDEN SYSTEM FOR THE EVACUATION OF THE KILLAM LIBRARY BUILDING	9.1
Terms of Reference for the Chief Warden.....	9.1
Terms of Reference for Floor Wardens.....	9.2
Terms of Reference for Evening and Weekend Personnel	9.3
Fire Drill Procedure	9.4
EVACUATION INSTRUCTIONS FOR WARDENS	10.1
Chief Warden	10.1
Bindery Warden	10.2
Plaza Warden	10.3
Basement	10.4
Library Administration	10.5
Learning Commons	10.6
Conservation	10.7
East Wing	10.8
Chemlink Warden	10.9
Circulation	10.10
Second Floor	10.13
Third Floor	10.14
Fourth Floor	10.15
Fifth Floor	10.16

Appendices

Appendix A	Floor Wardens
Appendix B	Killam Safety Committee
Appendix C	Killam Library Building Tenants
Appendix D	Emergency Procedures Manual
Appendix E	Alarm Stations
Appendix F	Location of Alarm Bells / Pull Stations / Extinguishers
Appendix G	Smoke and Heat-Rise Detectors / Sprinklers / Fire Extinguishers
Appendix H	Location of Flashlights
Appendix I	Medical Resources <ul style="list-style-type: none">- Hospitals or Medical Services- Staff Qualified in First Aid Procedures and/or CPR Procedures- Policy Regarding First Aid Kits- Location of First Aid Kits
Appendix J	Human Resources <ul style="list-style-type: none">- on Campus- Conservation Consultants
Appendix K	Emergency Supplies (Disaster Box Contents)
Appendix L	Material Resources
Appendix M	Evacuation Routes for Wardens
Appendix N	Location of Disaster Plan Handbooks
Appendix Q	Reporting Accidents, Incidents, Illnesses, Injuries, and Health and Safety Concerns
Appendix R	Monthly Fire and Safety Inspection Form

Introduction

This handbook addresses the issue of disaster contingency planning for the Killam Library, its occupants and contents. It outlines how staff should respond when faced with a disaster or emergency situation. Of prime importance are the procedures for the safe evacuation of the building of all staff and users. (The Safety Committee section addresses this.) The plan includes telephone numbers and addresses of those people, services and organizations who can provide assistance during and after the disaster. The plan also supplies guidance for the salvage of damaged materials. (The Disaster Plan section addresses this.)

The *Disaster Plan Handbook* was first developed in 1987 by the Disaster Plan Working Group at the request of the University Librarian. It relied heavily on two very useful existing plans, the *Disaster Plan Workbook* prepared by the Preservation Committee, New York University Libraries, 1984, and *An Ounce of Prevention*, edited by John P. Barton and Johanna G. Wellheiser and published by the Toronto Area Archivists Group, 1985.

The current (revised in 2007-2008) *Disaster Plan Handbook* should be read carefully and thoroughly by all staff, especially by those on the Disaster and Recovery Teams, the Floor Wardens and supervisory staff. It has been designed for quick reference and easy use. The labelled pages should enable the *Handbook* to function as a working manual. It provides brief instructions to the staff member first discovering a disaster or emergency situation and it provides more detailed instructions for those charged with special responsibilities. A link to Dalhousie University's [Emergency Procedures](#) manual is included as Appendix D. For additional information see also Dalhousie University's [Safety Policy and Procedures Manual](#).

KILLAM SAFETY COMMITTEE

MEMBERSHIP

The Killam Safety Committee will consist of the following members:

- 8 representatives from the staff of the Killam Library (appointed by the University Librarian or designate), one of whom is to be the Chief Warden (**effort should be made to ensure representation from each floor in the building**)
- 1 (**at least one**) representative from each non-library unit located in the Killam building
- The Chairperson is to be appointed by the University Librarian or designate
- The Committee will elect its own Secretary

REPORTS TO

Chair of the Disaster Management Team
University Environmental Health and Safety Director

TERMS OF REFERENCE FOR THE KILLAM SAFETY COMMITTEE

Under the guidelines established by the Environmental Health and Safety Committee, the Killam Safety Committee will:

1. Meet at least four times annually.
2. Meet after each fire drill or evacuation.
3. Take minutes, and forward copies to the Chair of the Disaster Management Team, the Associate University Librarian, and to the Director of Environmental Health and Safety. Minutes will also be posted on DalSpace.
4. Organize two fire drills annually (dates to be determined by the Safety Committee).
5. Attend fire extinguisher demonstrations organized by the Environmental Health & Safety Office.
6. Be on the alert for safety and health hazards in the building.
7. Receive reports from staff members regarding any safety or health hazards that may exist in the workplace.
8. Refer all health and safety problems to Administration. Problems in areas beyond the Library's jurisdiction are to be referred to the Chair of the Safety Committee. It is the responsibility of the Chair to pursue the matter further. Serious safety problems should also be reported to the Director of Environmental Health and Safety.
9. Be familiar with contents of the Disaster Plan Handbook.
10. Ensure that evening and weekend service areas are familiar with emergency procedures (see page 9.3).

TERMS OF REFERENCE FOR THE CHAIRPERSON, KILLAM SAFETY COMMITTEE

The Chairperson of the Killam Safety Committee will:

1. Ensure that all tenants of the Killam building are represented on the Committee.
2. Ensure that relevant Safety Committee and Disaster Team members are notified and/or asked to attend any other meetings pertaining to safety activities that come to his/her attention.
3. Write a memo annually (September) to all Killam Library Area Heads and Safety Committee members, requesting them to circulate the Disaster Plan Handbook to all new staff members.
4. Write an annual report in July (to be sent to all Committee members).
5. Arrange for back-up responsibility with University Librarian or designate when on vacation or extended leave.
6. Update building floor plans as changes occur.
7. Submit requests for A & R funding to University Librarian or designate.
8. Monitor Killam building according to "Checklist" (see next page).

These terms of reference shall be reviewed by the Committee annually, at which time any appropriate amendments may be made. Revised terms are to be sent to the University Librarian or designate and to the Director of Environmental Health and Safety.

Checklists

Chairperson, Killam Safety Committee

Duty	Frequency
Check on condition of fire extinguishers (Water: replace pin, check gauge; others: report if pin is out, do not replace). Report missing or damaged equipment to Library Administration. Ensure that they are being inspected in accordance with University policy.	Monthly
Check on supplies in the Circulation Department first aid kit.	Monthly
Check that plastic sheets are available.	Monthly
Check that all of the emergency exit lights in the building are lit.	Monthly
Check the emergency bins on each floor to ensure items have not been removed.	Quarterly

Chief Fire Warden

Duty	Frequency
Check the stairwell doors to ensure they are locked.	Weekly
Check to see that the public elevators have fire control (can be returned to the ground floor using the key). Check that key is available in locked box at Circulation Desk.	Monthly
Check building for safety-related maintenance problems (repairs, replacement, burnt out bulbs, water damage)	On-going
Ensure that items are not blocking the emergency exits	On-going
Check on condition of bull horns, radio sets and flashlight	On-going

NOTE (dated December 4, 2007): There is a plan in the works to have a campus wide inspection program in place. When this has been discussed by the University Campus Safety Standards group, this checklist will probably be changed, especially the items concerning the fire extinguisher upkeep procedure.

Monthly inspections commenced March, 2010. Each floor is inspected by a volunteer floor warden as per a checklist provided by the Safety Office.

MEDICAL EMERGENCY

Checklist

1. If a person is not feeling well or has a minor injury such as a cut or a scrape, etc., (s)he should be ESCORTED to University Health, 6230 Coburg Road, (2171) if able to walk. Student Health will not come to you, you must go to them.
2. Do not move a seriously injured person except in a life-threatening situation.
3. If a person is suffering from a major injury such as broken bones, severe bleeding, heart attack, unconsciousness or any injury whereby the person cannot walk, Dalhousie University Emergency (**4109**) should be called.
4. Emergency telephone procedures:
 - a. Give your name, location, and telephone number.
 - b. Give as much information as possible regarding the nature of the injury or illness, e.g. burned, bleeding, broken bones, etc.
 - c. Give the location and any special description of how to get to the victim.
 - d. Do not hang up. Let emergency persons end the conversation. They may have questions to ask you or special information to give you about what you can do until help arrives.
5. Security Services will arrange for medical help and an ambulance if required. A staff member should be delegated to meet the ambulance and direct the Emergency Medical Assistants to the victim.
6. Remain with the injured person(s) until Security Services or medical assistance arrives.
7. Library Administration (3601) should be made aware of all major injuries. Library Administration, the Chief Warden (Janet Larsen - 3617) and/or the Killam Safety Committee Chairperson (Helen Wojcik – 3617) will arrange for First Aid to be given until professional help arrives and for elevators to be secured for evacuation (see Appendix I.2 for list of staff members who have had First Aid Training). NOTE: elevator keys are available from the Chief Warden (Janet Larsen), Administration Office, and in the key box at the Circulation Desk.
8. All injuries or accidents must also be reported to the Director of Environmental Health and Safety on incident report forms (see Appendix Q) available from Library Administration.

FIRE

Checklist

1. If you suspect, or discover a fire, evacuate the area. Close the door to the room where the fire is located and immediately sound the building fire alarm.
2. Locations of alarm bells are listed in Appendix F.
3. Call **(4109)**, giving your name and the location of the fire. Also notify Library Administration (3601).
4. If the fire is small, and you feel you are not placing your safety in jeopardy, you may fight it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, sound the alarm and evacuate the building.
5. Locations of fire extinguishers are listed in Appendix F.
6. If the fire is large, very smoky, or spreading, evacuate the building immediately. Even if the alarm stops, continue the evacuation. When evacuating the building, WALK, DO NOT RUN to the nearest exit.
7. When alarm sounds, **DO NOT USE AN ELEVATOR**. It may become inoperative and/or a smoke trap. Use the stairs. Assist people with disabilities by moving them to a safe location and report their location immediately to **4109**. Persons in wheelchairs are to be assisted to the safe zone (adjacent to the elevators – ensure that both sets of doors in this area are closed) using the buddy system, i.e. one Warden stays with the Person while sending a message to the Chief Warden. Fire Department staff will be responsible for evacuating individuals in wheelchairs. Give assistance to (help carry if necessary) persons with disabilities in using stairs. **If you are trapped in a room or the building, phone 4109** to contact Dalhousie Security.
8. Wardens (Appendix A) should follow the procedures listed in Section 10 (Evacuation Instructions). All other personnel should follow the directions of the Floor Wardens.

POWER FAILURE

Checklist: General

1. Inform Facilities Management (3345) to determine seriousness and length of power failure.
2. Institute security measures to take the place of any automatic security systems.
3. While emergency lighting is still available (approximately 30 minutes duration), evacuate the building, utilizing the warden system, flashlights and bullhorns. Offices, stack areas, stairwells and washrooms will have no light whatsoever once emergency power fails.
4. Check to see if anyone is trapped in elevators. Advise Library Administration (3601) and/or Circulation (3617), who will contact Facilities Management (3345) during regular hours and Security (4109) during evenings and weekends, who in turn will contact the elevator company to free any trapped people.
5. Listen to the battery-operated radio (located in the Circulation Department) for information.

NOTE: The impact of a power failure on an institution's holdings will depend on the difference between climatic conditions inside the building and those prevailing outside. In winter, the main danger will come from flooding caused by water pipes freezing and bursting. (See next page.)

WATER FAILURE

Checklist

If the water supply to the building is cut off and expected to be off for more than one hour, the following procedures should be followed:

1. Contact Facilities Management (3345) for assessment.
2. Post signs on washroom doors.
3. Re-direct staff and patrons to washroom facilities in buildings nearby.

BOMB THREAT

Checklist

A bomb threat may be made for any number of reasons: social, political, religious, etc. Regardless of the motivations, it must be emphasized that however unlikely the situation may seem, the threat should be assumed real and appropriate action taken.

1. Bomb threats are usually received by telephone.
2. Should you receive a bomb threat, remain calm and attempt to obtain as much information as possible from the caller. If available, check the display on the telephone to attempt to obtain pertinent information regarding the origin of the call.
3. While talking to the caller, have someone call **(4109)** to immediately advise Security Services of the bomb threat.
4. As soon as the caller hangs up, call **(4109)** and give Security Services all relevant information (time you received the call, location of the bomb, type of device, and time it is set to explode).
5. Also notify Library Administration (3601).
6. Inform your supervisor or department head. Stand by and await instructions. Senior staff in charge of the building are responsible for coordinating a response to the threat.
7. The alarm system IS NOT to be activated in order to evacuate the building. A bomb scare is a Police matter. Library Administration / Security / Police will be responsible for ordering building evacuation.
8. Should you notice a suspicious object or package, contact **(4109)** and your supervisor. **Under no circumstances should you touch, tamper with, or move any suspicious object.**
9. If instructed to evacuate, move 100 metres from the building (a safe distance would be the boulevard in the middle of University Avenue when exiting through the front doors. From the rear exits patrons should be directed to the Dunn parking lot). Do not re-enter the building until authorized to do so by Security Services.

CHEMICAL SPILLS AND GAS LEAKS

CHEMICAL SPILLS

1. Small spills of non-hazardous chemicals:

- contain spill;
- if spilled material is combustible, extinguish or remove sources of ignition;
- call Security Services (**4109**) giving your name and the nature and location of spill;
- also call Library Administration (3601)
- begin clean-up;
- contact the Environmental Health & Safety Office regarding the disposal of contaminated waste.

2. Large spills or spills of hazardous materials:

- evacuate the area, closing the door behind you;
- sound the building alarm and leave the building;
- move 100 metres from the building (a safe distance would be the boulevard in the middle of University Avenue when exiting through the front doors. From the rear exits patrons should be directed to the Dunn parking lot) and meet Security Services or Regional Fire and Emergency Services personnel to provide information on the nature of the emergency;
- re-enter the building only when Security Services or Regional Fire and Emergency Services declares it safe to do so.

GAS LEAKS

Includes leaks of flammable, combustible, corrosive or toxic gases, oxygen and spills of cryogenic liquids.

1. Small leaks of non-hazardous gas:

- attempt to find and stop source of leak;
- call Security Services (**4109**) giving your name and the nature and location of leak;
- also advise Library Administration (3601)

2. Large leaks or leaks of hazardous gas:

- evacuate the area closing the door behind you;
- sound the building alarm and leave the building;
- move 100 metres away from the building (a safe distance would be the boulevard in the middle of University Avenue when exiting through the front doors. From the rear exits patrons should be directed to the Dunn parking lot) and meet Security Services or Regional Fire and Emergency Services personnel to provide information on the nature of the emergency;
- re-enter the building only when Security Services or Regional Fire and Emergency Services declare it safe to do so.

If you have any doubts about your safety or that of others in the area of a spill or leak, sound the building alarm and evacuate immediately.

HOSTILE BEHAVIOUR / CRIME IN PROGRESS

RESPONDING TO HOSTILE OR AGGRESSIVE BEHAVIOUR

If you are confronted by a person exhibiting hostile behaviour:

1. Remain calm and discreetly try to signal someone to call Security Services (**4109**).
2. Try to be accommodating. Do not say or do anything that might escalate the hostility. Do not raise your voice or respond with threats or aggressive gestures.
3. Try to keep a barrier, such as a desk counter, between you and the other person.
4. Offer to have your supervisor, or some other senior person, join the conversation to help resolve the difficulty that is giving rise to the hostile behaviour.

If you see someone behaving in a threatening or hostile manner:

1. Discreetly continue to observe the situation.
2. Call or arrange for someone else to call Security Services (**4109**).
3. Also notify Library Administration (3601).

CRIME IN PROGRESS

1. Do not attempt to apprehend or interfere with the suspect if your personal safety may be in jeopardy.
2. Get a good description of the suspect:
 - note height, weight, gender, approximate age, clothing and other distinguishing characteristics, direction and mode of travel.
 - note the license plate number, colour and make of any vehicle involved.
3. Call **4109** IMMEDIATELY. Give your name, location and nature of the situation. If safe to do so, remain where you are until Security Services arrive.

WARDEN SYSTEM FOR THE EVACUATION OF THE KILLAM LIBRARY BUILDING

For purposes of efficient and effective evacuation of the Killam Library building, a warden system has been established. In cases of emergency, other than at the sound of the alarm when evacuation of the building is automatic, the final decision to evacuate the building rests with the University Librarian (Donna Bourne-Tyson – Disaster Team Emergency Director), or his/her designate. Floor wardens, reporting to a Chief Warden (Janet Larsen), are responsible for the prompt and complete evacuation of assigned areas of the building. The Chief Warden is a regular member of and reports to the Killam Safety Committee. The Safety Committee provides direction and support for the Chief Warden, and provides liaison with library and other university departments.

Terms of Reference for the Chief Warden

1. Serves as Evacuation Coordinator on the Disaster Team.
2. In an emergency and in the absence of Dalhousie Security, oversees the safe and speedy evacuation of the building.
3. Maintains communication with appropriate departments, agencies or individuals during the evacuation.
4. Monitors evacuation procedures and equipment to maintain speed and efficiency of operation.
5. Maintains familiarity with the building and with locations of fire extinguishers, pull stations, alarm bells, and routes of exit.
6. Ensures that during regular working hours all areas of the building are covered by Floor Wardens at all times, vacation periods included.
7. Selects and trains the Plaza Warden (Helen Wojcik), Floor Wardens and back-ups.
8. As directed, organizes and oversees fire drills.
9. Is familiar with the operation of fire extinguishers.
10. Calls meetings of Floor Wardens and Chairperson of the Killam Safety Committee following each fire drill or evacuation.
11. Monitor Killam building according to "Checklist" (see page 1.4).
12. Coordinate monthly inspections as per *Monthly Fire and Safety Inspection Form* (see Appendix R).

Terms of Reference for Floor Wardens (including back-ups)

1. Report to Chief Warden (Janet Larsen).
2. Maintain familiarity with assigned areas and with locations of fire extinguishers, pull stations, alarm bells, routes of exit, and the Dalhousie Fire Warden's Handbook.
3. Assist Plaza Warden (Helen Wojcik) with fire drills and other activities as directed.
4. In an emergency and under the direction of the Chief Warden evacuate all people from assigned areas and provide any other assistance for the evacuation of the building.
5. Be familiar with the operation of fire extinguishers (see pp. 15 and 16 of the Dalhousie Fire Warden's Handbook).

Terms of Reference for Evening and Weekend Personnel (Circulation, Learning Commons – South, North, LC-2, Reference Desk, Special Collections, Computer Centre).

1. Be familiar with contents of Dalhousie University's Emergency Procedures manual.
2. On discovery of an emergency, telephone Dalhousie Emergency (**4109**).

Fire Drill Procedure

1. To be held twice annually (first summer school session and the fall term?).
2. The Killam Safety Committee will determine the exact date.
3. Notice of fire drill to be sent to:
 - Chief, Security Services
 - University Librarian
 - Director, Environmental Health & Safety
 - Zone 3 Supervisor (Facilities Management)
4. Floor Wardens are NOT to be notified of the time and date of a fire drill.
5. The Computer Centre and Office of Student Accessibility & Accommodation **ARE** to be notified of the date and time of fire drills.
6. During all fire drills Wardens are to move people gathered at the front of the building to the University Avenue boulevard. People at the rear exits are to be moved to the Dunn parking lot.
7. The Chief Warden will call a meeting of the Fire Wardens and the Chairperson of the Killam Safety Committee after any fire drill evacuation.
8. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden (Fire Department staff will evacuate persons requiring assistance). Ensure that both sets of doors in this area are closed.

EVACUATION INSTRUCTIONS FOR WARDENS

Chief Warden

1. When the alarm sounds at a time not designated for a fire drill, initiate evacuation.
2. Switch public elevators to fire service during fire events. NOTE: elevators should not be switched to fire service during power failures as they automatically descend to the ground floor when there is no power.
3. Obtain hard hat, flashlight, lanyard, radio and checklist.
4. Make public address announcement to begin evacuation.
5. Stand in the vicinity of the public elevators to await the arrival of Emergency personnel. Alert Emergency personnel if an elevator failed to reach the ground floor.
6. The following Wardens will report in as evacuation routes are completed (see Appendix A for individual's names):
 - Basement Warden #3
 - East Wing Warden
 - Library Administration Warden
 - Second Floor Warden #1
 - Third Floor Warden #2
 - Fourth Floor Warden #2

Two Circulation Wardens will be stationed at the stairwell from the Computer Centre. The Plaza Warden (Helen Wojcik) and Bindery Warden (Susan Hagen) will report in via radio.

7. Report fire, or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to emergency personnel. Alert emergency personnel if a Warden fails to report in within a reasonable time.
8. Do not permit re-entry to the building until instructed by the Fire Department or Campus Security.
9. When re-entry is permitted, inform the Plaza, Bindery, and Basement #3 Wardens, who will make the announcement via their bullhorns that re-entry is permitted.
10. Ensure that the public elevators are returned to normal service and the alarm doors (north, south, east stairwells; and south Learning Commons) are locked.

Bindery Warden

1. When the alarm sounds, retrieve hard hat, radio and checklist.
2. Exit the Library via the Bindery and stand on the landing at the basement back exit to prevent entry from the Chemistry link to the Computer Centre.
3. Direct those exiting the building to the Dunn parking lot.
4. The following Wardens will report in as evacuation routes are completed:
 - Basement Wardens #1 and #2
 - Conservation (as required)
5. When all Wardens have reported in inform the Chief Warden (Janet Larsen) (via radio) who will be in the main lobby.
6. Report fire, or emergencies encountered by Wardens such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Also alert the Chief Warden if a Warden fails to report in within a reasonable time.
7. Do not permit re-entry to the building until instructed by the Chief Warden or emergency personnel.
8. If the alarm ceases ringing continue evacuation and await instructions.

Plaza Warden

1. When the alarm sounds, retrieve hard hat, bullhorn, radio and checklist.
2. Proceed through the atrium to the plaza in front of the building.
3. Using the bullhorn, direct those exiting the building to the boulevard in University Avenue.
4. The following Wardens will report in as evacuation routes are completed:
 - South Learning Commons #1 and #2
 - Second Floor Warden #3
 - Third Floor Warden #1
 - Fourth Floor Warden #1
 - Fifth Floor Warden
 - Second Cup staff
 - Office of Student Accessibility & Accommodation Warden
5. When all Wardens have reported in inform the Chief Warden (Janet Larsen) (via radio) who will be in the main lobby.
6. Report fire, or emergencies encountered by Wardens such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Also alert the Chief Warden if a Warden fails to report in within a reasonable time.
7. Do not permit re-entry to the building until instructed by the Chief Warden or emergency personnel.
8. If the alarm ceases ringing continue evacuation and await instructions.

Basement

Number of Wardens: Three

1. When the alarm sounds, retrieve hard hat or cap, and lanyard (flashlight, radio (Warden #3) and coat if required) and commence evacuation.
2. **Warden #1** will clear offices, classrooms and washrooms, proceeding counter-clockwise. See floor plan for complete route. Exit via the basement back exit stairwell and report to the Bindery Warden (Susan Hagen). Proceed to Dunn parking lot.

Warden #2 will clear offices and classrooms, proceeding in a clockwise direction. See floor plans for complete route (Appendix M). Exit via the basement back exit stairwell and report to the Bindery Warden (Susan Hagen). Proceed to the Dunn parking lot.

Warden #3 will clear the Computer Centre offices and machine rooms. See floor plan for complete route. Ascend the Computer Centre stairwell and report to the Chief Warden (Janet Larsen) in the main lobby. Exit via the rear door opposite Howe Hall. Utilizing the bullhorn, direct those exiting the rear door opposite Howe Hall to the Howe Hall driveway. Do not allow re-entry to the building until directed to do so by the Chief Warden or emergency personnel.

3. Please be aware of alternate routes in your area in the event your normal route is blocked/inaccessible.
4. Report fire or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Dalhousie University's Emergency Procedures outlines actions to be taken if these situations arise; please read carefully. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden. The Fire Department will evacuate persons requiring assistance.
5. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
6. If the alarm ceases ringing continue evacuation and await instructions.
7. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
8. Please become familiar with the Dalhousie Fire Warden's Handbook.

Library Administration

Number of Wardens: One

1. When the alarm sounds, retrieve hard hat or cap, and lanyard (flashlight and coat if required) and commence evacuation.
2. Warden will clear the Library Administration Offices, North Learning Commons, microform room, and photocopy room. See floor plan for complete route (Appendix **M**). Report to the Chief Warden (Janet Larsen) in the main lobby and exit via the main doors. Proceed to the boulevard in University Avenue.
3. Please be aware of alternate routes in your area.
4. Report fire or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Dalhousie University's Emergency Procedures outlines actions to be taken if these situations arise; please read carefully. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden. The Fire Department will evacuate persons requiring assistance.
5. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
6. If the alarm ceases ringing continue evacuation, exit building and await instructions.
7. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
8. Please become familiar with the Dalhousie Fire Warden's Handbook.

Learning Commons

Number of Wardens: Two

1. When the alarm sounds, retrieve hard hat or cap, and lanyard (flashlight and coat if required) and commence evacuation.
2. One staff member each at the Reference & Research Assistance Desk and the Technical Assistance Desk will clear the South Learning Commons, directing those exiting to the emergency door by the Reference Desk. See floor plan for complete route (Appendix **M**). Both staff members report to the Plaza Warden (Helen Wojcik) and proceed to the boulevard in University Avenue.
3. Please be aware of alternate routes in your area.
4. Report fire or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Dalhousie University's Emergency Procedures outlines actions to be taken if these situations arise; please read carefully. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden. The Fire Department will evacuate persons requiring assistance.
5. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
6. If the alarm ceases ringing continue evacuation, exit building and await instructions.
7. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
8. Please become familiar with the Dalhousie Fire Warden's Handbook.

Conservation

Number of Wardens: One

1. When the alarm sounds Warden is responsible for locating Mary Lou Caissie and assuring her evacuation. A large "X" drawn on her back will alert her to the emergency. Exit via the Bindery and the loading bay door and report to the Bindery Warden (Susan Hagen). Proceed to the Dunn parking lot.
2. Please be aware of alternate routes in your area.
3. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
4. If the alarm ceases ringing continue evacuation, exit building and await instructions.
5. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
6. Please become familiar with the Dalhousie Fire Warden's Handbook.

East Wing

Number of Wardens: One

1. When the alarm sounds, retrieve hard hat or cap, and lanyard (flashlight and coat if required) and commence evacuation.
2. Warden will clear the offices of Student Services and the International Student & Exchange Services, the MacMechan Auditorium and the washrooms. See floor plan for complete route (Appendix M). Report to the Chief Warden (Janet Larsen) in the main lobby and exit via the rear door opposite Howe Hall.
3. Please be aware of alternate routes in your area.
4. Report fire or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Dalhousie University's Emergency Procedures outlines actions to be taken if these situations arise; please read carefully. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden. The Fire Department will evacuate persons requiring assistance.
5. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
6. If the alarm ceases ringing continue evacuation, exit building and await instructions.
7. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
8. Please become familiar with the Dalhousie Fire Warden's Handbook.

Chemlink Warden

Number of Wardens: One

1. When the alarm sounds, retrieve hard hat or cap, and lanyard (flashlight and coat if required) and commence evacuation.
2. Warden will stand at the library side of the brown double doors to the Chemistry link, preventing entry to both the ground floor and basement of the building. Patrons should be directed to exit through the basement back exit door leading to the Dunn parking lot.
3. Please be aware of alternate routes in your area.
4. Report fire or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Dalhousie University's [Emergency Procedures](#) outlines actions to be taken if these situations arise; please read carefully. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden. The Fire Department will evacuate persons requiring assistance.
5. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
6. If the alarm ceases ringing continue evacuation, exit building and await instructions.
7. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
8. Please become familiar with the [Dalhousie Fire Warden's Handbook](#).

Circulation

Number of Wardens: Two

1. When the alarm sounds, retrieve hard hat or cap, and lanyard (flashlight and coat if required) and commence evacuation.
2. **Warden #1** will stand near the Computer Centre stairwell door and direct those exiting from the MacMechan Auditorium and the East Wing to the rear door opposite Howe Hall, **not** the main plaza doors. Warden to exit when directed by the Chief Warden (Janet Larsen).

Warden #2 will stand between the Computer Centre door and the main doors directing those attempting to use the Howe Hall exit instead of exiting via the main doors.
3. Please be aware of alternate routes in your area.
4. Report fire or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Dalhousie University's Emergency Procedures outlines actions to be taken if these situations arise; please read carefully. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden. The Fire Department will evacuate persons requiring assistance.
5. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
6. If the alarm ceases ringing continue evacuation, exit building and await instructions.
7. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
8. Please become familiar with the Dalhousie Fire Warden's Handbook.

Office of Student Accessibility and Accommodation

Number of Wardens: One

1. When the alarm sounds, retrieve hard hat or cap, and lanyard (flashlight and coat if required) and commence evacuation.
2. Warden will clear the Office of Student Accessibility and Accommodation (OSAA) offices and examination rooms. Exit via the University Avenue entrance and report to the Plaza Warden (Helen Wojcik). [Monday – Friday 8:00 am – 5:00 pm; evenings and weekends, report to Security.] Proceed to the sidewalk in front of the Studley Gymnasium.
3. Please be aware of alternative routes in our area.
4. Report fire or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Dalhousie University's Emergency Procedures outlines actions to be taken if these situations arise; please read carefully. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden. The Fire Department will evacuate persons requiring assistance.
5. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
6. If the alarm ceases ringing continue evacuation, exit building and await instructions.
7. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
8. Please become familiar with the Dalhousie Fire Warden's Handbook.

Second Cup / Library Bistro

Number of Wardens: One

1. When the alarm sounds, follow Aramark procedures and secure area.
2. Exit via the University Avenue entrance and report to the Plaza Warden (Helen Wojcik). See floor plan for complete route (Appendix M).
3. Please be aware of alternate routes in your area.
4. Report fire or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Dalhousie University's Emergency Procedures outlines actions to be taken if these situations arise; please read carefully. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden. The Fire Department will evacuate persons requiring assistance.
5. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
6. If the alarm ceases ringing continue evacuation, exit building and await instructions.
7. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
8. Please become familiar with the Dalhousie Fire Warden's Handbook.

Second Floor

Number of Wardens: 6

1. When the alarm sounds, retrieve hard hat or cap, and lanyard (flashlight and coat if required) and commence evacuation.
2. **Warden #1** will clear the ULC and the McNab Room. See floor plan for complete route (Appendix M). Descend the north stairwell and report to the Chief Warden (Janet Larsen) in the main lobby. Exit via the main doors to the boulevard in University Avenue.

Warden #2 will clear room 2600, the stacks and study areas commencing on the north side of the building. See floor plan for complete route. Descend the east stairwell and report to the Plaza Warden (Helen Wojcik).

Warden #3 will clear the stacks, study areas and the washrooms, commencing on the south side of the building. See floor plan for complete route. Descend the south stairwell to the basement, proceed up to the plaza exit and report to the Plaza Warden.

When the back-up wardens are not needed to undertake the wardens' route the back-up wardens will become Wardens #4 - #6.

Warden #4 will stand by the doors to the elevator lobby, directing those exiting from the atrium to the south and north stairwells. Descend the main stairwell and report to the Chief Warden.

Warden #5 will stand in the south stairwell and direct those descending the south stairwell to continue down to the ground floor and the LeMarchant Street exit. Descend the east stairwell to LeMarchant Street and report to the Plaza Warden.

Warden #6 will stand in the east stairwell and direct those descending the east stairwell to continue down to the basement and the plaza exit. Descend the south stairwell to the basement and the plaza exit and report to the Plaza Warden.

3. Please be aware of alternate routes in your area.
4. Report fire or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Dalhousie University's Emergency Procedures outlines actions to be taken if these situations arise; please read carefully. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden. The Fire Department will evacuate persons requiring assistance.
5. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
6. If the alarm ceases ringing continue evacuation, exit building and await instructions.
7. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
8. Please become familiar with the Dalhousie Fire Warden's Handbook.

Third Floor

Number of Wardens: Two

1. When the alarm sounds, retrieve hard hat or cap, and lanyard (flashlight and coat if required) and commence evacuation.
2. **Warden #1** will clear the Reference & Research Assistance Office, Systems (knock on door), the stacks and study areas, and the washrooms, commencing on the north side of the building. See floor plan for complete route (Appendix **M**). Descend the south stairwell to the basement and proceed up the plaza exit and report to the Plaza Warden (Helen Wojcik). Proceed to the boulevard in University Avenue.

Warden #2 will clear the stacks and study areas, commencing on the south side of the building. See floor plan for complete route (Appendix **M**). Descend the south stairwell to the basement and proceed up the plaza exit and report to the Plaza Warden. Proceed to the boulevard in University Avenue.

3. Please be aware of alternate routes in your area.
4. Report fire or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Dalhousie University's Emergency Procedures outlines actions to be taken if these situations arise; please read carefully. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden. The Fire Department will evacuate persons in wheelchairs if required.
5. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
6. If the alarm ceases ringing continue evacuation, exit building and await instructions.
7. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
8. Please become familiar with the Dalhousie Fire Warden's Handbook.

Fourth Floor

Number of Wardens: Two

1. When the alarm sounds, retrieve hard hat or cap, and lanyard (flashlight and coat if required) and commence evacuation.
2. **Warden #1** will clear the stacks, study areas, and the Graduate Student Centre, commencing at room 4106 and proceeding north. See floor plan for complete route (Appendix **M**). Descend the south stairwell to the basement and proceed up to the plaza exit and report to the Plaza Warden (Helen Wojcik).

Warden #2 will clear the washrooms, the stacks and study areas, and the faculty offices proceeding south. See floor plan for complete route (Appendix **M**). Descend the north stairwell and report to the Chief Warden (Janet Larsen) in the main lobby. Exit via the rear door opposite Howe Hall and proceed to the Howe Hall driveway.

3. Please be aware of alternate routes in your area.
4. Report fire or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Dalhousie University's [Emergency Procedures](#) outlines actions to be taken if these situations arise; please read carefully. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden. The Fire Department will evacuate persons requiring assistance.
5. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
6. If the alarm ceases ringing continue evacuation, exit building and await instructions.
7. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
8. Please become familiar with the [Dalhousie Fire Warden's Handbook](#).

Fifth Floor

Number of Wardens: One

1. When the alarm sounds, retrieve hard hat or cap, and lanyard (flashlight and coat if required) and commence evacuation.
2. Warden will clear Archives, the Staff Lounge (requesting that staff present divide into three groups, each to descend a different stairwell to assist anyone who may have fallen), Special Collections Reading Room (Music Room will be locked by staff prior to exiting department), and the washrooms. See floor plan for complete route (Appendix **M**). Descend the east stairwell, exit to the LeMarchant side of the building and report to the Plaza Warden (Helen Wojcik). Proceed to the boulevard in University Avenue.
3. Please be aware of alternate routes in your area.
4. Report fire or emergencies encountered by Wardens, such as injured persons or persons with disabilities unable to evacuate, to the Chief Warden. Dalhousie University's Emergency Procedures outlines actions to be taken if these situations arise; please read carefully. Persons who are disabled or injured are to be assisted to the safe zone adjacent to the elevators using the buddy system, i.e. one Warden stays with the person while sending a message to the Chief Warden. The Fire Department will evacuate persons requiring assistance.
5. Do not re-enter the building until instructed to do so by the Chief Warden or Emergency personnel.
6. If the alarm ceases ringing continue evacuation, exit building and await instructions.
7. Please direct questions about evacuation procedures or concerns regarding building safety to the Chief Warden or the Chairperson, Killam Safety Committee (Helen Wojcik).
8. Please become familiar with the Dalhousie Fire Warden's Handbook.