

**FIRE EMERGENCY PLAN**  
**FOR THE**  
**PHYSICS BUILDING**

**UNIVERSITY OF SASKATCHEWAN**  
**SASKATOON**

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**I. REASONS FOR THE PLAN**

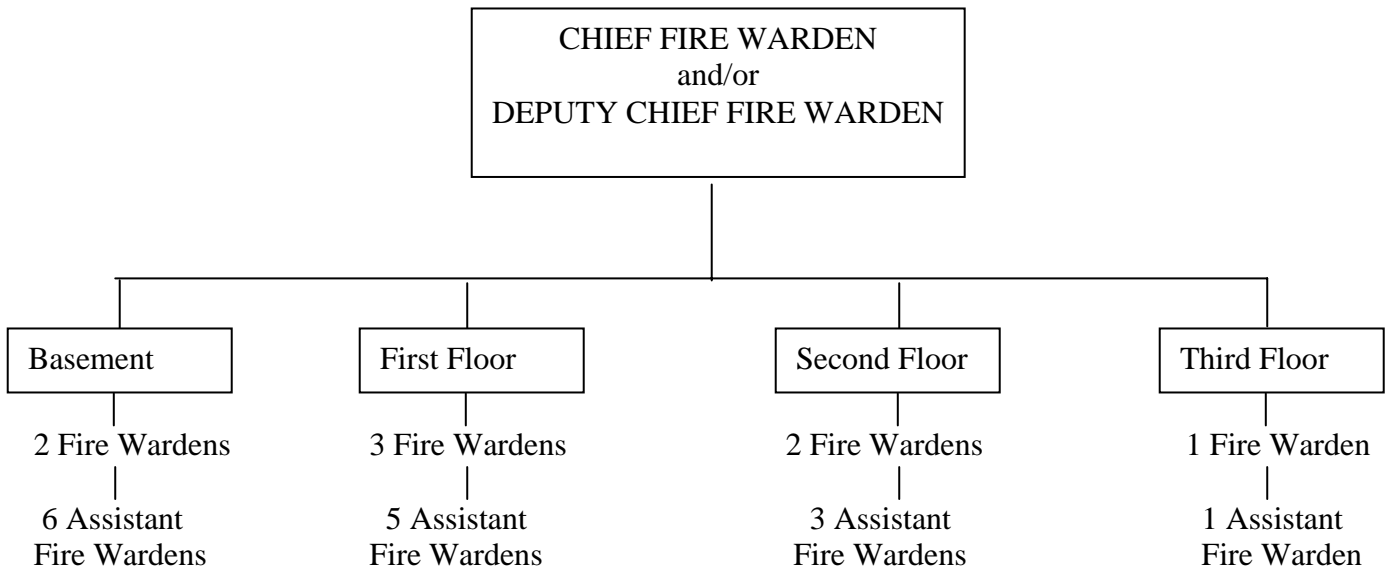
The University of Saskatchewan has a responsibility for protecting life and property from the effects of fire, explosion, bomb threats and other emergencies.

**II. PURPOSE OF THE PLAN**

To develop a state of readiness which would facilitate efficient and orderly evacuation of people and possible items such as cash, records, etc., in case of an emergency.

**III. STRUCTURAL ORGANIZATION**

**for the  
PHYSICS BUILDING**



**IV. PHYSICS BUILDING - FIRE EMERGENCY PERSONNEL**

		<b>Room</b>	<b>Phone #</b>
CHIEF FIRE WARDEN	Yannis Pahatouroglou	176	6383/6416
DEPUTY FIRE WARDEN	Clay Cederstrand	52	6417
Fire Wardens - Basement	Heather Friesen	56.1	4836
	Dave McColl	28	6419
- First Floor	Dept. Head/Marj Granrude	158/162	6412/6396
	Stan Shadick	132	6434/6438
- Second Floor	Dr. Degenstein	266	6447
	Dr. Koustov	258	6426
- Third Floor (Attic)	Bill Marshall	310	6451

Assistant Fire Wardens			
- Basement	Lori Weitzel	58	6887
	Dale Fuhr	59	1194
	Angie Ortlepp	43	6454
	Dr. Xiao	65	6415
	Blair Chomyshen/ Ted Toporowski	40	6418
- First Floor	Michelle Bedier/Debbie Parker	163	6398
	Bob Dalglish/ Chris Sherban	159	6389
	Laverne Sander	160	4856
	Brian Zulkoskey	112	6438
- Second Floor	Dr. Meek	115	6439
	Dr. Meeke	254.1	6446
	Cindy Jelinski/ Dr. Hussey	254.2	6445
	Dr. Hussey	257	6442
- Third Floor (Attic)	Jan Wiid / Nick Lloyd	306	6453
		304/312.1	2201
<b>If Security is needed :</b>			
	<b>24 hours</b>		<b>5555</b>
	Director	-Bob Ferguson	4505
	Assistant Director	-Robin Hazelwanter	8877

## V. GENERAL INSTRUCTIONS

### 1. Action in Case of Fire

- (a) The alarm system in place will sense any fire and will sound the alarm automatically. In case of failure, the person discovering the fire will:
  - (i) Sound the fire alarm by pulling the handle on one of the fire alarm boxes located in the hallways of the buildings on each floor. The sounding of the alarm will automatically alert the Fire Department and Campus Security.
  - (ii) Indicate the location of the fire when the Fire Warden, or his/her Assistant arrives, and, if required, assist in extinguishing the fire.
- (b) On hearing the fire alarm, all other persons will proceed out of the building using the predetermined evacuation routes. **ELEVATORS MUST NOT BE USED.**
- (c) Supervisory personnel must have **PREDETERMINED** what special attention should be given to cash, personal records or classified material in case of a fire or an emergency. Supervisors should ensure that employees are aware of, and periodically briefed on, procedures to be followed.

(d) It should be **HIGHLY STRESSED** that no person is to be allowed to remain in the building on the basis of their own downplay of the dangers involved.

2. **Fire Alarm Boxes**

These are coloured red and are located in the hallways on each floor.

3. **Fire Extinguishers**

These are located on all floors, usually near the fire alarm boxes and are for the use of all employees in an emergency.

4. **Fire Alarm System Inspections**

On the first Monday of every month, the fire alarm system is inspected by Facilities Management. The checking of the alarm system usually occurs in the morning and includes several three-second soundings of the bell at regular intervals. These tests are necessary to ensure that the system is functioning.

5. **Exits**

All employees should familiarize themselves with the nearest exits from offices and buildings and be fully aware of alternate exits.

6. **Evacuation Routes**

Fire Wardens and Assistant Fire Wardens will direct the complete evacuation of the building following the routes described in Section X.

7. **Visitors and Disabled Persons**

-Visitors in any office should accompany the group from that office.

-Fire Wardens will ensure that disabled persons are assisted from the building.

-Disabled persons in a wheelchair, which are not at the time of the alarm on the main floor, should wait by the proper staircase to be lifted and taken out of the building by the firemen. The Fire Warden in their area should stay with them during the alarm and relay the information of their location to the Chief Fire Warden through any of their Assistant Fire Wardens.

**REMEMBER:**

**\*\* If a fire is discovered, sound the fire alarm. \*\***

**\*\* On hearing the fire alarm, evacuate the building. \*\***

**\*\* Walk, do not run. \*\***

**\*\* Keep to the right on staircases and in corridors. \*\***

**\*\* If requested, assist your fire warden. \*\***

**\*\* Know the evacuation routes from your building. \*\***

## **VI. JOB DESCRIPTION FOR WARDENS**

### **A. CHIEF FIRE WARDEN**

#### **Responsibilities:**

To provide leadership, assistance and follow up in assuring the establishment and continuity of the plan. To ensure the safety of all employees, students and visitors in the building in case of a fire.

#### **Duties:**

##### **Regular:**

(ongoing)

- To recruit all wardens.
- To establish fire emergency procedures and coordinate training.
- To act with regard to fire hazard reports from floor wardens.
- To act as a liaison with Facilities Management personnel and Security concerning any emergency.

##### **Emergency:**

- In case of a fire alarm he/she will immediately meet with the Deputy Fire Warden at the annunciator panel outside Theatre 107. The Deputy Fire Warden will remain there to give information to the City Fire Department officials upon their arrival and direct them to the area of emergency.
- In the meantime, the Chief Fire Warden will locate the fire and, if controllable, take action to extinguish it. If not, he/she will leave the room closing all windows and doors and inform the firemen of any special hazards.
- He/she will then check with the Fire Wardens in the area of the Report Center to verify the accountability of all individuals from each floor.
- When appropriate, upon authorization from the City Fire Department official, he/she and/or his/her Deputy Fire Warden will communicate instructions to allow reoccupation of the building, etc.

### **B. DEPUTY FIRE WARDEN**

#### **Responsibilities and Duties:**

##### **Regular:**

(ongoing)

- To assist the Chief Fire Warden in his/her duties and responsibilities.
- To recruit someone else to perform his/her duties in the case of his/her absence.

##### **Emergency:**

- If the Chief Fire Warden is present at the time of the alarm, his/her duties will be as described in Section VI – A.
- In the case of the absence of the Chief Fire Warden from the building, the Deputy Fire Warden will act in his/her stead and designate a suitable person to take over his/her own duties.

### **C. FIRE WARDENS**

#### **Responsibilities and Duties:**

##### **Regular:**

(ongoing)

- To be familiar with building fire emergency procedures and the Fire Prevention Code.
- To regularly check their area for fire hazards and take action to alleviate them or report to the Chief Fire Warden if the hazard is serious.
- To be prepared for the fire safety and evacuation of all individuals including the disabled and visitors in their area.

**- TO ARRANGE FOR THE CONTINUANCE OF THEIR DUTIES WHEN THEY WILL BE ABSENT FROM THE BUILDING DURING WORKING HOURS.**

Specific conditions to watch for are:

- inoperative, missing or tampered-with fire fighting equipment.
- careless use or storage of volatile liquids or other materials.
- unnecessary leaving open of elevator or fire doors.
- exit light not working, etc.

Emergency:

- Immediately go to their area of responsibility and determine the exit choice.
- Communicate this choice to the Assistant Fire Wardens.
- Direct all persons out via this chosen route.
- Upon evacuation, post at the exit to keep persons from re-entering the building. (See map 7)
- Receive the accountability report for all individuals from the Assistant Fire Wardens and relay this information to the Chief Fire Warden at the report centre.
- If there is any person in a wheelchair in their area and they are not on the main floor, the Fire warden should stay with the wheelchair person by the appropriate staircase and wait for the firemen. An Assistant Fire Warden should also be instructed to relay the wheelchair person's location to the Chief Fire Warden.
- Act on any possible orders from the Chief Fire Warden.
- Inform his/her assistants upon receiving word from the Chief Fire Warden when the building may be re-occupied, etc.
- If the emergency has occurred in the warden's area, then he/she should assess the situation and take appropriate action to ensure the safety of personnel.

**D. ASSISTANT FIRE WARDENS**

Responsibilities and duties:

Regular:  
(ongoing)

- They must be familiar with the building fire emergency procedures and the Fire Prevention Code.
- **THEY MUST ARRANGE FOR THE CONTINUANCE OF THEIR DUTIES IN CASES WHEN THEY WILL BE ABSENT FROM THE BUILDING DURING WORKING HOURS.**
- They must regularly check their respective area of the building in accordance with details outlined in Section VI - C.

Emergency:

- Immediately and systematically check all rooms in their area of responsibility ordering all occupants out and closing all doors.
- Do a head count of all persons in the marshaling area upon evacuation of their respective areas.
- Relay this information to the Fire Warden at the respective exit accounting for everyone in their area.
- Act as door guards at the exit until word is received from the Fire Warden with regard to re-occupying the building, etc.
- Replace the Warden if he/she is absent at the time of the alarm and ask another person for assistance.

**E. ALL FACULTY AND STAFF MEMBERS:**

- ARE ASSISTANT WARDENS
- EACH INSTRUCTOR IS RESPONSIBLE FOR HIS/HER CLASSROOM DURING AN EMERGENCY AND MUST SEE TO THE IMMEDIATE AND COMPLETE REMOVAL OF HIS/HER STUDENTS THROUGH THE PREDETERMINED EXIT ROUTE.

**VII. REPORT CENTRE**

Location: In front of the annunciator panel, outside Theatre 107 (Map 7, page 16.)

**VIII. MARSHALING AREAS**

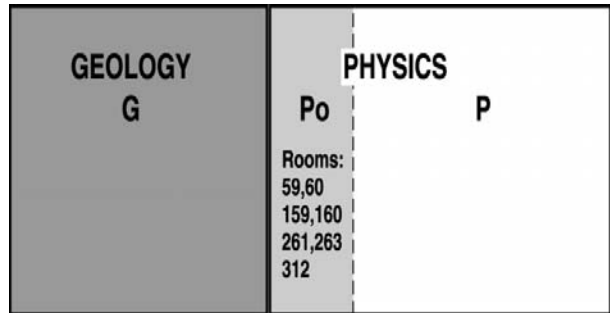
If the weather is: pleasant: outside, in vicinity of respective exits.  
harsh: in either of 3 adjoining buildings:  
- OLD/NEW ADMINISTRATION BUILDING  
- JOHN MITCHELL BUILDING  
- KIRK HALL  
(Map 7, page 16)

**DO NOT** USE THE BIOLOGY AND GEOLOGY BUILDINGS.

**IX. ALARM SYSTEM ZONES**

The buildings of Physics and Geology share a 3-zone alarm system as depicted in the diagram.

- When the alarm originates in G then it also sounds in P<sub>0</sub> but not in P.
- When the alarm originates in P then it also sounds in P<sub>0</sub> but not in G.
- When the alarm originates in P<sub>0</sub> then it sounds in both G and P.



**Map 1: 3-zone alarm system**

The rooms belonging to P<sub>0</sub> are: 59, 60, 159, 160, 261, 263 and 312. To avoid confusion when the alarm is sounding in G and P<sub>0</sub> but not in P, the occupants of offices in P that are nearby P<sub>0</sub>, should play it safe and evacuate.

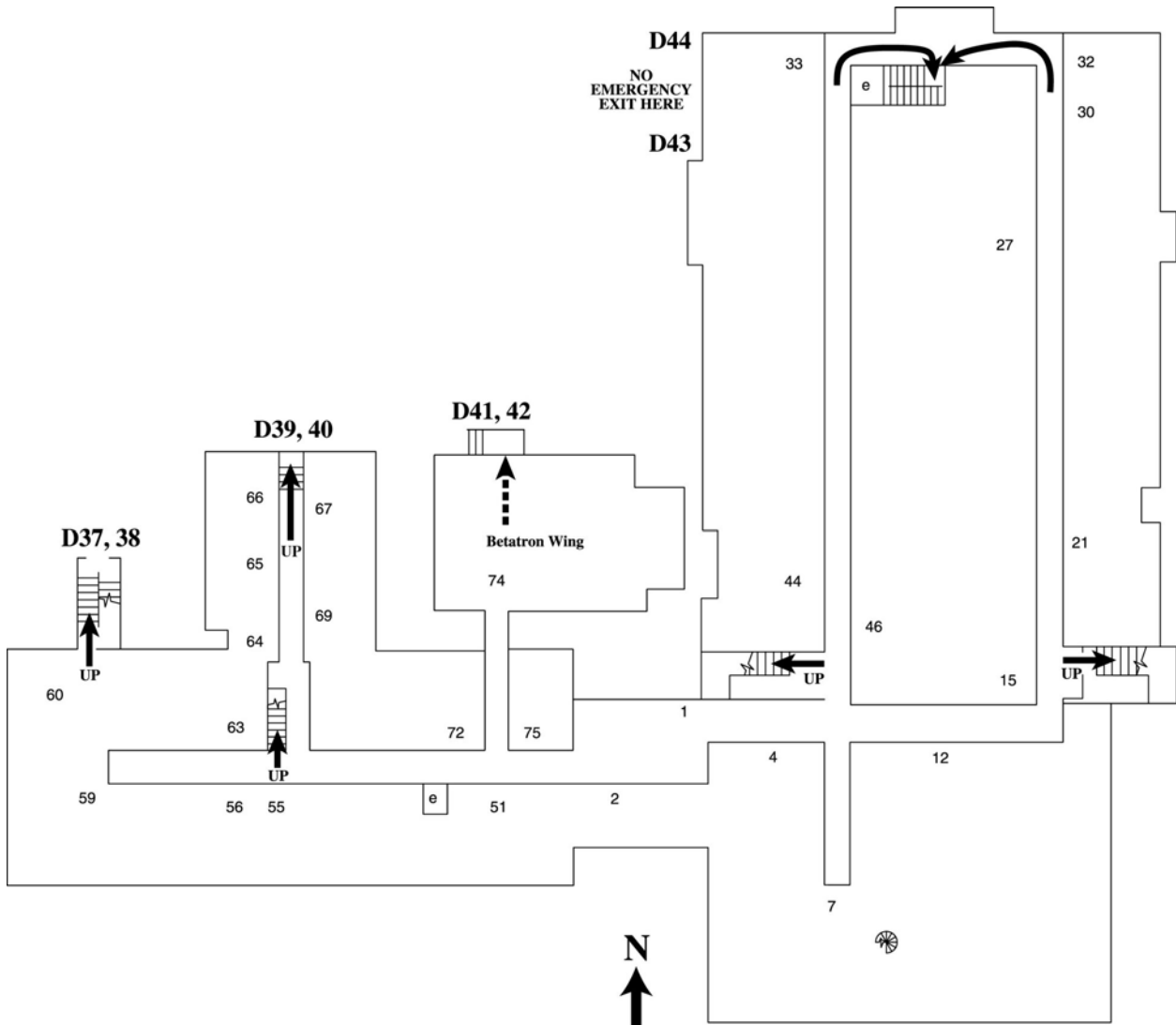
**X. AREAS OF RESPONSIBILITY AND EXIT ROUTES**

**BASEMENT:** (Map 2)

**Fire Warden:** Heather Friesen  
-- all of basement floor in old part of Physics Building

**Assistant Fire Wardens:**  
Lori Weitzel (Door guard to D37, 38; D39, 40; D41, 42)  
-- Rooms 56 to 63

- EXIT - 1st choice: North of hallway via D39, 40 toward Kirk Hall.**  
- 2nd choice: North of room 60, via D37, 38 toward Kirk Hall.  
- 3rd choice: Up the stairs and out via D5, 6 toward Admin. bldg. (Maps 2 & 3)



**Map 2: Basement Floor Plan**

**Dale Fuhr** (Door guard to D37, 38; D39, 40; D41,42)

-- Rooms 51 to 55 and 64 to 73

**EXIT - 1st choice: North of hallway via D39, 40 toward Kirk Hall.**

- 2nd choice: Up the stairs and out via D5, 6 toward Admin. bldg. (Maps 2 & 3)

**Dr. Xiao** (Door guard to D41, D42; D39, 40; D37, 38)

--Rooms 76 and all of 74. X (Betatron Wing)

**EXIT - 1st choice: Via the north Betatron exit D-41, 42 toward Kirk Hall.**

- 2nd choice: To the main hallway, up the stairs and out via D5, 6 toward Admin. bldg.  
(Maps 2 & 3)

**Fire Warden: Dave McColl**

-- all of basement floor in new part of Physics Building.

**Assistant Fire Wardens:**

**Angie Ortlepp** (Door guard to D43, 44; D45, 46)

-- Rooms 1 to 32.

**EXIT - 1st choice: Up the North stairwell one floor and out through the N.W. door, D45, 46 to the Kirk Hall bldg. (Maps 2 & 3) DO NOT USE THE RECEIVING DOCK EXIT D43, 44**

-2nd choice: Toward the old Physics bldg. and out its North exit D39, 40 to the Kirk Hall bldg. (Map 2)

**Blair Chomyshen / Ted Toporowski** (Door guards to D43, 44; D45, 46)

-- Rooms 33 to 46

**EXIT - 1st choice: Up the North stairwell one floor and out through the N.W. door, D45, 46 to the Kirk Hall bldg. (Maps 2 & 3) DO NOT USE THE RECEIVING DOCK EXIT D43, 44**

- 2nd choice: Toward the old Physics bldg. and out its North exit D39, 40 to the Kirk Hall bldg. (Map 2)

**FIRST FLOOR:** (Map 3)

**Fire Warden:** Dept. Head

-- All the area on the first floor of the old part of the Physics Building

**Assistant Fire Wardens:**

B. Dalglish / C. Sherban (Door guards to Geology)

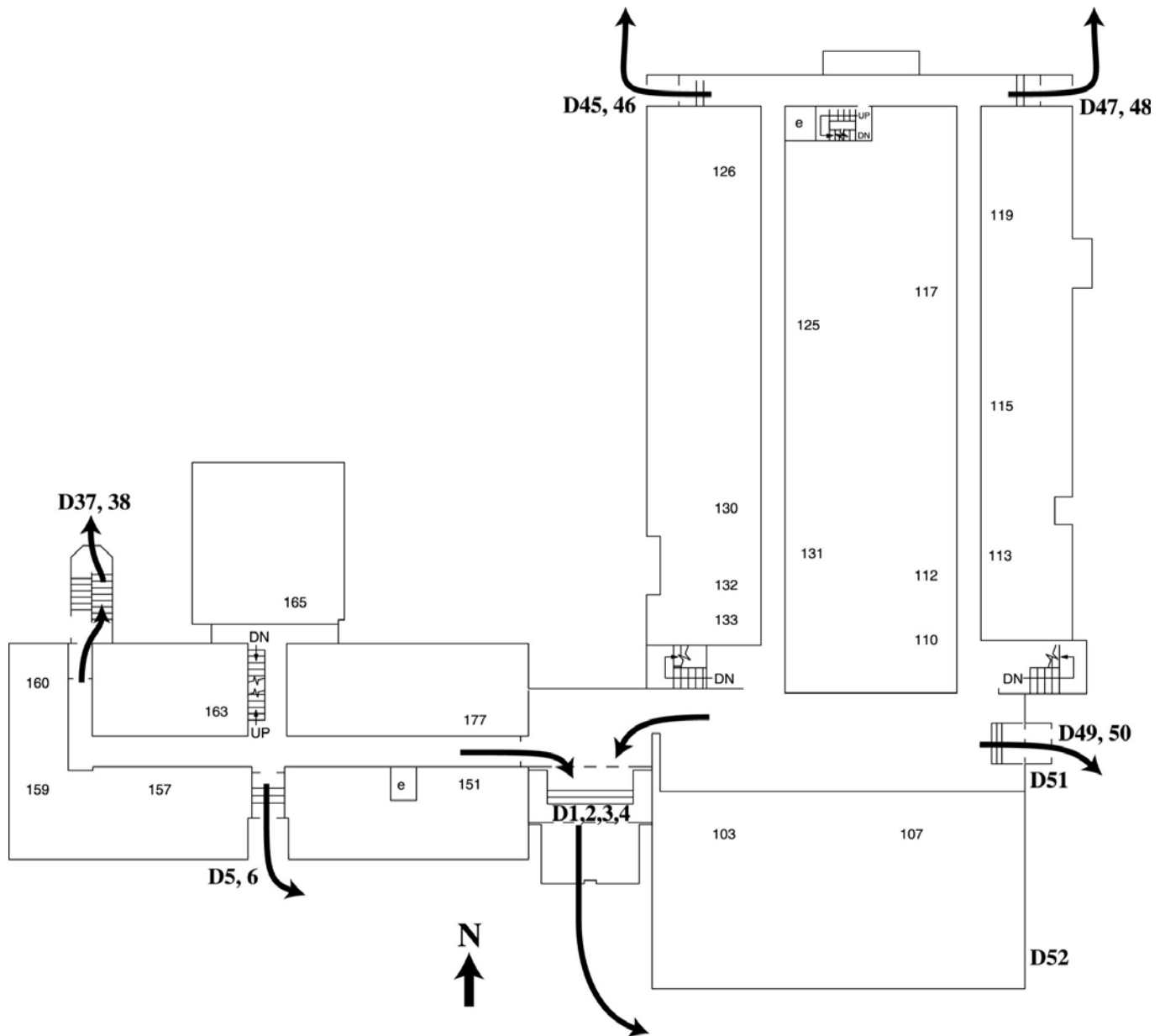
-- Rooms 159 and 160

**EXIT - 1st choice: North to the stairs, via D37, 38 toward Kirk Hall.**

- 2nd choice: Out via D5, 6 to Admin. bldg.

- 3rd choice: Out via D1, 2, 3, 4 to Admin. bldg.

**DO NOT ESCAPE TO GEOLOGY**



**Map 3: First Floor Plan**

**Michelle Bedier/ Debbie Parker** (Door guard to D5, 6; D1, 2, 3, 4)

-- Rooms 151 to 177

**EXIT - 1st choice: Out via D5, 6 to Admin. bldg.**

- 2nd choice: Out via D1, 2, 3, 4 to Admin. bldg.
- 3rd choice: North to the stairs via D37,38 toward Kirk Hall.

**DO NOT ESCAPE TO GEOLOGY**

**Fire Warden: Stan Shadick** (Door guard to D47, 48)

-- all the area on the first floor of the new part of the Physics Building.

**Assistant Fire Wardens:**

**Stan Shadick** (as well as being Fire Warden)

-- Rooms 125 to 133 and Theatre 103

**EXIT - 1st choice: Via the two exits at the North side of the building, D45, 46 and D47, 48 toward Kirk Hall and John Mitchell.**

- 2nd choice: South via D1, 2, 3, 4 toward Admin. bldg.
- 3rd choice: East via D49, 50 toward Admin. bldg.

**Brian Zulkoskey** (Door guard to D49, 50)

-- Rooms 113, 115, 119 and Theatre 107

**EXIT - 1st choice: East via D49, 50 toward Admin. bldg.**

- 2nd choice: South via D1, 2, 3, 4 toward Admin. bldg.
- 3rd choice: Via the two exits at the North side of the building, D45, 46 and D47, 48 toward Kirk Hall and John Mitchell.

**Laverne Sander** (Door guard to D47, 48)

-- Rooms, 110, 112, 117 (Brian if Laverne Sander absent)  
202 to 208 (Stan if Laverne Sander absent)

**EXIT - 1st choice: Via the two exits at the North side of the building, D45, 46 and D47, 48 toward Kirk Hall and John Mitchell.**

- 2nd choice: East via D49, 50 toward Admin. bldg.
- 3rd choice: South via D1, 2, 3, 4 toward Admin. bldg.

**SECOND FLOOR - New Building: (Map 4)**

**Fire Warden: Stan Shadick**

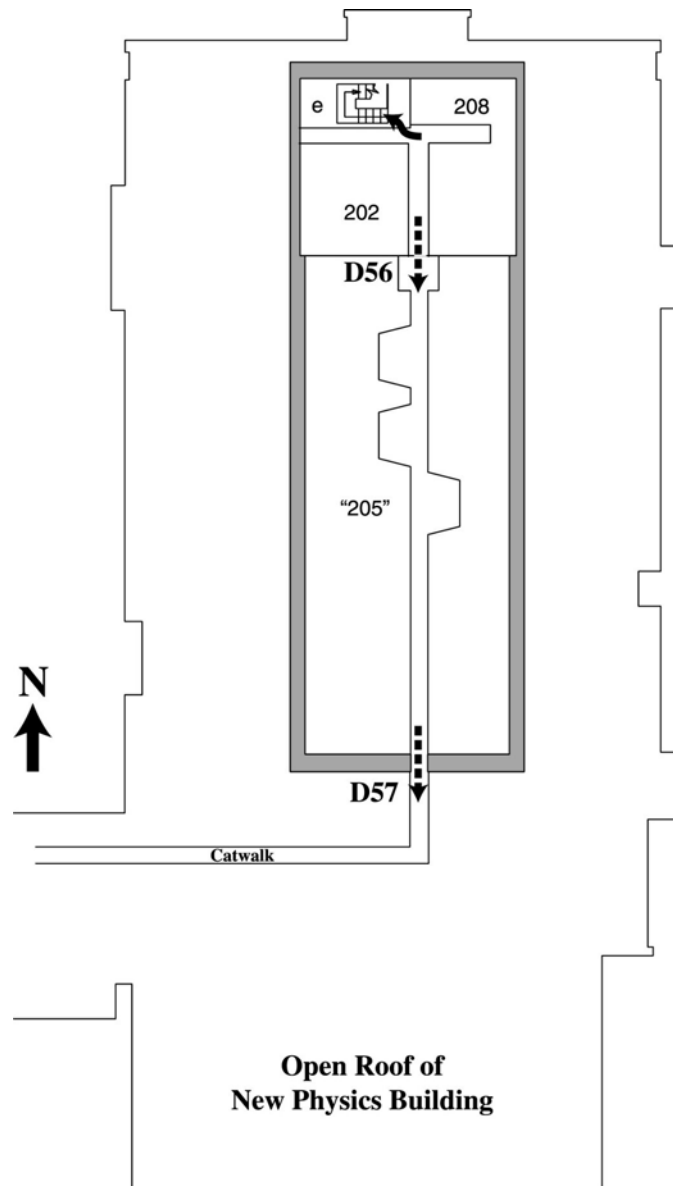
**Assistant Fire Warden:**

**Laverne Sander** (Door guard to D47, 48)

-- All rooms and the roof.

**EXIT - 1st choice: Down one floor via the main stairway and out through the two exits at the North side of the building, D45, 46 and D47, 48 toward Kirk Hall and John Mitchell (Maps 3 & 4)**

- 2nd choice: Out to the enclosed part of the roof ("Rm" 205), through fire alarm door D56 and then through second such door D57 onto the open roof of the New Physics Building.



**Map 4: Second Floor Plan – New Physics Building**

**SECOND FLOOR - Old Building:** (Map 5)

**Fire Warden:** Dr. Koustov

**Assistant Fire Warden:**

Dr. Meek (Door guard to D5, 6; D1, 2, 3, 4)  
-- Rooms 258 to 267

**EXIT - 1st choice: Down the main stairway and out via D5, 6 toward Admin. bldg.**  
(Maps 5 & 3)

- 2nd choice: Via room 254, onto the roof of the New Physics Building.  
**DO NOT USE THE ELEVATOR**

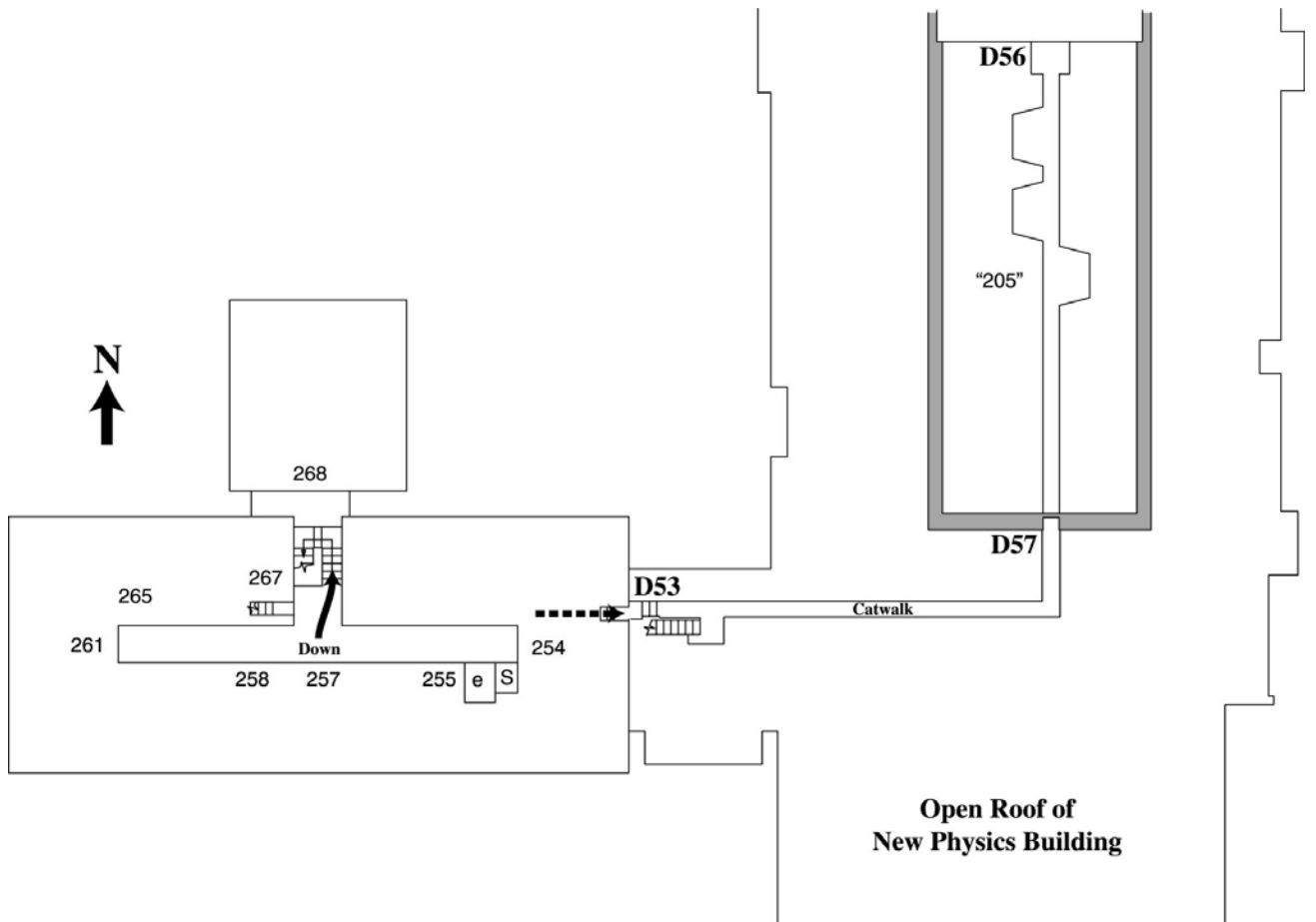
**Fire Warden:** Dr. Llewellyn

**Assistant Fire Wardens:**

Cindy Jelinski / Dr. Hussey (Door guards to D5, 6 and D1, 2, 3, 4)  
-- Rooms 251 to 257

**EXIT - 1st choice: Down the main stairway and out via D5, 6 toward Admin. bldg.**  
(Maps 5 & 3)

- 2nd choice: Via room 254, onto the roof of the New Physics Building.  
**DO NOT USE THE ELEVATOR**



**Map 5: Second Floor Plan – Old Physics Building**

**THIRD FLOOR (Attic):** (Map 6)

**Fire Warden:** Bill Marshall

**Assistant Fire Warden**

Jan Wiid/ Nick Lloyd (Door guard to D5, 6; D1, 2, 3, 4)

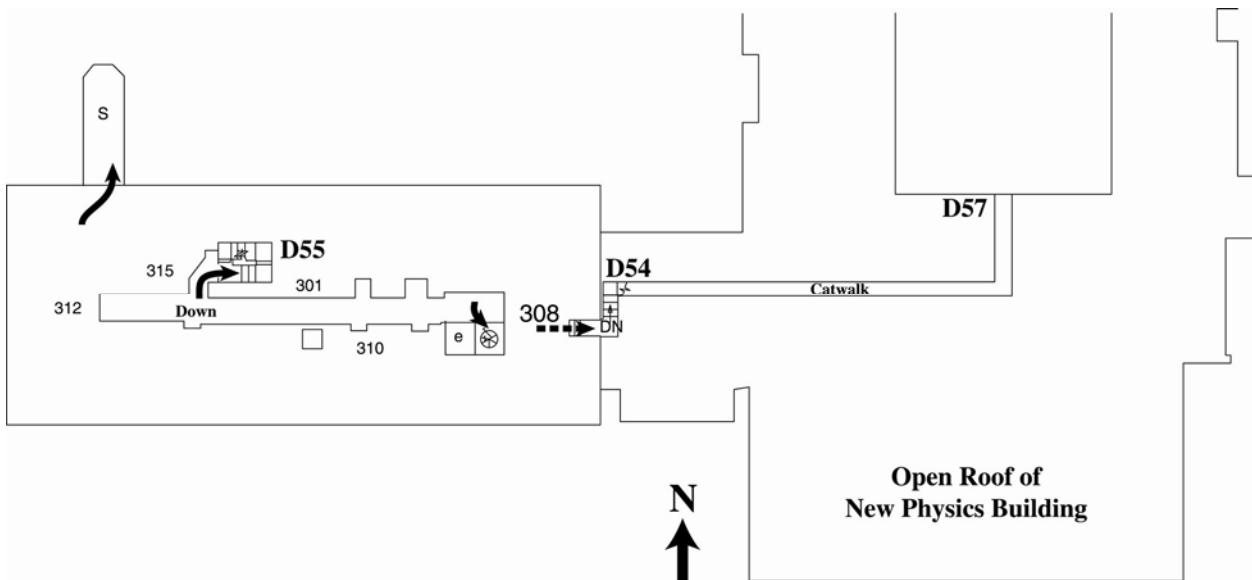
-- All of the Attic

**EXIT - 1st choice: Down the main stairs two floors and out via D5, 6 toward Admin. bldg. (Maps 6 & 3)**

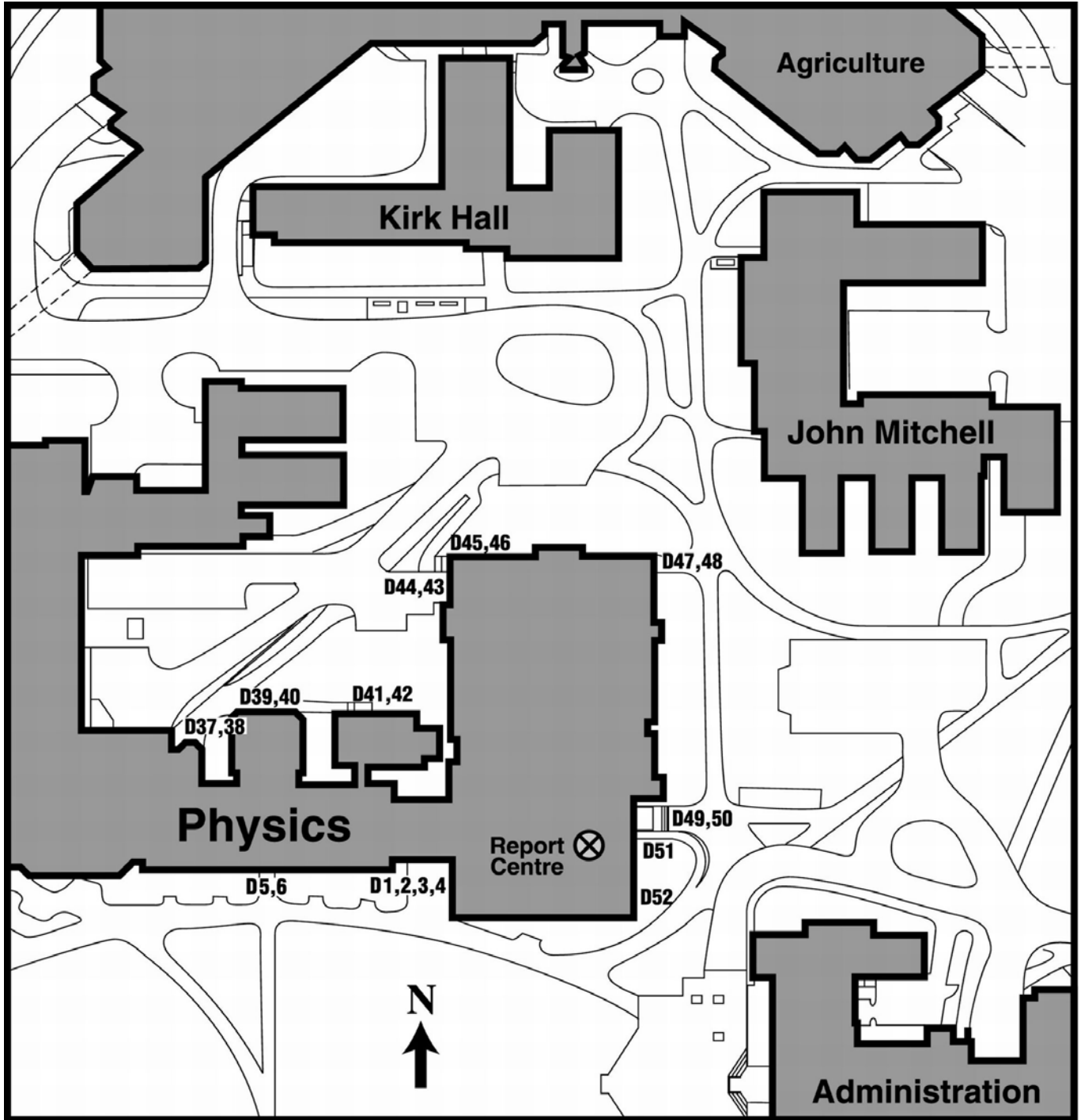
- 2nd choice: Down the circular stairs to the second floor and over to the main stairs exiting D5, 6 toward Admin. bldg. (Maps 6, 5 & 3)
- 3rd choice: Out through the Fire Exit door in Rm 312.2, down two floors, out via D37, 38 to Kirk Hall. (Maps 6 & 3)
- 4th choice: Out through the Fire Exit door in Rm 308 and down onto the roof of the New Physics Bldg.
- 5th choice: Down the circular stairs to the second floor and via room 254, out onto the roof of the New Physics Building. (Maps 6 & 5)

**- DO NOT GO UP THE STAIRS TOWARD D55**

**- DO NOT USE THE ELEVATOR**



**Map 6: Third Floor (Attic) Plan**



**Map 7: Exits and surrounding sheltering buildings**

Door guard assignments:

- D1, 2, 3, 4; D5, 6: M. Bedier / D. Parker / C. Meek / C. Jelinski / G. Hussey
- D37, 38; D39, 40; D41, 42: L. Weitzel / D. Fuhr / C. Xiao
- D43, 44; D45, 46: B. Chomyshen / T. Toporowski / A. Ortlepp
- D47, 48: S. Shadick / L. Sander
- D49, 50: B. Zulkoskey
- Door to Geology: B. Dagleish / C. Sherban