

## **7. Supervisory Staff**

- Western Special Constable Service
- Western Fire Safety
- Building Emergency Coordinator (BEC)
- Building Emergency Team members (BETs)

## 8. Responsibilities

### Building Emergency Team (BET)

**Building Emergency Teams** are present in most buildings on campus. It is the function of the Building Emergency Team to assist and coordinate a prompt and organized evacuation of all building occupants in the event of an emergency. If members are in their designated area, they are to begin a sweep of the area and encourage everyone to exit and meet at the designated rally point. If members are not in their area, or they cannot get to their area, they are not to go back to do a sweep. Instead, members are to leave via the nearest exit and report this information to an official outside.

*In the event of an emergency:*

- Don your Building Emergency Team vest.
- Take your keys, coat, and any important information with you.
- Search your floor if you can do so safely.
- Encourage all occupants to close windows and doors to their area, and evacuate the building.
- As you leave the building, inform other occupants that they should be evacuating.
- If you know of persons who did not evacuate, notify the Building Emergency Coordinator or emergency personnel where these individuals are located upon exiting the building.
- If you see signs of smoke and/or fire, or any other emergency situation, react accordingly and report this information to your Building Emergency Coordinator and/or emergency personnel.
- If you feel confident in the operation of a fire extinguisher, and you feel it is safe to do so, first ensure the building fire alarm is activated, and then try to extinguish the fire. If you do not feel comfortable using a fire extinguisher, evacuate the fire area and ensure the building fire alarm is activated.

## **Building Emergency Coordinator (BEC)**

The Building Emergency Team (BET) is coordinated by the **Building Emergency Coordinator (BEC)**. The Building Emergency Coordinator has the task of recruiting and maintaining a group of people who will act as members of their Building Emergency Team. During an Emergency evacuation, the BEC will proceed to a designated meeting place to await the arrival of the responding Emergency Services. The BEC will liaise with other Building Emergency Team members in order to determine any pertinent information about the emergency. Such information may include: areas of the building which have been searched, locations of people in the building, cause of the alarm, cause of the fire, signs of smoke or fire, or any other information which they deem important for responding Emergency Personnel. The BEC will relay this information to the incoming agencies and act as a liaison. An additional duty of the BEC is to inform other team members, upon the instructions from the Incident Commander be it Police, Fire or Other, that the building can be re-occupied. In the case that it is not possible to re-occupy the building, it is the duty of the BEC to relay to other team members that they will be required to move to the pre-determined temporary shelter building.

All Building Emergency Team members and Building Emergency Coordinators are issued vests which are to be donned in the event of an emergency. These vests assist responding Emergency Agencies as well as building occupants in identifying their designation as Building Emergency Team members.

## **Supervisors**

- Keep the doors in fire separations closed at all times.
- Ensure that the doors to stairways are kept closed at all times (or will close on activation of a fire alarm)
- Keep access to exits and exit doors, inside and outside, clear of any obstructions at all times.
- Ensure that stairways, landings, hallways, passageways, and exits, inside and outside, are kept clear of any obstructions at all times
- Ensure that combustible materials are not accumulated in any part of a stairway, fire escape or other means of egress, or near elevator and ventilation shafts
- Ensure that combustible waste materials do not accumulate in locations that may constitute an undue fire hazard
- Promptly remove all combustible waste from your area.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Participate in fire drills.
- Have a working knowledge of fire alarm procedures and the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Maintain fire protection equipment visibility and access
- Arrange for an alternate person to be responsible for your duties in the event of your absence
- Comply with the Ontario Fire Code.

## **Western Fire Safety**

Western Fire Safety has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Conducting fire drills in accordance with the Ontario Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for the required period.
- Ensure that the information in the Fire Safety Plan is current.
- Train sufficient building supervisory staff and alternates
- Maintain the provisions of the Fire Safety Plan.