

BUILDING EMERGENCY EVACUATION

Section:	Administration (AD)
Subject:	Security
Legislation:	<i>Canadian Occupational Health and Safety Regulations (SOR/86-304); Fire Code Regulations (AR 32/2015); Occupational Health and Safety Act (RSA 2000 cO-2).</i>
Effective:	October 25, 2011
Revision:	September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to provide a safe environment for all members of the SAIT community through effective proactive planning for building emergency evacuations.

PROCEDURE

DEFINITIONS

- Building captain** An individual who SAIT has trained and designated to supervise an evacuation of a specific area or building.
- Emergency evacuation** The immediate and rapid coordinated movement of people away from a threat of or actual occurrence of a hazard.
- Emergency evacuation warden** An individual who SAIT has trained and designated to help coordinate an evacuation of building occupants in a specific area.
- Emergency responder** A member of a police department, fire department or other public safety organization charged with providing or coordinating emergency services.
- Evacuation buddy** An individual allocated the responsibility of assisting a person to evacuate who cannot leave independently.
- Incident commander** An individual trained to manage the overall response to a threat or hazard at SAIT. This position is held by the manager of Security and Emergency Services or designate.

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Muster point

A safe, pre-designated gathering point for building evacuees. SAIT currently utilizes “virtual muster points.” These locations have been preselected but not physically marked as muster points and are identified on SAIT’s muster point map.

SAIT Community

SAIT’s governors, employees, students, contractors, consultants, agents, and volunteers.

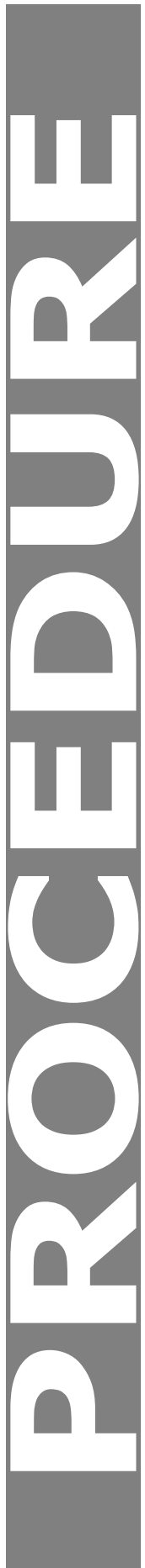
GOVERNING PRINCIPLES

1. All members of the SAIT community are responsible for ensuring that they are familiar with and adhere to building emergency evacuation procedures, evacuation routes and muster point locations.
2. Individuals are responsible for their own safety during emergency situations, including evacuations. An individual requiring evacuation assistance during an emergency situation is required to pre-arrange an evacuation buddy(s).

PROCEDURE

1. SAIT will establish and maintain a comprehensive building emergency evacuation program that will include and provide for the selection and training of emergency evacuation wardens and building captains.
2. The manager of Security and Emergency Services or designate is responsible for:
 - a) Advising and monitoring each school/department on the number of emergency evacuation wardens and building captains required.
 - b) Establishing and providing specific training to the emergency evacuation wardens and building captains.
 - c) Holding the position of SAIT’s incident commander and performing all required duties.
 - d) Organizing and managing the SAIT Building Emergency Evacuation Program, including the facilitating and providing of evacuation procedure and guideline development.
3. Schools/departments are responsible to recruit and maintain a suitable number of emergency evacuation wardens and building captains.
4. Building captains are responsible to report to an assigned area, accept status reports from emergency evacuation wardens, and relay information to the Security department.

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5. Emergency evacuation wardens are responsible to provide localized evacuation notifications, conduct evacuation sweep activities and provide evacuation reports to the building captain(s).
6. SAIT's Building Emergency Evacuation Program will be exercised through planned evacuation drills. These planned evacuation drills shall take place as required and will be held on an annual basis as a minimum.
7. All evacuations, whether exercises or actual events, will be audited through the use of formal after-action reports that emergency evacuation wardens will complete and that building captains will submit to the manager of Security and Emergency Services for review.
8. For detailed emergency evacuation guidelines, manuals, handbooks, and muster point maps, please refer to the Security and Emergency Services site at [SAITNOW](#).

POLICY/PROCEDURE REFERENCE

AD.4.3 Building Emergency Evacuation policy

PROCEDURE

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