**Emergency Preparedness & Response Quiz**

1. List two things that the Emergency Warden would do in building evacuation.

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1. After a building evacuation, it’s OK to go back into the building as long as I determine there is no danger and I inform a co-worker.

 True  False

1. During an emergency, ALL people assigned as Emergency Supervisors and Wardens are the usual supervisors and managers of the department.

 True  False

1. Who has responsibility for contacting outside emergency responders?

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1. Who would be the best person to give me additional information on our Emergency Preparedness and Response Plan?
2. Emergency Warden
3. Emergency Coordinator
4. Emergency Supervisor
5. Other – Specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Answer: ­­­­

**Emergency Preparedness & Response Answer Guide**

1. Any two variations of:

1. They will activate fire alarm if not already active, put on hard hat, high visibility vest and collect work site register for roll call.
2. Check evacuation route(s) to be taken by doing the following:
3. Put hand on exit door to look and smell for smoke
4. Keep in mind that wood is an insulator and even a warm wooden door is cause for concern
5. If heat is not felt, stay low and open door carefully to look and smell for smoke
6. If either the door feels warm/hot or there is smoke in the stairwell, ensure the door is closed and direct staff to the next closest exit
7. If the exit appears clear, send a runner ahead to ascertain nothing is blocking the exit
8. Instruct all staff and visitors within your area of responsibility to evacuate the building by the designated evacuation route
9. Direct staff assigned to assist in evacuating persons with physical disabilities. Disabled staff are to be moved to areas of refuge and await assistance from assigned rescue workers of the site or the fire department
10. When all persons have been evacuated from your area of responsibility, quickly search all rooms and washrooms to ensure no one is left behind
11. Attempt to ensure all doors are closed, placing “All Space Clear” tags on doorknobs and leave the building (see Appendix F for sample of tag)
12. Complete roll call at individual assembly area. Report to Emergency Supervisor or Emergency Coordinator or fire department via a runner or radio
13. Report anyone missing to the emergency supervisor or emergency coordinator, having confirmed with your staff that the missing person was in fact at work at the time of the fire
14. Re-enter the building only upon instructions from the Emergency Supervisor, Emergency Coordinator or the responding emergency department

2. False.

3. False.

4. The Designated Receptionist.

5. b. Emergency Coordinator