

## FIRE SAFETY PLAN OVERVIEW

*If you would like a full copy of the fire safety plan for a specific building, please contact Human Resources at [orhumres@lakeheadu.ca](mailto:orhumres@lakeheadu.ca).*

The Fire Safety Plan (FSP) is designed to provide occupant safety in the event of a fire, to ensure effective use of the fire safety features of the building, and to minimize the possibility of fires. A plan is developed for the Residence Building, the Academic Building and the Cafeteria/Bookstore.

### Extra Assistance

Faculty and administration should be aware if there are students who will be present in the building who will require assistance in the event of a fire emergency.



Discussion about methods of evacuating persons requiring assistance should occur regularly, or what actions to take in the event that a person is unable to evacuate. Those who require assistance should feel comfortable with any designated plan to assist them with evacuating. In the case of persons who can evacuate the building, assistance may take any of the following forms:

- Escorting the person to ensure they do not fall and become injured while evacuating.
- Carrying the person out (may involve the use of an evacuation chair or training in proper lifting techniques).

In the case of persons who are unable to evacuate, Fire Wardens and others designated to do so must know:

- Where a person can safely be left in the eventuality that evacuation from the building is not possible.
- The procedure for reporting the location of persons left in the building to Fire Department or Security.

Those needing assistance should be informed that in fact the exit stair (either inside the stair or immediately outside the stair) is the ideal place to stay (not taking an elevator). Exit stairs are designed to provide protection from smoke and fire and are therefore the safest locations in the building.

**“Fire Warden”** is a generic term to describe those building occupants (employees) who volunteer or are assigned to perform certain functions during fire emergency/incident situations.

- Be familiar with your floor areas, exits from the floor and route to the designated assembly location.
- Be familiar with personnel on your respective floors/areas who require assistance to evacuate, and any plans in place to ensure their safety.
- Attend all training sessions provided and promote active participation of other Fire Wardens.
- Participate in fire drills as described in this Plan, and encourage full Fire Warden and employee participation in the drills.
- Assist in fire prevention by noting and reporting to your supervisor or to building staff where fire hazards or unsafe conditions exist. Refer to the “Fire Prevention” section of this Plan.

### Roles and Responsibilities

There are various folks engaged in planning, preparing and executing fire safety activities. These people include staff from management, faculty, security, facilities, residence, and human resources.

#### Employer – Lakehead University

- Comply with the applicable Fire Code.
- Ensure that Fire Wardens are designated and all staff is trained to carry out the duties
- Ensure that all employees (including persons with disabilities) are provided with the knowledge and means to enable them to react appropriately to fire emergencies and to safely evacuate the building.
- Ensure that any employees who require assistance to evacuate the building are identified. Plans must be in place to ensure the safety of these employees.
- Practice and encourage employees to practice fire prevention and fire safety. Ensure that hazards reported are corrected immediately.
- Encourage all employees to participate in fire drills conducted in the building, and to cooperate with Fire Wardens and building staff as they provide direction during fire alarms and building evacuations.

#### Professors/Instructors

- Be familiar with your floor areas, classroom, locations of exits from the building and the route to the designated assembly location, and the sound of the building's fire alarm.
- Be aware at all times of persons in your premises/classrooms who may require assistance to evacuate.
- Attend all fire safety training sessions provided.
- Be familiar with proper internal procedures for turning off equipment
- Participate in fire drills
- Assist in fire prevention by noting and reporting where fire hazards exist.



#### Occupants – Students, Staff, Faculty

- Know the sound of the building's fire alarm and procedures to be followed upon hearing the fire alarm.
- Know the procedures to be followed upon discovery of smoke or fire.
- Notify your supervisor or the Fire Warden in your area if you have a condition that you feel may inhibit your ability to evacuate the building safely without assistance.
- If you are assigned to assist someone to evacuate, ensure that you know the procedures to be carried out in that eventuality.
- Participate in all fire drills and other fire safety training conducted.
- Assist in fire prevention by noting and reporting fire hazards and unsafe conditions

#### **If You Hear a Fire Alarm Signal**

##### Professors/Instructors

- Instruct everyone to evacuate the building – go to the nearest exit
- Check immediate area – classroom, hallway, washroom, and instruct anyone found to evacuate
- If possible, turn off equipment and close doors (do not lock)
- Ensure persons needing help are assisted, and those unable to evacuate are taken to the nearest stairway
- Evacuate the building - once out of building, notify Fire Department of any persons still in building
- Go to assembly area

**Building Occupants (Staff, Faculty, Students)**

- Leave the area immediately, direct others in the area to evacuate
- If unable to evacuate, return to an office or classroom, close doors, seal off openings at bottom of door, etc.; call 3-911 or 911 to notify Fire Department you are inside building and provide location; wait to be rescued
- Use closest exit / stair to leave building
- Proceed to designated assembly location
- Do not return to building until it is declared safe to do so by Fire Department

**If You Find Smoke or Fire**

- Leave the affected area and instruct others to do the same
- Activate the nearest fire alarm pull station
- If able to do so safely, call 3-911, extension 2009 or 911 to report fire
- Then follow procedures as noted above

Fighting the fire is the responsibility of the Fire Department. Fighting the fire is a voluntary act and requires training to use fire suppression equipment.

## **Fire Prevention**

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Fire often can be traced to human error so prevention is key. It's everyone's responsibility so please be sure to report any hazards you see to your Supervisor or Security.

**Some Fire Prevention Measures:**

- Keep hallways, aisles, and corridors free from obstructions
- All fire doors should remain closed at all times
- Smoking is a major cause of fire deaths. Many fires are related to careless smoking practices. All Lakehead University buildings are non-smoking
- Avoid placing combustible material near or in-contact with an electrical outlet
- Do not hang anything from fire sprinklers or related equipment
- Do not hang combustible materials from ceilings or near/on doors. Limit posting of papers on doors to a maximum of two – 8.5" x 11" sheets of paper – if necessary
- Disconnect all electrical appliances with heating elements (eg. coffee maker) at the end of the workday
- Replace any defective or damaged wiring or appliances
- If there is evidence of electrical arcing in outlets or electrical devices, discontinue use and contact an electrician
- Avoid using extension cords. If required for a temporary basis – use carefully, so they are not damaged through use and never run them under mats or carpets. Use a breakered power bar instead.
- Circuit breaker panels, fire extinguishers, and fire exit signs should not be covered or obstructed
- Storage areas should be kept clean.
- Light fixtures should be protected by wire guards or cages to prevent accidental breakage of light bulbs
- Doors to storage rooms should be kept closed at all times



- Flammable and combustible liquids should not be stored in storage rooms used for ordinary combustible materials (like paper, boxes, clothing)
- Hazardous, reactive, or unstable chemicals and substances shall not be stored in storage rooms used for ordinary combustible materials.