FIRE SAFETY PLAN FOR:

Avila Centre
Lakehead University
670 Reaume Street
Thunder Bay, Ontario

Reviewed without change January 2021

Reviewed by:

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Chapter 1: Introduction

As required by the Ontario Fire Code, Section 2.8, (Ontario Regulation 213/07 of the Ontario Fire Protection and Prevention Act, as amended), this Fire Safety Plan has been prepared by Lakehead University for the *Avila Centre*, 955 Oliver Road, Thunder Bay, Ontario.

The purpose of the plan is to provide safety information for all occupants in the event of a fire, to ensure the effective use of life saving features in the building, and to prevent fires from being initiated. This fire safety plan has been designed to suit the resources of the *Avila Centre*. This plan must be approved by Thunder Bay Fire Rescue; however, Lakehead University is responsible for ensuring that the information provided in this fire plan is accurate and complete.

Information found within this Fire Plan includes: contact information, an audit of building resources, maintenance of building resources (as required by the Ontario Fire Code), building schematics, and an outline of responsibilities, emergency procedures, control and extinguishment of a fire, fire protection measure and fire hazards and prevention.

The Fire Protection and Prevention Act, Part VII, Section 28 states that any person who contravenes any provision of the fire code is guilty of an offence. If convicted a company or corporation is liable to a fine of not more than $100,000. Any individual, director or officer of a corporation is liable for a fine of not more than $50,000 or imprisonment for a term of not more than one year, or both.

The Fire Safety Plan shall be reviewed as often as necessary, but at intervals not greater than twelve (12) months, to ensure that it takes account of changes in use and other characteristics of the building. The Chief Fire Official is to be notified regarding any subsequent changes in the contents of the approved Fire Safety Plan.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency

The approved location of the Fire Safety Plan for the *Avila Centre* is the *Security Office, UC 1016*. In addition, copies will be kept in the Health & Safety Office and in a Fire Safety Plan box located at the main entrance.

Electronic copies of the Fire Plan will be posted on the Health & Safety website.

Chapter 2: Audit of Human Resources

Building Owner	Lakehead University 955 Oliver Road Thunder Bay, ON P7B 5E1 Phone: 343-8110
President	Dr. Moira McPherson 955 Oliver Road Thunder Bay, ON P7B 5E1 Phone: 343-8200
Vice President, Finance& Administration	Kathy Pozihun Phone: 343-8383
Director, Physical Plant	Hugh Briggs Phone: 343-8790
Health & Safety, Office of Human Resources	Tiffany Moore Phone: 343-8806 Ursula MacDonald Phone: 343-8671
Security Staff	On site 24/7, minimum 3 people Phone: 343-8911 (Emergencies) Phone: 343-8569 (Non-emergency)
Maintenance Staff	Physical Plant, available from 8am to 4pm (After hours contact Security) Phone: 343-8273
Cleaners	Physical Plant, Ms Diane Michieli-Pedwysocki, Facilities Manager Phone: 343-8962 Physical Plant, Night Supervisor, Stephanie Marcinowsky Phone: 343-8406
Fire Alarm Monitoring Company	Tbay Tel Phone number and passwords are held by Security Services (343-8569).
Tenant	Maple Leaf Schools Monica Andrews – Principal Phone: 807-357-8621

Chapter 3: Audit of Building Resources

3.1 General Description

The *Avila Centre* located at 960 Reaume Street is a non-combustible two (2)-storey building with one (1) partial basement level constructed in 1967.

The operating hours of the building are 8:30am to 4:30pm, Monday to Friday.

i. Occupancy and Use

Basement- Mechanical room,

Main Floor- Storage rooms, Lounge, Washrooms, Single residence unit, shower rooms, Kitchenette, Janitors closets, Offices, Conference rooms, Dining Hall & Kitchen, Laundry room, Mailroom, Chapel, Gymnasium, Mechanical room, Electrical room, Physical Plant library.

Second Floor- Storage rooms, Lounge, Washrooms, Single residence unit, shower rooms, Kitchenette, Janitors closets, Chapel.

ii. Fire Department Access

Firefighters will access the property via Reaume Street. Security Services will call in detailed instructions to the city's Emergency Service Dispatch and provide specific information regarding the alarm, including the building entrance to use and any details concerning the fire (i.e. which zone is affected).

Security Officers on patrol are responsible for opening the Access gates by Apartment Complex #2 (South).

3.2 Fire Alarm System

This building is provided with an Edwards IRC/FCC single stage system.

Main Control Panel location: Second Floor mechanical room, 202A.

Annunciator Panel location: *Avila Centre* main entrance (X113). A parallel unit is located in the security office, UC 1016.

i. Sequence of Operation

Upon activation of a fire alarm initiating device in any portion of the building, a general fire alarm will sound throughout the building.

ii. Ancillary Functions

The fire alarm system is activated by:

- Manual pull stations
- Smoke detectors
- Heat detectors
- Kitchen hood suppression system

Upon activation of the fire alarm system:

- A fire alarm signal will be transmitted to the Security Office and confirmed at their annunciator panel. A fire alarm signal will also be transmitted to an independent off-site monitoring station.
- The fire alarm annunciator and control panel will display information regarding which zone is affected.
- Fans will shut down.

Fire dampers are present throughout the building located in the duct work. Dampers operate via thermal melts and are not tied to the fire alarm system.

3.3 Range Hood Fire Protection Systems

A Range Guard hood fire protection system protects the range in the *Avila Centre.* Kitchen room 127A.

The hood fire suppression systems are activated via Thermal Links or the Manual Pull Station. Upon activation of the hood suppression system a signal will be transmitted to the Main Fire Alarm Control Panel for the *Avila Centre* and the alarm will sound throughout the building.

The range hoods are also equipped with portable “K” fire extinguishers close by.

For detailed instructions for operating the Range Hood Fire Suppression System see Section 5.10.

3.4 Fire Hydrants

Private hydrants are located as shown on the site plan. The private hydrants are connected to the municipal water supply.

3.5 Fire Extinguishers

Fire extinguishers are located throughout the building. See floor plans for locations.

3.6 Elevators

One elevator serves the building. Refer to floor plans for location. All occupants are directed to not use the elevator in the event of a fire alarm.

3.7 Emergency Power

The *Avila Centre* is equipped with battery operated emergency power. Life safety equipment (Emergency Lights, Exit Signs) will run on battery backup for only a short period of time.

The fire alarm system is equipped with battery backup contained within the fire alarm panel. In the event of a power failure, the batteries provide sufficient power to allow the fire alarm to operate in "supervision" mode for 24 hours and the alarm to sound for at least 60 minutes.

3.8 Main Hydro Shut-Off

The main hydro disconnect switch is located in electrical room 144, as shown on the floor plan.

3.9 Gas Shut-Off Valve

The main gas shut off valve for the *Avila Centre* is located on the west exterior of the building, as shown on the site plan.

3.10 Hazards

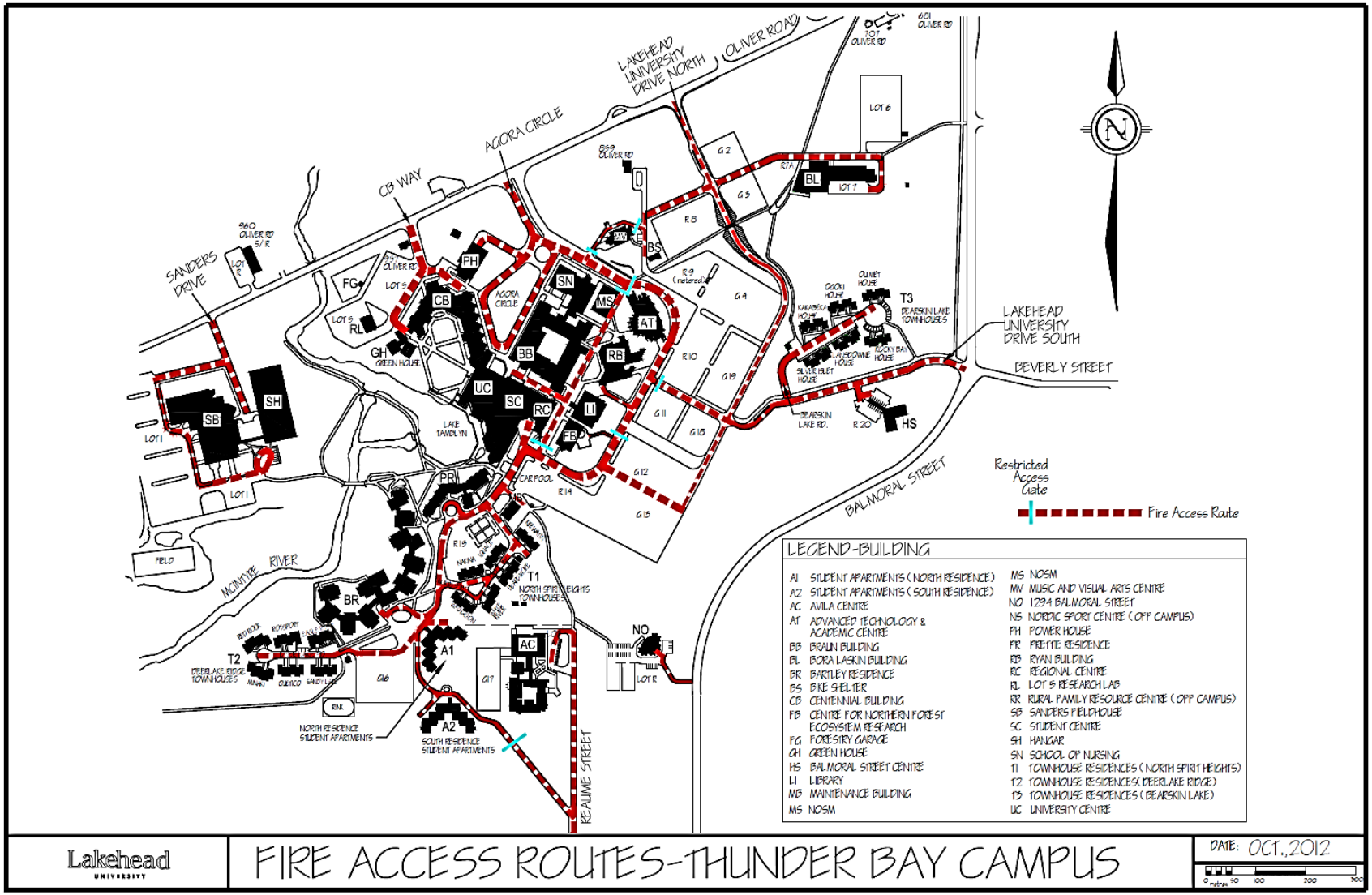
The following classes of hazardous materials are located in the *Avila Centre:*

- Commercial products
- Cooking oils

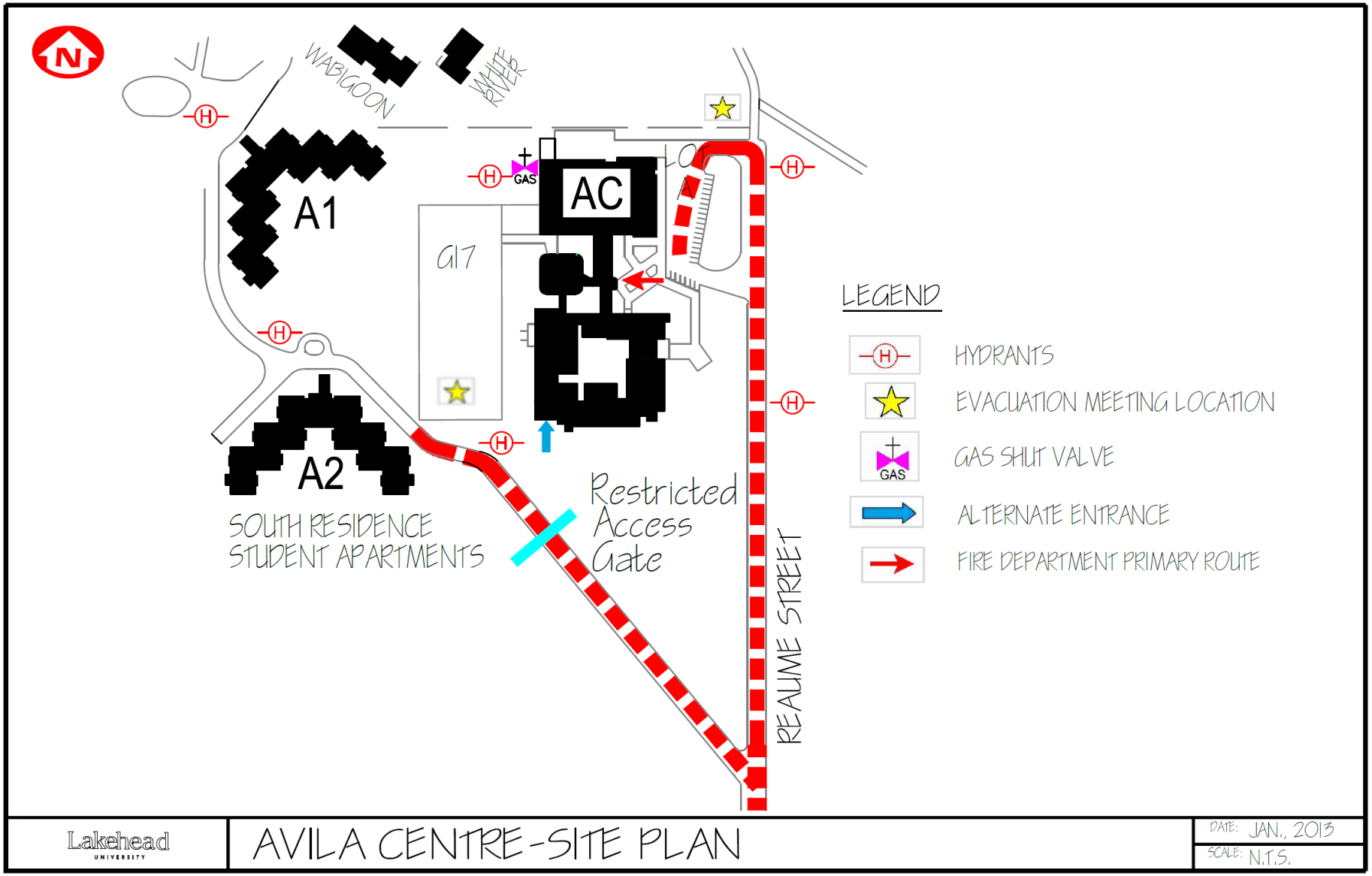
Upon arrival at the scene, Lakehead University Security Staff can provide the Fire Department personnel with the exact locations of hazardous materials in the building.

Chapter 4: Building Schematics

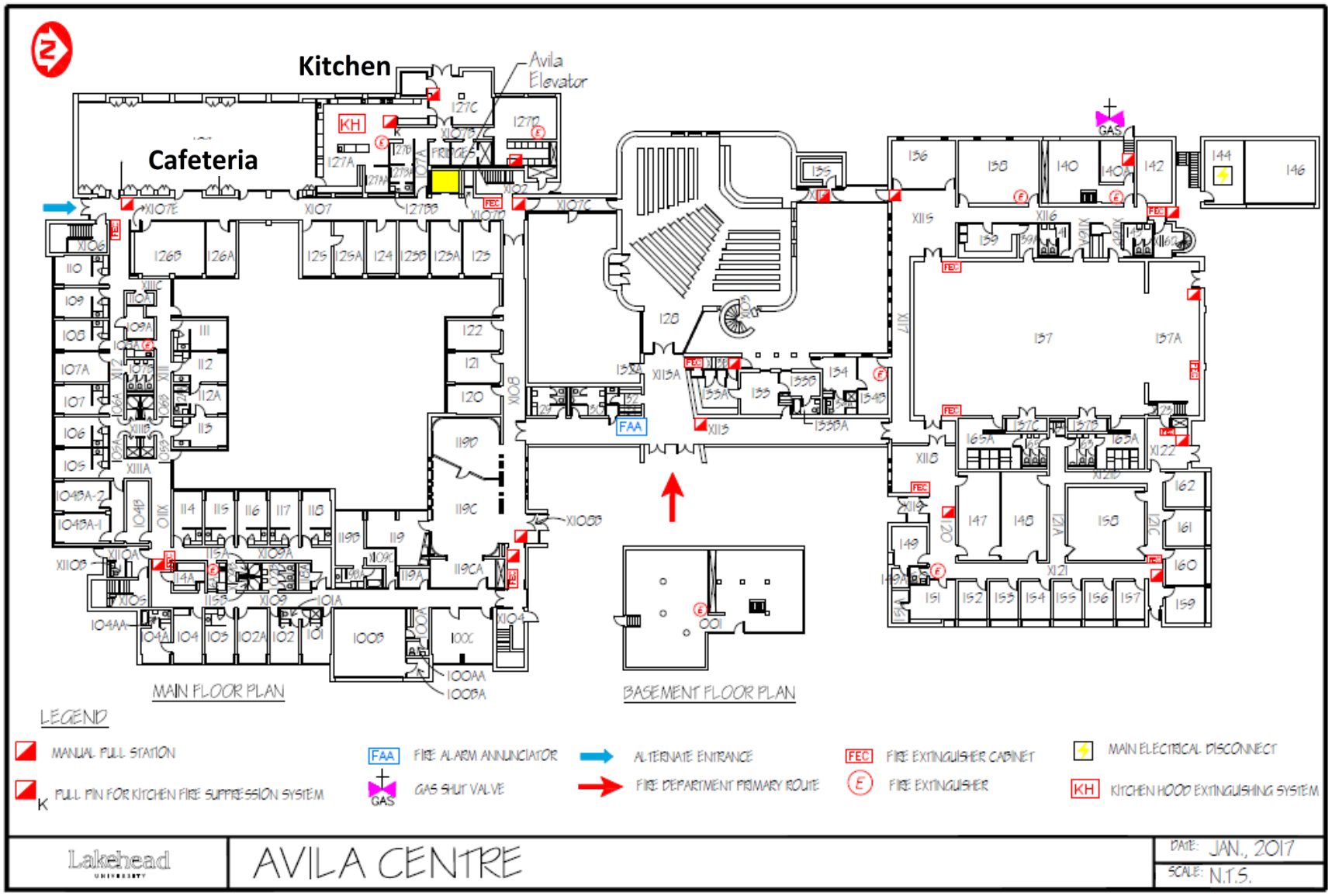
4.1 Fire Access Routes



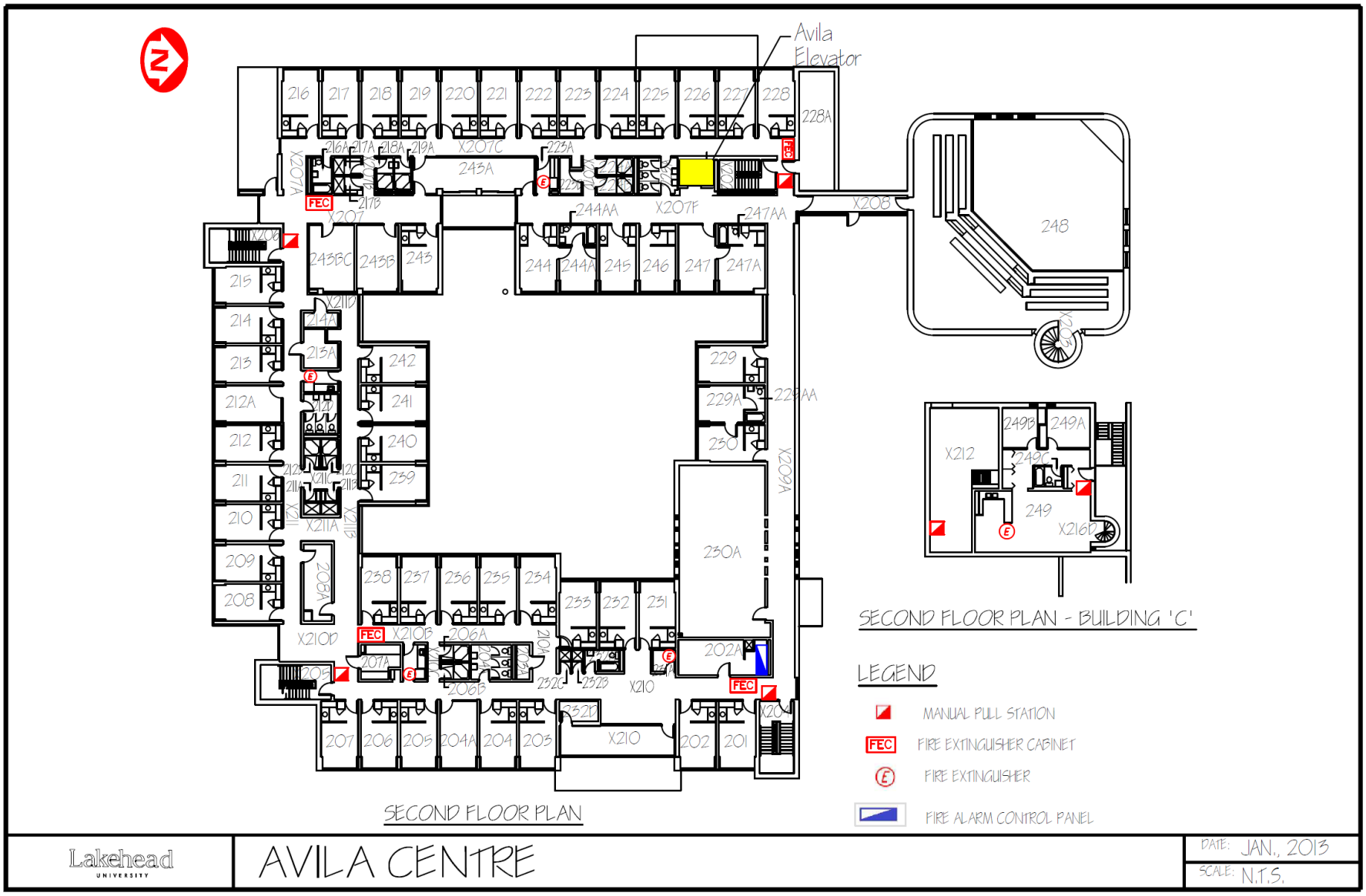
4.2 Site Plan


N
WABIGOON
WHITE RIVER
A1
AC
GAS
GI7
A2
SOUTH RESIDENCE
STUDENT APARTMENTS
Restricted
Access
Gate
REALUME STREET
LEGEND
HYDRANTS
EVACUATION MEETING LOCATION
GAS SHUT VALVE
ALTERNATE ENTRANCE
FIRE DEPARTMENT PRIMARY ROUTE
Lakehead
UNIVERSITY
AVILA CENTRE-SITE PLAN
DATE: JAN., 2013
SCALE: N.T.S.

4.3 Main Floor Plan



4.4 Second Floor Plan



Chapter 5: Responsibilities & Emergency Procedures

The preparation and implementation of a Fire Safety Plan, helps to assure effective use of people and resources to control and eliminate fire hazards in the workplace and to respond effectively to a fire emergency. This will reduce the incidence of fire, protect life safety and reduce the impact of fire should one occur.

The procedures outlined in this Plan will be conducted with all due regard for personal safety

It is not the intent of this Plan to place a person in a hazardous situation that they are not trained or properly equipped for.

Many parties will have a role to play in promoting fire safety in the workplace. Each party will be responsible for certain administrative functions to be performed throughout the year. Some may be responsible for ensuring that tasks are carried out, while others may be responsible for carrying out those tasks.

5.1 Building Owner and Management (President, VP Finance & Administration)

The Ontario Fire Code defines "owner" as "any person, firm, or corporation having control over the property under consideration". Article 1.2.1.1 of the Ontario Fire Code states, "Unless otherwise specified, the Building Owner is responsible for carrying out the provisions of this Code". Therefore, owners must take responsibility for ensuring compliance with the Ontario Fire Code.

i. Tenants

Tenants or lease holders who have control over any building or a portion of a building also have obligations in regards to fire safety. These specific obligations may be accounted for under the terms of any contracts between these parties. For tenants of Lakehead University Property, the physical requirements of the Fire Code will be provided by Lakehead (e.g. Maintenance of the facility and fire safety equipment). Tenants will be responsible for the personnel in their area and must generate their own fire emergency procedures and evacuation plans. Tenants must ensure that the Ontario Fire Code is not contravened, for example, allowing fire hazards to exist within their area.

The building owner / occupant have numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

Responsibilities	Owner	Tenant
Comply with the Ontario Fire Code	X	X
Ensure the Fire Safety Plan is developed, approved and fully implemented	X	
Keep a copy of the approved Fire Safety Plan on the premises in an approved location	X	X

Lakehead University will review the Fire Safety Plan annually and revise when changes occur that will affect the information therein, such as contact information or changes to the fire protection system	**X**	
Lakehead University will ensure the Chief Fire Official is notified regarding changes in the Fire Safety Plan	**X**	
Establishment of emergency procedures to be followed at the time of an emergency	**X**	**X**
Post and maintain at least one (1) copy of the fire emergency procedures	**X**	**X**
Appointment and organization of designated supervisory staff (i.e. Managers, Fire Wardens, Maintenance staff, Security) to carry out fire safety duties	**X**	**X**
Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety	**X**	**X**
Designate and train sufficient alternates to replace supervisory staff during any absence. "*Supervisory staff shall be instructed in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety*", as outlined in Section 2.8.1.2. (1) of the Ontario Fire Code. It is not necessary that the supervisory staff be in the building on a continuous basis, but they shall be available on the notification of a fire emergency, to fulfill their obligations as described in this Fire Safety Plan	**X**	**X**
Hold drills in accordance with the Ontario Fire Code and in consultation with the Chief Fire Official, incorporating Emergency Procedures appropriate to the *Avila Centre*	**X**	
Keep adequate records of training and fire drills for a period of at least one-year	**X**	
Ensure that hazards are identified and eliminated or controlled	**X**	**X**
Maintenance of building facilities and ensure that building life safety and fire protection systems provided for occupant safety are maintained	**X**	
Provisions of alternate measures for safety of occupants during shut down of fire protection equipment	**X**	
Assuring that checks, test and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years	**X**	

5.2 Employers, Managers and Supervisors

Employers are responsible for fire safety within their area of operation. Employers, Managers and Supervisors must:

- Comply with the Ontario Fire Code within the space you control or lease.
- Ensure that Resident Assistants have been designated and trained to carry out the duties assigned to them under this Plan.

- Identify key personnel in your department requiring fire extinguisher training. To arrange training for personnel or Resident Assistants contact the Office of Human Resources – Health & Safety (343-8806).
- Review the fire emergency procedures outlined in this Plan with your employees.
- Ensure any person who requires assistance to evacuate the building is identified and that a specific plan is established in the event of an emergency. This plan will be formulated in consultation with the areas Resident Assistant or Fire Warden.
- Practice and encourage employees and Residents to participate in fire drills conducted in the building.
- Encourage employees and Residents to cooperate with Resident Assistants and Security staff as they provide direction during fire alarms and building evacuations.
- Respond to any requests to eliminate fire hazards.
    - Eliminate those departmental fire hazards which you can control.
    - Report any fire hazards that you cannot control to the Manager, Residence Facilities & Operations (343-8825).

5.3 Physical Plant (Mechanical & Electrical Staff)

- Be familiar with the floor area, exits, the locations of any fire safety equipment and the sound of the building's fire alarm.
- Be familiar with the operation of all fire protection and life safety systems and equipment.
- Provide specific checks, tests, and inspection requirements of the Ontario Fire Code assigned to you, as summarized in Chapter 11 of this Plan.
- Notify the appropriate persons of any planned or unplanned shutdown of fire protection or life safety equipment.
- Assist in implementing alternate measures for fire safety to compensate for the inactive system, as outlined in the Chapter 9 of this Plan.
- Restore the fire protection and fire alarm systems to normal operation after repairs or maintenance are completed or as soon as you are authorized to do so after an emergency.
- Assist in fire prevention by controlling fire hazards and conditions of possible safety threats.
- Promptly address and correct any fire hazards reported to you.
- Physical Plant will be notified by Security and/or Residence and Conference Services of any fire drills taking place.

i. Emergency Procedures -Physical Plant Staff

Upon notification by Security Services that a fire alarm has been activated, Physical Plant staff will stand by for further instructions.

Electrical Staff will:

- Be notified of all fire alarms and attend the site of any actual fire emergencies, or if the fire alarm system cannot be reset by Security Services.

- Prepare to disconnect the electrical service to the affected area. Disconnection will be at the direction of the Fire Department.
- Request assistance of other Physical Plant Departments as needed.

5.4 Security

- Be familiar with the floor area, exits, the locations of any fire safety equipment and the sound of the building's fire alarm.
- Participate in fire drills as described in this Plan.
- Assist in fire prevention by controlling fire hazards and conditions of possible safety threats.
- Promptly report or correct any fire hazards you have been informed of.
- Provide specific checks, tests, and inspection requirements of the Ontario Fire Code assigned to you, as summarized in the Chapter 11 of this Plan.
- Notify the appropriate persons of any planned or unplanned shutdown of fire protection or life safety equipment.
- Assist in implementing or arranging alternate measures for fire safety to compensate for the inactive system, as outlined in Chapter 9 of this Plan.
- Be familiar with the procedures and operation of the Fire Alarm and Security Systems.
- Be familiar with your role upon notification of a fire alarm.
- Know where the Fire Plan is kept and how to access the buildings material safety data sheets.
- Security must have quick access to fire safety equipment (Fire Alarm Panel, generator room, pull station keys, elevator keys, and service/fire access roads).
- Be available to assist the Fire Department.

As with any emergency Fire Alarms will take priority over any other university business

i. Emergency Procedures- Security Services

Upon receiving notification of a fire alarm at the security office, you will:

1. Check the fire panel and print out for the exact location of the alarm.
2. Over the radio, notify the security personnel and dispatch all patrol officers to the appropriate building.
3. Call the monitoring company and verify they have received the alarm signal and have contacted the fire department.
4. Open electronic access gates if present on the buildings Fire Access Route.
5. Await further instructions from the Security Officers on the scene. Upon receipt of a report from the Security Officer on scene, the Security will:
    a. Contact Fire Dispatch (684-1525) to provide specific information regarding the alarm.
    b. Contact Physical Plant and Electrical staff (343-8273) if there is a known fire.
6. Alert Human Resources at 343-8806 or 343-8671 and the Director of Residence, Conference and Hospitality Services (343-8195). After hours use the Emergency Contact numbers on file.
7. DO NOT touch the fire panel.

8. Any information received on the cause of the alarm will be relayed immediately to the Security Officers on scene.
9. Ensure the Fire alarm system is not silenced or reset until authorization is given by the Fire Department.

Upon notification of a fire alarm, Security Officers assigned to patrol will:

1. ONE officer will meet the Fire Department at the designated entrance.
    a. Advise the Fire Department of any information regarding the cause of the alarm or details of the fire and relay any concerns regarding the zone affected.
2. ALL OTHER officers will immediately report to the area in distress and report to the other security personnel the condition of the site.
    a. One officer will check the zone indicated by the annunciation panel as being in distress, if it is safe to do so. Report findings to the security office and indicate if there is a need for other services to be called (i.e. Ambulance, Electrical, Mechanical). The officer will also report if there is an actual fire, smoke present or if the cause of the fire is known.
    b. Ensure fire access routes are unobstructed (Remove any bollards and open gates).
    c. One officer will control crowds and ensure that all persons are kept away from the building and the roadway is clear for the Fire Department. Ensure no one re-enters the building until the Fire Department has given the all clear.
3. Security officers will follow the instructions of the Fire Department personnel.
4. Once authorized by the Fire Department, Security Officers will silence the alarms, reset the activated device, return elevators to normal service, reset maglocks (if applicable) and provide the "All Clear" announcement to those who have evacuated the building.
5. Security will facilitate the Fire Department's investigation (if a fire occurred).
6. An incident report must be generated for ALL fire alarms, without exception.
7. Forward a copy of the report to the Office of Human Resources – Health & Safety.

Security Officers shall refer to a more detailed description of these procedures in the "Security Services Department Policy & Procedure Manual".

5.5 Fire Wardens / Residence Assistants

As with all major buildings on campus the *Avila Centre* has designated Fire Wardens. Fire Wardens are individuals who volunteer or who are assigned to perform certain functions during fire emergency situations. In all residence building RA's (Resident Assistants) will act as Fire Wardens and have received special fire safety training. Resident Assistants can be identified during fire evacuations by their RA jackets and residence ID staff tags.

Residence Assistants will direct the evacuation of specific areas of their building during an emergency and assist with building security. Fire Wardens should be familiar with all potential exit routes, the fire protection measures and emergency procedures in the residence they are responsible for. RA's will assist in identifying occupants in their area who may require assistance to evacuate, and work with the Manager of Residence Life and Admissions to ensure that plans are in place to ensure their safety.

Keep your RA jacket in an easily accessible location and ensure that your area coordinator is informed of your absence so an alternate RA can be arranged.

i. Emergency Procedures - Resident Assistants

Resident assistants will act as Fire Wardens for their area of responsibility. They will also have specific duties during a fire alarm.

On notification of a Fire Emergency:

1. Resident Assistants will don their RA jackets and ID tags.
2. Direct people to the nearest exit. If the exit is impassable, direct people to an alternate route.
3. All rooms will be checked in the area in their area of responsibility, if safe to do so. Close doors behind you.
4. If safe to do so, one RA will verify the location of the alarm on the fire panel.
5. Ensure persons who require assistance to evacuate or those who cannot evacuate are assisted down the exit stairs or to the nearest exit stair landing. See section 5.7 for more detail.
6. Note the name and/or location of any individuals who remain in the building to report to the Fire Department or Security Services staff. Any person remaining within the affected Residence or who does not evacuate immediately will be liable to a fine of up to $200.00.
7. Direct evacuees to the designated meeting location (Parking lot 17) or in cases of inclement weather, to an adjacent building and ensure Security Services is notified of your alternate location.
8. Assisted by the University Security staff, the Thunder Bay Fire Department will respond to all fire alarms and their personnel will be in charge of the situation. Resident Assistants will report to arriving emergency personnel and join all other building occupants..
9. Obtain information from evacuees in your area. If anyone has information for the Fire Department or Security Services staff, ensure that it is reported.
10. Ensure residents do not return to their room until the “all clear” is given by the Fire Department or Security Services.
11. After the fire emergency or fire drill is over, report any problems encountered during the evacuation to the Manager of Residence Life and Admissions (343-8622).

Resident Assistants will execute their duties with all due regard for their own personal safety

5.6 Evacuation Meeting Locations

The designated evacuation meeting location for the *Avila Centre* is by the South apartment smoking area well away from the road. Lakehead University Staff will congregate at the walking path to the main campus. Refer to the site plan for more detail.

All persons evacuating the *Avila Centre* must immediately report to the designated meeting location and report to the Residence Assistant or Supervisor.

Residence units will have this information posted on each door along with the designated evacuation meeting location.

5.7 Persons Requiring Assistance to Evacuate

Persons requiring assistance to evacuate are encouraged to identify themselves to their Supervisor or Resident Assistant upon commencing employment or taking residence at Lakehead University. It is the responsibility of Lakehead University to ensure that persons requiring assistance to evacuate are provided with means to leave the premises safely. Administration and Resident Assistants should be aware if there are individuals in their department or in residence who require assistance in the event of a fire emergency.

Any special arrangements made for persons requiring assistance to evacuate should be reviewed in advance with the Supervisor or the occupants Resident Assistant.

For those persons who are unable to evacuate, Fire Wardens, Resident Assistants and Supervisors must know:

- Where a person can be safely 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 the Fire Department or Security Services.

Immediately inside the exit stair is the best location to await rescue, in the event that evacuation is not possible. Exit stairs are enclosed fire protected stairwells with fire resistant walls and doors designed to protect from smoke and fire. **Be familiar with the evacuation plan.**

i. Emergency Procedures- Persons Requiring Assistance to Evacuate

On notification of a Fire, a Supervisor, Fire Warden or Resident Assistant who is aware that a person requiring assistance to evacuate is present in their workplace or residence will:

1. Ensure that the individual has been notified.
2. Carry out your regular duties: instruct all occupants to evacuate via the nearest exit and conduct a systematic check of the immediate area.
3. If alternate plans have not been made for evacuation, the subsequent procedure will be followed:
    a. The Resident Assistant will help any person requiring assistance in reaching a safe location outside the building using an exit stairwell, insofar as they are able to do so.
        i. Persons requiring assistance should be moved into the exit stair when there is a break in the flow of persons evacuating, or when the stair is clear.
        ii. If the person is unable to continue while descending, stop at the next door encountered on the way down. Do not obstruct others who are evacuating.
        iii. Station the person immediately inside the stairwell, if safe to do so, call Security (343-8911, extension 8911 or a blue emergency telephone) or exit the building

and immediately inform Security Services or the Fire Department of the person's location.

b. To assist individuals who are unable to evacuate using the stairs, the Resident Assistant will ensure the person requiring assistance is moved to the nearest exit stairwell landing.
    i. Persons who cannot use the stairs are to remain inside the exit stairs, ensuring that the exit stair door remains closed.
    ii. Any person who wishes to stay with the individual may do so.
    iii. Contact Security (343-8911, extension 8911 or a blue emergency telephone). If a phone is not available exit the building and immediately inform Security Services or the Fire Department of the person's location.

Those who have begun providing support must ensure the person requiring assistance has been safely evacuated before resuming their regular duties

5.8 All Occupants of Residence

The fire alarm is a continuous loud ringing of a bell. Upon hearing the alarm, all residents are to leave the building via the nearest safe exit.

If someone detects a fire, they are to activate the nearest pull station, call out to persons around you and proceed to the closest safe phone to call (807) 343-8911 and provide Security Services with all particulars about the emergency.

Manual fire alarm stations are located throughout the *Avila Centre.* It is the responsibility of each resident to be familiar with the location of alarm pull stations and fire exits throughout Residence. Discharging, tampering with or operating any fire prevention (e.g. sprinkler) or detection equipment for any purpose other than in the case of a fire is strictly prohibited.

It is an offence under the Criminal Code of Canada to cause a false alarm. This is an indictable offence that is liable to an imprisonment term.

Criminal Code of Canada Section 437: "Other Interference with Property"

Resident Assistants have received special fire safety training and will act as Fire Wardens. All rooms will be checked in the area where the alarm has sounded. Any person(s) found remaining within the affected Residence will be liable to a fine of up to $200.00.

Notify your Resident assistant if you have a condition that you feel may inhibit your ability to evacuate the building safety without assistance. If you are assigned to assist someone to evacuate, ensure that you know the procedures to be carried out.

i. Emergency Procedures- All Occupants

Each room is equipped with Fire safety notices attached to the back of the door. See Appendix A for an example. These notices depict the designated meeting location and a building plan with the occupants location, the nearest fire exit and an alternate exit location. These notices also include the following written emergency procedures.

If you discover a fire, detect smoke or hear a fire alarm

1. Close windows and doors.
2. Warn people to evacuate.
3. Proceed to the nearest exit/activate alarm at nearest pull station, if safe to do so.
4. From a safe location call Security at 8911 or 343-8911 if calling from an outside line.
5. Quickly move away from the building to your emergency gathering location. **LOCATION: well away from entrance door.**
6. Do not re-enter building until instructed to do so.

Other information about fire safety.

1. Do not use elevators.
2. If confronted by smoke choose and alternate route, if available. Otherwise drop to your knees and crawl.
3. Never open a closed door without checking first for heat. If the door is hot, open it slowly standing to one side. Be prepared to shut it quickly if fire is present.
4. Failure to leave the building during a fire alarm presents a danger to both yourself and others. It is illegal and in contravention or residence regulations.
5. Tampering with fire equipment (smoke, heat detectors, extinguishers, fire hoses) including this notice is a serious offence and will be dealt with severely.
6. Hazardous substances may not be stored in your room. Examples would be gasoline, propane tanks/cylinders, chemicals, etc.

5.9 Special Evacuation Procedures

i. Contractors & Cleaning Staff

1. As long as it is safe to do so, turn off any equipment you are using and ensure that it is not left in such a way as to block exits.
2. Evacuate the building using the nearest exit stair. Do not use the elevator.
3. Follow the directions of Fire Wardens/Resident Assistants, Security staff and the Fire Department.
4. Ensure that building staff are aware that you have evacuated.
5. Move away from the building and congregate in the designated meeting location (In front of the North Apartment).
6. Do not return to the building until authorized to do so by the Fire Department, Security or a Fire Warden/Resident Assistant.

5.10 Kitchen & Cafeterias

The catering company will ensure that a sufficient number of Fire Wardens have been designated, trained and are available at all times. When absent Fire Wardens will arrange to have their responsibilities covered by another employee. A complete list of Fire Wardens can be obtained from management of the catering company upon request.

In Case of Kitchen Appliance Cooking Media Fire:

1. Activate appliance fire suppression system.
2. Sound the Alarm (If not already activated) / Call Fire Department (from a safe location by reporting Security Services at 343-8911 or extension 8911).
3. Staff are encouraged to leave the area immediately once the hood suppression system is activated. Do not return. Close doors behind you, follow evacuation procedures and report to a Fire Warden or Security Services.

Upon notification of a fire

The Catering Company Fire Wardens will:

1. Instruct all customers and staff to evacuate the building and direct them to the nearest exit.
2. Conduct a systematic check of your immediate area, looking for smoke or fire.
3. All equipment that cannot be safely left unattended should be turned off, including cooking equipment (if safe to do so).
4. Ensure persons who require assistance to evacuate or those who cannot evacuate are assisted down the exit stairs or to the nearest exit stair landing. See section 5.8 for more detail.
5. Note the name and/or location of any individuals who remain in the building to report to the Fire Department or Security Services staff.
6. Follow the last person out, closing doors behind you.
7. Outside the building, direct evacuees to the designated meeting location (Parking Lot 17).
8. The Catering Company Fire Wardens will take Staff attendance and report to Security Services or the Fire Department if anyone unaccounted for.
9. Immediately notify the Fire Department personnel or Security Services staff of the location and/or name of any individuals who remained in the building and disclose any other information regarding the location or nature of the fire.
10. If Fire Department personnel are not on the scene, confirm with Security Services that the Fire Department has been notified.
11. Assist the Fire Department personnel and Security Services staff, as requested.
12. Stay at the front of the group and keep people well back from the building. Stay visible and do not mingle with the crowd.
13. The end of the Fire Alarm signal DOES NOT indicate that it is safe to re-enter the building. Ensure that no one re-enters the building until the all clear signal has been given by Security Services staff or Fire Department personnel.
14. After the fire emergency or fire drill is over, report any problems encountered during the evacuation to the Office of Human Resources- Health & Safety at 343-8806.

i. Kitchen Fire Prevention

Keep hoods, ducts, filters, appliances and fans clean. Never tamper with any of the parts or mechanisms of the system. Periodically check the gauge(s) for full pressure in the cylinder(s), the nozzles and detectors for contamination or blockages and ensure the manual pull stations are unobstructed.

Catering Managers and Supervisors will ensure all kitchen staff are familiar with emergency procedures. Contact Physical Plant (343-8273) immediately if you have any problems or concerns regarding the Hood Fire Suppression System. Chafing fuel will be used and stored in accordance with the manufactures recommendation. Store away from sources of heat or flame and keep closed when not in use. Catering staff will ensure that chafing fuels are safely and promptly extinguished after use.

Chapter 6: Fire Extinguishment, Control or Confinement

In the event of a small fire, first ensure that the Fire Alarm System has been activated and dial extension 8911(343-8911) to ensure that the Security Office have been notified prior to any attempt to extinguish a fire. Security officers will report to Emergency dispatch (911) any specifics details concerning the location and nature of the fire.

Fighting a fire is always a voluntary act

Only those persons who are trained and familiar with extinguisher operation may attempt to fight a fire. In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the area.

6.1 Suggested Operation of Portable Fire Extinguishers

Remember the acronym **P.A.S.S.**

Pull the safety pin

Aim the nozzle

Squeeze the trigger handle

Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Contact the Manager, Residence Facilities & Operations (343-8825) or Security Services (343-8569) to ensure that they are properly recharged by qualified personnel.

The Manager, Residence Facilities & Operations (343-8825) will coordinate with Security services to ensure that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

6.2 Classification of Fires

Fires are classified according to the fuel type involved.

Class "A" fires are those fuelled by combustible solids, such as wood, paper, excelsior, rags and rubbish.

Class "B" fires occur in the vapour-air mixture over the surface of flammable liquids, such as gasoline, oil, grease, paints and thinners.

Class "C" fires occur in or near live electrical equipment.

Class "D" fires occur with pyrophoric (combustible) metals such as magnesium, titanium, lithium, sodium, potassium, etc.

Class "K" fires involve cooking oils or fats, such as those found in a deep fryer.

6.3 Classification of Fire Extinguishers

Portable fire extinguishers are classified according to their ability to handle specific classes of fires. Labels on the extinguisher indicate the class or classes of fire that they can be expected to extinguish.

Extinguishers suitable for class "A" fires are identified by a triangle containing the letter "A"

Extinguishers suitable for class "B" fires are identified by a square containing the letter "B"

Extinguishers suitable for class "C" fires are identified by a circle containing the letter "C"

Extinguishers suitable for class "D" fires are identified by a star containing the letter "D"

Extinguishers suitable for class "K" fires are identified by a hexagon containing the letter "K". Class K extinguishers must ONLY be used on cooking fires (i.e. the deep fryer)

In the *Avila Centre* class "A", "BC" and "ABC" extinguishers are provided.

Chapter 7: Fire Hazards and Fire Prevention

If you notice a potential fire hazard report it immediately to your Supervisor or Resident Assistant. Every precaution shall be taken to minimize accidents and prevent injuries.

Fire Prevention is everyone's responsibility

As residence is home to approximately 1300 people during the academic year, the University strives to make Residence a safe place to live. As such, Resident Assistants must make monthly safety inspections of the respective houses, townhouses, and apartments and submit the reports to the Manger of Residence Life and Admissions. At this time inappropriate items will be removed. During regular rounds of houses, all unsafe situations are expected to be brought to the attention of the Manager of Residence Life and Admissions (343-8622) or the Manager, Residence Facilities & Operations (343-8825). See 'Appendix B' for the monthly safety inspection checklist.

7.1 Housekeeping

- Maintain safe escape routes by keeping exits, stairwells, hallways, windows, aisles and corridors free from obstructions and combustible materials.
    - Egress (exit) routes should not be impeded by personal belongings.
- Ensure both sides of a door are kept free and clear of debris. Be particularly aware if you share a door with another occupant.
- Regularly clear out combustible materials, such as waste paper and cardboard boxes. Review dead files and dispose of waste material.
- Emergency exits are marked by the lighted "EXIT" signs. Report any burnt out exit lights to the Manager, Residence Facilities & Operations (343-8825) or to Security (343-8569) after hours.

7.2 Fire Doors

- Keep fire doors closed. **This includes propping open House entrance doors.** If you find a fire door propped open, discard the wedge so it cannot be reused.
- Some fire doors are held open using electromagnetic devices. All hold open devices in the building will be released on activation of the fire alarm system. If you notice any problems with the electromagnetic hold open devices contact the Manager, Residence Facilities & Operations (343-8825) immediately or Security Services (343-8569) after hours.

7.3 General Hazards

- Open flames are not permitted in residence. This includes but is not limited to incense, candles (including birthday candles), sparklers, lit matches, lit lighters, lanterns, etc.
- Smoking is prohibited on university property, except in designated smoking area.
- Place posters or decorations on approved bulletin boards only. Never leave anything flammable in the corridors, stairwell or any means of egress.

  - All postings within residence must be approved by Residence Administration or designate.
- Explosives or flammable accelerants are not permitted in residence buildings.
  - This may include but is not limited to: firecrackers, dynamite, propane tanks, camp stove fuel, naphtha, gasoline, diesel, etc.

7.4 Temporary Decorations

- All decorating materials must conform to University, and Residence regulations.
- All decorations are to be flameproof or fire retardant.
  - Highly flammable materials including leaves, straw, hay, wood chips, or untreated wood are not permitted for use.
  - Open flames may not be used as decorations.
- Decorations must not obstruct access to fire safety equipment; specifically extinguishers, exit signs, alarm pull stations, fire bells, and hose cabinets. Heat detectors/smoke detectors must not be covered or obstructed by any decorations.
  - Decorations should not cover or restrict any exits.
  - Corridors must be totally free of any obstructions.
- Lights (i.e. Christmas lights, spotlights) should be attached directly to the wall/ceiling and not to any decorations except Christmas trees and lights are not to me covered by any material or fabrics.
  - Decorations must not be placed inside light fixtures or touch any fixtures in any way.
- All electrical receptacles in University residence are wired with 15 amp service. These circuits must not be overloaded
  - Electrical cords, including extension cords, should be in proper working condition .
- No brick or concrete surface may be painted

7.5 Extension Cords

- Extension cords are designed for temporary use only. Never should they be used as permanent wiring.
- Assure that extension cords used are of the proper rating to accept the required electrical load.
- Protect extension cords from damage.
- Extension cords, when in use, should not be placed in a position to create a hazard. They should not cross any traffic area. Do not run them under mats or carpets.
- Power bars are acceptable for long term use, provided they are used safely. Review safe use of power bars on Lakehead University's Health & Safety website. http://hr.lakeheadu.ca/wp/?pg=140

7.6 Electrical Hazards

- All electrical equipment, electrical lights used for decorations and extension cords must be CSA or ULC approved. Accepted certification marks can be review on Lakehead University's Health & Safety website. http://hr.lakeheadu.ca/wp/?pg=140
- Electrical wiring that is defective, frayed or cracked must be replaced. Discontinue use and contact the Manager, Residence Facilities & Operations (343-8825) or Physical Plant (343-8273) immediately upon discovery of damaged electrical wiring.
- Outlets and electrical devices that show evidence of electrical arching will mean discontinuation of use until a qualified electrician from Physical Plant can assess the problem.
- If a circuit breaker consistently "trips", discontinue using the device that is causing the circuit to trip contact the Manager, Residence Facilities & Operations (343-8825). If required, a licensed electrician from Physical Plant will be contacted to assess the electrical system.
- **All electrical work must be done by a licensed electrician with Physical Plant (343-8273).**
- Circuit breaker panels shall not be covered or obstructed by stored material. 1 meter clearance is required.

In Ontario it is ILLEGAL to connect unapproved equipment to an electrical supply

7.7 Furniture and Appliances

- Electrical or other cooking appliances, including but not limited to toasters, toaster ovens, hot plates, grills, microwaves, sandwich makers, etc. are permitted only in areas with approved kitchen facilities.
- The use of electric, gas, or oil heaters is not allowed (i.e. Space heaters).
- Keep radiators and heaters free from furniture and other belongings, to ensure proper air circulation and to reduce the chance of fire.
- **All electrical appliances with heating elements (kettles, coffee makers, etc.) must have an automatic shut-off function.**

7.8 Storage Areas

- **Students may only store belongings in appropriate areas.**
- Storage areas must be kept clean, organized and free of debris.
- Stacked material must be arranged so that the piles are stable and not at risk of tipping over.
- Light fixtures should be protected by wire guard or cage to prevent damage of light bulbs.
- Material should not be stored directly touching an electrical outlet.
- Electrical equipment and devices should not be operated, or connected to an electrical source in storage rooms.
- Doors to storage rooms shall be kept closed at all times.
- Service rooms should not be used for storage.

7.9 Hot Works

Hot works, such as welding, will be conducted by approved staff only following approved procedures. Contact Physical Plant (343-8273) or the Manager, Residence Facilities & Operations (343-8825) for more information or to request a permit for hot work.

7.10 Special Events

i. Portable Cooking Devices

Any portable cooking devices will comply with the Ontario Fire Code and meet the standards set by the Fire Department. Cooking must not release any grease laden vapours.

Any portable cooking device must meet the following requirements:

1. Be annually certified by a TSSA (Technical Standards & Safety Authority) technician.
2. Have an operable, up-to-date, portable fire extinguisher with a minimum rating of 2A-10Bc with the appliance and readily available for use at all times.
3. Have the Fire Department certification sticker conspicuously displayed on the appliance. This sticker will bear the current year to be valid.

ii. Fire Pit

- A Fire Permit from Thunder Bay Fire Rescue will be obtained for the fire pit by Residence and Conference Services.
- The fire pit must be approved and booked though Residence and Conference Services who will notify the Fire Department of all fires scheduled to take place.
- A pail of water and a fire extinguisher will be distributed to approved users by Lakehead University Security Services.
- It is the responsibility of the approved applicant(s) to put out the fire and clean up the fire pit after each use.
- The user will abide by the conditions of the permit issued by Thunder Bay Fire Rescue.
- All unauthorized users, those not in compliance, and/or users acting inappropriately or in an unsafe manner will be required to cease their activities at the fire pit and may face disciplinary action.

Chapter 8: Fire Protection Measures

8.1 Fire Alarms & Pull Stations

The *Avila Centre* is equipped with fire alarm pull stations. Look for pull stations as you approach an exterior exit or a stairwell leading outside. The pull station will generally be located in the corridor adjacent to the exterior door leading to the vestibule or the stairwell, or located inside the vestibule itself. Refer to building drawings in Chapter 4.

8.2 Fire Extinguishers

The *Avila Centre* is equipped with fire extinguishers. The extinguishers are either wall mounted, or located in the fire extinguisher cabinets in the hallways. Extinguishers are checked monthly. If you discharge an extinguisher, or find one that has been discharged, contact the Manager, Residence Facilities & Operations (343-8825) or Security Services (343-8569) and request a replacement.

8.3 Emergency Exits

Emergency Exits are marked by lighted signs with the word “EXIT”. Exit signs are located high on the wall above ground level doors, or at stairwells leading to ground level exit doors. Lighted directional signage is also provided, where required. An outlined arrow appearing below the word “EXIT” indicates the direction to the closest emergency exit. Following these signs will provide an exit route during an emergency.

8.4 Emergency Lighting

The *Avila Centre* is equipped with emergency lighting .Emergency lighting provides illumination to exits, corridors and principle exit routes in the event of the loss of primary power.

8.5 Fire Routes

Fire routes are areas of access for responding Fire Professionals. Obey the signs posted and park only in designated parking spots.

Chapter 9: Alternative Measures for Fire Safety

In the event of any shut down of fire protection equipment systems (either entirely or partially), alternate measures for fire safety must be taken. For any shut down of fire protection equipment in excess of 24 hours, the Fire Department shall be notified in writing.

Occupants will be notified of the areas affected by the shutdown and instructions for alternate fire safety measures or actions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

9.1 Fire Alarm Systems

- It is the responsibility of Physical Plant to notify Security Services when any or all of a fire alarm system is out of service.
- Security will notify the Fire Department with a description of the problem and the anticipated length of time needed to correct it.
- Security will notify the monitoring company that a portion of the fire alarm system is offline.
- The Office of Human Resources – Health & Safety will notify the building supervisory staff that the fire alarm system is temporarily shut down.
- While the fire alarm is out of service, Security Services will either lock out the building or initiate/arrange a fire watch. During a Fire Watch a walkthrough of the affected area will be completed regularly by Security Services or Residence & Conference Services until such a time that the fire alarm service is restored.
- Notices will be posted on all exits and the main entrance by Security, stating the problem and when it is expected to be corrected.
- Security will notify the Fire Department, the monitoring company and the building occupants when the fire alarm system is back in operation.

9.2 Water System Shutdown

- It is the responsibility of Physical Plant to notify Security Services when all or part of the water system is out-of-service.
- Security Services will notify the Fire Department that all or part of the water system on campus is out-of-service, as well as the location of any fire hydrants taken out-of-service.
- Physical Plant will bag and lock out any fire hydrants that have been taken out of service.

9.3 Emergency Power Shutdown

- It is the responsibility of Physical Plant to notify Security Services when all or part of the emergency power system is out-of-service.
- Security Services will notify the Office of Media Relations to send out a general notice to the University Community and will notify the Fire Department that all or part of the emergency power system is out-of-service.

9.4 Fire Watch

A fire watch is implemented to ensure the fire safety of a building or area of a building and to minimize the impact of malfunctioning equipment. Security officers or Residence and Conference Services staff dedicated to a fire watch are responsible for patrolling the affected area(s) at least once every hour.

A fire watch is required when:

1. Failure of the fire alarm system occurs.
2. Failure of fire safety equipment occurs.
3. Any act which causes an increased risk to persons or property, such as hot works.
4. The Fire Department requests a fire watch be initiated.

9.5 Exits

Exits shall not be obstructed. In the event that planned construction or maintenance will cause an exit to become unusable, the following emergency procedures will be employed:

- Ensure the planned construction or maintenance is in compliance with municipal building permits.
- Ensure alternative measures are developed to compensate for the blocked exits.
- Post temporary exit signs to clearly identify the alternate exits.
- If necessary, create emergency evacuation procedures.

Physical Plant or Residence and Conference Services will alert the building occupants to obstructed exits via a communication bulletin. In addition each occupant will be personally notified occupant via email or by phone.

9.6 Fire Extinguishers

It is the responsibility of Security Services to provide a temporary fire extinguisher (of equal type and rating) when a fire extinguisher has been removed for servicing.

Chapter 10: Fire Drills

Fire drills are regularly conducted to ensure that all building occupants are familiar with fire evacuation procedures. The emergency system sounds and the building is evacuated as though a real fire has occurred. The time it takes to evacuate is measured to ensure that it occurs within a reasonable length of time, and problems with the emergency system or evacuation procedures are identified to be remedied.

With the assistance of Security Services, monthly fire systems tests are carried out (during regular business hours) in all Residence Facilities that are connected to the University's Fire system (excludes Residence Townhouses). Additionally, one fire drill per academic term will be conducted during evening or weekend hours. Drills will not occur during scheduled examination periods.

All occupants of a building must evacuate immediately during a fire drill

All deficiencies are recorded and corrective action is initiated. This includes having any malfunctioning equipment repaired and applying any disciplinary action (if necessary) to anyone in non-compliance of evacuating the building or having tampered with any fire equipment. Fire drill records will be maintained in the Residence Administration Office for a Period of seven (7) years.

Building occupants should report any observations made during the evacuation to a Resident Assistant. Resident Assistants will report any problems encountered during the evacuation drill to the Manager of Residence Life and Admissions (343-8622)

Chapter 11: Maintenance Schedule as Required by the Ontario Fire Code

The following is a list of the portions of the Fire Code that require checks, inspections, and/or tests to be conducted of the facilities. Permanent records of all tests and corrective measures taken are required to be retained for a period of two years after they are made. If the time interval between tests exceeds two years, then the records shall be retained for the period of the test interval plus one year.

Records are to be made available upon the request of the Chief Fire Official or Fire Prevention Officers.

This list has been prepared for convenience only. For accurate reference, the fire code and referenced standards should be consulted.

Definitions of key terms include:

Check: means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Test: means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

Inspect: means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

11.1 Daily Tasks

Responsibility	Task	Description	Fire Code Reference
Security	Inspect	Fire alarm system for status of primary and remote trouble indicators and primary power "on" indicator.	6.3.2.2. CAN/ULC-S536

11.2 Monthly Tasks

Responsibility	Task	Description	Fire Code Reference
Maintenance	Inspect	Doors in fire separations.	2.2.3.4.
Contractor	Check	Pilot lights on emergency lighting unit equipment for operation.	2.7.3.3.(1)
Contractor	Inspect	Emergency lighting unit equipment.	2.7.3.3.(2)
Contractor	Test	Emergency lighting unit equipment for function upon failure of the primary power supply.	2.7.3.3.(3)(a)
Contractor	Inspect and Test	Batteries that provide emergency power for lights referred to in 2.7.3.3. (5)	2.7.3.3. (6)
Residence and Conference Services	Inspect	Portable fire extinguishers and record electronically or on the attached tag.	6.2.7.2.
Contractor	Inspect and Test	Fire alarm system for operability: initiating device, alert/alarm/trouble signals, annunciator, battery, voice paging and emergency telephones.	6.3.2.2. CAN/ULC-S536
Residence and Conference Services & Security	Conduct	Monthly Fire drill (all buildings connected to Lakehead University's fire system).	2.8.3.2.(1)
Residence and Conference Services	Test	Test the battery in all smoke detectors.	

11.3 Semi-annual Tasks

Responsibility	Task	Description	Fire Code Reference
Residence and Conference Services	Maintain	Change batteries in all smoke detectors.	
Contractor	Maintain	Commercial cooking equipment exhaust and fire protection systems.	2.6.1.13 NFPA 96

11.4 Annual Tasks

Responsibility	Task	Description	Fire Code Reference

Maintenance	Operate	Disconnect switch for mechanical air-condition and ventilation systems.	2.6.1.8.
Contractor	Test	Emergency lighting unit equipment for design duration.	2.7.3.3.(3)(b)
Contractor	Test and Inspect	Emergency lighting equipment charging conditions for voltage, current and recovery period to ensure manufacturer's specifications are met.	2.7.3.3.(4)
Health & Safety	Review	Fire safety plan as often as necessary but at intervals not greater than 12 months.	2.8.2.1.(4)
Contractor	Maintain	Fire extinguishers (mechanical parts, extinguishing agent, and expelling means will be thoroughly examined)	6.2.7.1. NFPA 10
Contractor	Inspect and Test	Fire alarm system operability and all components and devices	6.3.2.2. CAN/ULC-S536
Residence and Conference Services	Test	Smoke Detectors	6.3.2.2. CAN/ULC-S536
Maintenance	Inspect	Private hydrants annually and after each use.	6.6.5.1. - 6.6.5.5.
Maintenance	Inspect and check	Private hydrants water flow.	6.6.5.6.
Contractor	Inspect, Test and Maintain	Commercial cooking equipment exhaust and fire protection.	2.6.1.13 NFPA 96

11.5 Tasks Every Five (5) Years

Responsibility	Task	Description	Fire Code Reference
Contractor	Test	H2O, CO2 and dry chemical (stainless steel shell) extinguishers, hydrostatically tested.	6.2.7.1. NFPA 10

11.6 Tasks Every Six (6) Years

Responsibility	Task	Description	Fire Code Reference
Contractor	Maintain	Stored-pressure fire extinguishers that require a 12-year hydrostatic test by emptying and subjecting to the applicable maintenance procedures.	6.2.7.1. NFPA 10

11.7 Tasks Every Twelve (12) Years

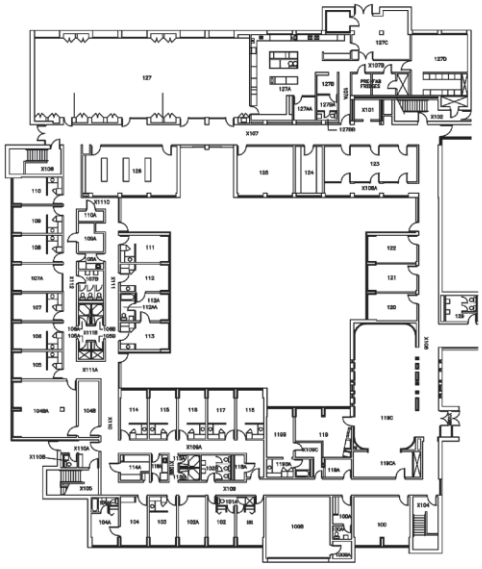
Responsibility	Task	Description	Fire Code Reference
Contractor	Test	Extinguishers with milled steel shells hydrostatically tested.	6.2.7.1. NFPA 10

11.8 Tasks, As Required

Responsibility	Task	Description	Fire Code Reference
Residence and Conference Services & Security	Check	Doors in fire separations in occupied buildings as frequently as necessary to ensure that they remain closed.	2.2.3.5.(1)
Maintenance	Inspect	Fire dampers, as required.	2.2.3.7.
Residence and Conference Services & Security	Maintain	Access for firefighting free of obstructions.	2.5.1.2.(1)
Security	Maintain	Fire access routes to be immediately ready for fire department vehicles.	2.5.1.3.
Health & Safety	Review	Fire safety plan as often as necessary but at intervals not greater than 12 months.	2.8.2.1.(4)
Residence Operations	Clean	Lint traps in laundry equipment, to prevent the accumulation of lint that creates an undue fire hazard.	2.4.1.5.
Security	Maintain	When an emergency power system or any part thereof is shut down, the supervisory staff shall be notified.	6.7.1.1.(3)
Residence and Conference Services & Security	Maintain	Required exit signs in a clean and legible condition and clearly visible.	2.7.3.1.
Residence and Conference Services & Security	Illuminate	Exit signs while the building is occupied.	2.7.3.2.
Contractor	Inspect and Clean	Exhaust systems for cooking operations.	2.6.1.13. NFPA 96

Appendix A: Residence Fire Safety Notices

IN THE EVENT OF A FIRE ALARM/FIRE



You Are Here
Alternate Exit
Nearest Fire Exit

If you discover a fire, detect smoke or hear a fire alarm:

1. Close windows and doors
2. Warn people to evacuate
3. Proceed to the nearest exit/activate alarm at nearest pull station, if safe to do so.
4. From a safe location call **Security** at **8911** or **343-8911** if calling on outside line.
5. Quickly move away from the building to your emergency gathering location. **LOCATION: well away from entrance door.**
6. **Do not re-enter building until instructed to do so.**

Other information about fire safety

1. Do not use elevators.
2. If confronted by smoke. Choose an alternate route, if available. Otherwise drop to your knees and crawl.
3. Never open a closed door without checking first for heat. If the door is hot, open it slowly standing to one side. Be prepared to shut it quickly if fire is present.
4. Failure to leave the building during a fire alarm presents a danger to both yourself and others. It is illegal and in contravention of residence regulations.
5. Tampering with fire equipment (smoke, heat detectors, extinguishers, fire hoses) including this notice is a serious offence and will be dealt with severely.
6. Hazardous substances may not be stored in your room. Examples would be gasoline, propane tanks/cylinders, chemicals, etc.

Appendix B: Dormitory Inspection Report

Lakehead University | RESIDENCE SERVICES

DORMITORY INSPECTION REPORT

DATE	PERFORMED BY
LOCATION	

	YES	NO
Are all fire exit lights intact and working?		
Are all fire extinguishers present on each floor?		
Are they all in the charged status?		
Are all fire hoses present and properly hung?		
Are all smoke detectors present?		
Are all smoke detectors connected and tested?		
Is the house free of trip hazards (i.e. telephone cables, TV cables) throughout common area?		
Is the house/rooms free of dangerous or inappropriate items (explosives, chainsaws, brush saws, machetes, weapons, compressed fuel/propane tanks, gas cans, fire arms etc)?		
Are all the rooms in the house in a state of acceptable cleanliness, free of garbage, excessive recycling and/or dirt/debris		

If "no" to any of the above, please explain and identify action taken:

SIGNATURE _____ DATE_____

Appendix C: Fire Drill Report

Fire Drill Report

Building:	
Date:	Time:
In attendance:	
Comments and/or Deficiencies Noted:	

Signature: _____