FIRE SAFETY PLAN FOR:

University Centre
Lakehead University
955 Oliver Road
Thunder Bay, Ontario
P7B 5E1

Revised January 2018

Reviewed by:

Heidi Forsyth
Lakehead University
Health & Safety

Reviewed by:

Marty Patterson
Division Chief Fire Prevention
Thunder Bay Fire Rescue

Table of Contents

Chapter 1: Introduction 5
Chapter 2: Audit of Human Resources 6
Chapter 3: Audit of Building Resources 7
3.1 General Description 7
i. Occupancy and Use 7
ii. Fire Department Access 7
3.2 Fire Alarm System 7
i. Sequence of Operation 7
ii. Ancillary Functions 8
3.4 Standpipe System 8
3.5 Fire Hydrants 8
3.6 Fire Extinguishers 8
3.7 Elevators 9
3.8 Emergency Power 9
3.9 Main Hydro Shut-Off 9
3.10 Gas Shut-Off Valve 9
3.11 Water Shut-Off 9
3.12 Range Hood Fire Protection Systems 9
3.13 Hazards 10
Chapter 4: Building Schematics 11
4.1 Fire Access Routes 11
4.2 Site Plan 12
4.3 Basement Floor Plan 13
4.4 Main Floor Plan 14
4.5 Second Floor Plan 15
Chapter 5: Responsibilities & Emergency Procedures 16
5.1 Building Owner and Management (President, VP Finance & Administration) 16
i. Tenants 16
5.2 Employers, Managers and Supervisors 17
5.3 Physical Plant (Mechanical & Electrical Staff) 18
i. Emergency Procedures -Physical Plant Staff 18
5.4 Security 19

i. Emergency Procedures- Security Services 19
5.5 Fire Wardens 20
i. Emergency Procedures – Fire Wardens 21
5.6 Evacuation Meeting Locations 22
5.7 Teachers and Instructors 22
i. Emergency Procedures – Teachers and Instructors 22
5.8 Persons Requiring Assistance to Evacuate 23
i. Emergency Procedures- Persons Requiring Assistance to Evacuate 23
5.9 All Occupants 24
i. Emergency Procedures- All Occupants 24
5.10 Extra Precautions While Exiting 25
5.11 Special Evacuation Procedures 25
i. Fire Alarms During Examinations 25
ii. Contractors & Cleaning Staff 26
5.12 Kitchen & Cafeterias 26
i. Kitchen Fire Prevention 27
5.13 Bookstore Staff 27
5.14 The Study 28
5.15 Switchboard Staff 29
Chapter 6: Fire Extinguishment, Control or Confinement 29
6.1 Suggested Operation of Portable Fire Extinguishers 29
6.2 Classification of Fires 30
6.3 Classification of Fire Extinguishers 30
Chapter 7: Fire Hazards and Fire Prevention 31
7.1 Housekeeping 31
7.2 Fire Doors 31
7.3 General Hazards 31
7.4 Electrical Hazards 31
7.5 Extension Cords 32
7.6 Space Heaters and Appliances 32
7.7 Storage Areas 32
7.8 Flammable and Combustible Liquids 33
7.9 Compressed Gas 33
7.10 Hot Works 33

7.11 Special Events 34
i. Agora, Faculty Lounge, Main & Residence Cafeteria 34
ii. Portable Cooking Devices 34
iii. Sweat Lodge 34
Chapter 8: Fire Protection Measures 35
8.1 Fire Alarms & Pull Stations 35
8.2 Fire Extinguishers 35
8.3 Emergency Exits 35
8.4 Emergency Lighting 35
8.5 Fire Routes 35
Chapter 9: Alternative Measures for Fire Safety 36
9.1 Fire Alarm Systems 36
9.2 Water System Shutdown 36
9.3 Emergency Power Shutdown 36
9.4 Fire Watch 37
9.5 Exits 37
9.6 Fire Extinguishers 37
Chapter 10: Fire Drills 38
Chapter 11: Maintenance Schedule as Required by the Ontario Fire Code 38
11.1 Daily Tasks 39
11.2 Weekly 39
11.3 Monthly Tasks 39
11.4 Semi-annual Tasks 39
11.5 Annual Tasks 40
11.6 Tasks Every Five (5) Years 41
11.7 Tasks Every Six (6) Years 41
11.8 Tasks Every Twelve (12) Years 41
11.9 Tasks, As Required 41
Appendix A: Fire Drill Report 42

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 *University 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 *University 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 *University 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 by the Fire Alarm Annunciator.

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. Brian Stevenson 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	Heidi Forsyth 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 Bee Clean (Contract) Phone: 346-4792
Fire Alarm Monitoring Company	Tbay Tel Phone number and passwords are held by Security Services (343-8569).

Chapter 3: Audit of Building Resources

3.1 General Description

The *University Centre,* located at 955 Oliver Road, is a non-combustible 2-storey building with one basement level constructed in 1962.

The operating hours of the building are 6am to 10pm, Monday to Friday.

i. Occupancy and Use

Basement- Janitors closets, Mechanical Rooms, Electrical Shop, Washrooms, Locker Rooms, Lunch Rooms, Offices, Storage Rooms, File Room, Club Rooms, Conference Room, TSC, Lecture Hall, Instrumentation Laboratory.

Main Floor- Janitors closets, Mechanical Rooms, Washrooms, Offices, Storage Rooms, Computer Labs, Network Closets, Senate Chamber, Switchboard, Student Central, Lecture Theatres, Bookstore, Art Studios, Loading Dock, Kitchen, Little Dining Room (maximum occupancy 37 people), Faculty Dining Room (maximum occupancy 223 people), Agora (maximum occupancy 500 people).

Second Floor-Janitors closets, Mechanical Room, Washrooms, Offices, Storage Rooms, Conference Rooms, Lecture Theatre, Club Rooms, Dish room, Main Cafeteria (maximum occupancy 690 people) and Residence Cafeteria (maximum occupancy 347 people), The Study (maximum occupancy 180 people).

ii. Fire Department Access

Firefighters will access the property by the Oliver Road Agora Circle entrance. Security Services will call in detailed instructions to the city's Emergency Service Dispatch and to provide specific information regarding the alarm, the building and road entrance to use and any details concerning the fire (ie. Which zone is affected).

3.2 Fire Alarm System

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

Main Control Panel location: UB 0035B

Annunciator Panel locations: The annunciator is located in the *University Centre* by the Main entrance of the Agora (X1037). The *University Centre* alarm is on the upper section of the panel. 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 *University Centre*, a general fire alarm will sound throughout the building.

ii. Ancillary Functions

The fire alarm system is activated by:

- Manual Pull stations
- Heat detectors
- Smoke detectors
- Duct Smoke Detectors
- Standpipe Flow Switch
- Kitchen Hood Suppression Systems

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 will display information regarding which zone is affected and which fire safety device tripped the alarm (ie. standpipe flow switch, hood suppression system).
- Air handling unit fans will shut-down.
- Door hold-opens will release.

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.

3.4 Standpipe System

The *University Centre* is equipped with a standpipe and hose system. Fire hose cabinets are located throughout the building, as indicated on the floor plans. All fire hose cabinets house portable fire extinguishers. This system also includes supervised tamper switches and flow switch (UC 0035).

The shut-off valve for the standpipe system is also located in (UC 0035), as shown on the floor plan.

Fire Department connections are located near the agora entrance on the north side of the building, as shown on the site plan.

The hose cabinets around the Agora and Administration offices are fed from the Centennial Building's main water supply and fire department standpipe connections. Any cabinet fed from the Centennial Building water supply will have signs to the effect posted. Reference the Centennial Buildings fire plan for more detail.

3.5 Fire Hydrants

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

3.6 Fire Extinguishers

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

3.7 Elevators

One elevator serves the *University Centre* (UC Link). Refer to floor plans for locations. All occupants are directed to not use the elevator in the event of a fire alarm.

3.8 Emergency Power

Emergency power is provided by the emergency generator in the powerhouse building (1 megawatt Kohler generator). This emergency generator runs off diesel fuel and will power the main campus for a maximum of 4 days.

Emergency power supplied to the *University Centre* will run the Emergency Lighting, Exit Lights and the Fire Alarm System.

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.

3.9 Main Hydro Shut-Off

Two main hydro disconnect switches service the *University Centre*. One in UC 0014B, supplies electricity to the older portion of the *University Centre* (ie. The Study, Bookstore, University Centre Theatre, Security, Student Health & Counselling, Student Awards and Financial Aid, etc.)The second, located in UC 0035B supplies electricity to the newer regions of the *University Centre*(Kitchen, Cafeterias, Agora, Faculty Lounge, etc.).Both locations are shown on the basement floor plan.

3.10 Gas Shut-Off Valve

The main gas shut off valve is located in the basement of the *University Centre* UC 0035 as shown on the floor plan. A secondary gas shut off is located in the Centennial Building CB X0024. This shut off valve will disconnect natural gas supply to the *University Centre* (Cafeteria), Student Centre, Braun Building and CNFER (Forest Biology).

3.11 Water Shut-Off

The water main shut off valve for the *University Centre i*s located in UC 0035. The shut off valve for the standpipe system is located in UC 0035, as shown on the site plan.

Upon request, Maintenance may access outdoor buried curb stops to shut off the buildings water supply.

3.12 Range Hood Fire Protection Systems

Three Range Guard hood fire protection systems are located in the *University Centre*. One in the Kitchen (UC 1028), one in the Main Cafeteria (UC 2032), and one in the Residence Cafeteria (UC 2036).

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 *University Centre* and the alarm will sound throughout the building.

For detailed instructions for operating the Range Hood Fire Suppression System see Section 5.12

3.13 Hazards

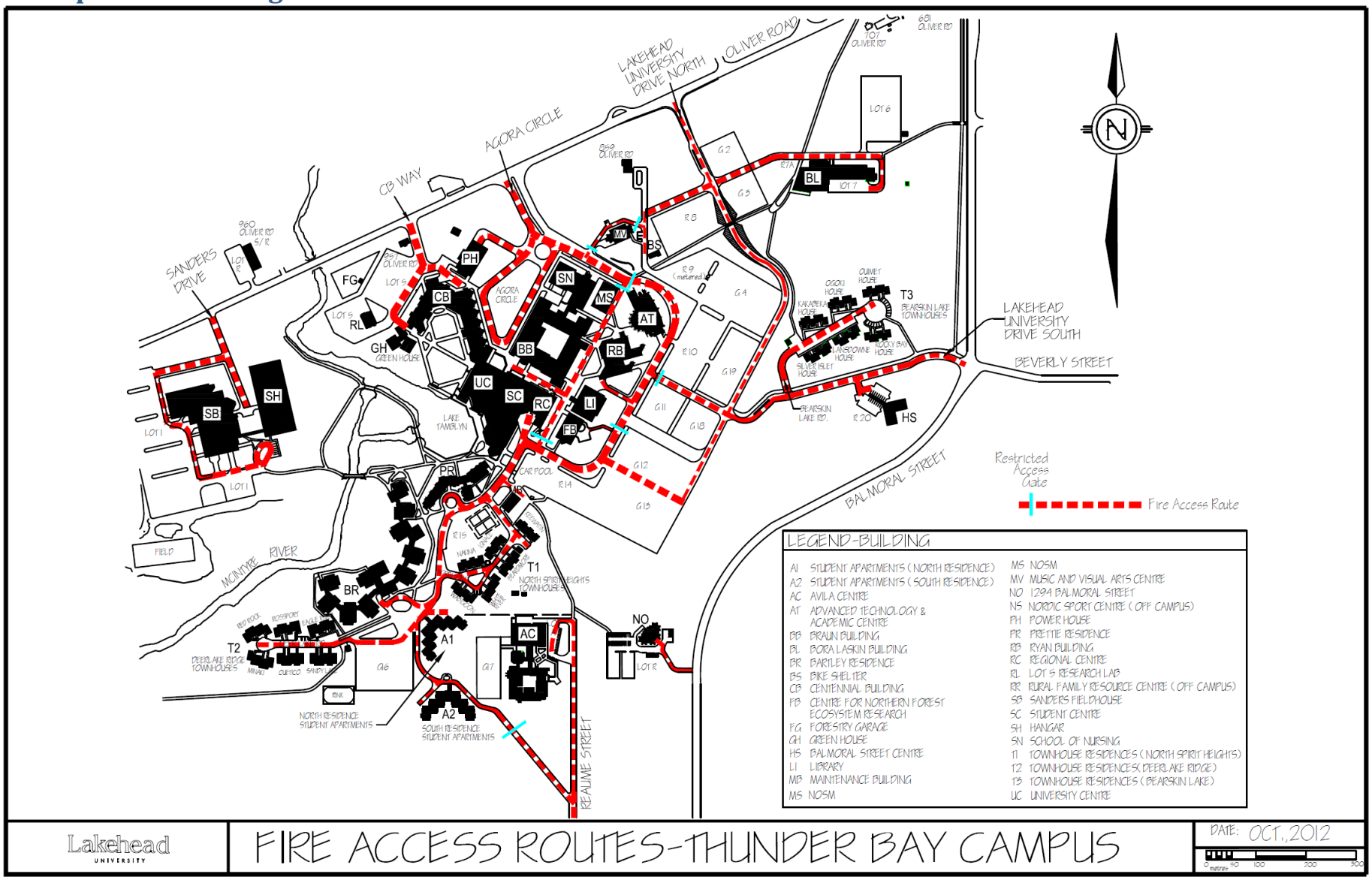
The following classes of hazardous materials are located in the *University Centre*:

- Commercial Cleaning Agents
- Cooking oils (Kitchen and Cafeterias)

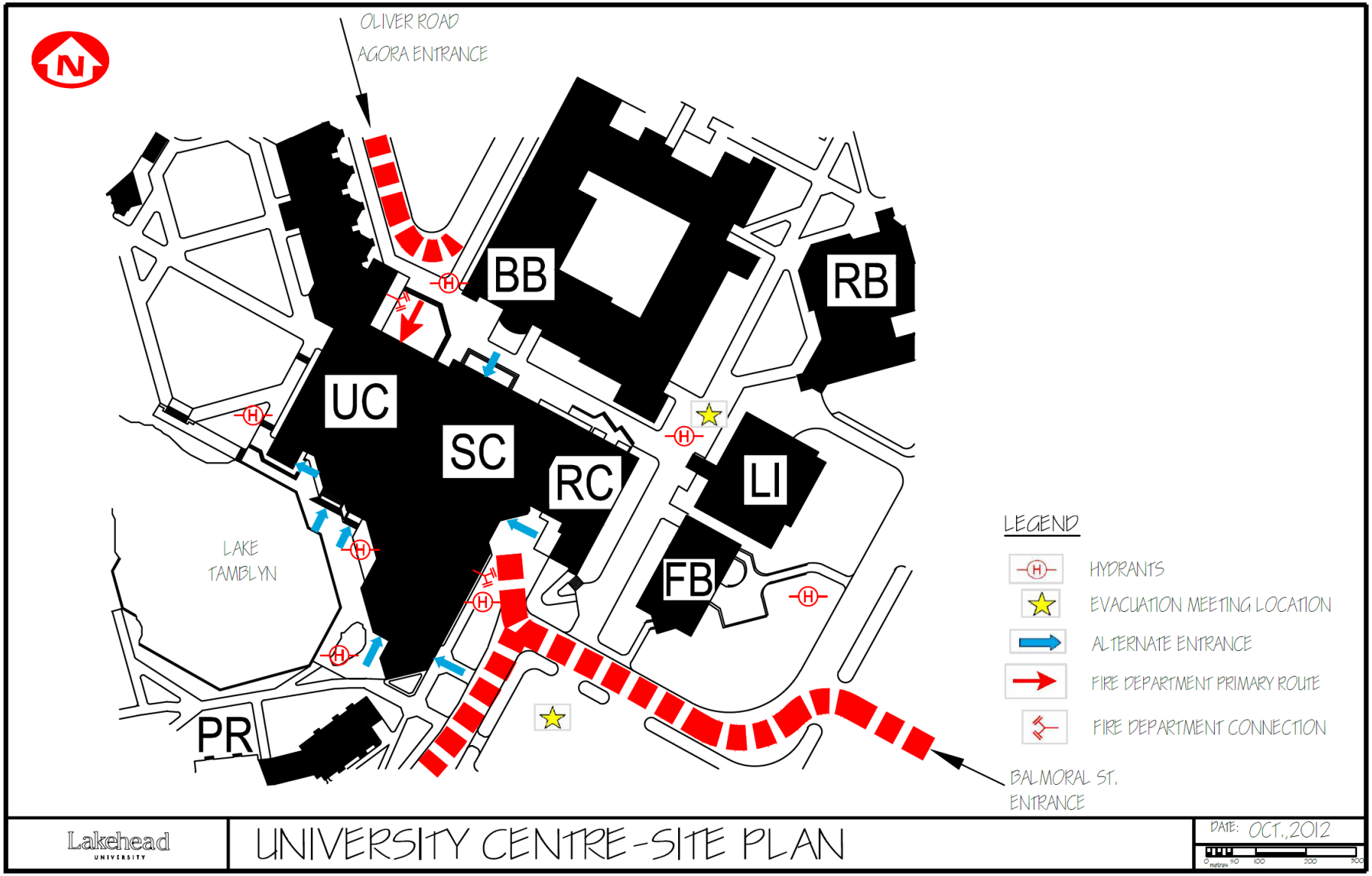
Upon arrival at the scene, Lakehead University Security Staff can provide the Fire Department personnel with the exact locations of hazardous materials in the building.

NOTE: Due to its location the Instrumentation Lab (UC 0001) will be covered under the Fire Safety Plan for the Centennial Building. Refer to the Centennial Building's Fire Safety Plan for an explanation of hazards and fire protection systems.

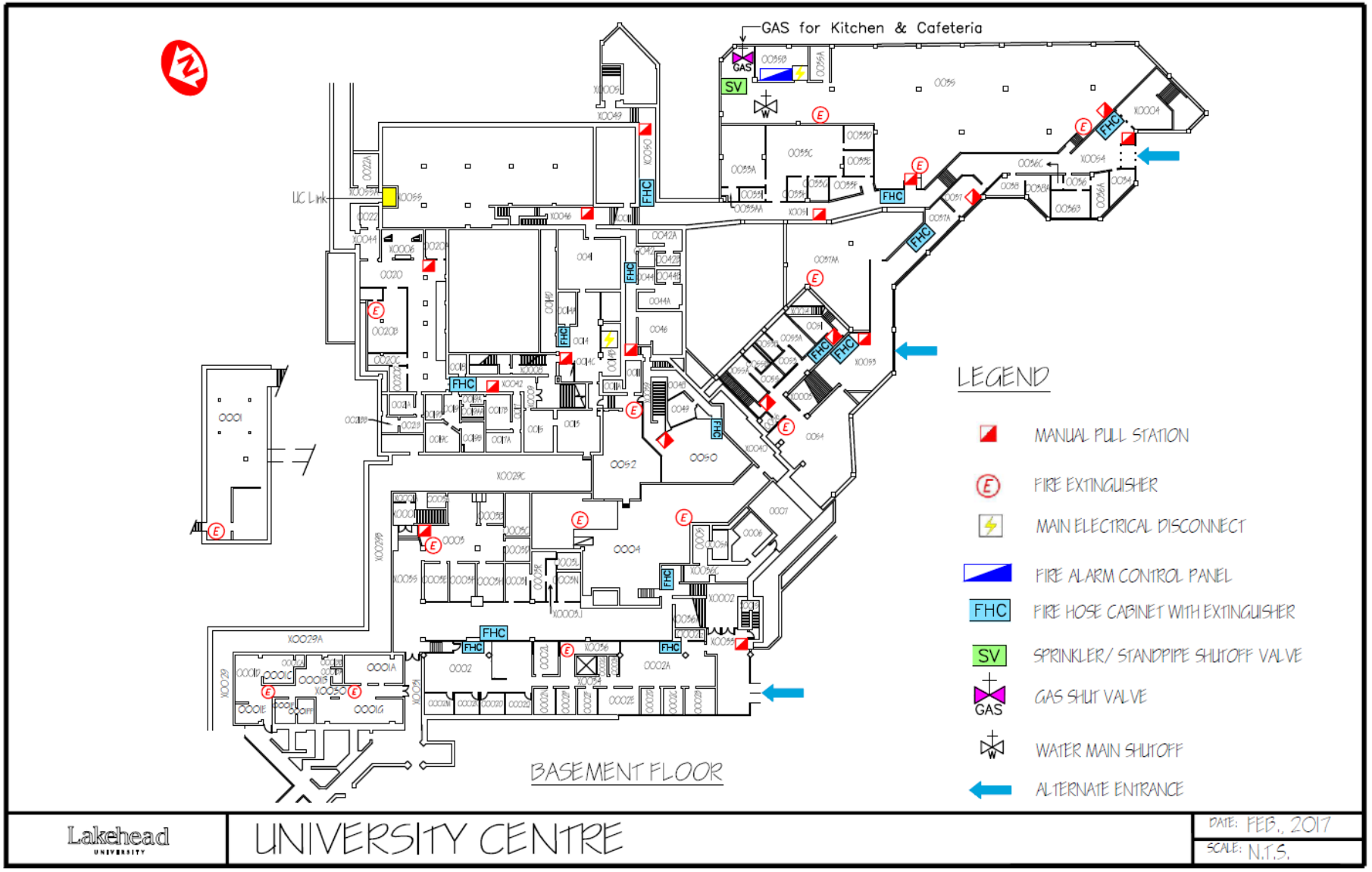
Chapter 4: Building Schematics 4.1 Fire Access Routes



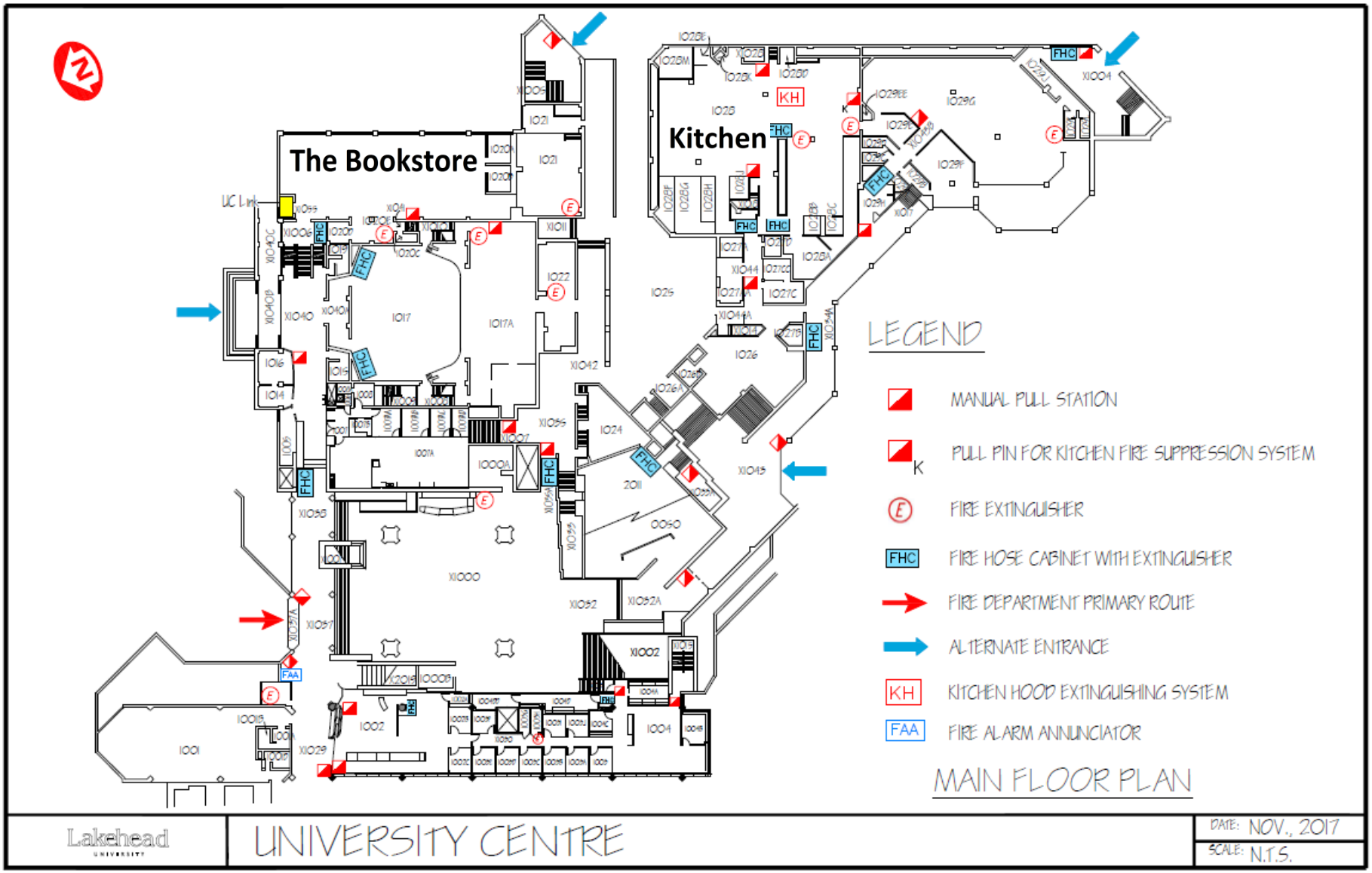
4.2 Site Plan


OLIVER ROAD
AGORA ENTRANCE
BB
RB
UC
SC
RC
LI
FB
PR
LAKE
TAMBLYN
LEGEND
HYDRANTS
EVACUATION MEETING LOCATION
ALTERNATE ENTRANCE
FIRE DEPARTMENT PRIMARY ROUTE
FIRE DEPARTMENT CONNECTION
BALMORAL ST.
ENTRANCE
Lakehead UNIVERSITY
UNIVERSITY CENTRE-SITE PLAN
DATE: OCT., 2012

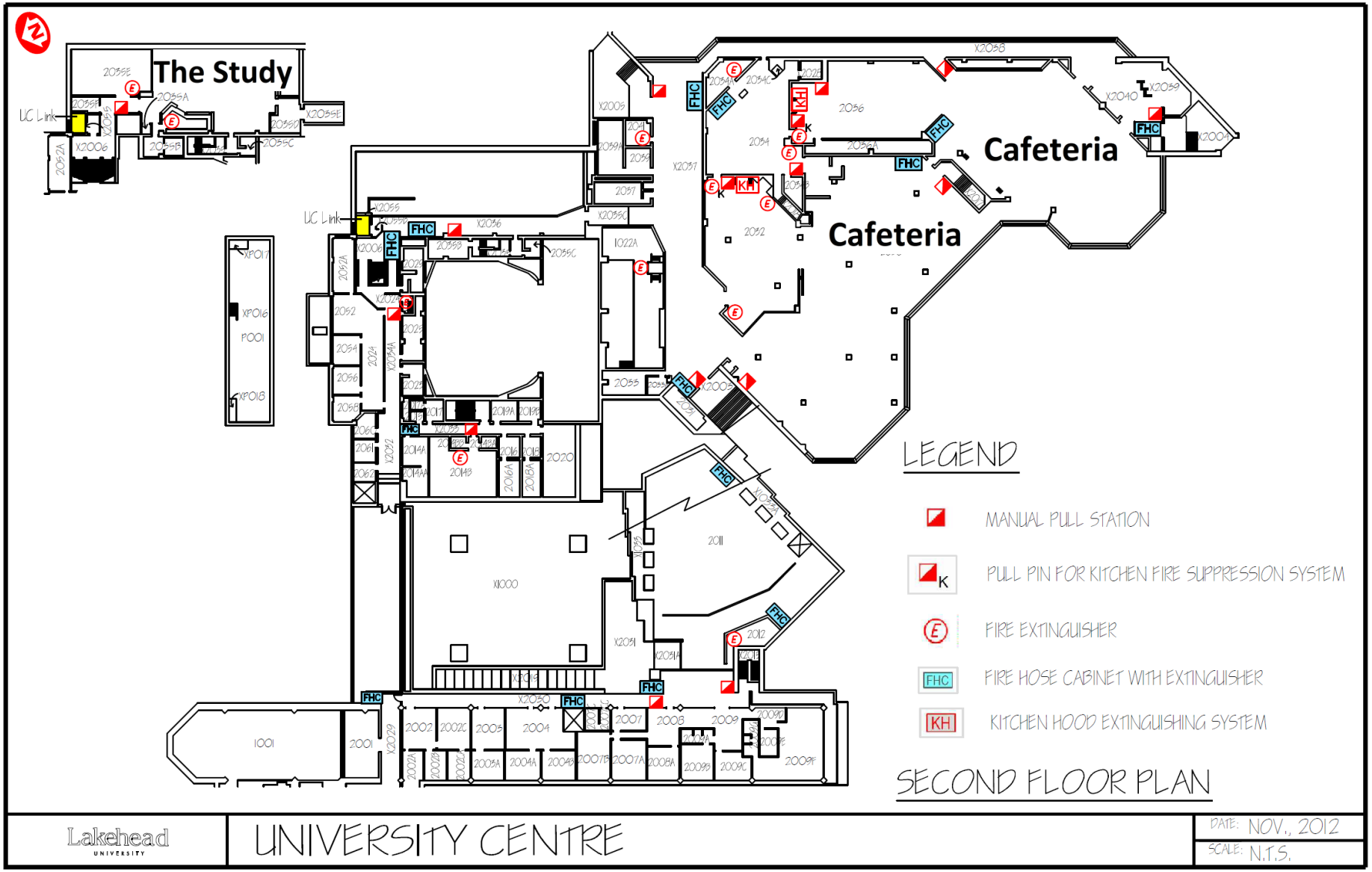
4.3 Basement Floor Plan



4.4 Main Floor Plan



4.5 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 (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 *University 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**	**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 Fire Wardens have been designated and trained to carry out the duties assigned to them under this Plan. Contact Human Resources for a current list of building Fire Wardens.
- Identify key personnel in your department requiring fire extinguisher training. To arrange training 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 fire warden.
- Practice and encourage employees to participate in fire drills conducted in the building.
- Encourage employees to cooperate with Fire Wardens 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 Security, Physical Plant or another Supervisor or department (when another department is involved).

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 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 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 or after hours using the Emergency Contact phone numbers filed with Security.
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 (ie. Kitchen).
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 (ie. 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

As with all major buildings on campus the *University Centre* has designated Fire Wardens. Fire Wardens are individuals who volunteer or who are assigned to perform certain functions during fire emergency situations. Wardens can be identified during fire evacuations by their reflective vests

Fire Wardens will direct the evacuation of specific areas (zones) 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 zone they are responsible for. Wardens will assist in identifying personnel in their zone who may require assistance to evacuate, and ensure that plans are in place to ensure their safety.

Keep the reflective vest in an easily accessible location and ensure that an alternate Warden is informed of your absence. Health & Safety will arrange for training, organize and determine the number of Fire Wardens required for each zone. Contact Lakehead University Office of Human Resources – Health & Safety (343-8806) for a current list of building Fire Wardens.

Fire Wardens will execute their duties with all due regard for their own personal safety

i. Emergency Procedures – Fire Wardens

On notification of a Fire Emergency, Fire Wardens will:

1. Identify yourself as a Fire Warden. Wear your vest.
2. Evacuate the area nearest the fire first, if known. Direct people to the nearest exit. If the exit is impassable, direct people to an alternate route.
3. Make a sweep of your assigned zone, checking all open rooms, including washrooms and storage rooms, to ensure everyone has left.
4. Close any open windows.
5. Close, but do not lock, doors in your zone
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.
7. 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.
8. Once the zone has been evacuated, leave the building using the closest exit stair.
9. Once outside the building, direct evacuees to the designated meeting location (In front of the Chancellor Paterson Library or Parking Lot R14) or in cases of inclement weather, to an adjacent building and ensure Security Services is notified of your alternate location.
10. 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.
11. If Fire Department personnel are not on the scene, confirm with Security Services that the Fire Department has been notified.
12. Assist the Fire Department personnel and Security Services staff, as requested.
13. Stay at the front of your group and keep people well back from the building. Stay visible and do not mingle with the crowd.
14. Obtain information from evacuees in your area. If anyone has information for the Fire Department or Security Services staff, ensure that it is reported.
15. 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.
16. 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.

5.6 Evacuation Meeting Locations

There are two (2) designated evacuation meeting locations for the *University Centre.*

1. In front of the Chancellor Paterson Library.
2. Parking Lot R14

All persons evacuating the *University Centre* must immediately report to the designated location and report to their zones Fire Warden or their Instructor. During inclement weather Fire Wardens may choose to move the meeting location to an adjacent building. Wardens must ensure Security Services is notified of this alternate location.

5.7 Teachers and Instructors

Teachers and Instructors should act as Fire Wardens for their lecture halls. To prepare for a fire emergency, be familiar with the floor area, location of exits and evacuations routes. Make note of any persons in your lecture hall who may require assistance to evacuate and be familiar with proper procedures for turning off equipment.

Ensure that any fire hazards in your lecture hall are identified, controlled, or reported to your Supervisor, Physical Plant (343-8273) or Health & Safety (343-8806). Ensure that you and your students participate in fire drills and follow the directions of Fire Wardens, Security Services and the Fire Department.

i. Emergency Procedures – Teachers and Instructors

1. Upon notification of a fire, instruct all students to calmly evacuate the building and announce the location of the nearest exit stair.
2. All equipment that cannot be left safely unattended should be turned off.
3. Close any open windows.
4. Conduct a systematic check of your immediate area for anyone who has not evacuated and look for fire or smoke.
5. Follow the last student from the room shutting all doors behind you. Do not lock.
6. 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.
7. Leave the building using the closest exit stair, closing doors behind you. Do not use elevator.
8. Follow instructions provided by Fire Wardens, Security Services and the Fire Department.
9. Report to Security Services or the Fire Department if you know of anyone still in the building, or if you saw smoke or fire.
10. Move away from the building and congregate at the designated meeting location (In front of the Chancellor Paterson Library or Parking Lot R14).
11. Obtain information from evacuees in your area. If anyone has information for the Fire Department or Security, ensure that it is reported.
12. Do not return to the building until authorized to do so by the Fire Department, Security or a Fire Warden.

5.8 Persons Requiring Assistance to Evacuate

Persons requiring assistance to evacuate are encouraged to identify themselves to their Supervisor or to their Instructors upon commencing employment or classes 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. Faculty and Administration should be aware if there are individuals in their classes or department 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 Instructor and the Fire Warden responsible for the zone(s).

For those persons who are unable to evacuate, Fire Wardens, Instructors 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, Instructor or Fire Warden who is aware that a person with requiring assistance to evacuate is present in their workplace or classroom will:

1. Ensure that the individual has been notified.
2. Carry out your regular duties: instruct all occupants to evacuate via the nearest exit, conduct a systematic check of the immediate area and turn off all equipment if safe to do so.
3. If the individual requiring assistance to evacuate has not made alternate plans for evacuation , the following procedure will be followed:
    a. The Supervisor, Instructor or Fire Warden 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 Supervisor, Instructor or Fire Warden 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

5.9 All Occupants

All occupants must be familiar with Lakehead University Emergency Procedures to be followed upon discovery of smoke or fire and upon hearing the fire alarm. Occupants will also participate in all fire drills and other fire safety training prescribed by Lakehead University.

Notify your Supervisor, Fire Warden or Instructor 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. Make note and report any fire hazards or unsafe conditions observed in the building. Refer to Chapter 7 for more details.

i. Emergency Procedures- All Occupants

Upon Discovery of Fire or Smoke

1. Leave the fire area immediately. Remove any person in immediate danger. Ensure that all doors to the affected area are closed to confine the fire. Do not lock.
2. Warn people in the area to evacuate.
3. Activate the fire alarm using the nearest pull station.
4. Leave the building using the closest exit stair, closing doors and open windows behind you. Do not use the elevator.
5. Once at a safe location call 343-8911, extension 8911 from a campus phone or use the blue emergency telephone.
6. Follow instructions provided by Fire Wardens, Security staff and the Fire Department.
7. Report to Security staff or the Fire Department if you know of anyone still in the building.
8. Move away from the building and congregate in the designated meeting location (In front of the Chancellor Paterson Library or Parking Lot R14).
9. Do not return to the building until authorized to do so by the Fire Department, Security, or a Fire Warden.

On Notification of a Fire

1. Evacuate the building immediately using the nearest exit stair.
2. Leave the building using the closest exit stair, closing doors and open windows behind you. Do not use the elevator.
3. Follow instructions provided by Fire Wardens, Security staff and the Fire Department.
4. Report to Security staff or the Fire Department if you know of anyone still in the building, or if you saw smoke or fire.
5. Move away from the building and congregate in the designated meeting location (In front of the Chancellor Paterson Library or Parking Lot R14).
6. Do not return to the building until authorized to do so by the Fire Department, Security or a Fire Warden.

5.10 Extra Precautions While Exiting

1. Check all doors before opening them using the back of your hand.
    a. If the door is hot, do not open it. Use an alternate path to exit.
    b. If the door is not hot, brace yourself against it and open it slightly, standing to one side. If you detect fire or smoke, feel air pressure or a hot draft, close the door quickly, leaving it unlocked. Use an alternate path to exit.
2. If an exit route is not available or you are trapped:
    a. Return to a "safe room" (ie. an office) and close the door, leaving it unlocked.
    b. Seal off all openings which may admit smoke.
    c. Crouch low to the floor if smoke enters the room.
    d. Call Security at 343-8911 or extension 8911 and alert them to your location. Wait to be rescued.
    e. If a phone is not available get the attention of emergency personnel by any means available to you (shout, wave from a window, etc.).
    f. Listen for instructions given by authorized personnel.
3. If you encounter smoke while exiting and an alternate exit or a "safe room" is not available, drop to your knees and crawl towards the closest exit stair.

5.11 Special Evacuation Procedures

i. Fire Alarms During Examinations

1. Turn your examination over.
2. Evacuate the building using the nearest exit stair. Do not use the elevator.
3. Follow the directions of your Instructor, Fire Wardens, Security staff and the Fire Department.
4. Move away from the building and congregate in the designated meeting location (In front of the Chancellor Paterson Library or Parking Lot R14).
5. Do not return to the building until authorized to do so by the Fire Department, Security or a Fire Warden.

ii. 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, Security staff and the Fire Department.
4. Ensure that the 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 Chancellor Paterson Library or Parking Lot R14).
6. Do not return to the building until authorized to do so by the Fire Department, Security or a Fire Warden.

5.12 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 (All Occupants will congregate in Lot 14, Catering staff with gather between Lot 14 and Physical Plant workshop).
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.

5.13 Bookstore Staff

The Bookstore staff are designated to act as Fire Wardens. Staff will participate in training as required, be familiar with these emergency procedures and aware of customers entering the Bookstore who may require assistance to evacuate. Ensure that any fire hazards are identified, controlled, or reported to your Supervisor.

Upon notification of a fire

1. The Front of Store employees will make a sweep of the front of store, including the bathroom, fitting room and order room to ensure everyone has left. They will lock/secure the tills (if safe to do so).
2. The Back of Store employees will make a sweep of the rest of the store, including the aisles, to ensure everyone has left.
3. The Receiver (or staff in the Stockroom if Receiver is not available) will do a sweep of the Receiving area to ensure everyone has left and then close the doors leading to the Bookstore (do not lock). The Receiver or staff member will check the safe is locked and then, along with any persons in Receiving at that time, exit through the back door, ensuring it is not locked.
4. All staff will look for evidence of smoke or fire during their sweeps.

5. Bookstore staff will ensure persons who require assistance to evacuate or those who cannot evacuate are assisted up the exit stairs to the nearest exit stair landing (main entrance by security) and that Security is notified if physical assistance is needed. The exit by the bathroom may be used if the front exit is inaccessible.
6. The Bookstore staff will follow the last customer from the bookstore closing – but not locking – the front doors behind them.
7. Exit the building using the stairs. Do not use elevator. If you see anyone in the area on your way out of the building, advise them to leave.
8. Report to Security Services or the Fire Department if you know of anyone still in the building, or if you saw smoke or fire.
9. All staff will move away from the building and congregate at the designated meeting location (in front of the Library) for a head count.
10. Follow instructions provided by Fire Wardens, Security Services and the Fire Department.
11. Assist the Fire Department personnel and Security Services staff, as requested.
12. 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 Security Services staff or Fire Department personnel have given the all-clear signal.

5.14 The Study

Staff of The Study are responsible for their workplace in the event of a fire emergency. Staff will be familiar with these emergency procedures and aware of customers entering The Study who may require assistance to evacuate. Ensure that any fire hazards are identified, controlled, or reported to your Supervisor.

Upon notification of a fire

1. Make a sweep of The Study, including storage rooms, to ensure everyone has left. Look for smoke or fire.
2. Lock/secure the tills (if safe to do so).
3. 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.
4. Follow the last customer from The Study closing the doors behind you.
5. Exit the building using the stairs. Do not use elevator.
6. Follow instructions provided by Fire Wardens, Security Services and the Fire Department.
7. Report to Security Services or the Fire Department if you know of anyone still in the building, or if you saw smoke or fire.
8. Move away from the building and congregate at the designated meeting location (if front of the Library).
9. Assist the Fire Department personnel and Security Services staff, as requested.
10. Do not re-enter the building until the all clear signal has been given by Security Services staff or Fire Department personnel.

5.15 Switchboard Staff

In response to any inquiries about alarms which are sounding in a callers building, Switchboard staff will advise callers to follow the established emergency procedures and evacuate the building.

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 Security Services (343-8569) to ensure that they are properly recharged by qualified personnel. Security services will also 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 (ie. The deep fryer)

In the *University Centre* class “A”, “BC”, “ABC” and “K” extinguishers are provided.

Chapter 7: Fire Hazards and Fire Prevention

Fire Prevention is everyone's responsibility

If you notice a potential fire hazard report it to your supervisor or Health & Safety (343-8806) immediately. Every precaution shall be taken to minimize accidents and prevent injuries.

7.1 Housekeeping

- Maintain safe escape routes by keeping exits, stairwells, hallways, windows, aisles and corridors free from obstructions and combustible materials.
- Ensure both sides of a door are kept free and clear of debris. Be particularly aware when you share a door with another department.
- Tables, equipment and other materials and installations may be placed in corridors only with the approval of the Fire Department. For further information contact Health & Safety at 343-8806 or Physical Plant at 343-8273.
- 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 Physical Plant at 343-8273 or to Security 343-8569 after hours.

7.2 Fire Doors

- Keep fire doors closed. 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 Physical Plant at 343-8273 immediately.

7.3 General Hazards

- Do not use open candles or open flames.
- Smoking is prohibited on university property, except in designated smoking area.
- Place posters or decorations on bulletin boards. Never leave anything flammable in the corridors, stairwell or any means of egress.
- Do not hang decorating material from ceilings and keep streamers and banners to a minimum.
- Avoid placing combustible materials directly in contact with an electrical outlet.
- Ensure proper disposal of oily rags.

7.4 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 physical plant (343-8273) immediately upon discovery of damaged electrical wiring.

- **All electrical work must be done by a licensed electrician with Physical Plant (343-8273).**
- 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 a licensed electrician from Physical Plant to assess the electrical system.
- Circuit breaker panels shall not be covered or obstructed by stored material. 1 meter clearance is required.
- Electrical equipment located where flammable or combustible liquids are present shall conform to the Electrical Safety Code made under the Electricity Act, 1998.

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

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 and do not run them under mats or carpets. For long term use, extension cords must be replaced with a power bar or installed permanent wiring.
- 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 Space Heaters and Appliances

- Space heaters are to be used with care, at least 1 meter away from combustible materials and must NEVER be left unattended.
- Seasonal trees must be flame retardant and ULC certified.
- Turn off or unplug any appliances or decorative lights before you leave.
- **All electrical appliances with heating elements (kettles, coffee makers, space heaters) must have an automatic shut-off function.**

7.7 Storage 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.
- Electrical equipment and devices should not be operated, or connected to an electrical source in storage rooms.
- Material should not be stored directly touching an electrical outlet.
- Doors to storage rooms shall be kept closed at all times.
- Service rooms should not be used for storage.
- Flammable and combustible liquids, hazardous, reactive, or unstable chemicals shall not be stored in rooms used for ordinary combustible materials (ie. Paper or cardboard boxes).

- Combustible material will be stored only in approved areas (see Section 7.8)

7.8 Flammable and Combustible Liquids

- Ensure that flammable materials are stored in approved containers or cabinets and their lids tightly closed.
- If an open flame is necessary ensure there are no flammable substances or vapours present in the immediate area. Extinguish the open flame when it is no longer needed and NEVER leave an open flame unattended.
- When volatile flammable materials are present, use only non-sparking equipment.
- Discard flammable or combustible waste into approved waste containers only.
- Personnel using hazardous chemicals are required to be familiar with the use and handling of chemicals as outlined in the applicable Material Safety Data Sheets (MSDS).
- Do not store flammable and combustible liquids with corrosives, oxidizers, reactive chemicals or compressed gases.
- Restrict the quantity of flammable liquids stored in approved glass or metal containers to 5 litres, as per the Ontario Fire Code.
- All cabinets and refrigerators containing flammable or combustible liquids shall be clearly identified.
- All flammable and combustible materials will be declared on the laboratories hazardous materials sign, posted on all exterior lab doors.

In the case of fire or explosion, immediately turn off burners and other heating devices, if it is safe to do so. Activate the fire alarm, call 343-8911 (extension 8911) from a safe distance and follow the emergency procedures outlined in this Plan or on the emergency procedures flip book.

There are specific regulations pertaining to handling, using or storing flammable or combustible liquids in Labs. Contact the Office of Human Resources-Health & Safety at 343-8806 for additional information.

7.9 Compressed Gas

- Storage of compressed gas cylinders will be in designated areas only and must conform to the Ontario Fire Code O.Reg. 213/07.
- Cylinders will not under any circumstances be stored in aisles, hallways, doorways, stairwells or exits.
- Cylinders must be secured with a chain at all times whether they are full or empty.
- Any area where compressed gas is stored MUST have signage on the doors depicting the hazard, type of gases and contact information of the person in authority.
- All compressed gases will be declared on the laboratories hazardous materials sign, posted on all exterior lab doors.

7.10 Hot Works

Hot works, such as welding, will be conducted by approved staff only following approved procedures. Contact Physical Plant at 343-8273 for more information or to request a permit for hot work.

7.11 Special Events

i. Agora, Faculty Lounge, Main & Residence Cafeteria

- Set-up of displays and tables will be such that emergency exits, fire pull stations, standpipe hose cabinets, exit signs and fire extinguishers are not obstructed.
- Tables will be set up in accordance with approved plans only and as described on the Vendor Permit Application.
- Do not use open candles or flames. Chafing dishes with solid fuel are acceptable.
- Hazardous material, including combustible liquids and propane may not be used, or stored in displays.
- Assure that extension cords, when used are of the proper rating to accept the required electrical load.
- Extension cords must not be placed such that they are a tripping hazard and must be secured with tape. When running extension cords across walking paths they must be covered with an electrical cord cover.
- Tables, equipment and other materials and installations may be placed in corridors only with the approval of the Fire Department. For further information contact Residence and Conference services at extension 343-8799.

ii. 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.

iii. Sweat Lodge

- A Fire Permit from Thunder Bay Fire Rescue will be obtained by ACSS, Aboriginal Cultural & Support Services.
- All users must submit an application to the ACSS in order to book this site.
- ACSS will notify the Fire Department of all fires scheduled to take place. ACSS will also contact Security to access the sweat lodge site and the necessary equipment.
- Approved users must abide by the rules and responsibilities indicated on the application form.
- A pail of water, a shovel and a Fire Extinguisher are required to be on hand. It is the responsibility of the approved applicant(s) to put out the fire and clean up the sweat lodge site after each use.

Chapter 8: Fire Protection Measures

8.1 Fire Alarms & Pull Stations

The *University 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 *University Centre* is equipped with fire extinguishers. The extinguishers are either wall mounted, or located in the fire hose cabinets in the hallways. Extinguishers are checked monthly. If you discharge an extinguisher, or find one that has been discharged, contact Security at 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 *University 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 a fire watch. During a Fire Watch a walkthrough of the affected area will be completed regularly by Security 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 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 will alert the building occupants to obstructed exits via a communication bulletin.

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. Fire drills assist Security Services and Human Resources staff in revising and refining fire emergency procedures.

The *University Centre* will have scheduled fire drills once a year and fire drill records are required to be retained for a period of one year. Every attempt will be made to schedule fire drills so that they do not conflict with tests. Drills will not occur during scheduled examination periods.

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

Building occupants should report any observations made during the evacuation to a Fire Warden.Fire Wardens should report any problems encountered during the evacuation drill to Health & Safety by calling 343-8806.

***NOTE**: Due to its location, the Instrumentation Lab (UC 0001) will participate in the semi-annual fire drills scheduled for the Centennial Building*

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 measurestaken 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 Weekly

Responsibility	Task	Description	Fire Code Reference
Catering Staff	Check	Hoods, filters and ducts that are subject to accumulations of combustible cooking deposits.	2.6.1.3.(1)

11.3 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)
Security	Inspect	Portable fire extinguishers and record electronically or on the attached tag.	6.2.7.2.
Security	Inspect	Hose stations to ensure that the hose is in the proper position and that all of the equipment is in place and operable.	6.4.2.1.
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

11.4 Semi-annual Tasks

Responsibility	Task	Description	Fire Code Reference
Security and Health & Safety	Conduct	Fire drills of all buildings that house laboratories or studios.	4.12.4.1.(2)
Maintenance	Inspect and clean	Ventilation systems of a power ventilated enclosure serving a laboratory or studio.	4.12.7.1.(2)(b)

Contractor	Maintain	Commercial cooking equipment exhaust and fire protection systems.	2.6.1.13 NFPA 96

11.5 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	Inspect and maintain	Electrical equipment, mechanical systems, piping, valves, and automatic and manual control and safety devices	4.12.7.1.(1)
Contractor	Inspect and clean	Ventilation systems serving a laboratory for the ventilation systems of the open laboratory areas.	4.12.7.1.(1)(a)
Security & Health and Safety	Conduct	Annual Fire drill (all buildings).	2.8.3.2.(1)
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
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	Fire department standpipe and hose system connections (plugs or caps removed) for wear, rust or obstruction.	6.4.1.3.(2)
Contractor	Inspect	Hose valves to ensure that they are tight so that there is no water leakage into the hose.	6.4.2.4.
Contractor	Inspect / Re-rack	Standpipe hose and replace worn hose or gaskets.	6.4.2.5.(1)
Contractor	Inspect, Test and Maintain	Commercial cooking equipment exhaust and fire protection.	2.6.1.13 NFPA 96

11.6 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

11.7 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

11.8 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

11.9 Tasks, As Required

Responsibility	Task	Description	Fire Code Reference
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.
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)
Contractor	Test	Standpipe systems that have been modified extended or are being restored to service after a period of disuse exceeding one (1) year, hydrostatically and for flow and pressure.	6.4.3.1.(1)
Maintenance	Maintain	Fire department standpipe connections free of obstructions.	2.5.1.2.(3)
Contractor	Inspect	After any alterations or repairs, an inspection shall be made to ensure valves are returned to the fully open position and are sealed, locked or electrically supervised.	6.6.1.2.(3)

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)
Security	Maintain	Required exit signs in a clean and legible condition and clearly visible.	2.7.3.1.
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

Fire Drill Report

Building:	
Date:	Time:
In attendance:	

Comments and/or Deficiencies Noted:

Signature: _____