

# Fire Response Plan

**ARIC BUILDING**



**HEALTH  
& SAFETY**

Selkirk  College

# Table of Contents

Objectives .....	3
Reference Materials .....	3
Emergency Community Resources.....	3
Life Safety Systems and Building Features.....	4
Occupants with Special Needs .....	4
Responsibilities .....	5
Fire Safety Director .....	5
Fire Warden .....	5
Facilities Maintenance .....	5
Supervisors .....	5
Staff .....	5
Building Occupants .....	6
Procedures .....	6
Fire Event.....	6
Instructor Duties.....	7
Fire Warden Duties.....	7
Fire Drill Procedure .....	8
Program Review.....	9

# Appendix

Hazardous Materials Location and Quantity List.....	10
Evacuation Assembly Points.....	11
Fire Extinguishers .....	12
BC Fire Code Excerpt .....	13
Canadians Standards Association Excerpt .....	16

# Objective of the Fire Response Plan

The objective is to ensure the safety of the building occupants through Fire Prevention and Emergency Evacuation.

- **Fire Prevention:** To reduce and prevent the incidence of fire by controlling fire hazards in the building and by maintaining the building facilities (see section 6 “Responsibilities”).
- **Emergency Evacuation:** To establish a systematic method of safe and orderly evacuation of an area or building, in case of fire.

This plan provides procedures for responding to an emergency, assists with training of Fire Wardens, and has been designed and produced for distribution to all building occupants.

A priority in any emergency situation is to save lives, minimize injuries, and reduce damage to property.

## Reference Materials

- Fire Services Act
- BC Fire Code
- CAN/CSA B651-04

# Emergency Community Resources

Fire Department .....	<b>911</b>
Police Department.....	<b>911</b>
Ambulance .....	<b>911</b>
Poison Control Centre.....	<b>1.800.567.8911</b>

### NON EMERGENCY PHONE NUMBERS

Castlegar Fire Department.....	<b>250.365.3266</b>
Castlegar Royal Canadian Mounted Police .....	<b>250.365.7721</b>
Fire Alarm Service (Selkirk Security) .....	<b>1.877.372.1864</b>
Extinguishers (West Kootenay Fire Safety).....	<b>250.365.6943</b>
Hydro (Fortis) .....	<b>1.866.436.7847</b>

### SELKIRK CONTACTS

Maintenance .....	<b>250.365.1386</b>
Fire Safety Director	
Director of Facilities.....	<b>250.365.1212</b>
Health & Safety Department.....	<b>250.365.1220</b>

## Life Safety Systems & Building Features

Life Safety Systems in the building consist of the following:

- Automated External Defibrillators (AED)
- Emergency Exits
- Emergency Lighting
- Emergency Power
- Fire Alarm System
- Fire Extinguisher(s) \_\_\_\_\_  
*How many are there?*
- Fire Hose Cabinets & Standpipes
- Fire Hydrant(s) \_\_\_\_\_  
*How many are there?*
- Fire Pump
- Sprinkler System

### **DATE OF ANNUAL INSPECTION:**

Fire Alarm System: Summer Months

Exit Systems Emergency Lights: Monthly

Fire Equipment: Summer Months

Fire Extinguisher: Summer Months

See **Appendix A** for a Hazardous Material Location and Quantity List.

## Occupants with Special requirements

The Health and Safety Department, in consultation with Student Accessibility Services and the Department of Facilities, will collect and track this information annually. Information on special needs occupants should include their name, office area or instructors, contact information and any other information to help with emergency evacuation. The handicap stair lifts do not work during the case of a power outage.

# Responsibilities

## **FIRE SAFETY DIRECTOR**

*Health and Safety Coordinator and/or Health and Safety Advisor*

The Fire Safety Director is responsible for maintaining and administering the Fire Safety Program. The Fire Safety Director will seek advice and guidance from the Castlegar Fire Department during reviews of this plan, and will notify the department of any fire drills to determine if they wish to observe. This can be done by using their non-emergency phone number.

## **FIRE WARDEN**

The Fire Warden is responsible for determining occupants remaining in building, and for communication with the Fire Department once on site.

## **FACILITIES MAINTENANCE**

Identified maintenance staff shall:

- Operate (and have working knowledge of) the fire alarm panel
- Activate the fire alarm when specified
- Reset the fire alarm panel and advise Fire Wardens it is safe to enter the building

## **SUPERVISORS**

Supervisors are responsible for organizing and performing training and orientation to ensure that employees under their control are knowledgeable and aware of the appropriate actions to take if they encounter a fire, in addition to the applicable building evacuation procedures. For employees with mobility disabilities, supervisors are required to inform them of the location of areas of refuge and designated evacuation assembly areas, and to consult with the Health and Safety Department to develop a personalized emergency evacuation plan.

## **STAFF**

Staff are responsible for being familiar with their assigned emergency access routes and the duties of a fire warden to ensure safe and orderly evacuation of building occupants. Staff must participate in fire drills and should be familiar with building occupants who may require assistance to evacuate.

Staff should check their work area regularly for:

- Accumulation of combustible material, rubbish, or flammable liquids in excess of quantities allowed by permit.
- Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment).
- Exit signs in good order and adequate lighting in public corridors and stairwells.
- Fire and exit doors and their self-closing hardware in good operating condition (Doors should not be wedged open under any conditions.)
- Exit routes unobstructed.
- Fire hose and portable extinguishers not obstructed, in good order and ready to use.

## **BUILDING OCCUPANTS**

Building occupants are responsible for being familiar with their building evacuation route(s) and exit(s). During an evacuation, building occupants must follow instructions of the Fire Safety Director, and Fire Warden.

## Procedures

### **FIRE EVENT**

In the case of a fire:

- Immediately activate the closest fire pull alarm.
- Fight minor fires with appropriate equipment only if you are confident and it is safe to do so (Appendix C).
- Check to see if the exits are clear of fire and smoke (choose an alternate route if necessary). Exit the building to the nearest evacuation assembly point (Appendix B).
- While exiting, walk, do not run. Shut all doors behind you and alert those who have difficulty hearing that an emergency evacuation of the building is underway. Proceed along corridors and through exits in a calm and orderly manner. Do not push or jostle.
- Assist handicapped persons to reach the nearest safe exit - Try to keep exits clear by permitting others to pass. It may be necessary to locate handicapped persons in or near the exit, or refuge area, and wait for fire department assistance.
- If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.
- Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route. If it feels normal, brace your body against the door and open it a crack – be prepared to slam it shut if heat or smoke starts to rush in.
- If all exits are blocked by fire or smoke, enter a room preferably with an exterior window, and seal the cracks in the door with available material to prevent smoke entering the room. Phone 911 to report your situation, and attract the attention of someone outside the building by any possible means.
- When you have reached the outside of the building, move away from the exit allowing others behind you to emerge and gather at the evacuation assembly point.
- Call 911: State your name, give the address where the fire is located.
- Do not attempt to drive your vehicle from the parking area.
- Do not enter the building again until permitted by a Fire Department Officer.

## **INSTRUCTOR DUTIES**

- Obtain the evacuation clipboard, hanging near the classroom exit. The clipboard contains evacuation instructions, chalk, and an evacuation assembly point map.
- Before evacuating, ask your class loudly and clearly if anyone is missing. Note the number of missing occupants.
- Instruct your class to calmly evacuate using the nearest exit, checking closed doors in their path for heat/smoke prior to opening.
- Perform a sweep of your classroom, including attached offices and rooms, ensuring no students or staff have been left behind. Once a room is found to be clear of persons, close the doors and draw a large check mark on the door.
- On your way out of the building, if the Fire Warden kit is available, obtain the kit and assume the duties of the Fire Warden. If the Fire Warden kit is missing, proceed to the appropriate evacuation assembly point.
- Seek out the Fire Warden and notify them if you are aware of any missing occupants.

## **FIRE WARDEN DUTIES**

- Once you have obtained the kit, put on the visi vest located inside.
- Repeatedly announce “Evacuate the building immediately and proceed to your assembly point” as you perform a sweep of your area.
- Check all classrooms, offices, bathrooms and storage rooms.
  - i. If door is closed with a checkmark proceed to next room.
  - ii. If door is open or no check mark on door look for occupants (including interior offices).
  - iii. Close and draw check marks on all doors.
- Once all rooms are vacated proceed to the nearest exit and assemble at the evacuation assembly point.
- Ensure everyone stays at the assembly point and does not leave.
- Report to the Incident Command Team or Fire Department Command using a runner.
- Report to fire department Command.
- Inform occupants it is safe to re-enter the building when directed to do so.
- Replace the visi-vest and clipboard to the Warden Kit and place it back in the original location.



## FIRE DRILLS

Fire Drills must be practiced once a year according to Fire Code (Appendix D). Fire Drill dates and results shall be recorded by the Health and Safety Department who will make these available for inspection by the Fire Department.

The Fire Safety Director Shall:

- Record the time of the drill and the time required to evacuate the building
- Determine a team to observe and record occupants during the drill
- Meet the fire department upon arrival

Identified Maintenance Staff Shall:

- Operate (and have working knowledge of) the fire alarm panel
- Activate the fire alarm when specified
- Reset the fire alarm panel and advise the Fire wardens it is safe to enter the building

All persons shall exit the building according to their predetermined evacuation route. After exiting the building all staff and students shall meet in the designated evacuation assembly points.

## SILENCING OF FIRE ALARMS

- When fire alarm system sounds there shall be no interruption of signal (bell sounding) and a complete evacuation of the building shall continue, until the responding fire department has determined that there is no fire or life safety incident in progress.
- Upon verification by the Fire Department personnel **ON SITE** that there is no fire or life safety incident in progress, it shall be the responsibility of the Facilities Maintenance to silence the fire alarm signal (bell sounding).
- It shall be the responsibility of the Facilities Maintenance to notify the occupants by the silencing of the alarms that the condition in the building is such that re-entry to the building shall be allowed.
- It shall be the responsibility of the Facilities Maintenance to notify the occupants that the condition in the building is such that re-entry to the building shall be allowed.
- It shall be the responsibility of the Facilities Maintenance to place the fire alarm system back in service.
- Upon determination by the Fire Department that a malfunction of the alarm system is present it shall be the responsibility of the Facilities Maintenance to make arrangements for the repair of all defective components of the fire alarm system immediately.



# Program Review

These procedures must be reviewed annually for the following:

- The effectiveness of related training and fire drills
- Documentation control
- Best practices

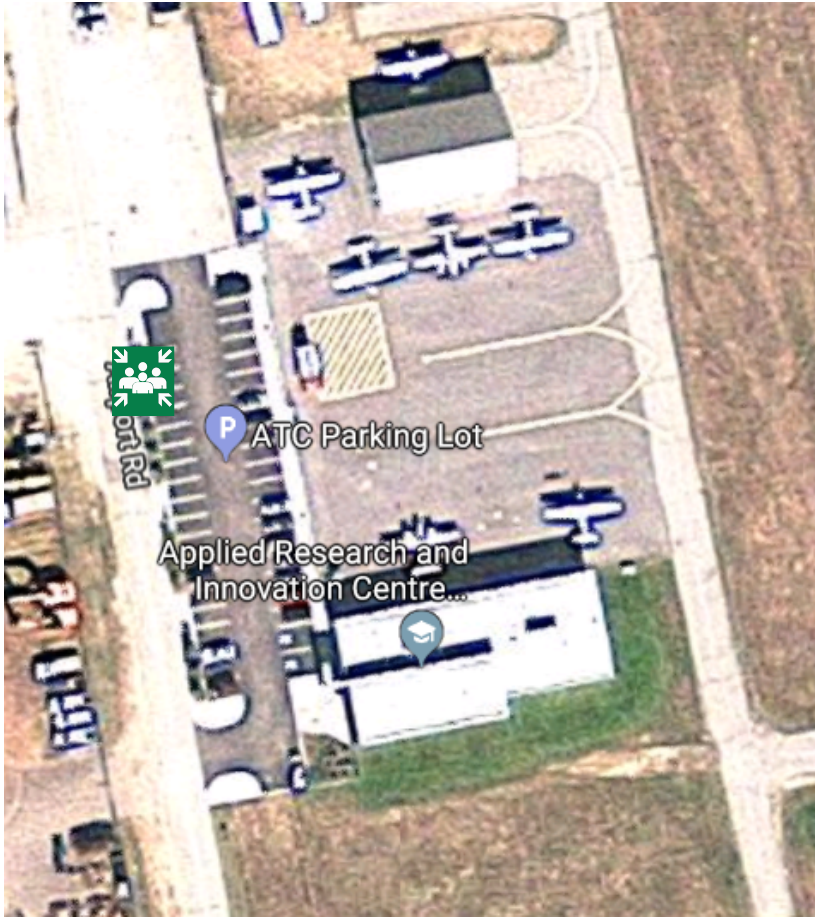
The annual review will be completed by the Health and Safety Department and appropriate personnel.

## **Appendix A:**

### Hazardous Material Location and Quantity List

## Appendix B:

### Evacuation Assembly Points



# Appendix C:

## Fire Extinguishers

Portable fire extinguishers are useful only if you know how to use them, if they are right for the type of fire you are fighting, and if the fire is discovered immediately. You should not attempt to fight even a small fire until people have been evacuated from the fire area and the Fire Department has been called. Never attempt to fight a fire if any of the following is true:

- You are uncertain about how to use the extinguisher.
- The fire is spreading beyond the immediate area where it started.
- The fire could block your escape route.
- You are alone.

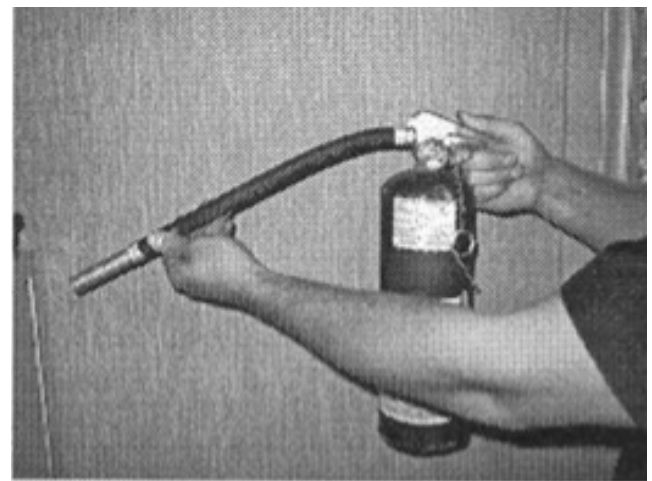
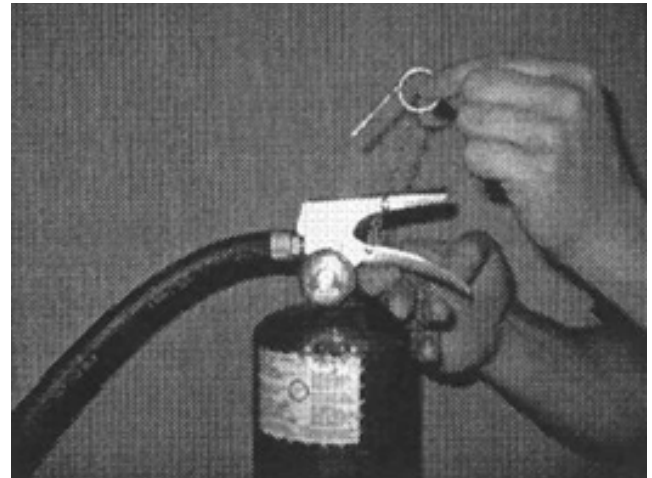
### OPERATING PORTABLE FIRE EXTINGUISHERS

**P** Pull pin or activate extinguisher according to manufacture’s instructions.

**A** Aim extinguisher at base of fire

**S** Squeeze trigger or release retardant following manufacturer’s instructions

**S** Sweep from side to side.



# Appendix D:

## BC Fire Code Excerpt

### 2.8.1. General

#### 2.8.1.1. Application

- 1) Fire emergency procedures conforming to this Section shall be provided for
  - a) every *building* containing an *assembly* or a *care* or *detention* occupancy,
  - b) every *building* required by the British Columbia Building Code to have a fire alarm system,
  - c) demolition and construction sites regulated under Section 2.14. of this Code,
  - d) storage areas required to have a fire safety plan in conformance with Articles 3.2.2.6. and 3.3.2.9.,
  - e) areas where *flammable liquids* or *combustible liquids* are stored or handled, in conformance with Article 4.1.5.6., and
  - f) areas where hazardous processes or operations [that involve a risk from explosion, high flammability or related conditions which create a hazard to life safety] occur.

#### 2.8.1.2. Training of Supervisory Staff

- 1) *Supervisory staff* shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety.  
(See Appendix A.)

#### 2.8.1.1 Measures in a Fire Safety Plan

- 1) In *buildings* or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include
  - a) The emergency procedures to be used in case of fire, including
    - i. Sounding the fire alarm  
(see Appendix A),
    - ii. Notifying the fire department,
    - iii. Instructing occupants on procedures to be followed when the fire alarm sounds,
    - iv. Evacuating occupants, including special provisions for persons requiring assistance  
(see Appendix A),
    - v. Confining, controlling and extinguishing the fire,
  - b) The appointment and organization of designated *supervisory staff* to carry out fire safety duties,

# Appendix D:

## BC Fire Code Excerpt

- c) The training of *supervisory staff* and other occupants in their responsibilities for fire safety,
  - d) Documents, including diagrams, showing the type, location and operation of the *building* fire emergency systems,
  - e) The holding of fire drills,
  - f) The control of fire hazards in the *building*, and
  - g) The inspection and maintenance of *building* facilities provided for the safety of occupants. (See Appendix A.)
- 2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the *building*.

### 2.8.2.5. Retention of Fire Safety Plans

- 1) The fire safety plan shall be kept in a location, designated by the *authority having jurisdiction* within the *building*, for reference by the fire department, *supervisory staff* and other personnel.
- 2) The fire safety plan for a *building* within the scope of Subsection 3.2.6. of the British Columbia Building Code shall be kept at the central alarm and control facility.

### 2.8.2.6. Distribution

- 1) A copy of the fire emergency procedures and other duties for *supervisory staff*, as laid down in the fire safety plan, shall be given to all *supervisory staff*.

### 2.8.2.7. Posting of Fire Emergency Procedures

- 1) At least one copy of the fire emergency procedures shall be prominently posted on each *floor area*.
- 2) In every hotel and motel bedroom the fire safety rules for occupants shall be posted showing the locations of *exits* and the paths of travel to *exits*.
- 3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signalling box requesting that the fire department be notified, and including the telephone number of that department.
- 4) All *buildings* served by one or more elevators shall have a permanently mounted fire safety sign or symbol on each floor level at each elevator entrance, which indicates that the elevator is not to be used in case of fire. This symbol shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170.

# Appendix D:

## BC Fire Code Excerpt

### 5.1.5. Fire Safety Plan

#### 2.8.3. Fire Drills

##### 2.8.3.1. Fire Drill Procedures

- 1) The procedure for conducting fire drills shall be determined by the person in responsible charge of the *building*, taking into consideration
  - a) the *building* occupancy and its fire hazards,
  - b) the safety features provided in the *building*,
  - c) the desirable degree of participation of occupants other than *supervisory staff*,
  - d) the number and degree of experience of participating *supervisory staff*,
  - e) the features of fire emergency systems installed in *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, and
  - f) the requirements of the fire department.  
(See Appendix A.)

##### 2.8.3.2. Fire Drill Frequency

- 1) Fire drills as described in Sentence 2.8.3.1.(1) shall be held at intervals not greater than 12 months for the *supervisory staff*, except that
  - a) in day-care centres and in Group B *major occupancies*, such drills shall be held at intervals not greater than one month,
  - b) in schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms, and
  - c) in *buildings* within the scope of Subsection 3.2.6. of the British Columbia Building Code, such drills shall be held at intervals not greater than 2 months.



# Appendix E:

## Canadian Standards Association Excerpt

### 4.1.8.2 Areas of Refuge

#### 4.1.8.2.1 General

AN AREA OF REFUGE SHALL BE

- a) of a size that provides for two spaces of at least 850 × 1200 mm each;
- b) equipped with a telephone or communication system connected to an emergency response system;
- c) separated from the building floor area by a fire separation having a fire-resistance rating at least equal to that required for an exit;
- d) smoke-protected in buildings of more than three storeys;
- e) and served directly by an exit or a firefighters' elevator.

#### Commentary:

An area of refuge is a space that facilitates a safe delay of egress, is protected from fire conditions developing in the floor area, and provides direct access to an exit or a firefighters' elevator. It provides a known place for firefighters to come for persons unable to use stairs. A firefighters' elevator is an elevator system designed for use by firefighters and others with firefighter supervision. An exit through a fire separation may be considered equivalent to an area of refuge. The term "smoke-protected" describes spaces that will contain not more than 1%,

by volume, of contaminated air from the fire floor during a 2 h period after the start of a fire, assuming an outdoor air temperature equal to the January design temperature on a 2-1/2% basis. People waiting in areas of refuge should not obstruct egress. The door swing should not encroach on the waiting space

#### 4.1.8.2.2 Identification

AN AREA OF REFUGE SHALL

- a) be identified by signage that conforms to Clause 4.5.3;
- b) have its location indicated by directional signs;
- c) be identified on all publicly displayed floor evacuation plans;
- d) be identified on floor evacuation plans that are available in alternative formats; and
- e) be designated in evacuation procedure documents.