



Fire Safety PROCEDURES

January 2011

firesafety@uwo.ca

Campus Phones – EMERGENCY – Dial 911

Fire Safety Service is the focal point for the coordinated administration of the University Fire Safety program and plans, and is the University's representative in contacts dealing with all aspects of Fire Prevention and Fire Safety to minimize the risk of injury or loss of life or property due to fire at The University of Western Ontario.

Fire Alarms are monitored 24/7 by Campus Police at the Emergency 911 Communications Centre on Campus. On initiation of a fire alarm a Campus Police Officer will be dispatched to the building, or building Fire Panel, to determine the source of the alarm and to assist the London Fire Department, on their arrival. Building Emergency Team members will evacuate the facility while the Fire Department is en-route. On arrival, the Fire Safety Manager, if available, Campus Police, or designate, will coordinate further actions with the London Fire Department and Building Emergency Team members.

NOTE: Persons with mobility impairment, of whom the University is aware, will assist with Fire Safety information and discuss 'safe areas' and evacuation measures with this person, and widely communicate the need for support to others.

Building Fire Safety Plans

Each building at The University of Western Ontario has a Fire Safety Plan that has been developed by Western's Fire Safety Service and reviewed/ approved by the London Fire Department.

Fire Safety plans are posted on a secure Fire Safety server with a link to each plan from the Fire Safety Web site. <http://www.fire.uwo.ca/>
Community members can access these plans with their password.

If there are any questions regarding your specific site, please email Fire Safety at firesafety@uwo.ca

Maintaining a Fire Safe Campus

Fire Safety Procedures identify ways to recognize, mitigate, and prevent fire hazards and maintain a safe campus environment. Fire Safety Service provides those within the University Community with information to help them report and respond effectively to fire related hazards or incidents.

Consistent procedures, inspections and maintenance functions, supplemented by best practices, education and the reporting of deficiencies or concerns, are essential components of a Fire Safe Campus environment. Oversight and education presented by Western's Fire Safety Service provides identification of ways to recognize hazards, prevent fire, and maintain a safe campus environment and provides those within the University Community with information to help them report concerns and respond effectively to fire related hazards or incidents.

Obstruction:

An obstruction is any object or material that could inhibit the proper function of a device or impede the access to such devices. Examples of obstructions include filing cabinets, plants, temporary signs, and excessive storage.

Flammable or Combustible Material:

A flammable or combustible material is any material that can readily ignite or is prone to fire. Examples include paper, cardboard, chemicals, and cloths and curtains not treated with fire retardant.

Fire Safety Service

1. Ensures Fire Safety Plans are developed and approved for each building, and updated as required;
2. Conducts training for BET members;
3. Conducts emergency evacuation drills at least semi annually in every building;
4. Ensures equipment testing and other Fire Safety standards are maintained in compliance with "Applicable Codes & Standards";
5. Ensures a review of the cause of fire alarms and all fires causing injuries or property damage and develops and implements actions to reduce a repeated occurrence.
6. Ensures through cooperation with the Western Campus Community, London Fire Services, and other stakeholders, the development and implementation of fire safety procedures and protocols that help to create a safe campus

Fire Safety Response

The University of Western Ontario ADVISORY

1. Upon discovery of a fire, evacuate the area and activate the nearest pull station which will start the building evacuation procedures. If you feel confident you may attempt to extinguish or isolate a small fire using one fire extinguisher. Do not attempt to contain a large fire. If you are unsure, do not attempt to deal with the fire. Remember to use the PASS System:

- * Pull the pin.
- * Aim the fire extinguisher.
- * Squeeze the handle.
- * Sweep across the fire.



2. When the fire alarm sounds or when informed of an emergency, Fire Safety personnel, Campus Police Officer, or London Fire Department shall assume responsibility for the building and activate the emergency evacuation plan. The BET member shall brief responding personnel on the nature of the emergency and the evacuation status of the building when applicable.
3. Building occupants shall provide required assistance to the BET member and the responding Fire Safety or Campus Police staff.
4. Following a fire alarm evacuation, no-one shall enter the building until informed that it is safe to do so by a member of the London Fire Department, Fire Safety personnel or Campus Police Officer or the fire alarm signaling devices have ceased. If necessary, Emergency Personnel will request re-activation of signaling devices until the building is given the all clear to re-enter.
5. When the fire alarm sounds or when informed of an emergency, all occupants must evacuate the building. Occupants shall follow the instructions of the BET members regarding evacuations.
6. Faculty, teaching assistants and others responsible for classes underway at the time of an alarm, are requested to assist to ensure students are safely evacuated from the building. **Students with disabilities who cannot evacuate may require additional assistance and should seek out a pre-determined 'Safe Area' during an emergency evacuation.**

7. In the aftermath of a fire, no-one shall enter or disturb the fire scene until authorized to do so by Fire Safety personnel or the Incident Commander, or designate.
8. Tampering with fire detection or suppression equipment or falsely initiating a fire alarm are offenses under the law. Offenders will be prosecuted.
9. Emergency vehicle access to all buildings must be kept clear of obstructions at all times.
10. All new employees will be acquainted with the Fire Safety policy, the University's Fire Safety Rules, and the building emergency evacuation plan. Staff and faculty responsible for classes should ensure that all students are acquainted with the emergency exit routes from the building in which the class is held.
11. Except as approved by the Hot Work Policy, or in areas intended for open flames, open flames are not permitted in University buildings unless approved by Fire Safety.
12. All means of egress such as aisles, halls, staircases and exits must be maintained free of obstructions at all times.
13. Only CSA or equivalent approved electrical equipment shall be used in University buildings. Damaged electrical equipment shall immediately be removed from service until repaired.
14. Extension cords will only be used as temporary measures to supply power. CSA or equivalent approved power bars that are protected against overload may be used to power computer and ancillary equipment that is designed for use with power bars. At no time shall the combined total of the connected loads exceed the rated capacity of the power bar.
15. Equipment using electrically heated elements shall only be operated in University buildings with the authorization of the Physical Plant Department or Fire Safety Service. All such equipment shall be CSA or equivalent approved and shall be equipped with controls which shut off the unit in the event that it overheats or tips over. No combustible material shall be used or stored within 1 metre of any such equipment.
16. Flammable liquids or gases may only be used or stored in University buildings with the approval of Occupational Health and Safety or Fire Safety Services. Flammable liquids and gases shall be used in research and teaching laboratories in accordance with good laboratory practices. Transfer of flammable liquids from bulk containers shall be done in areas approved for the decanting of flammable liquids and in well ventilated areas away from flames or sources of heat or sparks. Where appropriate, containers shall be bonded and grounded before the liquid is transferred.
17. No material may be stored within 0.5 m of the height of sprinkler heads or in any location that obstructs a pull station, extinguisher, fire hose, or other fire detection or suppression equipment.

Emergency Evacuation Procedures

Purpose

Emergency evacuation procedures are designed to ensure that all persons exit a building safely during an emergency. An emergency can be defined as any pending, present or imminent event, natural or man-made, which risks endangering the lives of people or damage to property and requires an immediate response. During an emergency, priority of The University of Western Ontario is the safety of its students, faculty and staff.

Responsibility

Through education and signage all University students, faculty and staff are responsible for familiarizing themselves with the emergency information regarding their work areas, classrooms, and/or living areas. This includes emergency evacuation plans comprised of exits, alternate routes of egress, and the location of manual stations, portable fire extinguishers and respective **meeting locations for** evacuees to assemble upon exiting their building.

In each campus facility there are Building Emergency Teams (BET) comprised of members of the Western community who will help evacuate building occupants in a quick and orderly manner to insure everyone's safety.

Procedure In case of fire:

- Vacate the fire area and close doors on the way out;
- Activate the nearest fire alarm manual station;
- Do not attempt to fight the fire unless you have been trained to use fire; extinguishing equipment and it is safe to do so;
- Call 911 from a safe location or meet emergency response personnel outside.

In the event of a fire alarm in your building:

- If it is safe to do so, shut down experiments and hazardous operations, close windows and fire doors, turn off lights. Take your wallet, keys, coat, and close the door.
- Evacuate the premises in a swift, orderly fashion using the nearest safe exit.
- **DO NOT** use the elevators.
- Follow the instructions of the Building Emergency Team members.
- If you are unable to leave due to fire or smoke conditions, or due to a physical disability call 911 and give your location. Seek a safe area, keep the doors closed & seal vents & cracks with tape, towels, or sheets to keep the smoke out.
- Offer assistance to persons with disabilities or with special needs.
- Move completely away from the building. Go to the designated **meeting point**, as directed by the BET or move at least 100 metres away from the building.
- If you have specific knowledge of the fire or event you are requested to remain available to the responding Fire Safety staff or Campus Police Officer to provide details for an incident report.
- Re-enter the premises only when it is **officially authorized**

Remember: your personal safety comes first

BEST PRACTICES

BUILDING EMERGENCY TEAM (BET)

Required by the National Building and Fire Code, and in co-operation with the London Fire Department, The University of Western Ontario installs and maintains life safety equipment as appropriate in each University building. Included among this equipment are fire alarm systems, voice communications systems, fixed suppression systems such as sprinkler, gaseous and pre-action, stand pipes, fire hoses and extinguishers, emergency lights, emergency generators, fire pumps, emergency maps and signage.

In each building, the faculty or department official or designate who supervises staff or is in charge of safety for that building, faculty, or department will support Fire Safety measures and assist Fire Safety Services in acquiring Building Emergency Team (BET) volunteers. With the assistance of Fire Safety Service the BET member is provided education on assisting and supervising the building evacuation during emergencies, as follows:

- If there is someone in your area with mobility impairment, ensure evacuation measures and 'safe areas' is discussed with this person, and widely communicate this to others. Have someone with access to a phone stay with the person in a safe area during an evacuation;
- Phone Campus Police at Campus **911** from the safe area and inform them of the location of a disabled person, and circumstances, or pass this information on once clear of the building;
- BET members put your BET vest on so you can be easily identified;
- Take personal belongings (keys, jacket etc.);
- Make sure windows and doors are closed before exiting your office or area. If you are in an area below your designated area do not attempt to do a floor sweep. Leave, and inform the Building Emergency Coordinator (BEC) that your area has not been checked.
- Let people in the area know that you are a Building Emergency Team Member and that they must leave. You cannot force anyone to leave. If someone refuses to leave, pass this information on to your Building Emergency Coordinator, Campus Police, Fire Safety personnel or fire fighters. This area will be investigated by one of them and persons not leaving will be dealt with.
- As you are leaving the building, check that everyone else is also leaving. **Do Not use the elevator.** People may be confused so ask them to exit by the nearest stair or exit doors.
- When you are clear of your area and the building go to your Building Emergency Coordinator or their assistant and pass on any pertinent information, which could include people not leaving, strange odor, the presence of smoke or fire, if there is any construction going on or any suspicious persons in the area. Your BEC should then ask you to go to your dedicated area and to wait for further instructions.
- **DO NOT** let anyone re-enter the building, until authorized or when the fire alarm signals have ceased.
- If you have any questions or comments after the building has been allowed to be re-occupied please contact your BEC or firesafety@uwo.ca to discuss any problems that occurred, or things that were missed or can be improved upon.

Building Emergency Coordinator

The Building Emergency Team (BET) is coordinated by the Building Emergency Coordinator (BEC). The BEC has the task of recruiting and maintaining a group of volunteers who act as BET members.

During an Emergency evacuation the BEC will proceed to a designated meeting place to await the arrival of the responding Emergency Services. The BEC will liaise with other BET members to determine any pertinent information about the emergency which may include:

- areas of the building which have been searched;
- locations of people unable or unwilling to evacuate;
- cause of the alarm, cause of the fire, signs of smoke or fire;
- other information which they deem pertinent for responding emergency personnel.

The BEC will relay this information to responders and act as a liaison between the BET, building occupants, and the Incident Commander. Any irregularities, concerns to be relayed, alternative shelter, delays, etc., is conducted through this person.

All BET members and BEC are issued vests which are to be worn in the event of an emergency. These vests assist emergency responders as well as building occupants in identifying their designation as BET members.

FIRE SAFETY for Kitchen Staff

Information for Kitchen Staff

Kitchen Suppression Systems

MAINTENANCE:

Hood Cleaning maintenance:

- 1) All exhaust hood surfaces and filters, appliance surfaces and surrounding equipment shall be kept clean and free of grease, dirt and oil build up.
- 2) Cleaning shall be performed at least monthly, and weekly where deemed necessary.
- 3) Hood wash down systems shall be kept in good working order and where applicable, shall be operated daily.
- 4) Wash down degreaser shall be checked weekly and replaced as necessary.

OPERATION: Kitchen Suppression Systems operate automatically and manually.

1. Manually activate the fire suppression pull station located in the kitchen, which will activate the kitchen suppression system.
2. Once activated, the kitchen suppression system will:
 - a) Dispense the extinguishing agent (soapy water) from all the nozzles located throughout the systems coverage area;
 - b) Activate the building's fire alarm system.
 - c) Activate/de-activate smoke control systems, wash-downs, local alarms, appliances.

SYSTEM ACTIVATION

1. If the kitchen suppression is activated either automatically or manually:
 - a) Remove person(s) from the area.
 - b) Activate the building fire alarm system via a pull station, if not automatically activated.
 - c) Exit the building, wait for emergency personnel to arrive.
 - d) Be available to tell emergency responders the nature of the emergency.
 - e) Do not attempt to extinguish the fire.

ALARM and EVACUATION

2. When the building fire alarm sounds, the kitchen staff must:
 - a) Turn off all cooking appliances.
 - b) Remove person(s) from the area.
 - c) Close all doors.
 - d) Exit the building safely and go to your designated waiting area.

Scheduled Interruption of Fire Protection

Objective

Maintain a minimum level of safety in University buildings at all times.

Minimize the number and duration of interruptions of the fire protection and detection equipment by consolidating the weekly projects as much as possible.

Definitions

Fire Alarm Zone: A specific area that is protected by fire alarm devices, i.e., in an older conventional fire alarm system work being done might require the deactivation of the entire floor on the alarm system. An addressable alarm system will permit deactivation of the individual device in the work area.

Fire Watch: Surveillance by a designated, qualified person with the objective of detecting a fire in its early stages and of sounding the alert. The person will complete rounds as specified by Fire Safety personnel. A guard is provided with the means of readily communicating with Campus Police by two way radio or telephone.

Responsibilities:

Project Manager or Supervisor

- submit an interruption notice to Fire Safety for pre-approval 7 working days prior to the event
- interruption of fire protection water requires a phone call to London Fire Department communications centre
- when required, submit appropriate paperwork with account number for the hiring of fire watch staff
- place out of service signs on all pull stations affected by the interruption

Fire Safety Staff

- approve interruption notices
- provide appropriate signage as requested
- hire fire watch staff
- provide fire watch procedures and training to fire watch staff