FIRE SAFETY MANUAL

Table of contents can be found on the left side of this document.
1. **INTRODUCTION**

The University of Regina strives to preserve life and property by recognizing that a prompt, efficient response to fire emergencies is reached through proper emergency planning, procedures and training.

A fire emergency exists whenever there is the presence of smoke or the odour of burning, when there is an uncontrolled fire or imminent fire hazard in the building or the surrounding area, when there is a spontaneous or abnormal heating of any material, or when the building fire alarm is sounding.

**LEGISLATION**

Section 2.8 of the Saskatchewan Fire Code requires that there be fire emergency procedures for University of Regina facilities.

Section 360 of the Saskatchewan Occupational Health and Safety regulations requires employers to develop and implement a fire safety plan.

**POLICY**

The development of Fire Safety plans and the requirement of students and staff to follow these plans are stated in:

- Emergency Procedures Policy # 20.105.30
- Building Evacuation Policy # 70.70
2. FIRE ALARM PROCEDURES

NOTE: These sections are added individually to the respective buildings manuals and are not contained here.
3. EMERGENCY COMMUNICATIONS

Police/Fire/EMS 9-911
Campus Security – 24-hour emergency 585-4999
Work Control Centre (8:00 AM to 4:30 PM) 585-4039
Central Heating Plant (4:30 PM to 8:00 AM) 585-4122
Chief Building Warden 585-_______
Assistant Chief Building Warden 585-_______

FLOOR WARDEN CONTACT SHEET:

<table>
<thead>
<tr>
<th>Name</th>
<th>Floor or area</th>
<th>Work Phone</th>
<th>Other phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. **TRAINING**

All Chief Building Wardens and Floor Wardens will be required to attend the following training:
- Fire Evacuation Procedures
- Fire extinguisher
- Other procedures training as required
- First Aid/CPR (recommended)

The Chief Building Warden will be required to ensure all Floor Wardens are trained and records of this training maintained as part of this plan.

<table>
<thead>
<tr>
<th>FLOOR WARDEN</th>
<th>FIRST AID AND CPR</th>
<th>FIRE PROCEDURES</th>
<th>FIRE EXTINGUISHER</th>
<th>OTHER TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. FIRE DRILL PROCEDURES

The National Fire Code requires that fire drills be conducted at least once a year. There are further conditions for certain types of facilities which are dealt with separate from this plan. The responsibility for conducting a fire drill is that of the Emergency Procedures Coordinator, working in conjunction with the Chief Building Warden, the Assistant Director of Production-Physical Plant, Campus Security and The Regina Fire Department.

Prior to conducting a fire drill the following has to be accomplished:

- Select a date and time that suits the needs of the University and the buildings.
- Notify in advance the Assistant Director of Production, the Chief Building Warden, Campus Security and the Regina Fire Department Inspections Division, as all have different arrangements to make.
- Be prepared to evaluate the exercise through a debriefing of Floor Wardens, building occupants, Campus Security, Physical Plant staff. Utilize the Fire Drill Evaluation form Section 6 of this Plan.
- Submit a report of findings to the Manager of Health and Safety, Human Resources.
6. FIRE DRILL EVALUATION FORM

Building Name

Number of floors

Date of drill

Name of evaluator(s)

Evacuation start time

Evacuation end time

Total evacuation time

Upon completion of the Fire Drill the Chief Building Warden will meet with all the Floor Wardens to de-brief and evaluate the exercise. The following points should be answered. If at any time the evaluation point was not met, provide additional information on the back of this form.

<table>
<thead>
<tr>
<th>FIRE DRILL EVALUATION POINTS:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Was the complete evacuation of the building accomplished?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Were all occupied areas of the building checked?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Were all designated evacuation routes marked and clear of obstruction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Did the Fire Department meet with the Chief Building Warden?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Did excess noise accompany evacuation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Were there designated meeting areas assigned to each evacuation group?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Were the meeting areas located at a safe distance from the building?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Did each evacuation group meet and remain at their designated area?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Were there enough Emergency Wardens to accomplish all tasks?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Were procedures for persons requiring assistance addressed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Were the fire alarms heard in all areas of the building?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Did all the fire safety equipment (doors) function properly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Were all the floor diagrams up to date?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Make up additional copies as required.
Use the rear of page for additional notes.
7. RESPONSIBILITIES

Chief Building Warden:

Planning:
- Designating and maintaining a list, within the Fire Safety Plan, of trained Emergency Wardens.
- Appointing an alternate Chief Building Warden.
- Attending the training courses provided.
- Ensuring Fire Safety Plan is current for your facility, in consultation with the Emergency Procedures Coordinator.
- Providing copies of the Fire Safety Plan to the Emergency Wardens.
- Posting a building Fire Safety Plan in a conspicuous place for reference by employees as required by the Occupational Health and Safety Regulations.
- Maintaining a current list of people requiring assistance to evacuate the building.
- Cooperating with the Emergency Procedures Coordinator in conducting fire drills.

Response:
- Upon notification of fire alarm or fire emergency, ensuring that the Fire Safety Plan is implemented.
- Ensuring that no one re-enters the building until the all clear is given by the Fire Department.
- Liaising with the Fire Department and Campus Security at the fire alarm panel to ensure effective communication (command post).
- Maintaining communication with Physical Plant as required.
- Upon notification from the Fire Department that the building is safe, informing building occupants that they can re-enter the building.
- Evaluating the success of the fire response and providing a report of deficiencies to Assistant Director Production, Physical Plant and the Emergency Procedures Coordinator.

Assistant Chief Building Warden:
- The Assistant Chief Building Warden works closely with the Chief Building Warden to gain knowledge of the Fire Safety Plan and other emergency plans and will replace the Chief Building Warden in his/her absence.

Floor Wardens:

Planning:
- Being part of the emergency evacuation team.
- Attending the training courses provided and advising the Chief Building Warden if you have not received the required training.
- Knowing your building’s Fire Safety Plan, and knowing the fire safety systems in your area of responsibility.
- Being aware of fire prevention techniques and reporting any fire safety issues to the Chief Building Warden.

Response:
- Upon notification of a fire emergency or a fire alarm, implementing the Fire Safety Plan for the building and for their area of responsibility.
- Coordinating responses with the Chief Building Warden.
**Campus Security:**
- Receiving notification of fire alarms, and ensuring that 911 is notified.
- Attending the location of the fire alarm to provide assistance as necessary on aspects such as traffic, crowd control and communications.
- Directing Fire Department and other related emergency response vehicles to the appropriate location as required.
- Liaising with the Fire Department and the Chief Building Warden at the command post to ensure effective communication.
- Maintaining a log for all fire alarm system problems, out-of-service situations, unsafe situations and reporting them to the Emergency Procedures Coordinator and Assistant Director Production, Physical Plant.
- Providing a report to Assistant Director Production, Physical Plant and the Emergency Procedures Coordinator on building-related fire safety issues.

**Emergency Procedures Coordinator:**
- Monitoring the overall Emergency Management Plan for the University of Regina, including the Fire Safety Program, and ensuring all Deans, Directors, Designates and other individuals carry out their assigned responsibilities.
- Coordinating the appointment of other persons to the Emergency Procedures Organization.
- Coordinating requests for resources including training budget.
- Arranging all training courses.
- Ensuring that the appropriate Dean, Director, Department Head or individual properly addresses all aspects pertaining to fire safety at the University.
- Ensuring that all fire safety compliance audits are conducted, directing non-compliance issues to the appropriate Dean, Director, Department Head or individual for resolution.
- Ensuring that fire responsibilities are conducted in accordance with the Fire Code.
- Coordinating fire drills for all buildings in accordance with Fire Code.
- Ensuring emergency debriefing is conducted as required.
- Ensuring that all building fire safety plans are distributed to the City of Regina Fire Department, Chief Building Warden and Campus Security.
- Ensuring development of fire safety plans.

**Work Control Centre:**

**DURING NORMAL WORKING HOURS 8:00 AM to 4:30 PM:**
- Obtain pertinent information, including:
  - Nature of the emergency: fire, explosion or both
  - Location of the emergency
  - Whether injuries or loss of life occurred
  - Cause of fire or explosion, if known
- Dispatch Physical Plant personnel immediately
- Call Central Heating Plant to verify alarm transmitting
- Contact Campus Security as required
- Alert Assistant Director Production
- Alert specific building contacts
- Notify Health and Safety office
- Keep Campus Security informed
Central Heating Plant:

SATURDAY/SUNDAY/HOLIDAYS
MONDAY TO FRIDAY 4:30 PM to 8:00 AM:
- Obtain pertinent information, including:
  - Nature of the emergency: fire, explosion or both
  - Location of the emergency
  - Whether injuries or loss of life occurred
  - Verify that 911 has been called and given full information; if not, call 911
- Ensure the fire alarm has been transmitted to the Fire Department
- Notify appropriate trades personnel
- Contact Campus Security as required
- Notify Assistant Director Production
- Notify specific building contacts
- Notify Health and Safety office
- Keep Campus Security informed

Regina Fire Department:

The Regina Fire Department has the responsibility to respond to any fire emergency at the University of Regina and will be the agency in charge of the fire emergency scene until it determines that the scene is safe.

Upon arrival at the fire emergency the Regina Fire Department will report to the fire panel and communicate with the Chief Building Warden and Campus Security.
8. DEFINITIONS

**Area of refuge:**
Means a space that facilitates a safe delay in egress, is sufficiently protected from fire conditions developing in the *floor area*, and provides direct access to an exit or fire fighter elevator.

**Command post:**
Any campus emergency must be coordinated to ensure good communications to all involved in the event of a fire or other emergency. The City of Regina emergency responders, Campus Security, Physical Plant staff and Building Wardens will make every effort to link together at a command post. For Fire Alarms this will be at the Building Alarm Panel.

**Joint building fire alarms:**
The 1995 National Building Code requires that when 2 buildings are connected, unless there are 2 fire separations the fire alarms for all connected buildings ring as one.

At the University of Regina there are a number of buildings attached that do not have 2 fire separations; therefore, when there is a fire alarm initiated within any one of these, the alarm also rings in the other buildings. These joint fire alarm buildings include:

- **Group 1:** Administration-Humanities
  - Library
  - Classroom Building
  - Laboratory Building

- **Group 2:** Kinesiology Centre
  - Education Building

- **Group 3:** Riddell Centre
  - College West

*NOTE: All Chief Building Wardens are required to communicate with each other in these cases.*

**Persons requiring assistance:**
Persons requiring assistance are those persons within the University Community who, in the event of any emergency, would require assistance in being evacuated to a safe place.

**University Emergency Operations Centre (UEOC):**
The UEOC is a designated facility within the University where any major emergency or disaster operation will be coordinated. The UEOC will not necessarily be enacted for small day-to-day emergencies.
9. DIAGRAMS

This section contains coloured diagrams of all the floors of the building including the main floors which will also show where the designated meeting areas are. The diagrams will also show where the fire safety equipment is placed on each floor. The diagrams are added individually to the respective building fire safety plan and are not contained here.
10. INSTRUCTIONS FOR BUILDING OCCUPANTS

A. EVERYONE HAS RESPONSIBILITIES

Every member of the University Community has a responsibility to be prepared for emergencies.

1. WHAT EVERYONE SHOULD KNOW:

It is your responsibility to know, before an emergency occurs:

   a) The location of the nearest emergency escape route/fire exit.
   b) The location of the nearest fire alarm pulls station.
   c) The location of the nearest fire extinguisher.
   d) The location of the staging area (evacuation assembly point) for your building.
   e) The City of Regina emergency telephone number: 911
   f) The University emergency telephone number: (585)-4999
   g) The EVACUATION PROCEDURE and FIRE PROCEDURE (parts B & C of this page)

2. WHAT EVERYONE SHOULD DO:

   a) Keep hallways, stairways and fire exits clear.
   b) Report blocked hallways, stairways or fire exits to Physical Plant at (585)-4039 during normal working hours or to Campus Security at (585)-4999 at other times.

B. EVACUATION PROCEDURE: IF THE FIRE ALARM SOUNDS:

   a) PROCEED IMMEDIATELY TO THE NEAREST FIRE EXIT!
      Proceed calmly but rapidly. Close doors as you go if you are the last person out.
      Do not wait for more information or to ascertain the cause of the evacuation.
      Do Not Use Elevators!
   b) Follow the instructions of the Fire Wardens (orange vests) or Campus Security officers.
   c) Go to the designated staging area (evacuation assembly point) for your building.
   d) Do Not Re-enter the Building until the Fire Wardens, Campus Security or the Fire Department gives clearance.

NEVER ENTER A BUILDING WHEN THE FIRE ALARM IS SOUNDING!

C. IF YOU DISCOVER A FIRE:

1. Alert others to the danger as you leave. Close the door to the room or area involved.
2. PULL THE NEAREST FIRE ALARM
3. Leave the building, following the EVACUATION PROCEDURE (part B of this page).
4. As soon as you can do so safely, CALL 911 to report details of the emergency.
5. Go to the designated staging area (evacuation assembly point) for the building. Tell the Warden details of the Fire. Stay in case the Fire Department has additional questions.
11. INSTRUCTIONS FOR CLASS INSTRUCTORS

The University has a responsibility to protect the health and safety of students. Anyone instructing a class, as the only representative of the University present, shares in this responsibility and is expected to show due diligence and take all reasonable measures to maximize the safety of students.

A. RESPONSIBILITIES OF ALL CLASS INSTRUCTORS:

1. At the beginning of the semester, learn the evacuation routes from each classroom you will be teaching in and the staging area (evacuation assembly point) for the building. Floor plans showing fire exit routes and assembly areas will be posted in each classroom. In the first class of the semester, call attention to the University Fire & Evacuation Procedure, the designated emergency exit route from the classroom being used, and the designated staging area for the building. Contact the Chief Fire Warden of the building for more information.
2. In the first class of the semester, request that any student who might need assistance during a building evacuation come to you and tell you what they need. This information must be reported to the Chief Building Warden, who can arrange for assistance.
3. IF A FIRE ALARM SOUNDS, YOU AND YOUR CLASS MUST EVACUATE THE BUILDING IMMEDIATELY.
   Note: Do Not Use Elevators during an evacuation. If a person with a disability cannot be evacuated through a stairway, they must be taken to a designated place of refuge until help arrives. All inside fire escapes are designated places of Refuge. Contact the Chief Fire Warden of the building for further information.
4. Direct your class to the designated staging area for the building. If any members of the class are thought to be missing, inform the Fire Warden or Fire Department.
5. Do Not Allow the Class to Re-enter the Building until the Fire Wardens (if available), Campus Security, or the Fire Department give clearance.

B. RESPONSIBILITIES OF EVENING/WEEKEND CLASS INSTRUCTORS

The Building Fire Wardens are nearly all staff personnel, and therefore only available during regular working hours. Those instructing classes on evenings and weekends therefore have the following additional responsibilities:

1. Guide or direct students to the external Exit, and direct them to the staging area.
   Check for stragglers and students who did not/could not leave the classroom.
2. Assist, or coordinate the assistance of, any student who requires help to evacuate the building. Enlist the aid of other students if possible.
   Note: Do Not Use Elevators during an evacuation. If a person with a disability cannot be evacuated through a stairway, they must be taken to a designated place of refuge until help arrives. All inside fire escapes are designated places of refuge. Contact the Chief Fire Warden of the building for further information.
3. Join the students in the staging area. If any members of the class are thought to be missing, inform Campus Security and the Fire Department when they arrive.
4. Do Not Allow the Class to Re-enter the Building until the Fire Department or Campus Security gives clearance to re-enter.