

# **SAINT MARY'S UNIVERSITY**

## **FIRE SAFETY PLAN**

**February, 2017**

**Revision 4**



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## INTRODUCTION

The purpose of a Fire Safety Plan is to ensure the effective utilization of life safety features to protect persons from fire, and to provide for the efficient and safe evacuation of building occupants in the event of a fire or other emergency.

Security is the first responder to all fire alarms and shall meet and assist the Fire department. Security shall call the Fire Department when an alarm is received. All buildings have a fire alarm system that can either be manually activated using a pull station to indicate a fire, or will automatically activate if smoke is detected or a sprinkler is activated. Pull stations are normally located next to stairwells and exit doors. The University has a Fire Warden system which uses designated people to assist with the evacuation of the building when the fire alarm is activated.

Fire Drills are conducted annually in September to familiarize occupants with the fire emergency procedures.

**NOTE:** Residence buildings have a separate Fire Evacuation Plan. See Appendix C for more information.

# FIRE EMERGENCY PROCEDURES

## 1.1. IN THE EVENT OF FIRE OR SMOKE OCCUPANTS SHALL:

- **LEAVE** the fire area, taking any persons in the immediate vicinity with you
- **CLOSE** doors behind you to limit fire and smoke spread
- If possible, notify the persons in the rooms in the immediate vicinity of the fire
- **PULL** the manual pull station alarm to notify other occupants in the building of the fire. This will notify both Security and the Fire Department of the emergency.
- **EXIT** the building **IMMEDIATELY- DO NOT USE ELEVATORS!**
- Assist other occupants as necessary
- **DO NOT RE-ENTER** the building until the Chief Fire Official or Fire Wardens declares it **SAFE** to do so
- Follow directions of the Fire Department or University Security

## 1.2 IF YOU HEAR THE FIRE ALARM SIGNAL:

- Immediately **EXIT** the building
- **TURN OFF** any appliances or equipment that are being used for cooking, heating, research or teaching, that may cause a fire if left unattended
- Before opening any door, feel the door and doorknob for heat. If the door is hot use an alternate exit. If it is cool to touch, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, or the corridor is filled with smoke, close door quickly. If possible, use an alternate exit. At the alternate exit repeat this process. If there are no safe exits or unable to evacuate follow instructions under 1.4
- **EXIT** the building by the nearest exit, if the route is not clear of smoke or fumes use the alternate exit route
- Follow directions of Security or the Fire Department
- Remain calm

## 1.3 EVACUATION HINTS

- **DO NOT DELAY WHEN YOU HEAR THE FIRE ALARM SIGNAL; EXIT THE BUILDING IMMEDIATELY**
- **WALK, DO NOT RUN**
- Retrieve personal belongings, only if safe to do so.
- Keep calm, assist others to exit
- Reassure others to stay calm
- **DO NOT** return to the building unless authorized by the Fire Department or Security

## 1.4 IF YOU CANNOT LEAVE THE BUILDING BY ANY EXITS BECAUSE OF FIRE OR HEAVY SMOKE OR YOU REQUIRE ASSISTANCE TO EVACUATE:

- **GO** to a safe area. See section 4.2 for safe areas
- Close any doors to reduce fire and/or smoke spread
- Unlock door for possible entry of firefighters

- **DIAL 5000** and tell Security where you are and then signal to firefighters by waving out the window if possible. Give your location in the building, such as room number, floor and wing.
- Seal all cracks where smoke can get in, especially around doorframes and heating and air conditioning outlets. Use available material or clothing and wet if possible, a roll of wide strong masking tape is also useful
- Move to the most protected area.
- A small window can be opened for fresh air, but if smoke enters, close window
- Crouch low to the floor if smoke enters the room
- Wait to be rescued. Remain calm. Do not panic
- Listen for instructions or information that may be given by authorized personnel over speakers or megaphones
- The fire department is on the scene within minutes of the alarm. If the fire is in your safe area and you cannot go down the stairs, exit your room and close the door. Enter a stairwell that is clear of smoke and wait for assistance. Ensure someone tells the Fire Warden your location.

## 1.5 REMEMBER

A fire establishes itself within the first few minutes. To save your life, you must know what to do.

It is extremely important to recognize the early visible signs of fire and to have rehearsed the emergency procedures of your building. Early detection and alarm could give you extra time that could save your life.

Remember your initial reaction and the time involved may determine your safety.

At the first sign of smoke, noxious fumes or strange odours, immediately **LEAVE** the area taking other occupants in that area with you. Remain **CALM**. **CLOSE** the doors behind you. Alert other building occupants in your building **BY ACTIVATING THE FIRE ALARM. PULL THE MANUAL ALARM**. Manual alarm stations are located in hallways of each building near the exits. **EXIT** the building immediately.

It is crucial for you to be familiar with your surroundings and emergency procedures. Know the location of all possible exits from your room and your building. Be sure to know the location of fire and safety equipment and how to operate the equipment. It is crucial to know what to do in the event of fire or smoke.

If possible, when you are exiting the building in the event of an alarm or fire take other persons in your area with you, especially those who have mobility concerns or persons who are not familiar with the building.

# CONFINING, CONTROLLING & EXTINGUISHING A FIRE

## 1.1 CONFINING, CONTROLLING & EXTINGUISHING

Confining a fire in an enclosed space will keep the fire, smoke and fumes from entering into a means of exit. In many cases this can be accomplished if one remembers to close the door when leaving the fire area.

Controlling a fire or preventing its spread, by closing the door, will permit a reasonable period of time necessary for escape from the building.

In the event of a fire, judgment may be necessary in deciding which action is appropriate in a given situation.

NOTE: The production of noxious fumes in modern buildings makes any attempt at firefighting extremely dangerous to untrained personnel, particularly if a large amount of smoke is being generated.

**Fire extinguishment, control and confinement are primarily the responsibility of the Fire Department. Your primary responsibility when you detect smoke or fire is to leave the fire area, taking other occupants with you, close doors behind you, pull the manual alarm and exit the building.**

**DO NOT fight fire unless you are trained, properly equipped and confident of your ability to do so- life safety is priority. Make sure you have an escape route at all times and a backup person.**

## 2.2 FIRE EXTINGUISHERS

The fire extinguishers located in the buildings are classed ABC. ABC fire extinguishers are dry chemical extinguishers. Class D fire extinguisher materials are available in specific laboratories.

Learn how to operate the extinguishers in your building. Learn the classifications of fires.

CLASSIFICATION OF FIRES
A= ORDINARY COMBUSTIBLES –e.g. wood paper, trash, etc.
B= FLAMMABLE LIQUIDS –e.g. oil, grease, etc.
C= ENERGIZED ELECTRICAL EQUIPMENT –e.g. electrical panels, etc.
D= FLAMMABLE METALS

**NEVER USE WATER ON CLASS B OR C FIRES**

## 2.2.1 FIRE EXTINGUISHER PROCEDURES

### 2.2.1.1 BEFORE EXTINGUISHING FIRES

- Pull the manual alarm to notify occupants
- Preferably, work with a partner
- Always have a safe exit route. Never let fire come between you and your exit.

### 2.2.1.2. TO EXTINGUISH A FIRE

All fire extinguishers in the buildings are ABC and can be used on any type of fire. Do not use water on energized electrical or grease fires.

- **P**ull safety pin
- **A**im at the base of the fire
- **S**queeze handles together
- **S**weep the extinguishing agent across the base of the fire

If there is any physical danger, leave the area and close the door.

# **FIRE HAZARDS, PRECAUTIONS & OCCUPANT RESPONSIBILITIES**

## **1.2 CONTROL OF FIRE HAZARDS**

In order to minimize the risk of fire in campus buildings, the University will adhere to the National Fire Code with respect to the storage of flammable materials, hot work such as burning or welding in buildings, and other potentially hazardous practices. Regular inspections will be carried out by the University Fire Marshal or his designate to ensure compliance with the Code. To reduce the risk of electrical fires, Facilities Management will ensure that all electrical wiring and work on electrical equipment is done by a licensed electrician and in conformance with the Canadian Electrical Code.

## **1.3 FIRE HAZARDS & PRECAUTIONS**

A high standard of housekeeping and building maintenance is the most important single factor in the prevention of fire. Listed below are some specific directions to avoid fire hazards:

- Exits and stairwells shall be free of furniture, storage, etc.
- Based on university code, corridors will be restricted to the following:
  - One side of the corridor must have no restrictions
  - There shall be approved limited loose items in the corridors which are not highly flammable
  - The free width shall be equal to the total exit width of the doors in the floor area unless an occupancy load has been done
- Combustible waste materials shall not be stored in any area other than designated areas.
- Combustible materials shall not be permitted to accumulate in any part of stairways, basement or exit other.
- Combustible materials shall not be used to absorb flammable or combustible liquid spills within buildings.
  - Rags or materials that have greasy, oily or flammable substances must have special handling as they may be subject to spontaneous heating. The heat is created when rags are crumbled or missing oxygen and the heat may be sufficient to cause a fire. Do not crumble wet or damp rags that have greasy, oily or flammable substances. Do not put them into garbage cans. Dry cloths thoroughly in a well-ventilated area (preferably outside) and remove from building or place it in an approved safety container.
  - Flammable liquids shall not be used for cleaning purposes.
  - Do not fuel equipment inside the building- e.g. lawn mowers, snow blowers, etc.

- DO NOT use unsafe electrical equipment, frayed extension cords, over-loaded outlets. Only use CSA approved extension cords and power bars.
- Do not cover electrical cords with carpeting.
- Use extreme caution when using items with open flames.
- Candles are not allowed on campus.
- Smoking is only permitted on the perimeters of the campus. Always use the provided Butt Stop receptacles.
- Chemicals shall only be stored in designated areas in proper containers.
- Turn off office equipment, etc., when not in use.
- Unplug coffee pots, toasters and other small appliances when not in use.
- Keep stairwell doors closed at all times and access routes to exits clear.
- Turn off propane valves and burners when not in the room or when not supervising the process
- Turn off kitchen equipment when no one is supervising the process.
- Microwaves shall only be used as per the operating instructions

#### **1.4 OCCUPANT RESPONSIBILITIES**

- Be familiar with and follow occupant emergency procedures in the event of alarm or fire
- Assist persons not familiar with the building or those requiring assistance
- Know all exit routes from building and alternate escape routes from your location
- Know the location of fire protection equipment in the common areas of the building (e.g. fire extinguishers and manual pull stations)
- Be familiar with fire hazards and control fire hazards in your area
- Do not block exit doors or stairs. Exit doors must be accessible from the inside and must not be blocked from inside or outside and may not be fastened. Keep exit routes clear of all obstructions.

#### **1.5 FIRE DRILLS**

The University Fire Marshal or designate will organize fire drills in all University Buildings in accordance with the National Fire Code and the Halifax Regional Municipality By-Law Number F-100. Fire drills will be conducted in September or October of each year. The objective of the fire drills is to improve the overall state of fire

emergency readiness of all building occupants, and particularly the readiness of the fire warden team.

All documentation regarding fire drills will be maintained by the University Fire Marshal and a copy will be filed in the Facilities Management electronic files for future reference.

## **1.6 FIRE EVACUATION FLOOR PLANS**

Floor plans for all buildings will be located in:

- Facilities Management
- University Security
- SMUPort Group Tools

and will be posted at strategic locations throughout the building.

These floor plans include information on:

- Fire extinguisher locations
- Fire exits
- Fire alarm pull stations

These floor plans form an integral part of the University Fire Safety Plan

## 2. THE FIRE WARDEN SYSTEM

### 4.1 FIRE WARDEN SYSTEM

The Fire Warden system is composed of university staff and faculty members whose purpose is to ensure all occupants are safely evacuated from their area or mobility challenged people are in safe areas. During a fire, these individuals are identifiable by a reflective arm band. They then report to a higher level warden who communicates directly with University Security. This system allows the fire department to prioritize their efforts, i.e., respond to trapped individuals, appropriately. The responsibilities of the various fire warden positions are as follows:

#### 4.1.1 CHIEF BUILDING FIRE WARDEN

- To the extent possible, ensure all persons are accounted for and moved well away (50 feet) from the building.
- Receive reports from floor wardens on evacuation of all floors.
- Communicate with the University Fire Marshal, University Security or the Fire Department on the evacuation and on persons who may still be in the building (mobility challenged persons).

#### 4.1.2 DEPUTY AND ASSISTANT DEPUTY FIRE WARDEN

One Deputy Warden and one Assistant Deputy Fire Warden are to be appointed to assist the Chief Building Fire Warden and to carry out the Chief Building Fire Warden's duties in his or her absence. At the sound of the alarm, the Deputy Fire Warden and/or the Assistant Deputy Fire Warden shall:

- Ensure that all persons are evacuated to a secure area well away from the building.
- Ensure that all washrooms are evacuated.
- Act as the Chief Building Fire Warden in his/her absence.
- Assist the Chief Building Fire Warden as required.

#### 4.1.3 FLOOR WARDENS

Floor Wardens have been designated for each floor in each building. He or she is responsible to ensure that evacuation of all occupants on their floor is accomplished in an orderly and safe manner.

At the sound of an alarm the Floor Warden shall:

- Supervise the immediate evacuation of people closest to the fire followed by evacuation of the entire floor.
- Direct traffic to the nearest exit door, exit stairway or passageway.
- Ensure that elevators are **NOT** used.
- Check all boardrooms and washrooms to ensure that the floor is fully evacuated.
- Knock loudly on any locked offices/ rooms to ensure occupants are aware of the need to evacuate.

- Assist mobility challenged persons requiring assistance to move to a safe area and have someone stay with them.
- Make a responsible effort to be the last person to leave their floor.
- Meet the Chief Building Fire Warden in a prearranged location.
- Advise the Chief Building Fire Warden that the floor has been evacuated and on the location and extent of the fire.
- Inform the Chief Building Fire Warden of the name and location of any person requiring assistance to evacuate.

## **4.2 SAFE AREAS**

For all buildings, safe areas are any enclosed office or room with a telephone. The occupants shall call 5000 and inform security of their location. The Fire Department will respond appropriately.

## **5. OCCUPANT INFORMATION ON FIRE PROTECTION AND LIFE SAFETY EQUIPMENT FEATURES IN THE BUILDING**

The following is a brief description of fire protection equipment and life safety features. Occupants should know their purpose in the event of an emergency.

### **5.1 FIRE ALARM SYSTEM**

The purpose of a fire alarm system is to alert all the occupants of the building that a fire emergency exists, so that the occupants may put into practice the measures required by the FIRE SAFETY PLAN. The fire alarm may be activated manually by the use of a manual pull station. It may activate automatically by the initiation of a heat detector, smoke detector or sprinkler system. The fire alarm system is monitored by Security who will contact 911. If your smoke alarm(s) activates because of a fire, exit the room, close the door, pull the manual pull station to initiate the fire alarm system throughout the building and exit the building.

### **5.2 EXITS**

An exit is the route or path that leads to the outside. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to the outside. Know the location of all exits from the building.

### **5.3 FIRE DEPARTMENT ACCESS**

Fire department access allows firefighters and their equipment to gain access to the building. Vehicles shall not park in a fire route. The FIRE CODE does not permit excessive vegetation, snow, vehicles and other forms of obstructions to block access routes and fire hydrants.

### **5.4 PORTABLE FIRE EXTINGUISHERS**

Portable fire extinguishers are intended as a first response measure to cope with fires of limited size. Portable extinguishers are rated for the corresponding classes of fire. Only use extinguishers if trained and if there is a safe route of escape from the area.

### **5.5 EMERGENCY LIGHTING**

Emergency lighting ensures that exits, corridors and principal routes to the outside are illuminated in the event of a loss of power.

### **5.6 EXIT LIGHTS**

Exit lights indicate the location or access route of an exit. Exit lights are illuminated at all times that building is occupied.

**NOTE:** For information on the specific systems that serve your area, refer to Appendix B of this manual.

## **6. ALTERNATIVE MEASURES FOR FIRE ALARM SYSTEM**

### **6.1 FIRE ALARM SYSTEM INOPERATIVE**

In the event that any of the Fire Protection and Life Safety Equipment is shutdown or inoperative, Facilities Management shall notify Security and take appropriate measures such as a fire watch. Security shall notify building occupants. All systems remaining online shall be maintained. The Fire Department will be notified if the shutdown exceeds eight hours.

### **6.2 FIRE WATCH**

Facilities Management / Security shall distribute notices to all buildings advising of the inoperative or offline fire safety system status. University Security shall assign trained personnel to act as a fire watch. In the event of a fire alarm deactivation in Residence, Residence Security shall assign trained personnel to act as a fire watch.

### **6.3 ADDITIONAL ASSISTANCE/DIRECTION**

The Fire Department shall provide assistance and direction for specific situations, as sought by the University. Alternate actions or provisions in case of emergency must be acceptable to the Chief Fire Official.

### **6.4 RESTORATION OF SYSTEMS TO NORMAL OPERATION**

All systems will be repaired or reinstated to normal operation as soon as possible. When all equipment is operational again, Security shall inform the building occupants that systems are back to normal operation. The Fire Department will be notified of the repairs if required.

## Appendix A

### Fire Warden Training

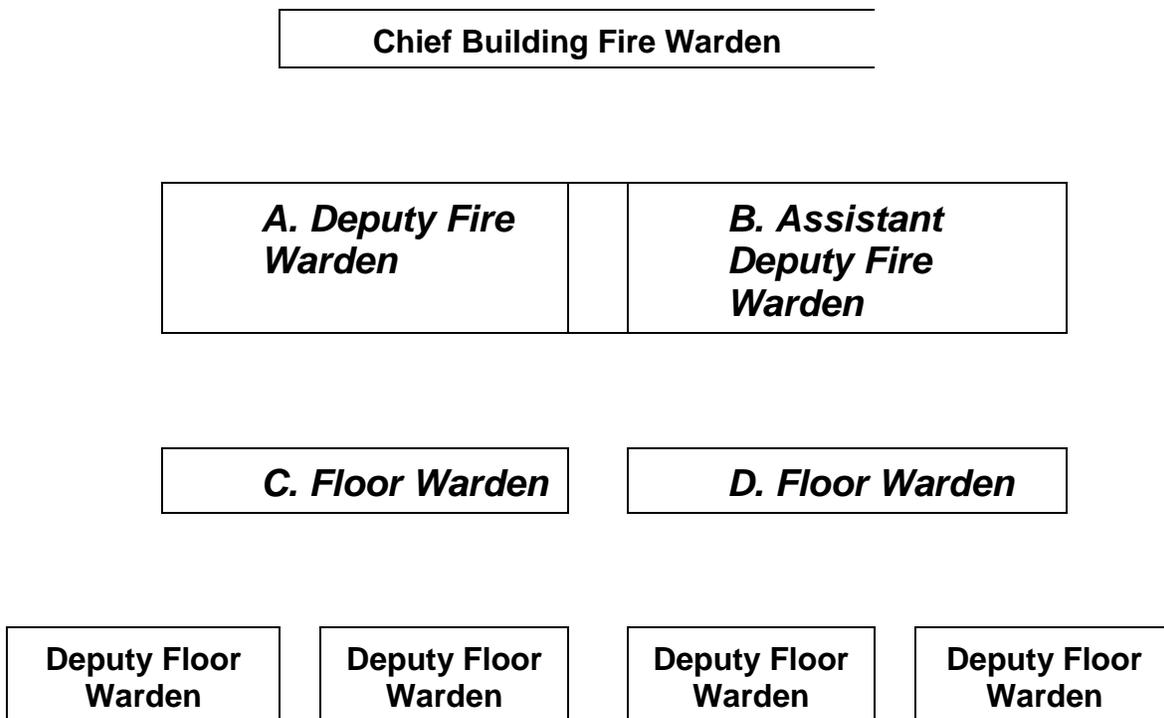
#### 1. Training of Fire Wardens

All fire wardens will be trained in their duties and responsibilities and will receive refresher training annually. Fire Warden training will include the following items: a review of the Fire Warden system; the duties of the chief Fire Warden; Fire Warden reporting system; what to do upon the discovery of a fire; what to do when the fire alarm sounds; dealing with people with mobility challenges; the Warden's role in controlling fire hazards.

Other Training:

- ITSS Sapphire System annual training will take place annually.
- Kitchen Suppression Hoods training will take place annually.

#### Fire Warden Organizational Chart



## **Appendix B**

### **Building Fire Safety Equipment**

**Single stage fire alarm system-** When this system is either manually or automatically activated, it will immediately activate the evacuation process of the building.

**Two stage fire alarm system-** When this system is either manually or automatically activated, a five-minute period is given for Security to investigate the nature of the alarm before evacuation is required. Meanwhile, the alarm system notifies occupants to standby for further instructions. The alarm will go into the second stage (evacuation process) if it is not acknowledged after five minutes. The first stage can be overridden if an emergency is found and immediate evacuation will commence.

**Fire alarm systems-** When the fire alarm system is initiated, University Security will receive an alarm on their monitoring system. Security shall contact 911 to call in the fire, provide address and give instructions to the most effective entrance for fire department access.

#### **Inspection and Maintenance of Fire Safety Systems**

All fire safety systems and equipment on campus will be tested and inspected in accordance with the National Fire Code and the National Fire Protection Association Inspection, Test, and Maintenance Manual. This will include inspections and testing of such items as sprinkler systems, fire alarm systems, fire extinguishers, emergency and exit lighting, and fire exits and stairways. Facilities Management will include these systems in the computerized maintenance management system to ensure they are inspected and tested at the required intervals.

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b>867 Robie Street</b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Lobby 1 <sup>st</sup> floor
Fire Alarm Function (Single/Two Stage):	Single stage
System Activation:	Smoke Alarm
Main Building Power Supply:	Furnace room in basement
Stand-By Power Supply:	N/A
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	1 <sup>st</sup> floor lobby, 1 <sup>st</sup> floor north, 2 <sup>nd</sup> floor top of stairs, washroom 2 <sup>nd</sup> floor, photocopy room 2 <sup>nd</sup> floor, basement bottom of stairs, room 001
Pull Station Locations:	All exits

### **EMERGENCY LIGHTING UNITS:**

Location:	Top of stairs, room 103, 1 <sup>st</sup> floor lobby, 1 <sup>st</sup> floor north, room 001, bottom of stairs
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### **EXIT LIGHTS:**

Location:	Top of stairs 2 <sup>nd</sup> floor, emergency exit second floor, forth exit 1 <sup>st</sup> floor, south exit 1 <sup>st</sup> floor, main exit 1 <sup>st</sup> floor, room 001 by exit
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### **SPRINKLER SYSTEMS:**

Not applicable

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b>883 Robie Street</b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Lobby 1 <sup>st</sup> floor
Fire Alarm Function (Single/Two Stage):	Single stage
System Activation:	Smoke Alarm
Main Building Power Supply:	Furnace room in basement
Stand-By Power Supply:	N/A
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	2 <sup>nd</sup> floor top of stairs, 1 <sup>st</sup> floor lobby, basement, bottom of stairs
Pull Station Locations:	All exits

### **EMERGENCY LIGHTING UNITS:**

Location: 2<sup>nd</sup> floor exit, top of stairs, 1<sup>st</sup> floor lobby, 1<sup>st</sup> floor kitchen, basement by stairs

### **EXIT LIGHTS:**

Location: 2<sup>nd</sup> floor stairs, all exits from building

### **SPRINKLER SYSTEMS:**

Not applicable

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b><i>5907 Gorsebrook Avenue</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Main entrance 1 <sup>st</sup> floor
Fire Alarm Function (Single/Two Stage):	Single stage
System Activation:	Smoke Alarm
Main Building Power Supply:	Basement
Stand-By Power Supply:	N/A
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	1 <sup>st</sup> floor hall, 2 <sup>nd</sup> floor hall, basement
Pull Station Locations:	All exits

### **EMERGENCY LIGHTING UNITS:**

Location: 2<sup>nd</sup> floor exit, top of stairs, 1<sup>st</sup> floor hall, 1<sup>st</sup> floor basement

### **EXIT LIGHTS:**

Location: Top of stairs, back exit 2<sup>nd</sup> floor, back exit 1<sup>st</sup> floor

### **SPRINKLER SYSTEMS:**

Not applicable

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b>5960 Inglis Street</b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Lobby 1 <sup>st</sup> floor
Fire Alarm Function (Single/Two Stage):	Single stage
System Activation:	Smoke Alarm
Main Building Power Supply:	Basement 006
Stand-By Power Supply:	N/A
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	1 <sup>st</sup> floor lobby, 1 <sup>st</sup> floor by south exit, 2 <sup>nd</sup> floor lobby, basement
Pull Station Locations:	all exits

### **EMERGENCY LIGHTING UNITS:**

Location: 1<sup>st</sup> floor lobby, 1<sup>st</sup> floor by south exit,  
2<sup>nd</sup> floor south exit, top of stairs, two  
units in basement

### **EXIT LIGHTS:**

Location: 1<sup>st</sup> floor north/south/lobby, 2<sup>nd</sup> floor  
top of stairs, 2<sup>nd</sup> Floor by south exit,  
basement bottom of stairs and exit  
door

### **SPRINKLER SYSTEMS:**

Not applicable

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b><i>Arena</i></b>
Fire Alarm System:	Edwards
Fire Alarm Control Panels Location:	Lobby
Fire Alarm Function (Single/Two Stage):	Single stage
System Activation:	Pull stations, heat detectors, sprinkler system
Main Building Power Supply:	Compressor room
Stand-By Power Supply:	Batteries
Signaling Alarm Devices:	Bells throughout
Service Company:	Edwards
Heat Detector Locations:	Dressing rooms, washrooms, kitchen, corridors, compressor room
Independent Smoke Detector Locations:	N/A
Pull Station Locations:	All exits

### **EMERGENCY LIGHTING UNITS:**

Location:	Corridors, dressing rooms, stairs, lobby, office, compressor room
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### **EXIT LIGHTS:**

Location:	All exits
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### **SPRINKLER SYSTEMS:**

Sprinkler system is fitted under the bleachers on the north and south sides. This is a wet system containing glycol for freeze protection

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b><i>Atrium</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Lobby, Inglis St NW Entrance
Fire Alarm Function (Single/Two Stage):	Two stage
System Activation:	Pull stations, smoke detectors, sprinkler system
Main Building Power Supply:	Basement electrical room
Stand-By Power Supply:	Batteries and generator
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	
Independent Smoke Detector Locations:	Throughout
Pull Station Locations:	All exits

### **EMERGENCY LIGHTING UNITS:**

Location: All hallways & stairways

### **EXIT LIGHTS:**

Location: All exits

### **SPRINKLER SYSTEMS:**

Fitted with complete automatic sprinkler system;

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b><i>Burke</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Main entrance north
Fire Alarm Function (Single/Two Stage):	Single Stage
System Activation:	Pull stations
Main Building Power Supply:	Electrical room in basement
Stand-By Power Supply:	Batteries, generator
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	Throughout building
Pull Station Locations:	All exits to stairwells and all exits from building
<b>EMERGENCY LIGHTING UNITS:</b>	
Location:	All stairwells and exits
<b>EXIT LIGHTS:</b>	
Location:	All exits to stairwells and all exits to building
<b>SPRINKLER SYSTEMS:</b>	
Fitted with complete automatic sprinkler system	

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b><i>Library</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Basement and lobby
Fire Alarm Function (Single/Two Stage):	Two stage
System Activation:	Pull station, smoke detector, sprinkler system, duct detector
Main Building Power Supply:	Electrical room in basement
Stand-By Power Supply:	Batteries, generator
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	Throughout building
Pull Station Locations:	All exits to stairwells and all exits from building

### **EMERGENCY LIGHTING UNITS:**

Location: All stairwells and all floors

### **EXIT LIGHTS:**

Location: All exits

### **SPRINKLER SYSTEMS:**

Automatic sprinkler system covers the building perimeter plus all office areas.

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b><i>Loyola Academic</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Sobey building lobby and room 236
Fire Alarm Function (Single/Two Stage):	Two stage
System Activation:	Pull station, smoke detector, sprinkler system, heat detector
Main Building Power Supply:	Loyola electrical room in basement
Stand-By Power Supply:	Batteries and generator
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	All corridors and stairwells
Pull Station Locations:	All exits to stairwells and all exits from building

### **EMERGENCY LIGHTING UNITS:**

Location: Washrooms, generator power for hallways, stairwells

### **EXIT LIGHTS:**

Location: All exits to stairwells, all corridors, all exits from building

### **SPRINKLER SYSTEMS:**

Fitted with complete automatic sprinkler system;

## FIRE PROTECTION & LIFE SAFETY EQUIPMENT

Building:	<b><i>McNally</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Main lobby 1 <sup>st</sup> floor
Fire Alarm Function (Single/Two Stage):	Single stage
System Activation:	Pull station, smoke detector, sprinkler system
Main Building Power Supply:	Main electrical room on 1 <sup>st</sup> floor
Stand-By Power Supply:	Batteries, generator
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	Elevator lobbies
Pull Station Locations:	All exits to stairwells and all exits from building

### **EMERGENCY LIGHTING UNITS:**

Location: All lighting on generator power

### **EXIT LIGHTS:**

Location: All exits to stairwells and all exits to building

### **SPRINKLER SYSTEMS:**

Fitted with complete automatic sprinkler system

## **SAPPHIRE FIRE SUPPRESSION SYSTEMS**

### **ITSS Computer Room:**

This Sapphire system will be discharged when any two (2) sensors located in the server room are activated. When the system is activated, the fire suppression material is released in the space and under the suspended floor, the room alarm will sound and the building fire alarm system will be activated. A shunt switch shuts down the electrical panel in the computer room, shutting off power to the main computers and the air handling systems. When the alarm sounds, the room and building must be evacuated as with a normal fire alarm situation.

In an emergency, power to the shunt switch can be interrupted by pushing either of the two (2) emergency switches in the computer room. This shuts down the computers and air handling system but does not activate the fire suppression system.

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b><i>5290 Gorsebrook Avenue</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Main entrance 1 <sup>st</sup> floor
Fire Alarm Function (Single/Two Stage):	Single stage
System Activation:	Smoke Alarm
Main Building Power Supply:	Basement electrical room
Stand-By Power Supply:	N/A
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	Throughout
Pull Station Locations:	All exits

### **EMERGENCY LIGHTING UNITS:**

Location: Main lobby 1<sup>st</sup> floor

### **EXIT LIGHTS:**

Location: All exits from building

### **SPRINKLER SYSTEMS:**

Not applicable

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b><i>Rice Daycare</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Rice Lobby
Fire Alarm Function (Single/Two Stage):	Single Stage
System Activation:	Pull stations, smoke detectors, sprinkler system
Main Building Power Supply:	Rice electrical room
Stand-By Power Supply:	Generator
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	Throughout building
Pull Station Locations:	All exits

### **EMERGENCY LIGHTING UNITS:**

Location: Kitchen. Lights are on generator as well.

### **EXIT LIGHTS:**

Location: All exits

### **SPRINKLER SYSTEMS:**

Fitted with complete automatic sprinkler system

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b><i>Science</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Entrance 1 <sup>st</sup> floor east
Fire Alarm Function (Single/Two Stage):	Two stage
System Activation:	Pull station, smoke detector, sprinkler system, duct detector
Main Building Power Supply:	Electrical room in basement
Stand-By Power Supply:	Batteries, generator
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	N/A
Pull Station Locations:	All exits to stairwells and all exits from building

### **EMERGENCY LIGHTING UNITS:**

Location: All stairwells and all hallways

### **EXIT LIGHTS:**

Location: All exits to stairwells and all exits to building

### **SPRINKLER SYSTEMS:**

Fitted with complete automatic sprinkler system

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b>Sobey</b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	2 <sup>nd</sup> floor electrical room, main lobby
Fire Alarm Function (Single/Two Stage):	Two Stage
System Activation:	Pull station, smoke detector
Main Building Power Supply:	Main electrical room on 1 <sup>st</sup> floor
Stand-By Power Supply:	Batteries, 15-minute back up power
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	Throughout building

Pull Station Locations: All exits to stairwells and all exits from building

### **EMERGENCY LIGHTING UNITS:**

Location: Corridors and stairwells on generator

### **EXIT LIGHTS:**

Location: All exits to stairwells and all exits to building

### **SPRINKLER SYSTEMS:**

Fitted with complete automatic sprinkler system

# FIRE PROTECTION & LIFE SAFETY EQUIPMENT

Building:	<b><i>Student Center Building</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Lobby 1 <sup>st</sup> Floor
Fire Alarm Function (Single/Two Stage):	Single Stage
System Activation:	Pull stations, smoke detectors, Sprinkler system
Main Building Power Supply:	Electrical room in basement
Stand-By Power Supply:	Generator and batteries
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	Throughout building
Pull Station Locations:	All exits to stairwells and building exits

## **EMERGENCY LIGHTING UNITS:**

Location: All exits to stairwells and corridors

## **EXIT LIGHTS:**

Location: All exits to stairwells and building

## **SPRINKLER SYSTEMS:**

Fitted with complete automatic sprinkler system

## **KITCHEN SUPPRESSION SYSTEM:**

The Student Centre kitchen is outfitted with a wet chemical suppression system.

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b><i>Homburg Centre</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Main Entrance
Fire Alarm Function (Single/Two Stage):	Single stage
System Activation:	Pull stations, smoke detectors, Sprinkler system
Main Building Power Supply:	Electrical room on 1 <sup>st</sup> floor
Stand-By Power Supply:	Batteries
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	Stairwells, elevator room, maintenance shop
Pull Station Locations:	All exits to stairwells and all building exits.

### **EMERGENCY LIGHTING UNITS:**

Location: All stairwells, throughout corridors,  
and fieldhouse

### **EXIT LIGHTS:**

Location: All exits to stairwells and corridors,  
all building exits

### **SPRINKLER SYSTEMS:**

Fitted with complete automatic sprinkler system

### **KITCHEN SUPPRESSION SYSTEM:**

Courtside Lounge kitchen is outfitted with a wet chemical suppression system.

### **Smoke Shutters:**

There are two separate smoke shutters located between the Homburg Centre information desk and the fitness centre registration desk. These shutters are activated by the smoke detectors located on either side of the shutters.

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<i>The Language Centre</i>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Electrical room accessed through boiler room 1 <sup>st</sup> floor
Fire Alarm Function (Single/Two Stage):	Single Stage
System Activation:	Pull stations, smoke detectors, sprinkler system
Main Building Power Supply:	Electrical room at south end of building
Stand-By Power Supply:	Generator
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	Stairways, Elevator lobbies, mechanical spaces
Pull Station Locations:	All exits to stairwells and all exits from building

### **EMERGENCY LIGHTING UNITS:**

Location: Complete emergency power

### **EXIT LIGHTS:**

Location: All exits

### **SPRINKLER SYSTEMS:**

Fitted with complete automatic sprinkler system.

## FIRE PROTECTION & LIFE SAFETY EQUIPMENT

Building:	<b><i>Loyola Residence</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Main desk, fire panel room in basement, 13 <sup>th</sup> floor
Fire Alarm Function (Single/Two Stage):	Single stage
System Activation:	Pull station, smoke detector, sprinkler system
Main Building Power Supply:	Electrical room basement
Stand-By Power Supply:	Batteries and generator
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	All corridors and stairwells
Pull Station Locations:	All exits to stairwells and all exits from building

### **EMERGENCY LIGHTING UNITS:**

Location: All stairwells and exits      All hallways and stairwells

### **EXIT LIGHTS:**

Location:      At all exits

### **SPRINKLER SYSTEMS:**

Fitted with complete automatic sprinkler system;

### **KITCHEN SUPPRESSION SYSTEM:**

Loyola Dockside Cafeteria kitchen is outfitted with a wet chemical suppression system.

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b><i>Vanier Residence</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Rice lobby and electrical room in Vanier
Fire Alarm Function (Single/Two Stage):	Single Stage
System Activation:	Pull stations, smoke detectors, sprinkler system
Main Building Power Supply:	Electrical room in boiler room
Stand-By Power Supply:	Batteries, generator
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	Throughout building
Pull Station Locations:	All exits to stairwells and all exits from building

### **EMERGENCY LIGHTING UNITS:**

Location: All stairwells and hallways

### **EXIT LIGHTS:**

Location: All exits

### **SPRINKLER SYSTEMS:**

Fitted with complete automatic sprinkler system

## **FIRE PROTECTION & LIFE SAFETY EQUIPMENT**

Building:	<b><i>Rice Residence</i></b>
Fire Alarm System:	Simplex
Fire Alarm Control Panels Location:	Main lobby
Fire Alarm Function (Single/Two Stage):	Single stage
System Activation:	Pull station, smoke detector, sprinkler system
Main Building Power Supply:	Electrical room
Stand-By Power Supply:	Batteries, system on generator
oak	
Signaling Alarm Devices:	Speakers throughout
Service Company:	Simplex
Heat Detector Locations:	N/A
Independent Smoke Detector Locations:	East/North/West corridors, all floors; East/West stairwells on 2 <sup>nd</sup> , 5 <sup>th</sup> , 8 <sup>th</sup> , 11 <sup>th</sup> , 14 <sup>th</sup> and 17 <sup>th</sup> floors
Pull Station Locations:	All exits to stairwells, east and west sides on all floors

### **EMERGENCY LIGHTING UNITS:**

Location: Generator for all stairwells and all floors

### **EXIT LIGHTS:**

Location: All exits

### **SPRINKLER SYSTEMS:**

Fitted with complete automatic sprinkler system

## Appendix C

### Saint Mary's University Residence Fire Safety Plan

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# **Saint Mary's University Residence Fire Safety Plan**

## **Introduction**

Establishment of a well thought out emergency plan is one of the cornerstones of an effective fire safety program. Evaluating potential emergencies, developing emergency response procedures and conducting practice drills can help save lives and reduce personal injury. In addition to being good management and prudent practice, an approved fire safety plan is a requirement of the National Fire Code and of the Halifax Regional Municipality By-Law F-100.

## **Scope**

- To develop an approved Fire Safety Plan which will facilitate the safe evacuation of campus residence buildings in the event of a fire and prevent loss of life or injury.
- To develop current Residence Fire Response procedures and appropriate training.

## **Purpose & Objectives**

- To avoid panic.
- To provide for the early warning of all occupants in case of fire and emergency.
- To ensure prompt activation of the fire alarm system and notification of the Fire Department.
- To ensure the systematic evacuation and possible fire containment until arrival of the Fire Department.
- To provide for assistance to the Fire Department and associated authorities as necessary.
- To educate all occupants in good fire prevention practices and to eliminate unsafe habits and conditions which may result in an emergency, or hinder safe evacuation from the building.
- To provide adequate training to the Residence Services Officers and Residence Assistants.
- To ensure that documentation with respect to all fires, activation of the fire alarm systems, fire drills and fire safety practice, procedures and policies are current and filed with the University Fire Marshal.

Note: Non-Residence buildings are covered under a separate Fire Safety Plan

## **Fire Alarm System**

During a fire alarm the Residence Assistants (RAs) and Residence Services Officers (RSOs) work together to assist individuals in evacuating (if necessary) in a safe and orderly fashion.

### **First-Stage Alarm** (slow bell tone @ 20 beats per minute)

- Students are not required to evacuate at this stage.
- Indicates an adjacent Residence building is in second-stage alarm.

### **Second-Stage Alarm** (fast bell tone @ 120 beats per minute)

- Indicates immediate evacuation of the building is required.

## **Occupants**

### **Action upon Discovery of a Fire or Smoke by Occupant:**

- If you find a fire or smoke, activate the nearest pull station activating a second-stage alarm
- Evacuate the building via the nearest safe exit.
- Feel doors before opening. If a door is hot, do not open. Use another exit, if not safe to do so call University Security at 902 420-5000.
- If smoke is present, stay close to the floor.
- Once outside, stand well clear of the building (follow directions of staff).
- Re-entry of buildings will occur when an 'all clear' message is announced on the Mass Notification system (speakers) or by staff.

### **Action on Hearing a First-Stage Fire Alarm, Occupant:**

- Occupants are to, if time permits, close windows, shut off any utilities (i.e. stove) and prepare to evacuate (ready keys, jacket, footwear etc.). Close doors/lock upon evacuating the room or area.

### **Action on Hearing a Second-Stage Fire Alarm, Occupant:**

- All residents are to evacuate using the nearest safe exit. If time permits, close windows, shut off any utilities (i.e. stove). Close doors/lock upon evacuating the room or area.
- Feel doors before opening. If a door is hot, do not open. Use another exit, if not safe to do so. Call University Security at 902-420-5000.
- Evacuate the building via the nearest safe exit in a safe and orderly fashion.
- If smoke is present, stay close to the floor.
- Once outside, stand well clear of the building (follow directions of staff).
- Re-entry of buildings will occur when an 'all clear' message is announced on the Mass Notification system (speakers) or by staff.

## Staff

### **Action upon Discovery of a Fire or Smoke by Staff:**

- If you find a fire or smoke, activate the nearest pull station, activating a second-stage alarm.
- Notify people in the immediate vicinity, then evacuate.
- If a small fire is found, attempt to extinguish with a fire extinguisher located on each floor/area within the Residence complex (if you feel safe and comfortable doing so).
- Always activate the pull station prior to attempting to extinguish any fire and always keep yourself between the fire and the exit.
- Evacuate the building via the nearest safe exit if there is any doubt about extinguishing the fire, closing any doors and behind you.
- Feel doors before opening. If a door is hot, do not open. Use another exit, if not safe to do, so call University Security at 902-420-5000.
- If smoke is present, stay close to the floor.
- Proceed to the assigned building lobby dependent on which building is in alarm to notify University Security staff of the smoke/fire details. Receive a Fire Alarm Station Card (FASC) and safety vest.
- Proceed to assigned area as indicated on the FASC and perform the assisted duties, if safe to do so. If it is unsafe to perform the duties in the area, evacuate and stand clear of the building.
- Assist other staff with crowd control once outside the building and stand by for further instruction, if appropriate

### **Action on Hearing a First-Stage or Second-Stage Fire Alarm, RAs & Off-duty RSOs:**

- During a fire alarm immediately put on your staff shirt & ID, appropriate footwear, and sweater/jacket.
- Evacuate the building via the nearest safe exit, closing any doors and behind you.
- If there is any doubt about extinguishing the fire, don't attempt to do so.
- Feel doors before opening. If a door is hot, do not open. Use another exit, if not safe to do so, call University Security at 902-420-5000.
- If smoke is present, stay close to the floor.
- Proceed to the assigned building lobby, depending on which building is in alarm. Receive a Fire Alarm Station Card (FASC) and safety vest.
- Proceed to assigned area as indicated on the FASC and perform the assisted duties, if safe to do so. If it is unsafe to perform the duties in the area, evacuate and stand clear of the building.
- Assist other staff with crowd control once outside the building and stand by for further instruction if appropriate.
- **NOTE:** The first RA to respond from each house in Vanier is to position his or herself at the bottom of the main stairs with their back to the security door. Direct all students who evacuate out the Goresbrook exit. Do not allow anyone to reenter Vanier (even in a first-stage alarm). All other Vanier RAs proceed to the Rice Residence Desk.

- Staff evacuate during a first-stage and proceed to the appropriate desk to pick up a FASC. This provides maximum number of staff to assist with the evacuation of the building in second-stage. Also should the first-stage alarm change to second-stage, the staff are already in place.
- If all the Fire Alarm Station Card (FASC) have been distributed, assist other staff with crowd control once outside the building and stand by for further instruction, if appropriate.
- Some RAs/RSOs will be directed to conduct 'room checks' after the Fire Department issues the 'all clear', but before occupants are permitted to re-enter.
- Continue to perform the role indicated on your (FASC) until directed by the Mass Notification system or by staff that it is all clear and safe to re-enter the building. Then assist with crowd control during re-entry.
  - Cessation of the alarm does not automatically mean it is safe to reenter.
  - Return the (FASC) and safety vest to the appropriate Residence Desk.

## Sample 1 Fire Alarm Station Card (FASC)

Staff: RA/RSO (1)  
Rice 14

I. **\*Only perform tasks if safe to do so. If it is not safe, evacuate and help monitor crowd\***

**Location:** Stand 10 ft. (3m) outside Vanier A House Exterior Exit

**First Stage:** Go to the assigned location specified on card and standby for 2<sup>nd</sup> stage alarm or re-entry announcement

**Second Stage:**

- Do not let people enter Vanier from the exterior door.
- Direct all individuals exiting to the sidewalk of Goresbrook Avenue. Individuals are not to be on the grassy area in front of Vanier.
- When the flow of people exiting has stopped, ensure that the exterior door is properly closed and not propped.
- Remain on the paved/gravel walkway but actively monitor the crowd.
- There will be a RC or RSO acting as team lead, follow their instructions.
- If staff can see smoke coming from any window, push people back to the opposite side walk of Goresbrook Ave.



## Sample 2 Fire Alarm Station Card (FASC)

Staff: RA/RSO (1)  
Rice 16

II. **\*Only perform tasks if safe to do so. If it is not safe, evacuate and help monitor crowd\***

**Location:** Stand Beside the Residence Mail Room (LB118-A)

**First Stage:** Go to the assigned location specified on card and standby for 2<sup>nd</sup> stage alarm or re-entry announcement

**Second Stage:**

- Evacuate the Residence Mailroom out the Hen Alley doors
- Do not allow people to go past the Mailroom towards Vanier.
- Direct individuals coming down Hen Alley back up towards Loyola Residence.



## **Residence Services Response Team**

A Residence Services team is on campus 24 hours a day, 365 days a year. When a fire alarm sounds the services team assist occupants to evacuate and to monitor the rally areas.

One member of Residence Services shall remain at the Loyola Residence Desk at all times if safe to do so.

The Residence Services desk staff will sign out building fire alarm key set to University Security staff which provides key access all apartments/bedrooms within the building.

The Fire Department takes control of the emergency and determines when it is safe to reenter the building.

The Fire Department will also determine when the fire alarm system can be reset.

## **Residence Fire Safety Organizational Chart**

Assistant Director, Residence Services



Residence Services Officer RSO (Loyola desk), two staff 24 hours/day



Residence Services Officer Patrol (nightly schedule varies by day, between 1-4 staff)



Residence Coordinator (3 staff)  
One on call after business hours



Residence Assistants (47 staff)



Off duty RSO  
staff who live in  
Residence (variable #)

## **Residence Fire Safety Team Duties at the sound of an alarm**

### **Desk Residence Services Officer:**

- Sign out fire alarm key set to University Security Officer
- Move all individuals well away from the building.
- Relay information with regard to non-evacuation list (individuals with disabilities).

### **Residence Services Patrol Persons:**

- Assist all persons that are evacuating to a secure area well away from the building.
- Assign duties for his/her building fire station.
- Act as the Team Lead Duty Services Officer in the absence of the Assistant Director, Residence Services, Residence Coordinator or designate.
- Assist the Assistant Director, Residence Services or designate.

## **Residence Assistants:**

There are up to 47 Residence Assistants who are responsible to ensure that safe conditions are maintained in his or her area and to assist with the orderly and safe evacuation of the building.

- Proceed to the prearranged location / appropriated Residence Desk; pick up a fire alarm station card and safety vest.
- Proceed to area on the card and perform card tasks if safe to do so.

Should people encounter smoke or fire in a hall or stairwell, they can normally change directions and safely leave the building by an alternate route.

## **People With Mobility Challenges**

The prohibition on using elevators during an emergency evacuation creates serious difficulties for people who face physical disabilities. Elevators provide access for people in wheel chairs to the upper floors of Saint Mary's University's multi-story buildings. Without the use of elevators, it is not a simple task to evacuate people in wheel chairs or other individuals who require assistance. To avoid putting these people at an added risk, individuals on the non-evacuation list will be encouraged to have an individual on the floor at the time of an alarm to act as a "buddy" for the person. The "buddy" remains with the person to a safe location on the floor (For all buildings safe areas are any enclosed office or room with a telephone) and remains with the person until help arrives or the emergency all clear is issued.

A list of all residents with disabilities and the mobility issue that cannot safely evacuate is located in both the Loyola Residence building and Rice building fire alarm panels. This list is called the Non-Evacuation List. Individuals are added to the Non-Evacuation List by Residence Department staff when disabilities, injuries, etc. are reported, the resident receives and a written explanation and instructions for being added to the list.

During a fire alarm the Loyola Residence desk staff will contact each individual on the NEL list to verify if they are in the room or not and the number of individuals who are with them acting as a 'buddy'. This information will be added to the NEL during each alarm.

The Assistant Director, Residence Services will be responsible to the University Fire Marshal for the implementation of the Fire Safety Plan. The Assistant Director, Residence Services overall responsibility is to ensure that building occupants safely evacuate from the building in an emergency through the implementation of the Fire evacuation plan and training of staff. He or She will implement any changes with respect to the drafting the organizational chart and emergency orders (for assisting individuals to evacuate the buildings) after consultation with the University Fire Marshal or designate.

The Assistant Director, Residence Services and the Manager, Residence Services, will be responsible for reporting unsafe conditions and the state of readiness of the emergency equipment. The Manager, Residence Services or designate will organize fire drills in consultation with the University Fire Marshal.

## **Fire**

Residence Services Staff and Residence Assistants might under certain circumstances decide to attempt to extinguish a fire. The primary function is to activate the fire alarm station by engaging a pull station. Residence Staff should only consider attempting to extinguish a small fire, after performing the primary responsibility, which is to activate a Pull station, which initiates the evacuation alarm.

In extinguishing a fire, the first consideration is personal safety. No one should ever attempt to extinguish a fire, when so doing would put themselves in danger. With a well-equipped, professional Fire Department nearby there is no need for people to place themselves at risk.

If a fire is small, an attempt may be made to extinguish the fire using a portable extinguisher. In order to meet fire code requirements portable extinguishers have been placed at strategic locations in each University building.

Different types of fires require different types of extinguishers. Before using an extinguisher, it is essential that a person understand which type of extinguisher to use on which type of fire. Using the wrong extinguisher could increase the severity of the fire and can even seriously injure the person attempting to fight the fire. **When in doubt do not attempt to fight a fire. Evacuate the area and leave the firefighting to a professional.**

## **Fire Drills**

The Manager, Residence Services or his designate in conjunction with the University Fire Marshal will organize fire drills in all Residence Buildings in accordance with the National Fire Code and the Halifax Regional Municipality By-Law Number F-100. These drills will be planned in consultation with the University Fire Marshal and have the objective of improving the overall state of fire emergency readiness of all building occupants, and particularly the readiness of the RA/RSO team.

It is recognized that a simple evacuation of a building may not be the most effective form of drill given the transient nature of the student population, and the disruption that such drills may cause in an academic environment, and therefore other forms of fire drills will be considered. These may include meetings between the University Fire Marshal or his designate and the Fire Safety Team to discuss the building evacuation plan and/or a walkthrough of the building to assess the overall level of fire emergency readiness.

All documentation regarding fire drills will be forwarded to the University Fire Marshal and a copy will be filed in the Facilities Management Department for future reference.

## **Portable Combination Fire Extinguishers**

### **ABC Extinguishers**

ABC extinguishers are available for use on class A, B or C fires. These extinguishers contain a dry chemical extinguishing agent, which is effective on

paper or wood fires, oil fires, and electrical fires. These extinguishers are usually red in color and are marked “ABC”.

### **Using a Portable Extinguisher**

Once the building evacuation is underway and the local Fire Department has been called, a staff person or another building occupant might decide to try to extinguish a small fire. If the fire begins to spread or one extinguisher is insufficient to extinguish the fire, then leave the area closing the doors behind you.

To use a portable extinguisher, first ensure that you have the correct extinguisher for the class of fire. Then:

Get as close as you safely can to the fire.

**P** : **PULL** the pin that will release the handle.

**A** : **AIM** the extinguisher nozzle at the base of the fire.

**S** : **SQUEEZE** the handle.

**S** : **SWEEP** the nozzle from side to side moving forward as you extinguish the flames.

### **Training of Fire Safety Team**

All Residence Services staff and Residence Assistants will be trained in their duties and responsibilities and will receive refresher training yearly. Training will include classroom training and/or video on the safe evacuation of buildings in the event of fire. Once a year, the University Fire Marshal or his designate will complete a fire safety tour of each building with the Assistant Director, Residence Services. The purpose of this tour will be to discuss the evacuation plan and to identify any fire safety concerns in the building.

### **Control of Fire Hazards**

In order to minimize the risk of fire in campus buildings the University will adhere to the National Fire Code with respect to the storage of flammable materials, hot work such as burning or welding in buildings, and other potentially hazardous practices. Regular inspections will be carried out by the University Fire Marshal or his designate to ensure conformance with the code. To reduce the risk of electrical fires, the Facilities Management Department will ensure that all electrical wiring and work on electrical equipment is done by a licensed electrician and in conformance with the Canadian electrical code.

### **Floor Plans**

Floor plans for all buildings will be located in:

1. Loyola Residence Desk

Individual floor plans on each floor in the elevator lobby or next to the lounge entrance. The floor plans include information on:

- Fire extinguisher locations
- Fire exits
- Fire alarm Pull stations
- Exit routes

## Appendix D

### Infant and Toddler Centre Evacuation Plan

All groups will vacate the premises immediately upon signs of fire, smoke, or sounding of second stage alarm.

Children and staff will not stop for personal belongings and will leave the premises in an orderly fashion. Groups will proceed to their designated meeting place and do a head count.

#### **INFANT 1 AND 2 CLASSROOMS:**

These groups will vacate the building via the front door proceed down the hall to the Gorsebrook Street exit. Teachers will take the daily attendance, card file boxes, first aid and evacuation bags, and do a head count.

#### **TODDLER CLASSROOM:**

This group will vacate the building via the front door and proceed down the hall to the Gorsebrook Street exit. Teacher 1 will take the daily attendance, card file box, first aid and evacuation bags, and check both the classroom and bathroom. Teacher 2 will assign partners and do a head count.

- If any group finds their exit blocked due to smoke/fire, they will proceed to the nearest safe exit. Children may also be evacuated through the back doors leading to the football field. Staff will take children to a safe area away from the building. If it is deemed unsafe to re-enter the building, the children will be routed to the nearest operational exit from the football field and proceed to the Homburg on the Saint Mary's University Campus on Tower Road.
- Children will be supervised on the sidewalk until the building has been declared safe for re-entry by the fire officials. Head counts should be done again as soon as all of the children reach the safety of the sidewalk.
- If there is only one (1) staff member in either or all groups, the three (3) groups will join to exit via the front door. A teacher from the Toddler Classroom will proceed to the front door taking the daily attendance; receive the infants; assign partners; and wait to be joined by the teachers from the Infant Classrooms. The Infant 1 teacher will join the Toddler teacher at the front door. Infant teacher 2 will check the centre and bathrooms, take the master card file from the office, and proceed to join the Infant and Toddler teachers at the front entry.
- The Facility Supervisor will ensure that there is always sufficient staff available to safely evacuate the children. This includes lunch and nap times.

## **Appendix E**

### **Gorsebrook Pub Evacuation Plan**

Created November 28<sup>th</sup>, 2005 by Lorne Caborn, Bar Manager

Upon discovery of a fire or smoke, activate the nearest fire alarm pull station.

In an event of a “fire alarm” the Gorsebrook Lounge has designated the following positions to be responsible for the following areas as part of our Fire Safety Plan. All persons shall exit the building and meet by the hockey arena to report.

Manager/Supervisor – responsible for reporting to the Fire Chief as to the situation surrounding the events of the fire including but not limited to anyone left in the building and why, where the fire is located, how it started, etc.

Head Bartender – responsible for checking back room and ensuring anyone located in the back along with patrons sitting directly at the bar exit via the back entrance leading to the garbage cans.

Floor staff (top) – responsible for clearing the top section of the bar making sure everyone exits via the Aramark door.

Floor staff (bottom) – responsible for clearing the bottom section of the bar making sure everyone exits via the exit leading to the hockey arena.

Door staff – one door staff is to check both the male and female washrooms and the other is to check the games room making sure all patrons exit via the games room door.

After the bar has been cleared all positions take the patrons to meet by the hockey arena and report to the manager/supervisor and deliver all pertinent information.

## Appendix F

### Saint Mary's University Campus Emergency Power

#### **McNally Building and Science Building**

- All services are on Emergency Power

#### **Burke Building**

- Lighting in electrical vault B115E
- 1 fixture in corridor to electrical vault
- All stairwell lighting will remain on
- Men's and women's washroom lighting
- Lecture theatre "A" and "B" each have one row of lighting converted to emergency power
- Lobby and 1<sup>st</sup> floor, one light fixture by each exit
- All exit lighting
- Light fixtures at the top of stairs by B315 will remain lit
- 2<sup>nd</sup> floor corridors and upper lobby will remain lit
- Data rack switches and routers
- Theater "A" sump pump
- Air compressor
- Fire alarm panel is energized
- Condensate pump
- Lights in mechanical room
- EMCS panel SCU and EMCS panel DPU
- Heat pumps #1, 2 and 3
- Mechanical room lighting
- Sump pumps #1, 2 and back up sump pump
- Fire alarm panel
- EMCS panel sump pump alarms DPU-11
- EMCS panel SCU 11
- Condensate Pump
- Air compressor
- Pumps ECH1P, ECH 2P and ECH 3P

#### **Student Centre**

- Light fixture over transfer switch
- Stairwell lighting will remain on
- All washroom lighting will remain on
- Most 1<sup>st</sup> floor lighting will remain on

- 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floor lighting in corridors
- Exterior flood lighting
- Lighting electrical room emergency equipment
- South mechanical room lighting
- Exit signs
- Receptacle adjacent to generator
- New emergency generator equipment
- Simplex ISC card access panel and electric strike power supply
- Fire alarm system will remain on
- Security panels will remain on
- Four sump pumps
- Pump alarm bell
- EMCS DPU-11
- EMCS SCU12
- EMCS SPU-8 and scucucio
- Pumps SCHWP1, SCHNP2 and SCHEP4
- Three first floor heat circulator pumps
- SCH PRI pump
- Mechanical lighting
- Basement corridor receptacles
- Freezer compressor
- Freezer fan coil
- Data room ( Racks and DVR's)
- Security comm. Room
- ISC card access panel
- Air compressor
- Basement corridor lighting
- Pizza fridge
- Cooler lights

## Library

- Emergency lights 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors will be on
- 2<sup>nd</sup> and 3<sup>rd</sup> floor perimeter lighting and washroom lighting
- Basement lights and corridor lights on 1<sup>st</sup> floor will remain on
- 1<sup>st</sup> floor lighting and receptacles will remain on
- All exit lighting will remain on
- Electrical room lighting
- Four sump pumps
- Two radiation pumps
- Two condensate pumps
- Fire alarm panel will remain on
- Panel "OB"
- Panel "2B"

- EMCS panels (3)
- Air compressor
- Panels “E1101”, E-1B”, “E-1C”, “E-1D”, “E-1A”, “E-1E”, and “E-1F”
- Receptacles in UPS room 230

### **Loyola Residence**

- One elevator (run one at a time)
- Corridor lighting
- Stairwell lighting
- Fire Panel
- Water Pump
- Emergency power to 13<sup>th</sup> floor (IT Room)
- Panel 11312
- Pump P1 – Domestic Water fed from EDL-301 (Electrical Room)
- Pump P1A – Domestic Water fed from EDL-301 (Electrical Room)
- Pump P2 – Domestic Water fed from EDL-301 (Electrical Room)

### **Rice Residence**

- All stairwell lighting will remain on
- Lobby lighting will be on, but will be reduced
- Corridor lighting on each floor will be on
- All exit lighting will work
- Power outlet on each floor will be on
- Fire panel
- Fire pump
- Elevator machine room panel “D1”
- Elevator #1 and Elevator #2 (run one at a time)
- Panel “EGB101” generator building
- Panel “ER101” electrical room
- Rice Heat pump #1 and #2
- Rice domestic pumps #1 and #2
- Panel C1 in the IT room lobby
- Rice residence heat pumps #1 and #2
- Rice residence domestic water pumps #1 and #2
- Temperature control air compressor

### **Vanier Residence**

- Emergency lighting will remain on
- Emergency power fed from panel EV 103 (Boiler Room)
- Simplex I secure card access control panels
- Electrical strike power supplies
- Two duplex receptacles circuit #14 and #16

- Two, two gang duplex receptacles circuit #10 and #12
- Vanier heat pumps #1 and #2
- Vanier Residence heat pumps #1 and #2

### **Loyola Academic**

- All emergency lighting will remain on
- Reduced corridor lighting will be on
- All stairwell lighting will remain on
- All exit lights remain on
- All lighting in room 281 will remain on plus two receptacles
- LA 284 and LA285 – all lighting
- Washroom lighting on 1<sup>st</sup> floor
- Washroom lighting on 2<sup>nd</sup> floor
- Panel EL 321, Room LA295
- One elevator will still function
- Panel EL121, Room LA295
- Simplex I secure card access control panels (Basement, 1<sup>st</sup> and 2<sup>nd</sup> floors)
- Security electrical strike power supplies (Basement, 1<sup>st</sup> and 2<sup>nd</sup> floors)

### **Sobey Building**

- Fire Panel
- Panel B-121, Room 236 (Electrical Room)
- Panel ES-321, Room 236 (Electrical Room)
- Panel ES-121, Room 236 (Electrical Room)
- Lobby lighting
- EMCS power fed from ES-121

### **Carpentry Shop**

- One table saw receptacle fed from panel EL101 (Electrical Room)
- Two receptacles on circuit A fed from panel EL 101 (Electrical Room)
- Two receptacles on circuit B fed from panel EL 101 (Electrical Room)

Full Emergency Power – McNally, Science, 960 Tower Road, Vanier and Residence Link Building

Partial Emergency Power which includes heating, water and corridor lights – Student Center, Burke, Atrium, Library, Loyola Academic, Loyola Residence, Rice Residence

All other areas 15 minute emergency power pack light fixtures