



SUBJECT: FIRE SAFETY

1. Purpose

To provide awareness on Fire Safety to visitors, students, Faculty and Staff.

2. Scope

The University has a legal obligation to conform with the Fire Services Act of British Columbia and the B.C. Fire Code as adopted by the City of Prince George, regarding the provision, inspection, testing, and maintenance of fire safety equipment and the maintenance of a comprehensive fire response program.

3. Authority

The Risk & Safety Manager is responsible to the Director of Purchasing, Contracts & Risk Management for the administration of this policy and the development of procedures.

4. Procedures

The following procedures outline the methods by which this conformance will be achieved:

4.1 Facilities

The Facilities Department is responsible for the design, provision, installation, upgrading, inspection, testing and maintenance of all fire alarm systems, all aspects of fire hydrant, fire extinguisher and fire hose cabinet provision, upgrading, inspection, testing, maintenance and replacement. The Facilities Department is also responsible for ensuring that the design, supply and installation of fire safety equipment meets regulatory requirements. The UNBC *Risk & Safety Office* should be consulted to evaluate the proposed design for new projects and renovations.

4.2 Security

Security is responsible for monitoring the fire alarm system on a 24 7 day hour basis, for investigation of all fire alarms and requesting the Fire Department response for the following:

- any confirmed fire,
- excessive smoke or heat conditions,
- any fire alarm (with the exception of fire drills)

4.3 UNBC *Risk & Safety Office*

The UNBC *Risk & Safety Office* shall be responsible for reviewing all aspects of fire safety to ensure that programs meet accepted standards.

5. Fire Safety Plans

5.1 The UNBC Risk & Safety Office shall be responsible for developing and distributing Fire Safety Plans; including the development of fire evacuation wall plaques for all areas on campus. The UNBC Risk & Safety Office in conjunction with Facilities will ensure fire evacuations plaques are posted.

5.2 Building Fire Safety Chief or Designate

The UNBC Risk & Safety Office shall be responsible for ensuring that Building Fire Safety Chiefs and Deputy Building Fire Chiefs are appointed and trained as required by the local Fire Department authority. The role of the Building Fire Safety Chief is delegated to Facilities Department personnel (i.e. Shift Engineer or Maintenance & Project Supervisor).

5.3 Fire Drills

The UNBC Risk & Safety Office shall coordinate fire drills in conjunction with the Facilities Department and Security. Fire drills shall be conducted at least once per year for all areas on campus. The Building occupants will be forewarned of any pending drill. Deficiencies will be reviewed with the individuals responsible.

5.4 Supervisors and Instructors

Supervisors and instructors and others who have persons under their direction are responsible for ensuring their orderly evacuation in the event of a fire or fire alarm.

5.5 Employees and Students

All members of the University community are responsible for being aware of fire evacuation routes, location of fire extinguishers and fire alarms in their work or study areas.

In the event of a fire alarm evacuation signal or on the direction of the UNBC Risk & Safety personnel, Security personnel, Building Fire Safety Chief or designate, , all employees and students must evacuate their work or study areas and shut down any operation or equipment which has the potential to become a hazard if unattended.

5.6 Building Fire Safety Chief

At the sound of a fire alarm evacuation signal or presence of a fire condition, the Building Fire Safety Chief or, in his/her absence, the designate is responsible for overseeing all aspects of the building evacuation.

He/she should then proceed to the assembly area, meet with the responding Security personnel or Fire Department and provide them with relevant information regarding the evacuated personnel or fire condition.

5.7 The Building Fire Safety Chief or designate should inspect work areas on a regular basis to ensure that:

fire doors are not wedged open,
corridors and exit routes are not obstructed,
damaged, inoperative or missing fire safety equipment is reported to Facilities,
fire hazards are reported to the UNBC Risk & Safety Office (the accumulation of combustible material, worn extension cords, etc.).

5.8 Building Occupants

In the event of an evacuation alarm, building occupants are to follow the following procedures:

The Primary Building Evacuation Alarm for every building on campus is the Fire Alarm. Whenever the fire alarm gives an INTERMITTENT ALARM prepare to evacuate the building(s). UNBC personnel will quickly determine if the alarm is false. If alarm is false, the alarm will be silenced and building occupants can continue activities.

During an INTERMITTENT ALARM terminate work/experiments and shut off or secure all equipment that requires constant attention for safe operation or that may create additional hazards for evacuees and emergency personnel responding to the scene (e.g., turn-off electrical equipment, gas or any heat or ignition source).

Whenever the fire alarm sounds a CONTINUOUS ALARM evacuate the building in an orderly fashion observing the following general instructions for evacuation:

- Collect your valuables and any outer garments.
- The last person to leave the room should turn off the lights.
- The last person to leave the room should close but NOT lock doors.
- Exit the building and walk but do not run to the designated Evacuation Assembly Point OR proceed to adjacent building(s) NOT IN ALARM. An Evacuation Assembly Point is a predetermined location at least 200 ft from the evacuated building where evacuees will assemble and wait for further instructions from Security.
- Do not block the flow of traffic in exit corridors.
- Avoid moving against the flow of traffic.
- Allow persons from adjoining corridors and classrooms to file quickly into the exit corridor.
- Keep conversation to a minimum in the exit corridors.

Once outside the building, report to the designated Evacuation Assembly Point immediately. Roadways, fire hydrants, or access to building entrances are not to be blocked! Evacuate at least 200 feet from the building!

If the Building Evacuation Alarm (i.e., the Fire Alarm) fails, Building occupants will be evacuated by Building Emergency Coordinators and Security Officers using AIR HORNS. Building occupants should respond to the sound of the air horn as they would the sound of the Building Evacuation Alarm.

For a Partial Evacuation (i.e., the evacuation of several rooms, a hall or a floor), the effected building occupants will be evacuated by Building Emergency Coordinators and Security Officers using verbal communication (air horns will not be used).

The Building Emergency Coordinators and Security will provide the evacuees with specific instructions on evacuation procedures, evacuation route(s) and the location of the evacuation assembly point(s).

The Instructions of the Security Officer(s) should be followed explicitly. If you have important information about the building emergency, report it to a Security Officer. Campus Security Emergency Number 3333 From Residence 960-7000.