

## APPENDIX "A"

### SUBJECT: FIRE DRILLS – PROCEDURES AND FREQUENCY

#### A1.0 Manitoba Fire Code Definition

As per A-2.8.3.1.(1) of the Manitoba Fire Code, a fire safety plan is of little value if it is not reviewed periodically so that all supervisory staff remain familiar with their responsibilities. A *fire drill*, then, is at least a review of the fire safety plan by supervisory staff. The extent to which non-supervisory staff participates in a *fire drill* should be worked out in cooperation with the fire department. The decision as to whether all occupants should leave the building during a *fire drill* should be based on the nature of the occupancy. It may be necessary to hold additional fire drills outside normal working hours for the benefit of employees on afternoon or night shifts, who should be as familiar with fire drill procedures as those who work during the day. If full scale *fire drills* are not possible during non-regular working hours, arrangements should be made so that night-shift supervisory staff can participate in fire drills conducted during the daytime.

#### A2.0 Fire Drill Procedures

A2.1 The procedure for conducting *fire drills* shall be determined by the University of Manitoba Fire Marshall in discussion with the building *Chief Fire Warden* and Physical Plant taking into consideration,

- (a) the building occupancy and its fire hazards,
- (b) the safety features provided in the building,
- (c) the desirable degree of participation of occupants other than supervisory staff,
- (d) the number and degree of experience of participating supervisory staff,
- (e) the requirements of the fire department.

A2.2 *Fire Drill* procedures shall be one of the following:

A2.2.1 Evacuating the building by the activation of the *fire alarm* system,

A2.2.1.1 Required annually in the fall when the building is occupied with students.

A2.2.1.2 EHSO and Physical Plant will develop a schedule for annual fire drills. The scheduling of the fire drills will normally be in the fall. Staff wishing additional fire drills may do so by making arrangements with Physical Plant and notifying the Fire Marshall of the date and time of the scheduled fire drill,

A2.2.1.3 The *Chief Fire Warden* shall complete and submit to the Fire Marshall a fire drill report (see Form 1) for each fire drill.

- A2.2.2 Review of the *Building Fire Safety Plan* with the *Chief Fire Warden*, *Fire Wardens* and supervisory staff,
- A2.2.2.1 This is required every two years and may be considered as an additional fire drill for the building.
- A2.2.3 Query a staff person on required emergency procedures and have them show the location of the *fire alarm* pull station, fire extinguisher, emergency exit, etc.
- A2.2.3.1 The *Chief Fire Warden* or delegate approach a staff member and ask a series of pre-made (see reverse side of Form I) questions. The intent is to verify that the information in the *Building Fire Safety Plan* is properly passed on and understood by staff.
- A2.2.3.2 The *Chief Fire Warden* or delegate and staff (who was queried) shall sign the form, comment on the experience and make recommendations.
- A2.2.4 A record of the fire drill shall be sent to the Fire Marshall at EHSO – 191 Frank Kennedy Centre.
- A2.2.4.1 At the discretion of the Fire Marshall and/or the *Chief Fire Warden* and based on the information contained in the record, a review of the fire drill or *Building Fire Safety Plan* may be required.

### **A3.0 Fire Drill Frequency**

- A3.1 A *Fire drill* involving activation of *fire alarm* system and *evacuation* shall be held at the following intervals,
- (a) not more than 12 months in all teaching, laboratories and office buildings,
  - (b) monthly in day-care centres. (This is also a requirement from the Authority Having Jurisdiction for licensing)
- A3.2 A review of the *Building Fire Safety Plan* with the *Chief Fire Warden*, *Fire Wardens* and supervisory staff shall be held at the following intervals,
- (a) not more than 12 months in day-care centres,
  - (b) every three months in laboratories where other types of fire drills are not conducted,
  - (c) every two years in all teaching and office buildings, or
  - (d) as deemed necessary by the Fire Marshall or *Chief Fire Warden*.
- A3.3 *Fire drill* involving querying staff or student shall be held at the following intervals,
- (a) every three months in laboratories where other types of fire drills are not conducted,
  - (b) as deemed necessary by the Fire Marshall or the *Chief Fire Warden*.



## FIRE DRILL REPORT

<b>Building:</b> _____	<b>Date:</b> _____	<b>Time:</b> _____
<b>Fire Drill Coordinator:</b> _____	<b>Title:</b> _____	
<b>Type of Fire Drill:</b>		
1) Evacuation: <input type="checkbox"/>	2) Fire Plan Review: <input type="checkbox"/>	3) Query Staff / Student: <input type="checkbox"/>
<b>NOTE: If type 3 (query staff is used, please use questionnaire on reverse side.</b>		

### 1) Evacuation Information

<b>Were Occupants Notified?</b> YES: <input type="checkbox"/> NO: <input type="checkbox"/>	<b>Total Evacuation Time:</b> _____
<b>No of Fire Wardens who participated:</b> _____	<b>No of staff / students who did not evacuate:</b> _____
<b>Person who activated Fire Alarm:</b> Physical Plant: <input type="checkbox"/>	Fire Warden: <input type="checkbox"/> Staff: <input type="checkbox"/> Student: <input type="checkbox"/>
<b>Name of Person who activated fire alarm:</b> _____ <b>Title:</b> _____	
<b>Office:</b> _____	<b>Telephone Number:</b> _____
<b>Comments:</b> _____ _____ _____ _____	

### 2) Fire Plan Review

<b>Fire Plan Reviewed with:</b>	Building Fire Warden: <input type="checkbox"/>	Staff: <input type="checkbox"/>	Students: <input type="checkbox"/>	Floor Only: <input type="checkbox"/>
<b>Items Reviewed / Discussed:</b>	Evacuation Procedures: <input type="checkbox"/>	Fire Orders: <input type="checkbox"/>	R.A.C.E.: <input type="checkbox"/>	Duties: <input type="checkbox"/>
	Fire Extinguishers: <input type="checkbox"/>	Corridors: <input type="checkbox"/>	Exits: <input type="checkbox"/>	Fire Hazards: <input type="checkbox"/>
	Re-Location Area: <input type="checkbox"/>	Fire Alarm System: <input type="checkbox"/>	Other Items: <input type="checkbox"/>	
<b>Comments:</b> _____ _____ _____ _____				

3) Query Staff / Student: (staff / student should be able to explain items listed below)

<b>Name of Staff / Student Queried:</b> _____	<b>Faculty:</b> _____
<b>e-mail address:</b> _____	<b>Telephone No.:</b> _____

  

Items Queried:	Satisfactory	Unsatisfactory	Not queried
Explain R.A.C.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is/are the University Emergency Phone Numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"555"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"#555" from a cell phone on Roger's Wireless or MTS Mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
474-9341 from all other phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain the Fire Warden Program at the University.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where could you find a copy of the Building's Fire Safety Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a fire in this location, what will you do? (R.A.C.E.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the location has heat producing devices, did the person mentioned to turn the devices off if safe to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Show me the location of the manual pull station.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Show me the location of the Emergency Fire Procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Show me the location of the nearest fire extinguisher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Show me the location of the nearest exit and alternate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other query. (Please list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Fire Drill Coordinator Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ satisfactorily       unsatisfactorily       answered the query items.

(Name of staff / student queried)

\_\_\_\_\_ Fire Drill Coordinator signature      \_\_\_\_\_ date

**Staff / Student Queried Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I found these queries and the experience      helpful       useless       a waste of time

\_\_\_\_\_ Staff / Student queried signature      \_\_\_\_\_ date

**Signatures**

_____	_____
Fire Drill Coordinator	Staff / Student Queried
_____	_____
Date	Date