



UNIVERSITY  
OF MANITOBA

## FIRE SAFETY PLAN

# UNIVERSITY of MANITOBA

Prepared for

Staff and Students at Fort Garry Campus

<b>EMERGENCY TELEPHONE NUMBERS</b>			
<b>University of Manitoba EMERGENCY</b>	<b>“555”</b>	<b>University of Manitoba EMERGENCY (from cell phone on MTS or Rogers Wireless)</b>	<b>“#555”</b>
<b>City of Winnipeg EMERGENCY</b>	<b>“911”</b>		
Environmental Health & Safety (Fort Garry Campus)	474-6633	Campus Security (Fort Garry Campus) General Inquiries	474-9312
University Fire Marshall	474-9083	Powerhouse (Engineer)	474-8566
Physical Plant Office (Fort Garry Campus)	474-8911		



## INTRODUCTION

This Fire Safety Plan is designed for the students at Fort Garry Campus. It is an information source on the emergency procedures they must take in the event of a fire in any of the buildings and the responsibility of key personnel.

## FIRE PLAN

Each level (zone) has a specific fire safety and emergency exit plan that is tailored to the occupancy of that level. These plans are prominently posted in the corridors. Chief Fire Wardens and Fire Wardens, trained to ensure a fire safe environment, are assigned to each area to assist occupants in evacuating the building, safely contain/extinguish a small fire, and to provide pertinent information to the Fire Department. Questions about any aspect of the fire safety plan, including the name of the wardens for a specific area, should be addressed to the Chief Fire Warden of the building or the Fire Marshall, Environmental Health and Safety Office, telephone: 474-9083.

When in doubt, the following **GENERAL FIRE EMERGENCY PROCEDURES** shall apply:

### SHOULD YOU DISCOVER OR SUSPECT A FIRE

- R** equest everybody in the area to evacuate the building. Remove anybody in immediate danger.
- A** ctivate the building fire alarm system by pulling the manual pull station. From a safe location, dial “**555**” (if using a university phone), “**#555**” (if using a cellular phone on MTS or Roger’s Wireless), “**911**”<sup>☎</sup> (if using personal phone) or use emergency **red** phone.
- C** onfine the fire by closing all doors and windows.
- E** xtinguish the fire using the appropriate fire extinguisher. Do not attempt to extinguish a fire if this will place you in immediate danger.

**REMEMBER, THE PRESERVATION OF HUMAN  
LIFE IS THE PRIMARY CONCERN!**

---

### WHEN THE FIRE ALARM SOUNDS

1. Cease all activities. Turn off heat producing devices. Leave overhead lights on.
2. Close all doors and/or windows in the immediate area.
3. Evacuate the building immediately using the nearest safe available stairwell.

### DO NOT USE BUILDING ELEVATORS.

4. Remain outside the building until the most senior member of the Winnipeg Fire Department or the University Fire Marshall gives “ALL CLEAR” and the fire alarm system is silenced.

<sup>☎</sup> If “911” is dialed, you must also inform Campus Security at **474-9341**

## **I. FIRE ORDERS FOR ALL OCCUPANTS**

All occupants shall be familiar with the University's General Fire Emergency Procedures and know the locations of exits, fire alarm manual pull stations and portable fire extinguishers. Also,

### **If you have a disability, arrange for a "buddy" system.**

1. If you discover or suspect a fire or notice the presence of smoke that cannot be identified, follow the University's General Fire Emergency Procedures.
2. When evacuating the building, make sure you close doors behind you.
3. When the fire alarm sounds:
  - 3.1. Remain calm.
  - 3.2. Turn off all heat producing devices. Leave overhead lights on.
  - 3.3. If you are in a suite or office,
    - 3.3.1. Before opening door, feel doorknob for heat. If hot, **DO NOT** open door. If it is not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close door quickly.
    - 3.3.2. If you are confined to your suite or office, inform security; dialing "**555**" (if using a university phone), "**#555**" (if using a cellular phone on MTS or Roger's Wireless), or "**911**"<sup>☒</sup> (if using personal phone) and report your location.
  - 3.4. If you encounter smoke in corridor or stairwell, stay low and move to the other side of the building where another stairwell may be clear, or return to your suite or office.
  - 3.5. When evacuating the building, make sure you take your room key and close doors behind you.
4. Remember, **DO NOT USE ELEVATORS**.

## **II. FIRE ORDERS FOR SPECIAL EVENTS (less than 100 occupants)**

(There shall be a University of Manitoba appointed Chief Fire Warden and at least one Fire Warden in attendance during any special event.)

The organizer and his delegates shall be familiar with and understand the University's General Fire Emergency Procedures. They must know the locations of exits, fire alarm manual pull stations, portable fire extinguishers and emergency numbers (i.e. "**555**" if using a university phone or "**#555**" if using a cellular phone on MTS or Roger's Wireless, "**911**"<sup>☒</sup> if using a personal phone or use the emergency **red** phone. Also, the organizer and his delegates shall:

1. Use **ONLY** fire retardant decorations. Proof of fire retardant decorations may be requested.
2. **NOT** use real fir trees/branches for indoor decorations. Christmas lights shall be CSA approved and limited to: three strings of 25 regular indoor Christmas lights, or not more than 300 miniature lights or as recommend by manufacturer whichever is the lesser.
3. **NOT use open flame devices** (includes candles, B-B-Qs, firecrackers, pyrotechnics or sparklers) inside the building.
4. **NOT use any fog producing or generating equipment.**
5. **NOT** suspend decorations from sprinkler heads or fire detection or alarm (i.e., bells) devices.
6. **NOT** obstruct any fire alarm devices, manual pull stations, portable extinguishers, fire hose cabinets, exit lights or exits.
7. **NOT** reduce corridor widths without prior permission from the University of Manitoba Fire Marshall, Environmental Health and Safety Office (phone: 474-9083).

(There shall be a University of Manitoba appointed Chief Fire Warden and at least one Fire Warden in attendance during any special event.)

<sup>☒</sup> If "911" is dialed, you must also inform Campus Security at <b>474-9341</b>
--

*In the event of fire or when the fire alarm sounds, the organizer and his delegates shall:*

1. Follow the University's General Fire Regulations
2. Turn off all electrical equipment and turn on all lights.
3. Inform patrons to cease activities and evacuate the building. (Use the PA system if available)
4. Make a thorough check of the area (including washrooms).
5. **EVACUATE THE BUILDING.**
6. **DO NOT RETURN** into the building until authorized by the City of Winnipeg Fire Department and fire alarm system has silenced.

### **III. FIRE ORDERS FOR SPECIAL EVENTS (more than 100 occupants)**

(There shall be a University of Manitoba appointed Chief fire warden in attendance during any special event. The University of Manitoba shall appoint one fire warden for every 100 occupants in the building. Where alcohol is served, there shall be one fire warden appointed for every 75 occupants in the building. The Chief fire warden and fire warden must be at least 18 years of age, physical fit, wear clothing to identify themselves as fire wardens or security and have a clear understanding of the University of Manitoba fire safety policy.)

Fire wardens may be security officers or ushers or bar service personnel from Special Functions or volunteers meeting the requirements above. Not more than 50% of the required fire wardens shall be volunteers. Where fire wardens are volunteers, the Chief fire warden shall have the names and phone numbers of the fire wardens and instruct all fire wardens and organizers of the event on the University of Manitoba fire safety policy.


The organizer and his delegates shall be familiar with and understand the University's General Fire Emergency Procedures. They must know the locations of exits, fire alarm manual pull stations, portable fire extinguishers and emergency numbers (i.e. "555" if using a university phone or "#555" if using a cellular phone on MTS or Roger's Wireless, "911" if using a personal phone or use the emergency red phone. Also, the organizer and his delegates shall:

- 1) Use **ONLY** fire retardant decorations. Proof of fire retardant decorations may be requested.
- 2) **NOT** use real fir trees/branches for indoor decorations. Christmas lights shall be CSA approved and limited to: three strings of 25 regular lights, or not more than 300 miniature lights in a string or as recommend by manufacturer whichever is the lesser.
- 3) **NOT use open flame devices** (includes candles, B-B-Qs, firecrackers, pyrotechnics or sparklers) inside the building.
- 4) **NOT use any fog producing or generating equipment.**
- 5) **NOT** suspend decorations from sprinkler heads or fire detection or alarm (i.e., bells) devices.
- 6) **NOT** obstruct any fire alarm devices, manual pull stations, portable extinguishers, fire hose cabinets, exit lights or exits.
- 7) **NOT** reduce corridor widths without prior permission from the University of Manitoba Fire Marshall, Environmental Health and Safety Office (phone: 474-9083).

*In the event of fire or when the fire alarm sounds, the organizer and his delegates shall:*

1. Follow the University's General Fire Regulations.
2. Turn off all electrical equipment and turn on all lights.
3. Inform patrons to cease activities and evacuate the building. (Use the PA system if available.)
4. Make a thorough check of the area (including washrooms).
5. **EVACUATE THE BUILDING.**

**DO NOT RETURN** into the building until authorized by the City of Winnipeg Fire Department.

 If "911" is dialed, you must also inform Campus Security at <b>474-9341</b>
---

#### IV. USE OF PORTABLE FIRE EXTINGUISHERS

In extinguishing small fires, portable fire extinguishers are selected as follows:

TYPE OF FIRE	EXAMPLES	USE
Class "A" fires	Wood, paper, bedding, etc.	Water or ABC Dry Chemical
Class "B" fires	Liquids, grease, oil, etc.	ABC or BC Dry Chemical
Class "C" fires	Energized electrical equipment	ABC or BC Dry Chemical or CO <sub>2</sub>
Class "D" fires	Metals. (ex: sodium, magnesium)	Dry Powder only.
Class "K" fires	Grease fire in commercial kitchens	Special class "K" extinguisher

1. To use a portable fire extinguisher,
2. Select the proper extinguisher.
3. Remove the extinguisher from its bracket/cabinet, and take it to the location of the fire. **NEVER TAKE THE FIRE TO THE EXTINGUISHER.**
4. Twist the safety pin to break the plastic seal.
5. **PULL** the safety pin out.
6. **AIM** the extinguisher nozzle at the **BASE** of the fire.
7. **SQUEEZE** the extinguisher handle.
8. **SWEEP** the extinguisher rapidly, starting at the base of the flame and moving across the fire.



If the fire does not immediately extinguish, isolate the area and evacuate the building. **NEVER** return a used extinguisher to its bracket/cabinet. Advise Security (474-9312 or 789-3330) or the Fire Marshall (474-9083) when an extinguisher requires servicing.

#### V. THE CONTROL OF FIRE HAZARDS:

In order to avoid fire hazards in the building, occupants are advised **NOT** to:

In order to avoid fire hazards in the building, occupants are advised **NOT** to:

- 🔥 Smoke in the building.
- 🔥 Cook in non-designated areas.
- 🔥 Use real fir trees/branches for indoor decorations.
- 🔥 Christmas lights shall be CSA approved and limited to: three strings of 25 regular lights, or not more than 300 miniature lights in a string or as recommend by manufacturer, whichever is the lesser.
- 🔥 Use flame-producing devices (ex: birthday candles, sparklers, chafing dishes) except in approved locations.
- 🔥 Allow the accumulation of combustibles (garbage).
- 🔥 Dispose hot or burning materials into garbage bags or containers.
- 🔥 Dispose flammable liquids or aerosol cans in garbage containers.
- 🔥 Use unsafe electrical appliances, frayed electrical cords.
- 🔥 Use extension cords as permanent wiring.
- 🔥 Overload electrical outlets.
- 🔥 Wedge doors open in a fire separation. (i.e.: wedge a door with an auto-closure feature open.)

In laboratories, staff and students are required to:

- 🔥 Read and understand the University of Manitoba Control Products Standards and WHMIS Handbook (for information, contact Environmental Health and Safety Office 474-6633 (Fort Garry Campus) or 789-3613 (Bannatyne Campus).
- 🔥 Handle and store all chemical in accordance the University's Controlled Product Standard.
- 🔥 Limit the quantity of flammable liquids outside the flammable storage cabinet to the amount immediately required.
- 🔥 Dispense flammable liquids only in approved locations and using approved dispensing equipment. (Flammable liquid containers and dispensing equipment must be grounded when in use.)
- 🔥 Never leave experiments involving flammable liquids, hot plates, and Bunsen burners unattended.
- 🔥 Use extreme caution when heating and/or distilling flammable liquids. (Recommend performing these operations in a fume hood.)
- 🔥 **In the event of fire or fire alarm or chemical spill involving flammable liquids**, staff must turn off all flame producing devices in the area.

Produced by

**Paul Richards, Fire Marshall**

**Environmental Health and Safety Office  
Room 191, Frank Kennedy Centre  
University of Manitoba**

**Phone: (204) 474-6633**

**Fax: (204) 474-7629**

## About the

### Environmental Health and Safety Office

The Environmental Health and Safety Office provides information, consultation, training and site audits in areas such as:

- ⇒ fire prevention,
- ⇒ bio-safety,
- ⇒ occupational health,
- ⇒ radiation safety,
- ⇒ transportation of dangerous goods,
- ⇒ audiometric testing,
- ⇒ asbestos abatement,
- ⇒ personal safety,
- ⇒ laboratory safety,
- ⇒ office safety,
- ⇒ accident prevention,
- ⇒ workers compensation,
- ⇒ hazardous waste disposal and management,
- ⇒ confined space entry,
- ⇒ indoor air quality.
- ⇒ construction safety

These programs are conducted with the help and cooperation of other departments, such as Campus Security Services and Physical Plant. The advice and support of our network of safety committees is also a fundamental aspect in the implementation of our programs.

We are responsible for the development and administration of environmental health and safety programs at the University of Manitoba.

Our offices are located at:

Fort Garry Campus:	191 Frank Kennedy Centre	
	Telephone: 474-6633	FAX: 474-7629
Bannatyne Campus:	T248 – T249 Sciences Building	
	Telephone: 789-3613 or 789-3477	

Our personnel;

Grant McCaughey (Director)	474-9290
Joey Bellino (Assistant Hazardous Waste Management Coordinator)	474-6970
Richard Chaput (Asbestos Technologist)	474-7970
Steven Cole (Animal Care Occupational Health Analyst)	789-3675
Pauline Fortier (Occupational Health Coordinator)	474-6438
Evelyn Froese (Biological/Chemical Safety Technologist)	789-3477
Prabhat Goswami (Biological/Chemical Safety Coordinator)	474-8791
Paul Houle (Hazardous Waste Management Coordinator)	474-6316
Terry Neufeld (Office Assistant)	474-9031
Pearl Novotny (Administration Assistant)	474-6633
Leona Page (Radiation Safety Coordinator)	789-3613
Paul Richards (Fire Marshall/Construction Safety Coordinator)	474-9083
Eva Sailerova (Assistant Radiation Safety Coordinator)	789-3359

are always willing to help with your environmental, occupational health and safety concerns or problems. Please feel free to consult them at any time.