

# FIRE WARDEN AND FIRE DRILL PROCEDURE

**DRAFT – UNDER REVIEW**

## **1.0 Reason for Procedure**

To set out the Procedures secondary to the Policy entitled “Health and Safety” in connection with the protection of faculty, staff and students in the event of a fire or *other emergency* requiring building evacuation by ensuring *fire wardens* are properly designated and trained for every building or special event on campus and that *fire drills* are conducted on a regular basis.

## **2.0 Procedures**

2.1. For each building or special event at the University of Manitoba, a sufficient number of *fire wardens* shall be appointed to ensure the procedures laid out in the *Building Fire Safety Plan* are duly carried out in the event of a *fire alarm* or *fire emergency*.

### 2.2. Definitions

2.2.1 *Building Fire Safety Plan* is an information booklet identifying the life safety features of a building, staff responsibilities and procedures to be taken by occupants in the event of a *fire alarm* or *other emergency* in a building based on those life safety features.

2.2.2 *Chief Fire Warden* is a staff member, or in the case of a special event a volunteer, who has received training from EHSO regarding fire safety and is capable of implementing the emergency procedures in the event of a *fire alarm* or *other emergency* including determining *safe area of refuge* for staff, students and visitors. The *Chief Fire Warden* is also responsible for maintaining the *Building Fire Safety Plan* and performing the duties outlined in the *Building Fire Safety Plan*.

2.2.3 *Disciplinary action* means action taken in accordance with University of Manitoba policies against faculty, staff or students who fail to obey the directives of the *Chief Fire Warden* or *Fire Warden* in the event of a *fire alarm* or *other emergency*, or fail to evacuate a building when the *fire alarm* sounds.

2.2.4 *Evacuation* means leaving a building via the nearest safest exit route in the event of a *fire alarm* or *other emergency* or when notified to evacuate by either the *Chief Fire Warden* or a *Fire Warden*.

2.2.5 *Fire Alarm* is a life safety system in a building comprising of distinct audible signal devices indicating the possibility of a *fire* or *other emergency*. The fire alarm is activated through the operation of manual pull stations and/or strategically located smoke or heat detectors. In the event the fire alarm is inoperative, notification by a *Fire Warden* to evacuate a building shall also be considered a *fire alarm*.

2.2.6 *Fire Drill* is a review of the fire safety plan by supervisory staff and must include annually the activation of the fire alarm system and total *evacuation*

of a building (See Appendix "A"). The Manitoba Fire Code requires *fire drills* to be conducted in buildings at the following intervals,

- (a) not more than 12 months in all teaching and office buildings,
- (b) monthly in day-care centres,
- (c) every three months in laboratories.

- 2.2.7 *Fire Emergency* is a condition in a building where there is the presence, or odor, of smoke that cannot be identified or the presence of fire where it is not controlled requiring emergency intervention. Outdoors, a *Fire Emergency* is a condition where there is presence of heavy smoke or fire that is not controlled requiring emergency intervention.
  - 2.2.8 *Other Emergency* is any condition requiring emergency intervention, and may include the evacuation or the 'stay-in-place' of building occupants.
  - 2.2.9 *Fire Warden* is a staff member, or in the case of a special event a volunteer, who has received training from EHSO regarding fire safety and is capable of performing the duties outlined in the *Building Fire Safety Plan*. The duties will include assisting the *Chief Fire Warden* with determining *safe area of refuge*.
  - 2.2.10 *Safe Area of Refuge* means a location protected from the weather outside the building in alarm where faculty, staff and students congregate or a dedicated/approved area inside a building in alarm where people with disabilities may seek refuge while awaiting the arrival of emergency responders.
- 2.3 Responsibilities
- 2.3.1 Deans, Directors and Department Heads are responsible for:
    - 2.3.1.1 Establishing a *Fire Warden* Program in their area of responsibility that includes;
      - 2.3.1.1.1 Appointing and delegating authority to personnel who are appointed as *Chief Fire Warden* and *Fire Wardens*. The authority should include recommending *disciplinary action* for people ignoring the orders of the *Chief Fire Warden* and *Fire Wardens* and/or Emergency Response Personnel during an emergency,
      - 2.3.1.1.2 In co-operation with Environmental Health and Safety Office, the development and maintenance of the *Building Fire Safety Plan*.
      - 2.3.1.1.3 Submit to the Fire Marshall documentation pertaining to their *Fire Warden* program including names of *Fire Wardens* in their building/ department.
    - 2.3.1.2 Providing resources and funds required for training of staff and the proper operation of the *Building Fire Safety Plan* and *Fire Warden* Program,

- 2.3.1.3 Take *disciplinary action* for staff, students and visitors who fail to obey the directives of the *Chief Fire Warden* or *Fire Warden* in the event of a *fire alarm* or *fire emergency*, or fail to evacuate a building when the *fire alarm* sounds.
- 2.3.2 The University Fire Marshall is responsible to:
  - 2.3.2.1 In co-operation with the Deans, Directors and Department Heads, develop a functional *Building Fire Safety Plan* for each building or special event,
  - 2.3.2.2 Assist Deans, Directors and Department Heads with establishing a *Fire Warden* Program in their area of responsibility,
  - 2.3.2.3 Provide the necessary training to the *Chief Fire Wardens* and *Fire Wardens* so they may perform their duties competently,
  - 2.3.2.4 Establish a schedule for *fire drills* in each building and assist the *Chief Fire Wardens* and *Fire Wardens* with conducting the *fire drills*,
  - 2.3.2.5 Maintain a list of *Fire Wardens* in each building as established by the Deans, Directors and Department Heads,
  - 2.3.2.6 Ensure Physical Plant has a program in place to notify the *Chief Fire Warden* to initiate a fire watch when the *fire alarm* system is shutdown.
- 2.3.3 The *Chief Fire Warden*, in cooperation with the *fire wardens*, is responsible for:
  - 2.3.3.1 Competently perform the duties outlined in the *Building Fire Safety Plan*,
  - 2.3.3.2 Maintaining the fire safety plan as developed by the University of Manitoba Fire Marshall and reviewing the plan with the *Fire Wardens* as necessary,
  - 2.3.3.3 Identifying and maintain the names, number and locations of the *Fire Wardens* in the building and other *Chief Fire Wardens* on other floors where required,
  - 2.3.3.4 In consultation with EHSO and Physical Plant, schedule and conduct fire drills in their building on an annual basis and when the building is occupied with students as per Appendix "A".
- 2.3.4 The *Fire Wardens* are responsible for:
  - 2.3.4.1 Competently perform the duties outlined in the *Building Fire Safety Plan*,
  - 2.3.4.2 Making sure the *Building Fire Safety Plan* is available to all staff and periodically reviewing with all building personnel and/or occupants,
  - 2.3.4.3 Perform building inspections to ensure exits, corridors, life safety systems (such as fire extinguishers, manual *fire alarm*

pull stations, sprinklers, fire hoses, fire emergency procedures and *evacuation* plans) are clear and unobstructed.

- 2.3.5 Physical Plant Department:
  - 2.3.5.1 Responsible to service fire and life safety features in the building,
  - 2.3.5.2 Notify the Winnipeg Fire Prevention Branch, Environmental Health and Safety Office, Security Services and Insurance Company of any fire alarm or fire protection shutdowns,
  - 2.3.5.3 Perform the duties required by the *Building Fire Plan* to provide information and ensure a fire watch is in place in the event of fire alarm or fire protection shutdown,
  - 2.3.5.4 Assist Environmental Health and Safety Office and the Building *Chief Fire Warden* with undertaking total evacuation fire drills and provide required personnel.
- 2.4 General Requirements
  - 2.4.1 Training shall be provided or arranged for the *Chief Fire Warden* and *Fire Wardens* by the University of Manitoba Fire Marshall,
  - 2.4.2 Training for *Chief Fire Warden* and *Fire Warden* shall be valid for a period of two (years),
  - 2.4.3 Deans, Directors and Department Heads shall make arrangements with the Environmental Health and Safety Office for training of *Fire Wardens*.

### **3.0 Accountability**

- 3.1 University Secretary is responsible for advising the President that a formal review of this Procedure is required.
- 3.2 The University of Manitoba Fire Marshall is responsible for the communication, administration and interpretation of these Procedures.

### **4.0 Review**

- 4.1 Formal Procedure reviews will be conducted every five (5) years. The next scheduled review date for this Procedure is -----,
- 4.2 In the interim, these Procedures may be revised or rescinded if:
  - (a) the Vice-President (Administration) or the President deems necessary,
  - (b) the requirements of the Manitoba Fire Code have changed significantly requiring revision of this procedure; or
  - (c) the relevant Policy is revised or rescinded.

### **5.0 Effects on Previous Statements**

- 5.1 These Procedures supersede the following:
  - (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and,

(b) all previous Administration Procedures, and resolutions on the subject matter contained herein.

**6.0 Cross References**

- 6.1 Health and Safety Policy #512,
- 6.2 Manitoba Fire Code (latest edition)

## 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