

FIRE SAFETY PLAN



Ceramics/Sculpture Building
47 Service Rd 1 S
Winnipeg, MANITOBA

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A. BUILDING AUDIT:

BUILDING DESCRIPTION

Sculpture Ceramics is a large single-story building specifically designed and constructed for the three-dimensional media, ceramics and sculpture. It houses some offices for faculty members who teach in the studios as well as some studio spaces for senior students.

Building Use:

1. Level 100

Contains workshop/studio sculpture areas, as well as classroom and office areas.

B. FIRE PROTECTION SYSTEMS AND EQUIPMENT

1. Fire Department Access

The Fire Department will gain access to the building through south entrance at 47 Service Rd. 1S.

2. Fire Alarm System

The Ceramic Sculpture Building is equipped with a single stage fire alarm system. The annunciator is located in room 105. Heat detectors, smoke detectors, bells, and manual pull stations are installed throughout the building.

The single stage fire alarm system sounds a general alarm throughout the building that requires total evacuation of the building. The fire alarm is activated by a manual pull station or automatically by a heat detector or smoke detector.

Fire alarm activation will result in the following:

1. The alarm signal will be transmitted to the central station at the ProTelec monitoring station, who will call the Fire Department.
2. Bells will be activated throughout the Building.
3. Door hold open devices will be released

The alarm condition will remain until reset to normal by authorized personnel.

3. Fire Detection

1. Heat detector - Ceiling mounted detector which warns of potential fire situations by sensing acute temperature rises.
2. Smoke detector - Usually ceiling mounted assembly which is sensitive to smoke in the atmosphere.

4. Portable Fire Extinguishers

Portable fire extinguishers are in place throughout the building in occupied areas in accordance with the Manitoba Fire Code. Physical Plant inspects and services all portable fire extinguishers. Physical Plant maintains a list of all portable fire extinguishers and their locations.

5. Emergency Lighting

There is an emergency lighting system throughout the building. This system is powered by battery banks.

6. Exits

All exits and exit routes are marked with clearly visible exit signs, on all levels.

C. BUILDING FLOOR PLANS:

EMERGENCY EVACUATION ROUTES FLOOR PLANS:

Building floor plans are included as an attachment they can be found in the final Appendix. Each floor plan includes the emergency exit plan, which details the evacuation routes and the location of key fire protection devices.

FIRE PROTECTION SYSTEMS AND LIFE SAFETY EQUIPMENT FLOOR PLANS:

Additionally a second set floor plans is included detailing the location of all fire protection systems, life safety equipment and utility controls, as well as areas of special hazards. These can be found in the final Appendix.

D. HUMAN RESOURCES

HUMAN RESOURCES FOR EVACUATION OF BUILDING:

A list of human resources can be found in Appendix A. This list includes people such as but not limited to; the building owner, deans, directors and department heads, Fire Wardens, and the Chief Fire Warden.

The Dean, Director, or Department Head for each designated area shall be responsible for ensuring that a Chief Fire Warden and appropriate number of Fire Wardens and alternate Fire Wardens are appointed and given the necessary authority to ensure the functional operation of the area fire safety plan.

The Environmental Health and Safety Office (EHSO) will provide a basic Fire Safety Plan template that meets the requirements of the MFC. EHS will assist faculties and units in completing the Emergency Plan. This document will be specific to each building and requires faculty or unit participation. EHS shall provide direction, training support, and coordination to each area to ensure the building fire safety plan functions cohesively.

The Physical Plant shall ensure that the installation and maintenance of fire safety equipment is completed in compliance with National Building Code and the Manitoba Fire Code. This will be done through the use of internal resources as well as external resources. As the contractors are tendered annually please contact physical plant for a list of contractors servicing the building.

HUMAN RESOURCES FOR MAINTENANCE OF BUILDING:

A. Fire Alarm System

The fire alarm system will be maintained in accordance with manufacturer's instructions and applicable Manitoba Fire Code requirements. This system will be inspected monthly and yearly by Physical Plant who maintains a record of when this will be done.

B. Fire Extinguishers - Portable

All fire extinguishers will be maintained in accordance with manufacturer's instructions and applicable Manitoba Fire Code requirements. The building's caretaker performs monthly visual inspections. Any discrepancies are brought to the attention of the Parking and Fire Equipment Worker.

- Parking and Fire Equipment Worker performs annual inspections.
- Servicing of the fire extinguishers is tendered annually.
- Records of inspection and servicing are kept at the Parking and Fire Equipment Worker's office located at Fort Garry Physical Plant.

C. Sprinkler System

The sprinkler system will be maintained in accordance with manufacturer's instructions and applicable Manitoba Fire Code requirements.

RESPONSIBILITIES FOR MAINTENANCE OF THE ABOVE FIRE SAFETY SYSTEMS:

These systems will be inspected, tested and maintained by Physical Plant either through internal resources or external resources in the form of contractors. As the contractors are tendered annually, please contact Physical Plant for a list of contractors servicing the building.

E. RESPONSIBILITIES:

DEANS, DIRECTORS, AND DEPARTMENT HEADS

Deans, Directors and Department Heads must ensure that these tasks are completed by themselves or delegated to someone within their oversight:

- A Fire Safety Plan is prepared and maintained in accordance with the requirements of the Manitoba Fire Code, for buildings which they oversee.
- Copies of the Fire Emergency Evacuation Procedures are posted and maintained on each floor and area that they oversee.
 - The Winnipeg Fire Department-Fire Prevention Branch is sent notification regarding any changes to the Fire Safety Plan.
- A Chief Fire Warden (and Alternates) is appointed for each building that they oversee.
- An appropriate number of Fire Wardens (and Alternates) are appointed for the areas they oversee.
- Ensure the annual review of the Fire Safety Plan is completed by the Chief Fire Warden and that a current copy is sent annually to EHSO.
- Ensure that Fire Safety Inspections are carried out by the Fire Wardens in their building.
- Keep the doors to stairways closed at all times.
- Keep stairways, landings, hallways, passageways, and exits (inside and outside) clear of any obstructions at all times.

- Do not permit combustible materials to accumulate in any part of a stairwell, fire escape, or other means of egress or elevator and ventilation shafts.
- Promptly remove all combustible waste from all areas where waste is planned for disposal.
- Keep all obstructions away from pull stations, fire hose cabinets, fire extinguishers, and exit doors. These must be accessible at all times.
- EHSO will provide guidance to Deans, Directors and Department Heads in the completion of these tasks.

THE CHIEF FIRE WARDEN

Chief Fire Wardens must:

- Liaise with the Fire Department and coordinate information from the Fire Wardens and alternate Fire Wardens.
- Maintain a current list including the number, names and locations of the Fire Wardens in the building.
- Conduct Fire Drills in accordance with this Fire Safety Plan. (See Section H)

In the event of a fire, the Fire Wardens and alternates must:

- Respond directly to the muster point or alternate assigned location and await the arrival of the Fire Department and Fire Wardens.
- Check and take reports from all the Fire wardens as they evacuate the building, including the location of persons unable to exit the building awaiting rescue from a point of safe refuge, and persons who have refused to leave the building. Also report the presence of smoke or flames in their area.
- The Chief Fire Warden, will instruct Fire Wardens when it is safe to return to the building following approval from the Fire Department.
- Within a period not exceeding 24 hours following the event the Chief Fire Warden and Fire Wardens will hold a debrief meeting, using the Fire Drill Debrief form. This can be done in person or via email.
- In the absence of the Chief Fire Warden, the Alternate Chief Fire Warden shall fulfill these duties.

FIRE WARDENS

Fire Wardens must:

- Complete Fire Safety Inspections on a regular basis as outlined in this Fire Safety Plan and submit them to the Chief Fire Warden as well as EHSO.
- Be in charge of the approved fire safety plan and the specific responsibilities of the personnel within their designated area.

In the event of a fire, the Fire Wardens must if it is safe to do so:

- Ensure the fire alarm has been activated and the Fire Department and Campus Security Service have been notified of the emergency condition.
- Implement the plan for the evacuation of the occupants; ensuring persons unable to exit the building are stationed in a location of safe refuge and their location is noted.
- Check (Sweep) all rooms within their assigned area to ensure occupants have evacuated the building. Making note of the location of all persons not willing or able to evacuate the building.

- Help disabled persons in their area reach points of safe refuge. This should be a predetermined plan.
- Proceed to the designated muster point or alternate assigned location and inform the Chief Fire Warden as to the status of the fire.
- Provide the Chief Fire Warden with the location of any disabled persons who could not exit the building as well as persons refusing to evacuate the building.
- Remain at the muster point or alternate assigned location with their evacuated group until notified it is safe to re-occupy by the Fire Department or Chief Fire Warden.
- Provide information to occupants on the re-entry status of the building as determined by the Fire Department and disseminated from the Chief Fire Warden.

OCCUPANTS:

Occupants must be familiar with:

- Evacuation procedures outlined in this Fire Safety Plan or posted throughout the building.
- Where Fire Alarm Pull Stations, Fire Hose, Fire Extinguishers, and Emergency Exits are located within the building.
- The correct municipal address of the building. 47 Service Rd 1 S.

PHYSICAL PLANT:

Physical Plant must:

- Maintain and test the fire alarm system and other fire protection equipment in line with Manufacturer specifications and the Manitoba Fire Code.
- In the event of any shutdown of fire protection equipment, notify Campus Security Service.
- Physical Plant shall ensure that the building and facilities comply with the provisions of the Manitoba Fire Code and National Building Code.
- Physical Plant shall provide alternate measures for the safety of occupants during a shutdown of fire protection equipment.
- In cooperation with the Chief Fire Warden, facilitate the conducting of Fire Drills as laid out in section H of this Fire Safety Plan.
- Have a working knowledge of the fire alarm system and how it is reset.
- Notify the Winnipeg Fire Department of the shutdown of any or all fire protection equipment.
- Reset the fire alarm when instructed to do so by the Fire Department.

ENVIRONMENTAL HEALTH AND SAFETY OFFICE (Fire Safety Consultant):

- Environmental Health and Safety Office (EHSO) is responsible to:
- Assist the Deans, Directors and Department Heads, with compliance to this Fire Safety Procedure by providing: Technical advice/consultation and Tools to assist in compliance.
- Report the status of fire safety programs to the Vice-President (Administration) on an annual basis or as requested.
- Provide training for Chief Fire Wardens and Fire Wardens.
- Provide Fire Extinguisher Training for all staff who desire to take it.
- Maintain all data reported to them regarding inspections, annual reviews, and Fire Safety Plans.

CAMPUS SECURITY SERVICES:

Campus Security Services must:

- Ensure Fort Garry Security Service office is staffed by qualified personnel at all times.
- Call 911 emergency services in response to a fire alarm.
- Provide traffic control services to assist emergency vehicular movement as necessary.
- Provide assistance with building evacuation as required.

LOCAL AREA SAFETY & HEALTH COMMITTEE:

The Local Area Safety & Health Committee must:

- Review and perform inspections to ensure that the program is functioning effectively.

F. FIRE EXIT PROCEDURES FOR OCCUPANTS:

Each level (zone) has a specific fire safety and emergency exit plan that is tailored to the requirements of that level. Chief Fire Wardens and Fire Wardens involved in that plan will receive appropriate orientation and training in the principles of fire safety and their role in the building evacuation plan.

In the event of discovering a suspected fire, occupants must:

1. Leave the area immediately.
2. Close all doors behind you.
3. Activate the fire alarm, using a pull station.
4. Telephone the Fire Department, dial 911. Do not assume this has been done. Know and give the correct address and location of fire in the building. 47 Service Rd 1 S.
5. Use approved evacuation routes to leave the building immediately.
6. **Refrain** from using the elevators.
7. Phone additional information to Campus Security Service at 555 or 474-9341. E.g. observation of fire or smoke and people within the building.
8. Remain outside the building until they are instructed to by the Fire Department, or the Chief Fire Warden and Security Services who have confirmed with the Fire Department it is now safe to re-enter.

ORIENTATION OF OCCUPANTS:

During New Faculty and Staff Orientation, Occupants will be orientated on:

- Where the alarm pull stations and exits are located. See final Appendix.
- The correct building name and address. 47 Service Rd. 1S
- The location of the fire hose and extinguishers. See final Appendix.
- How to Contact Campus Security Service at 555 when assistance needed.
- Fire Hazard avoidance, including but not limited to the proper storage of combustible/flammable products and the proper use of electronic devices.

G. FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT:

Fire extinguisher training is offered to all staff who desire to take part in the training. Only Staff that have completed fire extinguisher training should attempt to extinguish a fire.

Before attempting to use a fire extinguisher, occupants must activate the nearest pull station to ensure safe and timely evacuation of the building and response of the fire department. Occupants are to use fire extinguishers to extinguish a fire only if it is safe to do so and if they feel comfortable using a fire extinguisher.

In the event a fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the occupant then the occupant shall follow the Fire Exit Procedures for Occupants.

H. FIRE DRILLS:

The Chief Fire Warden will ensure the following is completed:

- Complete building fire drills must be held on an annual basis.
- Advance notice will be posted 1 week in advance at all building entrances advising the occupants of the time and date of the practice drills.
- Physical Plant is contacted in advance to conduct the drill.
- All Fire drills must have a designated goal.
- All fire drills require a debriefing.

I. IN THE EVENT OF A FIRE ALARM:

In the event of a fire alarm condition at Sculpture Ceramics, the following will occur:

- All Faculty, Staff, Students and Visitors will evacuate the building.
- Campus Security Service, Physical Plant personnel, and Chief Fire Warden will respond to the designated muster point.
- Any Fire Warden (or other personnel) who has evidence that the alarm is false will report to the designated muster point and inform the Chief Fire Warden or their area Fire Warden. In the event the Chief Fire Warden or Physical Plant attending personnel are satisfied that the alarm is false, the alarm will be “acknowledged”, pending the arrival of the Fire Department.
- Any Fire Warden (or other personnel) who has evidence that there is indeed a real fire situation, should proceed to the designated muster point and inform the Chief Fire Warden and Physical Plant attending personnel of the status of the fire.
- The evacuation plans of each area will be acted out by the Chief Fire Warden and Fire Wardens to ensure the immediate evacuation of the entire building.
- All occupants will remain outside of the building until the Fire Department indicates to the Chief Fire Warden that the building is safe for re-occupancy.
- The fire alarm system will be reset and silenced.

EMERGENCY EVACUATION PROCEDURES:

- Always know the emergency escape routes from whatever area you are working in.
- Upon the activation of the fire alarm immediately leave the area, alert other Service Personnel in your area (this may include external personnel) to also evacuate the building.

Chief Fire Warden (Chris Pancoe) will start a sweep of the sculpture area from room 110 (office) and proceed to room 109 and then through the main studio area to room 105. After this area is cleared, he will then proceed through 107A-1 to the ceramics side of the building and check room 113, 116, 114 and 115 where he will take the rear door to room 121, sweep 125, 124,122 and leave the building through the 120 corridor to the loading area of the building.

SERVICE PERSONNEL FIRE SAFETY PLAN:

Physical Plant is responsible for the maintenance of the Sculpture Ceramics building. In this capacity, trades and caretaking staff can be in any area of the building at any point in time. These personnel will receive training in general fire safety precautions and appropriate evacuation procedures from the Environmental Health and Safety Office.

J. FIRE SAFETY TRAINING:

- All Chief Fire Wardens, Fire Wardens, Alternate Fire Wardens, and associated supervisory staff will receive training from the Environmental Health and Safety Office on general fire safety precautions, building fire systems, and general evacuation procedures.
- In addition, personnel in each specific designated operational area will receive training that pertains to their responsibilities in that area.
- Additionally staff will be offered the opportunity to attend Fire Extinguisher Training which will be offered by the Environmental Health and Safety Office. Fire Extinguisher Training will be optional.
- In buildings with disabled occupants Fire Wardens will receive additional training on points of safe refuge and aiding the visually and hearing disabled.

K. ADDITIONAL REQUIREMENTS FOR INDUSTRIAL BUILDINGS:

There is a kiln on the south side of the building outside the overhead door of room 100 outside the southeast corner of the building. The kiln is more than 10 feet away from the building but does share a proximity.

MIG welding is performed in the southeast corner of room 100.

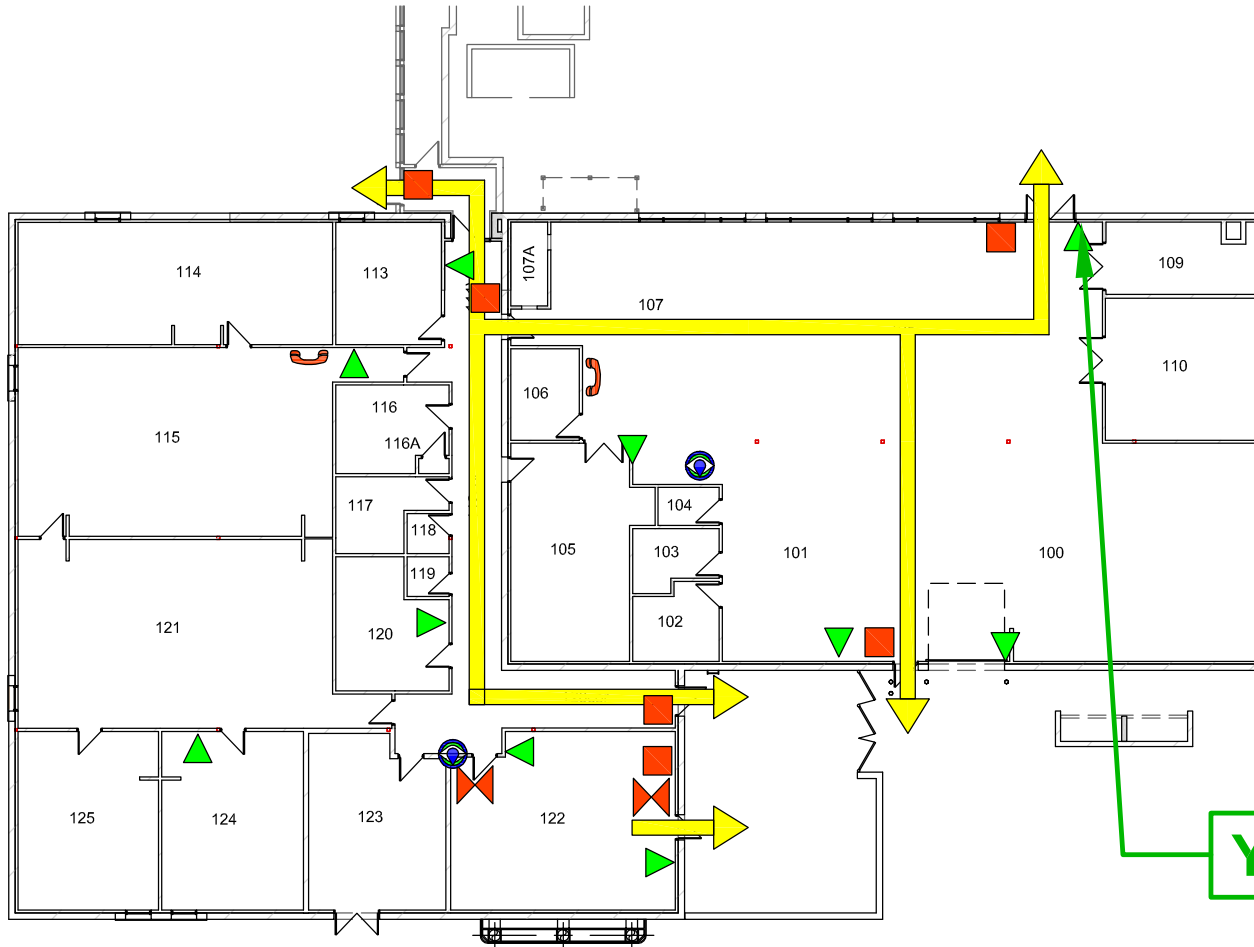
The fire safety cabinet is located in room 109.





Emergency gas shutoffs are located in room 122.




APPENDIX:

A.

- Chief Fire Warden, Chris Pancoe Office # 110 Sculpture Building
- Business Manager Kanchana Sankaranarayanan, 313 ARTlab 180 Dafoe Rd

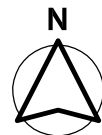


-  Pull Station
-  Fire Hose
-  Fire Extinguisher
-  Exit Route

-  Emergency Phone
-  Emergency Gas Shutoff
-  Emergency Eyewash/Shower

YOU ARE HERE

EMERGENCY EXIT PLAN



SCULPTURE/CERAMICS - 263
47 SERVICE ROAD
100 LEVEL
EP-263-L0100-EEP108
October 11, 2016