

Appendix A

Fire safety plans

Definitions

Fire safety plan – a document that conforms to all of the requirements for a fire safety plan as required by the most recent edition of the Manitoba Fire Code (MFC).

Building emergency – any situation in a building where there is a reason to believe that there may be, or is, a danger to life, e.g. fire.

Emergency plan – a document that summarizes the specific procedures to be followed in the event of a fire or other emergency requiring building evacuation. The emergency plan is also a part of the fire safety plan.

Requirements

Building-specific Fire Safety Plans must conform with the requirements of the most current version of the Manitoba Fire Code (MFC).

Implementation

The Environmental Health and Safety Office (EHSO) will provide a basic Fire Safety Plan template that meets the requirements of the MFC.

EHSO and Physical Plant will assist faculties and units by completing the technical portions of the Fire Safety Plan, e.g. documenting building fire emergency systems.

EHSO will assist faculties and units in completing the Emergency Plan. This document will be specific to each building and requires faculty or unit participation.

Deans, Directors and Department Heads of the faculties or units within a building will be responsible for ensuring that:

- Fire Safety Plans are prepared in consultation with any other faculty or unit present in the same building
- at least one copy of the fire emergency procedures are posted on each floor of that building
- a copy of the fire safety plan will be available to staff in the building
- a second copy will be kept at the annunciator panel for Fire Department use
- ensure that a building's fire safety plan is reviewed on a yearly basis