



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	FIRE SAFETY
Effective Date:	November 2, 2012
Revised Date:	
Review Date:	November 2, 2022
Approving Body:	Administration: Vice-President (Administration)
Authority:	Health and Safety Policy The City of Winnipeg Fire Prevention By-Law No. 150/2004 Manitoba Fire Code (latest edition) and Manitoba Building Code (latest edition)
Responsible Executive Officer:	President, delegated to the Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Associate Vice-President (Human Resources) Director, Environmental Health and Safety
Application:	Faculty/School Councils; Department Councils; Students; All Employees

Part I Reason for Procedures

The University is committed to minimizing or eliminating risk to the health and safety of staff, students and visitors. An effective fire safety program is an important element of that commitment.

Part II Procedures

- 2.1 The University requires that all staff, students and visitors leave a building where a fire alarm has been activated or when otherwise informed of a life safety risk.

2.2 The only exceptions are:

- the building fire safety plan has alternative measures in place to accommodate people with disabilities, patients or specific research (e.g. animal surgery)
- where alarm systems are being tested and staff has received advance notice

2.3 Building-specific fire safety programs are required for each University building. Those programs must include:

- a building-specific fire safety plan
- a fire warden program for that building
- regular fire drills for that building
- regular inspection of the building

The requirements for fire safety plans, fire warden programs fire drills and inspections are provided in the attached appendices.

Building-specific fire safety plans must be reviewed and revised in non-standard conditions, e.g. renovations or construction.

2.4 Organizers of special events will:

- ensure that an emergency plan exists for the event
- appoint a Chief Fire Warden and an appropriate number of Fire Wardens
- ensure that fire wardens receive training on the emergency plan

2.5 Testing, inspection and maintenance of life safety systems will be administered centrally by the Physical Plant Department.

Part III Responsibilities

3.1 The Vice-President (Administration) is responsible to ensure the Fire Safety Procedure is in place and followed.

3.2 Deans, Directors and Department Heads are responsible for:

3.2.1 Ensuring that all the elements of a fire safety program are in place in buildings where staff, students and visitors associated with their program/unit/area are present;

3.2.2 Ensuring staff and students and visitors in their area of responsibility are familiar with fire emergency procedures;

3.2.3 Providing the resources required for implementing the Fire Safety Program and associated procedures.

3.3 Environmental Health and Safety Office (EHSO) is responsible to:

3.3.1 Assist the Deans, Directors and Department Heads, with compliance to this Fire Safety Procedure by providing:

- Technical advice/consultation
- Training
- Tools to assist in compliance

3.3.2 Report the status of fire safety programs to the Vice-President (Administration) on an annual basis or as requested.

3.4 Physical Plant is responsible to:

3.4.1 Provide inspection and servicing in accordance with the Manitoba Fire Code of fire and life safety systems in all University facilities;

3.4.2 Provide an alternate means to ensure safety of staff, students and visitors when life safety systems are not functional;

3.4.3 Provide an annual report to the Associate Vice-President (Administration) on status of inspection and maintenance;

3.4.4 Consult with EHSO when construction or maintenance activities could compromise the fire safety plan for a building.

Part IV Accountability

4.1 University Secretary is responsible for advising the President that a formal review of these Procedures is required.

4.2 The Associate Vice-President (Human Resources) is responsible for communication of these Procedures and those associated with it.

4.3 EHSO is responsible for providing support to senior administration, as well as faculties and units.

Part V Review

- 5.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for these Procedures is November 2, 2022.
- 5.2 In the interim, these Procedures may be revised or rescinded if:
 - 5.2.1 the Approving Body deems necessary; or
 - 5.2.2 the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

Part VI Effect on Previous Statements

- 6.1 These Procedures supersede the following:
 - 6.1.1 all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
 - 6.1.2 all previous Administration Procedures, and resolutions on the subject matter contained herein; and
 - 6.1.3 all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein.

Part VII Cross References

Health and Safety Policy