Fire Safety Plans Policy

Applicable Legislation:

Ontario Fire Code (O.Reg.388/97)

Intent:

To outline requirements for Fire Safety Plans and to identify responsibilities for their implementation.

Definitions:

approved

means approved by the Chief Fire Official

assembly occupancy

(Group ‘A’) means the occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes or for the consumption of food or drink.

building

any structure used or intended for supporting or sheltering any use or occupancy.

check

visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Chief Fire Official

the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief.

Class A Fire

a fire involving combustible materials such as wood, cloth and paper.

Class B Fire

a fire involving a flammable or a combustible liquid, fat or grease.

Class C Fire

a fire involving energized electrical equipment.

Class D Fire

a fire involving a combustible metal.

exit

that part of a means of egress, including doorways, that leads from the floor area it serves to a separate building, an open public thoroughfare or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

fire compartment

an enclosed space in a building that is separated from all other parts of the building by enclosing construction that provides a fire separation having a required fire-resistance rating.

inspection

a physical examination to determine that the device or system will apparently perform in accordance with its intended function.

means of egress

a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open public thoroughfare or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. Means of egress includes both exits and access to exits.

occupancy

the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.

occupant load

the number of persons for which a building or part thereof is designed.

residential occupancy

(Group ‘C’) means the occupancy or use of a building or part thereof by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.

supervisory staff

those occupants of a building (e.g. fire wardens) who have been assigned responsibility for the fire safety of other occupants under the fire safety plan and may include the fire department where the fire department agrees to accept these responsibilities.

test

the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

Requirements of the *Ontario Fire Code, Subsection 2.8.2*

2.8.2.1.(1) A Fire Safety Plan shall include:

a. the emergency procedures to be used in case of fire including sounding the fire alarm, notifying the fire department, provisions for access for fire fighting, instructing occupants on procedures to be followed when the fire alarm sounds, evacuating endangered occupants and confining, controlling and extinguishing the fire,

b. the appointment and organization of designated supervisory staff to carry out fire safety duties,
c. the instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety,
d. the holding of fire drills including the emergency procedures appropriate to the building,
e. the control of fire hazards in the building,
f. the maintenance of building facilities provided for the safety of occupants,
g. the provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof, and
h. instructions, including schematic diagrams, describing the type, location and operation of building fire emergency systems.

Policy:

1. Fire Safety Plans shall be established for all University buildings and shall be produced for the local Chief Fire Official upon request.
2. Facility management personnel shall be responsible for the development of department/building-specific Fire Safety Plans, and assigning fire safety duties to supervisory staff (e.g. fire wardens) in accordance with *Ontario Fire code* Section 2.8.
3. The Security Services' Fire Division shall offer advice and assistance regarding the preparation and maintenance of Fire Safety Plans.
4. The Fire Safety Plan shall be kept in the building in a location approved by the local Chief Fire Official
5. The Fire Safety Plan shall be reviewed annually by building management and by the departmental (local) joint health and safety committee.
6. A copy of the fire emergency procedures shall be prominently posted and maintained on each floor area of a University building.
7. A copy of the fire emergency procedures and other duties for supervisory staff and fire wardens, as described in the Fire Safety Plan, shall be given to all supervisory staff, and fire wardens. Training shall be provided as necessary.
8. Fire safety audits shall be conducted annually by supervisory staff

Guidelines:

Fire Safety Plans are required under Section 2.8 of the *Ontario Fire Code*. Fire Safety Plans are essential for promoting fire emergency preparedness and elevating general awareness of building fire protection systems and emergency evacuation procedures. Home fire safety plans should not be overlooked either! For general fire safety information, visit the web site: www.nfpa.org [1]. More safety information may be found at the web address of the Canadian Centre for Emergency Preparedness, www.ccep.ca [2].

There are three essential steps to thorough fire safety planning:

1. develop the Fire Safety Plan;
2. communicate the Fire Safety Plan to building occupants;
3. rehearse building evacuation and educate personnel about proper selection and use of portable fire extinguishers.

Responsibilities of Fire Wardens

Fire wardens must be vigilant for workplace fire hazards and are responsible for conducting safety checks during building evacuations.

Emergency Tubes at Rural Properties

Emergency tubes are recommended at the entrances to the University's rural properties. They contain important information about the property (e.g. sketches of the farmstead, an inventory of hazardous materials, locations of emergency equipment, water supplies, etc.) to help emergency response crews with critical information in case of fire or other emergency. Facility managers should implement the use of emergency tubes and review emergency response preparedness with their local fire departments.

General guidelines on preparing emergency plans may be found at the web site: www.ccohs.ca/oshanswers/hsprograms/planning.html [3]. Also, see CAN/CSA-Z731-95 *Emergency Planning for Industry*.

Effective: September 2000

Page category: Policy [4]

Source URL:https://www.uoguelph.ca/hr/policies/fire-safety-plans-policy

Links
[1] http://www.nfpa.org [2] http://www.ccep.ca [3] http://www.ccohs.ca/oshanswers/hsprograms/planning.html [4] https://www.uoguelph.ca/hr/page-category/policy