Fire Safety Plan

Building Fire Safety Plan for:

WINDEEE BUILDING

2535 Advanced Ave., London, ON. N6M 0E2

Advanced Manufacturing Park

September 2021
Sept 16/21 - Rev 2021.1 – Replaced FS logo. Replaced CCPS and FSEM references
# Western Fire Safety Plan
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1. Introduction

The Ontario Fire Code, Section 2.8 requires the implementation of a Fire Safety Plan for this building/occupancy. Typically, the plan is to be kept in the building in an approved location; however, due to the large number of buildings on and off campus, the Fire Safety Plans are maintained in a central database on the Western Fire Safety website www.fire.uwo.ca.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of Western’s Fire Safety Department to ensure that the information contained within the Fire Safety Plan is accurate and complete.

The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than $500,000 for a first offence and an individual is liable to a fine of not more than $50,000 for a first offence, or to imprisonment for a term of not more than one year, or to both.

This Official Document is to be kept readily available in the approved location for use by building occupants including; staff, fire officials, other public officials and Supervisory Staff.

The fire safety plan is located on the Western Fire Safety website, www.fire.uwo.ca.

DEFINITIONS
**Alarm Signal:** an audible signal transmitted throughout a zone or zones or throughout a building to advise occupants that a fire emergency exists.

**Approved:** means approved by the Chief Fire Official.

**Assembly:** (Group ‘A’) means the occupancy or the use of a building, or part thereof, occupancy 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:** means 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 City of London Fire Chief or a member or members of the fire department appointed by the City of London Fire Chief under Subsection 1.1.8. (of the Ontario Fire Code) or a person appointed by the Fire Marshal under Subsection 1.1.8.

**Class A:** a fire involving combustible materials such as wood, cloth and paper.

**Class B:** a fire involving a flammable or a combustible liquid, fat or grease.

**Class C:** a fire involving energized electrical equipment.

**Class D:** a fire involving a combustible metal.

**Class K:** a fire involving cooking oils.

**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 Separation:** a construction assembly that acts as a barrier against the spread of fire and may or may not have a fire resistance rating or a fire protection rating.

**Incident Command:** the incident management structure used during emergencies by both Western University and municipal emergency agencies.
Incident Commander - London Fire Department: the individual representing the authority having jurisdiction (London Fire Department) who is responsible for the coordination and response to a fire emergency.

Incident Commander - Western University: an individual authorized by the President to coordinate the University’s response to an emergency and to notify the Emergency Operations Control Group (EOCG) in the event of a major incident and/or the municipal emergency agencies incident manager.

Inspect (Inspection): means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

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.

Owner: any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

Single Stage Fire Alarm System: a fire alarm system designed so that activation of any alarm initiating device (i.e. manual pull station, smoke or heat detector, etc.) will cause a general evacuation alarm signal to sound on all audible signal appliances throughout the building.

Supervisory Staff: those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan. This includes the Building Emergency Coordinator, Building Emergency Team members, and/or Residence Life Staff. In residence buildings supervisory staff is supported by Dons, and in all other buildings the primary occupant will select Building Emergency Coordinator(s) who in turn will recruit Building Emergency Team volunteers from various departments. Dons, BEC and BET members receive online and in person fire safety and fire extinguisher training.

Test: means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
2. Contact Information

a. Emergency Contact Information

- Fire: 9-1-1
- Police: 9-1-1
- Ambulance: 9-1-1

b. Building Key Holder(s) Information:
   Western Special Constable Service

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE/EXT.</th>
<th>HOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Western Special Constable Service (WSCS)</td>
<td>519-661-3300 / 83300</td>
<td></td>
</tr>
<tr>
<td>2 Gerald Dafoe</td>
<td>C: 519-868-3338</td>
<td></td>
</tr>
<tr>
<td>3 Adrian Costache</td>
<td>519-661-2111 / 88137</td>
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c. Building Owner Information

Western University
C/o Fire Safety
Graphics Building Room 123
London, ON N6G 1G9
519-661-3300

d. Building Contact Information

Building Name: WindEEE Building

Building Emergency Map Identification (Zone/Number): N/A

After Hour Contacts (24 hour telephone numbers)

Western Special Constable Service: 519-661-3300
Fire Alarm Service:
Facilities Management - Electrical Shop
Phone No.: 519-661-3304

Sprinkler and Standpipe Service:
Western Fire Safety
Phone No.: 519-661-3300

Elevator Service:
Facilities Management - Elevator Shop
Phone No.: 519-661-3304
3. Building Resources Audit

**Occupancy Type:** F3

**Occupant Load** N/A
Occupant Load: (if applicable)
Contact Western Fire Safety for specific room occupant loads.

**Access:**

Designated Fire Route: ☑️ Yes
Advanced Ave. to WindEEE driveway.

Municipal/Private Hydrant: ☑️ Yes
Location: Northeast corner of WindEEE building

Lockbox: ☑️ Yes
Location: outside of exit 6, Northeast side of building.

**Heating** ☑️ Natural Gas ☐️ Electric ☐️ Steam

Main Gas Shut-off: Outside of exit 6, Northeast corner of building

Main Electrical Shut-off Location: Room 114A

Main Domestic Water Shut-off Location: Room 114B

**Fire Alarm System:**

Make: Simplex
Model: 4100U
Main Fire Alarm Control Panel Location: By Exit 6
Annunciator Panel Location(s): N/A
Fire Alarm Description: Single Stage Addressable
Monitoring: Damar Security
Sprinkler System: □ No □ Yes

Standpipe System: □ No □ Yes

Fire Department Connection: □ No □ Yes

Fire Pump: □ No □ Yes

Other Extinguishing Systems:
Type: (i.e. pre-action, inergen, dry chemical): □ No □ Yes
Area/Location Protected: NONE

Portable Fire Extinguishers: (Refer to schematic drawings)

Emergency Lighting: □ No □ Yes
Type of Devices: Wall Packs

Emergency Power: □ No □ Yes

Extra Hazardous Area: □ No □ Yes
Is there hazardous materials on site?
If YES, contact Western University Occupational Health and Safety x82194 or WSCS after hours for more information.

Exits: Refer to building schematics for location of exits.
Elevators:

Automatic Recall  ☒ No  ☐ Yes

Manual Recall  ☐ No  ☒ Yes

Manual Recall Switch(es)  ☐ No  ☒ Yes

Location:  By Exit 1 - Main Entrance

Total Number of Elevators:  1

Total Number of Firefighter Elevators:  1

Firefighter Elevator Location:  By Exit 1 - Main Entrance

Floors Served by Firefighter Elevator:  1, 2

Location of recall/operating keys: Inside Fire Alarm Panel at exit 6

Operating Instructions:  Standard TSSA
4. Controlling Building Fire Hazards

A high standard of housekeeping and general maintenance is the single most important factor in the prevention of fire. Subsequently, some common fire hazards have been identified;

- Combustible materials stored improperly and in mass quantities in unapproved locations.
- Fire Doors being propped open or not closing properly.
- Improper storage of flammable liquids and gases.
- Defective wiring of appliances and electrical equipment, and/or overloading of specific outlets, power bars and extension cords
- Improper disposal of oily rags

In General, Occupants of a Building Should Know;

- How to alert occupants of the building of a Fire or Emergency
- Where the exits are located
- To call 9-1-1 in the event of an Emergency
- The name and address of the building in which you are located
- The Fire Alarm procedures and meeting place in the event the building needs to be evacuated
- Who the Building Emergency Team members are within their area and who the Supervisory Staff are within the building
- How to report any Hazard to your Supervisor, WSCS, Fire Safety or Occupational Health and Safety

Reporting Fire Hazards

Please report all fire hazards to Western Fire Safety. There is no need to give your name and all hazards will be investigated if reported by phone or in person.

Western Fire Safety
Phone: 661-3300 (or 83300)
(Please do not report fire hazards by fax or email)
5. Instruction to Occupants

Fire Procedures

Throughout campus there is signage posted indicating instructions pertaining to fire procedures as well as directions to follow in the event of an emergency. These signs have been included in this plan. You should familiarize yourself with your building’s signage as well as the instructions listed on them.

Fire Alarm Procedures

- Evacuate the building using the closest exit. DO NOT USE ELEVATORS.
- Proceed to your predetermined meeting place and advise your supervisor, Building Emergency Team or Emergency Personnel.
- Do not re-enter the building until given the authority to do so.
IN CASE OF FIRE

UPON DISCOVERY OF FIRE
Leave fire area immediately.
Close doors.
Sound the fire alarm.
Pull the manual station.
Leave the building by the nearest exit.

DO NOT USE ELEVATOR

UPON HEARING FIRE ALARM
Leave the building by the nearest exit.
Close doors behind you. Take door key.

CAUTION
If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and place wet towel at base of door. If you encounter smoke in stairway, use alternate exit.

REMAIN CALM

FALSE ALARM “Everyone who willfully, without reasonable cause, in ANY MANNER, makes or causes to be made an alarm of FIRE is Guilty of an offence.” Criminal Code

UNIVERSITY POLICY REQUIRES FULL EVACUATION

Western

CAMPUS EMERGENCIES 911
“Safe Area” for Persons with Disabilities:

Persons with a physical disability are, in many cases, limited in their ability to evacuate by means of stairwells. It is primarily for this type of disability that the following procedures apply.

Procedure When an Alarm Sounds

Ground Level

If you can evacuate the building at ground level, a Building Emergency Team member (BET) or a volunteer should escort you to a safe location away from the building.

Above or below the ground floor

1. Seek a safe area with or without the assistance of a BET.
2. When there is a fire alarm, if possible, phone WSCS at 911 to inform them of your location, circumstance and intentions.
3. Tell the communication officer that your fire alarm is sounding but you have a disability and cannot leave your floor area. If you smell smoke, or are in immediate danger, immediately inform the communications officer.
4. The Building Emergency Team (BET) has been instructed to ask and help you to identify the location where you will wait for evacuation. They are not trained to lift and carry you out of the building. Please ask someone to remain in the building with you until trained rescue workers arrive from the fire department. Make sure someone either from the evacuation team or a volunteer has noted your location (which floor and stairwell) and that this person will notify the authorities of your need for assistance.
5. Provide the phone number and extension you are calling from. It is IMPERATIVE that this number can receive return calls. Note that PAY telephones generally cannot receive incoming calls.
6. WSCS has radio contact with officers at the scene and will provide you with updates on the situation via the phone number you provide. In the event that your safety could be compromised, Firefighters will assist in your safe evacuation. At any time, you can also call back for an update.
Note: The London Fire Department and Western Special Constable Service will respond to the scene within 2-3 minutes of a fire alarm.

Availability of Telephones

It is reasonable to assume that if a building is occupied and open for business, telephones will be available in offices, etc. In cases, such as evening lectures, where only the lecture theatre or classroom is open, you are encouraged to contact WSCS by calling 911.

1. Make sure the Building Emergency Team (BET) can easily locate you. Please ask for help from your professors, classmates or coworkers to evacuate in case no member of the evacuation team is on your floor.
2. It is part of the professor’s responsibilities to assist with the emergency evacuation of his/her class.

Whenever possible, the procedures to be taken for the evacuation of a person with disability must be discussed with the individual. Co-workers are also to be informed of these procedures in order to achieve a mutual understanding of the impairment, and the procedures to initiate during an evacuation.

The person(s) with the disability is usually the best judge of his/her abilities and can provide valuable assistance in developing an evacuation plan. Persons having a sensory impairment (blindness, deafness, etc.) or a minor physical impairment can, with the assistance of their Building Emergency Team members, usually evacuate as quickly and safely as other building occupants. If this is the case, they may be permitted to carry out regular evacuation procedures. However, these persons may require at least one Building Emergency Team Member to alert them of the alarm, if necessary, and to assist them to evacuate.

For the purpose of fire safety planning, a “physical disability” is that which, even with the aid of Building Emergency Team members, would prevent that person from descending the stairs in an evacuation situation at a rate of speed consistent with the normal flow of other building occupants, or which would cause such person physical harm if they attempted to descend the stairs.
In building fire evacuation exercises, the Building Emergency Team members and persons with a disability are to carry out the actions they would normally carry out in an emergency (i.e., respond to the pre-arranged location on the floor area). In a drill situation, it is not necessary for persons with a disability to evacuate the building completely. This action could in fact pose a danger to these persons and their Building Emergency Team members, as well as for the other occupants of the building.

Upon initiation of a fire alarm, the Building Emergency Team members may respond with the persons with a disability to a pre-arranged location on the floor area that does not block other evacuation traffic.

In all situations, the Building Emergency Team members should ensure that one person is assigned to report to the Building Emergency Team Coordinator or Emergency Personnel, immediately upon evacuation, that the floor is clear and the number of persons with a disability, Building Emergency Team members, etc. evacuating at a slower rate and their location, so that assistance may be dispatched if available.

If for any reason the evacuation of a person with a disability must be suspended, and the people involved take refuge on a floor area other than their own, the Building Emergency Team members must make every effort to alert the Building Emergency Team Coordinator or other Emergency Personnel of their location. This can be done by advising other evacuees as they proceed down the stairs, by keeping a watch for would-be rescuers, searchers or fire fighters proceeding up the stairs, by using the telephone, or by waving or shouting from a window to alert bystanders and/or arriving emergency personnel.

The Building Emergency Team members or designated person should immediately advise the Building Emergency Team Coordinator or Emergency Personnel when the evacuation of persons with a physical disability has been completed.

It should be noted that telephone communications remain intact in many fire situations and an attempt should always be made to utilize this means of communication to either contact WSCS or the Fire Department.

Occupants who require assistance in evacuating during an alarm are responsible for:
o Advising their Building Emergency Team Coordinator or Western Fire Safety so that a pre-plan can be established;
o Assisting the Building Emergency Team Coordinator or Western Fire Safety in appointing Building Emergency Team members;
o Telling their Building Emergency Team members how much help they may need; and
o Practicing the evacuation procedures.

Please send any unanswered questions or concerns to firesafety@uwo.ca
6. Supervisory Staff

- Western Special Constable Service
- Western Fire Safety
- Building Emergency Coordinator
7. Responsibilities

Building Emergency Coordinator

The Building Emergency Team (BET) is coordinated by the Building Emergency Coordinator (BEC). The Building Emergency Coordinator has the task of recruiting and maintaining a group of people who will act as members of their Building Emergency Team. During an Emergency evacuation, the BEC will proceed to a designated meeting place to await the arrival of the responding Emergency Services. The BEC will liaise with other Building Emergency Team members in order to determine any pertinent information about the emergency. Such information may include: areas of the building which have been searched, locations of people in the building, cause of the alarm, cause of the fire, signs of smoke or fire, or any other information which they deem important for responding Emergency Personnel. The BEC will relay this information to the incoming agencies and act as a liaison. An additional duty of the BEC is to inform other team members, upon the instructions from the Incident Commander be it Police, Fire or Other, that the building can be re-occupied. In the case that it is not possible to re-occupy the building, it is the duty of the BEC to relay to other team members that they will be required to move to the pre-determined temporary shelter building.

All Building Emergency Team members and Building Emergency Coordinators are issued vests which are to be donned in the event of an emergency. These vests assist responding Emergency Agencies as well as building occupants in identifying their designation as Building Emergency Team members.
Responsibilities

**Supervisors**

- Keep the doors in fire separations closed at all times.
- Ensure that the doors to stairways are kept closed at all times (or will close on activation of a fire alarm).
- Keep access to exits and exit doors, inside and outside, clear of any obstructions at all times.
- Ensure that stairways, landings, hallways, passageways, and exits, inside and outside, are kept clear of any obstructions at all times.
- Ensure that combustible materials are not accumulated in any part of a stairway, fire escape or other means of egress, or near elevator and ventilation shafts.
- Ensure that combustible waste materials do not accumulate in locations that may constitute an undue fire hazard.
- Promptly remove all combustible waste from your area.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Participate in fire drills.
- Have a working knowledge of fire alarm procedures and the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Maintain fire protection equipment visibility and access.
- Arrange for an alternate person to be responsible for your duties in the event of your absence.
- Comply with the Ontario Fire Code.
Responsibilities

Western Fire Safety

Western Fire Safety has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Conducting fire drills in accordance with the Ontario Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for the required period.
- Ensure that the information in the Fire Safety Plan is current.
- Train sufficient building supervisory staff and alternates
- Maintain the provisions of the Fire Safety Plan.
### 8. Assembly Area(s)

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<tr>
<th>WindEEE</th>
<th>Assembly Area</th>
<th>Northeast Parking Lot</th>
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<tr>
<td>Primary Shelter</td>
<td>Collider Building</td>
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<tr>
<td>Secondary Shelter</td>
<td>Fraunhofer</td>
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9. Fire Drills

Fire drills on campus are conducted in accordance with the Ontario Fire Code. This Code states that a fire drill, for at least supervisory staff, must occur once per year in all buildings equipped with fire alarm systems, every six months in buildings that have laboratories that use flammable or combustible liquids, every three months in high rise buildings, and monthly for day-care facilities.

A fire drill is a tool that can be used to train employees who have supervisory duties, expose building occupants to fire evacuation procedures, identify concerns that affect the occupants’ ability to evacuate, and increase the general fire safety awareness among building occupants.

As the name implies, a fire drill is just that, a “drill”, or a “practice” that is conducted during a non-emergency time. Building occupants are given the opportunity to carry out any “fire alarm duties” assigned to them without the danger presented by an actual fire. Fire Drills also prove to be good practice for all Building Emergency Team members. This provides all occupants the opportunity to give feedback that can be used to alter and modify plans, routines and habits in an effort to make a real emergency as safe as possible.

A fire drill may also be used as a diagnostic tool that can help emergency planners understand the strengths and weaknesses of each building’s reaction to a fire alarm/emergency situation. These findings can then be used to make adjustments to fire safety plans, training programs, and future fire drills.

Fire drills identify to the occupants the audible and visual evacuation devices and emergency tones that are heard and seen during an alarm as well as reinforce the procedures that are to take place during an alarm.

Participation in fire drills is mandatory, and each person within a building is expected to evacuate when the fire alarm sounds.

Fire drills will be held at least annually in this building to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.
10. Fire Extinguishment/Control/Confinement

Ensure that the Fire Alarm System has been activated and that the Fire Department has been notified prior to an attempt to extinguish a fire. Only those persons who are trained and familiar with extinguisher operation should attempt to fight a fire. In the event that a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire and the building should be evacuated.

Portable Fire Extinguisher Operation

Remember the acronym P.A.S.S.

P - Pull the safety pin
A - Aim the nozzle
S - Squeeze the trigger handle
S - Sweep from side to side (watch for fire restarting)

Never re-hang or put back extinguishers after they have been used. Ensure that discharged fire extinguishers are reported to Western Fire Safety and that a replacement extinguisher is provided.

Keep extinguishers visible and unobstructed.

Throughout campus there is signage posted indicating instructions pertaining to operation of fire protection equipment (Commercial Kitchen Suppression Systems, Special Fixed Extinguishing Systems, Fire Hose Stations, etc.) as well as directions to follow in the event of an emergency. The fire extinguisher procedure sign has been included in this plan. You should familiarize yourself with your building’s/area’s signage as well as the instructions provided. Contact Western Fire Safety for any further training.
INSTRUCTIONS

1. TRASH, WOOD, PAPER
2. LIQUIDS
3. ELECTRICAL EQUIP.

4 M
11. Alternative Fire Safety Measures

Alternative fire safety measures will be implemented for any shutdown of fire protection equipment and systems or parts thereof. The London Fire Department will be notified of any shutdowns lasting longer than 24 hours.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of fire watch personnel, radios, procedures, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations are to be sought from Western Fire Safety.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Adhere to all relevant University policies and procedures.
2. The London Fire Department is to be notified by Western Fire Safety of shutdowns lasting longer than 24 hours.
3. When required, persons/occupants in affected areas will be notified by the means identified by Western Fire Safety.
4. When deemed necessary by Western Fire Safety staff or other reliable person(s) will conduct a Fire Watch within the affected area(s). All normally occupied areas shall be inspected and a log will be maintained via radio communication with WSCS radio system logging.
5. Alternative notification system(s) may need to be employed to evacuate occupants at the request of Western Fire Safety or the London Fire Department.
6. During an emergency or unscheduled shutdown notify the Manager of Western Fire Safety (or designate) via WSCS Communications (519-661-3300). The notification is to be made by the employee or contractor creating the shutdown. Provide your name, address, phone number and/or location and a description of the problem including when you expect it to be corrected. Notify WSCS again when repairs have been completed and systems are restored to normal.

Note: All shutdowns will be confined to as limited an area and duration as possible.

All hazardous operations (labs working with flammable and combustible liquids and gases) should be suspended in non-protected areas due to shutdowns.

12. Special Event Procedures
All Special Events are to have fire and life safety procedures developed if the provisions of the approved fire safety plan cannot be met. All special event organizers are to develop these plans in conjunction with Western Fire Safety.

The following are examples of special event items that would require the need for special procedures:

- Blocked exits
- Large quantities of combustibles
- Large numbers of persons with a physical disabilities
- High profile speaker(s)
- Change in building use
- Change in normal occupancy
- High occupancy loads
13. Maintenance & Testing Requirements of Building Fire and Life Safety Systems

Check/test/inspect requirements of the Ontario Fire Code:

- Fire Safety Officers check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.

- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code or Western Fire Safety should be consulted.

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made. For all documented records contact Western Fire Safety.

All maintenance and testing of building fire and life safety systems are the responsibility of Fire Safety.
General Fire Protection Systems/Equipment

**General**

Hydrants shall be readily available and unobstructed for use at all times.

Doors in fire separations are to be checked as frequently as necessary to ensure that they remain closed.

Exit signs are to be clearly visible and maintained in a clean and legible condition.

Internally illuminated exit signs are to be kept clearly illuminated at all times, when the building is occupied.

**Weekly**

When subject to accumulation of combustible deposits, hoods, filters and ducts are to be checked weekly and be cleaned when such deposits create an undue fire hazard.

**Monthly**

Doors in fire separations are to be inspected monthly for proper operation.

**Yearly**

Hydrants shall be inspected annually after each use.  

Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and inspected for wear, rust or obstructions.

The hydrant barrel shall be inspected annually to ensure that no water has accumulated.

The drain valve shall be inspected for operation if water is found in the hydrant barrel when main valve is closed.

Hydrant water flow shall be inspected for operation annually and a record shall be kept.

---

1 Yearly inspection and maintenance of hydrants are the responsibility of The City of London.
Fire dampers and fire-stop flaps are to be **inspected** annually, or based on a schedule, via contractor, acceptable to the Chief Fire Official.

Every chimney, flue and flue pipe are to be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.

Disconnect switches for mechanical air-conditioning and ventilating systems are to be **inspected** annually to establish that the system can be shut down.

Spark arresters are to be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters should be repaired or replaced.
Portable Fire Extinguishers

General

Each portable extinguisher is to have a tag securely attached to it showing the maintenance or recharge date, the servicing agency, and the signature of the person who performed the service.

A permanent record containing the maintenance date, the examiner’s name, and a description of any work or hydrostatic testing carried out is to be prepared and maintained for each portable extinguisher.

All extinguishers are to be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer are to be followed.

Monthly

Portable extinguishers are to be inspected monthly.

Yearly

Extinguishers are to be subject to maintenance not more than one year apart or when specifically indicated by an inspection.

Maintenance procedures are to include a thorough examination of the three basic elements of an extinguisher:

a) mechanical parts
b) extinguishing agent
c) expelling means

5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers are to be hydrostatically tested.

6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic test are to be emptied and subjected to the applicable maintenance procedures.
Fire Alarm

**General**

Fire alarm and voice communication system components are to be kept unobstructed.

Fire alarm control and annunciator panels are to be kept unobstructed.

Fire alarm system power supply disconnect switches are to be locked on in an approved manner.

**Daily**

The following daily checks should be conducted. If a fault is established, appropriate corrective action should be taken.

a) **The fire alarm panel is monitored 24/7 by Security for any alarms, faults, or troubles which will result in the immediate dispatch of persons to investigate.**

**Monthly**

Every month the following **tests** are to be conducted under battery back-up power and if a fault is established, appropriate corrective action is to be taken:

- one manual fire alarm initiating device is to be operated, on a rotating basis, and should initiate an alarm condition
- function of all signal devices should be ensured
- the annunciator panel is to be checked to ensure correct annunciation
- intended function of the audible and visual trouble signals are to be ensured
- fire alarm batteries are to be checked to ensure that:
  - terminals are clean and lubricated where necessary;
  - terminal clamps are clean and tight;
  - electrolyte level and specific gravity, where applicable, meet manufacturer’s specifications
**Monthly (continued)**

Voice paging capability to one zone is to be **tested** monthly on a rotational basis.

One emergency telephone is to be **tested** monthly on a rotational basis for operation and correct indication at control unit.

Loudspeakers are to be **tested** monthly as an all-call signal to ensure they function as intended.

At least one fire fighter’s emergency telephone is to be **tested** monthly on a rotational basis to ensure communication with the control unit. All telephones are to be **tested** each year.

**Yearly**

Yearly **tests** are to be conducted by a certified fire alarm technician as required by The Ontario Fire Code. **Tests** should be in conformance with CAN/ULC S536, “Inspection and Testing of Fire Alarm Systems”.

Voice communications between floor areas and the central alarm control facility are to be **tested** annually, as required for fire alarm initiating and signally devices.
Emergency Lighting System

**Daily**

Check pilot lights for indication of proper operation.

**Monthly**

Batteries should be **inspected** monthly and maintained as per manufacturer’s specifications.

Ensure that battery surface is clean and dry.

Ensure that terminal connections are clean, free of corrosion and lubricated.

Ensure that the terminal clamps are clean and tight as per manufacturer’s specifications.

Emergency lighting equipment should be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply.

**Yearly**

Emergency lighting equipment should be **tested** annually to ensure that the units will provide emergency lighting for duration equal to the design criteria under simulated power failure conditions.

After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer’s specifications.
14. **Fire Alarm System and Device Information**

Simplex 4100  
Single Stage Fire Panel

**Automatic Devices:**

Heat Detectors  
Smoke Detectors  
Thermal Wire

**Manual Devices:**

Pull Stations
15. **Portable Fire Extinguishers**  
   - see building schematics
17. Bomb Threats and Suspicious Packages

Bomb Threat and Suspicious Packages

Purpose

To provide direction and protection for persons, property and the environment in the event a bomb threat, or a report of a suspicious package, is received.

Bomb Threats Statement

Bomb threats are usually transmitted by telephone. The use of explosives and the threatened use of explosives are occurring more frequently in our society. However, in realistic terms, the frequency of valid bomb occurrences, when compared with phone threats, is very limited. Notwithstanding this, it is important that all threats are taken seriously. A Bomb Threat Telephone Procedures checklist must be kept at all major incoming call stations such as: the central switchboard, reception desks, the office of the President, Human Resources, Faculty Deans’ offices, Registrar, ACVS, and WSCS communication centre.

Information to Obtain

If the threat is received by telephone, make notes of the exact conversation.

a) Was the caller male or female?
b) Approximate age?
c) Was the voice emotional or calm?
d) Is the caller coherent?
e) Does he/she have an accent, speech impediment, or distinctive voice?
f) Was there anything about the conversation that may identify the caller or the location of the alleged bomb?
g) Note any reason given by the caller for this threat.

Procedures to Follow on Receipt of a Bomb Threat
1. Remain calm
2. Use the Bomb Threat Telephone Procedures checklist as a guide.
3. Keep the caller on the line as long as possible.
4. Try to get information on the location of the explosive device. Ask the caller to provide details.
5. When it appears inevitable that the caller is about to hang up, ask the caller for their name. Experience has shown that excited callers have sometimes provided this information when they are in a stimulated state.
7. NOTIFY your supervisor or manager and the WSCS Communications Centre at 911, immediately.
8. The WSCS Operator will initiate calls to WSCS management, and the Emergency Response Team (ERT) and external emergency services, as required, and keep a record of these notifications and contact times.
9. Incident Command will be the responsibility of the WSCS who will determine, through collaboration, if evacuation is necessary.
10. WSCS, assisted by the Emergency Response team, as necessary, will coordinate a search under the authority of the Incident Commander, with special attention to:
   i) Classrooms, garbage receptacles and washroom areas
   ii) Unattended packages, bags, briefcases, etc.
   iii) Stairwells and hallways
   iv) Exterior building locations, including dumpsters
11. Submit written notes and information to the Incident Commander, immediately.

Threat Analysis

The Incident Commander, in conjunction with other university officials and the London Police Service, will analyze the threat level and decide if
evacuation procedures are necessary.

Suspicious Package

A suspicious object consists of a usual object in an unusual place. Typical examples of suspicious objects include a grocery bag, a duffel bag or an attaché case. These objects may be hidden in locations, e.g. such as in a stairwell, store room, broom closet or behind a toilet.

**IF A SUSPICIOUS PACKAGE IS FOUND - ‘DO NOT TOUCH IT’**

**Immediately Call 911**

DO NOT USE 2-WAY RADIOS or cellular phones near the area as they may activate the device. The Incident Commander will notify the London Police Service. Clear the immediate area. Upon the arrival of the London Police Service, direct them to the Incident Commander and assist, as required. The London Police Service will not be familiar with the facility and will request that WSCS and the University Emergency Response Team coordinate a search under the authority of the Incident Commander.

The general rule to follow if a suspicious package is located is:

- **ISOLATE**
- **EVACUATE**
- **VENTILATE**
- **CALL FOR HELP**

The search must be continued to completion even though one suspicious parcel or device is located. A decision on the search conclusion will be that of the Incident Commander. The building or an area will not be evacuated, or personnel returned after evacuation, until notification by the Incident Commander.

**Incident Commander**, will

1. Liaise with the Vice-President of Administration, or designate, and the official in charge of the facility, for purposes of decision making, as necessary.
2. Communicate with Team Leaders and other management staff, as
necessary, to identify irregularities and take necessary action on matters requiring immediate attention.

3. Communicate with the Associate Vice-President of Communications and Public Affairs, or their designate, for purposes of dissemination of internal/external information, as required.

**Search**
The Incident Commander will activate/co-ordinate search procedures. WSCS, assisted by the Emergency Response Team, will coordinate a search under the authority of the Incident Commander. Team Leaders and persons volunteering to assist may search the area of the facility where the problem exists, preferably areas with which they are most familiar.

If a specific detonation time was given, the search should be stopped approximately fifteen minutes short of that time and suspended until about fifteen minutes after. The search must then be completed.

Records of the search will be maintained including: the times of the search, areas searched, and the person/group responsible. Any irregularities will be reported to the Incident Commander by area leaders and will be noted and investigated.

Leaders involved in the search must contact the Incident Commander to report completion of the search of their assigned areas. The Incident Commander must then decide whether it is necessary to search the parking lots and areas surrounding the facility.

If it is determined that an external search area is necessary, the Incident Commander will assign WSCS and volunteers to various external search areas at the conclusion of their internal searches.

**Avoiding Panic**
It is normal for the searchers to be asked a variety of questions by staff, students or onlookers. It is important that the searcher remains confident, calm and not speculate or gossip. If questioned by another employee or student, the searcher should continue with their search and tell them they have been asked to check a certain area, and not become more involved in personal conversations. Complete control of the situation must be
maintained. NO publicity is to be given by any of the searchers.

**Suspicious Package - Action**
The Incident Commander, or designate, will escort the London Police Service and/or the Explosives Disposal personnel to the suspicious object.

The Incident Commander will ensure adherence to the general procedures listed:
- The Incident Commander will evaluate the threat and discuss with the Explosives Disposal Unit, or other police personnel, suggestions for shutting off any gas, water or electrical outlets in the area.
- Keep onlookers away from the suspicious object and isolate the area in accordance with police instructions. Usually for at least 300 feet in all directions, including above or below depending on where the object is found.
- If possible, open all doors and windows in the vicinity to decrease pressure in the event of an explosion
- Ensure that no one disturbs the suspected object. Do not touch it and do not place a blanket or coat over it.

If the Explosive Disposal Unit personnel, or other police, determine that this suspected article is harmless, the Incident Commander will notify personnel that the threat is concluded. The restoration of services and any utility systems that were shut off will be reactivated under the direction of the Incident Commander, or designate, and the building will be returned to normal activities.

**Partial or Complete Evacuation**

Evacuation refers to leaving the affected building or any adjoining building(s) if applicable. If a partial or complete evacuation is necessary, the Incident Commander will take the necessary steps to ensure protection of persons, property and the environment. Evacuation of an area will be the decision of the Incident Commander in concert with those in charge of the area and the London Police Service.

**18. Medical Emergency Procedures**

For Medical Emergencies call 9-1-1.
19. **Severe Weather Emergency Procedures**

Southwestern Ontario can be subject to a variety of weather risks including: lightning, high winds, hail, flooding, tornadoes, freezing rain,
heavy snow, etc. Be aware of the potential for threatening weather and take appropriate precautions. Avoid being caught in open areas when severe weather strikes. For the safety of people and property, Environment Canada issues severe weather warnings, watches, and advisories to the public via various media outlets:

- Internet
- Weather outlets and
- Weather Radio Canada.

A WEATHER ADVISORY means actual or expected weather conditions may cause general inconvenience or concern, but will not pose a threat serious enough to warrant a weather warning. An advisory may also be issued when conditions suggest that severe weather is uncertain or too far into the future to justify a warning.

A WEATHER WATCH is an alert that conditions are favourable for the development of severe weather. Watch the skies and listen for updated watches and possible weather warnings.

A WEATHER WARNING means that severe weather is occurring or that hazardous weather is highly probable. Severe thunderstorm or tornado warnings may be issued less than one hour in advance. Other weather warnings may be issued as much as six to twelve hours in advance.

In case of severe weather find shelter locations in the interior of buildings that are away from outside facing windows and doors. Areas such as interior stairwells, corridors, classrooms, offices, washrooms, and other structurally sound rooms can provide shelter from flying debris and broken glass.

EMERGENCY WEATHER CLOSINGS

In Severe Weather Emergencies until a decision “to close” is announced, the University will be considered open. Closing the University is defined
as a suspension of classes, examinations and all other activities with the exception of critical operations necessary to mitigate risk and support the continuance of research, personal safety, and University infrastructure.

1. The University undertakes to provide ‘closing or service reduction’ information on the Western website as soon as such decisions are taken;
2. The Department of Communications and Public Affairs will notify local radio and television stations.
3. Members of the University should check internal communications and listen to major broadcast stations for the latest information.
20. Western Emergency Preparedness

Western’s Disaster planning is the responsibility of Western Special Constable Service (WsCS). Western’s Director of WSCS also has the role of Emergency Response & Preparedness Coordinator.

Western has an Emergency Response Committee that addresses University wide emergency preparedness concerns and maintains Western University’s Disaster Plan. There is an organized Emergency Response Team and Emergency Operations Control Group prepared to deal with emergencies affecting Western University.

Emergency Response Team (ERT)

The Emergency Response Team members are Western emergency services personnel who are, or may be required at an emergency site. The Team responds to emergencies and appoints an Incident Commander. This appointment is communicated to all units, including the Facilities Management Service Centre and Campus Community Police Service dispatchers. Information is conveyed on the status of the situation and on additional resources that are required.

Team members include the following individuals or their designates:

(a) Director, Western Special Constable Service
(b) Sergeants, Western Special Constable Service
(c) Manager, Fire Safety and Emergency Management
(d) Staff, Occupational Health & Safety
(e) Hazardous Material Response Team Leader
(f) Director, Operations and Maintenance, Facilities Management
(g) Manager, Power Plant Operations
(h) Director, Media Relations
(i) Media Relations Officer
(j) ITS Telecommunications Team Leader
(k) ITS Technical Support Team Leader
The primary functions of the ERT:

(a) protect persons, property, research, and information during the emergency situation  
(b) work as a team to ensure an appropriate response to the emergency, including provision of personnel, equipment and resources, compliance with statutory obligations and related University policies and procedures  
(c) coordinate onsite emergency responders; liaise with emergency services personnel  
(d) provide information, situational reports and damage assessments to the Emergency Operations Control Group.  
(e) carry out directions of the Emergency Operations Control Group.

The ERT is dispatched for incidents such as working fires, chemical spills, major power failures and other situations that involve potential threat to property or safety of persons associated with Western. The Team will respond to the scene of any incident where this has occurred or has a high risk of occurring.

Incident Command System (ICS)

ICS is a systematic approach for establishing a command and control system at an Incident. The first arriving responder establishes Command, generally WSCS. As others arrive, the most qualified/appropriate person (depending on the nature of the emergency) assumes Incident Command, or WSCS continue with command. Following the appointment of the person who is in charge of the overall scene, the Incident Commander divides responsibilities into sectors. This establishes an effective management structure while ensuring the Incident Commander is not overwhelmed with information or the related decision making.

*The Incident Commander is authorized by the President to coordinate the University’s response to the event.* He/she coordinates the efforts of Western’s resources and makes any decision should there be differing opinions. Any on-site liaison with outside agencies (London Police, London Fire, Ambulance, Ministries of Environment or Labour, etc.) is handled by this individual. The Incident Commander determines resource requirements at the emergency scene.
21. **Hazardous Material Emergency Procedures**

Before using any hazardous material, you should carefully read the label and material safety data sheet (MSDS). Understanding your material will allow you to make any emergency decisions should an accident occur. Your priorities in the event of a spill are:

1. The prevention and treatment of injuries  
2. The prevention of environmental contamination  
3. The protection of property

Your response to the spill should proceed as follows:

**Step 1**
- Immediately alert all lab occupants that you have had a spill.
- If in your opinion there is an immediate risk to room occupants, **EVACUATE** the laboratory and close the door behind you.
- If you feel the spill presents an immediate risk to individuals outside the laboratory do not hesitate to use the nearest Fire Alarm pull Station to **EVACUATE** the building.
- Wait outside the building and make the emergency responders aware that you were the one who activated the alarm and inform them of the nature of the emergency.
- Assist any injured individuals from the area only if it does not place you at risk. If it is necessary to leave anyone behind, shelter them in a safe area, and make certain that the emergency responders are aware of the individual’s location and condition.

**Step 2**
- When you are certain you are in a SAFE AREA, ensure any injured individuals receive appropriate first-aid.
- Contact WSCS at 911 to request any necessary help (Hazmat, Ambulance, First Aid, etc).

**Step 3**
- **NEVER** open a window in your lab. While this will clear the atmosphere in your lab, it will allow any gasses or vapours to be distributed throughout the entire building. If available, place your lab fume hoods into emergency mode.
Step 4
- If it is safe to remain in the lab, ELIMINATE any sources of ignition near the spill. Take measures to prevent the spill from entering the floor or sink drains.

Step 5
- Use your laboratory spill kit to control and clean up the spill ONLY if you have the necessary personal protective equipment. If not, ask WSCS to contact the Hazardous Materials Spill Response Team.

SPILL CONTROL KITS
A spill control kit for a typical spill would include the following items:

1. **Personal Protective Equipment**
   - splash goggles
   - face shield
   - lab coats/coveralls
   - gloves (nitrile and neoprene)
   - rubber boots
   - chemical resistant apron

2. **Cleanup Equipment**
   - bucket with mop and floor sponge
   - spill control pillows or pads
   - plastic dustpan
   - heavy plastic garbage bags

3. **Cleanup Agents**
   - 5 kg sodium bicarbonate to neutralize common acids
   - 2 kg sodium dihydrogen phosphate (a weak acid) to neutralize common bases
   - activated charcoal for volatile solvents
   - 10 kg of a mixture of soda ash, kitty litter, and sand (1:1:1) this works for acids (except HF) and solvents and can be used to contain other materials
   - commercial kits specific to the spilled material (e.g. J.T. Baker)

**Note:**
Western is fortunate to have a highly trained Hazardous Material Emergency Response Team to assist you and local agencies to prevent further injury, environmental contamination, and destruction of property. The Haz-Mat Team is available during an emergency by calling 9-1-1.