



SNC•LAVALIN

ProFac

Fire Safety and Evacuation Plan

Ridgetown College - Greenhouse

120 Main Street East

Ridgetown ON N0P 2C0

SECTION III

EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS



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BUILDING OCCUPANTS**

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NOTE: *For greenhouse, Building Emergency Evacuation
Coordinator and Floor Warden are the same person.*



PREFACE

Building occupants must take an active role in reviewing and understanding their responsibilities during an emergency evacuation. In the event that annual drills are conducted, occupants are made further aware of evacuation procedures. The responsibilities of the Building Occupants include:

- ☞ **Know the audible fire alarm signals and the procedures established to implement safe evacuation.**
- ☞ **Know the Floor Warden assigned to your floor area or building.**
- ☞ **Be familiar with the floor layout, exits and fire protection equipment locations on their respective areas and designated assembly area (where designated as temporary safe area of refuge)**
- ☞ **Be familiar with good fire prevention practices, as described in the Building Occupant Fire Safety Pamphlet and report any known or suspected fire hazards to the Building Emergency Evacuation Coordinator.**
- ☞ **Advise the Building Emergency Evacuation Coordinator if you require assistance in the event of a fire or emergency situation. (See Section VI, Appendix B).**

Your area Floor Warden and/or a member of an outside Emergency Services Agency can assist with your personal safety. Your co-operation may save your life.

During an emergency, or an evacuation, stay calm and follow the Plan. As circumstances dictate, the Plan may have to be altered, and the directions of the Floor Wardens or Fire Department should be followed. They have been instructed on methods to assist you, but they need your co-operation to do so!

No one is expected to, or should consider becoming a hero! If you hear an alarm, LEAVE! You, as a person, cannot be replaced, in whole or part. Any other type of loss is recoverable. Leave the affected area immediately, taking any personal belongings or keys with you.

To effectively coordinate efficient procedures, please notify the Building Emergency Evacuation Coordinator if special assistance is required for disabled persons in the event of an emergency. This information must be relayed before an emergency occurs to allow pre-planning inclusion, and be updated as often as necessary.



EMERGENCY PROCEDURES

UPON DISCOVERY OF FIRE OR SMOKE

- ✍ Leave the affected area immediately, taking any personal belongings or keys with you.
- ✍ Close, but do not lock, all doors behind you.
- ✍ Sound the fire alarm by activating the nearest pull station;
- ✍ **Call 911 and ask for the FIRE DEPARTMENT;**
- ✍ Leave building via nearest exit;
- ✍ Use the nearest EXIT to evacuate the building and proceed to Designated Assembly Area.
- ✍ Do not return until it is declared safe to do so by the Building Emergency Evacuation Coordinator or Fire Official.

IF YOU HEAR A FIRE ALARM

- ✍ Leave your workstation immediately, closing all doors behind you.
- ✍ Before opening your office door, test the door and the doorknob for heat.
 - 🔑 If the door is hot, remain in your suite and ensure the door is unlocked.
 - 🔑 If the door is not hot, brace yourself against it and open it slightly.
 - 🔑 If you feel air pressure or a hot draft, close the door quickly and remain in your suite.
 - 🔑 Call the Fire Department at 911 and alert them of your location.
- ✍ If safe to do so, use the nearest EXIT to evacuate the building and proceed to designated Assembly Area.
- ✍ Use an alternate exit if you encounter smoke in the corridor, if you are unable to use an alternate exit or are trapped.
 - 🔑 Return to your office and close the door.
 - 🔑 Seal off cracks, air transoms, central air conditioning outlets or any other openings which may admit smoke. Crouch low to the floor if smoke enters the room.
 - 🔑 Call the Fire Department at 911 and alert them of your location.
 - 🔑 Wait to be rescued. Remain Calm.

NEVER ATTEMPT TO GO THROUGH SMOKE.



PROCEDURES FOR PERSONS IN NEED OF ASSISTANCE

Persons in Need of Assistance are defined as anyone, for any reason, visible or invisible, who will not be able to exit at a normal rate of travel. This means no one will be hampered in their exit of the building.

Those who may find travel difficult are *personally* responsible to report this to Building Emergency Evacuation Coordinator. This information **must** be relayed before an emergency occurs to allow pre-planning inclusion, and be updated as often as necessary.

This is not meant to violate a confidentiality, but to attempt to ensure the safety of everyone in the building. A list of “persons in need of assistance” is required by the Fire Department. This list will be handed to the responding Officer immediately upon arrival at the building, to dispatch adequate men and equipment for this purpose, and call for back-up if necessary.

When a need is identified, a discussion of designated waiting areas is required, a main, and an alternate, accommodating all persons, and located as close as possible to an EXIT. This list is required to be kept up to date, and adjusted as often as necessary, to ensure your safety is maintained. If you choose not to advise the company of a problem, you could be jeopardizing yourself and others unnecessarily.

After these precautions are in place, it must also be realized that if the problem is not near your floor, it is possible that you may not be in danger **or** evacuated at all. The Fire Department will make these decisions after arrival and briefing on the situation.

The Fire Department will be evacuating Persons in Need of Assistance and if evacuation is required, the location of the person will be known. In addition, the Floor Warden shall ensure the Building Emergency Evacuation Co-ordinator knows a disabled person has been left at the waiting area during an emergency. But, you should also telephone 911 to advise them where you are if the alarm rings to evacuate the building, unless you have been pre-advised that a drill is taking place!



EMERGENCY INSTRUCTIONS

Emergency Instructions, as shown, will be posted at each Pull Station and maintained by Profac Facilities Management Services Inc.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE FIRE AREA IMMEDIATELY
AND CLOSE DOORS.

SOUND FIRE ALARM

LEAVE BUILDING VIA NEAREST EXIT

CALL **911** from safe location

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM

LEAVE BUILDING, VIA NEAREST EXIT.
CLOSE DOORS BEHIND YOU.

CAUTION

IF SMOKE IS HEAVY IN CORRIDOR IT MAY
BE SAFER TO STAY IN YOUR SUITE.

CLOSE DOOR AND PLACE WET TOWEL
AT BASE OF DOOR.

IF YOU ENCOUNTER SMOKE IN
STAIRWAY - USE ALTERNATE EXIT

REMAIN CALM



RED FIRE ALARM PULL STATION

Fire alarm pull stations are activated by completely pulling down the lever located at the lower half of the fire alarm station cover. Fire alarm pull stations are located near the exits. Depending upon the fire protection system installed in a specific building, fire alarms could also be automatically tripped by actuation of smoke or heat detectors or by the release of sprinkler systems.



Place fingers in here.
Pull out and down

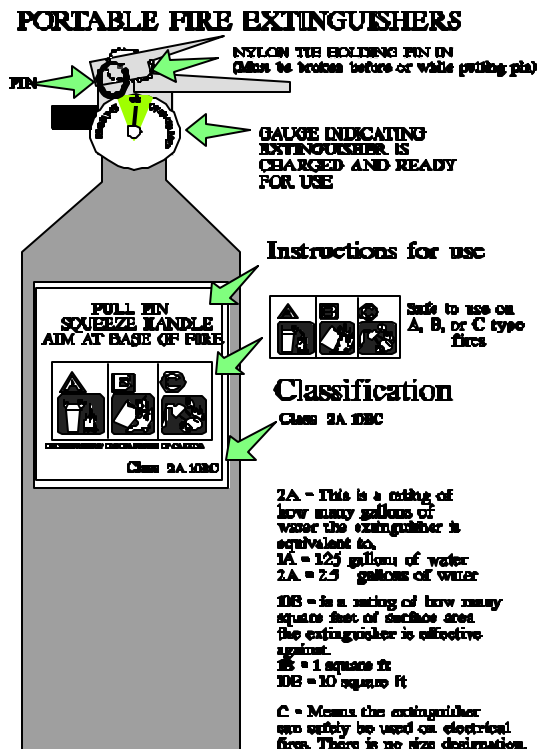





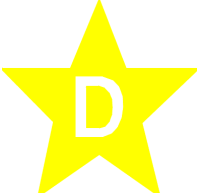
FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department as the production of noxious fumes in modern buildings makes any attempt at fire fighting extremely dangerous to untrained personnel, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department notified, should an experienced person (familiar with the extinguisher operation) attempt to extinguish a small fire. **ONLY** consider extinguishment if the fire **IS BETWEEN YOU AND THE EXIT**.

Portable Class ABC Fire Extinguishers (dry chemical powder) are located throughout the building. These extinguishers are identifiable by their small size and are usually coloured red. Instructions for use of fire extinguishers can be found on the label of the fire extinguisher



Class of Extinguisher	Class Symbols	Materials to Use On:	Types of Extinguishers
Class A		<p>Ordinary Combustibles: paper, cloth, wood, rubber, many plastics.</p>	<p>Water Multipurpose Dry Chemical</p>
Class B		<p>Flammable Liquids: oil, grease, gasoline, some paints, solvents etc.</p>	<p>CO2 Multipurpose Dry Chemical</p>
Class C		<p>Electrical: wiring, fuse boxes, electrical equipment etc.</p>	<p>CO2 Multipurpose Dry Chemical</p>
Class D		<p>Combustible Metals: magnesium, sodium.</p>	<p>Special Liquid or Dry Powder agent</p>