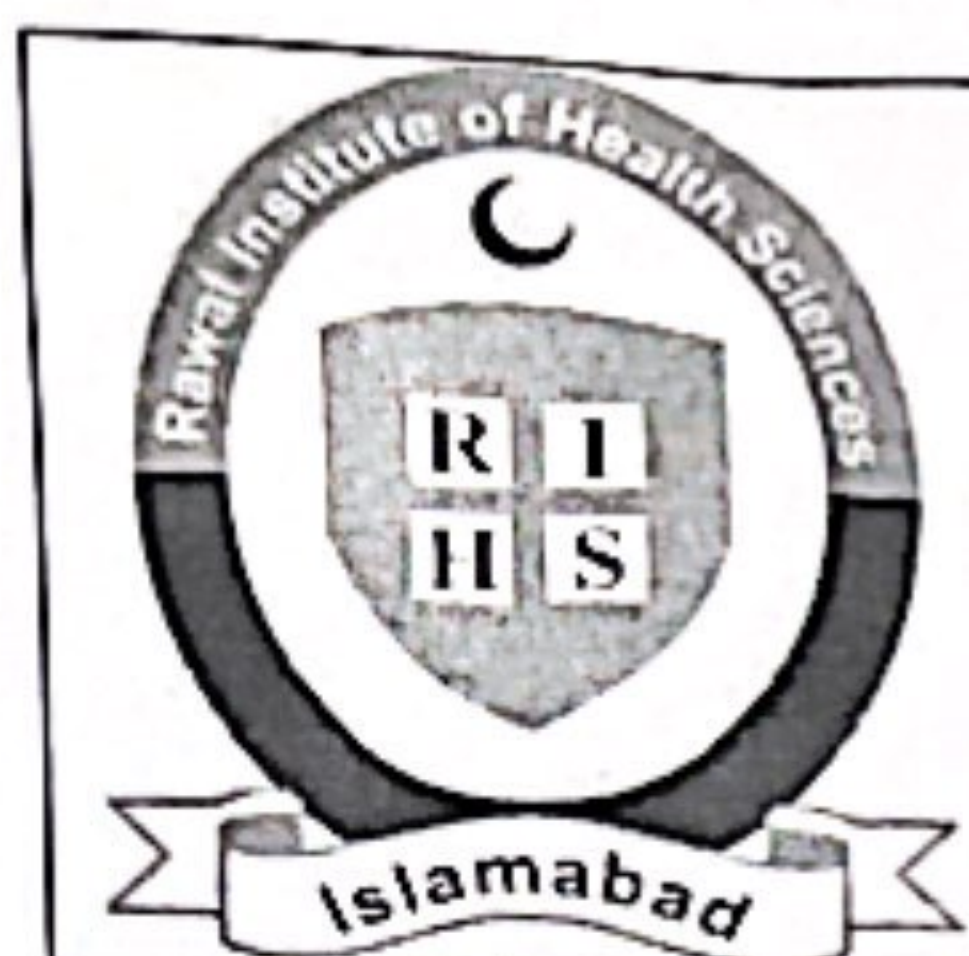




FIRE SAFETY **&** **SECURITY PROGRAM**



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Section 1 General Information

Purpose

The purpose of this Fire Safety and Evacuation Plan (FSEP) is to establish procedures required by Fire Brigade Building Fire Code. More specifically, this plan is to document how to notify occupants (students, staff and faculty) of a building emergency, establish evacuation procedures and routes, provide support for persons with disabilities, and account for occupants. It is also designed to identify critical equipment that may need to be shut down and provide information to emergency services about the nature of the emergency so that a safe and effective response may be initiated.



Section 2 Responsibilities and Duties

An effective fire safety and emergency evacuation plan requires the coordination of many occupants in a building. All building occupants, including faculty, staff, and students, need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, faculty, and staff, as well as Fire Marshal and Assistant Fire Marshal. Visitors should also be instructed on proper response to alarms and the need to evacuate.

Responsibilities of Employees, Faculty, and Staff

1. Be familiar with building emergency procedures and act in the event of an emergency. See Sections 3 and 4.
2. Participate in drills and training as required.
3. Inform and assist visitors unfamiliar with building procedures as appropriate prior to and during an emergency.
4. HR orientation to new employees of this plan upon hire.
5. Be familiar with guidelines herein to evacuate, take refuge, or stay in place if you are a person with mobility disabilities.

Responsibilities of Students

1. Be familiar with building emergency procedures and act in the event of an emergency. See Sections 3 and 4.
2. Respond to building alarms and promptly evacuate.
3. Follow directions of instructors, Fire Marshal, police, and fire representatives.

Responsibilities of Faculty, Lecturers, and Teaching Assistants

1. Be familiar with building and emergency procedures and be prepared to provide direction to students attending your class in the event of an emergency
2. Orient students with a brief overview of emergency evacuation procedures on the first day of class to:
 - a. Provide general information relating to emergency procedures.
 - b. Inform students that evacuation is required when the alarm system is activated.
 - c. Inform students of the location of the nearest exits, and where to assemble outside.
3. Take responsible charge of the classroom during building emergencies and alarms.
4. Report an emergency by activating the alarm systems and calling 16.
5. Be familiar with evacuation options for persons with disabilities.

Responsibilities for Laboratory and Other Locations with Hazardous Materials

1. Be familiar with building emergency procedures and act in the event of an emergency. See Sections 3 and 4.
2. If the emergency is in or near your research area, report directly to fire brigade about hazardous materials and activities in the space. This will help ensure the safety of emergency responders and to resume to normal operations as soon as possible.



Responsibilities of the Evacuation Fire Marshal & Assistant Fire Marshal

The evacuation Fire Marshal, Assistant Fire Marshal, and their alternates are employees, as well as building occupants who have been appointed (or have volunteered) to serve in these positions. They receive special training from Rescue 1122 or Civil Defence to serve in their role. Additional information is available in Section 6.

Fire Marshal Responsibilities

The Fire Marshal is the administrative lead for this plan and acts as the liaison with the responding emergency services in the event of a building emergency. If an emergency occurs when the Fire Marshal is not available, Assistant Fire Marshal or a senior employee may serve as liaison.

Fire Marshal Duties

1. Administrative
 - a. Prepare, maintain, and distribute the Fire Safety and Evacuation Plan (FSEP).
 - b. Work with management in all departments occupying the building to include the FSEP in new employee orientation.
 - c. Call periodic meetings with Assistant Fire Marshal to review and update the FSEP.
 - d. Distribute the FSEP annually to all building occupants (those with assigned work stations) and highlight any changes to the document.
 - e. Be familiar with duties and emergency procedures.
2. Training
 - a. Assistant Fire Marshal Training is required. Register and take by rescue 1122 as and when advertised.
 - b. Fire Extinguisher Training (Not required): Optional training is available for all by civil defense department
3. Preparation Guidelines
 - a. Be familiar with the FSEP and all relevant emergency procedures. Coordinate with building/department administrators responsible for employee, student, and visitor health and safety to ensure all units occupying the building are addressed in this plan.
 - b. Assist with the development of emergency procedures for persons with disabilities. See guidelines contained in Section 5.
4. Oversee Assistant Fire Marshal
 - a. Solicit volunteers or request that departments solicit volunteer evacuation wardens and alternates for all areas of the building.
 - b. Ensure wardens have attended EH&S training and know what their duties are in case of an emergency.
5. Planned Evacuation Drills



- a. Serve as liaison between building occupants, building coordinator for evacuation drills. Khawaja Farzad chief Liaison officer is responsible to schedule the drills and will activate the fire alarm in college campus and Mr. Ejaz Hussain will serve as chief Liaison officer in Hospital Campus.
- b. Critique the drill and complete the drill report, noting any problems or issues.
6. Building Emergency Evacuation
 - a. Evacuate and report to the evacuation assembly point and act as a building occupant liaison with responding emergency services.
 - b. Receive status reports from area Assistant Fire Marshal.
 - c. Identify yourself and communicate your role to incident command and provide any relevant information you may have about the status of the emergency.
 - d. Offer a hard copy of this plan and attachments to emergency services. Ask if they need any information about the building and help facilitate information sharing between occupants and emergency services.
 - e. Communicate with chief Liaison officer, Facilities Services, personnel who work in the affected space, and others who may have information.
 - f. If necessary or requested by incident command, assign evacuation wardens or other personnel as needed to be stationed by all entrances to prevent unsuspecting personnel from reentering the building.
 - g. When the fire department has communicated "ALL CLEAR," announce that occupants may re-enter the building. Do not allow re-entry if the alarm is silenced without confirmation of an all clear from emergency services.

Assistant Fire Marshal Duties

1. Training
 - a. Assistant fire marshal training is mandatory
 - b. Participate in routine meetings with your Fire Marshal regarding your FSEP.
 - c. Fire Extinguisher Training
2. Preparation Guidelines
 - a. Be familiar with the FSEP and all relevant emergency procedures.
 - b. Familiarize yourself with building exits and locations that are likely to have visitors or persons with disabilities who may need some assistance during a building emergency.
 - c. Be aware of persons with mobility disabilities and their evacuation plan.
 - d. Sweeping an area of the building to motivate non-responsive occupants to exit is optional. If conducted the sweep should not take longer than two minutes.
 - e. Be familiar with your building alarm system and building safety features (general awareness) so that you may accurately interpret alarms.
 - f. Become familiar with operations in your area that may require additional time to shut down requiring occupant actions which would delay their exiting.
 - g. Participate in evacuation drills as requested by the evacuation director.
 - h. Inform persons with acknowledged mobility disabilities about the guidelines for evacuation (see Section 5).
 - i. Be prepared to communicate to occupants outside of the building to keep them moving to the evacuation assembly point and to not obstruct roads or emergency responders.



3. Building Emergency Evacuation

- a. Check your area for visitors and others who may need assistance responding to the emergency. Students and visitors and other transient occupants who may not be familiar with how to evacuate should be informed on the location of the nearest exit. Direct occupants to the exits and tell them where to assemble outside.
- b. Direct persons with disabilities to follow their individual plan. If they don't have one direct them to an area of refuge.
- c. Optional: Sweep your area by walking, calling out, knocking on doors, and closing doors if possible as you exit the building. Encourage others to respond promptly. Be assertive when communicating the need to evacuate. As a general rule, evacuation wardens should not fight fire with fire extinguishers or otherwise. Their primary role is to encourage occupants to move towards exits quickly and to communicate with the evacuation director at the evacuation assembly point.
- d. Exit the building and communicate with exiting occupants where to assemble outside. If fire or smoke is observed, wardens must discontinue their activities and evacuate immediately before the space becomes untenable.

4. At the Assembly Point

- a. Once outside, assertively direct people to the evacuation assembly point so they don't obstruct traffic or emergency responders. Remain at least 30 feet from the affected area.
- b. If you or anyone from your area have specific information about the nature or location of the emergency, immediately report the information to the evacuation director who will relay the information to first responders at the incident command location.
- c. Accounting for all personnel is optional. It is impractical to do so in many buildings. Attempt to identify persons who may have remained behind. This is especially important if the building emergency is known and the persons unaccounted for work in or near the affected area. Confer with supervisors and co-workers and use any available lists or floor plans.
- d. Immediately report to the evacuation director any missing persons who you believe, or have reason to believe, may be in the building or in jeopardy.
- e. When notified by the evacuation director help communicate the all clear so the building may be reoccupied. Don't reoccupy in response to the alarm being silenced. Await a definitive message.



Section 3 Evacuation Procedures

These procedures focus on evacuation of occupants as a result of a fire or other building emergency.

1. Assume all alarms are real unless an announcement has been made just prior to the alarm.
2. Begin immediate evacuation of the building or area when outlined in building emergency procedures.
3. Take your keys and valuables and close doors behind you as you exit.
4. Evacuate via the nearest stairwell or grade level exit. Do not prop doors open; doors must remain closed to keep prevent smoke migration in the event of a fire. Do not take elevators or go to the roof.
5. Go to your pre-determined Evacuation Assembly Point (EAP), which is front lawn of RIHS.
6. Persons with disabilities who are unable to evacuate will follow their personal plan to take refuge or report to an area of evacuation assistance (see section 5).

Evacuation
Assembly
Point

Evacuation Route Maps

Evacuation floor plans help to identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken. Our building's floor plans and evacuation routes are posted throughout the building which are as follows.



Section 4 Emergency Procedures

Fire/Explosion

All fire alarm activations should be taken seriously. Never assume an alarm is false. Building occupants must evacuate when the alarm sounds.

Fire/Explosion

- If something is on fire, use the **nearest call button to activate the fire alarm** (Security Room in Hospital and Admin room in College campus) then **call 16**. Communicate the details you know.
- **Use a fire extinguisher for small fires only.** Before you fight a fire, make sure that you:
 - Have **called 16/or** pressed fire alarm button.
 - Have been **trained to use an extinguisher**
 - Have an **evacuation route** planned
- **If trapped by smoke or fire; stay low and try to cover your mouth with a wet cloth.**
 - Find a room where you can **seal the cracks under the door and call 16.**
 - If near a window, open but do not break it. **Wave or hang something outside** to alert fire personnel.
- If your clothes catch fire; **STOP, DROP and ROLL** to smother the flames.

All Fire Alarms

- If you hear the fire alarm, **evacuate the building or area.** Closing all doors as you go.
- **Do not use elevators.** Evacuate by using the nearest stairwell.
- **Go to your evacuation assembly point (EAP).**
- **Report to the Fire Marshal, Assistant Fire Marshal, or the fire department.**
- **Do not re-enter the building** until authorized by emergency personnel.

A Fire in a Building without a Fire Alarm

- **Call out "FIRE-GET OUT"** loudly, using your voice to inform other occupants.
- **Phone 16** and report the building name, address and specifics of the emergency.
- **Follow the general procedures listed above.**

First Aid

First Aid Kit is available to cater the students and faculty needs in Administration Office (College Campus) and Oral Medicine (Hospital)

Section 5 - Emergency Evacuation for Person with Disabilities

This section provides a general guideline of evacuation procedures for persons that may have difficulty exiting during building evacuations. Faculty, staff, students, and visitors with disabilities are expected to consider these options in advance to determine their best response to a building emergency. Assistance is available through the Institute's Disability Coordinator.

Planning

Persons with mobility disabilities are encouraged to:

1. Consider evacuation options for each building they occupy.
2. Identify a volunteer who will be responsible to communicate with emergency services on their behalf during a building emergency.
3. Document their evacuation plans on the Evacuation Plan for Persons with Disabilities form and provide it to the building evacuation director who will inform evacuation wardens and retain it for reference.

Emergency Procedures

1. Persons with mobility disabilities should evacuate if able, report to an area of refuge (if available), or stay in place in the event of an emergency requiring evacuation or when the building alarm system is activated.
2. If reporting to an area of refuge or staying in place, contact emergency services by calling 16 and inform them of your plans.
3. Volunteers may assist persons with disabilities reach an area of refuge but should evacuate and report to the evacuation assembly point and report to emergency services the location and status of the person with disabilities.
4. The fire marshal should provide any relevant information to emergency services.
5. Fire exits and ramps are installed at the end of Block-A and Block-B (1st floor).

