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## Fire Prevention and Preparedness

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Executive Sponsor:	Vice President, People, Culture, and Inclusion
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### Objectives

This procedure applies directly to Policy 7100, Safety and Security.

BCIT has a legal obligation to comply with regulatory requirements under the *Fire Services Act*, BC Fire Code, *Workers Compensation Act*, and municipal bylaws regarding the provision, inspection, testing, and maintenance of fire safety equipment, and the development and maintenance of comprehensive fire prevention and response procedures.

This procedure establishes responsibilities for implementing BCIT’s Fire Safety Program, which provides regulatory compliance, protects occupants of BCIT facilities, protects BCIT property, prepares effective responses, and ensures coordination with local municipal fire departments.

### Who This Procedure Applies To

This procedure applies to the Department of Safety, Security and Emergency Management (“SSEM”), Fire Wardens, Facilities Services, the contracted security company (“Security”), and others as appointed by the Senior Director of SSEM.

### The Fire Safety Program

The Fire Safety Program is managed by SSEM. The Senior Director SSEM is the Institute’s Fire Safety Director, who may appoint fire safety personnel to complement the program. These appointments include, but are not limited to: the Fire Safety Director, the Deputy Fire Safety Director(s), the Fire Warden Coordinator, and Fire Wardens. The Fire Safety Program includes the following:

- a. Legislative Compliance
  - b. Fire Prevention
  - c. Building Occupancy
  - d. Monitoring & Response
  - e. Equipment Compliance
  - f. Fire Plans
  - g. Fire Wardens
  - h. Fire Drills
  - i. Assembly Areas
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## Procedure

### Legislative Compliance

The Fire Safety Director will work with stakeholders at BCIT and external stakeholders to ensure compliance with regulatory requirements, including the *Fire Services Act*, BC Fire Code, *Workers Compensation Act*, and municipal bylaws.

### Fire Prevention

SSEM facilitates fire prevention education and training activities for Fire Wardens, emergency response personnel and other members of the BCIT community. SSEM responds to concerns relating to fire safety and ensures that they are addressed in a timely and effective manner.

BCIT's Facilities Services division ("Facilities Services"), through the Facilities Work Request system, responds to reports of fire hazards on campus and ensures that these hazards are addressed immediately.

### Building Occupancy

BCIT's Corporate Services division and the Department of Campus Planning and Facilities are responsible for ensuring that buildings and rooms are not overcrowded, and for responding to queries relating to building occupancy.

### Monitoring and Response

BCIT Campus Security is responsible for

- oversight of ongoing alarm monitoring,
- communicating with external monitoring agencies,
- fire alarm response,
- ensuring evacuation is conducted in accordance with the building fire safety plan, and
- liaising with fire safety personnel upon arrival at the site of an incident.

### Fire Watch

A Fire Watch is a temporary measure intended to ensure continuous and systematic surveillance of a building, or portion of the building, by one or more qualified individuals for the purpose of identifying and controlling fire hazards, detecting early signs of fire, activating an alarm and notifying the fire department in the event of a fire.

The Fire Safety Director will order a Fire Watch for buildings in which any component of the fire alarm system, sprinkler system, or emergency power system is not operating. As designated by the Fire Safety Director, the responsible BCIT building operator, contractor, or designated personnel shall institute and maintain, in that building, a Fire Watch in accordance with the bylaw of the fire prevention division of the fire and rescue services for each local municipal authority.

### Equipment Compliance

Facilities Services is responsible for the installation, operation, and ongoing maintenance of fire safety and detection equipment, signage, and fire suppression systems in all BCIT buildings in compliance with the BC Fire Code and other regulatory requirements.

Facilities Services will develop and maintain a comprehensive program for BCIT buildings, including complete documentation, to ensure that all fire safety and detection equipment is inspected and tested monthly and annually in accordance with all regulatory requirements.

### **Fire Safety Plans**

SSEM will develop and maintain a Fire Safety Plan template that provides the basis for detailed customization for BCIT buildings that meets jurisdictional requirements, and that has been approved by the fire prevention division of fire and rescue services for each local municipal authority.

The customized Fire Safety Plan for each building should provide uniform, but building-specific information to

- fire departments,
- occupants, regarding procedures in case of fire,
- occupants, regarding a safe and orderly evacuation when the fire alarm sounds, and
- fire warden personnel.

Fire Safety Plans address responsibility for monitoring fire detection devices, and outline response protocols at each site. Any contracts with third parties who are required to provide Fire Safety Plans, such as with new construction or major renovations, or developed by the building owner (in the case of leased spaces), must require that provided plans satisfy the BC Fire Code and all other regulatory requirements.

Duties and training of fire evacuation personnel vary based on their specified role as given in the BC Fire Code and *Occupational Health and Safety Regulation*, and by the local municipal fire department. The Fire Safety Plans specify the duties for each role.

### **Fire Wardens**

Fire Wardens are selected from among the regular building occupants on a volunteer basis, or appointed if necessary. SSEM ensures that a full complement of Fire Wardens is in place in each building, on all campuses.

Fire Wardens are responsible for immediately evacuating their areas as soon as the fire alarm sounds, and directing occupants via the nearest safe exits to designated evacuation assembly areas. Fire Wardens report the status of evacuation to the contract Security supervisor who passes the information on to the municipal fire department upon arrival at the site.

### **Training and Equipment**

SSEM is responsible for maintaining complete records relating to the appointment of fire safety personnel, as well as training personnel and supplying them with suitable equipment.

### **Fire Drills**

Fire drills are coordinated by SSEM in collaboration with campus stakeholders in accordance with fire drill procedures documented in the Fire Safety Plans. SSEM assesses each fire drill, makes recommendations for improvement, and maintains complete records of all fire drills that occur at BCIT campuses.

### **Evacuation Assembly Areas**

SSEM is responsible for determining locations, installing appropriate signage, and educating the BCIT community with respect to designated evacuation assembly areas on BCIT campuses.

**Amendment History**

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 7100-PR3 version 1	2012 Mar 30	Replaced
Revised:	Procedure 7100-PR3 version 2	2019 Oct 01	Replaced
Revised:	Procedure 7100-PR3 version 3	2023 Dec 05	In Force

**Scheduled Review Date**

2028 Dec 05 (or sooner, if there are changes to the applicable regulatory framework or to relevant operational circumstances).