



BCIT Safety Manual

FIRE SAFETY



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1. Purpose

This document describes the BCIT Fire Safety Procedures. This document is not comprehensive of all Fire Safety related materials for BCIT. It outlines the general requirements for:

- Inspection, testing and maintenance of Life Safety Equipment,
- Fire Warden Training
- Fire Drills
- Procedures to follow in case of a Fire Event or False Alarm.

Also included in this document are the locations of all Designated Assembly Areas on BCIT campuses. For complete documentation regarding Fire Safety at BCIT please refer to the building-specific Fire Safety Plans located at the BCIT Safety, Security and Emergency Management Office.

2. Definitions

2.1 Access to Exit

Part of a means of egress with a floor area that provides access to an exit serving the floor area

2.2 Alarm Signal

An audible signal transmitted throughout the building to advise occupants that a fire emergency exists

2.3 Area of Refuge

Designated areas, generally located in stairwells, which are designed to be occupied by mobility impaired individuals until emergency personnel can access the area

2.4 Central Alarm Control Facility

The central alarm control facility is the main fire alarm panel located on the street entrance to the building

2.5 Class "A" fire

A fire involving combustible materials such as wood, cloth, or paper

2.6 Class "B" fire

A fire involving flammable or combustible liquids, fat, or grease

2.7 Class "C" fire

A fire involving energized electrical equipment

2.8 Class "D" fire

A fire involving combustible metals

2.9 Closure

A device or assembly for closing an opening through a fire separation (such as a door), and including all components such as hardware, closing devices, frames, and anchors

2.10 Combustible liquid

Any liquid having a flash point at or above 37.8 deg. C and below 93.3 deg. C

2.11 Deputy Fire Safety Director

Health and Safety Manager or campus Contract Security Shift Supervisor

2.12 Designated Assembly Areas

Areas at which building occupants shall assemble following the evacuation of the building in case of a fire

2.13 Dry Sprinkler System

A fire sprinkler system, which has sprinkler supply piping containing air. Such a system can be installed in areas subjected to freezing conditions

2.14 EvacuTrac

A piece of equipment that is designed to aid in the evacuation of mobility impaired individuals

2.15 Exit

That part of a means of egress that leads from the floor area it serves, including any doorway leading directly from a floor area, to an open public thoroughfare or to an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare

2.16 Fire Code

The British Columbia Fire Code Regulations 2006, pursuant to the Fire Services Act

2.17 Fire Safety Director

Director, Safety, Security and Emergency Management Department

2.18 Fire Safety Plan

A plan, which provides information to occupants for control of fire hazards, maintenance of fire protection systems, and evacuation procedures for their building

2.19 Fire Warden

Identified building occupants who have received the appropriate Fire Warden Training

2.20 Fire Protection Systems

A general term used in this document which includes sprinkler and fire alarm systems, hose stations, portable fire extinguishers, fire dampers, emergency lights, exit signs, fire doors, smoke control equipment, and voice communication systems

2.21 Flammable Liquid

Any liquid having a flash point below 37.8 ° C and having a vapour pressure not exceeding 275.8 kPa (absolute) at 37.8 ° C

2.22 Means of Egress

A continuous path of travel provided by a doorway, hall-way, corridor, exterior passage-way, balcony, lobby, stair, ramp, or other egress facility or combination there of, for the escape of persons from any point in a building, room, or contained open space to a public thoroughfare or other acceptable open space (means of egress includes exits and access to exits)

2.23 Qualified Individual

A person having specific trade qualifications and/or technical certification, acceptable to the authority having jurisdiction, to conduct inspections, testing, repairs or installations of life safety systems

2.24 Smoke alarm

A combined smoke detector and audible alarm device designed to sound an alarm within the room or suite in which it is located upon the detection of smoke within the room or suite

2.25 Standpipe System

An arrangement of piping, valves, hose connections and allied equipment installed in a building with the hose connections located in such a manner that water can be discharged in streams or spray patterns through attached hose and nozzles, for the purpose of extinguishing a fire and so protecting a building and its contents in addition to protecting occupants. This is accomplished by connections to water supply systems or by pumps, and other equipment necessary to provide an adequate supply of water to the hose connections

2.26 Wet Sprinkler System

A fire sprinkler system, which has sprinkler supply piping containing water. Such a system cannot be installed in areas subjected to freezing conditions as water is always in the sprinkler piping



3. Reference Materials

BCIT Safety Manual Part 2 Section 23 – Training and Orientation

BCIT Safety Manual Part 3 Section 37 – Storage of Chemicals

BCIT Building Specific Fire Safety Plans

British Columbia Fire Code Regulations 2006

NFPA 10, 25, 80, 96, 110

CAN/ULC-S536

Fire Services Act

BC Fire Code

4. Roles & Responsibilities

4.1 *BCIT Employees, Students, Contractors and Visitors*

Building occupants are required to be knowledgeable about, and to follow, the building evacuation procedures in the case of a fire alarm (outlined in BCIT Student or Employee Health & Safety Handbook). During a Fire Drill, False Alarm or Fire Event all building occupants shall follow the instructions of Fire Safety Director, Deputy Fire Safety Director, Fire Wardens and Security personnel.

4.2 *Supervisors*

Follow BCIT Safety Manual Part 2, Section 23 – Training and Orientation to ensure that employees under their control are knowledgeable and aware of the appropriate actions to take if they encounter a fire, in addition to the applicable building evacuation procedures. For employees with disabilities, supervisors are also required to inform them of the locations of areas of refuge and designated assembly areas.

4.3 *Instructors and Related Staff with Supervisory Functions*

Follow BCIT Safety Manual Part 2, Section 23 – Training and Orientation to ensure that students are aware of building evacuation procedures. In the event of a fire alarm instructors are responsible for directing their students from the building to the appropriate Designated Assembly Areas or an area of refuge for students with disabilities.



4.4 Fire Wardens

Fire Wardens shall participate in the provided regular training on a bi-annual basis.

In case of a fire alarm, Fire Wardens are responsible for supervising the evacuation of the occupants of their floor area by checking all of the rooms in their floor area (closing doors behind them) and directing occupants to the appropriate exits and Designated Assembly Areas (refer to *Appendix E*). In addition, Fire Wardens are responsible for ensuring that mobility impaired individuals access Areas of Refuge, notifying BCIT Security/ Emergency Responders of the location of the individuals remaining in the Areas of Refuge, checking that building exits are clear of fire and smoke and ensuring that no one re-enters the building until the 'all-clear' is given. See *Appendix A* for a list of the locations of BCIT Fire Wardens.

4.5 Contract Security

Contract Security Guards are responsible for responding to emergency calls, coordinating the arrival of outside emergency response agencies, and resetting the Fire Panel on the direction of the Municipal Fire Department, in addition to making security managers aware of any fire event and completing incident reports, when applicable. For fire drills, Contract Security Guards are responsible for contacting the applicable Municipal Fire Department- Fire Prevention Chief and alarm monitoring company to make them aware of the drills. In addition, Contract Security Guards are responsible for providing support in crowd control, as appropriate during drills, false alarms and fire events.

4.6 Facilities Maintenance

Facilities maintenance is responsible for the regular and ongoing inspection, testing and maintenance of life safety equipment (refer to *Appendix F*), and providing reports of inspections, testing and maintenance to the Health and Safety Manager. In addition, during fire drills Facilities Maintenance is directly, or indirectly (through the use of Contractors), responsible for the control of the associated Fire Panel.

4.7 Fire Safety Director

(Director of Safety, Security and Emergency Management)

The Fire Safety Director is responsible for maintaining and administering the Fire Safety plan which includes ensuring that training of key personnel is completed and that appropriate equipment is obtained and issued to in-house emergency responders. In addition, the Fire Safety Director, or delegate, is responsible for keeping records of Fire Wardens, number and quality of Fire Drills, as well as ensuring that communication with the municipal fire department occurs and is recorded as needed.

4.8 Deputy Fire Safety Director

(Health and Safety Manager or Contract Security Shift Supervisor)

To assist the Fire Safety Director and be prepared to take over the duties as Fire Safety Director in his/ her absence, to control site at time of event and to provide a summary to the Fire Safety Director.

4.9 Occupational Health & Safety (OHS) Group

- Ensure that annual training is available for all Fire Wardens
- Organize and supervise all required Fire Drills as outlined in section 5.3 of this procedure
- Communicate fire drill memos to building occupants prior to fire drills (refer to *Appendix D*)
- Coordinate Fire Drill process with Facilities Maintenance and Security, as required

4.10 Occupational Health and Safety Committees

Report any deficiencies in Fire Safety Equipment, buildups of flammable materials or blocked evacuation routes that are identified during monthly inspections.

4.11 Municipal Fire Department

Respond to Fire Alarms as outlined in their mandate.

4.12 BCIT Responsibilities

The BCIT Fire Safety procedure must be reviewed annually.

5. Procedures

The following procedures outline the processes that are to be used to reduce the risk of fire and to minimize the impact of a fire event on the BCIT community, property and business continuity.

5.1 Precautionary Measures

BCIT employees, students and contractors shall adhere to appropriate housekeeping practices and shall not store flammable materials in a manner that could create or promote a fire. The storage of flammable materials (paper products, cotton, wood, etc.) shall be minimized. BCIT employees and students shall refer to BCIT Safety Manual Part 3 Section 37 - Storage of Chemicals when storing flammable or combustible liquids or pressurized gas cylinders.

5.1.1 Torch Work

Torch Work is any work or task that requires or involves open flames or any other sources of heat that could ignite flammable or combustible materials in the work area. Any portable welding, brazing, cutting, heating, or other type of torch work being performed indoors or in areas where flammable materials are being stored requires a Torch Work Permit, signed by a member of the OHS Group.

5.1.2 Fire Watch

A "Fire Watch" is required (in an occupied building) whenever, for any reason, any component of the Life Safety Systems is disabled or shut down. Refer to Life Safety Systems Shutdown (Section 5.3.4) in the Contractor Safety Program (BCIT Safety Manual Part 2 Section 15).

5.2 Inspections, Testing and Maintenance of Life Safety Equipment

Facilities maintenance shall ensure that all required inspections, testing and maintenance of Life Safety Equipment is performed appropriately and that records of all maintenance and repair are maintained onsite and reported to BCIT Facilities Maintenance and the Health and Safety Manager. *Appendix F* outlines the requirements for Inspection, Testing and Maintenance of Life Safety Equipment at BCIT.

Contractors shall provide their work procedures, specific to their work activities and in appropriate detail, so that roles and responsibilities are clearly outlined and reporting process is well defined. This work plan must be coordinated with BCIT Institute policy, BCIT Contractor Safety Procedures, and BCIT Fire Safety Procedures and must adhere to the requirements of the authority having jurisdiction.

Supervisors are responsible for ensuring that the Fire Suppression equipment within their area is readily accessible. Supervisors shall also regularly check that the Fire Suppression equipment within their area has current tags to indicate that regular certification has occurred.

5.3 Fire Warden Training

Fire Warden training consists of two to three hours of training on the following topics: Fire & Fire Warden Responsibilities, Fire Extinguisher Training, and EvacuTrac Training. Fire Wardens are expected to participate in the training biannually.

5.3.1 Fire & Fire Warden Responsibilities

This topic covers the Dynamics of Fire and goes over the Roles and Responsibilities of a Fire Warden. The training also covers specific information with respect to the building layout, location and surroundings.

Dynamics of Fire

- Fire Triangle: O₂, Heat & Fuel
- Classes of fire: A, B, C, D, & K
- Hazards of fire: Heat, smoke, oxygen depletion

Roles and Responsibilities of a Fire Warden

- Designated Floor Areas
- What to do if there is a fire
 - Pulling Alarms
 - Suppression: Types of Extinguisher, Fire Hose Reels, when to extinguish the fire and when to evacuate
- What to do when the alarm sounds (see roles and responsibilities section)
 - Floor Responsibilities
 - Crowd Control Responsibilities

5.3.2 Fire Extinguisher Training

Fire extinguisher training will be offered to all Fire Wardens. This training is designed to give the Fire Warden a chance to get hands-on experience using fire extinguishers so that they are aware of the differences between extinguisher types and how each extinguisher is used.

The two types of Fire Extinguishers used will be:

- Dry-Chemical (ABC)
- CO2 (BC)

Training will be in live fire situations whenever feasible. The P.A.S.S. technique will be discussed and the participants will be given a chance to apply the technique using each type of extinguisher.

- P- Pull the Pin
- A- Aim the at the Base of the Fire
- S- Squeeze the Trigger
- S- Sweep from Side to Side

Campus Considerations for using Live Fires for training purposes:

Burnaby /CARI/Gardner Court

The City of Burnaby allows live fires for these purposes. When applicable, OHS will call the Burnaby Fire Prevention Division to make them aware of the training dates and times.

Marine

The City of North Vancouver has a No Outdoor Fires Bylaw. To set up live-fire training contact the City of North Vancouver Fire Prevention (604-904-5206). The Fire Department will bring a Propane Tutor to the site and will provide the training for BCIT at no cost. BCIT must provide charged fire extinguishers.

ATC

Extinguisher training will be offered at ATC without the use of live fires.

DTC

Extinguisher training will be offered to DTC Fire Wardens when it occurs at the other BCIT Campuses.

GNWC

Extinguisher training will be offered at GNWC without the use of live fires.

5.3.3 EvacuTrac Training

All Fire Wardens in the buildings where EvacuTracs have been installed (NE01, SW01, SW03, SE12, ATC and DTC) will be trained on the use of the EvacuTrac devices. During these sessions each Fire Warden will have the opportunity to be a passenger and an operator of the EvacuTrac device in a controlled situation following the EvacuTrac Procedures (refer to ***Appendix B***).

5.4 Fire Drills

Fire drills will be held in order to prepare BCIT for the occurrence of a Fire Event and to maintain compliance with applicable codes and standards. *Appendix C* outlines the planned Fire Drills at each BCIT campus for three years.

Campus Considerations for Municipal Guidelines around Fire Drills:

Burnaby / Gardner Court

Municipal guidelines indicate that Fire Drills must occur in each calendar year. The main Burnaby campus, Gardner Court campus and CARI campus will exceed these guidelines by performing two drills per year, one in January and one in September, to ensure that systems are functional and that occupants are aware of Fire Safety Procedures.

CARI

Municipal guidelines indicate that Fire Drills must occur in each calendar year. The CARI campus will exceed these guidelines by performing two drills per year.

Marine

Municipal guidelines indicate that drills must be performed each calendar year. Marine campus will exceed these guidelines by performing two drills per year.

ATC

Municipal guidelines indicate that drills must be performed each calendar year. ATC will exceed these guidelines by performing two drills per year.

DTC

Municipal guidelines indicate that drills must be performed each semester (three per year) in schools where children are present (Columbia College). In addition Vancouver has a Municipal By-Law indicating that Supervisory Fire Drills must be performed every two months in high-rise buildings, therefore planned meetings, or full drills, must be scheduled at two -month intervals to discuss Fire Evacuation procedures with Fire Wardens. Three fire drills will be facilitated at DTC annually.

AIC

Municipal guidelines indicate that Fire Drills must occur in each calendar year. Drills at AIC will be planned and executed.

5.5 Fire Event

Occupants must adhere to the following procedure in the event of a Fire Event- real, drill or false alarm:

FIRE PROCEDURES

Fire Alarms

What to do if the fire alarm rings...

- Stop what you are doing
- Exit quickly and calmly from the nearest exit

— DO NOT USE ELEVATORS —

- **DO NOT** re-enter the building until advised by Security personnel or Fire Wardens
- Move away from the building and check in with your instructor/supervisor at the Designated Assembly Area for the building
- If you have mobility impairment, remain in a designated refuge area (e.g. stairwell) and ask security personnel or Fire Wardens to report your location to security. The Fire Department will evacuate you as soon as possible

DO NOT IGNORE THE FIRE ALARM

EXIT AS QUICKLY AS POSSIBLE

DO NOT RE-ENTER THE BUILDING UNTIL AUTHORIZED BY SECURITY PERSONNEL

Fire Wardens, Security, Facilities Maintenance and the appropriate Fire Department Personnel will respond to any Fire Event, real or false alarm. Activities of these groups will follow the Roles and Responsibilities in Section 4 of this document but will depend upon the nature and severity of the event.

Once an evacuation has been initiated the entire building must be evacuated to completion prior to re-entry.



6. Documentation

Employee records of training must be maintained following the BCIT Policy 6701 – Records Management. Incident reports of Fire Events are completed and kept in BCIT Safety, Security and Emergency Management. The BCIT OHS Group will record all fire drills. Facilities Management will track all inspection, testing and maintenance records of life safety equipment.

7. Program Review

These procedures must be reviewed annually for the following:

- The effectiveness of related training and Fire Drills
- Documentation control
- Best Practices

The annual review will be completed by the Fire Safety Director and appropriate personnel in consultation with the Joint Health and Safety Committee.



Appendix A- Fire Wardens



BCIT FIRE WARDENS

Building	Minimum # of Fire Wardens	# of Staff (Approx.)	Floors	NOTES
NW1	2	60	2	
NW3	1	3	2	
NW5	1	12	2	
NW6	2	15	2	
NW7	-	-	1	
NE1	8	165	4	
NE2	1	12	2	
NE3	1	12	3	
NE4	1	6	2	
NE6	1	12	2	
NE7	1	12	1	
NE8	2	18	2	
NE9	4	90	2	
NE10	2	6	1	
NE12	2	14	2	
NE16	1	8	2	
NE18	1	3	2	
NE20	1	8	2	
NE21	2	40	1	
NE22	-	-	1	
NE23	1	2	1	
NE24	-	-	1	
NE25	4	70	3	
NE26	1	10	1	
NE27	1	6	2	
NE28	1	12	1	
SW1	12	300	4	
SW2	4	180	4	
SW3	8	190	4	
SW5	1	5	2	
SW8	1	10	1	
SW9	3	70	3	
SW10	1	-	5	



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SW11	1	5	5	
SW12	1	1	5	
SW13	1	-	5	
SW14	1	1	5	
SW15	1	-	5	
SW16	1	-	5	
SE1	2	73	2	
SE2	4	120	3	
SE4	1	10	1	
SE6	3	150	3	
SE8	2	20	2	
SE9	1	8	1	
SE10	4	30	2	
SE12	4	260	4	
SE14	6	110	3	
SE16	2	65	2	
SE30	-	-	1	
SE40	2	6	2	
SE41	2	70	2	
SE42	2	20	3	
ATC	12		3	
BMC	6		3	
GNWC	4		2	
DTC	16		8	2 Wardens per Floor
CARI		190	2	



Appendix B- EvacuTrac Procedures

EvacuTrac Procedures

SAFETY FIRST



This symbol is used throughout this manual to draw your attention to instructions that must be carefully followed to avoid possible dangers.

The following procedures are important to ensure the safe operation of Evacu-Trac:



CHECK THE STAIRWAY

Do not use Evacu-Trac on curved or spiral stairs, irregular or insecure stairs, or stairs with loose carpeting. Use extra caution on wet or slippery stairs.



DO NOT OVERLOAD

Do not use Evacu-Trac with a passenger weighing more than 163 kg (360 lb).



LOWER THE KICK-STAND

Do not place a passenger on Evacu-Trac without first lowering the kick-stand.



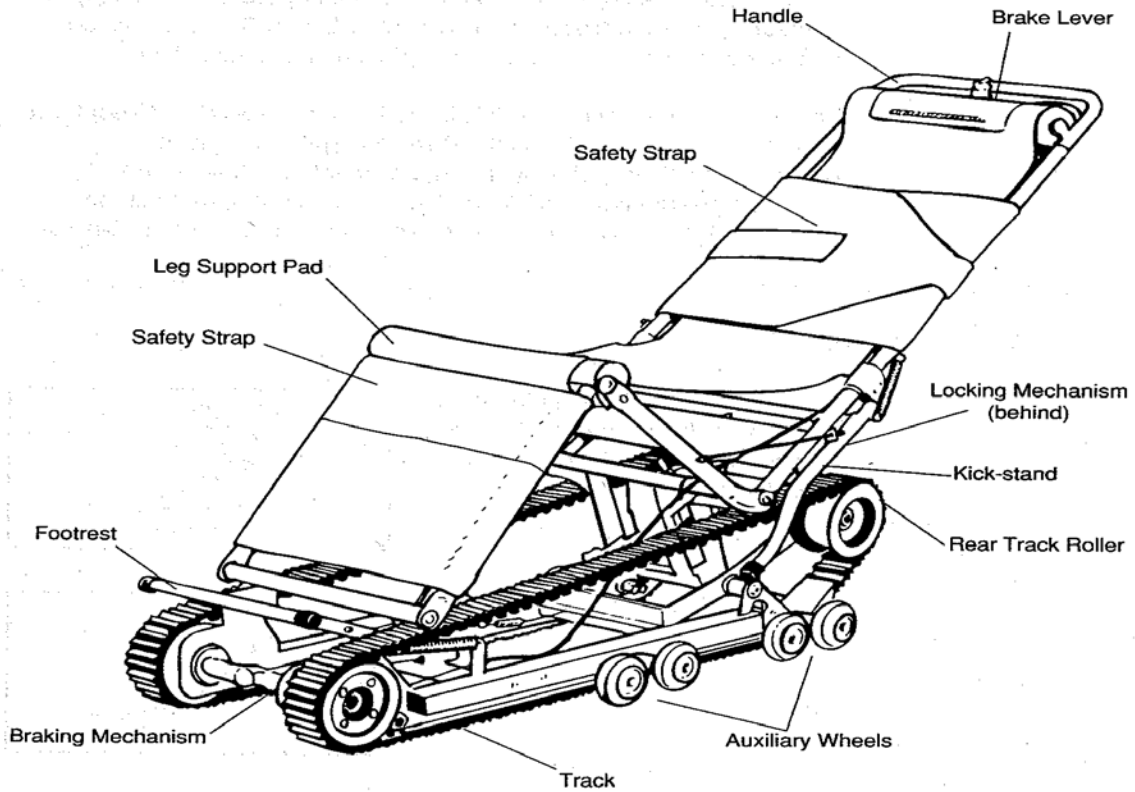
SECURE THE PASSENGER

Do not use Evacu-Trac without securely restraining the passenger using the safety straps provided.



WEAR APPROPRIATE FOOTWEAR

Do not wear high-heeled or slippery shoes when operating Evacu-Trac.



INTRODUCTION

To ensure the safety of the rider and operator, read these operating instructions carefully. Practice sessions should be held on a regular basis (monthly is recommended) to maintain operator proficiency. In addition, building occupants for whom the Evacu-Trac is provided should be familiar with and comfortable in using Evacu-Trac.

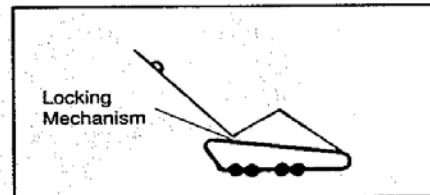
The maximum descent speed is limited to 1.1 m/sec (3.6 ft/sec) for a 109 kg (240 lb) rider. Descent speeds for lighter or heavier passengers will vary slightly. For riders weighing close to the maximum weight limit (163 kg or 360 lbs) descent speed can be reduced by increasing the track tension. Refer to Chapter 5, Service.

SET-UP & LOADING

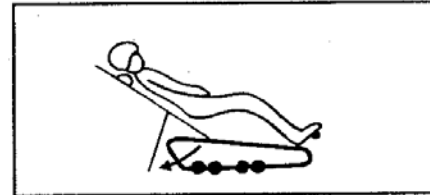
1. Grasp and lift the Handle. When it is upright, lift the Leg Support pad as shown while pushing outward on the Handle.



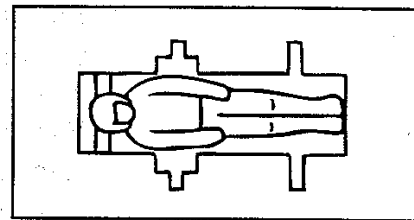
2. Ensure Evacu-Trac is locked open.



3. Lower the Kick-stand and transfer the rider.



4. Fasten the Safety Straps. If you cannot be certain that the rider's arms will remain in his or her lap, the arms should be wrapped inside the upper Safety Strap.



5. Raise the Kick-stand.



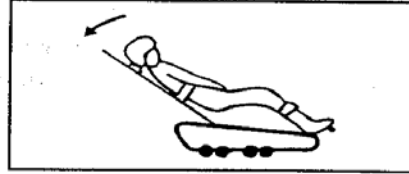
Keep both hands on the Handle when the Kick-stand is raised, since the weight of the passenger is balanced over the rear Auxiliary Wheels.

OPERATING ON STAIRS

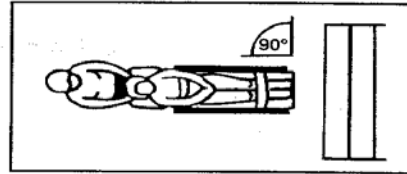


Use footwear with flat soles.

1. To turn on a flat surface, press down on the Handle and pivot Evacu-Trac on the rear Auxiliary Wheels.

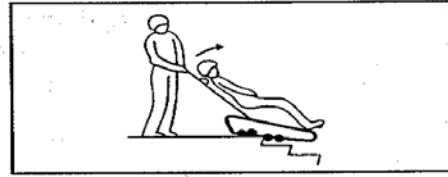


2. Approach the stairs at a right angle (90°), with the passenger facing toward the stairs. Operating Evacu-Trac near the inner core of a stairway will keep the stairway clear for

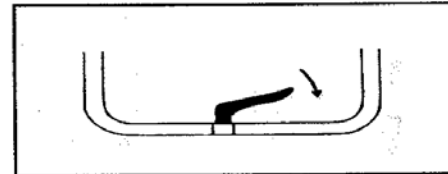


pedestrians, facilitate turning corners at landings, and provide the rider with an added feeling of comfort.

3. Push Evacu-Trac forward until the front Auxiliary Wheels drop off the top step. At this point Evacu-Trac will stop. Lift the Handle and incline Evacu-Trac forward.

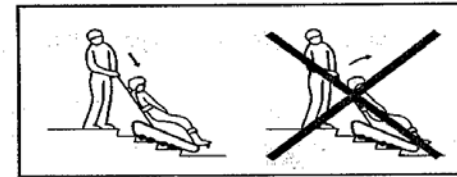


4. To descend the stairs, grasp the Brake Lever. Descent speed can be reduced by "feathering", or using very light pressure when grasping the Brake Lever.

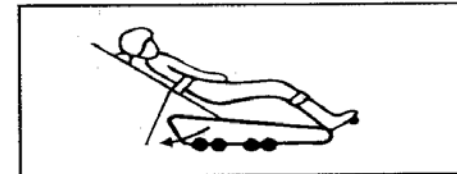


5. To stop on the stairs, release the Brake Lever.

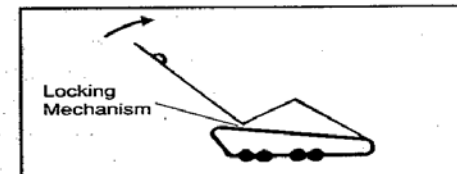
6. When approaching the base of the stairs press the Handle down, toward the landing, to move Evacu-Trac onto the flat surface. **Do not** attempt to lift Evacu-Trac upwards.



7. Lower the Kick-stand and remove the rider.



8. Unlock the Handle and fold Evacu-Trac closed.





Appendix C- Schedule for Fire Drills (3 Year)



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BCIT BURNABY CAMPUS						
BUILDING	FIRE DRILL DATES					
	2012		2013		2014	
SW1 SW2, 3 SW5, 9 SE30, 40-42	Jan 18	Sept 19	Jan 22	Sept 18	Jan 21	Sept 17
SE2 SE4 SE6-12 SE14, 16	Jan 19	Sept 20	Jan 23	Sept 19	Jan 22	Sept 18
SE1 NE2 NE4 NE6 NE16, 18 NE20 NE21-24 NW5, 8	Jan 25	Sept 26	Jan 29	Sept 25	Jan 28	Sept 24
NE1, 3, 7-10, 12 NW1 NW3	Jan 26	Sept 27	Jan 30	Sept 26	Jan 29	Sept 25

DOWN TOWN CAMPUS									
All Areas	Jan	May	Sept 25	Jan 30	Apr 25	Sept 27	Jan	May	Sept
AEROSPACE AND TECHNOLOGY CAMPUS									
All Areas	Apr 26	Oct 18	Apr 25	Sept 24	Apr 29	Sept 22			
GREAT NORTHERN WAY CAMPUS									
All Areas	TBD	TBD	TBD	TBD	TBD	TBD			
BCIT MARINE CAMPUS									
All Areas	Mar 22	Oct 24	Mar 28	Oct 24	Mar 27	Oct 23			
CARI									
All Areas	Jan 12	Sept 25	Jan 24	Sept 24	Jan 30	Sept 23			



Appendix D- Fire Drill Memorandums



To: Occupants of [Building]
From: BCIT Safety & Security
Date: Memo Sent on [Month, Day, Year]

RE: NOTICE OF FIRE DRILL

Please be advised that a fire drill is planned for [**building**] on [**Month, Day, Year**] between [**000hrs and 000hrs – 4hr time block**]. All occupants are required to follow building evacuation plans and instructions given by Fire Wardens and Security personnel.

Please ensure to plan classes and work accordingly.

For more information please view BCIT Fire Safety Procedures [online](#) or contact BCIT Health & Safety Manager at 604 456 - 8011 (local 8011).

Thank you for your cooperation.

-BCIT Safety, Security and Emergency Management



Appendix E- Designated Assembly Areas



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BCIT BURNABY CAMPUS			
BUILDING	ASSEMBLY AREA	ASSEMBLY LOCATION	CAMPUS MAP GRID
SW1	A13	Campus Square	V18
SW2, 3	A11	Lot 9	Z28
SW5, 9	A10	Grass between SW5 & SW9	X30
SW10-15	A15	Residence Parking beside SW11	X40
SE1	A6	Lot B	G19
SE2	A13	Campus Square	V18
SE4	A7	North Side of SE4	N17
SE6-12	A8	Lot 5	N24
SE14, 16	A9	Lot C	L31
SE30	A14	South Side of Lot F	J43
SE40-42	A16	Lot 26	J59
SE50	A17	South Side of old Air Care Building	K69
NE1	A2	Lot at Willingdon and Canada Way	X4
NE2	A1	South Side of Lot 20	V10
NE3	A3	West Side of Lot 25	L5
NE4	A1	South Side of Lot 20	V10
NE6-10	A3	West Side of Lot 25	L5
NE12	A5	Lot A	L11
NE16, 18	A7	North Side of SE4	N17
NE20	A13	Campus Square	V18
NE21-24	A1	South Side of Lot 20	V10
NE25-28	A4	East Side of Lot 19	L11
NW1	A12	West Side of Lot 16	Z14
NW3, 5	A1	South Side of Lot 20	V10
NW6	A12	West Side of Lot 16	Z14
DOWN TOWN CAMPUS			
DTC –NW	A1	NW Corner of Seymour and Pender	n/a
DTC – SE	A2	NE Corner of Granville and Dunsmuir	n/a
AEROSPACE AND TECHNOLOGY CAMPUS			
ATC	A1	Parking lot north of Partnership Wing	n/a
ATC	A2	West side of Hangar	n/a
ATC	A3	East end of parking lot	n/a
GREAT NORTHERN WAY CAMPUS			
BCIT Campus	A1	Campus Entrance – Security Station	n/a
BCIT MARINE CAMPUS			
BMC	A1	Waterfront Park	n/a
CARI			
CARI	A1	South West Side = In Front of Main Entrance	n/a
	A2	North West Side – In the Parking Lot	
	A3	North East Side – In the Parking Lot	
	A4	South East Side of the building	

Appendix F- Guidelines for Testing, Inspection & Maintenance of Life Safety Equipment



Guidelines for Testing, Inspection & Maintenance of Life Safety Equipment

ALL TESTING, INSPECTION & MAINTENANCE OF LIFE SAFETY EQUIPMENT SHALL BE CONDUCTED BY QUALIFIED PERSONNEL ACCEPTABLE TO THE AUTHORITY HAVING JURISDICTION

In order to shut down any part of a BCIT Life Safety System the responsible contractor is required to complete the Life Safety Systems Shut Down form as described in the BCIT Safety Manual Part 2 Section 15 – Contractor Safety.

For additional information regarding necessary qualifications and for details about required testing, inspection and maintenance please see the applicable referenced standards and BCIT Fire Plans.

Fire Alarm System

Daily, monthly, and annual tests, inspections and maintenance activities shall be performed by a qualified individual in accordance with applicable standards (CAN/ULC – S536) and provincial and municipal requirements per the authority having jurisdiction.

Automatic Sprinkler Systems / Standpipe and Hose Systems / Backflow Prevention Equipment / Fire Hydrants

Tests, inspections and maintenance activities shall be performed by a qualified individual in accordance with applicable standards (NFPA 25) and provincial and municipal requirements per the authority having jurisdiction.

Closures

Fire doors tests, inspections, and maintenance shall be performed by a qualified individual in conjunction with the fire alarm test to ensure conformance with applicable standards (NFPA80) and provincial and municipal requirements per the authority having jurisdiction. Inspection of the fire doors will be noted on the annual fire alarm test report.

Portable Fire Extinguishers

Tests, inspections and maintenance activities shall be performed by a qualified individual in accordance with applicable standards (NFPA10) and provincial and municipal requirements per the authority having jurisdiction.

Emergency Lighting

Tests, inspections and maintenance activities shall be performed by a qualified individual in accordance with applicable standards and provincial (BC Fire Code) and municipal requirements per



the authority having jurisdiction.

Special Fire Suppression Systems

Tests, inspections and maintenance activities shall be performed by a qualified individual in accordance with applicable standards (NFPA96) and provincial and municipal requirements per the authority having jurisdiction.

Emergency Generators

Tests, inspections and maintenance activities shall be performed by a qualified individual in accordance with applicable standards (NFPA110) and provincial and municipal requirements per the authority having jurisdiction.

Reporting

Originals of all scheduled inspection, testing and maintenance records shall remain on site and be readily accessible to authorities having jurisdiction and BCIT Safety, Security and Emergency Management, and Facilities Maintenance employees upon request. The contractor shall provide copies of all scheduled inspection, testing and maintenance records to BCIT Facilities Maintenance in electronic format within 5 working days of the work being performed.

The contractor is to provide, for all annual inspection, testing and maintenance records, a letter of assurance outlining that the activities were performed following BCIT procedures and identifying any outstanding deficiencies that exist.

Appendix G- Responsibilities – When Fire Alarm Sounds

Responsibilities – When Fire Alarm is Activated

Security

- Ensure no one enters the building after alarm sounds
- Communicate with fire wardens and record which floors and buildings have been safely evacuated, if any person(s) are still in the refuge locations or buildings, and if any areas were not evacuated
- Work with fire wardens and provide support in crowd control (if sufficient security are available), direct staff and students outside, informing them to wait until further notice
- Communicate with Fire Department and/or Police Department (upon their arrival)
- Monitor fire panel
- After approval from Fire Department reset the Fire Alarm and then assist fire wardens to direct crowd back into the building
- Directing all related activities (as Assistant Fire Safety Director)

Fire Drills

- Contact the fire system monitoring company and Fire Department before conducting the fire drill
- Security is not responsible for monitoring fire panel during fire drills

Facilities Maintenance / Compass Group

- Assist Security as required in the event the Fire System does not reset.

Fire Drills

- Initiate alarm and monitor fire panel

Fire Wardens

- Supervise the evacuation of the occupants of their floor area by checking all of the rooms in their floor area (closing doors behind them) and directing occupants to the appropriate exits and Designated Assembly Areas
- Ensure that mobility impaired individuals access Areas of Refuge and notify BCIT security/ emergency responders of the location of the individuals remaining in the Areas of Refuge
- Check that building exits are clear of fire and smoke and ensure that no one re-enters the building until the “all-clear” is given



- Work with security personnel (if sufficient security are available) in control crowd, direct staff and students outside and inform them to wait until further notice
- After approval from Fire Department work with security personnel to direct crowd back into the building

Supervisors / Instructors

- Direct students/employees from the building to the appropriate Designated Assembly Areas.
- Inform security of any unaccounted for students/employees.



Appendix H – Fire Drill Report



BCIT FIRE DRILL REPORT

Building/Location:

Date & Time:

GENERAL QUESTIONS

- 1. All staff members were able to hear the alarm. Y N
- 2. All staff members were aware of protocol when the fire alarm sounded. Y N
- 3. All staff members were following instructions from Fire Wardens. Y N
- 4. Fire exits were used for evacuating. (Not elevators, other stairways, etc.) Y N
- 5. Fire Wardens communicated with Security after evacuating their floor. Y N
- 6. Fire Wardens and Security maintained crowd control during the fire drill. Y N
- 7. All persons in the building were able to evacuate. Y N
- 8. If not, please state the reasons: _____

- 9. Did Facilities monitor the fire panel? Y N

OBSERVATIONS:

OBSERVATIONS	COMMENTS

CORRECTIVE ACTIONS

ACTION ITEM	RESPONSIBILITY	DATE COMPLETED

REPORT COMPLETED BY: