BCIT
FIRE SAFETY PROGRAM

February 2018

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1. INTRODUCTION

1.1 Purpose

The BCIT Fire Safety Program has been developed to adhere with applicable legislation and to prevent loss of life and reduce injury and property damage due to fire and other emergencies.

1.2 Scope

This program applies to all BCIT properties and to all work performed by BCIT employees regardless of jobsite location and to all work conducted on BCIT property by outside agencies and contractors.

1.4 Overview

The BCIT Fire Safety Program consists of the following:

- Responsibilities
- Legislative Compliance
- Fire Prevention
- Building Occupancy
- Fire Protection Systems
- Fire Plans and Planning
- Fire Wardens
- Fire Drills
- Responding to a Fire Emergency
- Procedure-specific Appendices

1.5 Review

This program will be reviewed annually to evaluate:

- The effectiveness of related training and fire drills;
- Documentation control; and
- Best practices

The Fire Safety Director and appropriate personnel will complete the annual review.

2. RESPONSIBILITIES

2.1 Fire Safety Director

(Director of Safety, Security and Emergency Management)

The Fire Safety Director is responsible for maintaining and administering the Fire Safety Program.

2.2 Deputy Fire Safety Director

(BCIT Occupational Health and Safety Manager or Contract Security Shift Supervisor)

The Deputy Fire Safety Director will assist the Fire Safety Director and be prepared to take over the duties of Fire Safety Director in his/her absence, to represent BCIT during an incident and to provide a summary to the Fire Safety Director.

2.3 Fire Wardens

Fire wardens are responsible for supporting the orderly evacuation of the occupants during fire drills and alarms by directing occupants to the appropriate exits and Designated Assembly Areas (*Appendix B*). In addition, fire wardens are responsible for notifying BCIT Security/ Emergency Responders of the location of the individuals remaining in the Areas of Refuge, assisting with crowd control until the building can be re-entered.

2.4 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. For fire drills, Contract Security guards are responsible for contacting the applicable municipal fire department and alarm monitoring company to make them aware of the drills.

2.5 Facilities Maintenance

Facilities Maintenance is responsible for the monthly and annual inspection, testing and maintenance of life safety equipment.

2.6 Safety, Security and Emergency Management (SSEM)

The Emergency Management Division is responsible for fire warden recruitment and training.

The Occupational Health and Safety Division is responsible for coordination of fire drills with institute stakeholders.

2.7 OH&S Committees

OH&S Committees will report any deficiencies in fire safety equipment, buildups of flammable materials or blocked evacuation routes that are identified during monthly inspections.

2.8 BCIT Employees, Students and Visitors

Building occupants are required to be aware of, and to follow, the building evacuation procedures in the case of a fire alarm. 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.

2.9 Supervisors/Instructors

Supervisors and instructors are responsible for ensuring that those under their supervision (employees/students) are aware of the appropriate actions to take if they encounter a fire, in addition to the applicable building evacuation procedures. Supervisors and instructors are also responsible for regular inspections of the immediate work area and for ensuring that the area is free of hazards. For employees and students with disabilities, supervisors are also required to inform them of the locations of areas of refuge. During a fire drill or fire incident, supervisors and instructors are required to ensure the safety of those under their supervision and to report any concerns for to a Fire Warden.

3. LEGISLATIVE COMPLIANCE

3.1 British Columbia Fire Code

The BC Fire Code is the main legislative document affecting the BCIT Fire Safety Program.

3.2 Other Regulations

Other regulations and documentation affecting the BCIT Fire Safety Program are:

- BC Fire Services Act
- CAN/ULC – S536 – Inspection and Testing of Fire Alarms
- CAN/ULC – S561 – Standard for Installation and Services for Fire Receiving Centres and Systems
- NFPA 10 – Standard for Portable Fire Extinguishers
- NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- NFPA 80 – Standard for Fire Doors and Other Opening Protectives
- NFPA 96 – Standard for Ventilation Controls and Fire Protection of Commercial Cooking Operations
- NFPA 110 – Standard for Emergency and Standby Power Systems
- WorkSafeBC Occupational Health & Safety Regulation

4. FIRE PREVENTION

BCIT will control common fire hazards to an acceptable level through a variety of strategies outlined in this section. A list of common fire hazards can be found in *Appendix C*.

4.1 Housekeeping

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 shall be minimized. BCIT employees and students shall refer to BCIT Safety Manual Hazardous Material Safety Program when storing flammable or combustible liquids or pressurized gas cylinders.

4.2 Hot Work

Any hot work that is performed indoors and performed by BCIT facilities or contract personnel requires the submission and review of work procedures by BCIT Occupational Health and Safety and Facilities Maintenance prior to work taking place.

4.3 Fire Watch

When certain components of a building's fire protection systems are not functioning, a Fire Watch must be posted until such issues are corrected.

A Fire Watch is:

- A trained person who continuously patrols the affected area (every 60 minutes);
- Is ready to access and use fire extinguishers if necessary; and

- Has the ability to promptly notify the local fire department and the building occupants.
- Maintain a log of the Fire Watch patrols

The local fire department will be advised whenever there are life safety system impacts that require Fire Watch and advised once the building's fire protection systems are fully functioning and Fire Watch is being cancelled.

4.4 Building Fire Inspections

Buildings will be inspected according to the following schedule:

- **Monthly**: Trained facility personnel will conduct monthly inspections. Inspection reports shall be maintained and be available on site for review.
- **Quarterly**: A trained person having ASTTBC Certification will conduct a quarterly inspection of the sprinkler system.
- **Semi-Annual**: A qualified contractor/ASTTBC contractor will inspect private fire hydrants semi-annually.
- **Annually**: An ASTTBC contractor will conduct an annual inspection and testing.

4.5 Fire Safety and Fire Suppression 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.

Supervisors are responsible for ensuring that the fire suppression equipment within their area is readily accessible.

5. OCCUPANCY

5.1 Building Occupant Load

BCIT Facilities Services and BCIT Campus Planning and Development are responsible for ensuring that buildings and rooms are not being overcrowded and for responding to queries relating to building occupancy.

Public assembly occupancies include, but are not limited to, all buildings, portions of buildings, or temporary structures used for gathering of 50 or more persons

The following are required for all public assembly occupancies:

- The employees or attendants of assembly events must be made aware of emergency evacuation procedures.

- In "live" theaters, motion picture theaters, auditoriums, and other similar assembly occupancies, an audible announcement must be made to notify occupants of the location of the exits to be utilized in case of fire or other emergency and any other emergency procedures unique for the assembly area.

- All assembly occupancies are required to have signs posted stating the allowable number of persons permitted with considerations given for the use of the space.

6. FIRE PROTECTION SYSTEMS

A description of Life Safety System components can be found in *Appendix D*.

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 according to the current BC Fire Code Regulation and other applicable 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 legislative codes.

7. FIRE PLANS AND PLANNING

7.1 Fire Safety Plans

A Fire Safety Plan will be created for each building and facility in BCIT. This Plan will conform to Section 2.8 Emergency Planning of the BC Fire Safety Code.

BCIT Safety, Security and Emergency Management has a developed a Fire Safety Plan template to provide the basis for detailed customization for BCIT buildings that meets jurisdictional requirements, and has been approved by the fire prevention division of the fire and rescue services for each local municipal authority.

The fire safety plan for each building is designed to give 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
- Fire warden personnel.

The fire safety plans address responsibility for monitoring fire detection devices and outline response protocols at each site. Where fire safety plans are commissioned as part of new construction or major renovations or, in the case of leased spaces, are developed by the building owner, the plans must meet BC Fire Code regulations.

7.2 Designated Assembly Areas

BCIT Safety, Security and Emergency Management is responsible for determining locations, installing appropriate signage, and educating the BCIT community with respect to Assembly areas on BCIT campuses.

Appendix E lists the Designated Assembly Areas for each building.

8. FIRE WARDENS

8.1 Fire Warden Identification and Training

Fire wardens are identified from among building occupants on a volunteer basis or appointed as required. BCIT Safety, Security and Emergency Management ensures that a full complement of fire wardens is in place in each building.

The BCIT SSEM Emergency Management division recruits and provides training for Fire Wardens on their responsibilities.

9. FIRE DRILLS

9.1 Fire Drill Schedule

Fire drills are held in order to prepare BCIT for the occurrence of a fire event and to maintain compliance with applicable codes and standards. BCIT SSEM Occupational Health and Safety division coordinates fire drills in collaboration with campus stakeholders. The BCIT SSEM Occupational Health and Safety division assesses each fire drill, makes recommendations for improvement, and maintains documentation of all fire drills that occur at BCIT campuses.

A complete schedule of Fire Drills is available online at the BCIT SSEM website.

A list of municipal requirements for Fire Drills can be found in *Appendix F*.

9.2 Fire Drill Report

Following a fire drill the report shown in *Appendix G* will be completed and forwarded to the BCIT Director of Safety, Security and Emergency Management for review and action as required.

10. RESPONDING TO A FIRE EMERGENCY

10.1 Monitoring and Response

Security is responsible for oversight of ongoing alarm monitoring, communication 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.

10.2 Occupants

Occupants must adhere to the following procedure in the event of a fire event – real, drill or false alarm:

INSTRUCTIONS TO OCCUPANTS IN CASE OF FIRE

WHEN YOU DISCOVER A FIRE IN THE BUILDING:

1. Leave the fire area immediately.
2. Sound the fire alarm by activating the nearest red fire alarm pull station.
3. Call the Fire Department, dial **9-1-1** from a safe location and give address:
   B.C.I.T. Building ____, (Street Address), (Municipality).
4. Close doors behind you while leaving the building via the nearest safe fire exit.
5. Remain calm and assist others.
6. Proceed directly to the Designated Assembly Area.

IF YOU HEAR THE FIRE ALARM:

1. Leave the building immediately via the nearest safe fire exit.
2. Close doors behind you while leaving the building.
3. DO NOT use the elevators.
4. Remain calm and assist others.
5. Proceed directly to the Designated Assembly Area.

GENERAL INFORMATION

While exiting, walk, do not run. Shut all doors behind you and alert those who have difficulty hearing that an emergency evacuation of the building is under way. Proceed along corridors and through exits in a quiet and orderly manner. High-heeled shoes are hazardous while proceeding down stairs, and it is advisable to remove them before entering the stairwell. Do not push or jostle.

Assist persons requiring assistance to reach the nearest safe exit.

When you have reached the outside of the building, move away from the doorway to allow others behind you to emerge from the exit and proceed to the assembly area.

DO NOT use the elevators.

DO NOT RE-ENTER THE BUILDING FOR ANY REASON until you have been advised to do so by the Fire Department.

10.3 Intentional False Alarms

A false alarm is an intentional activation of a fire alarm when no emergency exists. This does not include malfunctions of the alarm system. False alarms have the potential for causing panic and harm to building occupants unnecessarily. Anyone caught making a false alarm at BCIT will be subject to criminal charges and will be referred for disciplinary action by the appropriate department.

Appendices:

A. Glossary of Terms and Abbreviations
B. Designated Assembly Areas
C. Common Fire Hazards
D. Fire Prevention System Components
E. Designated Assembly Areas
F. Municipal Fire Drill Requirements
G. BCIT Fire Drill Report

Appendix A: Glossary of Terms and Abbreviations

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

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

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

ASTTBC: Applied Science Technologist & Technicians of BC.

Central Alarm Control Facility: The central alarm control facility is the main fire alarm panel located on the street entrance to the building

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

Class "B" fire: A fire involving flammable or combustible liquids, fat, or grease

Class "C" fire: A fire involving energized electrical equipment

Class "D" fire A fire involving combustible metals

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

Combustible Liquid: Any liquid having a flash point at or above 37.8°C and below 93.3°C

Deputy Fire Safety Director: Health and Safety Manager or campus Contract Security Shift Supervisor

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

Dry Sprinkler System: A fire sprinkler system that has a sprinkler supply piping containing air. Such a system can be installed in areas subjected to freezing conditions

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

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

Fire Safety Director: Director, Safety, Security and Emergency Management Department

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

Fire Warden: Identified building occupants who have received the appropriate Fire Warden Training

Fire Watch: A procedures for the detection of fire by person(s) designated when automatic detection, suppression or alarm are disabled.

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

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

Hot Work: Any process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Common hot work processes are welding, soldering, cutting and brazing.

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 thereof, 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)

NFPA: National Fire Prevention Association

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

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

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

Wet Sprinkler System: A fire sprinkler system that 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.

Appendix B: Designated Assembly Areas

BUILDING	ASSEMBLY AREA	ASSEMBLY LOCATION
SW1	A13	Campus Square
SW2, 3	A11	Lot P9
SW5, 9	A10	Grass between SW5 & SW9
SW10 – 16	A15	Residence Parking beside SW11
SE1	A6	Lot B
SE2	A13	Campus Square
SE4	A7	North Side of SE4
SE6 – 12	A8	Lot P5
SE14, 16	A9	Lot C
SE30	A14	South Side of Lot F
SE40 – 42	A16	Lot 26
NE1	A2	Lot at Willingdon and Canada Way
NE2	A1	South Side of Lot 20
NE3	A3	West Side of Lot 25
NE4	A1	South Side of Lot 20
NE6 – 10	A3	West Side of Lot 25
NE12	A5	Lot A
NE16, 18	A7	North Side of SE4
NE20	A13	Campus Square
NE21 – 24	A1	South Side of Lot 20
NE25 – 28	A4	East Side of Lot 19
NW1	A12	West Side of Lot 16
NW3, 5	A1	South Side of Lot 20
NW6	A12	West Side of Lot 16
CARI	A1	South West Side in front of main entrance
	A2	North West Side in the parking lot
	A3	North East Side in the parking lot
	A4	South East Side of the building

ATC Campus

ASSEMBLY AREA	ASSEMBLY LOCATION
A1	Parking lot north of Partnership Wing
A2	North West side of student parking lot
A3	East end of student parking lot

DTC Campus

ASSEMBLY AREA	ASSEMBLY LOCATION
A1	Northwest corner of Seymour and Pender
A2	Northeast corner of Granville and Dunsmuir

BMC Campus

ASSEMBLY AREA	ASSEMBLY LOCATION
A1	Waterfront Park

AIC Campus

ASSEMBLY AREA	ASSEMBLY LOCATION
A	North East Parking Lot Island – North of Man Engine
B	Main Parking Lot - West of Main Building Entrance
C	Main Parking Lot – North West Corner of the Lot

Appendix C: Common Fire Hazards

The following is a list of common fire hazards found during daily activities on campus:

Combustible Waste Materials	Waste accumulation is prohibited. When these items are allowed to accumulate, the risk of fire is increased. Under the right conditions, the buildup of dust from wood, plastic or certain metal operations can lead to a fire or explosion. Construction debris must be properly disposed of to eliminate the risk of fire.
Ignition Sources	A safe clearance between ignition sources such as light fixtures, heaters and flame-producing devices, to name a few, and combustible materials needs to be maintained.
Open Burning	Due to the hazards associated with open burning, all such activities require an open burn permit. A permit application for an activity can be submitted to BCIT Safety, Security and Emergency Management.
Open Flames	Similar to open burns, activities involving open flames require an open flame permit. Open flames activities include, but not limited to, all open flame decorative devices, candles, theatrical performances, religious ceremonies, torches for removing paint, lanterns, kerosene heaters, and gas fired heaters.
Powered Industrial Trucks	Powered industrial trucks necessitate additional fire safety requirements due to battery-powered electric motors or internal combustion engines using liquid fuel or LP gas.
Smoking	Smoking is prohibited in facilities owned or leased by BCIT. Outdoors, discarded smoking materials carelessly tossed in waste containers or into landscaping can easily start a fire. Use approved waste containers to discard all smoking materials properly.
Vehicle Impact Protection	Vehicle impact protection is required at locations where a moving vehicle could strike a piece of equipment that contains fuel or is fuel fired. Guard posts and other physical barriers must be installed to prevent impact to the equipment.
Indoor Displays	Indoor displays of merchandise or other items pose a number of fire hazards to building occupants, such as blocked egress paths and rapid fire burning.
Storage	Materials should be stored in such a way that they will not obstruct the fire suppression sprinkler heads. Items should be stored 18 inches away from the ceiling if the room or area is protected by a fire suppression system (sprinklers) and 24 inches from the ceiling if there is no fire suppression system. Exceptions are allowed for attached wall shelving unless located directly under a sprinkler head. If wall shelving is located directly under sprinkler head the 18 inch clearance should be maintained.
Sweat Lodge	Fire extinguishers must be present and inspected prior to the sweat lodge ceremony taking place.
Smudging	A review of the location is required prior to a smudging ceremony taking place to ensure that the fire protection devices will not be impacted.

Appendix D: Fire Protection Systems

Automatic Fire Alarm Systems	Automatic fire alarm systems are installed to facilitate notification of building occupants of a fire emergency. Various types of smoke and heat detectors along with manual pull stations are linked to the alarm system; when activated, the fire alarm system sends a signal to the BCIT Security and sounds an audible and/or visual alarm within the building.
Manual Fire Alarm Pull Station (Red Boxes)	Manually activated pull stations are located along building exit routes. All buildings equipped with fire alarms will have manual pull stations (red boxes).
Fire Suppression Systems	• Fire suppression systems are more commonly known as “sprinkler systems”. Several types are present in campus buildings. The most common type uses water and is designed to extinguish small fires and/or reduce the spread of fire to provide building occupants time to evacuate. • Fire suppression systems are interconnected to the building fire alarm. When a sprinkler head is activated, it automatically activates the building fire alarm. • The building fire alarm can also be activated by smoke detectors or manually without the sprinklers going off. Manually activation of the fire alarms is how fire drills are conducted.
Other Suppression Systems	Other types of fire suppression systems include dry pipe water and wet chemical systems. These systems are found where hazardous materials are located, in commercial kitchen hood exhaust systems, and in areas where freezing is a concern.
Portable Fire Extinguishers	Fire extinguishers can play an important role in the fire protection program. How successfully they can function, however, depends upon the following conditions having been met: • The fire extinguisher is properly located and in working order. • The fire extinguisher is of the proper type for the fire that has occurred. • The fire is discovered while still small enough for the fire extinguisher to be effective. • A person ready, willing, and able to use the fire extinguisher discovers the fire.

Appendix E: Municipal Requirements for fire drills at BCIT Campuses

BCIT Burnaby/CARI Campuses	BCIT Downtown Campus (DTC)	BCIT Marine Campus (BMC)	BCIT Aerospace Campus (ATC)	BCIT Annacis Island Campus (AIC)
British Columbia Fire Code Regulations 2012 Section 2.8 Emergency Planning 2.8.3.2. Fire Drill Frequency 1) Fire drills as described in Sentence 2.8.3.1.(1)shall be held at intervals not greater than 12 months for the supervisory staff	British Columbia Fire Code Regulations 2012 Section 2.8 Emergency Planning 2.8.3.2. Fire Drill Frequency 1) Fire drills as described in Sentence 2.8.3.1.(1)shall be held at intervals not greater than 12 months for the supervisory staff, Building Code Subsection 3.2.6. – A subsection of the building code which has requirements applicable only to high buildings such as high rises and some large institutions.	British Columbia Fire Code Regulations 2012 Section 2.8 Emergency Planning 2.8.3.2. Fire Drill Frequency 1) Fire drills as described in Sentence 2.8.3.1.(1)shall be held at intervals not greater than 12 months for the supervisory staff	British Columbia Fire Code Regulations 2012 Section 2.8 Emergency Planning 2.8.3.2. Fire Drill Frequency 1) Fire drills as described in Sentence 2.8.3.1.(1)shall be held at intervals not greater than 12 months for the supervisory staff	British Columbia Fire Code Regulations 2012 Section 2.8 Emergency Planning 2.8.3.2. Fire Drill Frequency 1) Fire drills as described in Sentence 2.8.3.1.(1)shall be held at intervals not greater than 12 months for the supervisory staff

For BCIT's Downtown Campus (DTC)

2.8.2.4. High Buildings
1) In buildings within the scope of Subsection 3.2.6. of the British Columbia Building Code, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1.(1), include
a) the training of supervisory staff in the use of the voice communication system,
b) the procedures for the use of elevators,
c) the action to be taken by supervisory staff in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives,
d) instructions to the supervisory staff and fire department for the operation of the systems referred to in Clause (c), and,
e) the procedures established to facilitate fire department access to the building and fire location within the building.

3.2.6. Additional Requirements for High Buildings (See Appendix B.)

3.2.6.1. Application
This Subsection applies to a building
a) of Group A, D, E or F major occupancy classification that is more than
i) 36 m high, measured between grade and the floor level of the top storey, or
ii) 18 m high, measured between grade and the floor level of the top storey, and in which the cumulative or total occupant load on or above any storey above grade, other than the first storey, divided by 1.8 times the width in metres of all exit stairs at that storey, exceeds 300,
b) containing a Group B major occupancy in which the floor level of the highest storey of that major occupancy is more than 18 m above grade,
c) containing a floor area or part of a floor area located above the third storey designed or intended as a Group B, Division 2 or 3 occupancy, or
d) containing a Group C major occupancy whose floor level is more than 18 m above grade.

Appendix F: BCIT 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: _____