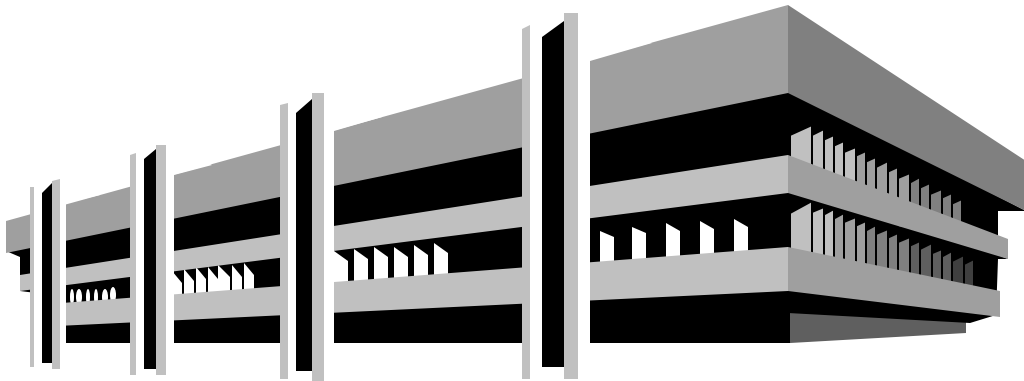


FIRE SAFETY PLAN



**Woodroffe Campus
1385 Woodroffe Avenue, Ottawa, Ontario**

**Rideau Campus
200 Lees Avenue, Ottawa, Ontario**

ALGONQUIN
COLLEGE

SECTION 4

FIRE SAFETY PLAN

- **Emergency Contact Procedures**
 - **Security Services**
 - **Facilities**
 - **Fire Safety Plan Administration**
- **Fire Safety Drills and Maintenance**
 - **Occupant Responsibilities**
- **Fire Alarm Response and Notification Procedures**
 - **Fire Alarm System Shut Down**
 - **Hazardous Material Storage**
 - **Fire Fighters Copies**

The Fire Safety Plan represents Section 4 of the College Disaster Plan. It is also distributed as a stand - alone document, independent of the Disaster Plan. A sign-off sheet is provided at the end of this section, which can be used to document employee awareness training within departments. The Fire Safety Plan may be freely reproduced and distributed within the College, as required.



4.0 Introduction

Algonquin College offers a diverse spectrum of educational opportunities and community events. The safety and well being of all staff, students and members of the public who attend College facilities is of paramount importance.

In addition to a variety of policies, which relate to maintaining a safe environment in which to work and learn, the College maintains a Fire Safety Plan to provide a framework for response to fire emergencies.

Fire safety is a community concern to which all are obligated. The following document gives very specific guidelines for fire emergency situations. Further to this documentation, the Physical Resources Department, responsible for the implementation of these procedures, also oversees the provision of such educational material and fire drills as required by the Ontario Fire Code.

This Fire Safety Plan was designed for the use of both the Ottawa Fire Department and College staff. A copy of this plan is provided to all college departments and is also available to interested parties upon request through the Physical Resources Department.

4.1 Emergency Contact Procedures

All College Occupants

In the event of a fire emergency, members of the college community can contact Security Services by dialing extension 5000 from any College phone. This is a dedicated emergency phone line, which is monitored on a 24 Hr. basis by Security Staff.

Any calls, which are placed directly to 911, are routed through the Security Control Office. Security Staff monitor the call and are in a position to generate an emergency response, as required, or help ensure an efficient emergency response by municipal emergency services.

Security Services

Security Services maintains an updated emergency contact list for local emergency services, outside emergency service contractors and related municipal, provincial and federal agencies that may be required to respond as a result of a fire emergency at the college. The contact list also includes College administrative and executive contacts as stipulated in the College's Disaster Plan.

4.3 Facilities

Woodroffe Campus

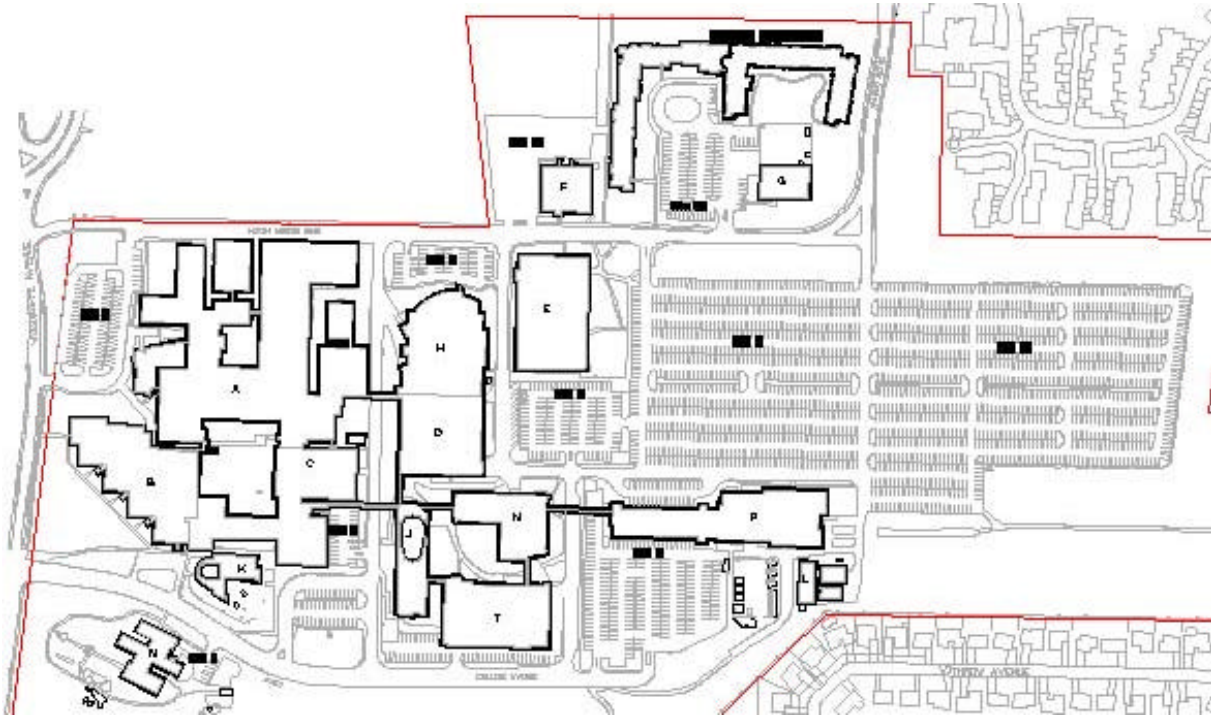
Woodroffe Campus is located at 1385 Woodroffe Avenue, Ottawa, Ontario and is situated within a heavily urbanized area. The campus has over 1 million square feet of classroom, labs, offices, residential and community service areas that can be found throughout several different

buildings, are either physically connected or independent of each other. The average Fire Department response time to Woodroffe Campus is approximately five minutes.

As a result of expansion over the years Woodroffe Campus utilizes several different fire alarm systems and panels all of which, with a few exceptions, are linked through the main fire panel located in C-Building. All of the fire alarm sounding systems operate in single stage mode. The alarm systems are monitored at two separate locations. The first being, the Physical Plant located in C-Building where the operational condition of the systems is monitored and controlled by Physical Resources Staff during regular working hours. The second location is the main Security Office also located in C-Building where the alarm conditions are monitored on a 24 hour basis and appropriate notifications are made regarding after hour deficiencies and fire alarm activations.

The campus fire alarm systems are all supported by an emergency backup generator, which will supply sufficient power to the systems in the event of power interruptions. Both generator powered and battery powered emergency lighting systems are installed in Woodroffe Campus facilities, as stipulated in the Ontario Fire Code.

Woodroffe Campus Site Plan



Rideau Campus

Rideau Campus is located at 200 Lees Avenue, Ottawa, Ontario and is situated within a heavily urbanized area. The campus has approximately 470,000 square feet of classroom, labs, offices, and community service areas that can be found throughout several different buildings, all of which are physically connected to each other. The average Fire Department response time to Rideau Campus is approximately five minutes.

Rideau Campus utilizes a fire alarm system that includes a main fire panel in the lobby of C building and an annunciator panel in the east corridor of A building on the first floor. All of the fire alarm sounding systems operate in single stage mode. The alarm systems are monitored locally by Security Services personnel and remotely at the Security Services office located in C128 at the Woodroffe Campus. The Physical Plant located in C-Building at Woodroffe Campus monitors the operational condition of the fire systems.

The campus's fire alarm systems are all supported by an on-site emergency backup generator, which will supply sufficient power to the systems in the event of power interruptions. Both generator powered and battery powered emergency lighting systems are installed in Rideau Campus facilities, as stipulated in the Ontario Fire Code.

Rideau Campus Site Plan



4.4 Fire Safety Plan Administration

The President's Executive Committee (PEC) has approved the following directives, which govern and outline the process by which fire and disaster preparedness is maintained at the College.

Directive A-15 "Fire Safety & Emergency Evacuation"

Directive A-20 "Disaster Response Planning"

The Fire Safety Plan is administered by the Team Leader Safety & Security in accordance with Directive A-15 and implemented in conjunction with directive A-20. Directive A-20 sets out the membership of the Disaster Response Group, which is both a planning and response body for major emergencies and disasters. This is a multi-disciplinary group, comprised of representatives from key areas of the College, which is chaired by the Director Physical Resources.

During a fire emergency, it is the responsibility of the Team Leader Safety & Security or designate and the Director Physical Resources or designate to continually report the status of the situation to the Vice – President Finance & Administration. When an assessment is made that a fire situation has reached such proportions that it should be considered an internal disaster, the Vice-President Finance & Administration will notify PEC to enact the disaster plan and mobilize the Disaster Response Group, as required, in accordance with directive A-20.

4.4.1 Literature

A variety of pamphlets, information guides and handbooks containing fire safety information and orders are disseminated throughout the college to all departments. As stated in directive A-15, it is the responsibility of management staff in each department to ensure that this information is distributed to all staff, faculty and students.

This information is also widely available throughout the college at regular distribution points and from the Physical Resources Department.

4.4.2 Orientation Seminars

The Safety & Security section delivers orientation seminars for new staff regularly throughout the year. Similar presentations are delivered to all students participating in the Campus Preview Program and other college staff upon request.

The seminars provide participants with information relating to occupational health & safety, security and emergency procedures.

4.5 Fire Safety Drills and Maintenance

4.5.1 Fire Drills

Fire drills are administrated through the Physical Resources Department and are conducted at all Woodroffe and Rideau campus facilities including the Residence bi-annually. In addition, fire drills at the Woodroffe Campus Daycare facility are conducted once per month as dictated by the Fire Code. Drills are conducted by security and Physical Resources staff. All members of the college community present during the drills are required to participate and comply with the Emergency Evacuation Orders. Failure to respond to an alarm in the correct manner will result in corrective measures and refusal to evacuate may lead to disciplinary action.

The results of each fire drill, including evacuation times for each building and noted deficiencies are documented and distributed to various college administrators, managers and departments for review and corrective action if required. The results are also posted on the Physical Resources web page.

4.5.2 Maintenance and Inspections

All maintenance, upgrades and additions to the fire alarm system are conducted by a certified/authorized fire alarm contractor at both Woodroffe and Rideau campuses. The contractor conducts a full inspection of the fire alarm system once per year and corrects any deficiencies. The contractor also corrects deficiencies as reported by a variety of fire safety inspection initiatives.

Physical Resources staff conduct a full test of the fire alarm system, including back up generators, once per month at both campuses. Any noted deficiencies with the system or alarm sounders are immediately reported to the fire alarm contractor for corrective action.

Fire hazards may also be reported through regular safety inspections conducted by the Joint Occupational Health & Safety Committee and observations of security staff. Regular inspections involving Security Services and Building Services are conducted with the Ottawa Fire Department. The results of these inspections are documented and deficiencies are forwarded to the Physical Resources Department for corrective action.

4.6 Occupant Responsibilities

4.6.1 General

It is essential that all Staff, Faculty and Students are aware of their specific duties and responsibilities under the College Fire Plan. Copies of this plan will be provided to each department. Department Deans, Directors, Chairs and Managers are responsible to ensure adequate availability of the plan within their areas and ensure that staff read the fire plan annually to ensure they are aware of their responsibilities for fire safety.

The major responsibility of all members of the college community is to ensure the orderly evacuation of students and staff. Each individual must be aware of the procedures to be followed.

Algonquin College fire procedures are provided to all students in the form of Student/Staff information guides and handbooks. These booklets are distributed and discussed with students by class Instructors/Professors after the commencement of classes. Copies of these handbooks are available from the Physical Resources Department, the Students Association and Student Services.

Emergency Evacuation Orders

IF YOU DISCOVER FIRE OR SMOKE:

Remain Calm ~ Do not use elevators

ACTIVATE the nearest fire alarm pull station

CALL the “5000” emergency line from a safe area to report the exact details of the fire

CLOSE any doors/windows to the fire affected area, if safe to do so

LEAVE the building immediately using the nearest exit, moving to another building or at least 100m/300ft away from the building

IF YOU HEAR THE FIRE ALARM SOUND :

- **Leave the building immediately using the nearest exit, moving to another building or at least 100m/300ft away from the building. Ensure persons with disabilities are assisted, as required.**
- **Persons in charge of a class or meeting or providing a service to the College, shall stop all activity and immediately ensure the class or group members evacuate the building by the nearest safe exit, moving to another building or at least 100m/300ft away from the building.**
- **Persons requiring assistance, who are unable to leave the building, shall proceed to the nearest collection point for persons with disabilities or nearest safe exit and wait for assistance from the Fire Department or fire emergency personnel. (Maps indicating collection point and emergency phone locations are available from the Centre for Students with Disabilities)**
- **DO NOT enter or return to the building until approved by the Fire Department and notified to do so by fire emergency personnel.**

See Fire Safety Plan for more detailed procedures

4.6.3 Persons with Disabilities

During an emergency, all members of the college community have a moral responsibility to assist in the evacuation of persons with disabilities.

Examples of disabilities are:

- visual impairments (reduced vision or blindness)
- hearing impairments (some degree of hearing loss or deafness)
- mobility impairments (those who use walkers, crutches, motorized scooters, wheelchairs, canes – may be short or long term)
- other medical conditions that pose a functional limitation

All persons with disabilities, who are able to use the stairs with or without assistance, shall evacuate according to the emergency evacuation orders.

Persons with disabilities who are unable to use the stairs should:

If located on the ground floor, use the nearest safe and appropriate exit (ground level, wheelchair ramp etc.)

If located on the second floor, move to the next building horizontally, if possible and if the alarm bells are not ringing in that building.

If located in an area not described above, proceed to the nearest collection point or safe exit. Use the emergency phone to report your location. Wait at that location or inside the stairwell for assistance from the Fire Department or fire emergency personnel.

The Security Office may be contacted from any emergency telephone located near the exits. When contacted, Security will note your location and either Fire Department personnel or fire emergency personnel will respond if the situation requires further evacuation. Wait for the arrival of these personnel or for the all clear to be given before leaving the area.

Following a fire alarm which does not necessitate the evacuation of persons with disabilities, Security Services will check all reported locations to ensure all such persons are advised of the “all clear”.

Persons with impaired hearing may not perceive audible emergency alarms. In these cases, and where visual emergency alarms are not installed, alternative warning techniques should be given by faculty. This can be done by writing a note indicating the nature of the emergency or by turning the light switch on and off to gain the student’s attention. Then, through gestures or writing, indicate what is happening and what should be done. Assist the student to evacuate the building, if necessary.

4.6.4 Faculty Responsibilities

Advise your students on the fire alarm system operation and the Emergency Evacuation Orders at the beginning of each semester. Evacuation routes and emergency exit location should also be identified. It is also suggested that this information be reviewed at least twice during each semester.

- Be prepared; know what to do in case of fire.
- Control and take charge when the fire alarm sounds.
- At the sound of the fire alarm, oversee the safe and orderly evacuation of your class.
- Ensure persons with disabilities are assisted, as required. **See 4.6.3**
- Shut off machinery, prep rooms and labs in your charge, providing it does not endanger your safety.
- Pay attention to the requirements of persons with disabilities and plan for their evacuation.
- If you are aware of any hazardous materials, endangered occupants or other special concerns advise the Fire Department or fire emergency personnel.

4.6.5 Staff Responsibilities

- Ensure that equipment in your charge is shut down and secured, providing it does not endanger your safety to do so.
- Make sure that no one is left behind when the fire alarm sounds.
- Pay attention to special requirements of persons with disabilities, assisting where necessary. **See 4.6.3**
- If you are aware of any hazardous materials, endangered occupants or other special concerns advise the Fire Department or fire emergency personnel.

4.6.6 Supervisory Staff Responsibilities

- Ensure that all staff are familiar with the fire plan and their responsibilities. The most senior college staff in each location is responsible for overseeing the evacuation of students, staff and visitors within their areas of jurisdiction.
- Take charge of the evacuation of staff and students in your area and ensure that staff and students evacuate in accordance with the Emergency Evacuation Orders.
- Pay attention to special requirements of persons with disabilities, assisting where necessary, and plan for their evacuation. **See 4.6.3**
- If you are aware of any hazardous materials, endangered occupants or other special concerns advise the Fire Department or fire emergency personnel.

4.6.7 Student Responsibilities

Know – The fire alarm procedures and your duties and responsibilities

Know – Where the nearest telephone is located (emergency phone, college phone or public payphone)

Know – The Emergency Evacuation Orders

Know – Where the nearest fire alarm pull station is and how to use it

Know – Where the nearest exit is and where alternate routes are in case the preferred route is blocked

Know – Where fire extinguishers and first aid supplies are located and how to use them.

Know – That failure to respond to an alarm in the correct manner or refusal to evacuate jeopardizes your safety and the safety of other occupants and may also result in disciplinary action

Ask – Your instructor or class representative if you have any questions related to your responsibilities regarding fire safety

4.7.0 Fire Alarm Response and Notification Procedures

4.7.1 All Woodroffe and Rideau Campus Buildings (except Daycare and Residence)

Security Services Staff

a.) Control Officer (Woodroffe Campus)

- Receive fire alarm notice through alarm monitoring computer or by telephone.
- Notify Fire Department by dialing 911. Provide Fire Department with as much information as possible.
- Dispatch Patrol Officers and Unit#2 via radio and / or pager
- Broadcast 10-3 to all radio users and request that all unrelated transmissions stop until the emergency is over.
- Advise all security staff to switch to the Woodroffe Buildings & Grounds channel of the radio frequency and broadcast the alarm condition on that channel for all Buildings & Grounds Staff.
- Advise Unit#1 of the nature of the emergency.
- Contact Physical Resources electrical staff and notify them of the situation by radio. Outside of normal hours contact the Duty Officer after having contacted electrical staff by phone.
- Record times of Fire Department notification and all the on-site off-site times for responding personnel and agencies.
- Co-ordinate all communications as requested.
- As part of the termination procedures, prepare a full and comprehensive report once the incident has terminated.

b.) Patrol Officer #1 (Woodroffe Campus)

- When the Control Officer or Unit#2 (Security Services Supervisor) advises of a fire alarm in one of the buildings, proceed immediately to that building's annunciator panel to confirm the alarm condition. Identify the floor and zone under alarm.

- Inform the Control Officer of your observations and proceed to the main entrance of the building to await the arrival of the Fire Department unless otherwise instructed by Unit#2. Ensure that there is a clear traffic route for the Fire Department upon their arrival and brief the Fire department with all available information.
- Prevent access to the main entrance of the building by non-essential staff.
- Essential Staff include – Fire Department Personnel, Police, Security Services and Physical Resources staff.
- Maintain your position unless otherwise instructed by the Fire Department, Unit#2 or Unit#1. Follow any instructions given by these people.
- At the termination of the incident prepare a comprehensive incident report.

c.) Patrol Officer #2 (Woodroffe Campus)

- When the Control Officer or Unit#2 (Security Services Supervisor) advises of a fire alarm in one of the buildings stop all activities and await further information.
- Upon being advised of the alarms location proceed immediately to the floor in alarm and begin evacuating. Once the floor under alarm has been evacuated, continue evacuating the rest of the building unless otherwise instructed by Unit#2.
- Once evacuation is completed, assist in controlling access to the building. Follow any instructions given by Fire Department, Unit #2 or Unit#1.
- At the termination of the incident prepare a comprehensive incident report.

d.) Patrol Officer #7 (Rideau Campus)

- If a fire alarm begins "sounding" at the Campus advise Control of the situation immediately. Confirm that the alarm has been received on the Control Room computer and proceed immediately to the Campus enunciator panel located in the main lobby of C building.
- If advised by Control of an active fire alarm at the Campus proceed immediately to the Campus annunciator panel located in the main lobby of C building.
- Once at the Campus annunciator panel determine the floor and zone under alarm condition. Advise Control and Unit#2 of your observations.
- **NOTE:** If necessary open the panel with the key provided on the Patrol#7 key ring and press the "ACK" button with an accompanying flashing light. Use the alarm location sheets located at the panel to determine the location under alarm.
- Proceed outside the main entrance to C building and await the arrival of the Fire Department.
- Upon the arrival of the Fire Department escort them to the Campus annunciator panel and then to the Building or location under alarm condition. Assist the Fire Department as required.
- Act as a communication link between Physical Resources, Rideau Campus and the Fire Department. Ensure that Control and Unit#2 are advised of all pertinent information.
- Follow all instructions from Unit#2 and the Fire Department.
- At the termination of the incident prepare a detailed report.

e.) Unit #2 (Security Services Supervisor)

- Respond to the building immediately upon notification by Control of an alarm condition.
- Initiate Incident Command at the location. Ensure that Patrol Officers are conducting their response as assigned or directed.
- If safe to do so, proceed to the floor under alarm to determine point of origin. Relay this information to the Control Officer and Patrol Officers. Coordinate all response activities of Security Services staff and ensure an effective liaison with Fire Department personnel.
- Assist the Fire Department and Physical Resources staff upon their arrival.
- Update Unit#1 on the status of the incident, as required.
- Upon termination of the incident, initiate termination procedures to ensure all Patrol Officers are cleared of the scene and that reports are written.

f.) Unit#1 (Team Leader Safety & Security)

- Respond to the Building Command Post when requested to do so by the Control Officer or Unit#2.
- Take over command of the incident from Unit#2, as required.
- In assuming command, coordinate all activities through sector commands for Security Services and Physical Resource personnel if required.
- Coordinate notification of key College personnel with regards to incident.
- Upon termination of the incident, clear all units as appropriate from their assigned tasks.
- Coordinate notification of appropriate College Administrators of the incident.

Building Services and Grounds Staff

- Buildings and Grounds staff will be deployed at fire exits and on the exterior as required to assist Security Services and Security staff in controlling access to the building and ensuring evacuees move away from the building and do not re-enter the building. Access control positions will be determined in consultation with Unit #2.

Energy Conservation & Technical Services Staff

- Receive fire alarm notice from main panel or Plant Control Room computer.
- Notify the Security Control Officer on the emergency 5000 phone line or by radio of the alarm condition. The Security Control Officer will then notify the Fire Department.
- Proceed to the building or area affected if safe to do so. If smoke is present notify the Security Control Officer by radio immediately and proceed to a safe area.
- Proceed to the building annunciator panel and locate zone under alarm condition. Advise the Security Control Officer of your findings.
- If safe to do so, proceed to the zone affected and attempt to determine the origin of the alarm.
- Notify the Security Control Officer of your findings.
- When Unit #2 or Fire Department officials give the all clear, proceed to reset the activated fire alarm device, if applicable.

- Proceed afterwards to the building reset panel and silence the alarm bells and reset the panel.
- Proceed to the main campus panel and conduct a final reset.

4.7.2 Daycare

Security Services Staff

a.) Control Officer

- Receive fire alarm notice through alarm monitoring computer or by telephone.
- Notify Fire Department by dialing 911. Provide Fire Department with as much information as possible.
- Dispatch Patrol Officers and Unit#2 via radio and / or pager
- Broadcast 10-3 to all radio users and request that all unrelated transmissions stop until the emergency is over.
- Advise all security staff to switch to the Woodroffe Buildings & Grounds channel of the radio frequency and broadcast the alarm condition on that channel for all Buildings & Grounds Staff.
- Advise Unit#1 of the nature of the emergency.
- Contact Physical Resources electrical staff and notify them of the situation by radio. Outside of normal hours contact the Duty Officer after having contacted electrical staff by phone.
- Record times of Fire Department notification, and all the on-site off-site times for responding personnel and agencies.
- Co-ordinate all communications as requested.
- As part of the termination procedures, prepare a full and comprehensive report once the incident has terminated.

b.) Patrol Officer #1

- When the Control Officer or Unit#2 (Security Services Supervisor) advises of a fire alarm in Daycare building, proceed immediately to the exterior of the building and unlock both exterior gates to the playground.
- Proceed to the front entrance of the Daycare building and control access. Ensure that there is a clear traffic route for the Fire Department upon their arrival. Deny access to the building by non-essential staff.
- Essential Staff include – Fire Department Personnel, Police, Security Services and Physical Resources staff.
- Maintain your position unless otherwise instructed by the Fire Department, Unit#2 or Unit#1. Follow any instructions given by these people.
- At the termination of the incident prepare a comprehensive incident report.

c.) Patrol Officer #2

- When the Control Officer or Unit#2 (Security Services Supervisor) advises of a fire alarm in Daycare building, proceed immediately to B185 (Emergency Daycare Evacuation Room) and if a class is in progress request that they vacate the room for the incoming Daycare staff and children. Note: If for whatever

reason unsafe conditions for children are present in B185 then alternate room B110 (Emergency Daycare Evacuation Room) should be used.

- Take up position in the hallway outside B185 as the Daycare staff and children arrive. Be extra vigilant of the whereabouts of children.
- Maintain position in the hallway outside B185 until the arrival of Unit#2 who will issue the all clear, unless otherwise directed by the Fire Department or Unit#2.
- Following the all clear assist Daycare staff in escorting the children back to the Daycare Building.
- At the termination of the incident prepare a comprehensive incident report.

d.) Unit #2 (Security Services Supervisor)

- Respond to the Daycare Building immediately upon notification by the Control Officer of an alarm condition.
- Initiate Incident Command at the location. Ensure that Patrol Officers are conducting their response as assigned or directed.
- Proceed through the building, if safe to do so, and conduct a thorough sweep to ensure that the building has been fully evacuated.
- If smoke is observed, do not enter the building and advise the Control Officer to update the Fire Department on the situation.
- Proceed to B185 and determine if all the children and staff are accounted for. Report this information to Fire Department personnel as soon as possible. Coordinate all response activities of Security Services staff and ensure an effective liaison with Fire Department Officials.
- Upon termination of the incident, initiate termination procedures to ensure all Patrol Officers are cleared of the scene and that reports are written.

Energy Conservation & Technical Services Staff

- Receive fire alarm notice from main panel or Plant Control Room computer.
- Notify the Security Control Officer on the emergency 5000 phone line or by radio of the alarm condition. The Security Control Officer will then notify the Fire Department.
- Proceed to the building or area affected if safe to do so. If smoke is showing notify the Security Control Officer by radio immediately and proceed to a safe area.
- Proceed to the building annunciator panel and locate zone under alarm condition. Advise the Security Control Officer of your findings.
- If safe to do so, proceed to the zone affected and attempt to determine the origin of the alarm. Assist Unit#2 in carry out this function.
- Notify the Security Control Officer of your findings.
- When Unit #2 or Fire Department officials gives the all clear, proceed to reset the activated fire alarm device, if applicable.
- Proceed afterwards to the building reset panel and silence the alarm bells and reset the panel.
- Proceed to the main campus panel and conduct a final reset.

4.7.3 Residence

Campus Living Centers Staff (Residence Management)

- Upon activation of the fire alarm bells a member of the CLC Staff will immediately proceed to the main annunciator panel and determine the origin of the alarm.
- CLC staff will immediately contact Security via the '5000' Emergency Line to confirm the alarm and advise Security of the alarm's origin.
- All elevators will then be placed on service and CLC staff will follow Residence Evacuation Procedures
- One CLC staff member will wait at the main building entrance to liaise with Emergency Services Personnel.
- Once the residents have evacuated all CLC staff will evacuate and, with the assistance of Security Staff, will ensure that evacuees proceed to the collection point.
- If and when appropriate, the Fire Department, CLC and attending Security Staff will proceed to silence and/or reset the fire panel.

DO NOT SILENCE OR RESET THE ALARM BELLS UNTIL AUTHORIZED TO DO SO BY THE FIRE DEPARTMENT

- Once the fire alarm system has been reset the 'All Clear' may be given and building occupants can be advised to return to the building.
- At the conclusion of the incident all necessary incident reports are to be completed and submitted.

Security Services Staff

- Upon being notified of a fire alarm in the Residence Building the Control Officer will follow all normal Security Services procedures relating to fire alarms with the following exceptions:
- Unless directed otherwise by the Security Supervisor or responding Security Staff it will not be necessary to dispatch Buildings and Grounds or Plant and Energy Staff.
- Security Staff will immediately respond to the Residence Building and assist CLC Staff in ensuring all evacuees move the appropriate distance away from the building and gather at the collection point. Otherwise, Security Staff will assist CLC Staff as required.
- The attending Security Staff will update the Control Officer on the status of the incident as required.
- If and when appropriate the Fire Department, CLC and attending Security Staff will proceed to silence and/or reset the fire panel.
- Security Staff will record all appropriate information during the incident and at its conclusion will complete and submit a full incident report.

4.8 Fire Alarm System Shut Down

In the event that the fire alarm system must be shut down and/or is malfunctioning, Physical Resources will advise Security Services who will notify the Fire Department. Hourly fire watch patrols will be conducted by Security Staff when the system is shut down.

Physical Resources is responsible for notifying the college community and/or affected areas in the event of a fire alarm system shut down.

4.9 Hazardous Material Storage

All College departments that utilize hazardous materials are responsible to maintain an up-to-date inventory of materials. Each department maintains material safety data sheets for substances stored in their area.

The locations of high hazard areas are indicated on the floor plan of the building in the Fire Fighters Copy of the Fire Safety Plan.

4.10 Fire Fighters Copies

As a result of the various types of systems and panels that are utilized throughout both Woodroffe and Rideau Campuses, Fire Fighters Copies that supply greater detailed information regarding fire suppression and detection as well as building systems have been prepared and distributed to the fire department and Security Services for reference during a fire emergency.

