



Fire Safety Plan

Alumni Court Residence (Building #12) Site and Building Plans (see Section 10 – Appendix 2 & 3)

Building Owner: King's University College
266 Epworth Avenue
London, Ontario N6A 2M3

Telephone: 519 433-3491

Emergency Contact Numbers:

Fire Department	911
UWO Police	519-661-3300
Residence Manager	519-282-0876
Dean of Students	519-777-3357
King's Security – Garda	519-521-6215
Director of Physical Plant	519-709-4755

CITY OF LONDON
FIRE PREVENTION DIVISION
FIRE OFFICER'S CERTIFICATE
DATE: 28/06 CPFO

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SECTION 1

INTRODUCTION

Fire safety is an important responsibility for everyone. The consequences of an inadequate fire safety plan are especially serious for anyone involved in a group setting. Building occupants depend on the knowledge, skills and training of the **supervisory staff** in providing and maintaining a fire safe environment.

Procedures contained in a Fire Safety Plan must be designed specifically for each building. In a fire emergency, if followed properly, the procedures should reduce the risk of life safety for all occupants, visitors and staff in the building. To be effective however, a Fire Safety Plan requires the following:

- Commitment by management and supervisory staff to fire safety,
- A willingness by management to promote fire safety,
- Knowledge of the building,
- Knowledge of the fire safety protection equipment,
- A clear understanding of the procedures and how to implement them properly,
- Co-operation of supervisory staff to enhance the fire safety of occupants.

All educational facility owners, managers and administrators should have a copy of the Fire Code, Ontario Regulations 388/97, as amended, and the Fire Protection and Prevention Act, 1997.

The Fire Code is a provincial regulation made under Part IV of the Fire Protection and Prevention Act, 1997. The Fire Code states that the owner is responsible for carrying out “all provisions of the Code”.

Owners, managers, administrators and supervisors of educational facilities should be intimately familiar with their responsibilities under the Fire Code since contravention of any provision can result in a penalty.

As required by Section 2.8 of the Fire Code, the owner of an educational facility is responsible for the preparation of a Fire Safety Plan. In most cases, the Fire Safety Plan can be prepared by an experienced building or maintenance supervisor/manager in conjunction with the manager of the facility. Buildings with elaborate emergency systems may require the assistance of a fire protection consultant. After the plan has been prepared, it must be submitted to the Chief Fire Official for approval.

Once approved, the owner is responsible for implementing the Fire Safety Plan and training all staff in their respective duties. It is also the owner's responsibility to ensure that all visitors and staff are informed of what to do in case of fire or when the fire alarm sounds. During a fire emergency, a copy of the approved Fire Safety Plan shall be available for the responding fire department. This may be delivered by hand or, provided in a location approved by the Chief Fire Official, such as a security lock box at the main entrance to the building.

SECTION 2

DISTRIBUTION AND ALTERATIONS TO THE FIRE SAFETY PLAN

2.1 Distribution of the Fire Safety Plan

The master copy of the Fire Safety Plan will be kept by the Physical Plant Department in the Wemple Building room W131.

A copy of the Plan will be kept in the Residence and Conference Services office by the Residence Manager. This copy will be available to the Assistant Residence Manager and the Residence Assistants.

A copy of the plan will be kept in the Wemple Building room W001. This copy will be available to all Security Staff, the Director of Physical Plant and all custodial and housekeeping staff.

Supervisory staff detailed in 4.1 will receive copies of the relevant sections of this Fire Plan.

2.2 Alterations to the Fire Safety Plan

Alterations to the Fire Safety Plan can only be undertaken by the Director of Physical Plant.

Suggested changes can come from anyone within the King's community or from the City of London Fire Department. These suggestions should be made in writing to the Director of Physical Plant.

The Director of Physical Plant will consult with the City of London Fire Department before any changes to the Fire Safety Plan are finalized.

Once changes have been agreed the Director of Physical Plant will modify and distribute copies of the revised Plan as detailed in 2.1.

2.3 Abbreviations

Buildings

DLH	Dante Lenardon Hall
LH	Elizabeth Labatt Hall
CCL	Cardinal Carter Library
AC	Alumni Court

Titles

RA Residence Assistant

2.4 Definitions

Alarm Signal: an audible signal transmitted throughout a zone or zones or throughout a building to advise occupants that a fire emergency exists.

Alert Signal: an audible signal to advise designated persons of a fire emergency.

Approved: means approved by the **Chief Fire Official**.

Check: means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Chief Fire Official: the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief under Subsection 1.1.8. (of the Ontario Fire Code) or a person appointed by the Fire Marshal under Subsection 1.1.8.

Inspect: means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Owner: any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

Single Stage Fire Alarm System: a fire alarm system designed so that activation of any alarm initiating device (i.e. manual pull station, smoke or heat detector, etc.) will cause a general evacuation **alarm signal** to sound on all audible signal appliances throughout the building.

Supervisory Staff: those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan and may include the fire department where the fire department agrees to accept these responsibilities

Test: means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

SECTION 3

AUDIT OF BUILDING AND HUMAN RESOURCES

3.1 Fire Department Access and Staging Areas

Fire Department access to the Alumni Court Residence is on the North side of Epworth Avenue through the parking gates with the designation P1. The entrance to P1 is just East of Meadowdown Drive.

The designated fire route is along the West side of the parking lot and then East to the front of Alumni Court.

The area immediately in front of Alumni Court is a designated fire route and can be used for staging of fire fighting equipment and personnel.

3.2 General Building Characteristics

Alumni Court was constructed in 1990 and is of non-combustible construction. The building has three levels which are all used for student residence rooms together with ancillary space for study rooms, storage, lounges, laundry and utility uses.

Enclosed stairwells are located at the East, Centre and West of the building. These lead directly to an outside exit.

The main entrance from the parking lot is into the centre level. There are no other entrances into the building.

3.3 Human Resources

During term there are approximately 120 students in residence in Alumni Court. Supervision of student activities is by Residence Assistants who are available on call. The offices of the Residence Manager, Assistant Residence Managers and the Secretary to the Residence Manager are part of the Alumni Court Building. King's International Offices are part of the Alumni Court Building, as well.

The normal office hours for non-resident occupants of Alumni Court are:

Residence Office Hours	Monday – Friday	9:00 a.m. to 4:30 p.m.
Assistant Resident Manager	Wednesday – Saturday	9:00 p.m. to 4:00 a.m.
International Office Hours	Monday – Friday	9:00 a.m. to 4:30 p.m.

There is a Residence Information Desk situated at the main entrance of Alumni Court. This is in operation during the following hours:

Security Guard	7 days per week	11:00 p.m. to 7:00 a.m.
Student	7 days per week	2:00 p.m. to 11:00 p.m.

Physical Plant staff perform housekeeping and maintenance duties in Alumni Court throughout the week. These staff members will be organized as detailed below in section 4.

3.4 Fire Alarm System Description

The fire alarm system is a Simplex model 4602. The fire panel is located in the boiler/electrical room at the West end of the basement (lower) level. An annunciator Panel is located on the West wall of the main entrance. In addition an alarm will also annunciate on the central fire alarm panel located in the main entrance of the Wemple building. Any alarm on the Wemple building central fire alarm panel will automatically dial an alarm to the Security pager as well as giving an audible alarm in Wemple.

The Alumni Court fire alarm system is a single stage fire alarm system and activation of any alarm initiating devise (i.e. manual pull station, smoke or heat detector, etc.) will cause a general evacuation alarm signal to sound alarm bells throughout the building.

The general evacuation alarm signal in Alumni Court is a continuous bell.

3.5 Suppression

Storage rooms in the basement (lower) level of Alumni court are sprinklered with a wet pipe system. Flow through the sprinkler system will activate the alarm system as described above in section 3.4.

ABC fire extinguishers are mounted throughout the building on all floors.

The closest fire hydrant to the building is at the North end of the parking lot opposite the building main entrance.

3.6 Shut-off Locations

Natural gas

Shut-off is outside the King's University College Student Council office just West of the main building entrance.

Sprinkler System

Shut off is in the Boiler Room #110 at the West end of the basement (lower) level.

City Water

Shut-off is in the Boiler Room #110 at the West end of the basement (lower) level.

Electrical Power

Shut-off is in the electrical room #111 at the West end of the basement (lower) level.

3.7 Elevators

There is one elevator in the Centre of the building, serving all floors.

The elevator is not to be used during a fire evacuation

3.8 Emergency power and lighting

Emergency lighting is provided throughout the building and covers all corridors and exits.

3.9 Chemical storage, MSDS and Compressed Gases

There is no chemical storage within Alumni Court. Small quantities of cleaning compounds may be present in janitorial areas. MSDS sheets for all chemicals used on the King's Campus are available in room W055 in the Wemple building.

SECTION 4

INFORMATION FOR MEMBERS OF THE FIRE SAFETY ORGANIZATION (Supervisory Staff)

4.1 Appointment and Organization of Supervisory Staff

In the context of this Fire Safety Plan, Supervisory Staff are those who have some delegated responsibility for the fire safety of building occupants.

The following positions have this responsibility in the event of a fire or evacuation of Alumni Court:

Residence Manager
 Assistant Residence Manager
 Residence Assistants
 All Security personnel
 All custodians
 Housekeepers who work in Alumni Court
 Director of Physical Plant
 Maintenance Coordinator
 Building Services Technician
 Building Maintenance Assistant
 All Switchboard Personnel

4.2 Incident Manager

Alumni Court is in use 7 days per week and 24 hours per day, therefore the individual who is available to take the role of Incident Manager will change.

In the event of a fire in Alumni Court, the role of Incident Manager will be taken in the following order:

Residence Manager
 Assistant Residence Manager
 Security Guard
 Director of Physical Plant

The Incident Manager shall:

- Read and understand the approved Fire Safety plan.
- Be in charge of implementing the approved Fire Safety Plan.
- Know where appropriate fire exit routes are located.

- Participate in at least one fire drill every year.
- Know the audible fire alarms.
- Regularly check the building for hazards and problems with fire safety equipment. These are to be reported immediately to the Director of Physical Plant.
- During an evacuation will direct the activities of Supervisory staff as outlined in section 4.3 below.
- During an evacuation will act as first point of contact for the City of London Fire Department, UWO Police, City of London Police or other agencies.
- Will only silence the alarm in consultation with the Fire Department.

4.3 Responsibilities of Supervisory Staff in Fire Safety.

The primary role of supervisory staff during a fire or building evacuation is to assist building occupants in safely leaving the building and assembling at the designated location.

Unless they have been specifically trained, Supervisory Staff are not to take part in fire fighting activities

Any fire alarm in Alumni Court will also Sound the alarm in Wemple and activate the fire pager, this will alert either Security or Reception. The individual hearing the alarm will immediately check the panel to establish the source of the alarm and call the City of London Fire Department, giving details of which building is involved. This person will then notify the Incident Manager who will immediately proceed to Alumni Court. Security or Reception will notify other Physical Plant personnel by radio of the nature and location of the incident. The alarm may not be silenced until authorized to do so by the Incident Manager.

Actions to be taken by Supervisory Staff under the direction of the Incident Manager are:

- Report to the Incident Manager at the building.
- The Incident Manager will designate an individual to go to the parking lot entrance and direct the City of London Fire Department to the building.
- Assist the building occupants to evacuate the building.
- The Incident Manager will contact, or designate an individual to contact the Western Campus Police at 661-3300. They will inform Campus Police of the nature of the incident and what level of assistance may be required.
- Keep people away from the building.
- Make sure the fire route to the building is clear.
- Keep people away from any fire fighting activities and/or equipment.

- Move those evacuated from the building to the meeting point. The meeting point for Alumni court is the South East corner of parking lot P1, adjacent to the crosswalk.
- Assist the Incident Manager in doing a head count of those evacuated from the building. Report any missing or unaccounted persons to the Incident Manager.
- Following a head count at the meeting point, move those evacuated indoors to the Wemple Cafeteria.
- Call for first aid assistance for those in need.
- Ensure that no one re-enters the building until the City of London Fire Department have said it is safe to do so.

4.4 General Fire Procedures for all Staff

Any staff members in the building at the time of the alarm should evacuate immediately and proceed to the meeting area. The meeting area for Alumni Court is the South East corner of the parking lot P1, adjacent to the crosswalk.

Any staff members in other buildings should remain where they are unless specifically requested to provide assistance.

Any staff members who are trained in first aid should report to the Incident Manager at the meeting point and provide first aid as required.

4.5 Calling the City of London Fire Department

As mentioned in section 4.3 an alarm from any building on the King's Campus will annunciate on the fire panel in the Wemple and will automatically call the security pager.

There is no direct alarm to the City of London Fire Department. Security or The Switchboard Operator must immediately call 911 to summon the Fire Department.

4.6 Documentation

All fire alarms and fire alarm tests must be documented even if the alarm proves to be false.

It is the responsibility of security, or in their absence, Switchboard Personnel to ensure that the fire alarm log (see Appendix IV) is completely filled out.

Once the Fire Alarm Log has been completed, Reception will pass it to the Director of Physical Plant for signature.

Completed Fire Alarm Logs will be kept in a binder at the Switchboard.

SECTION 5

CONTROL OF FIRE HAZARDS

The building will be checked daily for fire hazards. These checks will be conducted by the Supervisory Staff listed in Section 4.1.

It is the responsibility of all building occupants to promptly report fire safety problems and hazards.

The following fire hazards will be checked

- Housekeeping standard at a high level of cleanliness.
- Combustible material to be stored in appropriate areas. e.g. Sprinklered storage rooms.
- Fire doors not propped open.
- Defective electrical wiring and appliances.
- Clothes dryer lint traps clean.
- This is a non-smoking building and will be strictly enforced.
- Exhaust hoods clean.
- Fire exits and escape routes unobstructed.
- Fire safety equipment accessible and unobstructed.

SECTION 6

EMERGENCY PROCEDURES FOR OCCUPANTS

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and at all elevators.

It is mandatory to evacuate the building whenever the fire alarm (continuous bell) sounds. Do not use elevators.

Upon discovery of a fire:

- Leave the fire area immediately and close all doors.
- Activate the fire alarm at the nearest manual pull station.
- Call the Fire Department **911**
- Leave the building via the nearest exit.

Upon hearing the fire alarm:

- Leave the building via the nearest exit.
- Close all doors behind you.

It is important that you remain calm during an evacuation. If you encounter smoke use an alternate exit.

SECTION 7

MAINTENANCE OF FIRE PROTECTION EQUIPMENT

7.1 Fire Safety Systems and Equipment

Proper maintenance of Fire Safety System, and Equipment is the responsibility of the Maintenance Coordinator who also documents these inspections.

Fire safety Systems and Equipment will be checked and maintained as follows:

Annual Checks

- Fire control panels, annunciator, smoke/heat detectors, manual pull stations and all other wiring and components of the Fire Alarm System will be tested annually by a competent contractor.
- The sprinkler system including all valves, pumps, flow switches, etc. is checked annually by a competent contractor.
- All fire hose cabinets and hoses are inspected and repacked annually.

Monthly Checks

- Fire extinguishers are checked monthly and have an attached tag indicating the last check date.
- All emergency lighting, battery packs and emergency generators are checked monthly.

Daily Checks

- Security will check the Fire Alarm System on a daily basis. A power failure will result in a trouble alarm. Any trouble alarms will be reported to the Director of Physical Plant.
- Security will check daily that the pager is working. This is done by activating the test button on the Wemple annunciator panel. Any malfunction must be reported to the Director of Physical Plant.
- Security will check doors daily to ensure that they are not propped open or obstructed.

7.2 Alternate Measures for Temporary Shutdown of Fire Protection Equipment or System.

Occasionally Fire Protection Systems or Equipment must be shutdown or is not operational. Alternative measures may also be requested by the Fire Department. In this event the following steps are to be taken:

- Notify the Residence Manager and the Director of Physical Plant of the impairment.
- The Residence Manager is responsible for advising building occupants of the impairment.
- The Director of Physical Plant is responsible for arranging alternative measures. These will usually include a Fire Watch. The Fire Watch will be situated in the building and will have a means of alerting occupants of a problem and also a means of communicating to summon help.
- Where the impairment involves an unoccupied building the Fire Watch may be limited to an hourly inspection.
- Notify the fire department
- Once the system is fully operational the Residence Manager and the Director of Physical Plant are to be notified and advise fire department

7.3 Duties of a Fire Watch

- Notify building occupants of the impairment.
- Notify building occupants of the alternative warning and notification system e.g. use of bull horn and siren.
- Inspect all vacant rooms in the building on a regular basis. It is not necessary to inspect occupied rooms but the occupants must be instructed how to report a problem.
- The Fire Watch must receive instruction on their duties under this plan.
- The Fire Watch will keep a log of actions taken and rooms inspected.

SECTION 8

FIRE DRILLS AND TRAINING

8.1 Fire Drills

An annual fire drill will take place early in the school year. This will usually be conducted in September while most residents are present.

The Residence Manager will arrange the fire drill and notify the City of London Fire Department. In addition to the Residence Manager and Residence Assistants the following supervisory staff must participate in the fire drill: Security and at least one Custodian.

8.2 Training

The Residence Manager will arrange with the City of London Fire Department for fire safety training. Where available, all supervisory staff listed in Section 4.1 will attend the training. Training will take place annually.

The Director of Physical Plant will arrange for training of all Custodians and Housekeepers on their duties under the Fire Safety Plan. This training will take place annually and will be documented.

The Stinson Security Supervisor will train all Security Staff on their duties under the Fire Safety Plan. This training will take place annually and will be documented.

The Maintenance Coordinator or the Building Services Technician will take part in all training sessions. In particular they will assist in training other Supervisory Staff on the components of the Fire Safety System and on the method of resetting the system after an alarm.

SECTION 9

OCCUPANTS REQUIRING ASSISTANCE

9.1 Guidelines for Evacuation of Wheelchair/Scooter Users and Persons with Mobility Disabilities

- If at ground level, exit on wheelchair ramp or down steps with assistance
- If staircase must be used to reach ground level, remain at Emergency Evacuation Point until help arrives.
- **DO NOT USE ELEVATORS**
- If the person you are assisting is unable to speak clearly, look for a sign on the chair with printed instructions

9.2 Guidelines for Evacuation of Persons who are Blind/Low Vision

- Identify yourself
- Describe the emergency and ask if help is needed and how it can be provided.
- Let the person take YOUR elbow. Describe your surroundings, give directions clearly and accurately. Alert him/her to upcoming stairs or other obstacles.
- Guide dogs are the responsibilities of their owners. Do not distract the dog, it is working.

9.3 Guidelines for Assisting Persons who are Deaf or Hard of Hearing

- Alert the person(s) that an emergency exists by using notes or hand gestures. Note: Lip-reading is a skill that some persons who are Deaf or Hard of Hearing have difficulty mastering. Consequently, utilizing this form of communication during an emergency may prove problematic, especially if the hearing person has an accent, facial hair, or the lighting is poor.

9.4 Guidelines for Assisting Persons with Asthma

- If there is smoke, encourage the person to crawl and if possible have them cover their mouth with a damp cloth.

9.5 Guidelines for Assisting Persons with Epilepsy

- Some persons with epilepsy report that loud and startling noise such as a fire alarm may trigger a seizure. In the event the person has a seizure keep them safe from further harm and do not force anything in their mouth.

9.6 Guidelines for Assisting Persons with a Developmental Disability

- It is essential that staff and faculty working with a person with a Developmental disability remain composed during an emergency. Calmly explain what is happening in clear terms and guide the person to a safe exit

9.7 The Responsibility of the Person Requiring Assistance

In an emergency situation, it is critical that you are clear about your needs during an evacuation and that these needs have been conveyed to your instructors, other staff, Human Resources (if you are a staff or faculty member). As well during weekends and after hours, you should notify security of your location.

9.8 Pre-Emergency Preparation for Persons Requiring Assistance

- Be familiar with the buildings, exits, and Emergency Evacuation Points.
- Speak to instructors and other staff about your evacuation needs
- Know the safest method of assistance you may require
- Should you have communication difficulties and if you use a wheelchair or scooter, place a sign on your chair with instructions
- Carry a cell phone, loud whistle or similar device you can operate. (Note: Due to the structure of the buildings, some cell phones do not work in some locations of the building). Know the Security phone number (521-6215) in the event you need to alert people of your location if you become trapped. In a life-threatening situation, if you have any problems contacting Security, call 911 and advise them of the situation and your exact location
- While attending class, position yourself near a doorway for easier exit. Do not block the doorway

9.9 Instructions to transport persons requiring assistance to evacuate via stairwells (If required)

Under normal circumstances, persons who require assistance should be evacuated via ramp or left beside the designated evacuation points under the supervision of a staff member until such time as the Fire Department can effect a rescue. But under some circumstances, it may be life threatening for that person to remain on the floor awaiting Fire Department rescue. Evacuation may be to another area of refuge. Under these circumstances, the person requiring assistance must be transported via the stairs to the exterior. The following are examples of some techniques that may be used to transport a person via stairwells where ramps are inaccessible.

Do not attempt to take an electrically powered chair up or down stairs. There are Emergency Transport Chairs located at the recreation centre 1st level, campus police and at the theatre should the need arise.

Only persons professionally and regularly trained in these lifting techniques should attempt to evacuate persons requiring assistance.

THE BACK LIFT

The rescuer would kneel at the front of the person and place the person's arm up and over the rescuer's shoulder and across his/her chest. The rescuer would then lean forward before rising slowly, to a full standing position.



INSTRUCTIONS TO TRANSPORT PERSONS REQUIRING Assistance to evacuate via stairwells (If required) TWO RESCUER SEAT CARRY

The rescuers position themselves next to the wheelchair (or beside the person) in order to grasp each other's upper arm or shoulder as per illustration #2. The person being assisted would place his/her arms firmly around both rescuer's necks as per illustration #3. The two rescuers would then lean forward placing the free arm under the individual's legs, firmly grasping each other's wrists as per illustrations #4 and #5. Working together, both rescuers lift, using legs, then carefully stepping forward.



ILLUSTRATION #2



ILLUSTRATION #3



ILLUSTRATION #4



ILLUSTRATION #5



FIRE ALARM LOG

MONTH: _____ DAY: _____ YEAR: _____ TIME: _____

ON DUTY RECEPTIONIS/SECURITY GUARD: _____

FIRE DEPT CALLED: YES NO BY WHOM: _____

BUILDING LOCATION: _____

SPECIFIC LOCATION: _____

ACTUAL FIRE FALSE ALARM

CAUSE OF ALARM _____

- Evacuation Completed Successfully
- List Physical Plant Employees Responding to the Alarm

- Problems Encountered – YES NO If yes, list below:

Alarm Reset by: _____ Authorized By: _____

If not, list actions taken below: _____

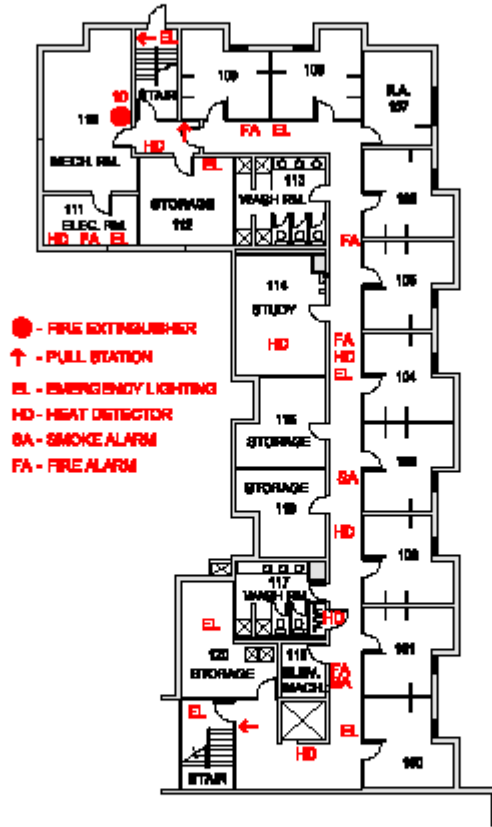
Additional Comments:

Report Filed By: (Print Name)

Signature

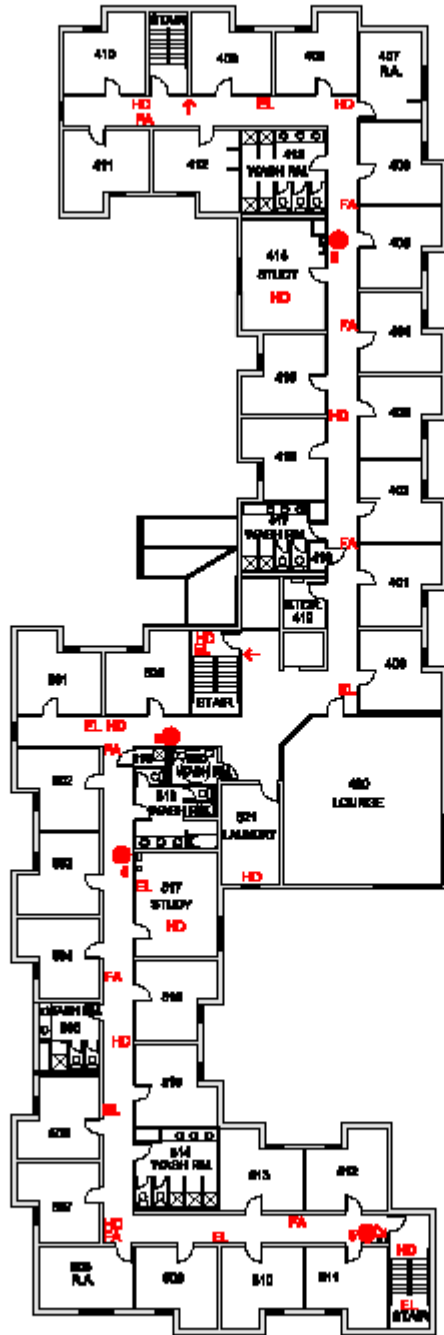
Director of Physical Plant (Print Name)

Signature



KING'S ALUMNI COURT RESIDENCE - FIRST FLOOR





KING'S ALUMNI COURT RESIDENCE - THIRD FLOOR





KING'S UNIVERSITY COLLEGE CAMPUS SITE MAP



- 1-3 TOWNHOUSES 1, 2, 3 RESIDENCE
- 4-7 TOWNHOUSES 4, 5, 6, 7 RESIDENCE
- 8-10 TOWNHOUSES 8, 9, 10 RESIDENCE
- 11 WINGSIDE WEMPLE BUILDING
- 12 KING'S ALUMNI COURT RESIDENCE
- 13 NORTH GARAGE AND MAINTENANCE BUILDING
- 20 BRUSHDALE HALL
- 21 FACULTY BUILDING
- 23 SOUTH GARAGE AND MAINTENANCE BUILDING
- 24 CARDINAL CARTER LIBRARY AND KING CENTRE
- 25 DANIE LEMARDIN/ANNEX BUILDING - FACULTY OFFICES AND CLASSROOMS
- 26 BESSIE LABATT HALL - OFFICES AND CLASSROOMS
- 27 CHANCERY OFFICES
- 28 138 UNIVERSITY CRESCENT RESIDENCE
- 29 167 EPWORTH AVENUE

