

COLLÈGE BORÉAL

21 Lasalle Blvd. Sudbury, On P3A 6B1 (705) 560-6673

FIRE SAFETY PLAN

BUILDING A-B-C-E



Reviewed by: _____ June 2020

Approved by: _____ Greater Sudbury Fire Services

Date: _____

PLAN APPROVED BY



SIGNATURE
June 24, 2020

DATE
GREATER SUDBURY FIRE SERVICES

Contact Master Key Holders: Security Services Staff 24 HR/7 Days a week

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INTRODUCTION

Purpose of a Fire Safety Plan

A fire safety plan is designed by the building owner to identify the actions that should be taken by the occupants and building management in the event of fire or similar emergency. In addition, actions are identified which must be implemented and documented, where required, in order to maintain fire protection systems and assist in the prevention of a fire on the premises. The fire safety plan therefore covers **fire prevention, evacuation and emergency response.**

A copy of this plan is to be made available to all current employees, as well as to all newly hired employees. All recipients of this plan are required to study the procedures outlined and be prepared to follow these procedures in case of a fire or any other emergency.

As a building owner, it makes good business sense to mitigate risks to your tenants, your building and yourself. Everyone's main goal should be to ensure the voluntary and effective adoption of a fire safety plan to minimize potential damage to property or loss of life.

Objectives of the Fire Safety Plan

Fire Prevention:

To prevent the occurrence of fire through the control of fire hazards and the proper maintenance of building safety systems and facilities.

Occupant Safety:

To establish procedures for safe and orderly evacuation of the building in the case of fire or other emergencies.

Fire Control:

To establish procedures that will maximize the probability of controlling and extinguishing a fire in the safest and most efficient manner.

Responsibility for the Fire Safety Plan

The building **owner** is ultimately responsible for ensuring that the plan is correct and complete and that it is implemented and maintained in order to achieve the above purpose and objectives.

The **owner** is responsible for appointing Supervisory Staff as referenced in the *Ontario Fire Code* and to ensure that adequate fire safety information and guidance is provided to all tenants and visitors including alternative measures if system(s) shut down(s) are required and to ensure fire protection system(s) are maintained in working order.

The Fire Safety Plan's approved location is at the 1st level main entrance of the campus.

HUMAN RESOURCES AUDIT

Building address: 21 Lasalle Blvd Sudbury, ON P3A 6B1

Name of Building: Collège Boréal

Building Phone Number: (705) 560-6673

Security Service:

The Commissionaires
(705) 560-6673 ext.1010

Owner/President:

Daniel Giroux
(705) 698-7310

Vice-President:

Michel Doucet
(705) 918-6625

Director of Physical Resources:

Maurice Éric Rancourt
(705) 690-2990

Manager of Health and Safety and Building Maintenance:

Sylvain Roy
(705) 919-4579

Building Technologist:

Marc Robichaud
(705) 688-6609

City of Greater Sudbury:

Fire Services
200 Brady St.
Sudbury, ON
P3A5P3
(705) 6753341

Monitoring company:

True Steel Monitoring
230 Alder St.
Sudbury, ON
P3C 4J2
(705) 674-0116

AUDIT OF BUILDING RESOURCES

| | |
|---|---|
| Staging area for emergency services: | In an emergency, the staging area is the security office in room 1020 on the first floor, close to the main entrance of building A. |
| Building Description : | Institutional occupancy A-2. |
| Year of Construction : | 1997 |
| Building Construction : | Non-combustible building. |
| Building Height : | 24,6 M. |
| Building Size : | 364,861.6 sq. ft. |
| Number of Stories : | 5 |
| Designated Fire Route : | Yes |
| Exit Locations : | Signs provided. (see schematics) |
| Fire Department Access : | Front main entrance of Building A. West of Building C. Entrance of Building E. |
| HVAC System : | Natural gas heating. |
| Occupant Load : | 50 to 1,000 occupants a day. |
| Emergency power/lights : | 2 generators: #1 in the electrical plant @ Building B. #2 outside on the west side @ Building C. Battery pack @ Trades Building C. |
| Voice Communication System : | Notifier NFS3030 located in the Security Office room 1020. |
| Water Supplies: | Municipal – room 1020b Building A, M3380c Building C |
| Elevators: | 4 in total. 3 @ Building A and 1 @ Building C. 1 Firefighter Elevator in Building A. |
| Gas Shut off Valves: | See schematics. |
| Main Electrical Power Disconnect : | Electrical plant located @ Building B. |
| Lock Boxes : | Outside near main entrance of Building A. |

| | |
|--|--|
| Hazardous Classrooms : | <p>Primarily:</p> <ul style="list-style-type: none"> - Fourth floor Building A, rooms 4315c, 4005b and 4005c (chemistry laboratories). This section of the building includes room 4315c and 4005c with ceilings that open under preset pressure in the event of fire. All chemical or gas explosions in these rooms will cause the doors in the ceiling to open. - Third floor, Building C (oxygen, motor oil and gasoline). |
| Fire Alarm Systems : | <p>Notifier NFS3030 (two stage). Connected with Regional Alarms (705) 673-8181.</p> <ul style="list-style-type: none"> ▪ Main Notifier panel located in Security Room, 1020. Building A. ▪ Notifier located in room M3380d. Building C. ▪ Notifier located in room M4540. Building C. ▪ Notifier Display located 3rd floor rear entrance. Building A. |
| Sprinkler System : | <p>Combination, water, FM200 (rooms 2200c Building A and M4530 Building C.), ANSUL R-102 (rooms 3240b Building A and M3030, M3000k Building C).</p> |
| Fire Department Connections : (Locations) | <p>See schematics.</p> |
| Fire Hydrants : | <p>Privately owned. See schematics.</p> |
| Standpipe/Hose Cabinets : | <p>See schematics.</p> |
| Portable Extinguishers : | <p>See schematics.</p> |
| Fixed Extinguishing System : | <p>FM 200 (rooms 2220c and M4520), ANSUL R-102 (rooms 3240b, M3030, M3000k).</p> |
| Emergency Lighting Unit : | <p>2 generators, battery packs.</p> |
| Records : | <p>Records are kept in office 2070 of Building A.</p> |

FLOOR PLANS ARE POSTED ON EACH FLOOR OF THE MAIN BUILDING, OUTSIDE OF THE ELEVATORS.

SPRINKLER SYSTEM

| | | |
|--|---|---------------------------------|
| Location of exterior Fire Department connection: Main Entrance, 1 st floor, Building A. West side of Building C. | | |
| Fire Pump? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Location Security Office, Room 1020b. Building A. Room M3380c. Building C. | |
| Operating instructions: | | |
| EQUIPMENT | LOCATION | COVERAGE |
| - Main shut off valve | Room 1020b | Building A |
| - Main shut off valve | Room M3380c | Building C |
| - Second floor shut off valve | Room 2003a | Second east, Building A |
| - Second floor shut off valve | Room 2003a | Second west, Building A |
| - Third floor shut off valve | Room 3003a | Third east, Building A |
| - Third floor shut off valve | Room 3003a | Third west, Building A |
| - Fourth floor shut off valve | Room 4005a | Entire fourth floor, Building A |
| - Penthouse shut off valve | Fifth floor Mechanical Room | Mechanical Room, Building A |
| Service company: | | |
| Vipond Fire Protection Name | (705) 671-7148 Phone number | |

STANDPIPE SYSTEM

| | |
|---|------------------------------------|
| Number of risers: None | Size of riser |
| Size of hose outlets: 65 mm | Size of hose outlets: 38 mm |
| Number of hose stations per floor area: 1 st = 4. 2 nd = 10. 3 rd = 7+6 = 13. 4 th = 6+4 = 10. 5 th = 1. | |
| Location of Hose Stations: (Building A-C) 1 st = by Rooms 1110, 1150, 1235, 1285d. 2 nd = by Rooms 2400, 2320, 2340, 2300, 2600 (library rear exit), 2680, 2003, 2031, 2062. 3 rd = by Rooms 3003, 3026, stairs to room 2049, 3349, 3611, cafeteria entrance, main entrance 3 rd floor, M3000, M3000a, M3360, M3380, M3410, M3460. 4 th = by Rooms 4005 ^e , 4027, 4200, 4318, 4360, 4608, M4000, M4480, M4540, east corridor from M4540 to stairs. 5 th = top of stairs. | |

EMERGENCY LIGHTING

| | |
|----------------------------------|---|
| - Battery Pack 30 minutes | Location Trades Building (2006), Amphitheatre (2020) |
| - Battery Pack 1 hour | Location None |
| - Battery Pack 1 ½ hours | Location None |
| - Battery Pack 2 hours | Location None |
| - Generator Powered | Location Main Building and Trades Building |

GENERATORS

Location: Electrical plant Building B on the west side of main building.
Outside generator west of Building C and Building E

Fuelled by: Diesel @ Buildings A and C and natural gas @ Building E.

Location of manual starting instructions: Electrical plant Building B and outside generator west side of Building C and @ Building E locker # 4.

List of equipment powered by generator: Building A and C every third and fourth hallway light, 3 elevators, perimeter heating, main server room and data closets. Building E heating, exhaust and vents.

FIRE EMERGENCY PROCEDURES FOR OCCUPANTS

**The Safe Assembly Point for all occupants is the gymnasium on the first floor.
Occupants may only go to the safe assembly point under the direction of Fire Services.**

Two-Stage Fire Alarm System

Collège Boréal is equipped with a two-stage fire alarm system:

1st stage = Alert Signal

2nd stage = Alarm Signal

In a two-stage alarm system, a distinct alert signal first advises the occupants. The supervisory staff (investigating team) is expected to immediately investigate the source of the alarm and, if a fire exists, activate stage two of the fire alarm. The alarm signal is also automatically set off after a predetermined period of five minutes if the staff have not already activated it nor reset the alarm system.

Activation of signals:

1st stage = Alert Signal

- Activates by a fire detection device (smoke, heat, or sprinkler head)
- Manually activating pull station

2nd Stage = Alarm Signal

- After 5 minutes in Alert Signal mode
- Inserting a manual pull station key

“STAY CALM AND DO NOT USE ELEVATORS”

Upon discovery of fire:

1. Leave the fire area immediately.
2. Assist people with special needs if safe to do so (**ask them how you can help**).
3. Close all doors behind you.
4. Activate the fire alarm using the nearest pull station.
5. Evacuate the building using the nearest exit.
6. Call 911 and give the location of the building.
7. Stay away from the building or go to the safe assembly point under the direction of Fire Services only.
8. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

Upon hearing the alert signal:

1. Never assume it is a false alarm.
2. Evacuate the building via the nearest fire exit.
3. Assist people with special needs **(ask them how you can help)**.
4. Close all doors behind you.
5. Call 911 and give the location of the building.
6. Stay away from the building or go to the Safe Assembly Point under the direction of Fire Services only.
7. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

Evacuation procedures when alert signal sounds:

- If you do not find fire or smoke in the corridor, close the door behind you and evacuate the building using the nearest exit or exit stairs. Always check the stairway for heat and smoke before entering; use an alternate exit if it is necessary. **Always remain calm.**
- If you are in an enclosed room, before opening the door; feel the doorknob for heat. If it is not hot, brace yourself against the door and open it slightly. If clear, leave the building using the nearest exit. If smoke is heavy in the corridor, close the door quickly. If smoke is heavy in the corridor, it may be safe to stay in your area – close the door and place a wet towel at the base of the door.
- Crouch low to the floor if smoke enters the room.
- Move to the most protected room and partially open the window for air. Close the window if smoke comes in.
- Call the City of Greater Sudbury Fire Services, using 9-1-1, and tell the communications operator where you are located. Wait to be rescued – remain calm – do not panic or jump.
- Follow the supervisor's and staff's instructions.
- Assist people with special needs **(ask them how you can help)**.
- Stay away from the building or go to the Safe Assembly Point under the direction of Fire Services only.
- Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

FIRE EMERGENCY PROCEDURES FOR PEOPLE WITH SPECIAL NEEDS

“STAY CALM AND DO NOT USE ELEVATORS”

Upon discovery of fire:

1. Leave the fire area immediately, attract attention and ask for assistance if available.
2. Activate the fire alarm using the nearest pull station.
3. Evacuate the building using the nearest exit.
4. Call 911 and give the location of the building.
5. If you are unable to leave the building on your own, promptly tell a member of the emergency response team that you need help. (see Supervisory warden team # 1 p.10-12)
6. If you are on the 4th floor and cannot get down to the lower level to evacuate on your own, go to the Designated Evacuation Point at the north stairwell close to the main elevators:
 - a. Call security at (705) 560-6673 ext. 1010 or dial 911 and communicate your location. Blue telephones are available on the 1st, 2nd and 3rd floors by the main elevators and on the 4th floor at the evacuation point.
 - b. Wait for firefighters to come and get you.
7. Call 911 and give the location of the building.
8. Stay away from the building or go to the Safe Assembly Point under the direction of the Fire Services only.
9. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

Upon hearing the alert signal:

1. Evacuate the building via the nearest fire exit, attract attention and ask for assistance if required.
2. If you are on the 4th floor and cannot get down to the lower level to evacuate on your own go to Designated Evacuation Point at the north stairs close to the main elevators.
 - a. Call 911 and communicate your location. Blue telephones are available on the 1st, 2nd and 3rd floors by the main elevators and on the 4th floor at the evacuation point.
 - b. Wait for firefighters to come and get you.
3. Stay away from the building or go to the safe assembly point under the direction of the Fire

Services only.

4. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

If you need a personalized evacuation plan, you must contact the appropriate department.

- Employees - Human Resources
- Students – Student Services
- Other – Security Services

FIRE EMERGENCY PROCEDURE FOR SUPERVISORY STAFF (WARDEN TEAM # 1)

“STAY CALM AND DO NOT USE ELEVATORS”

The staging area for fire Services and Collège Boréal emergency team members is the Security Office, room 1020 at the 1st floor main entrance.

PRIMARY EMERGENCY TEAM MEMBERS AND LOCATIONS (FIRE WARDENS Team # 1).
In red are the fire alarm 2 stage key holders

- Security Office 1st floor main entrance – Staff # 1.
- Security Office 1st floor main entrance - Security guard (supervisor).
- Security Office 1st floor main entrance – Staff # 2.
- Main stairs 2nd floor by elevators – Staff # 3.
- Main stairs 3rd floor by 3rd floor main entrance – Staff # 4.
- Main entrance Trades Building, 3rd floor by elevator – Staff # 5.
- Main building 4th floor @ elevators – Staff #6.

Upon hearing the alert signal: (if safe to do so)

1. Report to your designated area wearing your Emergency Team vest.
2. Guide occupants evacuating the building to the nearest fire exit, or to the Safe Assembly Point under Fire Services permission only.
3. Pay special attention to people with special needs identified by warden team 2 or if a person with special needs comes to you and mention that they need assistance (**ask them how you can help**); guide them according to Fire Emergency Procedures for People with Special Needs.
 - a. **If you are on the 4th floor, no attempt should be made to carry a person**

downstairs without proper training.

4. Position yourself so you can keep other members of the Primary Team within eyesight if possible.
5. Wait for the confirmation of clearance from all the Secondary Team members from your floor.
6. Communicate any problems to Security.
7. Evacuate the building until false alarm confirmed.

FIRE EMERGENCY PROCEDURE (INVESTIGATING TEAM)

Upon hearing the alert signal (during business hours): (If safe to do so.)

Two persons from the Primary Emergency Team will be assigned to investigate the building according to information collected at the annunciator panel.

1. Look at the fire panel.
2. One member of Physical Resources stays at the control centre to assist Fire Services and use the communication system to address occupants as to status.
3. Other members investigate the alarm and extinguish the fire, if possible.
4. If there is smoke and fire can't be extinguished, advance alarm to stage two (alarm signal) using the closest pull station and your key.
5. Leave the fire area.
6. Meet Fire Services at main entrance.
7. Communicate the location of the Designated Evacuation Point to people with special needs.
8. Have a member of Physical Resources to assist Fire Services with any specific requests.
9. If it is a false alarm:
 - a. Reset the fire alarm system under the direction of Fire Services.
 - b. Allow occupants to enter the building under the direction of Fire Services.

FIRE EMERGENCY PROCEDURE (WARDEN TEAM # 2)

Upon hearing the alert signal: (If safe to do so.)

1. Report to your designated location.
2. Walk your designated area, asking people to evacuate the building.
 - a. Pay special attention to people with special needs (**ask them how you can help them**). Guide them to team #1 according to the Emergency Procedures for People with Special Needs.
 - b. If you are on the 4th floor, no attempt should be made to carry a person downstairs without proper training.
 - c. Close all doors behind you, report that all the areas assigned to you are cleared, and communicate any problems to the Primary Team member closest to you if safe to do so.
3. Evacuate the building using the nearest fire exit.
4. Stay away from the building or go to the Safe Assembly Point under the direction of Fire

Services only.

FIRE EMERGENCY PROCEDURES FOR SECURITY

“STAY CALM AND DO NOT USE ELEVATORS”

Upon hearing the alert signal: During work hours, Supervisor only. Guard #2 to follow Primary Team procedures. **(If safe to do so.)**

1. Call 911.
2. Go to the control centre at the main entrance on the ground floor and check the annunciator panel for the location of the alarm activation.
3. Inform Physical Resources of the location of the activation.
4. Stay at the control centre to assist Fire Services.
5. Inform Fire Services of the location of any people with special needs.
6. Evacuate the building by the nearest exit if necessary and close the doors.

Upon hearing the alert signal: After work hours. **(If safe to do so.)**

1. Call 911.
2. Carefully assess the location of the fire @ the annunciator panel.
3. Extinguish the fire if possible and if not, initiate second stage alarm signal by using your key in the closest pull station.
4. Evacuate the building if necessary, closing all doors on your way out.
5. If alone, be sure to meet Fire Services @ main entrance.
6. Inform Fire Services of the location of people with special needs.
7. If there is a false fire alarm:
 - a. Reset the alarm system under the direction of Fire Services.
 - b. When permitted by Fire Services (Incident Commander), inform users that there is no danger and that they may go back into the building.
 - c. Submit a report to the Director of Physical Resources.

FIRE EMERGENCY PROCEDURES FOR DAYCARE STAFF

“STAY CALM AND DO NOT USE ELEVATORS”

Upon hearing the alert signal: (If safe to do so.)

1. Evacuate all children from the building via the nearest fire exit.
2. Close all doors behind you.
3. Evacuate the building using the nearest fire exit.
4. Stay away from the building. Go to the Safe Assembly Point under the direction of Fire Services only.
5. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

N.B.:

*Daycare staff will guide the children to the most appropriate emergency exit and take them to shelter.

**The instructions in the college daycare centre are to be followed.

***The gymnasium and Théâtre du Nouvel-Ontario are two possible shelter locations. These shelters are to be used only if they are deemed safe by Fire Services or in inclement weather conditions. The person in charge of the evacuation at the daycare, a member of the primary emergency team or the Fire services Incident Commander are responsible for authorizing the use of shelters in the event of a fire. Authorization will be given only if the safety of individuals in those locations can be guaranteed.

RESPONSIBILITIES OF SUPERVISORY STAFF

- Executing the approved Fire Safety Plan and assigning specific responsibilities to personnel.
- Educating and training all building personnel and occupants in the use of the existing Fire Safety Procedures developed under the approved Fire Safety Plan.
- Surveying the building to determine the number of exits (primary and secondary) available for use by the occupants in case of evacuation.
- Preparing and posting on each floor area a schedule of such exits for use by the occupants in case of an evacuation and noting 911 as the emergency number.
- Ensuring that a schematic diagram showing the type, location, and operation of all building fire emergency systems (e.g., locations of Fire Alarm Control Panel, Fire Hose Cabinets and Water Control Valves) is maintained.
- Controlling fire hazards in the building.
- Maintaining building facilities provided for the safety of the occupants.
- Providing alternative measures for the safety of occupants during the shutdown of fire protection equipment.
- Ensuring that fire drills are carried out regularly, as required.
- Ensuring that all employees participate in fire drills and other training sessions at least once annually.
- Ensuring that all employees are completely familiar with the Fire Safety Plan and their responsibilities in the event of a fire.
- Notifying the Chief Fire Official regarding changes in the Fire Safety Plan and obtaining their approval for same.
- Ensuring that the Chief Fire Official reviews the Fire safety Plan annually even if there are no changes.
- Holding fire drills.
- In a case of a fire during a complete electrical failure, the Primary Team is responsible for alerting and evacuating the occupants.

Responsibilities of Security

- **Access**
 - Keep access roadways, fire routes and fire department connections clear and accessible for Fire services use.
 -
- **Means of Egress**
 - Always keep access to exits, inside and outside, clear of any obstructions.
- **Fire Separations**
 - Always keep the doors in fire separations closed.
- **Hazards**
 - Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
 - Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- **Building life safety systems**
 - Know the location of keys to provide access to all locked areas and the location of equipment which may be used in an emergency (extra fire extinguishers, pull station glass rods, etc.)
 - Be familiar with the location of keys or ensure you have them with you.
 - Know the procedures to test, silence and reset the Fire Alarm System (an activated system must not be reset until authorized by Fire Services).
 - Know how to inspect fire extinguishers, pull stations, emergency lighting systems and service same or arrange for service of same.
- **Alternate Measures**
 - In the event of any shutdown of fire and life safety systems, notify CGS Fire Services and initiate alternative measures.
 - In the event of any shutdown of fire protection equipment, patrol the hallways once every hour and maintain records.
- **Fire Drills**
 - Know how to alert occupants of a fire and other emergencies.
 - Know the procedures for people with special needs.
 - Participate in fire drills. Occupants' participation should be encouraged.

FIRE EXTINGUISHMENT/CONTROL/CONFINEMENT

Confining a fire in an enclosed space will keep the fire, smoke and fumes from entering other parts of the building or into routes to exits. In many cases this can be accomplished if one person remembers to close the door when leaving the fire area.

Controlling a fire or preventing its spread by closing the door could delay spread of smoke of fire, providing additional time to occupants to allow for escape from the building.

Fire extinguishment, control and confinement are primarily the responsibility of Fire Services. Your primary responsibilities when you detect smoke or fire are to leave the fire area, taking other occupants with you, close doors behind you, pull the manual alarm and Dial 911 to notify Emergency Services of the fire emergency.

FIRE EXTINGUISHERS:

The fire extinguishers located in the common areas of the building are classed ABC. The ABC extinguishers are dry chemical extinguishers. There are three classifications of fire. These classifications must be known and understood.

Note: Never use water on class B or C fires.

| CLASSIFICATION OF FIRES |
|---|
| A = ORDINARY COMBUSTIBLES, e.g. wood paper, trash, etc. |
| B = FLAMMABLE LIQUIDS e.g., oil, grease, etc. |
| C = ENERGIZED ELECTRICAL EQUIPMENT, e.g. electrical panels, etc. |
| K = BACKUP SYSTEM FOR GREASE FIRES in commercial kitchens ONLY |

FIRE EXTINGUISHER PROCEDURES

Before extinguishing a fire:

1. Evacuate occupants in immediate danger.
2. Pull the manual alarm to notify occupants.
3. Call Fire Services (911) immediately.
4. Work with a partner. Only extinguish the fire if it is small.
5. Always have a safe exit route. Never let fire come between you and your exit.

To extinguish a fire:

When using the extinguisher, remember the “**PASS** - word.”

- P** = Pull the pin (extinguisher is ready)
- A** = Aim at the base of fire
- S** = Squeeze the trigger
- S** = Sweeping motion to be used

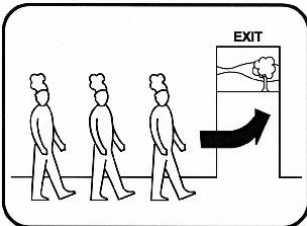
COMMERCIAL COOKING

Commercial Cooking Equipment Fire Extinguishing Procedure:

1. If fire or flames are present in the cooking area (stove, wok, fryer, etc.) immediately pull the manual activation device (pull station) located in the kitchen area, which activates the kitchen hood fire extinguishing system.
2. If safe to do so, use portable “K” type fire extinguisher to further extinguish flames if necessary.
3. Proceed to the Designated Assembly Point or use the nearest exit door and exit the building.
4. Call 911.

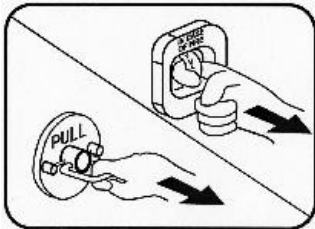
NOTE: To avoid electrocution and injury, activate the Kitchen Hood Extinguishing System first, prior to using a K-type portable extinguisher.

STEP 1



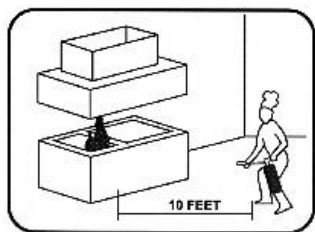
Notify staff/occupants to evacuate the area.

STEP 2



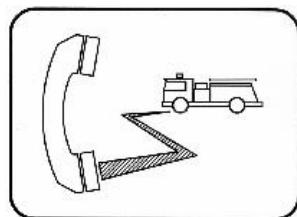
If the commercial cooking automatic suppression system does not activate in a fire situation, operate the system manually by pulling the handle or ring of the manual pull station with enough force to activate the suppression system.

STEP 3



If safe to do so, stand by with an appropriate fire extinguisher (“K” type):
Pull – the safety pin.
Aim – the nozzle at the base of the fire.
Squeeze – the handle.
Sweep – from side to side.

STEP 4



Call Fire Services, dial 911.

FIRE DRILL PROCEDURES

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities, as required by the *Ontario Fire Code*. Collège Boréal conducts fire drills once a year and participation from staff, students and clients is mandatory.

1. Prior to conducting a fire drill, the person conducting the fire drill **must** contact the monitoring agency and Fire Services dispatch at (705) 675-3341 and inform the dispatch of the impending fire drill. **The fire drill must be conducted within 15 minutes of this advance call.**
2. Informing the building occupants and monitoring station (if applicable) of the fire drill will be at the discretion of the administration of Collège Boréal.
3. At the time of the advance call to Fire Dispatch, the caller **must** give their name and a phone number where they can be contacted. **No fire drills may be conducted without the receipt of this information and the person conducting the fire drill must be able to be contacted for the duration of the exercise.**
4. The person conducting the fire drill will receive a call from Fire Dispatch should Greater Sudbury Fire Services receive a call from the public or an occupant, a monitoring station, and/or 911 to confirm that the calls Greater Sudbury Fire Services are receiving are related to the fire drill.
5. Should Greater Sudbury Fire Services receive a call during the fire drill period and Fire Dispatch cannot reach the person conducting the drill, then Fire Dispatch will dispatch Fire Services units to the location.
6. Upon completion of the fire drill and once the fire alarm panel is reset and back in service, the person conducting the drill will contact the monitoring agency and Fire Dispatch and inform them that the exercise is completed. At that time, the caller can receive information from Fire Dispatch regarding the calls received from building occupants, the public, the monitoring station or 911.
7. Enforcement under Section 2.8 of the *Ontario Fire Code* (Ont. Reg. 213/07) may result should **the person** conducting the fire drill not follow this procedure.

CONTROL OF FIRE HAZARDS

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific directions to avoid fire hazards:

- Do not use the stairwells for storage or accumulation of garbage. Assure proper management of garbage and refuse, including packaging and storage materials.
- Combustible materials shall not be permitted to accumulate in any part of an elevator shaft, ventilation shaft, stairway, landing, hallway or other route to exits.
- Keep stairwell, smoke and fire doors always closed, maintained and in proper working order.
- Ensure clearance to fire protection equipment (e.g. hydrants, standpipe connections, fire routes and hose cabinets) is always maintained.
- Store and use flammable and combustible liquids and gases in small quantities and only in approved containers and locations. (Combustible materials shall not be used to absorb flammable or combustible liquid spills within buildings.)
- Refrain from using unsafe electrical equipment and wiring (e.g. using extension cords for permanent wiring).
- Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises.
- Do not dispose of flammable liquids or cloths saturated with combustible liquids in the garbage chutes.
- Do not use unsafe electrical equipment, frayed extension cords or overload outlets.
- Use only CSA or UL certified power bars.
- Turn off coffee pots, stove burners, ovens, etc. – when not in use.
- Avoid unsafe cooking practices (e.g. too much heat or loosely hanging clothes when deep-frying).
- Do not use a barbeque inside a building.
- Keep access roadways, fire routes and fire pumper connections clear and accessible for use by Fire services.
- Keep hallways clear of any equipment or furniture.
- Turn off space heaters when away from your work area.

MAINTENANCE AND TESTING PROCEDURES

1. Prior to conducting fire alarm testing/servicing, the person conducting the task must contact the monitoring agency and Sudbury Fire Services at (705) 675-3341 and inform the communicator of the activity. The service person will also advise the communicator to disregard all fire alarm signals until the service person calls back to put the fire alarm system back in service. The communicator shall be advised as to an approximate time frame for the conducting of the servicing/testing and shall be contacted should unexpected delays requiring a time extension arise.
2. At the time of the advance call to the monitoring agency and the Fire Services communicator, the person doing the servicing must provide the communicator with the name of a contact person and phone number at the testing/servicing site for the duration of the shut down.
3. The building occupants and monitoring station (if applicable) shall be notified of the fire alarm test/servicing.
4. A Fire Watch shall be implemented when a fire alarm system or portion of a fire alarm system is placed out of service and it will be the building owner's responsibility to ensure that the Fire Watch procedure is followed.
5. Should Fire Services receive a 911 call for the location during the servicing/testing period and the communicator cannot reach the contact person, then the communicator will dispatch Fire Services units to the location.
6. Upon the completion of the test or service work and once the fire alarm is back in service, the person conducting the testing/servicing will contact Fire Services and inform the communicator that the task has been completed.

Portable Extinguishers:

- Gauge is showing full charge.
- Gauge is not damaged and attached to the cylinder.
- Handle and nozzles are undamaged and firmly attached.
- No obstructions in hose/nozzle.
- Hose is flexible and not cracked.
- The cylinder is not dented and does not exhibit excessive rust.
- Invert cylinder and tap bottom to loosen powder.

Means of Egress and Exit Signs

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|--|------------------------------------|------------------------------|
| Check doors in fire separations to ensure that they are closed. | As required | Security |
| Required exit signs shall be maintained to ensure they are clearly visible, clean and legible. | As required | Security |
| Maintain exit lights to ensure they are illuminated and in good repair. | As required | Maintenance |
| Maintain access to exits, including corridors, free from obstruction. | As required | Security |

Fire Department Access

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|---|------------------------------------|------------------------------|
| Fire access routes and access panels or windows provided to facilitate access for firefighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction. | Daily | Security |
| Fire Services sprinkler and standpipe connections shall always be clearly identified and maintained free of obstructions. | Daily | Security |
| Fire Access routes – streets, yards, private roadways, shall be maintained so as to be immediately ready for use at all times by Fire Services vehicles. | As required | Security |

Service Equipment, Ducts and Chimneys

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|--|--|------------------------------|
| Check hoods, filters and ducts subject to accumulation of combustible deposits and clean. | Weekly | Staff |
| <i>Chimneys, flues and flue pipes shall be inspected.</i> | Annually or when any appliance is added | Service company |
| Inspect all fire dampers and fire stop flaps. | Annually | Service company |
| Disconnect switches for mechanical air conditioning and ventilation systems shall be operated to ensure proper shutdown. | Annually | Service company |
| Inspect controls in air-handling systems used for venting in a fire to ensure operation. | Annually | Service company |
| Clean spark arresters. | Annually or more frequently if debris adversely affect operation | Service company |
| Clean lint traps in laundry equipment to prevent accumulation of lint. | As required | Staff |
| Clean chimneys, flues and flue pipes to prevent accumulation of deposits. | As required | Service company |

Emergency Lighting Systems

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|--|------------------------------------|------------------------------|
| Check all components of the system. | Monthly | Maintenance |
| Check pilot lights for operation. | Monthly | Maintenance |
| Test emergency lighting units to ensure emergency lights will function upon failure of the primary power supply. | Monthly | Maintenance |
| Test system. | Annually | Maintenance |

Water Supply for Firefighting

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|---|------------------------------------|------------------------------|
| Check the temperature of pump room during freezing weather. | Daily | Security |
| Inspect valves controlling fire protection water supply to ensure they are wide open and sealed or locked in that position. | Weekly | Maintenance |
| Operate fire pumps at rated speed and inspect components as required. | Weekly | Maintenance |
| Test fire pumps at full rated capacity. | Annually | Service company |
| Inspect all fire hydrants. | Annually and after each use | Service company |
| Test fire hydrant water flow – open main valve and check water flow. | Annually | Service company |

Emergency Power Systems

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|--|------------------------------------|------------------------------|
| Check all components of the system. | Weekly | Maintenance |
| Operate the generator set under at least 30% of rated load for 60 minutes. | Monthly | Maintenance |
| Check and clean crankcase breathers, governors and linkages on emergency generators. | Every six months | Service company |
| Operate the generator set under a full load test for 2 hours. | Annually | Service Company |
| Inspect and service generator and generator set. | Annually | Service company |
| Check torque and valve adjustments for engines. | Every two years | Service company |
| Inspect and service injector nozzles and valve adjustments on diesel engines. | Every three years | Service company |
| Check insulation of generator windings. | Every five years | Service company |

Standpipe and Hose Systems (reference should be made to NFPA-14-19)

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|--|------------------------------------|------------------------------|
| Inspect all hose cabinets to ensure hose position and that equipment is in place and operable. | Monthly | Security |
| Inspect hose valves to ensure tightness and no water leaks into the hose. | Annually | Service company |

| | | |
|--|------------------|-----------------|
| Remove and reorganize hose and replace worn gaskets. | Annually | Service company |
| Remove plugs or caps on Fire Services connections and inspect for wear, rust and obstructions. | Annually | Service company |
| Hydrostatically test standpipe piping which normally remains dry. | Every five years | Service company |

Sprinkler Systems (reference should be made to NFPA 13)

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|--|------------------------------------|------------------------------|
| Check that air pressure on dry pipe systems is being maintained. | Weekly | Maintenance |
| Test sprinkler alarms using alarm test connection. | Every two months | Maintenance |
| Test sprinkler supervisory transmitters and water flow devices. | Every two months | Service company |
| Test gate valve supervisory switches and other sprinklers and protection system supervisory devices. | Every six months | Service company |
| Check exposed sprinkler system pipe hangers. | Annually | Service company |
| Check that all sprinkler heads are free of damage, corrosion, grease, dust, paint. | Annually | Service company |
| Inspect dry pipe valve priming levels. | Annually | Service company |
| Remove plugs or caps on fire department connections and inspect for wear, rust of obstructions. | Annually | Service company |
| Test water flow on wet sprinkler systems using the most hydraulically remote test connection. | Annually | Service company |
| Trip test dry pipe valves to ensure proper operation of the system. | Annually | Service company |
| Test flow of water supply using main drain valve. | Annually | Service company |
| Inspect dry pipe systems for obstructions and flush as necessary. | Every fifteen years | Service company |
| Check dry pipe valve rooms or enclosures during freezing weather. | As required | Staff |
| Inspect auxiliary drains to prevent freezing. | As required | Maintenance |

Closures

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|---|------------------------------------|------------------------------|
| Check that all doors in fire separations are closed when not in use. | As required | Security |
| Inspect fire dampers and fire-stop flaps. | Annually | Service company |
| Check that door hardware and other ancillary components are adjusted to ensure proper closing and latching. | As required | Maintenance |

Carbon Monoxide Alarms

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|------------------------------------|------------------------------------|------------------------------|
|------------------------------------|------------------------------------|------------------------------|

| | | |
|---|-----------|-------------|
| Test alarm function as recommended by the manufacturer. | Monthly | Maintenance |
| Test carbon monoxide alarms using the test button or other manufacturer recommended method. | Annually | Maintenance |
| Replaced carbon monoxide alarms within the time frame indicated in the manufacturer's instructions. | As needed | Maintenance |
| Test battery-operated carbon monoxide alarms after the battery is replaced. | As needed | Maintenance |
| Test carbon monoxide alarms that are connected to an electrical circuit after any change is made to the electrical circuit. | As needed | Maintenance |

Exit Lighting and Emergency Lighting

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|---|------------------------------------|------------------------------|
| Check that required exit signs are clearly visible and maintained in a clean and legible condition. | As required | Maintenance |
| Check that exit signs are illuminated externally or internally, as appropriate for the sign's design, while the building is occupied. | As required | Maintenance |
| Check pilot light on emergency lighting unit equipment for operation. | Monthly | Maintenance |

Fire Alarm Systems (reference should be made CAN/ULC-S536)

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|--|------------------------------------|------------------------------|
| Check fire alarm AC power lamp and trouble light. | Daily | Security |
| Check trouble conditions. | Daily | Security |
| Check all fire alarm components including standby power batteries. | Monthly | Maintenance |
| Operate one detection device or pull station on a rotational basis, check operation of alarm and trouble indicators. | Monthly | Maintenance |
| Test fire alarm system (by persons acceptable to the authority having jurisdiction for the service of Fire Alarm Systems). | Annually | Service company |

Commercial Cooking (reference should be made to NFPA 96)

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|--|------------------------------------|------------------------------|
| Check that all appliances are covered by a hood to adequately capture grease vapors. | Daily | Staff |
| Check that all gas and electric appliances automatically shut down upon activation of extinguishing system. | Every six months | Service company |
| Check that cooking appliances are only operated when the exhaust system is actuated with all filters in place. | Daily | Staff |
| Check that all maintenance and testing of extinguishing systems performed, including changing all fusible links. | Every six months | Service company |

| | | |
|---|----------------------------|--------------------------|
| Clean hoods, filters, fans, ducts, and other appurtenances to remove combustible contaminants prior to surfaces becoming heavily contaminated with grease or oily sludge. | Every three months or more | Service company Staff |
| Check that manual pull station for actuating extinguishing system is visible and accessible at all times. | Daily | Staff |
| Check that appliances are aligned with extinguishing system nozzles after cleaning. | As necessary | Staff |
| Check that Class K or 40 BC backup extinguishers are clear and accessible at all times. | Daily | Staff |
| Maintain exhaust and fire protection systems in accordance with NFPA 96. | As required | Maintenance |
| Post instructions for system operation and include in Fire Safety Plan. | As required | Maintenance |

Portable Fire Extinguishers (reference NFPA 10 for details)

| <i>Maintenance Measures</i> | <i>Inspection Frequency</i> | <i>Responsibility</i> |
|---|------------------------------------|------------------------------|
| Inspect portable extinguishers. The tag attached will be initialed each month or a permanent record will be maintained for each portable extinguisher. | Monthly | Security |
| Prepare and maintain a permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out for each portable extinguisher. | As required | Service company |
| Empty stored pressure type extinguishers that require a 12-year hydrostatic test and subjected to the applicable maintenance procedures. | Every six years | Service company |
| Hydrostatically test dry chemical and vaporizing liquid type extinguishers. | Every twelve years | Service company |
| Replace or recharge portable fire extinguishers after use, in conformity with instructions given on the extinguisher nameplate. | As required | Service company |
| Maintain extinguishers not more than one year from when specifically indicated by an inspection. | Annually | Service company |
| Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: <ul style="list-style-type: none"> a) Mechanical parts b) Extinguishing agent c) Expelling means | Annually | Service company |

ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

In the event of any shutdown of fire protection equipment systems or part thereof in excess of 24 hours, Greater Sudbury Fire Services shall be notified in writing at fireinquiries@greatersudbury.ca . Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained and, where necessary, the use of watchmen, bullhorns, walkie-talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from Greater Sudbury Fire Services Fire & Emergency Services.

Procedures to be followed in the event of a shutdown of any part of a fire protection system are as follows:

1. Notify Greater Sudbury Fire Services at 705 675-3341. Give your name, address and a description of the problem and when you expect it to be corrected. Greater Sudbury Fire Services is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices on all floors by elevators and in the lobby entrance, stating the problem and when it is expected to be corrected.
3. Have staff of other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify Greater Sudbury Fire Services and the building occupants when repairs have been completed and systems are operational.

Note: All shutdowns will be confined to as limited an area and duration as possible.

Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

- In the event of complete electrical failure during a fire, the Primary Team is responsible for alerting and evacuating the occupants.
- In the event that a portion of the fire protection systems require a temporary shutdown, Security is responsible for fire watch procedures.
- During construction or renovation affecting firefighting access, procedures must be in place and identified in the contract with the contractor, and Fire Services must be notified ahead of time.
- Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

FIRE FIGHTER ELEVATORS

Out of Service Firefighter Elevators:

When a Firefighter Elevator is out of service in the building for 24 hours, supervisory staff will post the designated "Out-of-Service" signage over each set of elevator buttons on each floor. This will serve as notification to all staff and occupants about the service interruption.

Contact Fire services at 705-675-3341 and advise of the elevator service interruption only where an elevator is out of service for more than 24 hours.

ALTERNATIVE MEASURES FOR OCCUPANT SAFETY

Upon discovery of fire:

1. Leave the area immediately.
2. Assist people with special needs if safe to do so (**ask them how you can help them**).
3. Close all doors behind you.
4. Notify staff and occupants (verbal alarm).
5. Evacuate using the nearest exit.
6. Call 911.
7. Stay away from the building or go to the Safe Assembly Point under the direction of Fire Services only.
8. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

Upon hearing verbal fire alarm:

1. Leave building immediately using the nearest fire exit.
2. Assist people with need if safe to do so (**ask them how you can help them**).
3. Close all doors behind you.
4. Stay away from the building or go to the Safe Assembly Point under the direction of Fire Services only.
5. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

FIRE WATCH PROCEDURES

The **Ontario Fire Code** fire alarm systems and sprinkler systems in buildings equipped with them always be fully operational. Therefore, in the event that any of these systems are off-line for any reason whatsoever, a **Fire Watch** using **Fire Watch** personnel is to be implemented immediately.

In the event of a fire alarm or sprinkler system failure and/or maintenance and/or repairs, the following procedures will be followed:

The Security Service is designated for Fire Watch of this building.

- Under Fire Watch, the Security Service must:
 - Visually inspect on an hourly basis, each floor and all electrical and mechanical rooms, kitchens and elevator rooms until the fire alarms and/or sprinkler systems are functional.
 - Keep a written record of the hourly fire watch inspection.
 - Contact the monitoring agency if they are going to be working on the system and testing after the initial fire call, to prevent Fire Services from responding again.
 - Notify Fire Services at (705) 675-3341 when the fire alarms and/or sprinkler systems are functional.
 - The Security Service will isolate or shut down systems in the affected area to prevent more false alarms.
 - Contact Fire Services and other occupants in the building when an emergency exists.
- All occupants must be notified that the fire alarms and/or sprinkler systems are not operational and if that if they suspect and/or see a fire, they must notify the Security Service and also Fire Services by calling 911 and giving the address, location, and type of fire.

FIRE WATCH REPORT

Fire Watch requested by:

Fire Department Date: _____ Time: _____

Fire Alarm Technician Date: _____ Time: _____

Security Service Date: _____ Time: _____

Section A – Description of Fire Watch

Monitoring agency Notified Time: _____

Select the appropriate description below:

Staff Notified Time: _____

Fire Watch is college-wide

Fire Watch is “downgraded” to a specific Fire Zone: Specify which areas of the building are under Fire Watch:

Annual alarm system inspection – provide specifics:

Other type of Fire Watch:

Signature of Security guard

Signature of Supervisor

Section B – Fire Watch Cancellation

Monitoring agency Notified Time: _____

Staff Notified Time: _____

Fire Watch Cancelled by: _____

Date: _____ Time: _____

I certify to the best of my knowledge that the fire alarm system is fully operational, and I hereby cancel the Fire Watch.

Signature of person cancelling Fire Watch: _____

Signature of Security guard: _____

COMMENTS:

FIRE WATCH LOG

Collège Boréal, 21 Lasalle Blvd.

Date: _____ Start Time: _____ End Time: _____

Reason: _____

Security guards designated: _____

| | 1 st floor A | 2 nd floor A | 3 rd floor A | 3 rd floor B | 4 th floor A | 4 th floor B | 5 th floor A |
|-------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 01:00 | | | | | | | |
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| 22:00 | | | | | | | |
| 23:00 | | | | | | | |
| 24:00 | | | | | | | |

Comments:

COLLÈGE BORÉAL

21 Lasalle Blvd. Sudbury, On P3A 6B1 (705) 560-6673

APPENDIX A (GREENHOUSE)

Building E



AUDIT OF BUILDING RESOURCES

| | |
|--|---|
| Staging Area for <u>Emergency Services</u>: | In an emergency, the Staging Area is the Security Office in room 1020 on the first floor close to the main entrance of Building A, or the entrance of Building E. |
| Building Description : | Institutional occupancy A-2. |
| Year of Construction : | 2009, 2011, 2018. |
| Building Construction : | Non-combustible building. |
| Building Height | 4m |
| Building Size : | 10,588 sq. ft. |
| Number of Stories : | 1 |
| Designated Fire Route : | See schematics. |
| Elevators : | None. |
| Exit Locations : | Signs provided (see schematics). |
| Fire Department Access : | See schematics. |
| HVAC System : | Natural gas heating. |
| Occupant Load : | 1 to 25 occupants per day. |
| Water Supplies: | Municipal. |
| Gas Shut off Valves: | See schematics. |
| Main Electrical Power Disconnect : | Electrical plant located @ Building B. |
| Hazardous Materials : | None. |
| Voice communication system: | None. |
| Knox box: | None. |
| Generator: | Natural gas. |

FIRE PROTECTION SYSTEM

| | |
|-------------------------------------|---|
| Fire Alarm Systems : | None. |
| Fire Alarm : | None (Fire bell connected to sprinkler system). |
| Standpipe/Hose Cabinets : | None. |
| Portable Extinguishers : | See schematics. |
| Fixed Extinguishing System : | None. |
| Sprinkler System : | Wet/Dry. |
| Fire Hydrants : | Privately owned (see schematics). |
| Emergency Lighting System : | Battery-operated wall mount fixtures. |

THERE IS NO SPECIFIC SAFE ASSEMBLY POINT AT THE GREENHOUSE, HOWEVER FIRE SERVICES MAY IDENTIFY ONE ACCORDING TO THE LOCATION OF THE FIRE. YOU MUST STAY AS FAR AS POSSIBLE FROM THE FIRE AREA AND WAIT FOR INSTRUCTIONS FROM FIRE SERVICES OR SUPERVISORY STAFF.

FIRE EMERGENCY PROCEDURES FOR OCCUPANTS

“REMAIN CALM”

Upon discovery of a fire:

1. Leave the fire area immediately.
2. Assist people with special needs if safe to do so (**ask them how you can help them**).
3. Close all doors behind you.
4. Evacuate the building using the nearest exit.
5. Call 911 and give the location of the building.
6. Call security (705) 560-6673 ext.1010 to inform them of the fire.
7. Stay away from the building and wait for instructions from Fire Services or supervisory staff.
8. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

Upon hearing the fire bell:

1. Evacuate the building via the nearest fire exit.
2. Assist people with need if safe to do so (**ask them how you can help them**).
3. Close all doors behind you.
4. Call 911.
5. Stay away from the building or gather at a safe assembly point under the direction of Fire Services only.
6. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

Evacuation procedures when alarm bell sounds:

- If you do not find fire or smoke in the corridor, close the door behind you and evacuate the building using the nearest exit or exit stairs. Always check the area for heat and smoke before entering; use an alternate exit if it is necessary. **Always remain calm.**
- If you are in an enclosed room, before opening the door feel the doorknob for heat. If it is not hot, brace yourself against the door and open it slightly. If clear, leave by the nearest exit. If smoke is heavy in the corridor, close the door quickly. If smoke is heavy in the corridor, it may be safe to stay in your area – close the door and place a wet towel at the base of the door.
- Crouch low to the floor if smoke enters the room.
- Move to the most protected room and partially open the window for air. Close the window if smoke comes in.
- Call the City of Greater Sudbury Fire Services using 911 and tell the communications operator where you are located. Wait to be rescued – remain calm – do not panic.
- Follow the supervisor's and staff's instructions.
- Assist people with special needs as required (**ask them how you can help them**).
- Stay away from the building or gather at a safe assembly point under the direction of Fire Services only.
- Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

FIRE EMERGENCY PROCEDURES FOR PEOPLE WITH SPECIAL NEEDS

“REMAIN CALM”

Upon discovery of fire:

1. Leave the fire area immediately, attract attention and ask for assistance if available.
2. Alert people of a fire and evacuate the building using the nearest exit.
3. Call 911.
4. Stay as far away as possible from the fire area and wait for instructions from Fire Services or supervisory staff.
5. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

Upon hearing the fire bell or verbal alert:

1. Evacuate the building via the nearest fire exit, attract attention and ask for assistance if available.
2. Stay as far as possible from the fire area and wait for instructions from Fire Services or supervisory staff.
3. Call 911.
4. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

FIRE EMERGENCY PROCEDURE FOR SUPERVISORY STAFF

“REMAIN CALM”

Upon discovery of a fire:

1. Leave the fire area immediately.
2. Alert people of the fire.
3. Assist people with need if safe to do so (**ask them how you can help them**).
4. Make sure everybody leaves the building.
5. Close all doors behind you.
6. Evacuate the building using the nearest exit.
7. Call 911 and give the location of the building.
8. Call Security at (705) 560-6673 ext.1010 to inform them of the fire.
9. Stay away from the building or go to a safe assembly point under the direction of Fire Services only.
10. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

Upon hearing the fire bell or verbal alert:

1. Evacuate the building via the nearest fire exit.
2. Make sure everybody leaves the building.
3. Close all doors behind you.
4. Call 911.
5. Stay away from the building or go to a safe assembly point under the direction of Fire Services only.
6. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

FIRE EMERGENCY PROCEDURES FOR SECURITY SERVICE

“REMAIN CALM”

Upon becoming aware of a fire:














1. Call 911 and Physical Resources to inform of a fire alarm.
2. Once alarm is confirmed to come from Greenhouse (Building "E"), update 911 and Physical Resources of location.
3. Stay at main entrance of campus (Building "A") in case Fire Services attends campus first.
4. Once Fire Services knows the location of the fire, go to the Greenhouse (Building "E") to assist.

RESPONSIBILITIES OF SUPERVISORY STAFF

- Educate and train all building personnel and occupants in the use of the existing Fire Safety Procedures created under the approved Fire Safety Plan.
- Survey the building to determine the number of exits (primary and secondary) available for use by the occupants in the case of evacuation.
- Control fire hazards in the building.
- Maintain building and facilities to ensure the safety of occupants.
- Provide for alternative safety measures during shutdown of fire protection equipment.
- See that all occupants participate in fire drills and other training sessions at least once annually.
- Ensure that all occupants are completely familiar with the Fire Safety Plan and their responsibilities in the event of a fire.

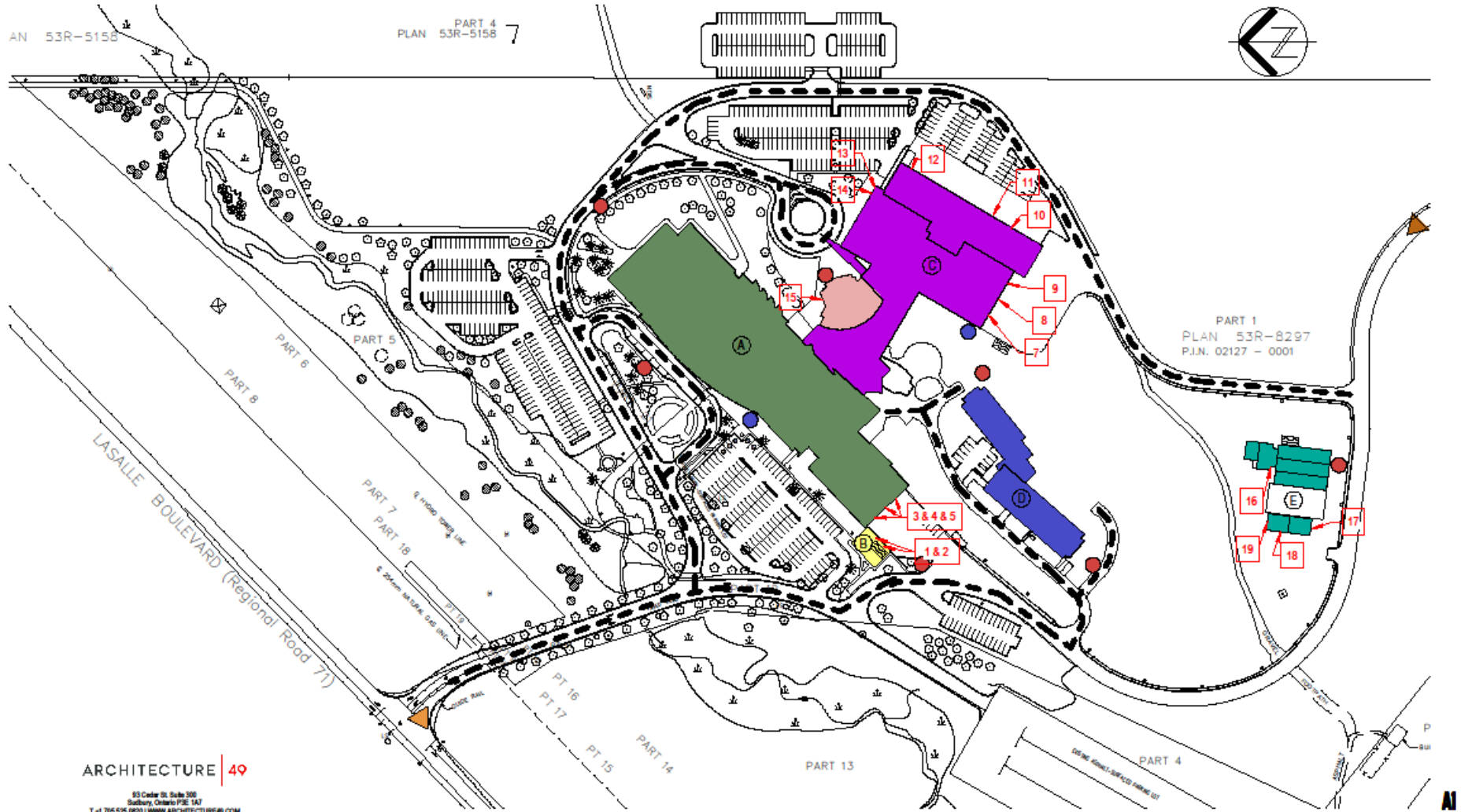
APPENDIX B – SITE PLAN

Légende / Legend – Diagramme Terrain Extérieur / Exterior Plan

- Édifice Principal / Main Building 
- Édifice de Métiers / Trades Building 
- Amphithéâtre / Lecture Hall 
- Résidence / Residence 
- Serres / Greenhouses 
- Entrée Principale / Main Entrance – via Boulevard Lasalle Boulevard 
- Entrée Secondaire / Secondary Entrance – via Cambrian Heights 
- Numérotation Porte de Garage/Garage Door Numbering 
- Usine Électrique / Electrical Building 
- Générateurs/Generators 
- Bouche d'Incendie / Fire Hydrant 
- Voie d'Accès des Pompiers / Fire Route 
- Connexions Siamoises pour Pompiers / Fire Fighter Siamese Connection 

Terrain Extérieur / Exterior Plan

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COLLÈGE BORÉAL (SITE PLAN)









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APPENDIX C – MAIN BUILDING, TRADES BUILDING, GREENHOUSE

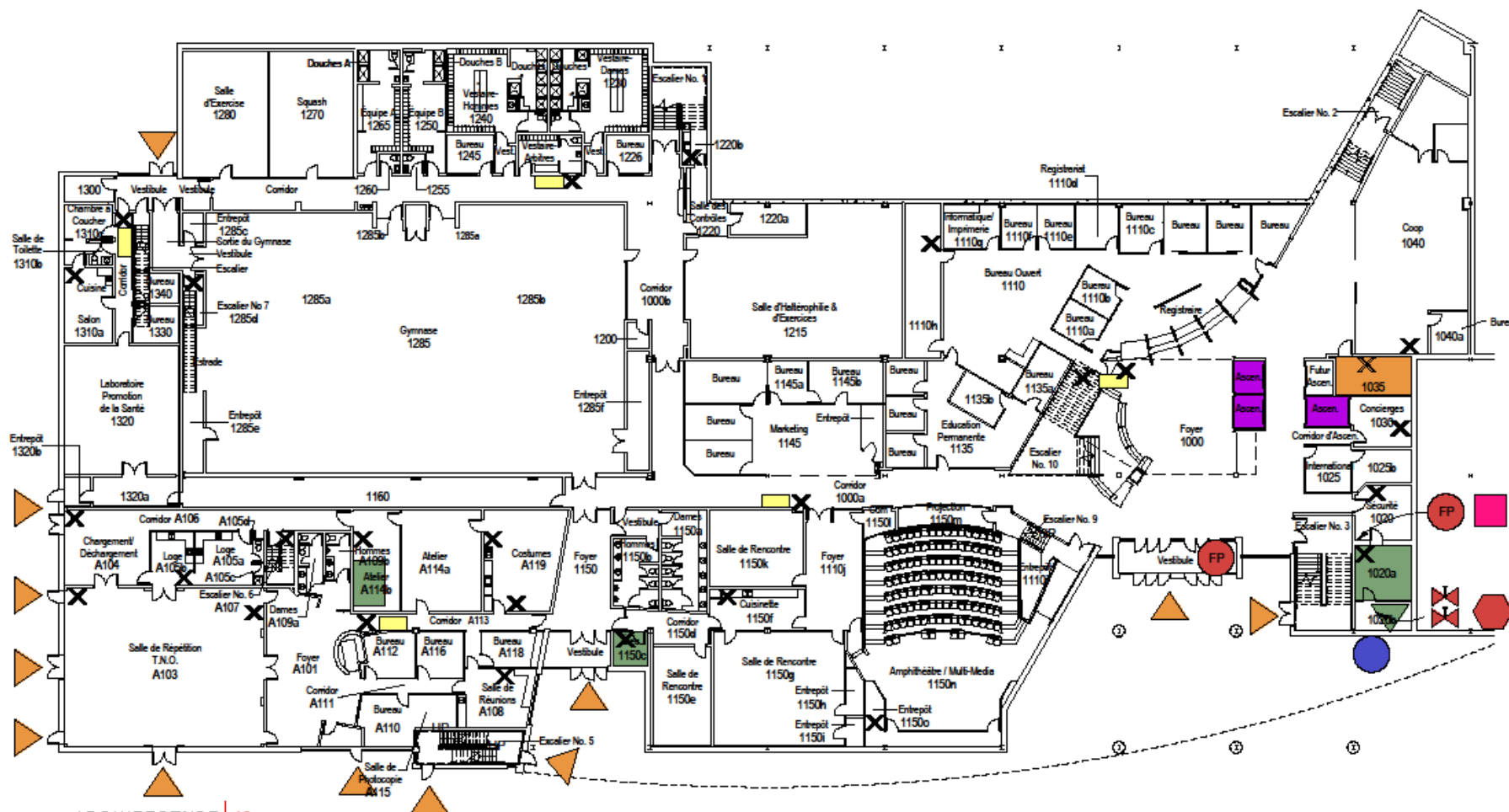
Légende / Legend – Édifice Principal, Amphithéâtre, Métiers et Serres/ Main Building, Lecture Hall, Trades Building and Greenhouse

- Panneau d'Alarme à Feu / Fire Alarm Panel 
- Panneau de Communication d'Urgence / Emergency Communication Panel 
- Fermeture Eau Centrale / Water Main Shut Off 
- Fermeture de Gicleurs / Sprinkler Shut Off Valve 
- Pompe à Feu / Fire Pump 
- Portes à Feu / Fire Doors Louvers 
- Connexions Siamoises pour Pompiers / Firefighter Siamese Connection 
- Élevateurs / Elevators 
- Pouvoir d'Urgence (Batteries) / Emergency Power (Batteries) 
- Lumière d'Urgence/ Emergency Lights 
- Salle de Chaudières / Boiler Room 
- Salle Électrique / Electrical Room 
- Laboratoire Informatique / Computer Laboratory 
- Sorties et Entrées / Exits and Entrances 
- Cuisine avec Système de Suppression / Kitchen with Fire Suppression System 
- Salle de Serveur avec Système de Suppression FM200 / Server Room with FM200 System 

- Salle avec Matières Dangereuses / Classrooms with Hazardous Materials 
- Plafond Sautants / Blast Ceiling Roof Latch 
- Colonne Montante et Armoires d'Incendie / Standpipes and Hose Cabinets 
- Salle Mécanique / Mechanical Room 
- Fermeture Gaz Naturel / Natural Gas Shut Off 
- Accès au Toit/ Roof Access 
- Extincteur / Fire Extinguisher 
- Panneau Électrique / Electrical Panel 

Édifice Principal (A) et Métiers (C) / Main (A) & Trades Building (C) - Plancher #1/ Floor #1

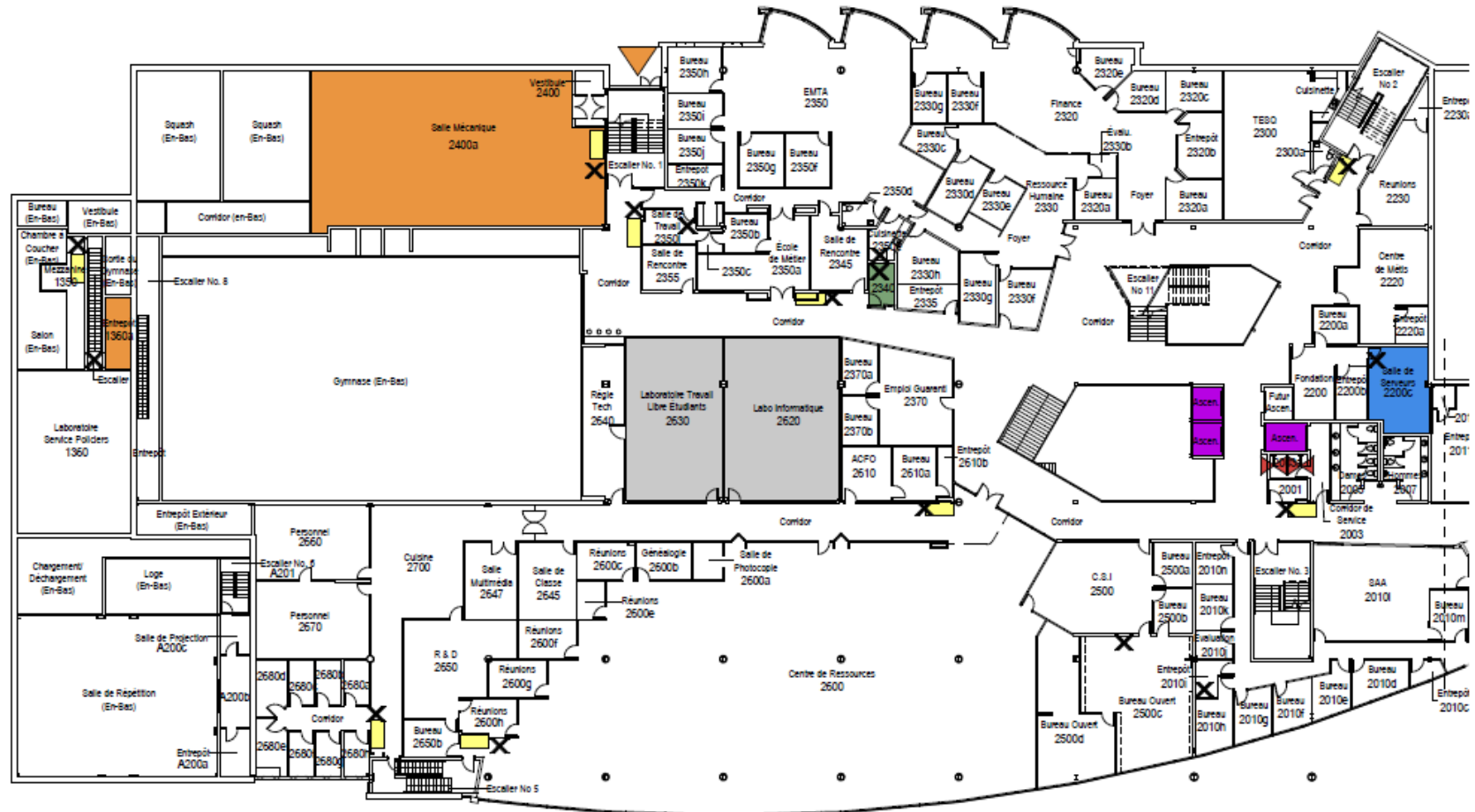
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Édifice Principal (A) et Métiers (C) / Main (A) & Trades Building (C) - Plancher #2a / Floor#2a / Section Est / East Section

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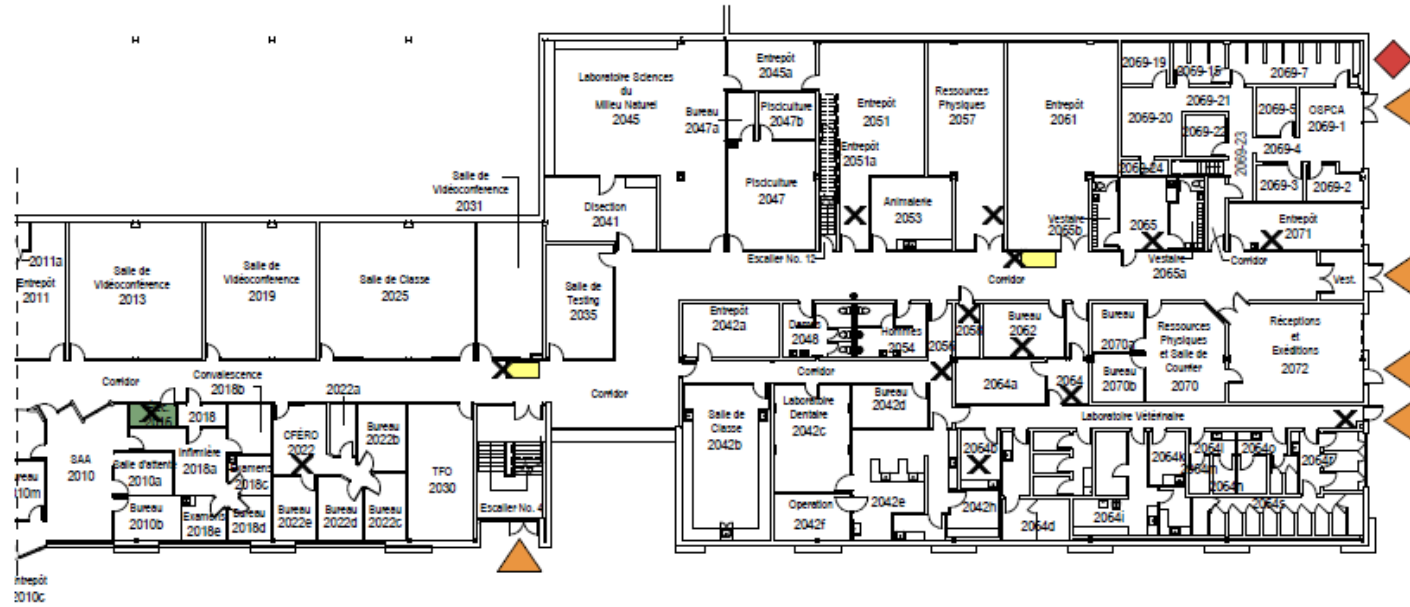
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Édifice Principal (A) et Métiers (C) / Main (A) & Trades Building (C) - Plancher #2b / Floor #2b / Section Ouest / West Section

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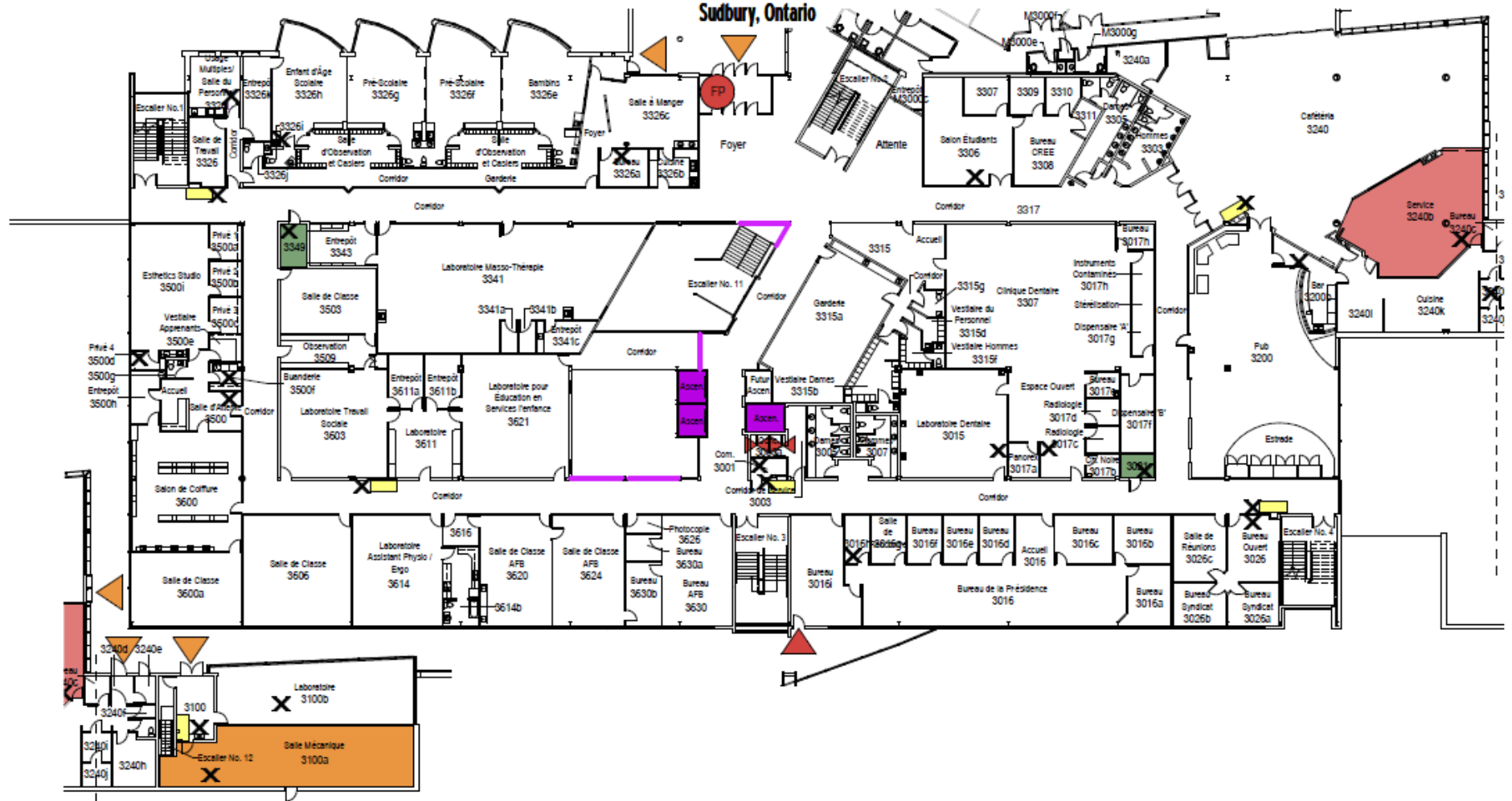
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A4

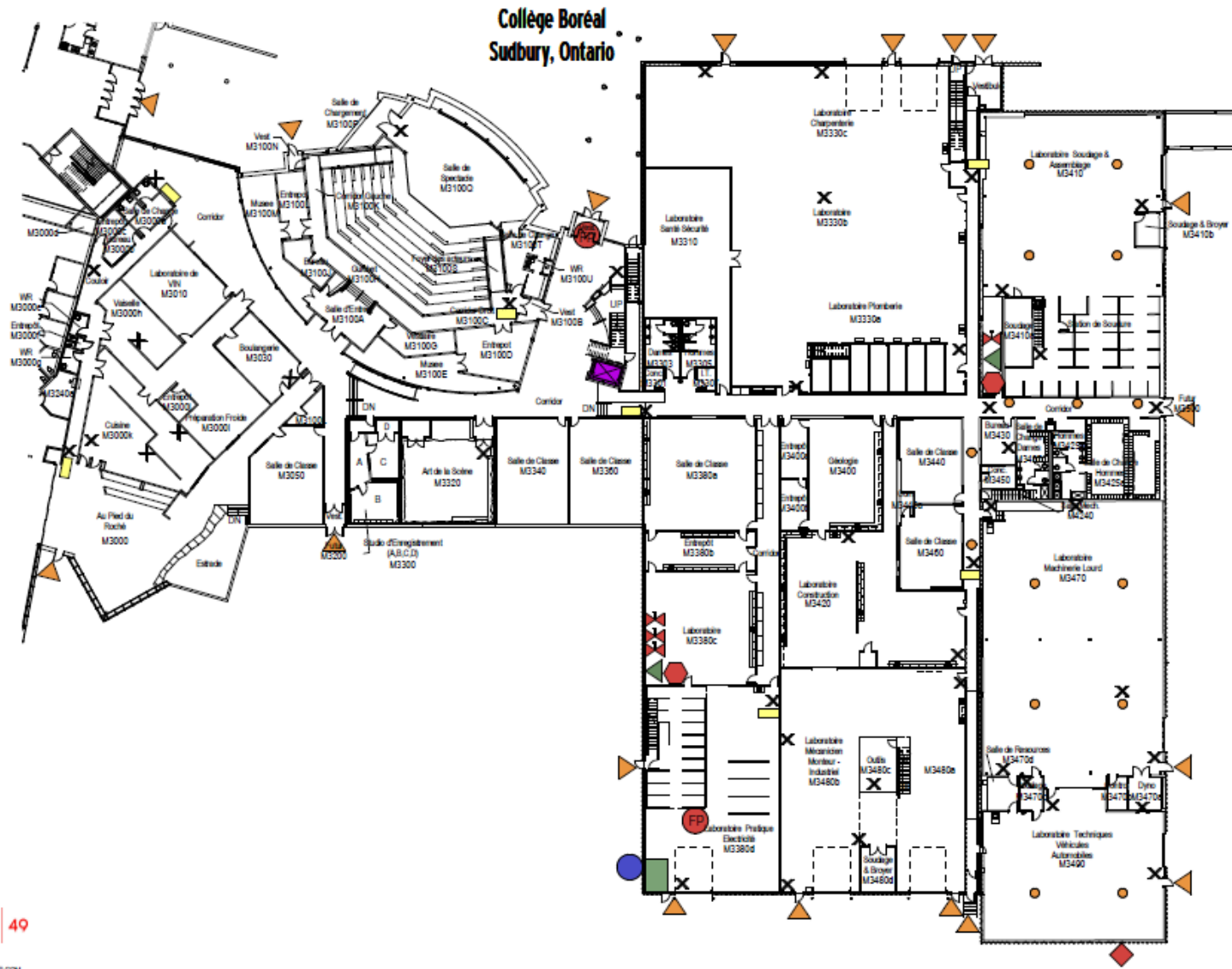
Édifice Principal (A) et Métiers (C) / Main (A) & Trades Building (C) - Plancher #3a/ Floor #3a / Section Nord / North Section

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Édifice Principal **A** et Métiers **C** / Main **A** & Trades Building **C** - Plancher #3b / Floor #3b / Section Sud / South Section



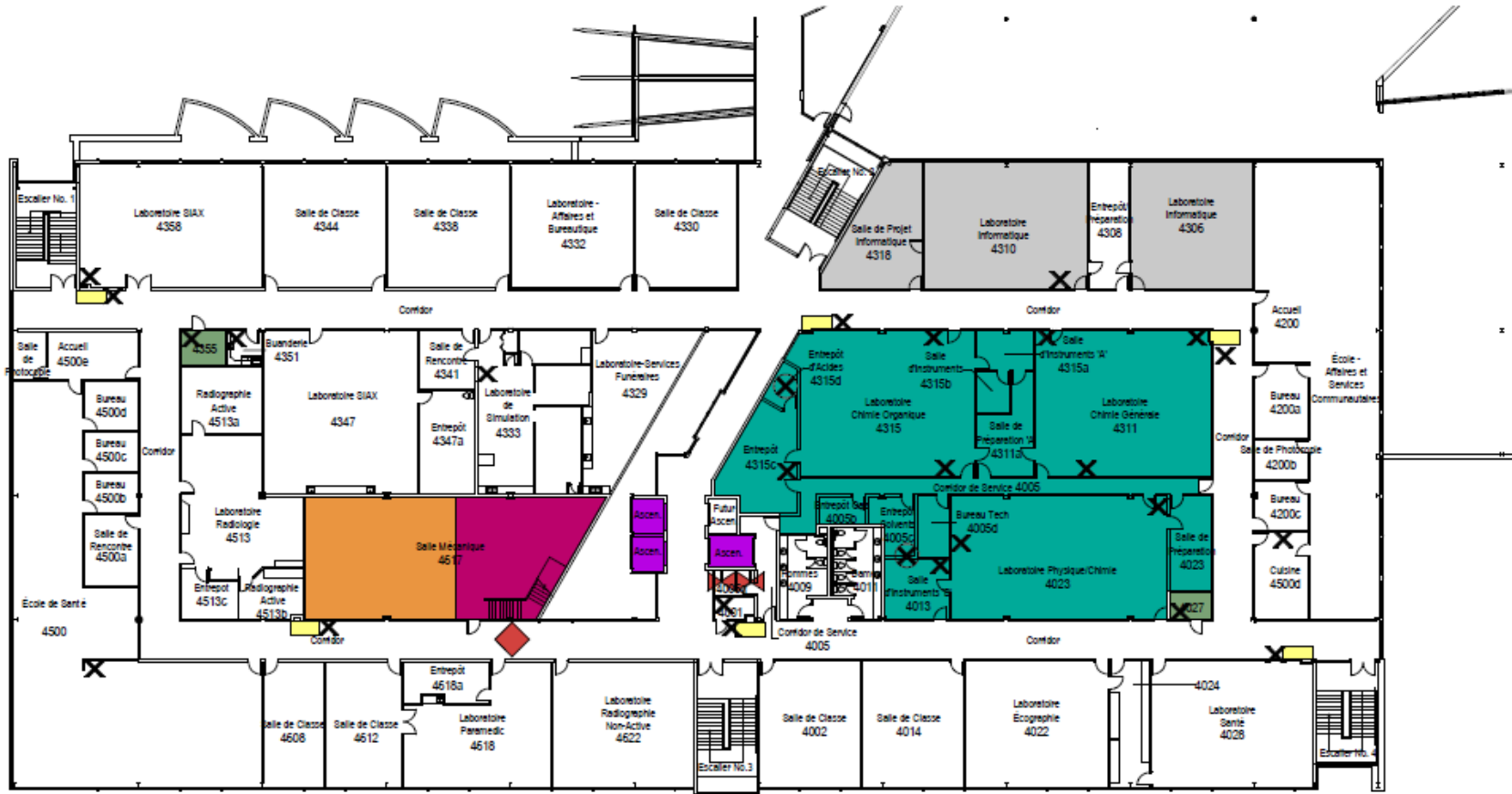
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Édifice Principal (A) et Métiers (C) / Main (A) & Trades Building (C) - Plancher #4a/ Floor #4a / Section Nord / North Section

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Édifice Principal (A) et Métiers (C) / Main (A) & Trades Building (C) - Plancher #4b / Floor #4b / Section Sud / South Section

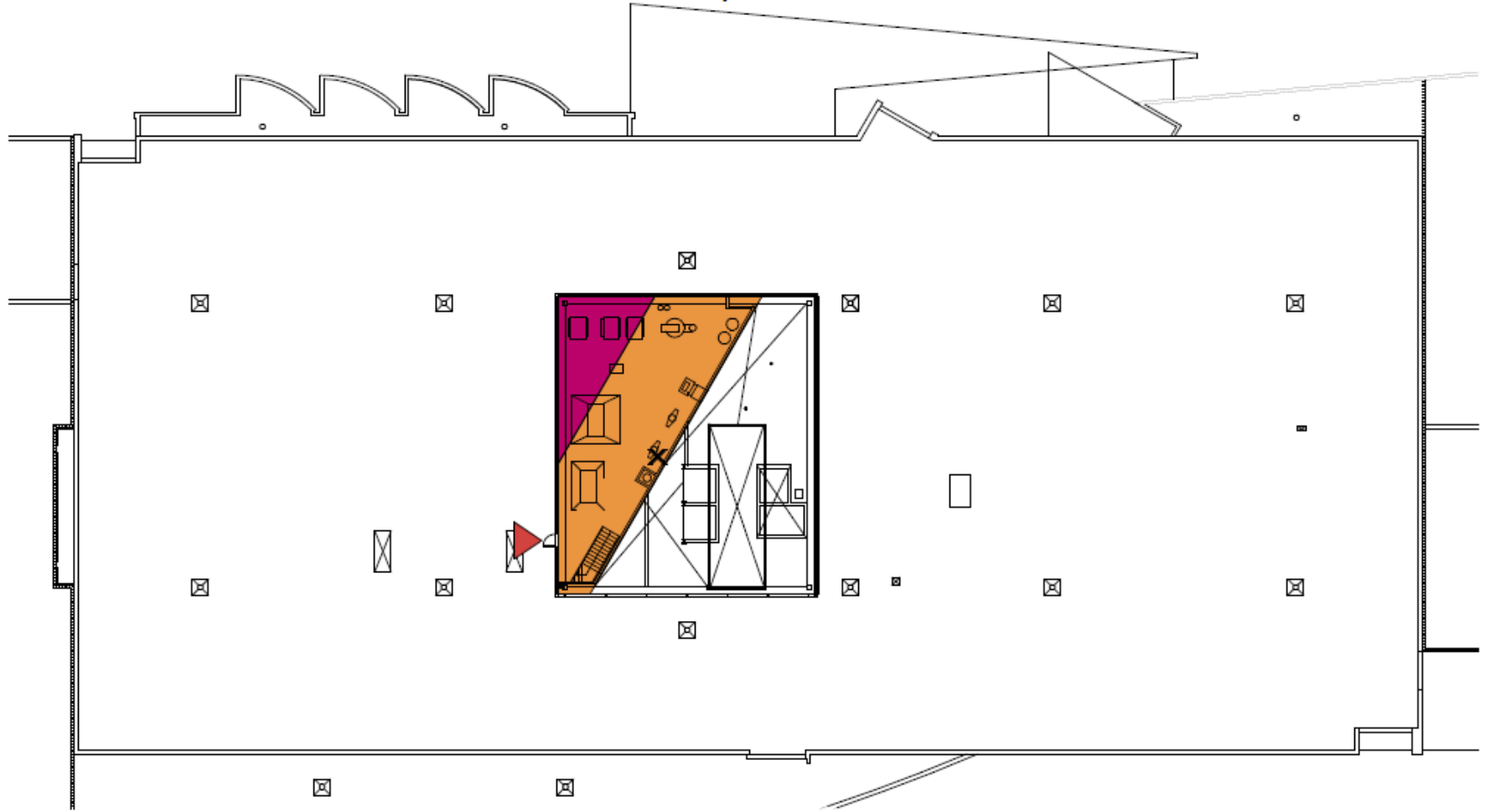


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Édifice Principal [Ⓐ] et Métiers [Ⓒ] / Main [Ⓐ] & Trades Building [Ⓒ] - Plancher #5/ Floor #5

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Serres/Greenhouse

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