

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**APPENDIX A**

List of Facilities

**Appendix A  
List of Facilities**

NWRFP-09-27

<b>List of civic buidings</b>	<b>Address</b>	<b>Area Footprint</b>
Animal Control Shelter	231 Ewen Avenue	2,000 s.f.
Centennial Community Centre	65 East 6th Ave	20,085 s.f.
Canada Games Pool	65 East 6th Ave	41,733 s.f.
Century House	620 Eighth St	24,331 s.f.
City Hall	511 Royal Avenue	54,000 s.f.
Centennial Lodge	1st St & 3 Ave	4,050 s.f.
West End Firehall #2	820 13th Street	3,100 s.f.
Queensborough Fire Hall #3	1011 Ewen Avenue	6,000 s.f.
Glenbrook Firehall #1	1 East 6th Avenue	25,000 s.f.
Hume Park Pool	Kelly Street and Braid Street	1,300 s.f.
Moody Park Arena	711 - 8th Avenue	30,625 s.f.
New Westminster Museum and Archives	302 Royal Ave	5,869 s.f.
New Westminster Public Library	716 6th Ave	45,000 s.f.
Operations Facilities - Section 1 (Main Operations Building)	901 1st St	19,000 s.f.
Operations Facilities - Section 2 (Engineering Operations Storage)	901 1st St	13,000 s.f.
Operations Facilities - Section 3 (Electrical Administration&Stor)	901 1st St	8000 s.f.
Parks Department Administration Building	600 8th St	2,570 s.f.
Police Service Building	555 Columbia St	53,000 s.f.
Queensborough Community Center	920 Ewen St	14,590 s.f.
Queens Park Arena	1st St & 3 Ave	48,000 s.f.
Queens Park Arenex	1st St & 3 Ave	13,500 s.f.

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**APPENDIX B**

Fire Safety Plan Example

# Sample

# Fire Safety Plan

This sample fire safety plan has been developed to help owners and managers of small apartment buildings maintain compliance with Section 2.8 of the B.C. Fire Code. The plan is intended as a guide only and may be amended where necessary to reflect local conditions.



Ministry of Community, Aboriginal  
and Women's Services  
Office of the Fire Commissioner

*Revised December, 2001*

# PART 1

## FIRE SAFETY PLAN

FOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PLAN ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

# PART 2

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## DEFINITIONS

Automatic Heat Tape -

Electric wire is wrapped around water-filled piping located in unheated areas. The wire is generally located underneath an insulating layer of fibreglass, and automatically keeps the water in the pipe from freezing.

Building Code Subsection 3.2.6. -

A subsection of the building code which has requirements applicable only to high buildings such as high rises and some large institutions.

Class A fire -

A fire involving combustible materials such as wood, cloth and paper.

Class B fire -

A fire involving flammable or combustible liquid, fat, or grease.

Class C fire -

A fire involving energized electrical equipment.

Closure -

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

Combustible liquid -

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

Deputy Fire Safety Director (D.F.S.D) -

Appointed supervisory staff member who assumes the duties of the Fire Safety Director during his/her absence.

Dry Automatic Sprinkler System -

A fire sprinkler system which has sprinkler supply piping containing air. Such a system can be

installed in areas subjected to freezing conditions as water does not enter the sprinkler piping until a sprinkler activates.

Exit -

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

Fire code -

The British Columbia Fire Code Regulations 1998, pursuant to the Fire Services Act.

Fire Safety Plan -

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

Fire protection systems -

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

Fire stop flap -

A device intended for use in horizontal assemblies required to have a fire resistance rating and incorporating protective ceiling membranes, which operates to close off a duct opening through the membrane in the event of a fire.

Flammable liquid -

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

Flash Point -

The minimum temperature at which a liquid within a container gives off vapour in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

Flue -

An enclosed passageway for conveying flue gases

Flue pipe -

The pipe connecting the flue collar of an appliance to a chimney.

Fire dampers -

A device intended for use in horizontal assemblies required to have a fire-resistance rating and incorporating protective ceiling membranes, which operates to close off a duct opening through the membrane in the event of a fire.

Group A Occupancy -

An assembly type occupancy such as a hall, theatre, skating rink or other place of public amusement.

Group B Occupancy -

An institutional type occupancy such as a hospital, jail, or care facility for the aged.

Means of egress -

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

Qualified Contractor -

specific service agency, trained industrial safety personnel or maintenance personnel. Generally any trained person with proper equipment

Smoke alarm -

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

Standpipe System -

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

Supervisory staff -

Those occupants of a building who have been appointed to take responsibility for some aspect of the fire safety plan (Fire Safety Director & Deputies).

Wet Sprinkler System -

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

## OBJECTIVES OF THE FIRE SAFETY PLAN

### General

Fire safety planning has 3 primary objectives:

- Fire Hazard Control
- Fire Protection System Maintenance
- Emergency Evacuation

Fire Safety Planning prevents the occurrence of fire by the control of fire hazards in the building, ensures operation of fire protection systems by establishing maintenance procedures, and provides a systematic method of safe and orderly evacuation of the building in the event of fire.

### Emergency Evacuation Concept

Trained supervisory staff can be of great value in directing, and assisting the orderly movement of people in the event of a fire, and performing fire control until the fire department arrives.

Evacuation procedures relying heavily on supervisory staff are complex, in that such staff require continued training, frequent drilling, and must be continuously on the premises in order to fulfil their responsibilities during an emergency. Following the implementation of the plan, the time required for continued training and drilling, and the coordination necessary to maintain supervisory staff on the premises is extreme.

Based on these facts, the evacuation objective outlined in this guide is met simply and realistically without evacuation control officers or the fire safety director's involvement in evacuation control.

### Evacuation Sequence -

During an emergency, a fire alarm will sound, and all occupants will exit the building via a safe exit. Persons with disabilities should proceed with their assistants (if available) to the nearest safe exit. The Fire Safety Director should be available to respond to the premises after being contacted by the fire department.

The instructions for occupants *In Case of Fire*, posted prominently on each floor area, provide *quickly read* information on procedures to follow in the event of a fire. Use of this concept should/will ensure a systematic method of safe and orderly evacuation of the building in the event of fire.

## FIRE SAFETY DIRECTOR & DEPUTIES

The Fire Safety Director is appointed in writing by the building owner. The F.S.D. is not in the building on a continuous basis; however, the F.S.D. should be available to respond to the building on notification of a fire emergency, in order to provide assistance as described in this plan. In the event that the F.S.D. is unavailable, a Deputy Fire Safety Director should be available to perform the obligations of the absent director.

The fire code requires that building fire protection and life safety systems receive a variety of regular inspections, service, and maintenance. The majority of inspections are generally *quick checks* to ensure that the particular system is operational and not in need of service. Some inspections do not require a high degree of technical knowledge of the particular system, but rather the ability to check for a specific problem, and have it corrected. Such inspections could be adequately performed by the F.S.D. where he or she is in the building on a *daily* basis. Annual Inspection, Testing and Maintenance procedures generally involve technical procedures and will be performed by qualified individuals or private contractors specializing in the particular field.

### Fire Safety Director Responsibilities

#### General

- Administering and maintaining the Fire Safety Plan. This should include:
  - Updating the plan when alterations are made to the building.
- Training of Deputy Fire Safety Directors.
- Recording information on the following:
  - Fire incidents
  - False alarms
  - Fire drills
  - Discharge or operation of fire equipment
  - Training periods
  - Name, location, and persons requiring assistance and their volunteer assistants.(specify assistance required)
  - Minutes of fire safety meetings (if applicable)

- Ensuring that fire protection systems are inspected, maintained and serviced in accordance with the plan and the fire code, and where an inspection, maintenance or testing procedure is beyond in-house capabilities, it is their responsibility to have qualified personnel complete the procedure.
- Ensuring that additional precautions are taken to offset the hazard to occupants where fire protection systems are inoperable. This should include:
  - Checking the fire safety plan and fire code when fire systems are in need of repair.
  - Advising the fire department of the system status.
- Ensuring that building maintenance, alteration or renovation does not expose the building or occupants to undue fire hazards, and precautions are taken to ensure building and occupant safety. This should include:
  - Checking the fire safety plan and the fire code when such activities take place to ensure that they meet the requirements of the fire safety plan and fire code regulations.
- Ensuring that supervisory staff are available to respond to the premises in the event of notification of an emergency. This should include:
  - Notifying the Deputy Fire Safety Director when they will not be available.
- Providing information to occupants on general fire safety and evacuation procedures. This should include:
  - Providing new occupants with Part 11 of the plan.
  - Notifying occupants whenever the Fire Safety Director, or Deputy Fire Safety Director changes.
- Resolving any fire hazards which are reported by occupants, guests or the fire department.
- Maintaining familiarity with the building's fire protection systems.
- Familiarity with fire regulations. This should include:
  - Obtaining and reviewing a copy of the B.C. Fire Code.
  - Ensuring that the electrical rooms are not used for storage.
  - Ensuring that established policies are adhered to.

- Considering other emergency situations which could affect the building such as earthquakes, or natural gas leaks.
- Notifying the alarm monitoring station when the emergency contacts change (when applicable).

## **Emergency Procedures if on the Premises**

### **IF YOU DISCOVER A FIRE**

- ACTIVATE a fire alarm pull station
- PHONE 9-1-1 or \_\_\_\_\_ to report a fire at your address
- FIGHT the fire ONLY if it is SMALL and you are NOT alone
- EVACUATE via the nearest safe exit. DO NOT use the elevator.
- ASSIST persons requiring assistance
- PROCEED to the main entrance (outside) & Report to the fire department

### **IF YOU HEAR A FIRE ALARM**

- EVACUATE via the nearest safe exit. DO NOT use the elevator
- ASSIST persons requiring assistance
- ASSEMBLE clear of the building and arriving fire apparatus
- PHONE 9-1-1 or \_\_\_\_\_ to report a fire at your address

## **Precautions During Repairs, Alterations & Renovations**

### **Fire Detection & Alarm System**

When the system cannot be repaired and returned to full operation, the following precautions should be implemented:

- Notify the Fire Department of the system status.
- Have a person remain at the premises until the system is fully operable.
- Watchperson shall make inspection rounds of all areas of the building every half hour, 24 hours per day.
- Watchperson shall remain on the property between rounds.



## **Automatic Sprinkler System**

### Alterations -

It is the responsibility of the sprinkler contractor to test the system in accordance with the B.C. Fire Code following alteration of the system.

### Programmed Repairs -

Where operations require the temporary shutting down of sprinkler protection, such operations shall be programmed by the contractor working on the system to enable completion in the shortest possible time and protection to be restored as promptly as possible.

### Additional Precautions During Shut-downs -

During an interruption of normal sprinkler protection, emergency hose lines and portable extinguishers shall be provided, extra watch service shall be placed on duty and temporary water connections shall be made to the sprinkler systems where practicable.

### Discontinuance Of Work -

Full sprinkler protection shall be restored or the provisions of Additional precautions during shutdowns maintained when work on the system is discontinued, as at night time or during holidays.

### Identification Of Closed Valves -

Closed sprinkler control valves shall be tagged or identified in a manner apparent to the responding fire department.

## **Portable Fire Extinguishers**

Where a service company removes a fire extinguisher from the building for an extended length of time, a fire extinguisher of the same type should be provided temporarily in its place.

## **Building**

During alterations and repairs ensure that the building and its occupants are not exposed to undue fire hazards created by contractors equipment or supplies which are brought into the building. Frequent inspections of the affected area is suggested in order to ensure the following:

- Exits are free of obstructions.
- Dangerous work areas are inaccessible to the building occupants.
- Contractors have obtained necessary building and operation permits.
- Flammable and combustible liquids are handled and stored safely.
- Heat producing equipment such as welding/cutting equipment and portable heaters are used safely.

Where a problem is suspected the Fire Department should be contacted in order to provide advice or perform an inspection.

# Procedures After Fire Safety Equipment has Operated

## Fire Detection & Alarm System

Procedure for false alarm:

- ENSURE the fire department is aware of incident.
- DO NOT SILENCE OR RESET the fire alarm system
- When the fire department is satisfied that the alarm was false, RESTORE any activated manual pull stations and RESET the system (if qualified).
- COMPLETE the *Incident/Activity Report*.

Where a fire has occurred and damaged system wiring and/or detection devices, or you are unsure of the reset procedures, it is likely that **Atrouble@** will be indicating on the system. In this case a qualified contractor should be contacted to make the necessary repairs.

## Wet Automatic Sprinkler System

Where a sprinkler has activated during a fire condition or accidentally through mechanical damage it is necessary to place the system back in operation as soon as possible. This procedure should be conducted by a qualified sprinkler contractor; however, where a contractor is not immediately available, the following procedure could be followed in the interim:

- Ensure that the fire department is aware of the incident.
- Close the zone or main system shut-off valve.
- Open the drain serving the floor.
- Use the special sprinkler wrench and replace the damaged sprinkler with a new one of the same type.
- Close the floor drain.
- Open the floor shut-off valve.
- Perform an inspection and main drain tests.
- Reset the fire alarm system.
- Contact a qualified contractor to check work

## Dry Automatic Sprinkler System

Where a sprinkler has activated during a fire condition or accidentally through mechanical damage it is necessary to place the system back in operation as soon as possible. This procedure should be conducted by a qualified contractor however, where a contractor is not immediately available, the following procedure could be followed in the interim:

- Ensure that the fire department is aware of the incident.
- Close the main shut-off valve.
- Turn-off the air compressor.
- Open the 2" main system drain.
- Use the special sprinkler wrench and replace the damaged sprinkler with a new one of the same type.
- Close the main system drain.
- Slowly open the main shut-off valve.
- Perform main drain test.
- Leave the compressor off as the system is fully charged with water. The system should remain this way until properly reset by a qualified contractor.
- Leave the fire alarm system silenced until the system is properly restored by a qualified contractor.

During freezing weather the system cannot be left charged with water; therefore, the following procedure should be followed:

- Ensure that the fire department is aware of the incident.
- Close the main shut-off valve.
- Turn-off the air compressor.
- Open the 2" main system drain.
- Use the special sprinkler wrench and replace the damaged sprinkler with a new one of the same type.
- Close the main system drain.
- Leave the main shut-off valve closed and tag it out of service.
- Leave the compressor off.
- Notify the fire department that the system is down and that the fire department pumper connection outside the building is available for use while awaiting the qualified contractor.
- Leave the fire alarm system silenced until the system is properly restored.
- Have a watchperson make tours as discussed previously in this part until the system is fully restored.

## Portable Fire Extinguishers

When extinguishers have been used, they should be serviced by qualified personnel.

## Fixed Extinguishing System

Following operation, the system shall be restored by a qualified contractor.

## Fire System Repair, Service & Emergency Contacts

Fire Safety Equipment	Company Name	Phone Number
Sprinkler System	_____	_____
Fire Alarm	_____	_____
Portable Extinguishers	_____	_____
Standpipe System	_____	_____
Emergency Lighting	_____	_____
Chimneys and Flues	_____	_____
Exhaust ducts	_____	_____
Heating, Ventilation & Air conditioning	_____	_____
Watchperson Service	_____	_____
Building Manager	_____	_____
Building Owner/rep.	_____	_____

## Fire Drill Procedures

### Annually

Once each year the Fire Safety Director should conduct a fire drill. The drill will not test any evacuation skills of the occupants; however, it will provide the Fire Safety director, Deputies, and Occupants with the opportunity to hear the fire alarm gongs, and consider their actions in the event that the fire were real. Use the following procedure when conducting the fire drill:

- Notify occupants of the date and time of the drill.
- Notify the alarm monitoring service (when applicable) and the fire department, on their non-emergency phone numbers, that you are planning to have a non-evacuation fire drill, and that you will call them back when the drill is complete.
- Discuss evacuation procedures with D.F.S.D. and those occupants *willing* to participate.
- Have the D.F.S.D. perform the *If You Discover A Fire* scenario and the *In Case of Fire* procedures for occupants. The F.S.D. should perform his or her duties as detailed in the plan.
- Restore the manual fire alarm pull station, and then reset the fire alarm system.
- Notify the alarm monitoring company (when applicable) and the fire department that the fire drill is complete.
- Discuss drill with occupants in an attempt to identify problems.
- Complete the *Incident/Activity Report*.

### Deputy Fire Safety Director Responsibilities

- Assisting the Fire Safety Director in implementing the fire safety plan.
- Assuming the position of Fire safety director in the absence of the appointed F.S.D.

**APPOINTMENT OF THE FIRE SAFETY DIRECTOR**

**ANNOUNCEMENT**

DATE:

NAME:

TITLE:

WORK ADDRESS:

HOME ADDRESS:

METHODS OF CONTACT:

OFFICE PHONE:

HOME PHONE:

PAGER NUMBER:

CELLULAR PHONE:

WORK HOURS:

I hereby appoint \_\_\_\_\_ as Fire Safety Director, authorized to fulfil the duties  
as outlined in the fire safety plan for: \_\_\_\_\_

**APPOINTING OFFICER**

NAME:

POSITION:

ADDRESS:

PHONE:

# APPOINTMENT OF THE DEPUTY FIRE SAFETY DIRECTOR

## ANNOUNCEMENT

DATE:

NAME:

TITLE:

WORK ADDRESS:

HOME ADDRESS:

METHODS OF CONTACT:

OFFICE PHONE:

HOME PHONE:

PAGER NUMBER:

CELLULAR PHONE:

WORK HOURS:

I hereby appoint \_\_\_\_\_ as Deputy Fire Safety Director, authorized to fulfil the duties as outlined in the fire safety plan for: \_\_\_\_\_

### APPOINTING OFFICER

NAME:

POSITION:

ADDRESS:

PHONE:



# PART 6

## BUILDING DESCRIPTION, SAFETY FEATURES & OPERATION OF FIRE SYSTEMS

### Building Construction & Occupancy

\_\_\_\_\_ is located at \_\_\_\_\_. The building is classified as a non-combustible / combustible structure with respect to the building code, and has \_\_\_\_\_storeys above grade, and \_\_\_\_\_ Parking levels below grade.

Construction is concrete/wood floors with interior room partitions of gypsum on steel stud/wood stud. The building has a combustible/non-combustible roof.

### Fire Detection & Alarm System

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

Stages: \_\_\_\_\_ Supervised: \_\_\_\_\_

Monitored: \_\_\_\_\_ Annunciator location: \_\_\_\_\_

# Zones: \_\_\_\_\_ Sprinkler valve supervision: \_\_\_\_\_

Heat detector locations:

Smoke detector locations:

Smoke alarm locations:

Manual pull station locations:

Adjacent to exterior exit doors and at entrances to stair shafts

Main entrance door:

During an alarm condition the main lobby entrance door latch releases/does not release, allowing fire fighter entry.

## Exiting

Number of exits: \_\_\_\_\_

Locations:

### Required Exits:

Exits as required by the British Columbia Building Code shall be noted on floor plans.

### Closures:

Fire rated doors and self closing devices are provided at entrance to the following areas: suites, stair-shafts, storage rooms, service rooms, & vestibules.

### Exit signs:

Locations: \_\_\_\_\_

Connected to emergency power: \_\_\_\_\_

## Emergency Lighting Units

Emergency lighting units connected to battery pack units are installed in the following areas:

_____	_____
_____	_____

## Emergency Power & Lighting

Emergency generator: \_\_\_\_\_ Fuel: \_\_\_\_\_

Location: \_\_\_\_\_

Automatic Battery Charger: \_\_\_\_\_

Serves:

## Elevators

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Type: \_\_\_\_\_

Type: \_\_\_\_\_

Capacity: \_\_\_\_\_

Capacity: \_\_\_\_\_

Location: \_\_\_\_\_

Location: \_\_\_\_\_

Serves: \_\_\_\_\_

Serves: \_\_\_\_\_

## Fixed Extinguishing Systems

Locations:

Types:

## Portable Fire Extinguishers

Type:

Locations:

Type:

Locations:

## Standpipe System

Type:

Riser locations:

Riser isolation valve locations:

Hose connection locations:

Siamese connection location:

Pressure reducing valves –

Location:

Type:

## Sprinklers

Locations:

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---

Valve types (dry / #, wet / #):

---

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Isolation valve locations: \_\_\_\_\_

Main supply shut-off location: \_\_\_\_\_

Siamese location: \_\_\_\_\_

Test valves locations: \_\_\_\_\_

Air pressure maintenance: \_\_\_\_\_

The dry sprinkler systems are provided with an air compressor which automatically/manually maintains the air pressure in the piping.

## Freezing Protection

Automatic heat tape locations:

---

## Main Natural-gas Supply Shut-off

Location: \_\_\_\_\_

## Heating, Ventilation & Air Conditioning

Type of heating: \_\_\_\_\_

Parking Level Ventilation system:

A mechanical exhaust system located in the \_\_\_\_\_  
automatically/manually exhausts contaminants that may create a fire or explosion hazard.

## Electrical Rooms & Equipment

---

---

## Private Fire Hydrants

Number: \_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Fire Pump

Type:

Electrically driven and automatic starting, capable of \_\_\_\_\_ gpm @ \_\_\_\_\_ PSI boost.  
Connected to the emergency generator and supplies: \_\_\_\_\_

Location: \_\_\_\_\_  
Test header locations: \_\_\_\_\_

## Fire Department Access Routes

Width: \_\_\_\_\_

Marked: \_\_\_\_\_

Locations:

---

---

---

## Fire Department Access to Roof

Location: \_\_\_\_\_

Key Location: \_\_\_\_\_

## Fire Department Keys

Location: \_\_\_\_\_

Access for: \_\_\_\_\_

## Areas of Refuge

Locations: \_\_\_\_\_

## Chemical/Flammable/Combustible Storage

Location/Quantity: \_\_\_\_\_

## **PART 7**

### **INSTRUCTIONS TO OCCUPANTS IN CASE OF FIRE**

#### **IF YOU DISCOVER A FIRE...**

- ! **ACTIVATE** a fire alarm pull station.
- ! **PHONE** 9-1-1 or \_\_\_\_\_ to report a fire at your address.
- ! **FIGHT** the fire **ONLY** if it is **SMALL** and you are **NOT** alone.
- ! **EVACUATE** via the nearest safe exit. **DO NOT** use the elevator.
- ! **ASSIST** persons requiring assistance.
- ! **PROCEED** to the main entrance (outside) & report to the fire department.

#### **IF YOU HEAR A FIRE ALARM...**

- ! **EVACUATE** via the nearest safe exit. **DO NOT** use the elevator.
- ! **ASSIST** persons requiring assistance.
- ! **ASSEMBLE** clear of the building and arriving fire apparatus.
- ! **PHONE** 9-1-1 or \_\_\_\_\_ to report a fire at your address.

## Persons Requiring Assistance Information Sheet

Name:  
Disability:  
Floor/suite:  
Special Information:  
Assistant #1:  
Assistant #2:

Name:  
Disability:  
Floor/suite:  
Special Information:  
Assistant #1:  
Assistant #2:

Name:  
Disability:  
Floor/suite:  
Special Information:  
Assistant #1:  
Assistant #2:

Name:  
Disability:  
Floor/suite:  
Special Information:  
Assistant #1:  
Assistant #2:

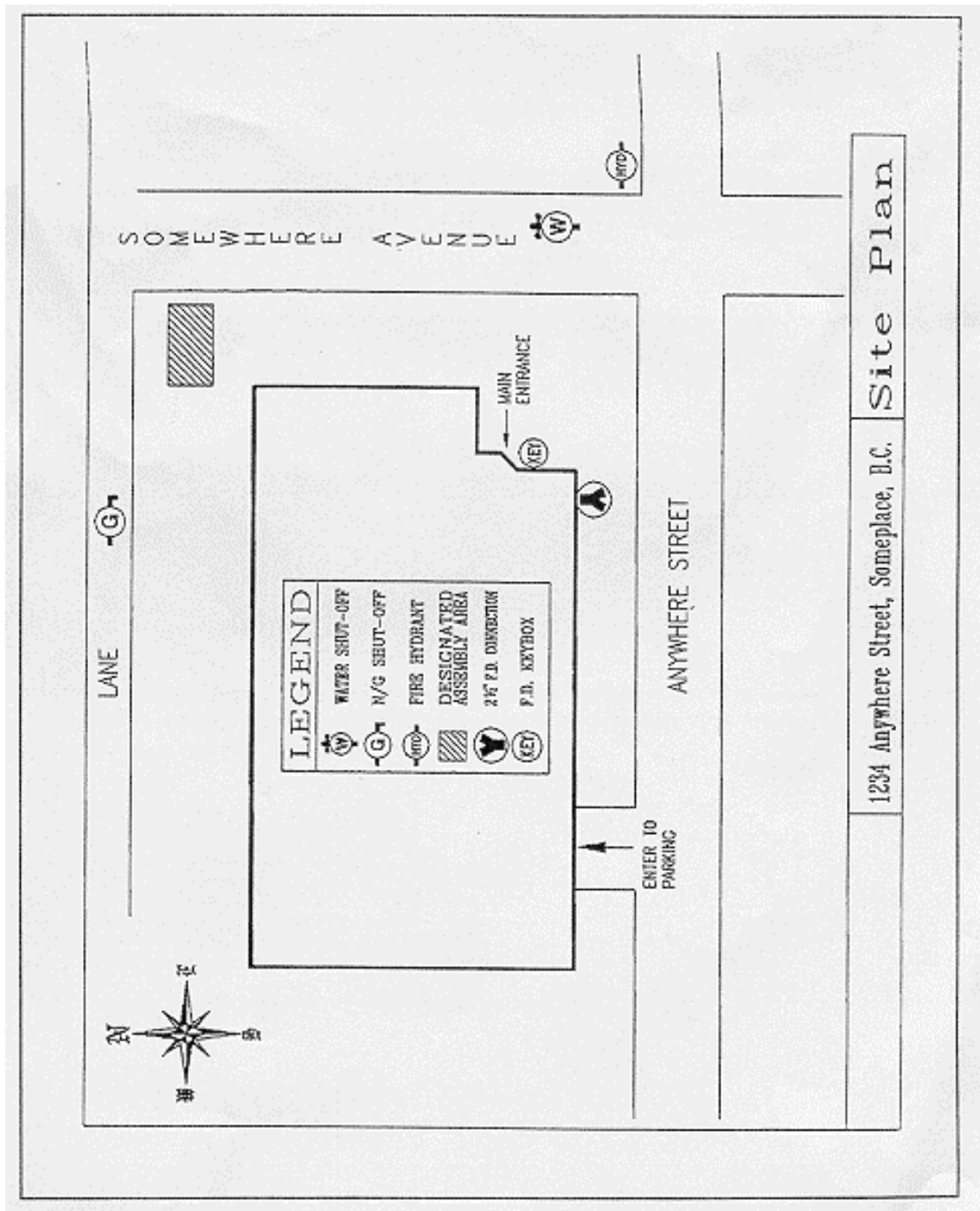
Name:  
Disability:  
Floor/suite:  
Special Information:  
Assistant #1:  
Assistant #2:

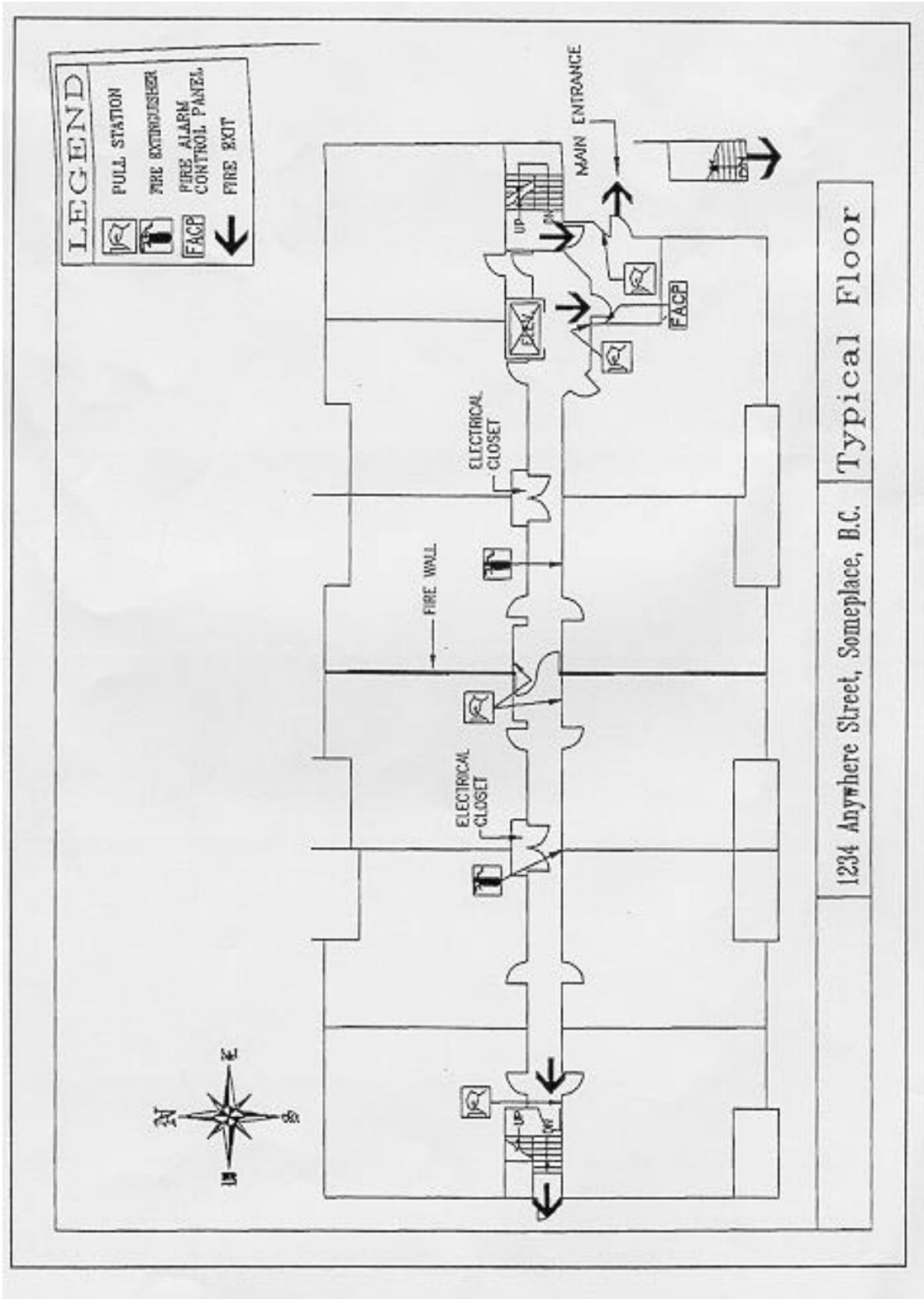
! will be waiting in stair-shafts

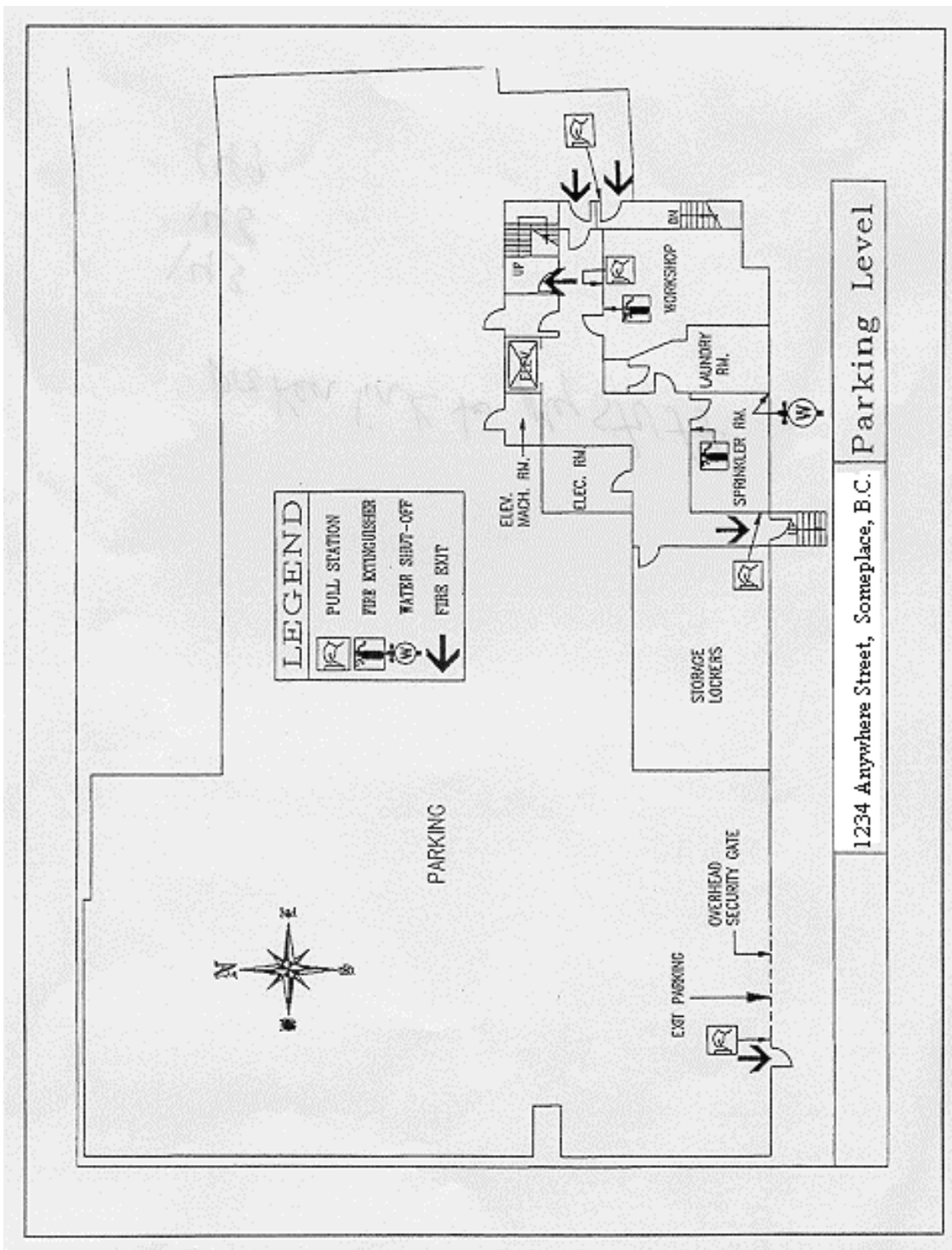


# PART 8

## FLOOR PLANS (Sample)







## **PART 9**

### **LEGAL BASIS FOR FIRE SAFETY PLANNING**

#### **Why Plan?**

Every year thousands of fires break out in buildings, causing deaths, injuries and millions of dollars in fire damage. In British Columbia during 1995, there were approximately 3,809 fires in buildings, which resulted in \$124,492,632 in property damage, 368 injuries and 34 deaths. Such losses could be reduced if everyone practised good fire prevention and planned ahead for a fire emergency.

In British Columbia, the Fire Services Act stipulates the requirements for fire prevention within the province. The B.C. Fire Code Regulations are pursuant to the Fire Services Act and require that emergency planning and fire safety planning be done as follows:

# British Columbia Fire Code Regulations 1998

## SECTION 2.8 EMERGENCY PLANNING

### SUBSECTION 2.8.1. GENERAL

2.8.1.1.(1) Fire emergency procedures conforming to this Section shall be provided for

- a) every building containing an assembly or a care or detention occupancy
- b) every building required by the B.C. Building Code to have a fire alarm system,
- c) demolition and construction sites regulated under Sections 2.14 of this Code,
- d) storage areas required to have a fire safety plan in conformance with Article 3.3.2.6. and 3.3.2.9.,
- e) areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.6., and
- f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.

2.8.1.2. Supervisory staff shall be trained in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.

2.8.1.3. Any keys or special devices needed to operate the alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory staff.

### SUBSECTION 2.8.2. FIRE SAFETY PLAN

2.8.2.1.(1) In buildings or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include

- (a) the emergency procedures to be used in case of fire, including
  - (i) sounding the fire alarm,
  - (ii) notifying the fire department,
  - (iii) instructing occupants on procedures to be followed when the fire alarm sounds,
  - (iv) evacuating occupants, including special provisions for persons requiring assistance
  - (v) confining, controlling and extinguishing the fire,
- (b) the appointment and organization of designated supervisory staff to carry out fire safety duties,
- (c) the training of supervisory staff and other occupants in their responsibilities for fire safety,
- (d) documents, including diagrams, showing the location and operation of the building fire emergency systems,
- (e) the holding of fire drills,
- (f) the control of fire hazards in the building,
- (g) the inspection and maintenance of building facilities provided for the safety of occupants
- (h) a copy of the records of inspections, maintenance procedures or tests as required in Article 1.1.1.6.

2.8.2.1.(2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

2.8.2.2.(1) A sufficient number of supervisory staff shall be on duty in care or detention occupancies to perform the tasks outlined in the fire safety plan described in Clause 2.8.2.1.(1)(a).

2.8.2.3.(1) In Group A, Division 1 assembly occupancies containing more than 60 occupants, there shall be at least one supervisory staff member on duty in the building to perform the tasks outlined in the fire safety plan in Sentence 2.8.2.1.(1)(a) whenever the building is open to the public.

2.8.2.4.(1) In buildings within the scope of Subsection 3.2.6. of the B.C. Building Code, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1.(1), include

- (a) the training of supervisory staff in the use of the voice communication system,
- (b) the procedures for the use of elevators,
- (c) the action to be taken by supervisory staff in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives,
- (d) instructions to the supervisory staff and fire department for the operation of the systems referred to in Clause (c), and,

(e) the procedures established to facilitate fire department access to the building and fire location within the building.

2.8.2.5.(1) The fire safety plan shall be kept in a location, designated by the authority having jurisdiction, for reference by the fire department, supervisory staff and other personnel.

2.8.2.5.(2) The fire safety plan for a building within the scope of Subsection 3.2.6. of the B.C. Building Code shall be kept at the central alarm and control facility.

2.8.2.6. A copy of the fire emergency procedures and other duties for supervisory staff, as laid down in the fire safety plan, shall be given to all supervisory staff.

2.8.2.7.(1) At least one copy of the fire emergency procedures shall be prominently posted on each floor area.

2.8.2.7.(2) In every hotel and motel bedroom, the fire safety rules for occupants shall be posted showing the locations of exits and the paths of travel to exits.

2.8.2.7.(3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signalling box requesting that the fire department be notified, and including the telephone number of that department.

2.8.2.7.(4) All buildings served by one or more elevators shall have a permanently mounted fire safety sign or symbol on each floor level at each elevator entrance, which indicates that the elevator is not to be used in case of fire. This symbol shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170.

#### SUBSECTION 2.8.3.FIRE DRILLS

2.8.3.1.(1) The procedure for conducting fire drills shall be determined by the person in responsible charge of the building, taking into consideration

- (a) the building occupancy and its fire hazards,
- (b) the safety features provided in the building,
- (c) the desirable degree of participation of occupants other than supervisory staff,
- (d) the number and degree of experience of participating supervisory staff,
- (e) the features of fire emergency systems installed in buildings within the scope of Subsection 3.2.6. of the B.C. Building Code, and,
- (f) the requirements of the fire department

2.8.3.2.(1) Fire drills as described in Sentence 2.8.3.1.(1) shall be held at intervals not greater than 12-months for the supervisory staff, except that

- (a) in day-care centres and in Group B major occupancies, such drills shall be held at intervals not greater than one month
- (b) in schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms, and
- (c) in buildings within the scope of Subsection 3.2.6. of the B.C. Building Code, such drills shall be held at intervals not greater than 2 months.

# PART 10

## INSPECTION, MAINTENANCE & TESTING OF FIRE PROTECTION EQUIPMENT

### General

The B.C. Fire Code Regulations require that fire protection installations be maintained in operating condition in accordance with Part 6 & 7. In most cases the Fire Code does not specify in detail the necessary inspection, maintenance, and testing procedures; instead, it references standards such as those developed by the National Fire Protection Association, Canadian Standards Association, and Underwriters Laboratories of Canada. Where such standards are referenced by the code, they have been identified in this plan as *Reference Standard*.

### Records

Records of inspection, testing or maintenance of fire protection equipment, which is completed by the Fire Safety Director, qualified person, or a private contractor shall be retained for at least 2 years from the date of the activity. The records shall be located in the Fire Safety Plan for review by the authority having jurisdiction. The activities on the Daily Inspection Report are exempted from this requirement.

### Qualified Contractors

Contractors may perform their own unique inspection and testing procedures; however, their procedures must meet the minimum requirements set by the applicable code. Information pertaining to such procedures is available in Part 10 so that the fire safety director has some idea of what the contractor should be doing.

### Fixed Extinguishing System

Reference: NFPA 17, *Dry Chemical Extinguishing Systems*  
Reference: NFPA 17A, *Wet Chemical Extinguishing Systems*  
Reference: NFPA 12A, *Halon 1301 Fire Extinguishing Systems*

### Monthly Inspection

Responsibility: \_\_\_\_\_

#### Procedure:

- The extinguishing system is in its proper location.
- Manual actuators are unobstructed.
- Tamper indicators and seals are intact.
- Maintenance tag or certificate is in place.

- No obvious physical damage or condition exists that may prevent operation.
- Pressure gauge(s), if provided, are in operable range.
- Nozzle blowoff caps are intact and undamaged.

**Record Keeping:** Monthly Inspection & Testing Report

## **Semi-annual Maintenance**

**Responsibility:** Qualified Contractor

**Procedure:**

Contractor to perform maintenance in accordance with the reference standard.

**Record Keeping:** Semi-Annual Inspection & testing Report



# Portable Fire Extinguishers

**Reference Standard:** NFPA 10, *Standard for Portable Fire Extinguishers*

An inspection of an extinguisher is a *quick check* that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. Maintenance is a *thorough check* of an extinguisher which is intended to give maximum assurance that an extinguisher will operate effectively and safely, and will normally reveal the need for hydrostatic pressure testing. Recharging is the replacement of the extinguishing agent.

## Monthly Inspection

**Responsibility:** \_\_\_\_\_

### Procedure:

Check portable fire extinguishers for the following:

- Located in designated place
- No obstruction to access or visibility
- Operating instructions on nameplate legible and facing outward
- Seals and tamper indicators not broken or missing
- Determine fullness by weighing or *hefting*
- Examine for obvious physical damage, corrosion, leakage, or clogged nozzle
- Pressure gauge reading or indicator in the operable range or position

### Record Keeping: Monthly Inspection & Testing Report

- Serial number of extinguishers requiring maintenance should be recorded on report for qualified contractor

Fill-out extinguisher tag with following information:

- Date extinguisher was inspected
- Initials of person performing inspection

## Annual Maintenance

**Responsibility:** \_\_\_\_\_

### Procedure:

- Perform maintenance in accordance with the B.C. Fire Code Regulations and NFPA 10, including any necessary hydrostatic pressure testing.

### Record Keeping: Annual Inspection & Testing Report

## Means of Egress

### Daily Inspection

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Doors in fire separations shall be inspected to ensure that they remain closed and latched unless the door is equipped with an acceptable hold open device that will permit the door to close and latch automatically in the event of fire.
- Corridors used by the public and exits shall be maintained free of obstructions
- Exterior passageway and exterior exit stairs shall be maintained free of snow and ice accumulations.

**Record Keeping:** None

### Monthly Inspection

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Doors in fire separations shall be operated to ensure that they are properly maintained. Doors equipped with a hold open device must release automatically in the event of a fire.

**Record Keeping:** Monthly Inspection & Testing Report

## Fire Detection & Alarm System

**Reference standard:** ULC S536, *Inspection and Testing of Fire Alarm Systems*.

### Daily Inspection

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Check Fire Alarm AC power lamp
- Check Fire Alarm trouble lamps

**Record Keeping:** None

### Monthly Testing

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Notify the alarm monitoring company, the fire department and the tenants that you are testing the system. Notify all parties when you have completed testing.
- Under emergency power, one manual alarm initiating device shall be operated on a rotation basis and shall initiate an alarm condition
- Intended function of all alarm audible signal appliances shall be ensured
- The annunciator panel shall be checked to ensure that the tested devices annunciate correctly
- Intended function of the audible and visual trouble signals shall be insured
- Fire alarm batteries shall be checked to ensure that:
  - Terminals are clean and lubricated where necessary
  - Terminal clamps are clean and tight where necessary
  - Electrolyte level and specific gravity, where applicable, are specified by the manufacturer

**Record Keeping:** Monthly Inspection & Testing Report

### Annual Service

**Responsibility:** \_\_\_\_\_

**Procedure:**

Contractor shall perform service in accordance with ULC S536

**Record Keeping:** Annual Inspection & Testing Report

## Emergency Lighting Units

**Reference Standard:** *B.C. Fire Code Regulation 1998, Section 6.7*

### Monthly Inspection

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Self-contained emergency lighting unit equipment shall be inspected to ensure that:
  - pilot lights are functioning and not obviously damaged or obstructed,
  - the terminal connections are clean, free of corrosion and lubricated when necessary,
  - the terminal clamps are clean and tight as per manufacturer's specifications, and
  - the battery surface is kept clean and dry.

**Record Keeping:** Monthly Inspection and Testing Report

### Monthly Testing

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Self-contained emergency lighting unit shall be tested at intervals not greater than one month to ensure that the emergency lights will function upon failure of the primary power supply.

**Record Keeping:** Monthly Inspection & Testing Report

### Annual Testing

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Self-contained emergency lighting unit equipment shall be tested at intervals not greater than twelve months to ensure that the unit will provide emergency lighting for a duration equal to the design criterion under simulated power failure conditions. Minimum operating time of \_\_\_\_\_ minutes.
- After completion of the test, the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is functioning in accordance with the manufacturer's specifications.

Note: Operation time for units is as follows:

- 60 minutes for Group B occupancies not within the scope of Building Code Subsection 3.2.6.
- 30 minutes for a building of any other occupancy.

**Record Keeping:** Annual Inspection and Testing Report

## Emergency Generator

**Reference Standard:** CAN/ CSA-C282-M, *Emergency Electrical Power Supply for Buildings*

### Weekly Maintenance Schedule

**Responsibility:** \_\_\_\_\_

- Examine the following:
  - fuel tank level
  - lubricating oil level
  - engine coolant
  - heaters, lubricant and/or coolant
  - engine, generator, fuel tanks and cooling systems for evidence of leakage
  - operation of fuel transfer pump
  - starting system-batteries, etc., for leakage, cleanliness and terminal security
  - air tanks for pressure (air motor system)
  - valves for leakage (air motor system)
  - operation of auxiliary engine and compressor (air motor system)
  - bleed off condensation (air motor system)
  - louvre settings-control panel settings (ensure the unit is ready for start-up)
  - battery electrolyte level
  - battery specific gravity
  - battery electrical connections (tightness, leaks or sulfation)
  - battery cleanliness and dryness between terminal posts
  - charger cleanliness and operation of both float and equalize modes
  - engine governor control linkages and oil level
  - engine fuel pump oil sump
  - engine fan belts and protective devices
  - panel covers are secure and annunciator lamps are operational

### Monthly Testing

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Have manufacturer's maintenance manual and manual of instructions available.
- Simulate a failure of the normal electrical power supply, arranged so that:
  - an engine-generator set operates under at least 30% of the rated load for 60 minutes;
  - all automatic transfer switches are operated under load
- Record readings of all instruments associated with engine and generator and verify that they are normal.

Procedure to Operate Generator (simulate power failure):

- Engage the *emergency power transfer switch*
- Disengage the switch after completion of test to ensure generator is in normal operating

condition.

**Record Keeping:** Weekly Testing And Maintenance Report

### **Monthly Maintenance and Inspection Schedule**

- Include an inspection to assess the correct functioning of all auxiliary equipment such as the radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers, and engine room ventilation controls and operation.
- Generator
  - check brush operation for sparking
  - check for bearing seal leakage

### **Semi-annual Service**

**Responsibility:** \_\_\_\_\_

**Procedure:** Check/Clean the following:

- Crankcase breathers
- Lubricant governor
- Linkages

**Record Keeping:** Semi-Annual Testing Report

### **Annual Maintenance**

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Contractor shall perform checking, testing, and servicing of items which require attention at 1 year intervals as specified in the manufacturers= instructions and CSA Standard C282.
- Liquid fuel storage tank shall be drained and refilled with a fresh supply of fuel at intervals not greater than 12 months.

**Record Keeping:** Annual Inspection & Testing Report

## **2 Year Checking**

Procedure: Contractor shall perform checking, testing, and servicing of items which require attention at 2 year intervals as specified in the manufacturers= instructions and CSA Standard C282.

**Record Keeping:** 2 Year Inspection and Testing Report

## **3 Year Checking**

Procedure: Contractor shall perform checking, testing, and servicing of items which require attention at 3 year intervals as specified in the manufacturers= instructions and CSA Standard C282.

**Record Keeping:** 3 Year Test Report

## **5 Year Checking**

Procedure: Contractor shall perform checking, testing, and servicing of items which require attention at 5 year intervals as specified in the manufacturers= instructions and CSA Standard C282.

**Record Keeping:** 5 Year Test Report.



## Sprinkler System

**Reference Standard:** B.C. Fire Code Regulation 1998 Section 6.5

Notification - Prior notification of waterflow or other tests to be made to a sprinkler system shall be given to parties who could be affected by an alarm.

### Daily Inspection

**Responsibility:** \_\_\_\_\_

**Procedures:**

- Dry-pipe valve rooms or enclosures in unheated building shall be inspected at intervals not greater than 24 hours during periods of freezing weather and measures shall be taken to ensure that the temperature of the room or enclosure is maintained above 4 degrees C.

**Record Keeping:** None

### Weekly Inspection

**Responsibility:** \_\_\_\_\_

**Procedures:**

- Valves controlling sprinkler water supplies or alarms shall be inspected at intervals not greater than 7 days to ensure that they are in the open position.

Note: For valves locked in the open position see Monthly Inspection & Test. For electrical supervised valves see Bi-monthly Test & Inspection.

- Dry pipe system air pressure shall be read at intervals not greater than 7 days and the system shall be maintained at the required pressure.

**Record Keeping:** Weekly Inspection Report

### Monthly Inspection & Tests

**Responsibility:** \_\_\_\_\_

**Procedures:**

- When the alarm line discharge is subject to freezing, waterflow alarm tests using the alarm test connection located at the sprinkler valve shall be performed on sprinkler systems at intervals not greater than one month. (This test operates mechanical or electrical gong.)

- On monitored system, the water flow actuated devices may be tested every two months. See Bi-monthly Test and Inspection.
- On electrically supervised systems, the water flow actuated devices may be tested annually. See Annual Tests and Maintenance.
- Valves which are locked open shall be inspected at intervals not greater than one month.
- Check the priming water supply for dry-pipe systems to ensure that it is at the proper level above the dry-pipe valve.

**Record Keeping:** Monthly Inspection & Testing Report

## **Bi-monthly Test and Inspection**

**Responsibility:** \_\_\_\_\_

**Procedures:**

### *All Sprinkler Systems*

- Transmitters & water flow actuated devices shall be tested at intervals not greater than 2 months for system connected to electrical supervisory signal service. (example, fire alarm system or central station monitoring service.)
- Inspect all electrically supervised control valves.

**Record Keeping:** Bi-monthly Testing Report

## **Semi-annual Tests**

**Responsibility:** \_\_\_\_\_

**Procedures:**

### *All Systems*

- Gate valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler supervisory devices shall be tested at intervals not greater than 6 months.

**Record Keeping:** Semi-Annual Inspection & Testing Report

## Annual Tests & Maintenance

**Responsibility:** \_\_\_\_\_

### Procedures:

#### *Wet Systems*

- Waterflow alarm tests using the inspector's test connection shall be performed on wet pipe sprinkler systems at intervals not greater than twelve months.

#### *Dry Systems*

- Dry-pipe valves shall be trip tested at intervals not greater than 12 months with the control valve partially open. (Dry-pipe valves shall be trip tested at least once every 3 years with the control valve fully open using the inspector's test valve.)
- Auxiliary drains shall be drained before each winter.

#### *All Systems*

- Waterflow tests using the main drain shall be conducted at intervals not greater than 12 months to ensure that water supply available has not deteriorated.
- Drainage facilities shall be tested to ensure that the drains are capable of taking the full flow from the main drain pipe without causing damage.
- Sprinkler control valves are accessible.
- Pits containing sprinkler control valves are free of water and protected from freezing.
- Sprinkler piping and hangers are in good repair.
- Sprinklers are inspected for damage, corrosion or accumulations of grease, paint or other deposits and are replaced where such conditions would impair the operation of the sprinkler.
- Spare sprinklers shall be checked to ensure that the stock on hand is not less than:
  - 6 spare sprinklers ( not more than 300 sprinklers)
  - 12 spare sprinklers (between 301 - 1 000 sprinklers)
  - 24 spare sprinklers (more than 1 000 sprinklers)
- Spare sprinklers shall correspond to the types and temperature ratings of the sprinklers in use.
- A sprinkler wrench shall be kept in the cabinet where the spare sprinklers are stored.

**Record Keeping:** Annual Inspection & Testing Report

## Three Year Test

**Responsibility:** \_\_\_\_\_

### Procedure:

Dry System

- Dry-pipe valve shall be trip tested with the control valve fully open using the inspector's test pipe (dry-pipe valve shall be trip tested annually with the control valve partially open).

**Record Keeping:** Three Year Testing Report

## Fifteen Year Test

**Responsibility:** \_\_\_\_\_

### Procedure:

Dry System

- Entire system shall be test flushed at intervals not greater than 15 years.

NOTE: Whenever any of the regularly scheduled testing procedures indicate the presence of possible obstructions in the dry pipe system piping, the entire system shall be flushed of foreign material.

**Record Keeping:** Fifteen Year Testing Report

## Fifty Year Test

**Responsibility:** \_\_\_\_\_

### Procedure:

- Sample sprinklers from sprinkler systems which have been in service more than 50 years shall be sent to a recognized testing laboratory for testing, and this procedure shall be repeated at intervals not greater than 10 years thereafter.
- \$ When sprinklers are required to be tested in conformance with Sentence (1), no fewer than 6 sprinklers of each type shall be tested, except that no fewer than 2 sprinklers per floor per individual system shall be tested.
- \$ All sprinklers shall be replaced in sprinkler systems from which sample sprinklers have been tested and found defective.

**Record Keeping:** Fifty Year Test Report

## Standpipe & Hose System

**Reference Standard:** NFPA 14, *Installation of Standpipe and Hose System*.

Alterations - Standpipe systems that have been modified or extended or are being restored to service after a period of disuse exceeding twelve months, shall be flow and pressure tested at the highest and most remote hose connection to ensure the availability of the water supply for which the system was designed.

### Monthly Inspection

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Hose cabinets shall be inspected to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.
- Hose valves shall be checked to ensure they are tight.
- Main shut off valve shall be checked to ensure that it is open.

**Record Keeping:** Monthly Inspection & Testing Report

### Annual Inspection

**Responsibility:** \_\_\_\_\_

**Procedure:**

- All portions of the system shall be inspected.

**Record Keeping:** Annual Inspection & Testing Report

### Five Year Test

**Responsibility:** \_\_\_\_\_

**Procedure:**

- The standpipe system shall be flow tested at intervals not greater than 5 years to ensure that the design flow can be delivered.
- If during the flow test there is an identification of the presence of debris in the piping, the entire system shall be flushed of foreign material.

**Record Keeping:** Five Year Test Report.

## Freezing Protection

### Annual Inspection

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Check automatic heat tape to ensure that it is operable
- Locations are identified in Part 6

**Record Keeping:** Annual Inspection and Test Report

## Fire Pumps & Reservoirs

### Weekly

**Responsibility:** \_\_\_\_\_

**Procedure:**

- The water level in the fire pump reservoir shall be observed at intervals not greater than 7 days and maintained at the proper level.
- Operate internal combustion engine fire pump at rated speed and observe the discharge pressure, suction pressure, lubricating oil level, operative condition of relief valve, and general operating conditions at intervals not greater than 7 days.
- Internal-combustion engine fire pumps shall be operated for a sufficient time to bring the engines up to normal operating temperatures. The storage batteries and fuel supplies shall be maintained at the correct levels.

**Record Keeping:** Weekly Inspection & Testing Report

### Monthly Test

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Test fire pumps driven by electric motor at rated speed until satisfactory performance of the pump, driver and controller is verified at intervals not greater than one month. (An indication of the satisfactory performance of the controller can be obtained by starting the pump by reducing the water pressure in the controller sensing line. The operating conditions of the relief valve, and the discharge and suction pressures, lubricating oil levels and priming water levels, are further indications of the performance of the fire pump and related equipment.)

**Record Keeping:** Monthly Inspection & Testing Report.

## Annual Testing

**Responsibility:**

**Procedure:**

- Fire pumps shall be tested at full rated capacity at intervals not greater than 12 months to ensure that they are capable of delivering the rated flow.

**Record Keeping:** Annual Inspection & Testing Report.

## Fire Dampers & Fire Stops Flaps

### Annual Inspection

**Responsibility:** \_\_\_\_\_

**Procedure:**

- ensure that the fire dampers and fire stops are in place and are not obviously damaged or obstructed.

**Record Keeping:** Annual Inspection and Testing Report.

## Hoods, Ducts & Filters

### Weekly Inspection

**Responsibility:** \_\_\_\_\_

**Procedure**

- Hoods, ducts and filters subject to accumulations of combustible deposits shall be inspected at intervals not greater than 7 days, and shall be cleaned if the accumulation of such deposits creates a fire hazard.
- If necessary hoods and filters shall be cleaned by staff.
- If necessary ducts shall be cleaned by a qualified contractor.

**Record Keeping:** Weekly Inspection & Testing Report - when equipment is cleaned.

## **Chimneys, Flues & Flue Pipes**

### **Annual Inspection**

**Responsibility:** \_\_\_\_\_

**Procedure:**

- \$ inspect to identify any dangerous conditions at intervals not greater than twelve months,
- \$ after any chimney fire,
- \$ at the time of addition of any appliance,
- \$ clean as often as necessary to keep them free from dangerous accumulations of combustible deposits.

**Record Keeping:** Annual Inspection and Testing Report.

## **Heating Ventilating & Air Conditioning Systems**

### **Annual Testing and Servicing**

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Inspect and service as necessary to ensure that these systems do not create a fire hazard.
- Except for self-contained systems within dwelling units, disconnect switches for mechanical air-conditioning and ventilating systems shall be operated to establish that the system can be shut down in an emergency.

**Record Keeping:** Annual Inspection & Testing Report.



## Fire Department Access to Building

### Daily Inspection

**Responsibility:** \_\_\_\_\_

- Streets, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times by fire department vehicles.
- \$ Vehicles shall not be parked to obstruct access of fire department vehicles and signs shall be posted prohibiting such parking.
- \$ Access panels or windows provided to facilitate access for fire fighting operations shall be maintained free of obstructions at all times.

**Record Keeping:** None

### Fire Hydrants

#### Semi-annual Inspection

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Hydrants shall be inspected to ensure that hydrant caps are in place and caps with worn, rusted or obstructed threads, which might hamper easy removal, are repaired or replaced.
- Hydrant barrels shall be inspected to determine if water has accumulated as a result of a leaking main valve or a plugged or damaged drain valve.
- Main valves which are leaking and drains which are plugged or damaged shall be repaired.

**Exception:** Where it is not practical to repair faulty drain valves or where drain valves are intentionally plugged, measures shall be taken to prevent the freezing of accumulated water.

**Record Keeping:** Semi-annual Inspection & Testing Report.

## Annual Flushing

**Responsibility:** \_\_\_\_\_

**Procedure:**

- Semi-annual inspection list previously.
- Hydrants shall be flushed at intervals not greater than 12 months with the main valve and any outlet valves fully opened until the water runs clear.

**Record Keeping:** Annual Inspection & Testing Report

## OCCUPANT FIRE PREVENTION, PREPAREDNESS & CONTROL

### Fire Prevention

- Smoke only within designated areas.
- Use large non-tip ashtrays and empty them only when you are sure the ashes, matches and butts are cold. Make sure that no one, including visitors, has left cigarettes smouldering in waste-baskets or on furniture.
- Be alert around electrical equipment. If electrical equipment is not working properly or if it gives off an unusual odour - often the first sign of a problem that could cause a fire - disconnect the equipment and call an appropriate maintenance contractor.
- Promptly replace any electrical cord that is cracked or has a broken connection.
- When using extension cords, protect them from damage: do not put them across doorways or any place where they will be stepped on or chafed. Check the amperage load specified by the manufacturer or the Alisting laboratory®, and do not exceed it. Do not plug one extension cord into another, and do not plug more than one extension cord into one outlet.
- Keep all heat-producing appliances away from the wall and away from anything that might burn. Leave plenty of space for air to circulate around equipment that normally gives off heat.
- Make sure all appliances in your area - such as coffee makers and hot plates - are turned off when not in use. It's best to assign one person to make this check every day.
- Do your part to keep storage areas, stairway landings and other out-of-way locations free of waste paper, empty cartons, dirty rags and other material that could fuel a fire.
- Report fire hazards to the Fire Safety Director.

## Fire Preparedness

- Know the location of the two exits closest to your area. Count the number of doors between you and each of those exits - in case you must escape through a darkened, smoke-filled corridor where you can't read the names on the doors.
- Learn where the nearest pull station is located and how to activate it.
- Post the 9-1-1 or \_\_\_\_\_ Fire Department Emergency Number on your telephone.
- Learn the sound of your building's fire alarm.
- During the annual fire drill which will be conducted by the Fire Safety Director, do the following:
  - Review the basic *IN CASE OF FIRE* procedures posted in the corridors, and Evacuation Procedures.
  - Ensure you know who the Fire Safety Director and Deputies are, and how to contact them.
  - Read the other information provided in *Occupant Fire Prevention, Preparedness, & Control*
- The **cleaning** of a smoke alarm with a vacuum cleaner at least twice a year is recommended.
- Volunteer to be one of two designated persons who will assist a person requiring assistance.

## Fire Evacuation

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

- Assist persons requiring assistance to reach the nearest safe exit:
  - try to keep exits clear by permitting others to pass. It may be necessary to hold persons requiring assistance in or near the exit, and wait for fire department assistance.
- If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.
- Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route. If it feels normal, brace your body against the door and open it a crack - be prepared to slam it shut if heat or smoke starts to rush in.
- If all exits are blocked by fire or smoke, enter a room preferably with an exterior window, and seal the cracks in the door with available materials to prevent smoke entering the room. Phone 9-1-1 or \_\_\_\_\_ to report your situation, and attract the attention of someone outside the building by any possible means.
- When you have reached the outside of the building, move away from the exit allowing others behind you to emerge.
- Do not attempt to drive your vehicle from the parking area.
- Do not enter the building again until permitted by a fire department officer or the fire safety director.

## **Portable Fire Extinguishers**

Portable fire extinguishers are useful only if you know how to use them, if they are right for the type of fire you are fighting, and if the fire is discovered immediately. You should not attempt to fight even a small fire until people have been evacuated from the area and the Fire Department has been called. Never attempt to fight a fire if any of the following is true:

- You are uncertain about how to use the extinguisher.
- The fire is spreading beyond the immediate area where it started.
- The fire could block your escape route.
- You are alone.

## How To Use A Multi-Purpose Dry Chemical Type Fire Extinguisher

Remember the word: **PASS**

- **PULL** the pin
- **AIM** low... pointing the extinguisher nozzle at the base of the fire
- **SQUEEZE** the handle... This releases the extinguishing agent
- **SWEEP** from side to side... at the base of the fire until it appears to be out. Watch the fire area. If fire breaks out again, repeat use of the extinguisher.
  
- **REPORT** to fire department officer

Most portable fire extinguishers work according to these directions, but some do not. Read and follow the directions on the fire extinguishers within your building.

## Fire Hose

Fire hoses are useful only if you know how to use them. You should not attempt to fight even a small fire until people have been evacuated from the area and the Fire Department has been called. **Never attempt to fight a fire if any of the following is true:**

- You are uncertain about how to use the hose.
- The fire is spreading beyond the immediate area where it started.
- The fire could block your escape route.

### How To Use A Fire Hose

- **OPEN** hose cabinet
- **PULL** all hose out of rack and remove kinks
- **OPEN** hose valve **FULLY** and ensure water flows into hose
- **OPEN** nozzle and **ADJUST** to create a wide spray pattern
- **APPROACH** the fire area
- **ADJUST** nozzle to produce narrower pattern (**NOT** a straight stream as this pattern may be less effective)
- **DIRECT** the water in a circular motion at the base of the flame
- **BACK** away when the fire appears extinguished, but watch for re-ignition
- **REPORT** to fire department officer

## What to Do in A Severe Earthquake

- STAY WHERE YOU ARE - Don't panic
- SEEK PROTECTION under tables, door frames, stair shafts
- DO NOT SMOKE or use open flames
- If natural gas is leaking follow the Natural Gas Leak Procedures in this manual
- DO NOT use phone to gossip
- Evacuate the building

## Natural Gas Leak

- IMMEDIATELY notify the fire department
- PREVENT the operation of electric switches
- PREVENT smoking or open flame
- EVACUATE the building

## How to Assist Persons Requiring Assistance

Person requiring assistance may be transported using the following technique:

### Extremities Carry

The extremities carry is a two-person carry that is easy to do. The steps are as follows:

- One assistant stands at the head of the person requiring assistance, and the second stands at the feet.
- The assistant at the head kneels and slips the arms under the person requiring assistance arms and around the chest, grasping the person's wrists.
- The assistant at the feet kneels with feet together between the person requiring assistance legs. This assistant grasps the person under or just above the knees.
- The two assistants then stand and carry the person requiring assistance to a place of safety (remember to use your leg muscles when standing up).

# PART 12

## REPORTS AND SOURCES

### INCIDENT/ACTIVITY REPORT

#### (1) INCIDENT/ACTIVITY

FIRE

FALSE ALARM

FIRE DRILL

TRAINING

FIRE SAFETY MEETING

FIRE EQUIP. OPERATED

#### (2) DETAIL

DATE \_\_\_\_\_ TIME \_\_\_\_\_ DEVICE/EQUIP \_\_\_\_\_

FLOOR \_\_\_\_\_ ALARM ZONE \_\_\_\_\_ # OF INJURIES \_\_\_\_\_

CAUSE/REASON FOR INCIDENT \_\_\_\_\_

EXPLAIN DAMAGE/LOSS \_\_\_\_\_

#### (3) ACTION

WHO DISCOVERED THE FIRE? \_\_\_\_\_

DID FIRE DEPT ATTEND? \_\_\_\_\_ IF NOT, WHY? \_\_\_\_\_

WHO OPERATED FIRE EQUIPMENT? \_\_\_\_\_

#### (4) COMMENTS / RECOMMENDATIONS

\_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

#### (5) DISTRIBUTION LIST

FIRE DEPARTMENT

HEAD OFFICE

DEPUTY FIRE SAFETY DIRECTOR

TENANTS

INSURANCE COMPANY

POLICE



# DAILY INSPECTION REPORT

## RESPONSIBILITY:

### COMMON PUBLIC AREAS

- No flammable or combustible liquid storage
- No combustible - refuse accumulations
- No worn electrical extension cords
- No oily or stain - soaked rags

### MEANS OF EGRESS

- Doors in fire separations are operable
- Corridors & exits are clear of obstructions
- Exterior landings and routes leading away from the building are clear of obstructions including snow and ice.

### FIRE DETECTION & ALARM SYSTEM

- Fire alarm A/C power lamp is on
- Fire alarm not indicating trouble

### FIRE DEPARTMENT ACCESS TO BUILDING

- Access routes are clear of obstructions

### SPRINKLER SYSTEMS

- Valve enclosures protected from freezing

# WEEKLY INSPECTION & TESTING REPORT

## RESPONSIBILITY:

WEEK

1 2 3 4

Emergency Generator

Fire Pump

Hoods, Filters, & Ducts

Sprinkler Systems

! PROCEDURES IN ACCORDANCE WITH PART 10

! ONE FORM PER MONTH

! OPERATE FIRE PUMP IN ACCORDANCE WITH PART 6

# MONTHLY INSPECTION & TESTING REPORT

## RESPONSIBILITY:

Portable Fire Extinguishers

Record the serial number of each extinguisher requiring maintenance by a qualified contractor:

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
(4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_  
(7) \_\_\_\_\_ (8) \_\_\_\_\_ (9) \_\_\_\_\_

- Means of Egress
- Fire Detection & Alarm System  
Pull station location: \_\_\_\_\_
- Standpipe System
- Sprinkler Systems
- Fire Pump
- Fixed Extinguishing System
- Emergency Lighting Units
- Emergency Generator

Gauge #1: pressure	Normal	<input type="checkbox"/>
Gauge #2: temperature	Normal	<input type="checkbox"/>
Gauge #3: low coolant	Normal	<input type="checkbox"/>
Gauge #4: low fuel	Normal	<input type="checkbox"/>
Gauge #5: low batt volts	Normal	<input type="checkbox"/>
Gauge #6: over speed	Normal	<input type="checkbox"/>
Gauge #7: high engine temp	Normal	<input type="checkbox"/>
Gauge # 8: low oil pressure	Normal	<input type="checkbox"/>

! PROCEDURES IN ACCORDANCE WITH PART 10  
! ONE FORM PER MONTH

# BI-MONTHLY TESTING REPORT

## RESPONSIBILITY:

MONTHS

2	4	6	8	10	12

Sprinkler System

- ! PROCEDURES IN ACCORDANCE WITH PART 10
- ! ONE FORM PER YEAR
- ! RETAIN COPY OF CONTRACTORS TEST REPORTS

# SEMI-ANNUAL TESTING REPORT

## RESPONSIBILITY:

### MONTHS

6

12

Emergency Generator

Sprinkler System

Fixed Extinguishing System

Fire Hydrants

- ! PROCEDURES IN ACCORDANCE WITH PART 10
- ! ONE FORM PER YEAR
- ! RETAIN COPY OF CONTRACTORS SERVICE REPORT

# ANNUAL INSPECTION & TESTING REPORT

## RESPONSIBILITY:

- Portable Fire Extinguishers
- Fire Detection & Alarm System (including integrated voice communication system)
- Emergency Lighting Units
- Emergency Generator (includes fresh supply of fuel)
- Sprinkler System - Static Pressure: \_\_\_\_\_ -Residual Pressure: \_\_\_\_\_
- Standpipe
- Fire Pump
- Fire Dampers and Fire Stop Flaps
- Heating, Ventilating & Air conditioning
- Automatic Heat Tape
- Fire Hydrants

- ! PROCEDURES IN ACCORDANCE WITH PART 10
- ! ONE FORM PER YEAR
- ! RETAIN COPY OF CONTRACTORS REPORT

# TWO YEAR TEST REPORT

## RESPONSIBILITY

## YEARS

2	4	6	8	10	12

Emergency Generator

- ! PROCEDURES IN ACCORDANCE WITH PART 10
- ! ONE FORM PER 10 YEAR PERIOD
- ! RETAIN COPY OF CONTRACTORS SERVICE REPORT

# THREE YEAR TEST REPORT

## RESPONSIBILITY:

YEARS

3	6	9	12	15

Sprinkler System

3	6	9	12	15

Emergency Generator

# FIVE YEAR TEST REPORT

YEARS

5	10	15

Emergency Generator

5	10	15

Standpipe System



# FIFTEEN YEAR TEST REPORT

YEARS

15



Dry Sprinkler System

- ! PROCEDURES IN ACCORDANCE WITH PART 10
- ! ONE FORM PER FIFTEEN YEAR PERIOD
- ! RETAIN COPY OF CONTRACTORS TEST REPORT

# FIFTY YEAR TEST REPORT

YEARS

50



Sprinkler System

- ! PROCEDURES IN ACCORDANCE WITH PART 10
- ! ONE FORM PER FIFTY YEAR PERIOD
- ! RETAIN COPY OF CONTRACTORS TEST REPORT
- ! FIFTY YEAR TEST WILL BE REQUIRED IN: \_\_\_\_\_

## **ADDITIONAL SOURCES**

Additional sources used to compile this document are available upon request from the Office of the Fire Commissioner.

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**APPENDIX C**

Emergency Evacuation Plan Example



**CITY HALL EMERGENCY EVACUATION GUIDELINES**

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**CITY HALL ADDRESS: 511 ROYAL AVENUE, NEW WESTMINSTER**

**POLICY**

To ensure that all City of New Westminster employees, contractors and visitors are provided with guidelines to facilitate a safe means of evacuation in response to emergencies.

Although these guidelines are primarily designed for "**FIRE**", it is also intended to function for other potential emergencies, such as earthquakes, bomb threats, or possible building occupations.

**INSTRUCTIONS TO ALL OCCUPANTS**

These instructions provide a step by step process to safely evacuate City Hall, upon discovery of either fire, dense smoke or at the sound of the evacuation alarm.

**WHAT TO DO IF YOU DISCOVER A FIRE**

- Leave the fire area.
- IMMEDIATELY, sound the fire alarm by activating the nearest red fire alarm pull station in the corridor.

Note: Sound fire alarm before attempting to extinguish the fire.



There is a bell alarm that sounds in the event of a fire or other potential emergencies. This bell alarm signals people to evacuate the building. Fire alarm pull stations are located throughout City Hall. Building occupants should familiarize themselves with these pull station locations. Pull station locations are located on Figure 2, 3 and 4 Emergency Evacuation Route Floor Plans.

- At your discretion attempt to control the fire with available fire equipment.

Note: If the fire is small (no larger than a garbage can) and it appears safe to do so, attempt to extinguish the blaze by using the nearest portable fire extinguisher.



- Close doors behind you; leave the building by the nearest safe exit.
- Do not use the elevator.

## WHAT TO DO WHEN THE ALARM SOUNDS

- Leave the building immediately by the nearest safe exit.
- Close doors behind you.

Note: Close but do not lock doors behind you. Do not delay yourself by gathering personal items.

- REMAIN CALM.
- Secure all cash drawers, if applicable.
- Do not use the elevator.
- Exit the building directly using the nearest safe available exit.

Note: Illuminated EXIT signs (red letters) identify all **emergency exits**. All occupants must know the evacuation routes to the two nearest exits in their immediate area. Emergency Evacuation Route Floor Plans are posted on each floor, showing the primary and secondary routes of exiting, the fire alarm pull stations, and the locations of fire extinguishers. Refer to Figure 2, 3 and 4 Emergency Evacuation Routes Floor Plans.

- Go to the designated assembly areas.

Note: Designated assembly areas are designated and identified for occupants to gather after an evacuation so the Assistant Emergency Wardens can ensure that everyone has left the building. (Refer to Figure 01: City Hall Designated Assembly Areas).

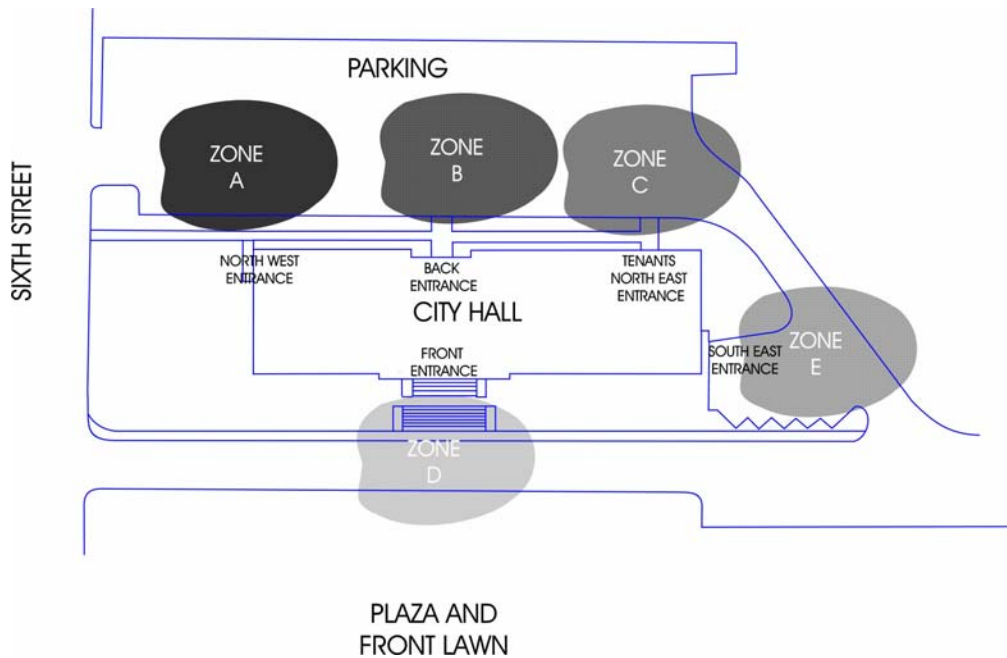
- DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.

Note: Fire & Rescue Services or the Emergency Evacuation Director will advise when it is safe to enter the building.



All occupants must meet at the following designated assembly areas. Refer to Figure 01 and Table 01 to see your department's designated assembly area(s).

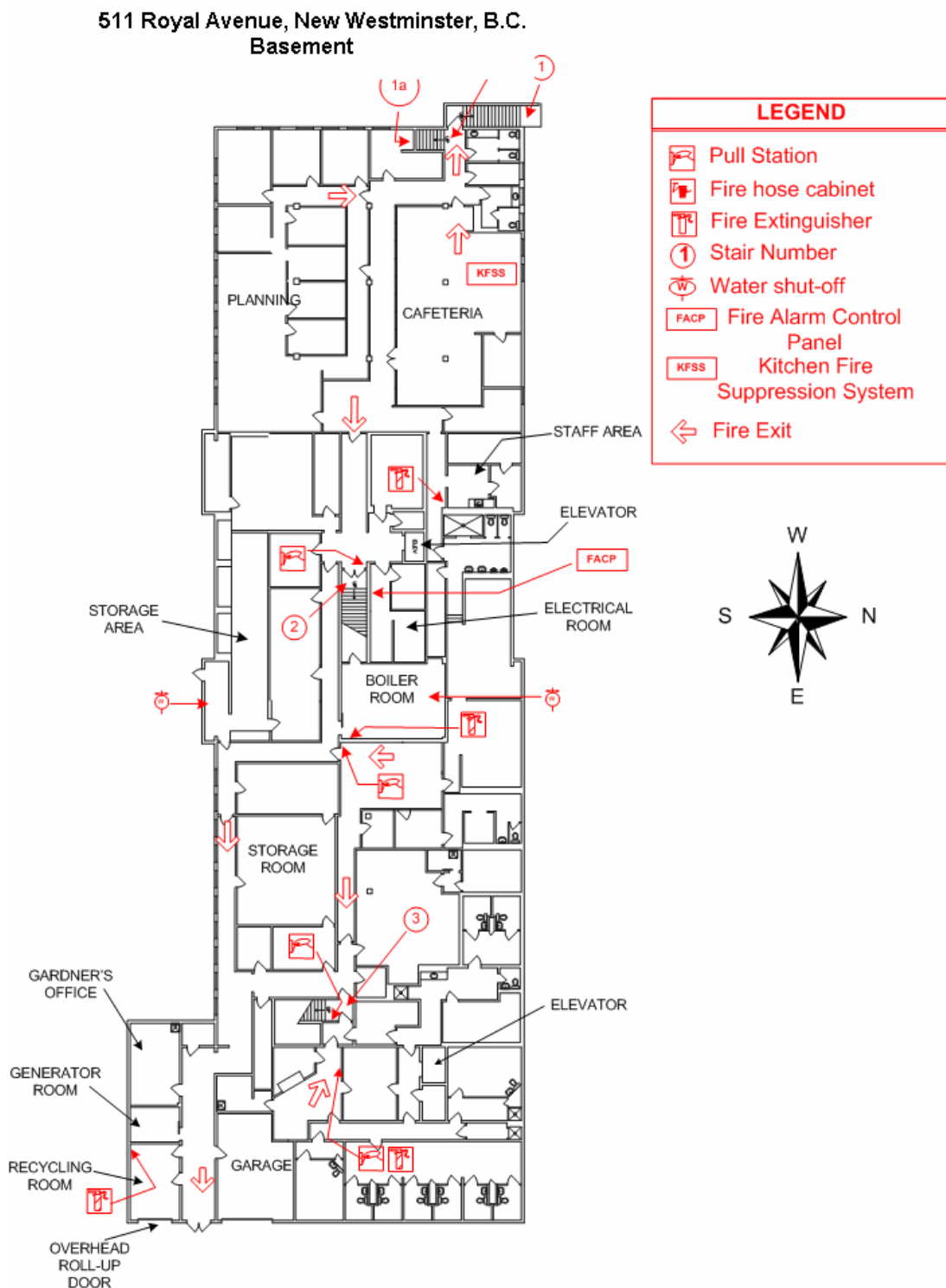
**Figure 01: City Hall Designated Assembly Areas**



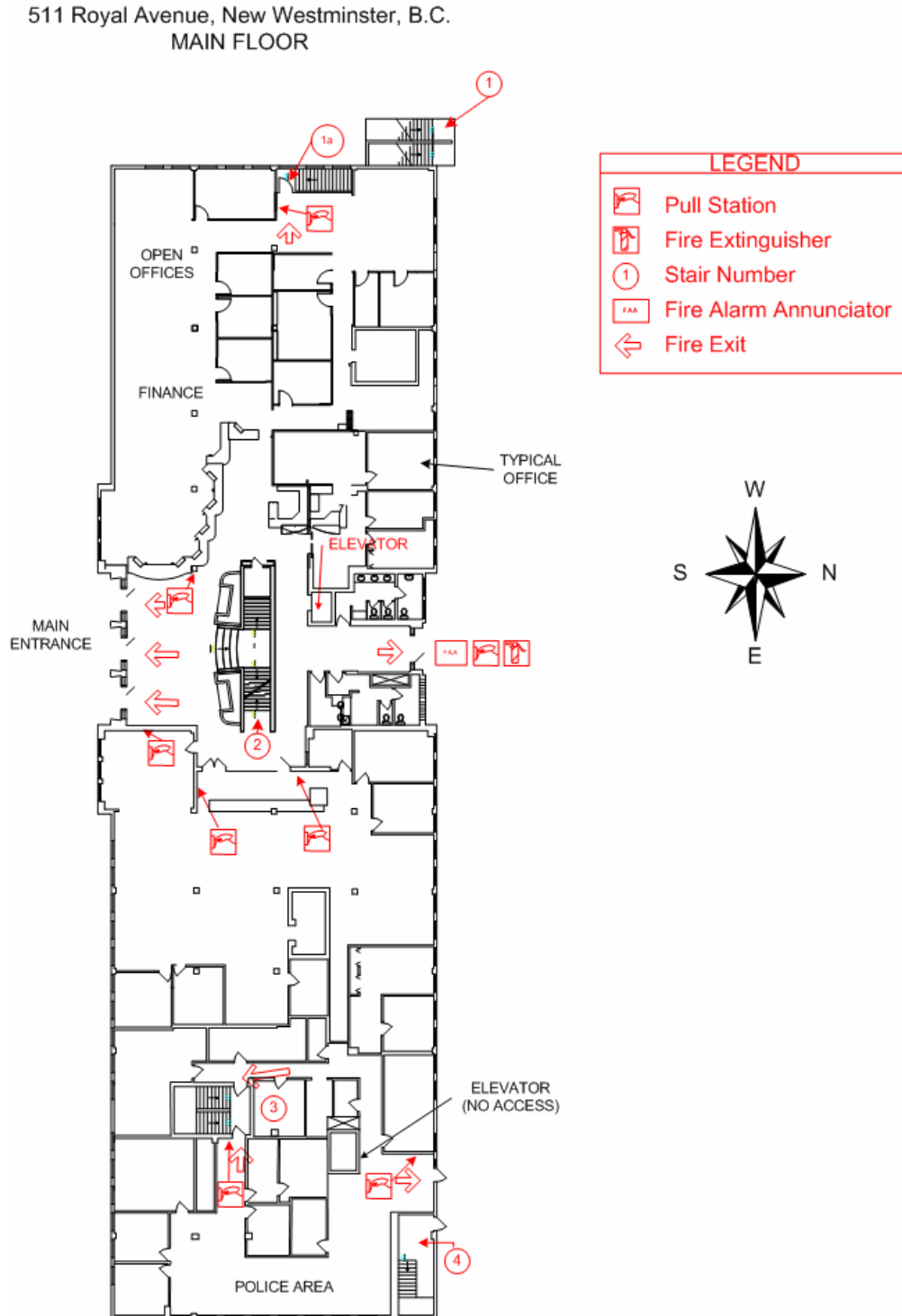
**Table 01: List of Departments and their Designated Assembly Areas**

Designated Assembly Area	City Hall Areas
Zone A	<b>Basement</b> Development Services (Planning Section) and Cafeteria
Zone B	<b>Main Floor</b> Human Resources
Zone A	Payroll
Zone D	Engineering and Development Services (Building Section)
Zone D	Finance
Zone D	<b>Second Floor</b> Legislative Services and Mayor's Office
Zone A	City Administrator's Office Area (including Building Management Coordinator's Office, Manager, Economic Development, General Manager, Electric Utility)
Zone D	Information Technology
Zone C	Development Services (Licensing & Inspection Section) and Communication Offices
Zone B	<b>Other</b> Building Service Workers during Weekday Evenings
Zone E	Contractors
Zone C	City Hall Tenants (i.e. RCMP)

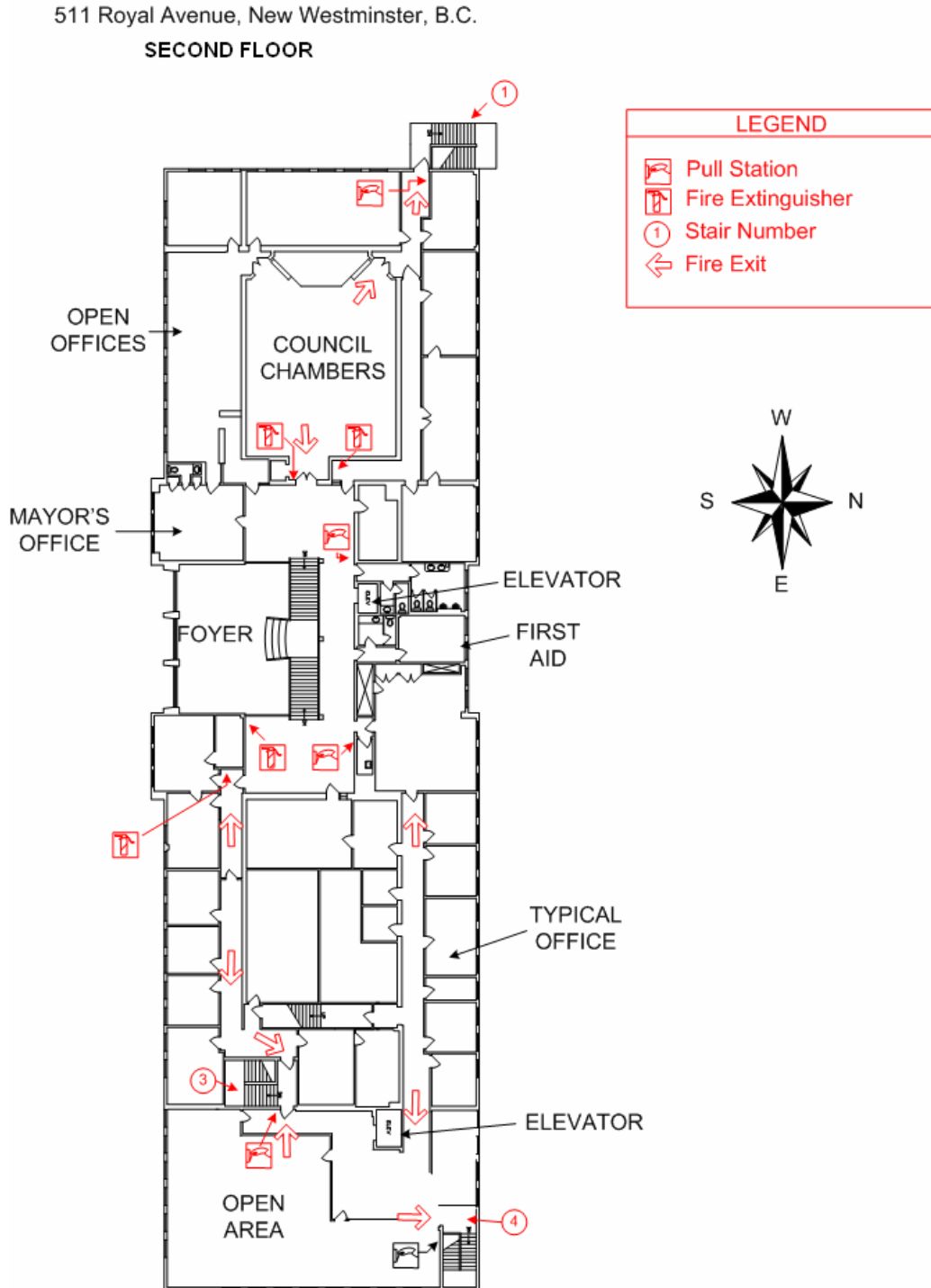
**Figure 02: Basement Emergency Evacuation Route Floor Plan**



**Figure 03: Main Floor Emergency Evacuation Route Floor Plan**



**Figure 04: Second Floor Emergency Evacuation Route Floor Plan**



## ADDITIONAL INSTRUCTIONS TO CITY EMPLOYEES

There are four things to think about in advance to prepare yourself in case of a fire:

- What to do when the alarm sounds
- Where the evacuation routes from your work area are located
- Where the designated assembly or muster areas are located
- What to do if you discover a fire.

It is important that you be aware of the fire and safety evacuation plans for your building. Ask your manager for a copy of the fire and safety plan for your work area.

City Hall has a fire alarm system in place. If you hear the bell, leave immediately by the nearest exit and be ready to leave when directed by the emergency response team. In all instances, it is important that you follow the written procedures in the building evacuation plan and the instructions of the emergency response team.

Your safety during the evacuation process is paramount. Knowing the proper evacuation procedures will help to reduce the likelihood of panic among employees. You may have to descend a number of flights of stairs to exit the building. Use caution and proceed carefully - others may be entering the staircase from other floors, and the access doors may impede movement down the staircase. Ankle injuries are not uncommon during such evacuations, often from people moving too hastily, or due to unstable footwear. Many female employees keep an old pair of comfortable flat shoes in their work area for just such situations.

If you will need assistance to evacuate the area, inform your floor warden, emergency director, or manager of this need and confirm the special arrangements being made to assist you.

When you leave your work area, head for the pre-determined muster area and join up with other members of your department. This way others will know you made it out of the building safely. Also, by moving to the muster area, you will not impede firefighters or the emergency response team in their duties. If you're not sure where your muster area is, or if you have any questions, ask your manager. Remain in the muster area until advised by the emergency response team that the building is safe to re-enter.

If you discover a fire immediately sound the fire alarm by activating the pull station nearest to where you are and leave the area. You should only attempt to extinguish the fire if it is small enough for you to handle based on your training and never attempt this if you are alone.

Take care and prepare for fire emergencies. Take the time to review the fire emergency procedures for your work location(s). Your safety and the safety of your co-workers, in the event of a fire is dependent on you following the proper procedures.

## **ADDITIONAL INSTRUCTIONS TO ALL OCCUPANTS DURING WEEKENDS AND HOLIDAYS**

City Hall employees, tenants, consultants, contractors and members of the public who are in City Hall on the weekends and holidays are responsible for evacuating the building on their own using the nearest safe exit. Refer to Figures 2, 3 and 4 (Emergency Evacuation Routes Floor Plans)

## **ADDITIONAL INSTRUCTIONS TO CONTRACTORS**

**Contractors** who may be working at City Hall must vacate the building if the alarm sounds or when notified of an alarm. Contractors are required to have their own emergency evacuation plan which coincides with this emergency evacuation plan.

For example:

When the alarm sounds or when notified of an alarm, the Prime Contractor will:

- Report to the Emergency Evacuation Director (EED) immediately.

Note: The Prime Contractor will inform the EED if there is a real emergency or if it is a false alarm and any other applicable information.

Note: Designated Assembly area is Zone E. Refer to Table 01 and Figure 01.

## **ADDITIONAL INSTRUCTIONS TO CITY HALL TENANTS**

City Hall **tenants** must vacate the building if the alarm sounds or when notified of an alarm. City Hall tenants are required to have their own emergency evacuation plan which coincides with this emergency evacuation plan.

RCMP/IRSU designated person would report to the Fire & Rescue Services Incident Commander.

Note: Designated Assembly area is Zone C. Refer to Table 01 and Figure 01.

## EMERGENCY PERSONNEL & DUTIES

### EMERGENCY EVACUATION DIRECTOR

The Emergency Evacuation Director is responsible for the administration and maintenance of the Emergency Evacuation Plan and assumes command during an emergency.

#### Table 02: Emergency Evacuation Director (EED)

##### Emergency Evacuation Director (EED)

Building Management Coordinator

Wayne Werbovetski

Contact Information: Cell: 604.841.7870,  
Work: 604.527.4597

Days & Hours: 24 hours

### Equipment Required

- High Visibility Vest

### DUTIES OF EMERGENCY EVACUATION DIRECTOR

Refer to City Hall Fire Safety Plan for a list of general duties.

#### If You Discover a Fire

- Activate the fire alarm.
- Assist people with physical disabilities (to refuge area if applicable)
- Fight the fire only if it is small. Make sure you are between the fire and exit at all times.
- Report details to Fire and Rescue Services.

#### When You Hear the Fire Alarm

- Proceed to the fire alarm annunciator and determine the location of the fire.

Note: The Main Annunciator Panel is located in the Electrical Room which is near the basement elevator door.

- Evacuate the fire area.
- Assist people with physical disabilities (to refuge area if applicable).
- Fight the fire only if it is small. Make sure you are between the fire and exit at all times.
- Report status and details to Fire & Rescue Services.
- Do not allow anyone to go back into building for any reason until all clear signal is given by Fire and Rescue Services.

**If the alarm is a false alarm**, the EED will also:

- Call Fire and Rescue Services, **E – COMM Dispatch at 604.215.4842** to confirm the alarm is a false alarm.

Note: Fire and Rescue Services will always respond to the call.

- Silence the alarm.

Note: The alarm system is only reset after authorization from Fire and Rescue Services.

- Direct the Fire Incident Commander to the Main Annunciator Panel.

Note: Fire and Rescue Services will reset the alarm at the panel once they have confirmed it was a false alarm.

- Give instruction to the Assistant Emergency Warden and the Prime Contractor that it is safe to return to the building.

**If the alarm is an actual emergency, NOT a false alarm,** the EED will:

- Immediately report to and meet the Fire Incident Commander, once Fire and Rescue Services arrives on site.

Note: Fire and Rescue Services will report to the rear entrance of City Hall where the Graphical Annunciator is located.

- Report any information regarding the fire condition and location, injuries, alarm status, and any other applicable information to the Fire Incident Commander.

Note: The Graphical Annunciator will tell Fire and Rescue Services the location of the alarm. Fire and Rescue Services determine further actions to take.

- Await Fire and Rescue Services instructions to return to the building, if applicable.

Note: Fire and Rescue Services staff will inform the EED when it is ok for everyone to return to the building. The EED will communicate this information to the Emergency Warden and the Prime Contractor. The Assistant Emergency Warden will instruct the Assistant Emergency Wardens that it is safe to return to the building.

The Prime Contractor will give instruction to their staff and subcontractors that it is safe to return to the building.



### **DEPUTY EMERGENCY EVACUATION DIRECTOR**

The Deputy Emergency Evacuation Director assumes the duties of the Emergency Evacuation Director during an absence and assists the Emergency Evacuation Director during emergencies.

#### Table 03: Deputy Emergency Evacuation Director (DEED)

##### Deputy Emergency Evacuation Director (DEED)

Building Maintenance Supervisor

Brian Markel

Contact Information: Cell: 604.841.7871

Work: 604.527.4510

Days & Hours: 24 hours

### **Equipment Required**

- High Visibility Vest

### **DUTIES OF THE DEPUTY EMERGENCY EVACUATION DIRECTOR**

To assist the Emergency Evacuation Director and be prepared to take over the duties as Emergency Evacuation Director in his/her absence.

Note: The Deputy Emergency Evacuation Director may not be on site at all times. The Customer Service Representative/Emergency Warden may need to help fulfill the EED or DEED role if one of them is unavailable.

### **EMERGENCY FLOOR WARDEN**

The Emergency Floor Warden takes charge of personnel outside of the building, directing them to the designated assembly and/or muster areas.

Table 04: Emergency Floor Warden and Alternate for EED and DEED Duties

#### **Emergency Floor Warden and Alternate for EED and DEED**

Customer Service Representative/Emergency Floor Warden

Donna Gardner

Contact Information: Work: 604.527.4581

Days & Hours: Regular Business Hours (Monday to Friday, 8:30am to 4:30pm)

The persons that could be acting for the Customer Service Representative are listed in Table 05.

Table 05: Customer Service Representative/Emergency Floor Warden Alternates

#### **Customer Service Representative/Emergency Floor Warden Alternates**

Person acting for Customer Service Representative (could be any one of the following auxiliaries):

Linda Santema

Diane Pinchin

Christine Cho

If the Customer Service Representative fulfills the role of Emergency Evacuation Director (EED) or the Deputy Emergency Evacuation Director, the Assistant Emergency Floor Warden will be designated to fulfill the role of the Emergency Floor Warden.

### **Equipment Required**

- High Visibility Vest

## EMERGENCY FLOOR WARDEN DUTIES DURING AN EMERGENCY EVACUATION

- Ask those **near the reception area and those in the main floor washrooms** to evacuate the building.
- Check to see if the exit is clear and choose alternate route if egress blocked by fire, smoke or earthquake damage.
- Notify the Emergency Evacuation Director of any people with physical disabilities, and their exact whereabouts.
- Close doors. **DO NOT LOCK.**
- Exit the building using the nearest safe exit and gather at the rear entrance to city hall (i.e. Zone B).
- Once the Assistant Emergency Floor Wardens report the employees on their floor are safely at the designated assembly area, report status to the Emergency Evacuation Director.
- Do not allow anyone to go back into building for any reason until all clear signal is given by Fire & Rescue Services and/or the EED.
- Give instruction to the Assistant Emergency Floor Wardens that it is safe to return to the building.

**ASSISTANT EMERGENCY FLOOR WARDENS**

Assistant Emergency Floor Wardens facilitate evacuation, search and rescue as required of designated floor areas and performs daily fire and safety Inspections.

Table 05: List of City Hall Assistant Emergency Floor Wardens (EFW) and their Areas of Responsibility

<b>Designated Assembly Area</b>	<b>Area of Responsibility</b>	<b>Assistant Emergency Floor Warden</b>	<b>Alternates</b>
Zone A	Basement: Development Services (Planning Section), Cafeteria, Washrooms, Change Room, Fitness Room, Server Room, and Storage Rooms	Kathryn Beardsley Development Services Clerk Typist 3	Carolyn Armanini Planning Assistant
Zone B	Main Floor: HR Office	Christine Cho HR Office Assistant	Sally Abel Human Resources Assistant
Zone D	Main Floor: Engineering and Development Services (Building Section) Area	Stacey Neves Engineering Clerk Typist 3 (Engineering Area)	Joan Drabyk, Building Inspector (DS: Building Services Area)  Chris Cummings (as a backup to Joan) Plan Reviewer (DS: Building Services)
Zone D	Main Floor: Finance Area, including Finance Board Room	Indra Watt Finance Utilities Clerk	Sue Fry Accounting Clerk – Taxes
Zone A	Main Floor: Payroll area	Wendy McDonnell Manager Payroll	Josie Fiorda Payroll Clerk
Zone A	Second Floor: City Administrator’s Office Area (including Committee Room #2, Building Management Coordinator’s Office, Manager, Economic Development, General Manager, Electric Utility)	Angela Danielisz Executive Assistant	
Zone D	Second Floor : Legislative Services, Mayor’s Office, Council Chamber	Raman Grewal Committee Clerk	Veda Yee Clerk Typist 2
Zone D	Second Floor: Information Technology and Men’s Washroom	Alvin Chok Manager, Information Technology	Ken Cheng GIS Coordinator
Zone C	Second Floor: Development Services (Licensing & Inspections Section), Emergency Planning and Communications Sections, , Women’s washroom and First Aid Room	Sandra Hamilton Clerk 2	Patrick Young Bylaw Officer

### **Equipment Required**

- High Visibility Vest

### **GENERAL DUTIES OF EMERGENCY FLOOR WARDEN AND ASSISTANT EMERGENCY FLOOR WARDENS**

- Be familiar with emergency evacuation team members (EED, DEED, Emergency Floor Warden, Assistant Emergency Floor Warden)
- Know floor arrangement.
- Know number of occupants.
- Know locations of floor exits.
- Know location of fire alarm pull stations, extinguishers.
- Zone B is designated assembly point where evacuation team will meet if required during emergencies.
- Know your duties.
- Maintain up to date list of personnel with physical disabilities.
- Make arrangements for occupants on second floor with physical disabilities to be assisted to refuge area.
- Keep list of evacuation team members up to date.
- Carry out daily floor area inspection of the following:
  - Exit signs are illuminated.
  - Main exit routes are clear; aisles, doorways and corners are free of objects and permit unobstructed visibility and movement; carpets are well secured; and corridors have adequate lighting. Refer to Figures 2, 3 and 4 Emergency Evacuation Routes Floor Plans.
  - Fire and exit doors and their self closing hardware are in good operating condition.

Note: Report deficiencies to the Emergency Floor Warden. The Emergency Floor Warden will make a list of the deficiencies and provide the list to the Deputy Emergency Evacuation Director.

- Report all fire hazards immediately to Fire & Rescue Services.

## **ASSISTANT EMERGENCY FLOOR WARDEN DUTIES DURING AN EMERGENCY EVACUATION**

Supervise the evacuation of the occupants of your floor to the predetermined designated assembly areas outside the building.

- Check to see if your exit route is clear of fire and smoke.

Note: Choose an alternate route if necessary. Do not use the elevator under any circumstance.

- Instruct all employees and visitors within your area to evacuate the building and assemble at your designated assembly area.

Note: Refer to Figure 01 and Table 01 to see your designated assembly area.

- Check your floor area, including washrooms to ensure that people have left the area.
- Notify the Emergency Floor Warden of any people with physical disabilities, and their exact whereabouts.

Note: One Assistant Emergency Floor Warden on each floor will stay with the people with physical disabilities; the rest will proceed to the designated assembly areas. Once Fire & Rescue Services relieves the remaining Assistant Emergency Floor Wardens, he/she will also proceed to the designated assembly areas.

- Close doors. DO NOT LOCK.
- Exit the building and proceed directly to your designated assembly area.

Note: Refer to Figure 01 and Table 01 to see your designated assembly area.

- Do not allow anyone to go back into the building for any reason until all clear signal is given by Fire and Rescue Services.
- Once everyone from your area is safely at the designated assembly area, notify the Emergency Floor Warden.
- Await instruction from the Emergency Floor Warden, Emergency Evacuation Director or Fire and Rescue Services that it is safe to return to the building.

**EMERGENCY EVACUATION DIRECTOR DURING WEEKDAY EVENINGS**

Table 06: Emergency Evacuation Director during Weekday Evenings

Emergency Evacuation Director (EED)	Alternate
Working Supervisor Building Services	Designated Building Service Worker

Laurie Mason

Contact information: Work: 604.527.4651  
 Cell: 604.841.7872

**EMERGENCY EVACUATION DIRECTOR (WEEKDAY EVENINGS) DUTIES DURING AN EMERGENCY EVACUATION**

**When You Hear the Fire Alarm**

- Contact the Prime Contractor who is responsible for any renovation work at City Hall (i.e. ask if they know why the alarm is sounding to help determine if it was a false alarm).
- Determine if the alarm is an actual emergency or if it is a false alarm.

**If the alarm is a false alarm, the EED will:**

- Call Fire and Rescue Services, **E – COMM Dispatch at 604.215.4842** to confirm the alarm is a false alarm.

Note: Fire and Rescue Services will always respond to the call.

- Direct the Fire Incident Commander to the Main Annunciator Panel.

Note: The Main Annunciator Panel is located in the Electrical Room which is near the basement elevator door. Fire and Rescue Services will reset the alarm at the panel once they have confirmed it was a false alarm.

- Give instruction to the Prime Contractor that it is safe to return to the building.

**If it is an actual emergency, NOT a false alarm, the EED will:**

- Exit the building using the nearest safe exit.

- Immediately report to and meet the Fire Incident Commander, once Fire and Rescue Services arrives on site.

Note: Fire and Rescue Services will report to the rear entrance of City Hall where the Graphical Annunciator is located.

- Report any information regarding the fire condition and location, injuries, alarm status, and any other applicable information to the Fire Incident Commander.

Note: The Graphical Annunciator will tell Fire and Rescue Services the location of the alarm. Fire and Rescue Services determine further actions to take.

- Await Fire and Rescue Services instructions to return to the building, if applicable.

Note: Fire and Rescue Services staff will inform the EED when and if it is ok for everyone to return to the building.

- Give instruction to the Building Service Workers and the Prime Contractor that it is safe to return to the building.

Note: The Prime Contractor will give instruction to their staff and subcontractors that it is safe to return to the building.



## **BUILDING SERVICE WORKERS DURING WEEKDAY EVENINGS**

These guidelines apply to any Building Service Workers who are working at City hall during the weekday evenings.

## **BUILDING SERVICE WORKERS DUTIES DURING AN EMERGENCY EVACUATION**

### **When You Hear the Fire Alarm**

- Check to see if your exit route is clear of fire and smoke.

Note: Choose an alternate route if necessary. **DO NOT USE THE ELEVATOR UNDER ANY CIRCUMSTANCE.**

- Instruct all staff and visitors within City Hall meeting rooms to evacuate the building. City Hall employees, tenants, consultants and contractors who work after regular business hours are responsible for evacuating the building on their own using the nearest safe exit.
- Exit the building and proceed directly to your designated assembly area (Zone B).

Note: Refer to Figure 01 and Table 01 to see the designated assembly areas.

- Prevent re-entry to the building by staff or members of the public until authorization is established.
- Await instruction from the EED or Fire and Rescue Services that it is safe to return to the building.

## EARTHQUAKE

### DURING AN EARTHQUAKE

#### When In a Building

- **Drop, Cover and Hold.**
- Crawl under a desk or table and hold onto the legs until the shaking stops.
- If you are not near a desk or table, move against an interior wall and protect your head with your arms.
- If possible, move away from windows, exterior walls, file cabinets and bookcases or anything else that can fall or shatter.
- IF you are in a WHEELCHAIR, stay in it. If possible move to an interior wall, lock your wheels, and protect your head with your arms.
- Stay on your floor until directed to do otherwise by your evacuation officials.
- Think before moving! Remain in a safe position until the shaking stops.

### AFTER AN EARTHQUAKE

- Remain calm and communicate with fellow employees.
- Stay indoors. DO NOT leave unless a life threatening condition exists, OR you are instructed to do so by an Emergency Response Team member (Emergency Floor Warden or Assistant EFW)
- Move slowly and carefully. Many serious injuries are caused by inappropriate reactions, not collapsing buildings.
- Inspect the area around you for hazards that may cause injuries.
- Do not use elevators. The power may fail trapping you inside.
- **Be prepared for aftershocks.**
- Notify your assistant emergency floor warden or emergency floor warden of injuries or emergencies.
- Assist the injured – DO NOT move them unless it is absolutely necessary.
- If a fire occurs, follow the posted fire procedures.
- Inform your floor warden of your floor's condition.
- DO NOT use telephones except to report fire or medical emergencies.

### **When Outside**

- If you're outdoors, move to a clear area away from trees, signs, buildings, electrical wires, and poles.
- If you're on a sidewalk near buildings, duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.

### **If You are in a Car or Other Vehicle**

- Stop your vehicle as safely as possible.
- Try not to stop under bridges, overpasses or overhead power lines.
- Try not to drive over bridges or overpasses. They may be damaged.
- Stay in vehicle during and after the Earthquake. In most situations it is a safe place to be. Vehicles may be thrown or bounced against each other during the primary shake and aftershocks.
- Listen for radio reports. Cooperate with public safety efforts.
- Move quickly to a safe open area, if you must leave your vehicle.
- Stay in your vehicle if electrical wires fall on it. Wires may still be live and you could be electrocuted if you step outside. Wait as long as necessary for someone outside to remove the wires.

### **If You are in a Store**

- Avoid running for the exit. You may be injured as others run for the door.
- Move away from windows, glass display cases or other obvious hazards.

### **If You Are in a Theatre, Auditorium or Other Crowded Public Place**

- Stay at your seat, get low and ride the earthquake out.
- Avoid running for the exit.
- Wait for the crowd to disperse. Many people may be injured or killed while running for the exits.

## BOMB THREAT

### DUTIES AFTER A BOMB THREAT

When advised to leave the building by the NW Police Service, follow emergency evacuation guidelines.

- Advise employees to turn off cellular phones or pagers as these items could accidentally set off a device that is designed to be activated remotely.
- Instruct employees to take their briefcase, lunch container or purse and small packages with them to decrease the number of packages to be examined by search teams if a suspicious item has not already been found.

Refer to EDMS document #:

- 78947 Bomb Threat Checklist and
- 78917 Bomb Threat Guidelines

### REFERENCES

- City of New Westminster

<b>Document Name</b>	<b>EDMS Document #</b>
Bomb Threat Checklist	78947
Bomb Threat Guidelines	78917

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**APPENDIX D**

Bomb Threats / Terrorism Response Plan

Bomb threats are usually received by telephone or sometimes by a note or letter. Most bomb threats are made by callers who want to create an atmosphere of general anxiety and panic, but all such calls must be taken seriously and handled as though an explosive is in the building.

These general guidelines provide instructions to employees on what to do if they receive a bomb threat. Depending upon circumstances at your workplace you may wish to add more specific procedures. (ie. evacuation plan, search team delegation, phone checklist)

### **RECEIVING A BOMB THREAT BY TELEPHONE**

- Remain calm and try to speak in a normal tone. Do not interrupt the caller. Attempt to keep the caller on the phone as long as possible.
- Use the “**Bomb Threat Checklist**” as a guideline to obtain and record as much information as possible. The bomb threat checklist is located on EDMS at document number 78947 or on CityScape under Health & Safety, Health & Safety Programs, Workplace Violence Prevention (click on the following link to CityScape: [BombThreatChecklist](#))
- If available, note the telephone number from the call display on your telephone.
- Following receipt of a bomb threat, immediately contact NW Police Service (call 9-911) and relay the information EXACTLY as you received it.
- Retain the completed Bomb Threat Checklist for the police.
- Notify your manager of the call and the action you have taken.
- DO NOT discuss the threat with any other employee in order to avoid panic.
- Remain at your telephone station until instructed otherwise.
  
- Evacuation may be necessary. Follow the instructions of emergency response personnel (police, fire and ambulance). Refer to section titled Bomb Threat Evacuation guidelines.

### **Bomb Threat Checklist**

Provide a copy of the completed Bomb Threat Checklist form to NW Police.

- The bomb threat checklist is located on EDMS at document number 78947 or on CityScape under Health & Safety, Health & Safety Programs, Workplace Violence Prevention (or click on the following link [BombThreatChecklist](#))

## DISCOVERING A SUSPICIOUS ITEM

- **DO NOT TOUCH, MOVE OR DISTURB THE ITEM IF ANY DOUBT EXISTS OF ITS CONTENTS.**
- If the contents of the suspicious item cannot be determined call 911 to notify the NW Police Service.
- Notify your supervisor.
- Keep all persons clear of the item until help arrives.
- NW Police Service will determine if anyone is responsible for the suspicious item.
- Turn off all cell phones or pagers as they could accidentally set the device off.
- Follow police instructions precisely.
- Do not attempt to evacuate the building without the authorization from NW Police Service. Current emergency management guidelines caution against automatic evacuation. In most cases, people are likely to be more secure in their offices than in hallways that have not been searched or outdoors where an actual threat may be even more likely to exist.

\*NOTE: A “suspicious item” is anything that doesn’t belong where it is located. It may fit into the surroundings or it may be totally out of place. A suspicious item may be packaged, “left behind”, taped to furniture, toilets, hidden in garbage, etc. Suspicion could be aroused by location, shape, ticking noises, wire sticking out and other factors. For example, mail with unusual or unexpected point of origin, excessive weight, unusual odours, greasy stains, etc.

For more information regarding handling of suspicious items refer to: EDMS Document #:39799 (Hazardous Materials: Anthrax: Handling of Suspicious Envelopes and Packages Guidelines) or go to CityScape under Health & Safety, Health & Safety Programs, Hazardous Materials – Anthrax (or click on the following link: [HandlingofSuspiciousEnvelopesandPackagesGuidelines](#)).

## Bomb Threat Evacuation Guidelines

If you are advised to leave the building by the NW Police Service, evacuate to the nearest safe exit in the same manner as you would during a fire or emergency evacuation of your building. Refer to your buildings emergency evacuation plan.

The City Hall Emergency Evacuation plan can be located on EDMS at document number 79239 or on CityScape under Health & Safety, Health & Safety Program,

Emergency Preparedness and Response (or click on the following link:  
[CityHallEmergencyEvacuationGuidelines](#))

Take your briefcase, lunch container, purse and small packages with you. This will decrease the number of packages to be examined by search teams if a suspicious item has not already been found.

### **RECEIVING A BOMB THREAT IN WRITTEN FORM**

- Handle the item as little as possible to facilitate finger print analysis.
- Notify NW Police by calling 9-911.
- Notify supervisor immediately.



**When a Bomb Threat is Received**

- Listen
- Be calm and courteous
- Do not interrupt the caller
- Obtain as much information as you can
- Call NW Police Service immediately
- Notify your Manager
- Do not discuss threat with other employees
- Remain at your telephone until instructed otherwise

**Record the number on your call display:**

**Questions to ask:**

1. What time will the bomb explode?

2. Where is it?

3. Why did you place the bomb?

4. What kind of bomb is it?

5. What does it look like?

6. What is your name? (may inadvertently give it)

7. Why are you warning us?

**Exact Wording of Threat:**

**Identifying Characteristics**

Sex:  Male  Female

Estimated Age:

Accent: (local, English, French, etc)

Voice: (loud, slow, etc)

Speech: (fast, slow, etc.)

Diction: (good, nasal, etc.)

Manner: (calm, emotional, vulgar, etc.)

Background noises: (street traffic, typing, etc.)

Voice was familiar?

Caller was familiar with City of New Westminster?

**Recorded Data:**

Date:

Time:

Duration of call:

**Threat Recipient's Particulars:**

Name:

Location:

Department:

Telephone:

Your Manager:

**Do not panic and do not discuss the information you have received except with your Manager and/or Police Service. Complete and print this form, then submit it to your Manager.**

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**APPENDIX E**

Facility Emergency Evacuation and  
Fire Safety Plan Status Summary



Corporation of the City of New Westminster  
**Status Report of City Buildings Emergency Evacuation Guidelines and Fire Safety Plans**

Note: Hard copies of the plans I received from departments will be provided to you tomorrow (Feb 26/09).

<b>City Building</b>	<b>Emergency Evacuation Guidelines (WCB OHS Regulation 4.14) Status</b>	<b>Fire Safety Plans Status (BC Fire Code)</b>
<b>1. City Hall</b>	Yes - EDMS Document #79239  Updated November 2008	Yes – Consultant hired by Wayne November 2007 (National Fire & Safety Planners). I am not sure where this is stored? EDMS #?
<b>2. Electrical Operations Facilities – Administration and Storage</b>		
<b>3. Engineering Operations Facilities – Main Operations Building and Storage (Shed)</b>	Yes – EDMS document #97550 and 97552. I sent copy of City Hall guidelines to Kelly Fello – to use as a template. Refer to email and attachments. EngOps updated theirs on January 2009	No  No.
4. Animal Control Shelter (Queensborough)	No - Spoke with Dave Cole Feb 25/09	No
5. Parking Patrol Office in Parkade	No – Spoke with Dave Cole Feb 25/09	No
<b>Fire Halls</b>		
6. Glenbrook (#1 Hall)	Yes (part of FSPlan) – does not name specific people/floor wardens.	Yes (Attached in Email). Done by a consultant (Noons Creek Enterprises in 2007)
7. Westend (#2 Hall)	No. Refer to email.	No. No Fire devices at this address.
8. Queensborough (#3 Hall)	Yes (part of FSPlan)	Yes (Attached in Email). Done by a consultant (Noons Creek Enterprises in 2007)
<b>9. Library</b>	Yes – they have something not much. Refer to hard copy of document. Spoke to Julie on Feb 25/09, she supports this.	No
<b>Parks and Recreation</b>		
10. Parks Admin Office	No	No
11. Queens Park Arenex	Yes – EDMS #83533 Done themselves – may need to be updated	No
12. Irving House Historic Center	No	No



Corporation of the City of New Westminster  
**Status Report of City Buildings Emergency Evacuation Guidelines and  
 Fire Safety Plans**

<b>City Building</b>	<b>Emergency Evacuation Guidelines (WCB OHS Regulation 4.14) Status</b>	<b>Fire Safety Plans Status (BC Fire Code)</b>
13. Irving House Museum and Archives	Partly done only – in process of writing refer to EDMS #83167 – refer to email. I sent copy of City Hall's emergency evacuation guidelines to Colin on Feb 25/09 (to use as a template or whatever)- Have scans of Fire Exits – no computerized floor plans	No
14. Canada Games Pool/	Yes they have a procedure – needs to be updated with new FSP – refer to Email. Sent copy of City Hall plan to Hil on Feb 11/09.	Wayne and Hilary hired contractor to do FSPlan (National Fire & Safety Planners) Should be done in March 2009.  Have not received anything from pool.
15. Outdoor Pools – Hume and Moody Park	No	No
16. Century House	Yes – plans and are posted. Refer to email and attachment.	No
17. Centennial Community Center	Yes – Refer to Email (partly done – more for public – no mention of floor wardens)	No
18. Queensborough Community Center	No	No.
19. Queens Park Arena	Yes - Received copy of plan March 5/09	Yes – they did it themselves and was approved by Fire.
20. Queens Park: Centennial Lodge	Refer to QPArena comments – no plan was sent to me (Feb 25/08)	No
21. Queens Park Stadium	No?	No?
22. Moody Park Arena	Refer to QPArena comments – no plan was sent to me (Feb 25/08)	No
23. Moody Park Lawn Bowling Clubhouse?		
24. Moody Park: Mercer Stadium Grandstand?		
25. Parks Works Yard	No. Spoke with Andrew and Claude on Feb 25/09.	No
26. Queens Park Sheds: Parks Maintenance Offices and shops		
27. Carpentry shop		
28. Paint shop		
29. Queens Park Greenhouse	No. Spoke with Andrew and Claude on Feb 25/09.	No



Corporation of the City of New Westminster  
**Status Report of City Buildings Emergency Evacuation Guidelines and  
 Fire Safety Plans**

<b>City Building</b>	<b>Emergency Evacuation Guidelines (WCB OHS Regulation 4.14) Status</b>	<b>Fire Safety Plans Status (BC Fire Code)</b>
<b>30. Police Service</b>	<p>So far no plan has been provided to me. I received a copy of the draft Emergency Evacuation Plan from Dave J. Jones/Phil Eastwood. This plan is not for the building. It is for orderly evacuation of residents, businesses and others in response to an emergency incident. "State of Local Emergency".</p> <p>I contacted Laurin Stenerson – he has looked and can't find it...He asked Phil Eastwood, Mike Garbutt and Larry Smith. He will follow up/track it down.</p>	<p>No</p> <p>Larry Smith's email indicated They do have a FSP. Royal City Fire was contracted to do a FSP. The end result was the various evacuation maps posted at key areas around the building. I couldn't recall what else was done but he suspected Royal City Fire Supplies might be able to check their records and reproduce whatever was developed at the time.</p>
<b>Other City Buildings:</b>	Do we need to include these?	
31. Bernie Legge Theatre (the old Vagabond Theatre)	No city employees work here, its all volunteers. Volunteers look after the building.	No
32. Simon Fraser Health Unit	Ask Brian Markel and Wayne?	
33. Raymond Burr Theatre	No - No one is currently working here. This is a vacant city building.	No
34. Cemetary Buildings (3)		
35. Haggerty Building		
36. Queens Park Bandshell		
37. Simon Fraser Health Unit		
38. Hume Park Caretakers Suite		
39. Hume Park Concession Stand		
40. Queens Park Caretakers		
41. Queens Park Concession		
42. Queens Park Petting Zoo		
43. Queens Park Picnic Shelter		
44. Queens Park Washrooms		
45. Washrooms: Lower and Upper Hume, Grimston and Sapperton		
46. Merchant Square (801 Columbia St.)		
47.		

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**APPENDIX F**

Draft Consulting Services Agreement

**APPENDIX A  
DRAFT CONSULTING SERVICES AGREEMENT**

This Agreement made the \_\_\_\_ day of \_\_\_\_\_ 2009

**BETWEEN: THE CORPORATION OF THE CITY OF NEW WESTMINSTER**  
511 Royal Avenue, New Westminister, BC, V3L 1H9  
(herein called the “City”)

**AND: CONSULTANT**  
Address  
(herein called the “Consultant”)

The City and the Consultant agree as follows:

**1.0 Services**

- a) The Consultant agrees to perform Consulting Services (herein called the “Services”) as detailed in the Scope of Work and Proposal for (*insert name of work here*) submitted to the City (*insert date here*) (as the same may be amended from time to time by mutual agreement in writing) which form part of this Agreement.
- b) The Consultant’s relationship to the City will be that of a prime consultant.
- c) The Consultant represents that he/she is professionally qualified and capable of performing the Services and shall at all times exercise the standards of care, skill and diligence normally provided by a professional specializing in the performance of the Services similar to those contemplated by this Agreement.
- d) The Consultant will not act for any party whose interests are in conflict with those of the City, unless the City provides specific prior waiver of that term in writing, in each instance.
- e) The Consultant warrants that neither it nor any of its officers or directors, or any employee, has any financial or personal relationship or affiliation with any elected official or employee of the Corporation or their immediate families which might in any way be seen or perceived (in the Corporation’s sole and unfettered discretion) to create a conflict. If such any conflict of interest arises during this Agreement, the Consultant will immediately inform the City in writing.

**2.0 Duration And Termination**

**2.1 Duration**

- a) Services under this Agreement shall commence on (*insert start date*) and be completed in accordance with the schedule in the Scope of Work, subject to further extension as agreed upon by the parties.
- b) When the Consultant fulfils all requirements under this agreement to the satisfaction of the City, the City shall certify completion in writing.



- c) In the event additional services are required that do not fall within those described in the Scope of Work then the completion date set forth above may be extended by mutual agreement, by a period determined to be sufficient for such additional services. The City may request additional services and the Consultant will provide a written fee quote. The Consultant will not commence additional services until the City has accepted the fee quote.
- d) Should the Consultant breach this agreement, either by abandonment, or by act or omission on his part contravening the terms of this Agreement then this Agreement shall terminate at the time of such abandonment or act or omission and the Consultant shall be paid only for Services performed up to the date of contravention.
- e) Acts or omissions by the Consultant which shall justify termination of this Agreement shall include but not be limited to the following:
  - i) neglect of duties;
  - ii) non-compliance of this Agreement;
  - iii) inability to perform the Services he represented himself as competent to perform;
  - iv) any misrepresentation made or concealment of material fact for the purpose of securing this Agreement.

## 2.2 Termination

- a) The agreement may be terminated by the City as follows:
  - i) For Deficiency or Default – following seven (7) days written notice by the City, the City may at any time terminate this Agreement if the performance of the Consultant is unsatisfactory in the opinion of the City, or if the Consultant breaches any provisions of the Agreement and fails to remedy the same promptly;
  - ii) Without Cause - by providing the Notice in writing to the Consultant's representative (as agreed upon).
- b) Upon termination of the agreement, the City will pay the Consultant for all work performed up to the effective date of termination. All other obligations of the City to the Consultant will terminate upon the termination or expiry of the agreement.

## 3.0 Non-Disclosure Of Information

- 3.1 The Consultant accepts that any information relating to the business affairs of the City is confidential and that any disclosure by him of any such information to unauthorized persons shall be reason for termination of this Agreement.

## 4.0 Ownership Of Contract Documents And Freedom Of Information

- 4.1 All documents submitted to the City of New Westminster become the property of the City, and as such, the City advises Consultants that parts, or all, of this contract and documents legally connected to this contract may be subject to the provisions of British Columbia's *Freedom of Information and Protection of Privacy (FOIPP) and Community Charter*. Consultants who wish to ensure particular parts of this contract are protected from disclosure under the FOIPP Act should specifically identify any information or records forming part of the contract that constitute (1) trade secrets, (2) that are supplied in confidence, and (3) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the Freedom of Information and Protection of Privacy Act for further information.

## **5.0 Compliance With Applicable Laws**

- 5.1 The Consultant shall be responsible for giving all notices and complying with all laws, ordinances, rules, regulations, codes, and standards relating to the conduct of the Services and the locations to which the Services are to be performed. The Consultant shall indemnify the City and hold it harmless from and against any claim, penalty, losses, damages, or expenses that might be made, imposed, suffered, or incurred due to an asserted or established violation of any such laws, ordinances, rules, regulations, codes or standards.
- 5.2 The Consultant will register for, obtain, and maintain their own separate WorkSafe BC Insurance Coverage, when required by WorkSafe BC and the *Workers Compensation Act*. When WorkSafe BC Insurance coverage is required, the Consultant will provide proof of Good Standing to the City before the Consultant starts work for the City and again before the City makes final payment to the Consultant.
- 5.3 The Consultant will comply with the WorkSafe BC Occupational Health and Safety Regulation and the *Workers' Compensation (WC) Act*. Any WorkSafe BC violation by the Consultant may be considered a breach of contract resulting in possible termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of the City. Any penalties, sanctions or additional costs levied against the City, because of the actions of the Consultant are the responsibility of the Consultant.

## **6.0 Patent Rights And Royalties**

- 6.1 The Consultant shall save harmless and indemnify the City from and against all claims and proceedings for or in account of infringement or any patent, design right, trademark or name or other protected rights in respect of any practice or process in respect of the Services to be performed.

## **7.0 Advertising And Publicity**

- 7.1 The Consultant shall submit all proposed advertising or publicity by the Consultant referring to the City or performance of the Services to the City for written approval prior to issue.

## **8.0 Relationship**

- 8.1 It is expressly agreed, represented and understood that the parties have entered into an arm's length independent contract for the rendering of the above-mentioned Services and that the Consultant is not an employee, agent or servant, of the City. Further, this Agreement shall not be deemed to constitute or create any partnership, joint venture, master-servant, employer-employee, principal-agent, or any other relationship apart from an independent contractor status providing an independent service for which the City will be invoiced according to the terms and conditions of this Agreement.
- 8.2 The manner and means by which the Consultant conducts its work in order to provide the Services contemplated by this Agreement are under its control.

## **9.0 Compensation**

- 9.1 In consideration of the performance of the Services, the City shall pay the Consultant the rates provided in the Proposal dated (*enter date here*), not to exceed (*enter amount*) excluding GST, the Maximum Authorized Expenditure, except when the Maximum Authorized Expenditure is increased by a written Change Order issued and signed by the City. The Consultant will invoice for disbursements separately.

9.2 The City retains the right to access and audit the Consultant's files and records related to the City's business with twenty-four (24) hours notice during normal business hours.

#### **10.0 Application For Payment**

10.1 The Consultant shall submit invoices to the City, attention (*as directed*), on, or before the tenth (10<sup>th</sup>) day of each month. The City, if it approves the amount of such invoices, shall pay such invoices on before the twentieth (20<sup>th</sup>) day of the following month.

10.2 The Consultant shall attach to each invoice a brief report detailing the work completed to date, work completed during the month covered by the invoice, and work outstanding to complete the Services.

10.3 Notwithstanding any to the contrary in this Agreement, the City shall never be obligated to pay the Consultant a greater percentage of total fees and disbursements than the degree of percentage complete of the total Services.

10.4 If the city does not approve of or wishes to further review, audit or otherwise seek clarification concerning the Consultant's invoices, for whatever reason, the City shall not be liable for interest charges in respect of that invoice for the period from the date the invoice is submitted, until that date that invoice is paid. The City, if it approves the amount of such invoices, shall pay such invoices on or before the twentieth (20<sup>th</sup>) day of the following month.

10.5 The Consultant shall keep proper accounts and records of all costs and expenditures forming the basis of any billing to the city, including but not limited to, hours worked, details of all disbursements (including copies of services invoices), and percentage amounts of work completed. The City shall be entitled to verify the accuracy and validity of all billings and payments made by auditing and taking extracts from the books and records of the Consultant and by such other means as shall be reasonably necessary or advisable.

10.6 The Consultant agrees to remit and shall be responsible for all withholding taxes, income taxes, Canada Pension Plan contributions, Employment Insurance deductions, and any other deductions required by the applicable provincial or federal statutes for the Consultant and any of its employees.

#### **11.0 Indemnification**

11.1 The Consultant, on its own behalf and on behalf of all persons and corporations working by, through or under the Consultant, hereby agrees to indemnify and save harmless the City and its employees, officers, and agents from and against all losses, damages, claims, expenses suits and judgements arising out of, or related to, the provision of the Services by the Consultant that are found to be negligent.

11.2 This indemnification shall not apply:

- a) where the losses, damages, claims, expenses, suits or judgements result from the City acting on the advice of, or receiving direct service from, the sub consultants or employees of the sub consultants of the Consultant and without the knowledge or consent of the Consultant; **or**
- b) to the extent that the City, its employees, officers, or agents were negligent.

11.3 This indemnification shall terminate two (2) years from the date of Substantial Performance as certified by the Consultant for the project herein.

11.4 Nothing in this article shall derogate from the tort and other duties and liabilities of the Consultant and its sub consultants to the City.

### **12.0 Change To Scope Of Service**

12.1 The City may vary at any time the Scope of Work to be provided by the Consultant as part of the Services. In that case and where this Agreement contains a limit as to the maximum fees and disbursements to be paid to the Consultant for all or any part of the Services, such limit or limits shall be adjusted as agreed to by both parties in writing.

12.2 Should the Consultant consider that any request or instruction from the City constitutes a change in the scope of the work; the Consultant shall so advise the City within ten (10) days in writing. Without said written advice within the period specified, the City shall not be obligated to make any payments of additional fees to the Consultant.

### **13.0 Insurance**

13.1 The Consultant shall provide, maintain and pay for the following insurance which shall be in place with such insurance company or companies and in such form as may be acceptable to the City:

- a) Professional Errors and Omissions Liability Insurance protecting the Consultant, any sub consultant and their respective servant(s), agent(s) or employee(s) against any loss or damage arising directly or indirectly out of the professional services rendered by the Consultant, any sub consultant, servant(s), agent(s), or employee(s) under the contract. Such insurance shall be for an adequate amount acceptable to the City and shall in any event be not less than one million dollars (\$1,000,000.00) inclusive any one occurrence. The Consultant shall not be entitled to payment for services resulting in errors or omissions for which the Consultant is held responsible.
- b) General Liability Insurance of not less than two million dollars (\$2,000,000.00) inclusive any one occurrence.

13.2 Before undertaking any part of the work, the Consultant shall furnish to the City certificates showing that such insurance is in force. Such certificates shall provide that the insurance is non-cancellable except upon thirty (30) days prior written notice to the City.

### **14.0 Drawings And Designs**

14.1 The Consultant shall deliver to the City, upon request and at no additional cost to the City, at least one complete set of all drawings, estimates, programs, or other documents produced in connection with the Agreement, on a compact disk (CD) in Adobe (PDF) format, unless otherwise stated.

### **15.0 Authorization To Proceed**

15.1 The City will issue a Purchase Order to the Consultant. Issuance of the Purchase Order authorizes the Consultant to proceed with the work.

**16.0 Assignments**

16.1 This Agreement may not be assigned by the Consultant, or to its successor (s) without the express written consent of the City.

**17.0 Engagement Of Other Consultants**

17.1 The City, in any event, reserves the right at its own discretion to engage any consultant, other than that with which it reaches agreement(s), during the term of such agreement(s), if is deemed advantageous or appropriate.

**18.0 Ownership And Copyright**

18.1 All drawings, plans, specifications, reports, and other documents or products produced by the Consultant from the Service shall remain the property of the Consultant.

18.2 The Consultant shall give the City reproducible copies of any such documents and/or products, and these may be used by the City in any manner as part of its operations at its own risk, if the City chooses to use them in any manner other than for the particular purpose for which they were provided.

No term of this Agreement shall be deemed to have been waived by a party unless written waiver from the other party has been first obtained, and no condoning, excusing or overlooking of any default on previous occasions, or any earlier written waiver shall operate as a waiver in respect of a subsequent default.

This Agreement is the whole of the Agreement between the parties and sets forth all the warranties, representations, covenants, promises, terms, and conditions between the parties and there is no other written or oral express or implied terms, conditions, warranties, representations or promises not reduced to writing and set out in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused their respective seals to be affixed as of the day and year first above written

**THE AUTHORIZED SIGNATURE FOR  
THE CORPORATION OF THE CITY OF  
NEW WESTMINSTER:** )

\_\_\_\_\_)  
Roy Moulder, CPP, Purchasing Manager: )  
Accepted and Agreed on )

\_\_\_\_\_, 20\_\_ By )  
**CORPORATE NAME** )

\_\_\_\_\_)  
Consultant )  
\_\_\_\_\_)  
Authorized Signature )

\_\_\_\_\_  
Name and Office