



SIMON FRASER UNIVERSITY
Policies and Procedures

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FIRE SAFETY

Preamble

Simon Fraser University has a legal obligation to conform to the regulations issued under authority of the Fire Services Act, BC Fire Code, as adopted by the City of Burnaby for Burnaby campus, the City of Vancouver for SFU Vancouver, the City of Surrey for SFU Surrey and the City of Kamloops for SFU Kamloops, regarding the provision, inspection, testing and maintenance of fire safety equipment and the development and maintenance of comprehensive fire response procedures.

1.0 Purpose

- 1.1 This Policy establishes the requirement for a Fire Safety Program at Simon Fraser University and defines responsibility for implementation of

Occupants regarding a safe and orderly evacuation when the fire alarm sounds;
Fire evacuation personnel; and
Campus Security.

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

3.3 Fire Evacuation Personnel

3.3.1 Evacuation Personnel include Building Evacuation Coordinators (BEC), Fire Wardens and back-ups for each role. They are selected from among building occupants on a volunteer basis and EHS ensures that a full complement is in place, in each building, on all campuses. Duties and training of fire evacuation personnel varies based on local arrangements and the specified role. The Fire Safety Plans specify the duties for each role.

3.4 Fire Drills

3.4.1 Fire drills are held on a regular basis and never less often than once a year.

3.5 Training and Drill Documentation

3.5.1 EHS maintains all documentation relating to the appointment of fire evacuation personnel, training of fire evacuation personnel and fire drills.

3.5.2 Documentation must include:

the number of fire drills held;
debriefing session notes;
training sessions;
fire incidents;
fire prevention activities; and
a current list of Fire Evacuation Personnel by building and location.

APPENDICES

APPENDIX A

This policy should be read in conjunction with the following University Policies:

GP 17 – University Occupational Health and Safety

GP 31 – Emergency Management of Physical and Other Disasters

The following Appendices provide site-specific details on the Fire Safety Program at individual SFU campuses.

Appendix B – SFU Burnaby

Appendix C – SFU Vancouver

Appendix D – SFU Surrey

Appendix E – SFU Kamloops

APPENDIX B: Fire Safety – SFU Burnaby

Fire Safety Plan

EHS is responsible for customizing the Fire Safety Plan template for each building in collaboration with Facilities Services, building occupants, and local Safety Committees.

Fire Evacuation Personnel

Evacuation personnel are appointed by department heads and trained in fire safety and evacuation procedures by EHS. Fire evacuation personnel consist of a Building Evacuation Coordinator (BEC) and back-up and Fire Wardens with back-ups.

Fire Drills

Fire drills are coordinated by the EHS in collaboration with building occupants, fire evacuation personnel, Burnaby Fire Department, Campus Security and Facilities Services in accordance with fire drill procedures documented in the Fire Safety Plans.

Building Evacuation Coordinator Duties

- Oversees the building evacuation, collects information from Fire Wardens at the annunciator panel and relays this information to responding Campus Security personnel;
- Reviews the Fire Safety Plan to ensure it is accurate;
- Notifies EHS when Fire Wardens leave, and replacements are required;
- Ensures all Fire Wardens have received the appropriate training and equipment such as Fire Warden vests and report forms; and
- Reports fire hazards.

Fire Wardens

Fire Wardens are responsible for immediately evacuating their areas as soon as the fire alarm sounds, directing occupants via the nearest safe exits to designated assembly area(s) and reporting status to the Building Evacuation Coordinator at the annunciator panel. As required, they are re-deployed to access routes to prevent re-entry.

Equipment Maintenance and Testing

Facilities Services is responsible for maintenance and testing fire safety equipment. Their maintenance plan

APPENDIX C: Fire Safety – SFU Vancouver

At SFU Vancouver, compliance with the Fire Services Act, BC Fire Code, as adopted by the City of Vancouver, University policies/procedures and, where applicable, the Landlord's fire safety requirements is shared by Operations Department, EHS and, where applicable, the landlord.

1) Harbour Centre Building

Fire Safety Plan

The building owner (Landlord) at Harbour Centre has established a Fire Safety Plan that meets jurisdictional

Equipment Maintenance and Testing

Simon Fraser University, Vancouver's Operations Department is responsible for the maintenance and testing of fire safety equipment as per the regulatory requirements as outlined in the Fire Safety Plan.

Fire Drills

Fire Drills are coordinated by the Fire Safety Director or Deputy FSD (Operations Department) and conducted in accordance with regulatory requirements as outlined in the Fire Safety Plan.

Building Evacuation Control Officer (ECO) Duties

The Evacuation Control Officer at the time of a fire alarm is responsible to see that the evacuation is conducted in accordance with the Fire Safety Plan. The Evacuation Control Officer (ECO) ensures that the evacuation begins and then goes directly to the designated meeting spot so that evacuees know where to congregate.

Security

Security is available to assist the Emergency Responders. During the times when there are limited fire personnel, security may play a greater role in building evacuation. Security also has a liaison role with the engineers regarding evacuation of the building and re-entry.

4) School for the Contemporary Arts – 611 Alexander Centre

Fire Safety Plan

The building owner (landlord) at Alexander Centre has established a Fire Safety Plan that meets jurisdictional requirements and has been app Tw[jnd)10.9m5ap Twi-4.5()1(h)41Sap mfVnTD-04yren a.6(n)-'.7(4a06127 Oy4

APPENDIX D: Fire Safety – SFU Surrey

SFU Surrey

At SFU Surrey, compliance with the Fire Services Act, BC Fire Code, as adopted by the City of Surrey, University policies/procedures and where applicable the Property Manager's fire safety requirements, is shared by Facilities Services, EHS and the Property Manager for Central City.

Fire Safety Plan

A Fire Safety Plan, part of the overall Emergency Evacuation Plan, has been established for the entire complex by the building owner. All sections, owned or non-owned by SFU, fall under this Plan. The building owner/manager is responsible for ensuring that all Fire Safety Personnel are trained in all aspects of fire prevention, fire control, earthquake, bomb threats and emergency evacuation procedures.

Fire Safety Personnel

Fire Safety Personnel consist of the Fire Safety Director (Incident Commander), the Deputy Fire Safety

Fire Evacuation Personnel

Fire evacuation personnel consist of the fire wardens. The fire wardens are selected by the Department Head on a volunteer basis. Fire wardens report fire hazards to the Manager Administrative Services.

Manager, Administrative Services SFU Kamloops

Reviews the Fire Safety Plan to ensure it is accurate;