



Fire Prevention and Preparedness

Procedure No.:	7100-PR3
Policy Reference:	7100
Category:	Safety, Security and Emergency Management
Department Responsible:	Safety, Security and Emergency Management
Current Approved Date:	2012 Mar 30

Objectives

BCIT has a legal obligation to conform to the regulations issued under authority of the *Fire Services Act*, *BC Fire Code*, *Workers' Compensation Act*, and municipal bylaws regarding the provision, inspection, testing, and maintenance of fire safety equipment, and the development and maintenance of comprehensive fire prevention and response procedures.

This procedure establishes the requirement for a Fire Safety Program at BCIT and defines responsibility for implementation of the Program.

Who This Procedure Applies To

This procedure applies to the Safety, Security, and Emergency Management Department, fire wardens, the BCIT Safety Coordinator, Facilities Services, and others as appointed by the Director of Safety, Security and Emergency Management.

The Fire Safety Program

The Fire Safety Program is managed by the Safety, Security and Emergency Management Department. The Director of Safety, Security and Emergency Management will appoint fire safety personnel to complement the program. These appointments include but are not limited to: the Fire Safety Director, the Deputy Fire Safety Director, the Fire Warden Coordinator, and fire wardens.

The Fire Safety Program includes the following:

- a. Legislative Compliance
- b. Fire Prevention
- c. Building Occupancy
- d. Monitoring & Response
- e. Equipment Compliance
- f. Fire Plans
- g. Fire Wardens
- h. Fire Drills
- i. Assembly Areas

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Legislative Compliance

The Fire Safety Director will work with stakeholders at BCIT to ensure compliance with applicable legislative requirements, including the *Fire Services Act*, *BC Fire Code*, *Workers' Compensation Act*, and municipal bylaws.

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The BCIT Safety Coordinator facilitates education and training activities around Fire Prevention for fire Wardens, emergency response personnel and other members of the BCIT community. The BCIT Safety Coordinator responds to concerns relating to fire safety and ensures that they are addressed in a timely and effective manner.

Facilities Services, through the Facilities Work Request system, responds to reports of fire hazards on campus and ensures that these hazards are addressed immediately.

Building Occupancy

BCIT Supply Management and BCIT Campus Planning and Development are responsible for ensuring that buildings and rooms are not being overcrowded and for responding to queries relating to building occupancy.

Monitoring and Response

Security is responsible for oversight of ongoing alarm monitoring, communication with external monitoring agencies, fire alarm response, ensuring evacuation is conducted in accordance with the building fire safety plan, and liaising with fire safety personnel upon arrival at the site.

Equipment Compliance

Facilities Services is responsible for the installation, operation, and ongoing maintenance of fire safety and detection equipment, signage, and fire suppression systems in all BCIT buildings according to the *BC Fire Code* and other applicable regulatory requirements.

Facilities Services will develop and maintain a comprehensive program for BCIT buildings, including complete documentation to ensure that all fire safety and detection equipment is inspected and tested monthly and annually in accordance with all legislative codes.

Fire Safety Plans

A Fire Safety Plan template has been developed by BCIT Safety, Security and Emergency Management to provide the basis for detailed customization for BCIT buildings that meets jurisdictional requirements, and has been approved by the fire prevention division of the fire and rescue services for each local municipal authority.

The customized fire safety plan for each building is designed to give uniform, but building-specific information to:

- Fire departments
- Occupants, regarding procedures in case of fire
- Occupants, regarding a safe and orderly evacuation when the fire alarm sounds
- Fire warden personnel.

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.

Duties and training of fire evacuation personnel vary based on their specified role as given in the *BC Fire Code regulations*, *WorkSafeBC Occupational Health and Safety Regulation*, and the local

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municipal fire department. The fire safety plans specify the duties for each role.

Fire Wardens

Fire wardens are selected from among building occupants on a volunteer basis or appointed as required. The BCIT Safety Coordinator ensures that a full complement of fire wardens is in place, in each building, on all campuses. The BCIT Safety Coordinator is also responsible for maintaining all documentation relating to the appointment of fire safety personnel as well as training and supplying fire safety personnel with the appropriate equipment.

Fire wardens are responsible for immediately evacuating their areas as soon as the fire alarm sounds, and directing occupants via the nearest safe exits to designated assembly area(s). Fire wardens report the status of evacuation to the contract Security supervisor who passes the information on to the municipal fire department upon arrival to the site.

Fire Drills

Fire drills are coordinated by the BCIT Safety Coordinator in collaboration with campus stakeholders in accordance with fire drill procedures documented in the fire safety plans. The BCIT Safety Coordinator assesses each fire drill, makes recommendations for improvement, and maintains documentation of all fire drills that occur at BCIT campuses.

Assembly Areas

BCIT Safety, Security and Emergency Management is responsible for determining locations, installing appropriate signage, and educating the BCIT community with respect to Assembly areas on BCIT campuses.

Forms Associated With This Procedure

None

Amendment History

1. Created 2012 Mar 30