BUILDING NAME: Pathobiology / AHL

BUILDING NUMBER: 089

DATE: 15-August-10 FPO #2
# INDEX

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Locations of “Fire Safety Plans”</td>
<td>3</td>
</tr>
<tr>
<td>Forward</td>
<td>4</td>
</tr>
<tr>
<td>Audit of Building Data</td>
<td>5-6</td>
</tr>
<tr>
<td>Fire Fighting Equipment</td>
<td>7</td>
</tr>
<tr>
<td>Audit of Human Resources</td>
<td>8</td>
</tr>
<tr>
<td>Audit of Building Resources</td>
<td>9</td>
</tr>
<tr>
<td>Alternative Measures for Occupant Safety</td>
<td>10</td>
</tr>
<tr>
<td>Method &amp; Frequency of Conducting Fire Drills</td>
<td>11</td>
</tr>
<tr>
<td>Emergency Supervisory Personnel</td>
<td>12</td>
</tr>
<tr>
<td>Supervisory Personnel</td>
<td>13</td>
</tr>
<tr>
<td>Those in need of Assistance During an Evacuation</td>
<td>14</td>
</tr>
<tr>
<td>Checks, Tests and Inspections</td>
<td>15-19</td>
</tr>
<tr>
<td>Emergency Instructions to Occupants</td>
<td>APPENDIX A</td>
</tr>
<tr>
<td>Floor Diagrams</td>
<td>APPENDIX B</td>
</tr>
<tr>
<td>List of Fire Extinguishers</td>
<td>APPENDIX C</td>
</tr>
</tbody>
</table>
INTRODUCTION

The Ontario Fire Code (O. Reg. 213/07) Section 2.8, requires the establishment and implementation of a Fire Safety Plan for every building containing a Group A or B occupancy, and for every building required by the Ontario Building Code (O. Reg. 403/97) to have a fire alarm system.

The implementation of a Fire Safety Plan helps to assure effective utilization of life safety features in a building, to help protect life, property and the environment from a fire emergency.

INFORMATION FOR BUILDING OWNERS, PROPERTY MANAGERS AND OTHER PERSONS CONTROLLING PROPERTIES

The Fire Code (Ontario Regulation 213/07) is a provincial regulation made under the Fire Protection and Prevention Act 1997. This code requires the owner to be responsible for carrying out the provisions of this code, and defines "owner" as "any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property."
FIRE SAFETY PLAN

Copies of this official document are to be readily available at the locations indicated below:

2. Building Management: Dean, Director, Chair, Department Head, Unit Head,
3. University of Guelph, Campus Community Police Main Office.
4. Guelph Fire Department
CENTRAL MONITORING FIRE ALARM SYSTEMS:
The fire alarm system for this building is monitored by the University of Guelph Campus Community Police Dispatch Centre located in the Trent Building. The central monitoring control system is supervised by the Police Dispatch staff on a continuous basis.

Signals are transmitted via a supervised communication circuit to a computer terminal located at the Campus Community Police Dispatch Centre.

The recording device (computer) is designed and arranged to automatically provide a permanent record of the incoming signal, including the date and time of receipt.

The Campus Community Police Dispatch Centre is equipped with a direct fire telephone line to the City of Guelph Fire Department, and radio contact with the University of Guelph Fire and Campus Community Police Division.

EMERGENCY POWER SUPPLY:
This building is connected to the Campus Essential Power Distribution System, which is backed up by a 1100 kW diesel generator located in the Generator Building. The diesel generator will automatically start and transfer on line within twenty (20) seconds upon interruption of the normal Hydro supply.

WATER SUPPLY:
The campus grid system consists of 4 - 6 & 8 inch mains, supplied by the City of Guelph via one 12 inch water main. There are two standby 8 inch supply lines connected to the city water supply.

ACCESS KEYS:
The University of Guelph Campus Community Police and/or Fire Division will respond to the building and supply appropriate keys for the building and fire alarm panel(s), along with communication back to the Control Centre by portable radio. The City of Guelph Fire Department has a set of keys which will allow them access to all University of Guelph buildings.
AUDIT OF BUILDING DATA

BUILDING NAME: Pathobiology / AHL
BUILDING NUMBER: 089
MUNICIPAL ADDRESS: 419 Gordon Street
OWNER/OCCUPANT: University of Guelph
TYPE OF OCCUPANCY: Assembly Occupancies
TYPE OF CONSTRUCTION: Concrete structure, exterior masonry and precast
YEAR OF CONSTRUCTION: 2010
HEIGHT OF BUILDING: 79 feet
AREA OF BUILDING: 11017 sq ft
APPROXIMATE NUMBER OF OCCUPANTS: 955
ANNUNCIATOR PANEL: 1) South East entrance
2) North West entrance
FIRE ALARM CONTROL PANEL: Located in electrical room on first floor east across from elevator
PULL STATIONS: AUDIBLE DEVICES: Horns and strobes
THERMAL HEAT DETECTORS: none
SMOKE DETECTION: AUTOMATIC SPRINKLER SYSTEMS: Throughout
STANDPIPE AND HOSE CABINETS: Throughout the building
FIRE PUMP: Located in the middle of the south basement
PUMPER CONNECTION(S): one dual port 2 ½ inch fire department connection is located on the south side middle of building.
HYDRANT LOCATION: 1) 50’ South on McGilvray Street at entrance to GFTC  
2) 20’ from north east corner  
3) 20’ from north west corner

Elevators: 1) located in middle of east main hall at stairwell  
2) located at south east corner

TRANSFORMER VAULT: None

NATURAL GAS MAIN SHUT-OFF LOCATION: Located at the South West corner of the building

MAG LOCKS: None
FIRE FIGHTING EQUIPMENT

FIRE HOSE AND STANDPIPE SYSTEM: Throughout building

AUTOMATIC SPRINKLER SYSTEM: Yes

FIRE PUMP AND CONTROL VALVES: Located in basement at south end of building

PORTABLE FIRE EXTINGUISHERS: Throughout building

AUTOMATIC FIRE SUPPRESSION SYSTEMS: No
AUDIT OF HUMAN RESOURCES

Building Manager/Dean/Director/Chair: Dr. Elizabeth Stone, Dean

“ON CALL” MANAGER(S):
The University Police maintains a list of 24 hour “on call” personnel for each campus building.

CHIEF FIRE WARDEN: Janet MacInnes, extension 54731

MAINTENANCE DEPARTMENT WORK REQUESTS:
Extension 53854 08:00 to 16:30 hrs. Monday - Friday.

EMERGENCY SUPERVISORY PERSONNEL:
University of Guelph 824-4120
24-hours - Emergency Ext: 52000
Police ext. 52245
Fire ext. 52071
AUDIT OF BUILDING RESOURCES

BUILDING CONSISTS OF: The building consists of offices, kennel, examination rooms and operating room with a roof top mechanical room

PRIMARY ACCESS: South east entrance off McGilvray Street

SECONDARY ACCESS: North west entrance facing Open Learning building #077

STAIRWELLS:

DIAGRAMS AND FLOOR PLANS: See appendix B. also located at fire alarm panels

DESIGNATED ALTERNATIVE SHELTER: OVC main

MEETING AREA FOR CHIEF FIRE WARDEN & FIRE WARDENS: Across McGilvray at entrance to Food Science
ALTERNATIVE MEASURES FOR OCCUPANT SAFETY

Ontario Regulation 388/97, (Ontario Fire Code) Section 6.3.1.4. states that Fire Alarm systems must be maintained in operating condition.

NO ONE MAY SHUT DOWN OR ARRANGE TO SHUT DOWN A FIRE ALARM SYSTEM ON CAMPUS WITHOUT PRIOR CONSULTATION WITH UNIVERSITY OF GUELPH FIRE DIVISION

SITE NAME: Pathobiology AHL
ADDRESS: University of Guelph
CITY: Guelph, ON

A) FIRE ALARM PRE-PLANNED SHUTDOWN:
In the event of the need to shut down the fire protection equipment/system or part thereof, Campus Community Police Dispatch must be informed at EXT. 52245. Campus Community Police Dispatch will notify the Guelph Fire Department. The occupants of the building will be notified by posting notices on each floor and in the common areas in the building, 48 hours prior to a scheduled shutdown of any fire protection equipment/systems. Signage explaining the shutdown will be provided and installed by University Fire Prevention, Campus Community Police, Physical Resources or contractors, depending on the situation.

B) FIRE ALARM FAILURE:
In the event of a failure of the fire protection equipment/system or part thereof, the Guelph Fire Department will be notified immediately by University Police Dispatch. The occupants of the building will be notified by the immediate posting of notices on each floor and in the common areas of the building. Signage explaining the failure will be provided and installed by University Fire Prevention, Campus Community Police or Physical Resources or contractors, depending on the situation. If a fire watch is needed the Campus Community Police and Fire Prevention officers will initiate the watch as needed.

In addition, in both the foregoing situations:

1. In advance of any shutdown of the fire protection equipment/system or part thereof Physical Resources will notify the Campus Community Police Dispatch and the effected departments.
2. The Guelph Fire Department will be notified by Campus Community Police Dispatch or Fire Prevention of the shutdown/failure date and the estimated length of time of the shutdown. Upon completion of the repairs, the Fire Department will be notified when the system is in working order. Periodic updates may be requested.
METHOD & FREQUENCY OF CONDUCTING FIRE DRILLS

The University Fire Division will ensure fire drills are conducted as required. Pathobiology AHL requires an annual fire drill. The purpose of the fire drill is to ensure that staff is familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

Building management will not be advised of fire drill date or times, unless the University Fire Division deems it necessary.

All designated supervisory personnel will be provided access to a copy of the Fire Safety Plan prior to being assigned any fire related duties/responsibilities, by the Chief Fire Warden. Each Dean, Director, Chair or Unit Head will have a copy of this Fire Safety Plan.

Campus Community Police Dispatcher will notify the City Fire Department that we are conducting the drills, and the City will be invited to participate.

The fire drill should include, but not necessarily be restricted to:
   a) a check of the annunciator panel identifying the alarm source/location.
   b) check to ensure elevator(s) operate as designed during a fire alarm.
   c) review of the fire alarm systems, silence and re-set procedures.
   d) ensuring proper evacuation of persons during the alarm
   d) practice of emergency evacuation plan with Fire Wardens.

Following each drill, all persons with delegated responsibility shall attend a debriefing session to report on the actions and the reactions of the participants. The University Fire Division shall keep a record of the date the drill was conducted as well as any problems or complaints that arose during the drill.
EMERGENCY SUPERVISORY PERSONNEL

DISPATCH:
All Dispatch Personnel, upon receipt of a computer, radio or telephone message indicating that the building fire alarm has been activated or that smoke or fire has been discovered, shall immediately:

1. Telephone the Guelph Fire Department using the direct fire line. Identify yourself, advise the Fire Department of the location of the alarm.

2. Contact the University of Guelph Fire Prevention officer and/or Police Officer and advise them of the alarm and that the Guelph Fire Department has been notified and are on the way.

3. Contact other persons/agencies or Departments as requested/required.

POLICE AND FIRE OFFICERS:
Upon receiving the fire alarm notification from dispatch, respond to the building and prepare for the arrival of the Guelph Fire Department.

1. Obtain from the annunciator panel, the location of the alarm.

2. Obtain information from Building Manager, Safety Officer or Chief Fire Warden, on the cause of the alarm and if any occupants are know to be unaccounted for.

3. Assist the Guelph Fire Department with necessary information and provide a copy of the Fire Safety Plan on their arrival.

4. The fire alarm panel shall not be silenced or reset until approved by the Guelph Fire Department.

5. Confirm reset with Control and/or initiate corrective measures.
SUPERVISORY PERSONNEL

DEAN, DIRECTOR, CHAIR, or UNIT HEAD:
- Is responsible in general for the safety of all persons in this building.
- Be in charge of implementing the approved Building Fire Safety Plan and the specific responsibilities of the personnel.

MANAGER or CHIEF FIRE WARDEN:
In an Emergency:
- Notify Police Dispatch of the emergency condition by calling extension 52000 to ensure Police Dispatch has received the alarm.
- Ensure alarm is sounding and supervise the evacuation of the occupants.
- Meet fire wardens at predetermined location.
- Upon arrival of City/Campus Emergency Services, inform the Responders of conditions in the building and assist where directed.
- Take steps to ensure evacuees do not return to the building until “all clear” has been given by Emergency Responders.
- Direct evacuees to temporary shelter.
- Liaison with City/Campus Emergency Services and assist when needed.
As required:
- Maintenance of building facilities - provide for safety of occupants.
- Implement procedures to be followed during emergencies.
  - Follow up on request to Physical Resources for the repair of building safety features.
- Arrange training for staff in the implementation & maintenance of the Fire Safety Plan and fire equipment.
- Ensuring there are alternate Chief Fire Warden & Fire Wardens available if needed.
- Control of fire hazards in the building.
- Maintain records of fire safety checks and inspections.

UNIVERSITY FIRE DIVISION:
- Ensure that checks, inspections and tests, as required by the Fire Code, are completed on schedule and that records are retained.
- Provide training seminars which are open to the University Community. Building specific seminars are also available to be set up through your department. University of Guelph Fire Prevention Officers are available for assistance in any area of Fire Safety. Please contact our office to set up training for your building, or to learn about upcoming training events X52071.

PHYSICAL RESOURCES:
- Assist the Building Manager in his/her responsibilities.
- Ensure that checks, inspections and tests, as required by the Fire Code, are completed on schedule and that records are retained including any repairs and said records forwarded to the Building Manager and Fire Division.
THOSE IN NEED OF ASSISTANCE DURING AN EVACUATION

None Identified at this time
## CHECKS, TESTS AND INSPECTIONS LISTING

Items bolded will be the responsibility of building fire safety personnel/occupants. If any deficiencies are found please report them to the Fire Division at 52071.

**CHECK** - Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

**INSPECT** - Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

**TEST** - Means operation of device or system to ensure that it will perform in accordance with its intended operation or function.

The University of Guelph will be responsible for the implementation of the following schedule of checks, tests & inspections, whether by on-site personnel or contractors.

<table>
<thead>
<tr>
<th>REF. NO.</th>
<th>REQ’d</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAILY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7.3.1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7.3.2.</td>
<td>Check</td>
<td>To ensure that all exit lights are not damaged, are illuminated and clearly legible.</td>
</tr>
<tr>
<td>6.3.2.3.</td>
<td>Check</td>
<td>Fire alarm system for indication of trouble in the system.</td>
</tr>
<tr>
<td>6.6.3.2.</td>
<td>Check</td>
<td>Fire pump room temperature during freezing weather.</td>
</tr>
<tr>
<td>2.2.3.5.(1)</td>
<td>Check</td>
<td>That all fire separation doors are kept closed.</td>
</tr>
<tr>
<td>WEEKLY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.5.3.1.</td>
<td>Check</td>
<td>That unsupervised fire protection water supply system control valves are always fully open.</td>
</tr>
<tr>
<td>6.5.3.3.</td>
<td>Check</td>
<td>That air pressure on dry pipe sprinkler system is being maintained.</td>
</tr>
<tr>
<td>6.6.3.1.</td>
<td>Check</td>
<td>Water level in fire pump reservoirs.</td>
</tr>
<tr>
<td>6.6.3.3.(1)(2)</td>
<td>Inspect</td>
<td>Operate fire pump. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water and general operating conditions shall be inspected during the weekly operation of the fire pump.</td>
</tr>
<tr>
<td>REF. NO.</td>
<td>REQ’d</td>
<td>ITEM</td>
</tr>
<tr>
<td>---------</td>
<td>-------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>2.6.1.3.(1)</td>
<td>Check</td>
<td>Hoods, filters and ducts subject to combustible deposits and clean as necessary.</td>
</tr>
</tbody>
</table>

**MONTHLY**

| 6.2.7.2. | Inspect | All portable fire extinguishers.                                        |
| 6.3.2.3. | Check   | All fire alarm components, including standby power batteries.          |
| 6.3.2.1. | Test    | Fire alarm system.                                                   |
| 6.3.2.4. | Test    | Voice communication to and from floor areas to the central alarm control facility. |
| 6.4.2.1. | Inspect | Hose cabinets to ensure hose position and that equipment is in place. Report deficiencies to Fire Department. |
| 2.2.3.4. | Check   | All doors in fire separations.                                       |
| 6.5.5.2. | Test    | Sprinkler alarms using alarm test connection (mechanical signal only). |
| 6.7.1.1. | Test    | All components of the emergency power systems, operate the emergency power generator set under at least 30% of rated load for 60 minutes. |
| 6.7.1.1. | Check   | Clean crankcase breathers, governors and linkages on emergency generators. |

**EVERY TWO MONTHS**

| 6.5.5.7. | Test    | Electrical sprinkler transmitters and water flow devices.             |

**EVERY THREE MONTHS**

| 7.2.2.1.(2) | Test | Elevator key-operated switches located outside an elevator shaft shall be tested to ensure that actuation of the switch will render the emergency stop switch in each car inoperative and bring all cars to the first floor by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop. |
REF. NO. | REQ'd | ITEM
---|---|---
7.2.2.1.(3) | Test | Key operated switches in each elevator car shall be tested to ensure that the actuation of the switch will:

(A) Enable the elevator to operate independently of other elevators.

(B) Allow operation of the elevator without interference from floor call buttons.

(C) Render door protective devices inoperative.

(D) Control the opening of power-operated doors only by continuous pressure on the door opening buttons or switches to ensure that if the "open" button or switch is released while the door is opening, the door will automatically close.

ANNUALLY

6.2.7.1. | Service | All portable fire extinguishers.

6.3.2.2. | Test | Fire alarm system in accordance with CAN/ULC-S536- "Inspection and Testing of Fire Alarm Systems".

6.3.2.4. | Test | Fire alarm system voice communication in accordance with CAN/ULC S536 “Inspection and Testing of Fire Alarm Systems”.

6.4.2.4. | Inspect | Hose valves to ensure tightness and to ensure no water leakage.

6.4.2.5.(1) | Inspect | Remove and re-rack hoses and replace worn gaskets.

6.4.1.3. (1) & (2) | Inspect | Remove plugs or caps on fire department standpipe and hose system connections and inspect the threads for wear, rust or obstruction. Plugs or caps will be secured wrench tight.

6.5.3.2. | Check | Exposed sprinkler system pipe hangers.

6.5.3.5. | Check | All sprinkler heads.

6.5.4.4. (1) & (2) | Inspect | Remove plugs or caps on fire department sprinkler connections and inspect the threads for wear, rust or obstruction. Plugs or caps will be secured wrench tight.
6.5.5.3. Test Water flow on wet sprinkler system using most remote test connection.

6.5.5.4. (1)(2)(3)(4)(5) Test Trip-test dry pipe trip system.

6.5.5.5. Test Flow of water supply using main drain valve.

6.6.3.5. Test Fire pump at full rated capacity.

6.7.1.1. Test All components of the emergency Power generating system in accordance with CSA-C282 “Emergency Electrical Power Supply for Buildings”.

2.2.3.7. Inspect All fire dampers and flue pipes and clean as necessary.

2.6.1.5. Inspect Chimneys, flues and flue pipes and clean as necessary.

2.6.1.8. Inspect Disconnect switch for mechanical air conditioning and ventilation.

7.2.3.1.(4) Inspect Controls for air handling system used for venting in the event of a fire conform to Ontario Building Code 3.2.6.2.(2)(3)(4).

**EVERY FIVE YEARS**

6.2.7.1. Test Carbon dioxide and water type extinguishers hydrostatically (NFPA 10).

6.4.3.6. Test Standpipe system piping which normally remains dry hydrostatically.

**EVERY SIX YEARS**

6.2.7.1. Check Empty stored pressure type extinguishers and subject to maintenance. (NFPA 10).

**EVERY TWELVE YEARS**

6.2.7.1. Test Hydrostatically test dry chemical and vaporizing liquid type extinguishers. (NFPA 10).
<table>
<thead>
<tr>
<th>REF. NO.</th>
<th>REQ'd</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.5.4.2.</td>
<td>Inspect</td>
<td>Dry pipe sprinkler system and flush if necessary.</td>
</tr>
<tr>
<td>AS REQUIRED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2.7.6.</td>
<td>Recharge</td>
<td>Extinguishers after use or as indicated by an inspection or when performing maintenance.</td>
</tr>
<tr>
<td>6.4.3.2.</td>
<td>Test</td>
<td>Hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding one year.</td>
</tr>
<tr>
<td>6.5.3.4.</td>
<td>Check</td>
<td>Dry sprinkler pipe valve rooms or enclosures during freezing weather.</td>
</tr>
<tr>
<td>6.5.4.1.</td>
<td>Inspect</td>
<td>Auxiliary sprinkler drains to prevent freezing.</td>
</tr>
<tr>
<td>2.5.1.2.(2)</td>
<td>Check</td>
<td>To ensure that the fire department sprinkler and standpipe connections are clearly identified and maintained free of obstructions for use at all times.</td>
</tr>
<tr>
<td>2.5.1.2.(1)</td>
<td>Check</td>
<td>To ensure that fire access routes and access panels or windows provided to facilitate access for fire fighting operations are not obstructed at all times by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.</td>
</tr>
<tr>
<td>2.7.1.7.(1)</td>
<td>Check</td>
<td>Maintain corridors free of obstructions.</td>
</tr>
<tr>
<td>2.4.1.7.</td>
<td>Check</td>
<td>Clean lint traps in laundry equipment</td>
</tr>
</tbody>
</table>