
Heritage College Administrative Procedure #12 Relating to Evacuation Plan

Subject: Procedures relating to the evacuation plan

Administrator: Director of Building Services

**Issuing
Service:** Building Services

**Coming
into Force:** January 21, 1997

Revised: September 15, 2009

Purpose

According to the stipulations of Article 3 of the “Règlement sur la sécurité dans les édifices publics, S-3, r.4”, owners have the responsibility to ensure a prompt evacuation in case of a disaster, fire, bomb threat, risk of explosion, demonstration, power failure.

Application

The procedures are for the Heritage College community.

Procedures

1) Introduction

- Set up an evacuation plan and procedures.
- Inform the occupants and the personnel regarding safety and evacuation procedures.
- If need be, identify persons with disabilities and keep a copy of their timetable.
- Organize appropriate evacuation drills periodically, but at least once a year.

1.1) The aim of the evacuation plan and procedures is:

- To ensure a prompt evacuation in case of a disaster, fire, bomb threat, risk of explosion, demonstration, power failure.
- To help prevent panic.
- To control a fire efficiently.

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1.2) Priority

As soon as a fire is discovered, one must intervene quickly to prevent a disaster. *The five minutes which follow the start of a fire are more important than the five hours that follow.* The most important factor is always the safeguarding of human lives.

EVACUATION THEREFORE HAS PRIORITY OVER EXTINCTION OF A FIRE.

2) Evacuation Plan

The owner must appoint a person who will be responsible for the evacuation plan and must provide this person with the necessary resources to set up an evacuation plan and to appoint personnel to help ensure the efficient conduct of evacuation drills on a regular basis.

2.1) The plan will include:

- The appointment, organization and education of personnel responsible for the evacuation plan, as outlined in Appendix “A”.
- Measures to be taken in case of fire, that is: pull the fire alarm; notify the fire department; give instructions to personnel whenever the fire alarm goes off; direct occupants to a safe area; contain, control and extinguish the fire.
- The identification of a control center at the receptionist’s office, entrance door 129.
- The elements of the evacuation plan, described hereafter.
- The cooperation and assistance of the municipal fire department.

3) The elements of the evacuation plan

3.1) The Safety Surveillance Team

The management of the evacuation plan and procedures is entrusted to a safety surveillance team. The Director General of the College will automatically be responsible for this group which will require the cooperation of a certain number of resource persons.

The list of names and specific areas can be found in Appendix “A”.

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3.2) Sketches and Procedures

A floor plan of each level and each area will be posted on the wall in strategic and appropriate places. These sketches show the emergency exits, the location of fire alarm manual pull-on stations and firefighting equipment.

3.3) Drills

Evacuation drills will help familiarize the occupants of the College with the procedure to follow in case of an emergency and will allow the safety surveillance team to evaluate the efficiency, the instructions, the procedures and the improvement of them, if need be.

Drills are organized in cooperation with the city fire department.

3.4) The Alarm System

An alarm system is in place according to the building code and with the approval of the Plan and Inspection Service of the Ministry of Labour and of the municipality.

An evacuation is prompted by the alarm system.

The alarm system may be set off automatically by heat, smoke detectors, and sprinklers located in each room or manually by an occupant who notices a fire or other emergency.

Operating instructions for the alarm system:

- a) There is no local alarm as may be found in certain buildings.
- b) There is no warning signal (slow alarm).
- c) Evacuation signal:
 - The evacuation signal is a shrill electronic sound.
 - All occupants must evacuate the building by following instructions posted near each room.

3.5) The Telephone System

The telephone system may be used to notify the Director of Building Services or a designated replacement, the receptionist and emergency services: firefighters, police, ambulance.

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3.6) Control Center

During an emergency code or alarm, the control center will be located in the receptionist's office, or entrance hall to room 129. All instructions will be disseminated from the control center.

4) Evacuation Procedure

There are two possibilities to consider:

1. An evacuation alarm.
2. The discovery of a fire or other emergency. i.e.: bomb threat, shooter, etc.

4.1) At the sound of the alarm: *Evacuation*

1. Stay calm, *do not* shout "FIRE".
2. Identify two possible exits and proceed to the nearest.
3. Close all doors behind you and do not run.
4. Never use the elevator.
5. Follow directions from the safety surveillance team members.

4.2) In case of discovery of a fire or other emergency

Fires:

Fires may occur in all buildings, even concrete buildings. Combustible materials such as paper, office supplies, textiles, electrical wiring insulation, chemical products in laboratories, etc., are found in all buildings.

The fire may cause smoke and toxic gas.

A person who discovers a fire starting must:

Minor or Major Fire

ex.: Smoke in garbage can -

- Sound the alarm.
- Notify persons nearby.
- Close doors, if possible, in the area where the fire started.
- When the alarm sounds, evacuate the building by the stairwells, never by elevators.
- The last person to leave a room will close the doors and windows behind him/her to prevent smoke from spreading.
- Nobody must re-enter the building.
- Hallways and exits should be kept free.
- If the stairwell is filled with smoke, find another exit. There are always at least two exits on each floor.

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- Do not proceed in a hallway before checking whether the door handle is hot and testing with hand through partly opened door for heat.
- Give special attention and help to persons with limited mobility.

4.3) Evacuation drills

At least twice a year, exercises will be organized for Spring and Fall and a report will be written. A copy of the report will be sent to the Director General and to the chairperson of the Health & Safety committee and a copy will be kept on file.

4.4) Evacuation of persons with limited mobility

It is the responsibility of the Director of Student Services to inform the control center of students with limited mobility.

It is the responsibility of Student Services to submit a copy of the timetable for each students with limited mobility to the control center who will keep this important information in the information office (control center).

5) Job descriptions

5.1) Safety Supervisor – Role assumed by the Director General

- Provides a master key to the firemen upon their arrival.
- Reviews the plan and procedures and initiates appropriate changes, if necessary with the Department of Administrative Services.
- Organizes the evacuation in cooperation with the safety surveillance team (Appendix A).
- Organizes two annual exercises; one in the Fall and in the Spring.
- Ensures efficient liaison with outside agencies: fire department, building inspection, police department.
- Supervises changes which have to be made to the building in order to ensure safety, with the cooperation of the Environment Committee.
- Submits a report to the administration of the College.

Floor Wardens report to the Director General.

5.2) Evacuation Supervisor – Role assumed by the Director of Building Services and the Director of Administrative Services

At the sound of the alarm or following an emergency call:

- Appoints maintenance staff to respond to alarm.

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- Makes sure that the control center is staffed by personnel.
- Organizes search for exact location of fire.
- Is responsible for maintenance of alarm system.
- Keeps contact with the control center to ensure liaison with services.
- Remains in the building until alarm is over.

5.3) Outside Supervisors

At the sound of the alarm or following an emergency call:

- Leave the building and ensure that the group of people outside are kept away from the building (approximately 30 meters), **on the other side of the beltway**; people are allowed back inside **only** once the fire department has given the authorization.

5.4) Control center

- Notifies required service: fire department, police, ambulance; Gatineau Fire Department – telephone 911.
- Frees all telephone lines.
- Leaves own post at the same time as the evacuation supervisors.
- Supplies the fire department with the keys.

5.5) Person accompanying a person with disabilities

- Each person with disabilities, if not in a classroom at the sound of the alarm, will be instructed to remain calm and go to the nearest stairwell or entrance and wait for a Floor Warden before exiting the building.
- At the sound of the alarm, if the student with disabilities is in a classroom it will become the responsibility of the teacher and a student designated by the teacher to escort the student with limited mobility to the stairwell in the agora and remain there. Someone from the control center will meet them in the stairwell once his/her duties are completed to ensure their safety and wait for the arrival of the Fire Department who will then evacuate the person with disabilities if necessary. If the access to the stairwell in the agora is blocked, the people should go to the nearest stairwell and wait for assistance.

5.6) Maintenance Personnel (investigators)

At the sound of the alarm or following an emergency call:

- Meets Evacuation Supervisor at the Annonciator Panel (Entrance 101)
- Proceeds to find the exact location of the fire/emergency.

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- Keeps the control center informed.
- Remains at the service of the evacuation supervisor.
- Is responsible for storing away the equipment used and reports if fire equipment needs to be replaced.

5.7) Floor Wardens

At the sound of the alarm or following an emergency call:

- Proceed with the evacuation as the alarm goes off.
- Ensure that all occupants on the floor have been evacuated.
- Are the last persons to leave the floor.
- After drills, submit a report including relevant remarks which could improve the evacuation process.
- Notify occupants in their area to proceed to the nearest safe exit.
- Ensure that the evacuation proceeds in an orderly fashion, that is, with no running but as quickly as possible.
- Ensure that exits are free in order to facilitate the work of emergency services.
- Ensure that persons with disabilities in the area receive all necessary help.
- Make a complete round of all rooms: washrooms, offices, classrooms, etc.
- Order all persons to evacuate immediately.
- Close all doors and windows.
- Leave the building and inform the group of people outside, if need be, to stand away from the building.
- After drills, report to the Director General.

5.8) Teachers and Department Heads

At the sound of the evacuation alarm teachers will notify students to proceed to the nearest exit without going to their lockers, and close windows and doors.

6) Bomb Threat

The building must never be evacuated without an evacuation order having been received from the Safety Supervisor or an appointed delegate.

It is dangerous, during a bomb threat, to proceed to an evacuation without knowing the exact location of the suspicious parcel.

Generally, during bomb threats, the parcel is hidden in washrooms, hallways, stairwells, lockers. Because the parcel can explode at any time, occupants must not

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be directed to those areas, or must not be directed to evacuate until the parcel has been found.

These guidelines must be modified and adapted according to circumstances and conditions such as location and time.

6.1) A bomb warning may be given following:

- The discovery of a suspicious parcel, suitcase, travelling bag, box or container which is believed to constitute a danger for the occupants.
- A telephone call informing an occupant of the presence of a bomb in the building.

6.2) Anyone who discovers a suspicious parcel must:

- Leave the parcel where it is.
- Ask nearby persons to stay away from it.
- Notify the maintenance service.

6.3) Anyone from administration who is advised of a suspicious parcel must:

- See to it that nearby windows are open, if possible.
- See that persons near the area where the parcel has been discovered are evacuated.
- Notify the Director General or any other Director available.

6.4) The Director General or a representative will:

- Consult the Gatineau Municipal Police.
- Issue order concerning an evacuation after consultation with the safety surveillance team.
- Direct the safety surveillance team to the location of the suspicious parcel.

6.5) A person who receives a bomb threat call must:

- Try to find out the reason, the location and the hour when the bomb will explode.
- Notify the Director General and the Building Manager.
- Stay calm in order to avoid panic.
- Submit a written report of the telephone conversation.

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Roles and Responsibilities

1) Building Services

Building Services is responsible for implementing these procedures. The management of the evacuation plan and procedures is entrusted to a safety surveillance team. The Director General of the College is responsible for this group. The list of names and specific areas can be found in Appendix “A.”

Revision

The procedures will be reviewed when deemed necessary.

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Related Document

This document is to be used in conjunction with:

- *List of names of safety surveillance team and floor layouts:
Wing A - (Basement, Main Floor, Second Floor);
Wing B - (Main Floor, Second Floor);
Wing C - (Main Floor, Library, Second Floor);
Wing D – (Main Floor, Second Floor). 1*

¹Copies of this document are available from Building Services.