

# Fire Safety Evacuation Plan



## Henrietta Harvey Building

Prepared By: Graham Mowbray

Date: January 24, 2012

Approved By: \_\_\_\_\_  
Director of Health and Safety

Date: \_\_\_\_\_

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## **1.0 Purpose and Scope**

The purpose of the Fire Safety Evacuation Plan is to identify the actions that should be taken by the occupants in the event of a fire or similar emergency situation. The Plan shall ensure the safety of the building occupants through fire prevention and evacuation. The Fire Safety Evacuation Plan outlines individual responsibilities in the event of a fire and the procedures to be followed in response to a fire.

## **2.0 Definitions**

*Primary Occupant* - The person with the largest number of employees assigned to a building or facility.

*Buddy System* - A procedure whereby a friend, colleague, or staff member is allocated the responsibility of ensuring that the person, who may require assistance, is alerted of the need to evacuate the building and may assist that person in the evacuation.

*Evacu-Trac* - specially designed chairs for the evacuation of a person down a stair enclosure in a controlled and safe manner. Used by CEP and Emergency Responders.

*Assembly Point* - a designated point for assembling in case of an emergency.

## **3.0 General Information**

### **3.1 General Building Information**

The Henrietta Harvey Building is a three storey concrete, masonry and steel structure located on Elizabeth Avenue in the City of St. John's, NL. The building has no sprinkler system. The building may be operational 24/7 due to the unrestricted access to researchers. The Emergency Wardens are available from 8:30 a.m. to 5:00 p.m.

The building houses a large data centre on the main floor in room number HH2014. It is protected by an Inergen fire suppression system. Water damage to this room is to be avoided.

### **3.2 Fire Protection Authority**

The Department of Health and Safety, MUN, has the authority under the *Occupational Health and Safety Regulations, 2009*; Sections 38 and 39 under the *Occupational Health and Safety Act (O.C. 2009-233)*; and National Fire Code of Canada 2010, Section 2.8 (Emergency Planning), to implement the Fire Safety Evacuation Plan and may require or recommend changes to the plan.

### **3.3 Fire Department's Authority**

In the event of an alarm, the St. John's Regional Fire Department upon arrival is in charge. Only

the officer-in-charge of the Fire Department can authorize the fire alarm system to be reset. It is the role of the Fire Department to confine, control, and extinguish a fire.

### 3.4 Fire Department Response

The Fire Department upon notification from CEP will normally go to the main entrance of the Henrietta Harvey Building located on Elizabeth Avenue where the fire alarm/enunciator panel is located. They will be met by CEP who will provide them with the necessary information about the emergency and the physical layout of the building (Appendix A which contains the floor plans).

### 3.5 Fire Protection Equipment

This building contains the following fire protection equipment:

- Fire Alarm System
- Partial Sprinkler System
- Fixed fire extinguishing systems in various Laboratories
- Full Sprinkler System
- Other (please specify) Inergen fire suppression in HH2014

This building contains the following firefighting equipment:

- Standpipe and Hose Cabinet
- Fire Extinguishers
- Other (please specify) \_\_\_\_\_

This building contains the following equipment for safe evacuation:

- Emergency Lighting (limited)
- Exit Signs
- Floor Plans
- First Aid Kits
- Emergency Power
- Other (please specify) \_\_\_\_\_

An Evacu-Trac for the evacuation of the mobility-impaired will be provided in the responding CEP vehicle.

### 3.6 Building Hours

The Henrietta Harvey Building Emergency Wardens are normally on duty during the business working hours which are from 8:30 a.m. to 5:00 p.m. on weekdays. During some periods of the working hours of operation it may be possible that not all Emergency Wardens will be present. When Emergency Wardens are not present or the building is operating outside these hours, individuals will be responsible to follow Evacuation Procedures posted and contained in Appendix B.

### 3.7 Evacuation Drill Requirements

The National Fire Code of Canada, Section 2.8.3.2, sets the minimum requirements for evacuation drills. At least one evacuation drill, involving all occupants, shall be conducted annually in the Henrietta Harvey Building. A false alarm will not be an evacuation drill.

#### 3.7.1 Participation

All occupants shall participate in evacuation drills unless specifically exempted by the Emergency Building Warden. The mobility-impaired shall participate as much as is reasonably practical.

### 3.8 Pre-Planning Fire Drills

The Department of Health & Safety is responsible to design a schedule for all fire drills for Memorial University, St. John's campus, and will lead such drills. The following people shall be notified of the evacuation drill a week in advance and a day before by the Department of Health & Safety:

- Enterprise Risk Management
- Office of Emergency Management

The St. John's Regional Fire Department should be invited to the drill. They will utilize their discretion to attend or not to attend such drills.

A debriefing session of the Emergency Wardens and representatives of the above shall be held after carrying out the Fire Evacuation drill. This session will be organized by the Department of Health and Safety.

### 3.9 Fire Warden Positions

All Memorial University Buildings will require at least one Emergency Floor Warden for every twenty-five employees. The Henrietta Harvey building will require the following human resources to be Emergency Wardens to fulfill the roles and responsibilities required for evacuation. These positions are to be assigned by the primary occupant of the building. Please refer to Appendix C for a list of wardens and their contact information.

Emergency Building Warden	1
Alternate Emergency Building Warden	1
Emergency Floor Wardens	1 1 <sup>st</sup> Floor, 3 2 <sup>nd</sup> Floor, 3 3 <sup>rd</sup> Floor
Alternate Emergency Floor Wardens	1 1 <sup>st</sup> Floor, 3 2 <sup>nd</sup> Floor, 3 3 <sup>rd</sup> Floor

### 3.10 Training

Training is required for Emergency Wardens under the National Fire Code of Canada 2010, Section 2.8.1.2 and the *Occupational Health and Safety Regulations, 2009*, Section 41, under the *Occupational Health and Safety Act (O.C. 2009-233)*. The Emergency Warden training will be

conducted by the Department of Health and Safety upon request. The training form in Appendix D must be completed and returned to the Department of Health and Safety prior to the training session.

## **4.0 Preparedness Responsibilities**

### **4.1 Primary Occupant**

The primary occupant shall:

- Prepare in conjunction with the Department of Health and Safety a building specific Fire Safety Evacuation Plan.
- Provide access to a copy of the Fire Safety Evacuation Plan to all occupants.
- Provide leadership and assure the establishment of Emergency Wardens. Personnel shall be officially appointed by the primary occupant of the building. These personnel shall be volunteers and/or management.
- Ensure the maintenance of the Fire Safety Evacuation Plan.
- Ensure an annual meeting is held to review the Fire Safety Evacuation Plan and to discuss issues and concerns expressed by occupants.
- Arrange for training for all Fire Wardens.

### **4.2 Emergency Building Warden**

The Emergency Building Warden shall:

- Be familiar with and act in accordance with all provisions of the Fire Safety Evacuation Plan.
- Ensure the list of wardens is up to date and submitted annually to the Department of Health and Safety.
- Complete monthly inspections (Appendix H) or have Emergency Floor Warden complete them and complete Hazard Identification and Control table (Appendix G) to ensure deficiencies are corrected.
- Participate in debriefings after the fire/fire drill.

### **4.3 Alternate Emergency Building Warden**

The Alternate Emergency Building Warden shall:

- Assist the Emergency Building Warden and act as Building Warden in their absence.
- Name a suitable replacement in case of a foreseen absence and notify the Emergency Building Warden.
- Become familiar with and follow all the provisions of the Fire Safety Evacuation Plan.
- Participate in debriefings after the fire/fire drill.

### **4.4 Emergency Floor Warden/Alternate**

Emergency Floor Wardens shall be appointed for each floor area occupied. The Emergency Floor Wardens/Alternates shall:

- Identify Assistant Emergency Wardens to assist mobility-impaired persons.
- Be familiar with and act in accordance with all provisions of the Fire Safety Evacuation Plan.
- Arrange an alternate Emergency Floor Warden to carry out his/her duties in their absence.
- Provide leadership and be able to answer questions of building layout, assembly/gathering points, and nature of the emergency as well as the location of persons with impaired mobility.
- Complete monthly inspections and complete Hazard Identification and Control table (Appendix G) to ensure deficiencies are corrected.
- Participate in debriefings after the fire/fire drill.

#### **4.5 Department of Health and Safety**

The Department of Health and Safety shall:

- Maintain a university-wide database of all Emergency Wardens.
- Work in collaboration with Facilities Management and Enterprise Risk Management in conducting and scheduling fire drills and maintenance of fire safety equipment.
- Keep all fire drill and maintenance records.
- Provide training to Wardens.
- Coordinate debriefings in collaboration with the Office of Emergency Management after a fire/fire drill.

### **5.0 Evacuation Procedures in the event of a fire alarm**

#### **5.1 All Occupants**

When the Fire Alarm sounds please follow procedures as outlined in Appendix B. All occupants will immediately evacuate the building using the nearest safe exit and proceed outside and clear the building to the designated assembly point (Appendix F).

#### **5.2 Campus Enforcement Patrol (CEP)**

- Go to alarm site.
- Provide security at the alarm site.
- Maintain site control.
- Provide restrictive access to the alarm site.
- Coordinate the incident response.
- Notify the Director of the Department of Health and Safety and Facilities Management.
- Determine the nature of the emergency and whether other emergency services (such as Hazmat, ambulance, police) are required.
- Meet the St. John's Regional Fire Department at the alarm site.
- Provide assistance to the Fire Department as requested.
- Remain in authority until the Fire Department arrives.
- Liaise with the Fire Department, mechanical patrol person, Building Warden and the

Department of Health and Safety.

- Maintain a fire watch in the area in the event a panel cannot be reset.
- Communicate all official University messaging with all people who have evacuated to the designated assembly point.
- Allow occupants to re-enter the building when alarm is reset provided it is safe to do so.
- Provide investigative assistance in the event of any incident or accident.
- Initiate the set up of a reception centre if required.

### **5.3 Emergency Building Warden/Alternate**

If an alarm sounds during business hours, the Emergency Building Warden assumes FULL AUTHORITY and control of the Emergency Floor Wardens and the evacuation of building occupants. Once the building is evacuated, authority is given to CEP. CEP will then retain Incident Command authority at the scene until such time as the emergency terminates or the Fire Department arrives at the scene and assumes responsibility.

Emergency Building Warden/Alternate shall:

- If possible, retrieve identifiable clothing and/or resources (i.e. hat, vest, clip board, etc.).
- Proceed immediately to the main entrance of the Henrietta Harvey Building where the fire alarm/enunciator panel is located.
- Meet Fire Department and CEP when they arrive and provide any information about persons needing assistance (i.e. location of any mobility-impaired persons and identification of any persons who may be refusing to evacuate).
- Check off floors on the checklist (see Appendix E) as the Emergency Floor Wardens check in.

### **5.4 Floor Wardens/Alternate**

- If possible, retrieve identifiable clothing and/or resources (i.e., hat, vest, clip board, etc.).
- Meet at a designated point on their assigned floor/area and coordinate duties as necessary and implement a buddy system where required to help with the mobility-impaired and/or injured persons. Check to ensure normal evacuation routes are safe. Choose an alternate route for use in the event egress is blocked by fire or smoke. DO NOT USE ELEVATORS.
- Supervise the orderly evacuation of their area to a safe designated assembly point outside (Appendix F).
- Close doors and windows where possible.
- As soon as the main evacuation flow is over, check all rooms, closets and washrooms to make sure that the floor has been completely evacuated.
- Do not waste time if people are reluctant to leave. Make note of the individual(s) and the area they were last seen. Pass the information on to the Emergency Building Warden.
- Once evacuation of the entire floor/area has been completed, all Floor Wardens will regroup if possible and exit together. The Floor Wardens will report to the Emergency Building Warden at the main entrance to the Henrietta Harvey Building to give their

report as to whether their floor was completely searched and if there were any persons needing the assistance of the CEP or the fire department.

- Go to their designated assembly point (Appendix F).
- Always cooperate with all Emergency Officials.
- Inform the Emergency Building Warden of assembly point issues, status of unfolding events and resource requirements.
- Participate in debriefings resulting from the evacuation.
- Notify the Emergency Building Warden of all emergencies.

## **5.5 Department of Health and Safety**

- Coordinate the site assessment to determine whether it is safe and appropriate to re-occupy the facility in the event a building and/or its systems have been damaged.

## **6.0 Hazard recognition, evaluation, and control**

A hazard is a condition or practice that has the potential to cause personal injury or illness or damage to property or the environment. Fire hazards are present in all workplaces and at home. The following section provides information on hazards, controls, and preventative measures which every occupant should be cognizant of in their day-to-day routine. Identifying fire hazards in the workplace is the first step in fire prevention and safety.

Some common fire hazards are:

- Electrical systems that are overloaded, resulting in hot wiring or connections, or failed components.
- Combustible storage areas with insufficient protection.
- Combustibles near equipment that generates heat, flame, or sparks.
- Smoking.
- Equipment that generates heat and utilizes combustible materials.
- Cooking appliances - stoves, ovens.
- Heating appliances - furnaces, boilers, portable heaters.
- Electrical wiring in poor condition.
- Batteries.
- Personal ignition sources - matches, lighters.
- Electronic and electrical equipment.
- Storage and handling of flammable liquids, solids, gases.
- General storage (blocking aisles, means of egress, etc.).

The Hazard Identification and Control table in Appendix G can assist in recording hazards and implementing corrective actions.

## **6.1 Hazardous Materials**

Hazardous materials are substances that are flammable or combustible, explosive, toxic, noxious, corrosive, an irritant or radioactive. A hazardous material spill or release can become a risk to life, health and/or property. An incident can result in the evacuation of a few people, a section of a facility, or even larger.

### **Planning:**

- Identify and label all hazardous materials stored, handled, produced and/or disposed of by your facility.
- Obtain Material Safety Data Sheets (MSDS) for all controlled products at your location
- Develop an appropriate response procedure
- Recognize and report hazardous material spills and/or releases:
  - A. Notify your Emergency Building Warden.
  - B. Warn nearby persons of the incident.
  - C. Establish evacuation procedures.
  - D. Notify the Department of Health and Safety.

All employees that work with controlled products are to be trained in accordance with Section 5 of the *Workplace Hazardous Materials Information System (WHMIS) Regulation* under the *Occupational Health and Safety Act*.

## **6.2 General Safety Guidelines and Policies for All Occupants**

### **6.2.1 Smoking Policy**

- Memorial University has a smoking policy that can be accessed at <http://www.mun.ca/policy/status/Smoking.php>.
- Only designated smoking areas are to be used.
- The Smoking Policy shall be respected.

### **6.2.2 Extension Cords**

- Personal extensions cords are not to be used.
- Request and approval for extension cords must be obtained from Facilities Management.
- Only CSA approved extension cords are to be used.
- Never join extension cords.
- Use only one device per cord.
- Visually inspect all cords and do not use any which are frayed or worn.
- Do not conceal cords, under rugs, etc.
- Extension cords are only for short term, temporary use, not permanent wiring.

### **6.2.3 Electrical Equipment**

- Report any abnormalities with equipment to the electrical department such as overheating, etc.

- Turn off equipment when not in use.
- Electrical equipment shall be CSA listed and labeled.
- All equipment should be turned off when office is unoccupied.
- Ensure that plugged in equipment has ample space between the equipment plug and wall outlet.

#### **6.2.4 Storage**

- Storage should never clutter or restrict a means of egress.
- A minimum of 18" clearance shall be maintained around all sprinkler heads, for effective operation.
- Never mix classification of storage such as flammable liquids with paper products
- Use only designated storage areas.
- Electrical/mechanical/furnace rooms shall not be used for the purpose of storage of any kind
- Maintain a safe clearance from heat producing equipment (e.g. Combustible materials, light fixtures, heat appliances).
- Flammable liquids and gases shall not be stored inside the building except in designated areas in approved containers and within the guidelines of part 4 of the National Fire Code of Canada.
- Good housekeeping should be maintained in all electrical/mechanical/furnace rooms and storage areas.
- Greasy, oily rags and paper should be stored in noncombustible containers.

#### **6.2.5 General Safety**

- Interior office decorations, particularly during Christmas time, shall be flame retardant, and all electrical decorations and devices shall be CSA approved.
- Tampering with any fire protection and/or emergency equipment is strictly prohibited.
- Fire/smoke barrier doors shall not be wedged open for purposes of ventilation or communication.
- Occasional static displays for exhibition purposes shall not obstruct or impede the safe evacuation of personnel in the event of an emergency.
- Do not attach anything to the building life safety equipment (i.e., Sprinkler heads, Fire Alarm Pull Stations, Extinguishers, etc.).

### **7.0 Fire Extinguishers - Usage and Types**

Fire extinguishers are a first aid to fire fighting and should be used if and only if the person is trained to use the extinguisher and it is safe to do so.

#### **Classes of Fire**

Class A	Wood, paper, cloth, ordinary combustibles
Class B	Flammable liquids and Flammable gases
Class C	Energized electrical equipment
Class D	Combustible metals (i.e., magnesium)

### **Classes of Extinguishers**

Class A	Water extinguisher
Class B	Dry Chemical
Class C	Carbon Dioxide
Class D	Specialized Powder
Class K	Wet Chemical

### **Fire Extinguisher Operating Procedure**

#### **P. A. S. S.**

**Pull** the pin.

**Aim** the extinguisher nozzle at the base of the fire.

**Squeeze** or press the handle.

**Sweep** from side to side at the base of the fire and discharge the contents of the extinguisher.

### **8.0 Inspection and Maintenance**

The monthly inspection checklist provided in Appendix H is available to help the Emergency Building/Floor Wardens with his/her building inspections. This walk-around procedure should be completed a minimum of once per month.

The maintenance and inspection requirement for fire protection equipment is detailed below. The maintenance and inspections are coordinated through Facilities Management.

#### **Portable Fire Extinguishers NFPA 10**

1. Manually inspected when initially placed in service.
2. Shall be inspected either manually or by means of an electronic monitoring device/system at a minimum of 30-day intervals.
3. The procedures shall include a check of at least the following items:
  - Location in designated place.
  - No obstruction to access or visibility.
  - Ensure gauge reading or indicator in the operable range or position.
  - Fullness determined by weighing or lifting for self expelling type extinguishers, cartridge-operated extinguishers, and pump tanks.
4. Personnel performing manual inspections shall keep records of all fire extinguishers inspected, including those found to require corrective action.
5. Records for manual inspection shall be kept on a tag or label attached to the fire extinguisher, on an inspection checklist maintained on file, or by an electronic method.
6. Fire extinguishers shall be subjected to maintenance at intervals of not more than 1 year.
7. Shall be internally examined according to types of extinguisher. See Table 7.3.1.1.2.

**Sprinkler Systems NFPA 13**

1. Shall be inspected annually.

**Standpipe Systems NFPA 14**

1. Shall be inspected annually.
2. A flow test shall be conducted every 5 years. Hydrostatic tests shall be conducted every 5 years.

**Fire Pumps NFPA 25**

1. Diesel engine driven fire pumps shall be operated weekly – Run for 30 minutes.
2. Electric motor driven fire pumps shall be operated monthly – Run for 10 minutes.
3. Shall be annually inspected by qualified personnel.

**Fire Doors NFPA 80**

1. Shall be inspected and tested not less than annually, a written record of the inspection shall be signed and kept for inspection by the AHJ.

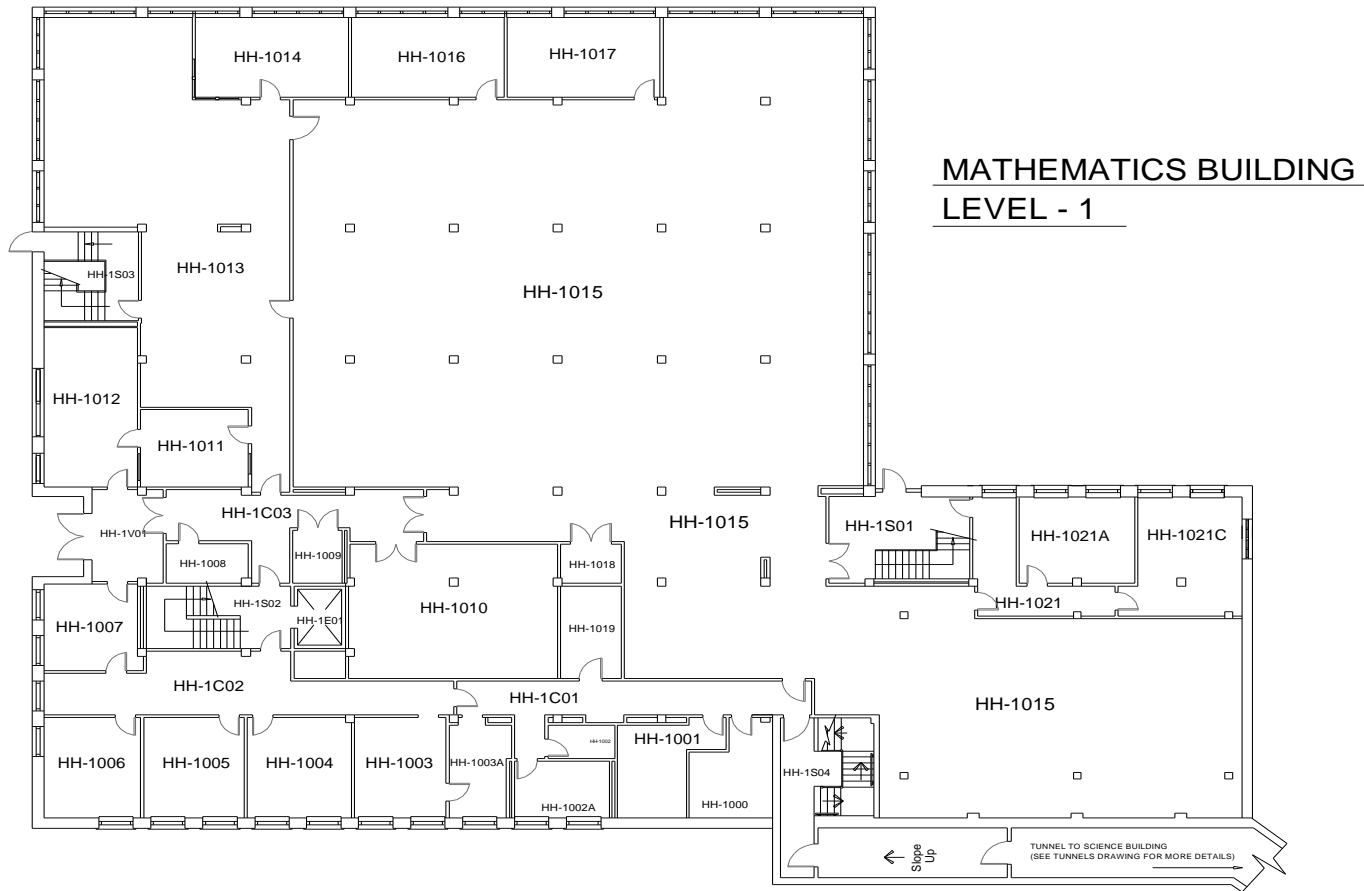
**Emergency Electrical Power Supply for Buildings CAN/CSA-C-282.-05**

1. Weekly inspection, test, and maintenance requirements.
2. Monthly inspection, test, and maintenance requirements.
3. Semi-annual inspection, test, and maintenance requirements.
4. Annual inspection, test, and maintenance requirements.
5. Quinquennial (every 5 years) inspection, test, and maintenance requirements.
6. Written records shall be maintained.
7. A permanent log of the inspection, testing, and maintenance of the emergency electrical power supply shall be maintained. This log shall be kept on site.

**Emergency Lighting Units (self contained) NFC.**

1. Shall be inspected at intervals not greater than one month 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.
  - The battery surface is kept clean and dry.
2. Shall be tested
  - At intervals not greater than 1 month to ensure that the emergency lights will function upon failure of the primary power supply, and
  - At intervals not greater than 12 months to ensure that the unit will provide emergency lighting for a duration equal to the design criterion under simulated power failure conditions.

# Appendix A Floor Plans







## Appendix B Evacuation Procedures

If You Discover Fire, See Smoke Or Smell Gas:

1. Sound alarm to warn occupants;(Fire alarm pull station)
2. Evacuate IMMEDIATELY using the nearest safe exit and proceed outside and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point, Parking Area 15B. DO NOT USE ELEVATORS FOR EVACUATION PURPOSES; and
3. If trained to do so fight the fire using a fire extinguisher ONLY if it is small and not between you and an exit.
4. Call 864-4100 Campus Enforcement and Patrol

If The Fire Alarm Sounds:

1. Stop all work and remain calm;
2. Evacuate IMMEDIATELY using the nearest safe exit and proceed outside and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point, Parking Area 15B. DO NOT USE ELEVATORS FOR EVACUATION PURPOSES;
3. Do not try to remove any vehicle from the parking lot/garage;
4. Obey all instructions of the Emergency Wardens and CEP;
5. Comply with Fire Department orders; and
6. Return to the building only when the CEP has authorized you to do so.

## Appendix C Contact Information

<b>Position</b>	<b>Name</b>	<b>Office/ Location</b>	<b>Phone #/ Alternate #</b>	<b>Email</b>
Emergency Building Warden				
Alternate Emergency Building Warden				
Emergency Floor Warden				
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## Appendix D

# REGISTRATION FORM FOR TRAINING

PLEASE COMPLETE ALL INFORMATION

**Please print clearly**

Surname:  First Name:

Department:  Tel. #:

Position:  Email Address:

Reason for Training:

Supervisor's Name:  Supervisor's Tel:

Supervisor's Email Address:

Name of Training:

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**Terms & Conditions** – Course space will not be confirmed until this form is completed. Course cancellation must be made via e-mail to [health.safety@mun.ca](mailto:health.safety@mun.ca) – two working days prior to the course date.

**Return completed form to:  
Department of Health & Safety, 208 Elizabeth Ave.  
or fax: (709) 737-3116**

## Appendix E Emergency Building Warden Floor Evacuation Checklist

<b>Position</b>	<b>Name</b>	<b>Cleared (Yes or No)</b>
Emergency Floor Warden (EFW)		
Alternate		
Emergency Floor Warden (EFW)		
Alternate		
Emergency Floor Warden (EFW)		
Alternate		
Emergency Floor Warden (EFW)		
Alternate		
Emergency Floor Warden (EFW)		
Alternate		
Emergency Floor Warden (EFW)		
Emergency Floor Warden (EFW)		
Emergency Floor Warden (EFW)		
Assistant Emergency Floor Warden		
Assistant Emergency Floor Warden		

# Appendix F Assembly Point for Henrietta Harvey Building



## Appendix G Hazard Identification and Control

<b>Hazard</b>	<b>Location</b>	<b>Corrective Action</b>	<b>Responsible Person(s)</b>	<b>Date completed</b>

## Appendix H Monthly Inspection Checklist

Emergency Procedures	YES	NO	Comments
1. Emergency Evacuation Plan up to date, and accessible?			
2. Are Evacuation Procedures posted?			
3. Are the required Evacuation drill(s) done?			Date competed:
<b>Fire Protection Equipment</b>			
4. Are all fire extinguishers inspected, in place and serviced within the past 12 months?			
5. Are standpipe hoses in place and nozzles attached in the closed position?			
6. Are all sprinkler heads unobstructed? (18 in. minimum clearance below head)			
7. Are manual fire alarm pull stations unobstructed?			
8. Are fire extinguishers unobstructed?			
9. Are all standpipe hose stations unobstructed?			
10. Are emergency telephones unobstructed?			
<b>Exit Facilities</b>			
11. Are stairwells kept clear of storage and unobstructed?			
12. Are corridors unobstructed?			
13. Are all exit lights illuminated?			
14. Are exit/smoke barrier doors normally closed?(doors should never be wedged open)			
15. Are exit doors usable at all times (not locked or blocked with snow or ice)?			
16. Are emergency lighting units tested and operational?			
<b>Miscellaneous</b>			
17. Is the daily removal of wastepaper and rubbish to designated area(s) completed?			
18. Is the furnace/electrical room door kept closed and equipped with a self closing device?			

Name of Building: \_\_\_\_\_

Date Inspected: \_\_\_\_\_

Submitted By: \_\_\_\_\_

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

Emergency Building/Floor Warden Signature: \_\_\_\_\_