



Fire Safety Plan

Townhouse Residence 1-2-3 (Map Area M – Building # 802)
Townhouse Residence 4-5-6-7 (Map Area M – Building # 805)
Townhouse Residence 8-9-10 (Map Area M – Building # 809)

Site and Building Plans (see Section's 11 and 12)

Building Owner: King's University College
266 Epworth Avenue
London, Ontario N6A 2M3

Telephone: 519-433-3491

CITY OF LONDON
FIRE PREVENTION DIVISION
FIRE SAFETY PLANS
APPROVED

DATE: 08/06/26

Emergency Contact Numbers:

Fire Department	911
Western Special Constable Service	519-661-3300
King's Security	519-521-6215
Director of Physical Plant	519-709-4755
Dean of Students	519-777-3357
Associate Dean of Students	519-777-7792

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SECTION 1

INTRODUCTION

Fire safety is an important responsibility for everyone. The consequences of an inadequate fire safety plan are especially serious for anyone involved in a group setting. Building occupants depend on the knowledge, skills and training of the
Procedures contained in a Fire Safety Plan must be designed specifically for each building. In a fire emergency, if followed properly, the procedures should reduce the risk of life safety for all occupants, visitors and staff in the building. To be effective however, a Fire Safety Plan requires the following:

- Commitment by management and supervisory staff to fire safety,
- A willingness by management to promote fire safety,
- Knowledge of the building,
- Knowledge of the fire safety protection equipment,
- A clear understanding of the procedures and how to implement them properly,
- Co-operation of supervisory staff to enhance the fire safety of occupants.

All educational facility owners, managers and administrators should have a copy of the Ontario Fire Code and the Fire Protection and Prevention Act, 1997.

The Fire Code is a provincial regulation made under Part IV of the Fire Protection and Prevention Act, 1997. The Fire Code states that the owner is responsible for carrying out “all provisions of the Code”.

Owners, managers, administrators and supervisors of educational facilities should be intimately familiar with their responsibilities under the Fire Code since contravention of any provision can result in a penalty.

As required by Section 2.8 of the Fire Code, the owner of an educational facility is responsible for the preparation of a Fire Safety Plan. In most cases, the Fire Safety Plan can be prepared by an experienced building or maintenance supervisor/manager in conjunction with the manager of the facility. Buildings with elaborate emergency systems may require the assistance of a fire protection consultant. After the plan has been prepared, it must be submitted to the Chief Fire Official for approval. The fire safety plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building or premises.

Once approved, the owner is responsible for implementing the Fire Safety Plan and training all staff in their respective duties. It is also the owner's responsibility to ensure that all visitors and staff are informed of what to do in case of fire or when the fire alarm sounds. During a fire emergency, a copy of the approved Fire Safety Plan shall be available for the responding fire department. This may be delivered by hand or, provided in a location approved by the Chief Fire Official, such as a security lock box at the main entrance to the building.

SECTION 2

DISTRIBUTION AND ALTERATIONS TO THE FIRE SAFETY PLAN

2.1 Distribution of the Fire Safety Plan

A copy of the Plan will be kept in the fire safety plan box located in the main entrance vestibules of TH1-2-3, TH4-5 and TH8-9-10.

Fire safety plans are available at <https://kings.uwo.ca/campus-life/safe-campus/fire-safety-plans/> for all supervisory staff, visitors and building occupants.

2.2 Alterations to the Fire Safety Plan

Alterations to the Fire Safety Plan can only be undertaken by the Director of Physical Plant.

Suggested changes can come from anyone within the King's community or from the City of London Fire Department. These suggestions should be made in writing to the Director of Physical Plant.

The Director of Physical Plant will consult with the City of London Fire Department before any changes to the Fire Safety Plan are finalized.

Once changes have been agreed the Director of Physical Plant will modify and distribute copies of the revised Plan as detailed in 2.1.

2.3 Abbreviations

Buildings

DLH	Dante Lenardon Hall
LH	Elizabeth Labatt Hall
CCL	Cardinal Carter Library
AC	Alumni Court
TH	Townhouse
FB	Faculty Building
BH	Broughdale Hall
STA	St. Thomas Aquinas

2.4 Definitions

Alarm Signal: an audible signal transmitted throughout a zone or zones or throughout a building to advise occupants that a fire emergency exists.

Alert Signal: an audible signal to advise designated persons of a fire emergency.

Approved: means approved by the Chief Fire Official.

Check: means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Chief Fire Official: the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief under Subsection 1.1.8. (of the Ontario Fire Code) or a person appointed by the Fire Marshal under Subsection 1.1.8.

Inspect: means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Owner: 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.

Single Stage Fire Alarm System: a fire alarm system designed so that activation of any alarm initiating device (i.e. manual pull station, smoke or heat detector, etc.) will cause a general evacuation **alarm signal** to sound on all audible signal appliances throughout the building.

Supervisory Staff: those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan and may include the fire department where the fire department agrees to accept these responsibilities

Test: means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

SECTION 3

AUDIT OF BUILDING AND HUMAN RESOURCES

3.1 Fire Department Access and Staging Areas

Townhouse (1, 2, 3) and Townhouse (4, 5, 6, 7) back onto Meadowdown Drive and Townhouse (8, 9, 10) back onto Epworth Avenue. These streets are the main access routes for the Fire Department to the respective units.

3.2 General Building Characteristics

The Townhouse Residence is comprised of three detached blocks T.H. 1, 2, 3; T.H. 4, 5, 6, 7 and T.H. 8, 9, 10. They were constructed in 1970 and are of mostly non-combustible construction. Blocks T.H. 1, 2, 3 and T.H. 8, 9, 10 each have one front entrance. Block T.H. 4, 5, 6, 7 has two front entrances. Each block has stairwells that can be accessed at the front and back of the building. The rear doors have magnetic locked exits that open with a fire alarm. There are no elevators.

3.3 Human Resources

The number of students in residence during term:

Townhouse (1, 2, 3)	46
Townhouse (4, 5, 6, 7)	68
Townhouse (8, 9, 10)	<u>51</u>
Total number of students	165

Physical Plant staff performs housekeeping and maintenance duties in the Townhouses throughout the week. These staff members will be organized as detailed below in Section 4.

3.4 Fire Alarm System Description

Townhouse 2, 5 and 9 each have their own fire Panel, Series 1000 Mircom. The fire panels are located in the electrical rooms in the basement of Townhouse 2, 5, and 9. An annunciator panel is located just inside the street side emergency exits in Townhouse 2, 5,

and 9. This panel is monitored 24 hours per day by a 3rd party monitoring company who will dispatch London Fire Department in the event of an alarm signal.

The Townhouse fire alarm system is a single stage fire alarm system. Activation of any alarm initiating device (i.e. manual pull station, smoke or heat detector, etc.) will cause a general evacuation alarm signal to sound alarm bells in that single block. In addition, a red warning light will come on at the entrance to the specific block.

The general evacuation in each block is a continuous bell.

3.5 Suppression

There are no sprinkler systems in the Townhouses.

ABC fire extinguishers are mounted throughout all blocks on all floors.

For Block 1, 2, 3 the closest fire hydrant is on the East side of Meadowdown Drive at the end of Mayfair. For Block 4, 5, 6, 7 and Block 8, 9, 10 the closest fire hydrant is on the East side of Meadowdown Drive at Epworth Ave.

3.6 Shut-off Locations

Natural Gas

The shut-offs are located at the street side exits from Townhouses 2, 5, and 9.

City Water

The shut-offs are: TH1 storage room (north side of building), TH4 laundry room (north side of building) and TH8 storage room (west side of building).

Electrical Power

The electrical shut-offs are in the respective electrical rooms in the basement of Townhouses 2, 5, and 9.

3.7 Elevators

There are no elevators in the Townhouses.

3.8 Emergency power and lighting

Emergency lighting is provided throughout the blocks and covers all corridors, stairwells and exits.

3.9 Chemical storage, SDS and Compressed Gases

Small quantities of cleaning compounds may be present in janitorial areas. SDS sheets for all chemicals used on the King's Campus are available in room W003 in the Wemple building.

SECTION 4

INFORMATION FOR MEMBERS OF THE FIRE SAFETY ORGANIZATION **(Supervisory Staff)**

4.1 Appointment and Organization of Supervisory Staff

In the context of this Fire Safety Plan, Supervisory Staff are those who have some delegated responsibility for the fire safety of building occupants.

The following positions have this responsibility in the event of a fire or evacuation of Alumni Court:

Associate Dean of Students
All Residence Managers
All Security personnel
All Custodians
Director of Physical Plant
Facilities Manager
All Maintenance Staff

4.2 Incident Manager

During the school term the Townhouse Residences are in use 7 days per week and 24 hours per day, therefore the individual who is available to take the role of Incident Manager will change.

In the event of a fire in a Townhouse, the role of Incident Manager will be taken in the following order:

Security Guard
Director of Physical Plant
Facilities Manager
Associate Dean of Students
Residence Manager

The Incident Manager shall:

- Read and understand the approved Fire Safety plan.
- Be in charge of implementing the approved Fire Safety Plan.
- Know where appropriate fire exit routes are located.

- Participate in at least one fire drill every year.
- Know the audible fire alarms.
- Regularly check the building for hazards and problems with fire safety equipment. These are to be reported immediately to the Director of Physical Plant.
- During an evacuation will direct the activities of Supervisory staff as outlined in section 4.3 below.
- During an evacuation will act as first point of contact for the City of London Fire Department, Western Special Constable Service, City of London Police or other agencies.
- Will only silence the alarm in consultation with the Fire Department.

4.3 Responsibilities of Supervisory Staff in Fire Safety.

The primary role of supervisory staff during a fire or building evacuation is to assist building occupants in safely leaving the building and assembling at the designated location.

Unless they have been specifically trained, Supervisory Staff are not to take part in fire fighting activities

The Town House fire alarm systems are monitored by a 3rd party monitoring company. After calling the City of London Fire Department, the 3rd party monitoring company will notify King's Security and Western Special Constable Service of the alarm. Security will notify other Physical Plant personnel by radio/cell phone of the nature and location of the incident. The alarm may not be silenced until authorized to do so by the Fire Department.

Actions to be taken by Supervisory Staff under the direction of the Incident Manager are:

- Report to the Incident Manager at the building.
- Do not enter building.
- Assist the building occupants to evacuate the building.
- Keep people away from the building.
- Make sure the fire route to the building is clear.
- Keep people away from any fire fighting activities or equipment.
- Move those evacuated from the building to the meeting point. The meeting point for all townhouses is the residence parking lot P5.
- Assist the Incident Manager in doing a head count of those evacuated from the building. Report any missing or unaccounted persons to the Incident Manager.

- Following a head count at the meeting point, move those evacuated indoors to the Wemple Cafeteria.
- Call for first aid assistance for those in need.
- Ensure that no one re-enters the building until the City of London Fire Department have said it is safe to do so.

4.4 General Fire Procedures for all Staff

Any staff members in the building at the time of the alarm should evacuate immediately and proceed to the meeting area. The meeting area for all Townhouses is the residence parking lot P5 (North Side of TH1-2-3).

Any staff members in other buildings should remain where they are unless specifically requested to provide assistance.

Any staff members who are trained in first aid should report to the Incident Manager at the meeting point and provide first aid as required.

4.5 Calling the City of London Fire Department

The alarm panel for all Town House Residence buildings are monitored by a 3rd party monitoring company. The 3rd party monitoring company will contact the City of London Fire Department. Anyone hearing the alarm should contact Security immediately.

4.6 Documentation

All fire alarms and fire alarm tests must be documented even if the alarm proves to be false.

It is the responsibility of Security to ensure that the fire alarm log is completely filled out.

Once the Fire Alarm Log has been completed, Security will pass it to the Director of Physical Plant for signature.

Completed Fire Alarm Logs will be kept in a binder in the Security Office, KC104.

SECTION 5

CONTROL OF FIRE HAZARDS

The building will be checked daily for fire hazards. These checks will be conducted by the Supervisory Staff listed in Section 4.1.

It is the responsibility of all building occupants to promptly report fire safety problems and hazards.

The following fire hazards will be checked

- Housekeeping standard at a high level of cleanliness.
- Combustible material to be stored in appropriate areas. e.g. Sprinklered storage rooms.
- Fire doors not propped open.
- Defective electrical wiring and appliances.
- These are non-smoking buildings and will be strictly enforced.
- Exhaust hoods clean.
- Fire exits and escape routes unobstructed.
- Exterior exits clear of snow accumulation, when necessary.
- Fire safety equipment accessible and unobstructed.

SECTION 6

EMERGENCY PROCEDURES FOR OCCUPANTS

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and at all elevators.

It is mandatory to evacuate the building whenever the fire alarm (continuous bell) sounds. Do not use elevators.

Upon discovery of a fire:

- Leave the fire area immediately and close all doors.
- Activate the fire alarm at the nearest manual pull station.
- Call Fire Department 911
- Leave the building via the nearest exit.

Upon hearing the fire alarm:

- Leave the building via the nearest exit.
- Close all doors behind you.

It is important that you remain calm during an evacuation. If you encounter smoke use an alternate exit.

SECTION 7

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

7.1 Fire Extinguishment, Control or Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that the London Fire Department has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

7.2 Suggested Operation of Portable Fire Extinguishers

Remember the acronym P.A.S.S.

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

SECTION 8

MAINTENANCE OF FIRE PROTECTION EQUIPMENT

8.1 Fire Safety Systems and Equipment

General

Responsibility

Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed.	Security
Exit signs shall be clearly visible and maintained in a clean and legible condition.	Security
Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.	Security

Monthly

Doors in fire separations shall be inspected monthly for proper operation.	Maintenance
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Yearly

Fire dampers and fire-stop flaps shall be inspected annually, or based on a schedule via contractor acceptable to the Chief Fire Official.	Contractor
Every chimney, flue and flue pipe shall be inspected annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.	Contractor
Disconnect switches for mechanical air-conditioning and ventilating systems shall be inspected annually to establish that the system can be shut down.	Contractor

Portable Fire Extinguishers

General

Responsibility

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.	Contractor
A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.	Contractor
All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.	Contractor

Monthly

Portable extinguishers shall be inspected monthly.	Maintenance
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Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.	Contractor
Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: a) mechanical parts b) extinguishing agent c) expelling means	Contractor

5 Years

Responsibility

Every five years, pressurized water and carbon dioxide fire	Contractor
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extinguishers shall be hydrostatically tested .	
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6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.	Contractor
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Fire Alarm

General

Fire alarm and voice communication system components shall be kept unobstructed.	Security
Fire alarm shall be kept unobstructed.	Security
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	Security

Daily

The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken. a) Check the principle and remote trouble lights for trouble indication; b) Inspection of the AC power-on light shall be done to ensure its normal operation.	Security
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Monthly

Responsibility

Every month the following tests shall be conducted under battery backup power and if a fault is established, appropriate corrective action shall be taken: a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition; b) function of all signal devices shall be ensured; c) the annunciator panel shall be checked to ensure correct annunciation; d) intended function of the audible and visual trouble signals shall be ensured; e) fire alarm batteries shall be checked to ensure that: i) terminals are clean and lubricated where necessary; ii) terminal clamps are clean and tight; iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications.	Maintenance
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Yearly

Yearly tests conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. Tests shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".	Contractor
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Standpipe Systems

Monthly

Responsibility

Hose cabinets shall be inspected monthly to ensure that the hose and equipment are in the proper position and appear to	Maintenance
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be operable.	
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Yearly

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.	Contractor
If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.	Contractor
Hose valves shall be inspected annually to ensure that they are tight and that there is no water leakage into the hose.	Contractor
Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.	Contractor

Smoke/Carbon Monoxide Alarms

Yearly

Carbon monoxide alarms shall be maintained in operating condition. (For example, ensuring cleaning of alarm, properly installed, installation of fresh batteries and testing of alarm function.)	Maintenance
Smoke alarms shall be maintained in operating condition. (For example, ensuring cleaning of alarm and smoke chamber, proper installation, installation of fresh batteries and testing of alarm function.)	Maintenance

Emergency Lighting System

Daily

Responsibility

Check pilot lights for indication of proper operation.	Security
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Monthly

Batteries shall be inspected monthly and maintained as per manufacturer's specifications.	Maintenance
Ensure that battery surface is clean and dry.	Maintenance
Ensure that terminal connections are clean, free of corrosion and lubricated.	Maintenance
Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.	Maintenance
Emergency lighting equipment shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply.	Maintenance

Yearly

Emergency lighting equipment shall be tested annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	Contractor
After completion, the charging conditions for voltage and current and the recovery period will be tested annually to ensure that the charging system is in accordance with the manufacturer's specifications.	Contractor

8.2 Alternate Measures for Temporary Shutdown of Fire Protection Equipment or System.

Occasionally Fire Protection Systems or Equipment must be shutdown or is not operational. Alternative measures may also be requested by the Fire Department. In this event the following steps are to be taken:

- Notify the Director of Physical Plant of the impairment.
- The Director of Physical Plant is responsible for advising building occupants of the impairment.
- The Director of Physical Plant is responsible for arranging alternative measures. These will usually include a Fire Watch. The Fire Watch will be situated in the building and will have a means of alerting occupants of a problem and also a means of communicating to summon help.
- Where the impairment involves an unoccupied building the Fire Watch may be limited to an hourly inspection.
- Notify the fire department non-emergency number – 519-661-5615
- Once the system is fully operational the Director of Physical Plant is to be notified and advise fire department.

8.3 Duties of a Fire Watch

- Notify building occupants of the impairment by use of King's College service disruption notice.
- Notify building occupants of the alternative warning and notification system e.g. use of bull horn and siren.
- Inspect all vacant rooms in the building at least once every hour. It is not necessary to inspect occupied rooms but the occupants must be instructed how to report a problem.
- The Fire Watch must receive instruction on their duties under this plan.
- The Fire Watch will keep a log of actions taken and rooms inspected.

SECTION 9

FIRE DRILLS AND TRAINING

Fire Drill

9.1 Purpose

The purpose of the fire drill is to ensure that the staff and building occupants are fully familiar with emergency evacuation procedures as detailed in the Fire Safety Plan. This will result in an orderly evacuation with efficient use of exit facilities in the event of a fire emergency. A fire drill is a tool that can be used to train employees who have supervisory duties, expose building occupants to fire evacuation procedures, identify concerns that affect the occupants' ability to evacuate, and increase the general fire safety awareness among building occupants.

9.2 Fire Drill Planning

The conducting of fire evacuation drills, in residence buildings such as Town House Residence buildings, is arranged and supervised by the Residence Management in coordination with the Physical Plant department, UWO Fire safety and King's Security. Fire drills will be held at least annually in this building to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

9.3 Comprehensive Fire Drill Procedures

- Contact the 3rd party monitoring company and the London Fire Department and notify them of the date and time of the fire drill.
- Activate the Fire Alarm System (ie: pull manual pull station).
- Verify that emergency systems operate as required:
 - fire alarm pull station and audible fire alarm devices
 - annunciator indicated the correct fire alarm zone of alarm origin
 - Magnetic locks operated as intended upon fire alarm system activation
 - Fire alarm system reset correctly
- Supervisory staff will carry out their assigned duties:
 - Report to the Incident Manager at the building.

- The Incident Manager will designate an individual to go to Epworth Avenue to direct the City of London Fire Department to the building.
- Assist the building occupants to evacuate the building.
- Keep people away from the building.
- Make sure the fire route to the building is clear.
- Move those evacuated from the building to the meeting point. The meeting area for all Townhouse buildings is the residence parking lot P5 (North Side of TH1-2-3).
- Ensure that no-one re-enters the building until the incident Manager is indicates the Fire Evacuation Drill is complete.
- Determine degree of participation of the building occupants:
 - Occupants immediately leave building via the nearest exit.
 - Occupants closed and locked doors upon leaving.
 - Occupants moved to a safe area away from the building.
 - Occupants did not attempt to re-enter building until instructed.
- Document outcomes, concerns, and corrective measures using the King's College Fire Drill Report Form.

9.4 Training

The Associate Dean of Students will arrange for training of all Residence Staff on their duties under the Fire Safety Plan. This training will take place annually and will be documented.

The Director of Physical Plant will arrange for training of all Custodians and Maintenance Staff on their duties under the Fire Safety Plan. This training will take place annually and will be documented.

The Security Supervisor will train all Security Staff on their duties under the Fire Safety Plan. This training will take place annually and will be documented.

The Maintenance Coordinator or the Building Services Technician will take part in all training sessions. In particular they will assist in training other Supervisory Staff on the components of the Fire Safety System and on the method of resetting the system after an alarm.

SECTION 10

OCCUPANTS REQUIRING ASSISTANCE

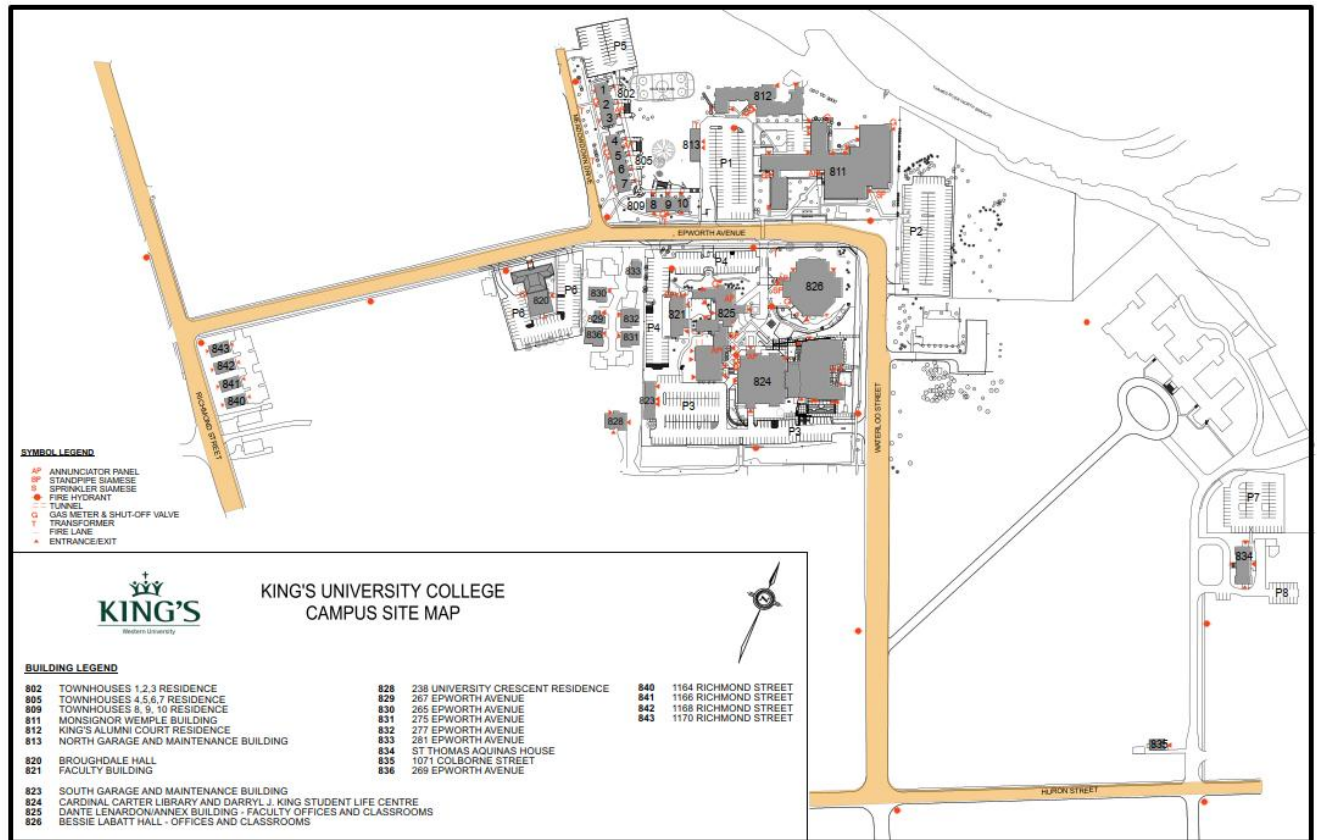
10.1 The Responsibility of the Person Requiring Assistance

In an emergency situation, it is critical that you are clear about your needs during an evacuation and that these needs have been conveyed to your instructors, other staff, Human Resources (if you are a staff or faculty member). As well during weekends and after hours, you should notify security of your location. If you need assistance in an emergency call 911.

10.2 Pre-Emergency Preparation for Persons Requiring Assistance

- Be familiar with the buildings, exits, and location of telephones.
- Speak to instructors and other staff about your evacuation needs
- Know the safest method of assistance you may require
- Should you have communication difficulties and if you use a wheelchair or scooter, place a sign on your chair with instructions
- Carry a cell phone, loud whistle or similar device you can operate. (Note: Due to the structure of the buildings, some cell phones do not work in some locations of the building). Know the Security phone number (519 521-6215) in the event you need to alert people of your location if you become trapped. In a life-threatening situation, if you have any problems contacting Security, call 911 and advise them of the situation and your exact location
- While attending class, position yourself near a doorway for easier exit. Do not block the doorway

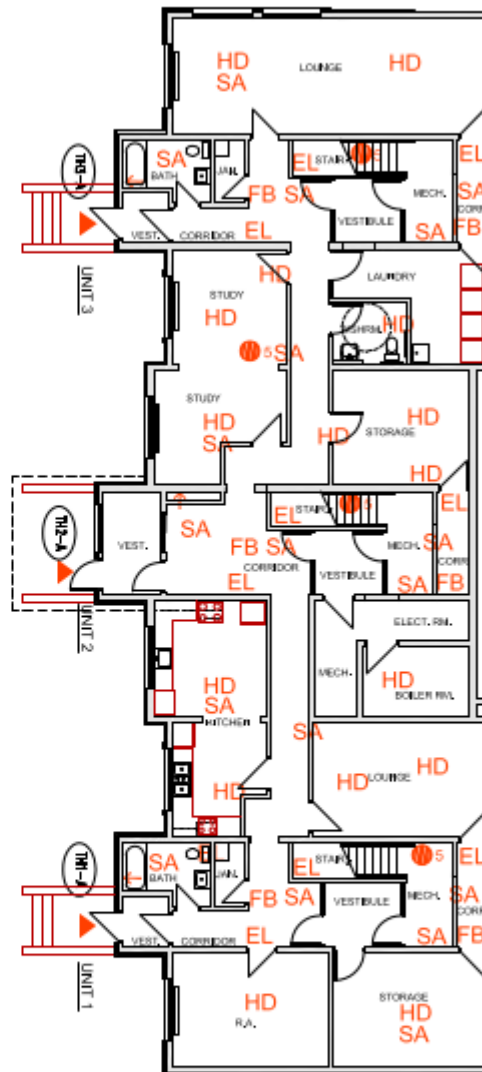
Campus Map



SECTION 12

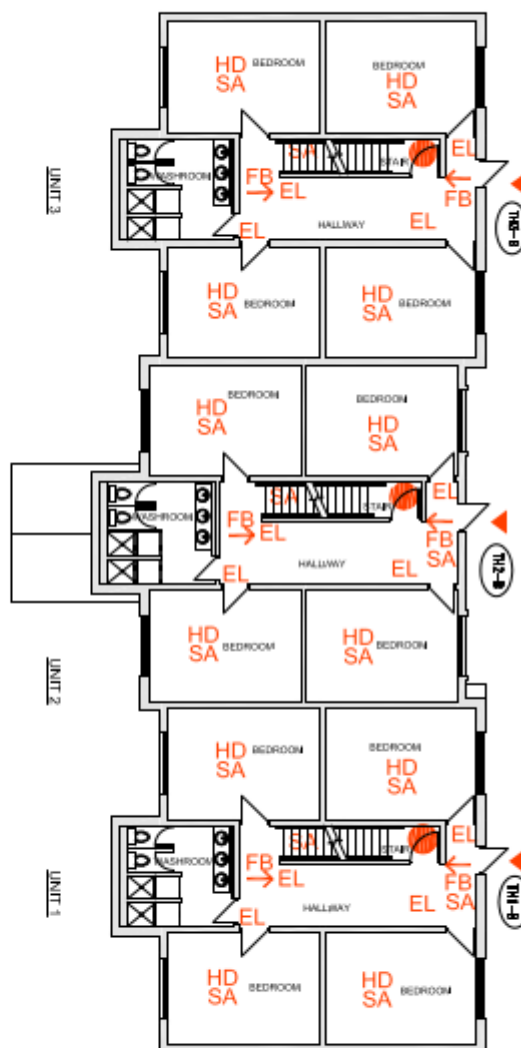
Floor Plans for TH123

- - FIRE EXTINGUISHER
- ↑ - PULL STATION
- EL - EMERGENCY LIGHTING
- HD - HEAT DETECTOR
- SA - SMOKE ALARM
- FB - FIRE BELL
- ▲ - EXIT



TOWNHOUSES - 1, 2, 3 - FIRST LEVEL

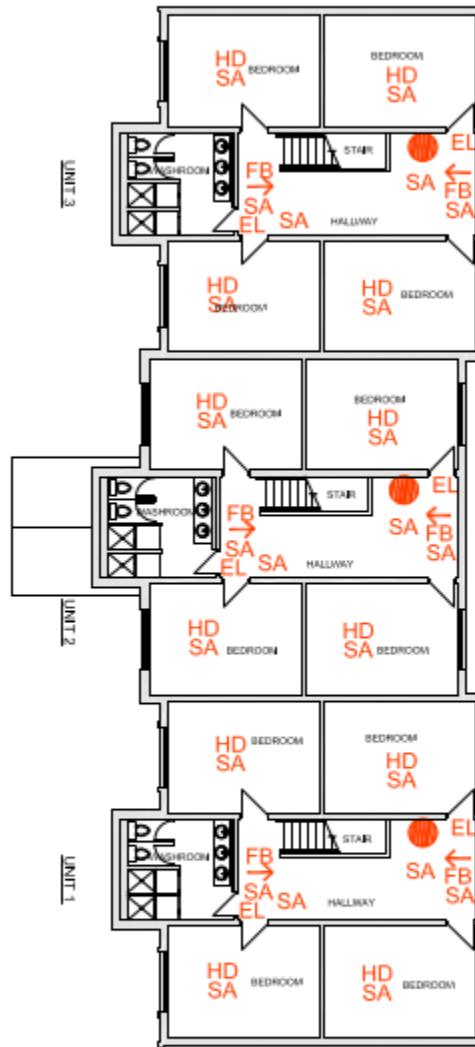
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TOWNHOUSES - 1, 2, 3 - SECOND LEVEL



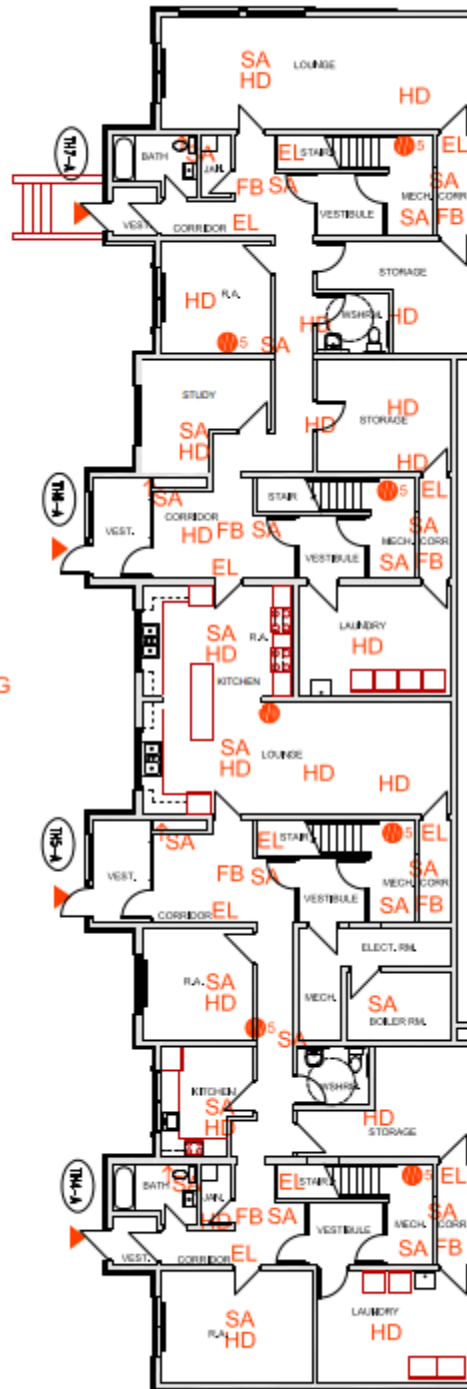
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- HD - HEAT DETECTOR
- SA - SMOKE ALARM
- FB - FIRE BELL
- ▲ - EXIT



TOWNHOUSES - 1, 2, 3 - THIRD LEVEL

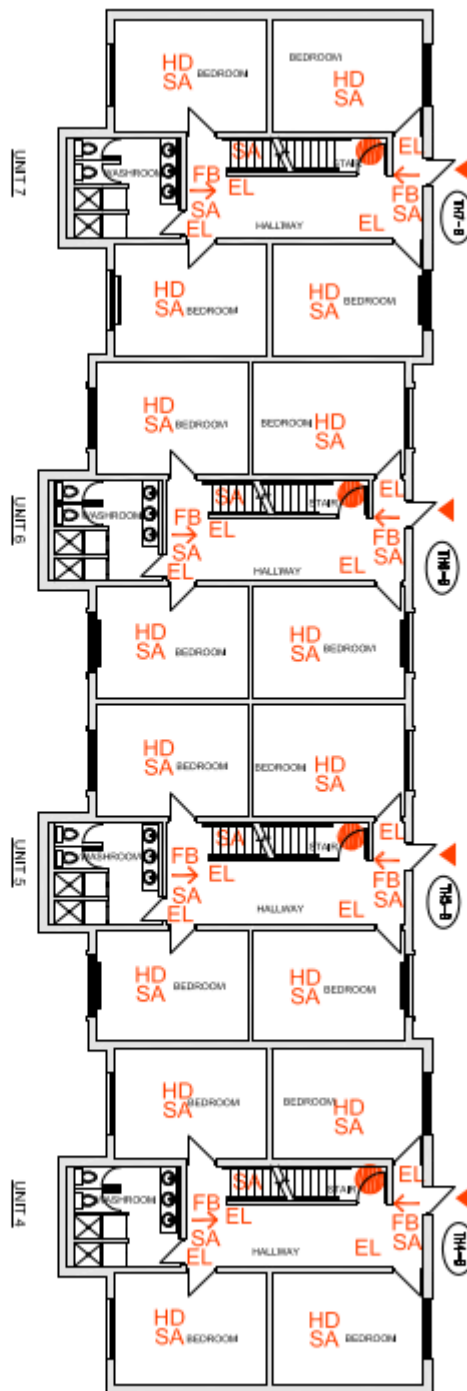
Floor Plans for TH4567

- - FIRE EXTINGUISHER
- ↑ - PULL STATION
- EL - EMERGENCY LIGHTING
- HD - HEAT DETECTOR
- SA - SMOKE ALARM
- FB - FIRE BELL
- ▲ - EXIT

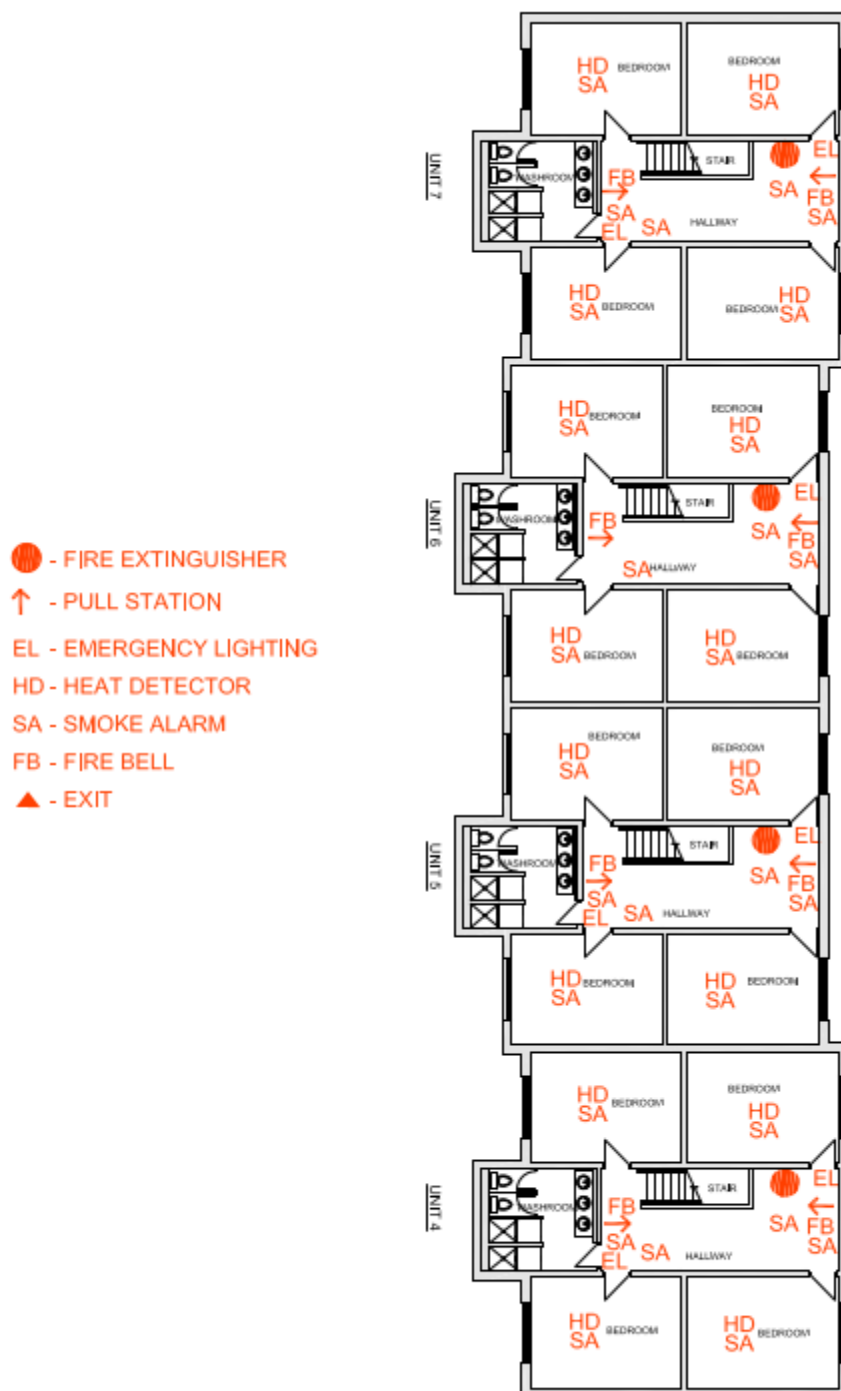


TOWNHOUSES - 4, 5, 6, 7 - FIRST LEVEL

- - FIRE EXTINGUISHER
- ↑ - PULL STATION
- EL - EMERGENCY LIGHTING
- HD - HEAT DETECTOR
- SA - SMOKE ALARM
- FB - FIRE BELL
- ▲ - EXIT



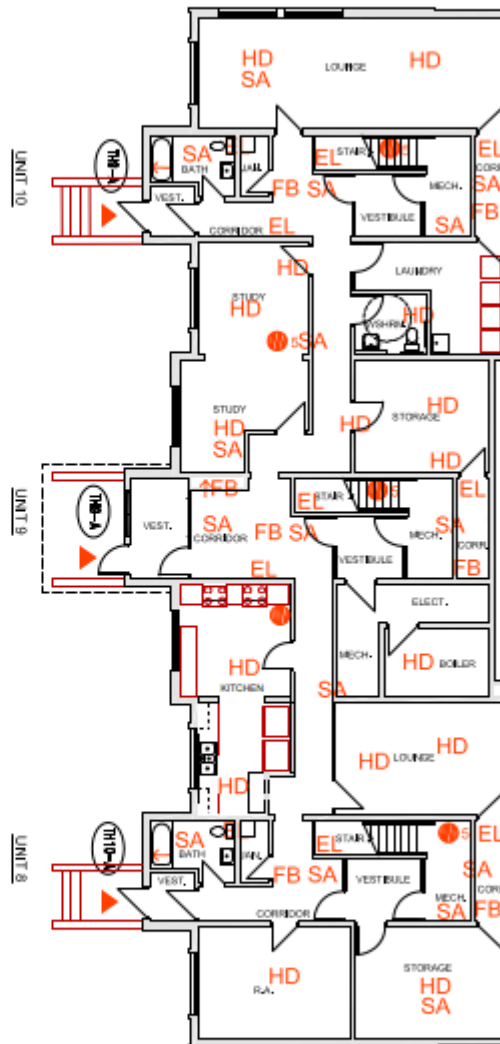
TOWNHOUSES - 4, 5, 6, 7 - SECOND LEVEL



TOWNHOUSES - 4, 5, 6, 7 - THIRD LEVEL

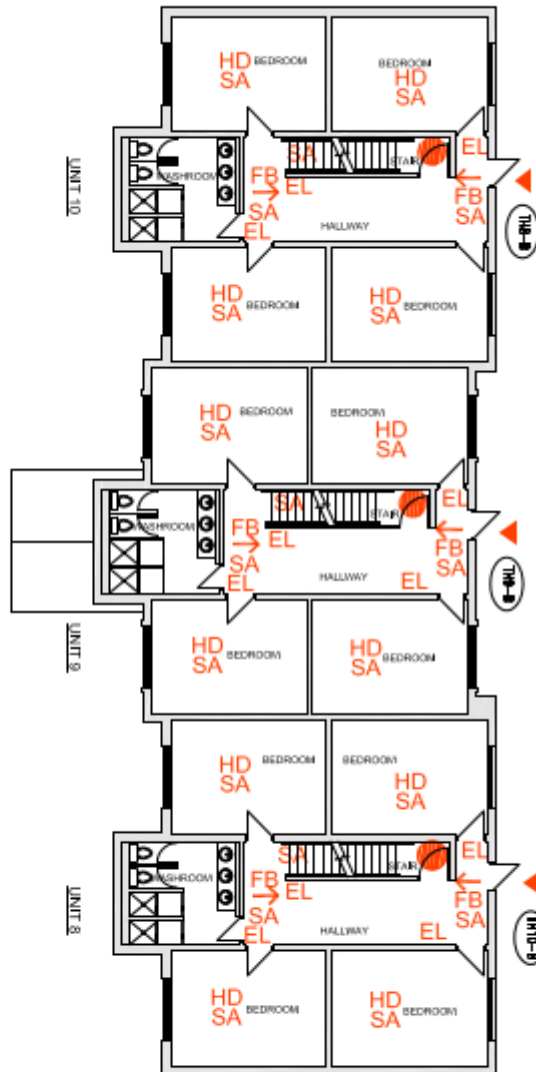
Floor Plans for TH8910

- - FIRE EXTINGUISHER
- ↑ - PULL STATION
- EL - EMERGENCY LIGHTING
- HD - HEAT DETECTOR
- SA - SMOKE ALARM
- FB - FIRE BELL
- ▲ - EXIT



TOWNHOUSES - 8, 9, 10 - FIRST LEVEL

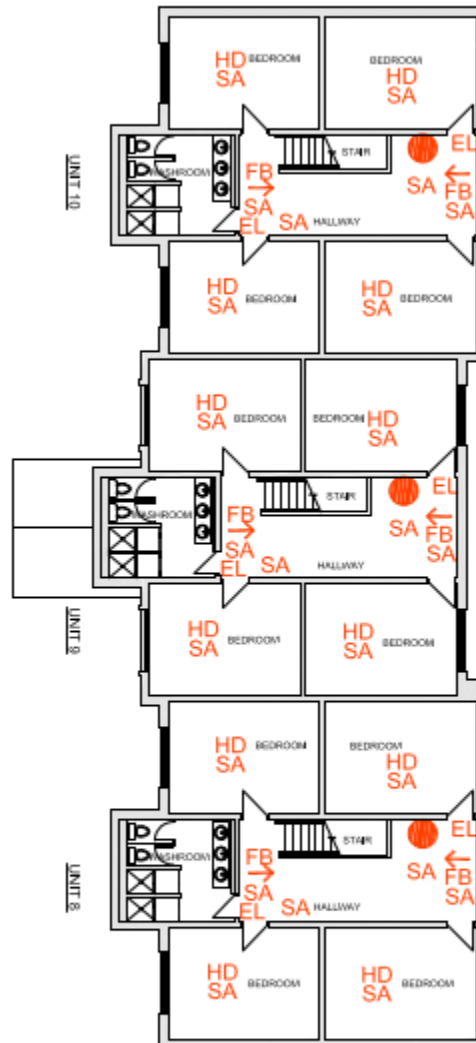
- - FIRE EXTINGUISHER
- ↑ - PULL STATION
- EL - EMERGENCY LIGHTING
- HD - HEAT DETECTOR
- SA - SMOKE ALARM
- FB - FIRE BELL
- ▲ - EXIT



TOWNHOUSES - 8, 9, 10 - SECOND LEVEL



- - FIRE EXTINGUISHER
- ↑ - PULL STATION
- EL - EMERGENCY LIGHTING
- HD - HEAT DETECTOR
- SA - SMOKE ALARM
- FB - FIRE BELL
- ▲ - EXIT



TOWNHOUSES - 8, 9, 10 - THIRD LEVEL



SECTION 13

Fire Alarm Log



FIRE ALARM LOG

Month: Day: Year: Time:

On duty receptionist / security guard:

Fire department called: YES ☐ NO ☐ By whom:

Building location:

Specific location:

Cause of alarm: ACTUAL FIRE ☐ FALSE ALARM ☐

Evacuation completed successfully: YES ☐ NO ☐

List below Physical Plant employees responding to alarm:

Problems encountered: YES ☐ NO ☐ If YES, list below:

Alarm reset by: Authorized by:

If not, list actions taken:

Additional comments:

Report filed by (PRINT): Signature:

Director of Physical Plant (PRINT): Signature:

Fire Drill Report



Type Of Fire Drill:			Date of Fire Drill:		
Building Name:			Building Number/Identification:		
Time Started:		Ended:		Flow Time:	
				Total:	
Evaluation				Yes	No
Did the occupants immediately begin evacuating when the building alarm sounded?					
Did the supervisory staff encounter handicapped person(s) and provide assistance?					
Were doors closed to contain smoke and fire?					
Did all occupants evacuate the building?					
Did all occupants remain outside the building to wait for further instruction before reentering?					
Are supervisory staff knowledgeable in their assigned duties?					
Was the drill conducted in an orderly manner?					
Drill Rating:		Excellent	Good	Poor	Failed
Additional Comments:					
Date:			Completed By:		

