

# **FIRE SAFETY PLAN**



**TACHE ARTS COMPLEX  
FORT GARRY CAMPUS, UNIVERSITY OF  
MANITOBA  
150 DAFOE ROAD  
WINNIPEG, MANITOBA**

**APRIL 2017**

Prepared by: Sue Stone Scott

## Contents

<b>I. BUILDING AUDIT:</b> .....	<b>3</b>
BUILDING DESCRIPTION.....	3
BUILDING USE:.....	3
1 LEVEL 100 WEST.....	3
2 LEVEL 200 WEST.....	3
3 LEVEL 300 WEST.....	3
4 LEVEL 400 WEST .....	3
<b>II. FIRE PROTECTION SYSTEMS AND EQUIPMENT</b> .....	<b>4</b>
1 FIRE DEPARTMENT ACCESS .....	4
2 FIRE ALARM SYSTEM .....	4
3 SPRINKLER SYSTEM.....	4
4 FIRE DETECTION.....	4
5 PORTABLE FIRE EXTINGUISHERS.....	5
6 STANDPIPE AND HOSE SYSTEMS.....	5
7 FIRE PUMP .....	5
8 EMERGENCY LIGHTING.....	5
9 ELEVATORS.....	5
10 EXITS.....	5
<b>III. HUMAN RESOURCES FOR MAINTENANCE OF BUILDING:</b> .....	<b>5</b>
1. Fire Alarm System .....	5
2. Fire Extinguishers - Portable .....	5
3. Sprinkler System and fire pump.....	6
RESPONSIBILITIES FOR MAINTENANCE OF THE ABOVE FIRE SAFETY SYSTEMS: .....	6
<b>IV. RESPONSIBILITIES:</b> .....	<b>6</b>
DEANS, DIRECTORS, AND DEPARTMENT HEADS.....	6
THE CHIEF FIRE WARDEN.....	7
FIRE WARDENS .....	7
OCCUPANTS: .....	8
PHYSICAL PLANT: .....	8
ENVIRONMENTAL HEALTH AND SAFETY OFFICE (FIRE SAFETY CONSULTANT): .....	8
CAMPUS SECURITY SERVICES: .....	9
LOCAL AREA SAFETY & HEALTH COMMITTEE: .....	9
<b>V. FIRE EXIT PROCEDURES FOR OCCUPANTS:</b> .....	<b>9</b>
ORIENTATION OF OCCUPANTS: .....	9
<b>VI. FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT:</b> .....	<b>10</b>
<b>VII. FIRE DRILLS:</b> .....	<b>10</b>
<b>VIII. IN THE EVENT OF A FIRE ALARM:</b> .....	<b>10</b>
EMERGENCY EVACUATION PROCEDURES: .....	11
SERVICE PERSONNEL FIRE SAFETY PLAN:.....	12
<b>IX. FIRE SAFETY TRAINING:</b> .....	<b>12</b>
<b>X. APPENDIX I – FIRE WARDEN LIST APRIL 2017</b> .....	<b>13</b>
<b>XI. APPENDIX II – FIRE EVACUATION DEBRIEF</b> .....	<b>14</b>
<b>XII. APPENDIX III – FIRE WARDEN QUARTERLY INSPECTION LIST</b> .....	<b>15</b>

## **I. BUILDING AUDIT:**

### **BUILDING DESCRIPTION**

The Tache Arts Complex is designed as a central location for the Desautels Faculty of Music, including administrative offices, studio offices, practice spaces, a music library and a separate theatre. It consists of 5 floors (including basement), with a total floor area of 37,490 sq. ft.

### **BUILDING USE:**

#### **1 Level 100 West**

Contains offices, a graduate student lounge, a small workshop, classrooms, two sets of washrooms, a copy room, an elevator, storage rooms and an open lounge.

#### **Level 100 Center**

Contains film and photo development workshops, mechanical rooms, an alt process lab, costume and prop shop workshops, and offices.

#### **Level 100 East**

Contains studios, classrooms, Art student council office, two sets of washrooms, an elevator, storage rooms and an open lounge.

#### **2 Level 200 West**

Contains offices, a mechanical room, two multipurpose rooms, 4 storage spaces, a conference room, classrooms an elevator, two sets of washrooms, and an open lounge.

#### **Level 200 Center**

Contains a music library, which houses a copier room, a conference room, a listening room, a work room, and a circulation room. Also includes terraced seating area outside of library.

#### **Level 200 East**

Contains studio offices, a conference room, a printer room, two sets of washrooms, an elevator, a mechanical room, two sink stations, and an open lounge.

#### **3 Level 300 West**

Contains administration offices, a mail/copy room, a staff lounges, a keyboard lab two sets of washrooms 4 conference rooms, meeting rooms and offices and an open lounge.

#### **Level 300 Center**

Contains the Black hole theatre, which includes dressing rooms, showers, storage rooms, a green room, the auditorium, a scene shop and a design room, with a catering office.

#### **Level 300 East**

Contains classrooms, two sets of washrooms, an elevator, an A/V closet, a voice data room, an art storage room, and an open lounge.

#### **4 Level 400 West**

Contains practice rooms, two sets of washrooms, an elevator, storage closets, studio offices and an open lounge.

#### **Level 400 Center**

Contains sound/light booth and storage.

#### **Level 400 East**

Contains two sets of washrooms, classrooms, an electrical room, an art history library, storage closets, art lab storage, an AV equipment storage closet, and an open lounge.

## **II. FIRE PROTECTION SYSTEMS AND EQUIPMENT**

### **1 Fire Department Access**

The Fire Department will gain access to the building through north entrance at 150 Dafoe Road.

### **2 Fire Alarm System**

Tache Arts Complex is equipped with a single stage fire alarm system. The Annunciator is located at north entrance. Heat detectors, smoke detectors, horns, strobes and manual pull stations are installed throughout the building.

The single stage fire alarm system sounds a general alarm throughout the building that requires total evacuation of the building. The fire alarm is activated by a manual pull station or automatically by a heat detector, smoke detector, or sprinkler flow.

Fire alarm activation will result in the following:

1. The alarm signal will be transmitted to the central station at the ProTelec monitoring station, who will call the Fire Department.
2. Horns and Strobes will be activated throughout the Building.
3. Door hold open devices will be released
4. Air supply fans will be shut off.
5. Elevators will be homed.
6. The alarm condition will remain until reset to normal by authorized personnel.

### **3 Sprinkler System**

This building is fully sprinklered. The wet system contains water in its piping network at all times. Activation of the system is caused when there is sufficient enough heat to melt the fusible link on the sprinkler head. This results in the actual sprinkling. The water flow switch activates the fire alarm system for general alarm.

NOTE: Upon activation of the sprinkler system, the same sequence of events will occur as outlined in the Fire Alarm System Activation.

### **4 Fire Detection**

1. Heat detector - Ceiling mounted detector which warns of potential fire situations by sensing acute temperature rises or a fixed temperature.
2. Smoke detector - Usually ceiling mounted assembly, which is sensitive to smoke in the atmosphere.

## **5 Portable Fire Extinguishers**

Portable fire extinguishers are in place throughout the building in occupied areas in accordance with the Manitoba Fire Code. Physical Plant inspects and services all portable fire extinguishers. Physical Plant maintains a list of all portable fire extinguishers and their locations.

## **6 Standpipe and Hose Systems**

There are Type I standpipe cabinet (2½ inches hose connection for fire department) on all levels by stairs. The fire department connection is located at north side of the building.

## **7 Fire Pump**

There is electric fire pump in the basement of the building.

## **8 Emergency Lighting**

There is an emergency lighting system throughout the Building. This system is powered by emergency power.

## **9 Elevators**

The elevators will home to Level 100 upon activation of the fire alarm system for the use of the Fire Department, if required.

## **10 Exits**

All exits and exit routes are marked with clearly visible exit signs, on all levels.

### **III. HUMAN RESOURCES FOR MAINTENANCE OF BUILDING:**

#### **1. Fire Alarm System**

The fire alarm system will be maintained in accordance with manufacturer's instructions and applicable Manitoba Fire Code requirements. This system will be inspected monthly and yearly by Physical Plant who maintains a record of when this will be done.

#### **2. Fire Extinguishers - Portable**

All fire extinguishers will be maintained in accordance with manufacturer's instructions and applicable Manitoba Fire Code requirements. The building's caretaker performs monthly visual inspections. Any discrepancies are brought to the attention of the Parking and Fire Equipment Worker.

- Parking and Fire Equipment Worker performs annual inspections.
- Servicing of the fire extinguishers is tendered annually.
- Records of inspection and servicing are kept at the Parking and Fire Equipment Worker's office located at Fort Garry Physical Plant.

### **3. Sprinkler System and fire pump**

The sprinkler system will be maintained in accordance with manufacturer's instructions and applicable Manitoba Fire Code requirements.

- The sprinkler system will be inspected annually by Physical Plant and records of inspection and servicing are kept in the Physical Plant.
- The fire pump will be tested monthly by Physical Plant and records of inspection and servicing are kept in the Physical Plant.

#### **RESPONSIBILITIES FOR MAINTENANCE OF THE ABOVE FIRE SAFETY SYSTEMS:**

These systems will be inspected, tested and maintained by Physical Plant either through internal resources or external resources in the form of contractors. As the contractors are tendered annually, please contact Physical Plant for a list of contractors servicing the building.

## **IV. RESPONSIBILITIES:**

### **DEANS, DIRECTORS, AND DEPARTMENT HEADS**

Deans, Directors and Department Heads must ensure that these tasks are completed by themselves or delegated to someone within their oversight:

- A Fire Safety Plan is prepared and maintained in accordance with the requirements of the Manitoba Fire Code, for buildings, which they oversee.
- Copies of the Fire Emergency Evacuation Procedures are posted and maintained on each floor and area that they oversee.
  - The Winnipeg Fire Department-Fire Prevention Branch is sent notification regarding any changes to the Fire Safety Plan.
- A Chief Fire Warden (and Alternates) is appointed for each building that they oversee.
- An appropriate number of Fire Wardens (and Alternates) are appointed for the areas they oversee.
- Ensure the annual review of the Fire Safety Plan is completed by the Chief Fire Warden and that a current copy is sent annually to EHSO.
- Ensure that Fire Safety Inspections are carried out by the Fire Wardens in their building.
- Keep the doors to stairways closed at all times.
- Keep stairways, landings, hallways, passageways, and exits (inside and outside) clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in any part of a stairway, fire escape, or other means of egress or elevator and ventilation shafts.
- Promptly remove all combustible waste from all areas where waste is planned for disposal.
- Keep all obstructions away from pull stations, fire hose cabinets, fire extinguishers, and exit doors. These must be accessible at all times.
- EHSO will provide guidance to Deans, Directors and Department Heads in the completion of these tasks.

## **THE CHIEF FIRE WARDEN**

Chief Fire Warden of Tache must:

- Liaise with the Fire Department and coordinate information from the Fire Wardens and alternate Fire Wardens.
- Maintain a current list including the number, names and locations of the Fire Wardens in the building.
- Conduct Fire Drills in accordance with this Fire Safety Plan. (See Section H)

In the event of a fire, the Fire Wardens and alternates must:

- Respond directly to the muster point or alternate assigned location and await the arrival of the Fire Department and Fire Wardens.
- Check and take reports from all the Fire Wardens as they evacuate the building, including the location of persons unable to exit the building awaiting rescue from a point of safe refuge, and persons who have refused to leave the building. Also, report the presence of smoke or flames in their area.
- The Chief Fire Warden, will instruct Fire Wardens when it is safe to return to the building following approval from the Fire Department.
- Within a period not exceeding 24 hours following the event the Chief Fire Warden and Fire Wardens will hold a debrief meeting, using the Fire Drill Debrief form. This can be done in person or via email.
- In the absence of the Chief Fire Warden, the Alternate Chief Fire Warden shall fulfill these duties.

## **FIRE WARDENS**

Fire Wardens must:

- Complete Fire Safety Inspections on a regular basis as outlined in this Fire Safety Plan and submit them to the Chief Fire Warden as well as EHSO.
- Be in charge of the approved fire safety plan and the specific responsibilities of the personnel within their designated area.

In the event of a fire, the Fire Wardens must if it is safe to do so:

- Ensure the fire alarm has been activated and the Fire Department and Campus Security Service have been notified of the emergency condition.
- Implement the plan for the evacuation of the occupants; ensuring persons unable to exit the building are stationed in a location of safe refuge and their location is noted.
- Check (Sweep) all rooms within their assigned area to ensure occupants have evacuated the building. Making note of the location of all persons not willing or able to evacuate the building.
- Help disabled persons in their area reach points of safe refuge. This should be a predetermined plan.
- Proceed to the designated muster point or alternate assigned location and inform the Chief Fire Warden as to the status of the fire.
- Provide the Chief Fire Warden with the location of any disabled persons who could not exit the building as well as persons refusing to evacuate the building.

- Remain at the muster point or alternate assigned location with their evacuated group until notified it is safe to re-occupy by the Fire Department or Chief Fire Warden.
- Provide information to occupants on the re-entry status of the building as determined by the Fire Department and disseminated from the Chief Fire Warden.

### **OCCUPANTS:**

Occupants must be familiar with:

- Evacuation procedures outlined in this Fire Safety Plan or posted throughout the building.
- Where Fire Alarm Pull Stations, Fire Hose, Fire Extinguishers, and Emergency Exits are located within the building.
- The correct municipal address of the building.

### **PHYSICAL PLANT:**

Physical Plant must:

- Maintain and test the fire alarm system and other fire protection equipment in line with Manufacturer specifications and the Manitoba Fire Code.
- In the event of any shutdown of fire protection equipment, notify Campus Security Service.
- Physical Plant shall ensure that the building and facilities comply with the provisions of the Manitoba Fire Code and National Building Code.
- Physical Plant shall provide alternate measures for the safety of occupants during a shutdown of fire protection equipment.
- In cooperation with the Chief Fire Warden facilitate the conducting of Fire Drills as laid out in section H of this Fire Safety Plan.
- Have a working knowledge of the fire alarm system and how it is reset.
- Notify the Winnipeg Fire Department of the shutdown of any or all fire protection equipment.
- Reset the fire alarm when instructed to do so by the Fire Department.

### **ENVIRONMENTAL HEALTH AND SAFETY OFFICE (Fire Safety Consultant):**

- Environmental Health and Safety Office (EHSO) is responsible to:
- Assist the Deans, Directors and Department Heads, with compliance to this Fire Safety Procedure by providing: Technical advice/consultation and Tools to assist in compliance.
- Report the status of fire safety programs to the Vice-President (Administration) on an annual basis or as requested.
- Provide training for Chief Fire Wardens and Fire Wardens.
- Provide Fire Extinguisher Training for all staff who desire to take it.
- Maintain all data reported to them regarding inspections, annual reviews, and Fire Safety Plans.



## **CAMPUS SECURITY SERVICES:**

Campus Security Services must:

- Ensure the central monitoring station (located at the Fort Garry campus) is operational and staffed by qualified personnel at all times (24 hours per day, 7 days a week).
- Call 911 emergency services in response to a fire alarm.
- Provide traffic control services to assist emergency vehicular movement as necessary.
- Provide assistance with building evacuation as required.

## **LOCAL AREA SAFETY & HEALTH COMMITTEE:**

The Local Area Safety & Health Committee must:

- Review Fire Inspections “Datasheet” to ensure inspections are being completed and in a timely manner.
- Review and Perform Inspections to ensure that the program is functioning effectively.

## **V. FIRE EXIT PROCEDURES FOR OCCUPANTS:**

Each level (zone) has a specific fire safety and emergency exit plan that is tailored to the requirements of that level. Chief Fire Wardens and Fire Wardens involved in that plan will receive appropriate orientation and training in the principles of fire safety and their role in the building evacuation plan.

In the event of discovering a suspected fire, occupants must:

1. Leave the area immediately.
2. Close all doors behind you.
3. Activate the fire alarm, using a pull station.
4. Telephone the Fire Department, dial 911. Do not assume this has been done. Know and give the correct address and location of fire in the building.
5. Use approved evacuation routes to leave the building immediately.
6. **Refrain** from using the elevators.
7. Phone additional information to Campus Security Service at 555 or 474-9341. E.g. observation of fire or smoke and people within the building.
8. Remain outside the building until they are instructed to by the Fire Department, or the Chief Fire Warden and Security Services who have confirmed with the Fire Department it is now safe to re-enter.

## **ORIENTATION OF OCCUPANTS:**

During New Faculty and Staff Orientation, Occupants will be orientated on:

- Where the alarm pull stations and exits are located. See Appendix A

- The correct building name and address (Tache Arts Complex, 150 Dafoe Road)
- The location of the fire hose and extinguishers. See Appendix A
- How to Contact Campus Security Service at 555 when assistance needed.
- Fire Hazard avoidance, including but not limited to the proper storage of combustible/flammable products and the proper use of electronic devices.

## **VI. FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT:**

Fire extinguisher training is offered to all staff who desire to take part in the training. Only Staff that have completed fire extinguisher training should attempt to extinguish a fire.

Occupants are to use fire extinguishers to extinguish a fire only if it is safe to do so and if they feel comfortable using a fire extinguisher.

In the event a fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the occupant then the occupant shall follow the Fire Exit Procedures for Occupants.

## **VII. FIRE DRILLS:**

The Chief Fire Warden will ensure the following is completed:

- Complete building fire drills must be held on an annual basis.
- Advance notice will be posted 1 week in advance at all building entrances advising the occupants of the time and date of the practice drills.
- Physical Plant is contacted in advance to conduct the drill.
- All Fire drills must have a designated goal.
- All fire drills require a debriefing.

## **VIII. IN THE EVENT OF A FIRE ALARM:**

In the event of a fire alarm condition at Tache Arts Complex, the following will occur:

- All Faculty, Staff, Students and Visitors will evacuate the building.
- Campus Security Service, Physical Plant personnel, and Chief Fire Warden will respond to the designated muster point.
- Any Fire Warden (or other personnel) who has evidence that the alarm is false will report to the designated muster point and inform the Chief Fire Warden or their area Fire Warden. In the event the Chief Fire Warden or Physical Plant attending personnel are satisfied that the alarm is false, the alarm will be “acknowledged”, pending the arrival of the Fire Department.
- Any Fire Warden (or other personnel) who has evidence that there is indeed a real fire situation, should proceed to the designated muster point and inform the Chief Fire Warden and Physical Plant attending personnel of the status of the fire.
- The evacuation plans of each area will be acted out by the Chief Fire Warden and Fire Wardens to ensure the immediate evacuation of the entire building.

- All occupants will remain outside of the building until the Fire Department indicates to the Chief Fire Warden that the building is safe for re-occupancy.
- The fire alarm system will be reset and silenced.

### **EMERGENCY EVACUATION PROCEDURES:**

- Always know the emergency escape routes from whatever area you are working in.
- Upon the activation of the fire alarm immediately leave the area, alert other Service Personnel in your area (this may include external personnel) to also evacuate the building.

#### West side of building

##### Administration:

Paula Stimpson: From office, head north and sweep 3<sup>rd</sup> floor corridor up to northwest corner staircase (321), down stairs and out northwest corner exit.

Sue Stone Scott: From office, head south and sweep 3<sup>rd</sup> floor corridor, down south staircase (300) one floor, then sweep the second floor corridor up to northwest corner staircase, down stairs and out northwest corner exit (221).

Soon Kong: From office, head south and sweep 3<sup>rd</sup> floor corridor, down south staircase (300) two floors, then sweep the first floor corridor up to northwest corner staircase (121), up staircase and exit.

Sarah Heidahl: From office, head north and sweep 3<sup>rd</sup> floor corridor up to northwest corner staircase (321), down stairs and out northwest corner exit.

Meaghan Glidden: From office, head east and sweep 3<sup>rd</sup> floor corridor up to staircase (353), down staircase to second floor, then head west and sweep 2<sup>nd</sup> floor corridor to northwest corner staircase (221), and exit.

Sora Lee: From office, head east and sweep 3<sup>rd</sup> floor corridor up to staircase (353), down staircase to first floor, then head west and sweep 1<sup>st</sup> floor corridor to northwest corner staircase (121), up staircase and exit.

##### Professors:

Quincy Davis: From office, head south and sweep 1<sup>st</sup> floor corridor, exit staircase (100)

Larry Roy: From office, head south and sweep 1<sup>st</sup> floor corridor, exit staircase (100)

Allen Harrington: From office, head east and sweep 2<sup>nd</sup> floor corridor, exit staircase (153)

David Byrne: From office, head north until room 219 and sweep west corridor north to south, take south staircase (200) and exit.

Judy Kehler-Siebert: From office, head west until room 223 and sweep east corridor west to east, take staircase (253) and exit.

Steve Kirby: From office, head east and sweep east corridor, exit staircase 253.

Anna-Lisa Kirby: From office, head east and sweep east corridor, exit staircase 353.

Derrick Gardner: From office, head east and sweep east corridor, exit staircase 353.

James Maiello: From office, head south and sweep 4<sup>th</sup> floor west corridor up to staircase (400) and exit.

Center/East side of building

Shane Stewart: From theatre, head east and sweep 3<sup>rd</sup> floor corridor, down northeast staircase (389) to 2<sup>nd</sup> floor, sweep east portion of corridor (rooms 290 -298), exit northeast staircase (291).

Karen Schellenberg: From theatre, head east and sweep 3<sup>rd</sup> floor corridor, down northeast staircase (389) and exit northeast exit (291)

Lorna Cameron: Exit library heading east, sweep 2<sup>st</sup> floor corridor, exit northeast exit (291)

Tom Ingram: Exit library heading east, take staircase (261) down one floor, sweep 1<sup>st</sup> floor corridor, exit south staircase (unmarked, ~199)

Catharine Plouffe: Exit office, head south to room 498 and sweep 4<sup>th</sup> floor corridor heading west until staircase (461), exit.

Mark Neufeld: Exit office heading east, sweep 2<sup>nd</sup> floor, exit northeast staircase (291)

**SERVICE PERSONNEL FIRE SAFETY PLAN:**

Physical Plant is responsible for the maintenance of the Tache Arts Complex. In this capacity, trades and caretaking staff can be in any area of the building at any point in time. These personnel will receive training in general fire safety precautions and appropriate evacuation procedures from the Environmental Health and Safety Office.

**IX. FIRE SAFETY TRAINING:**

- All Chief Fire Wardens, Fire Wardens, Alternate Fire Wardens, and associated supervisory staff will receive training from the Environmental Health and Safety Office on general fire safety precautions, building fire systems, and general evacuation procedures.
- In addition, personnel in each specific designated operational area will receive training that pertains to their responsibilities in that area.
- Additionally, staff will be offered the opportunity to attend Fire Extinguisher Training, which will be offered by the Environmental Health and Safety Office. Fire Extinguisher Training will be optional.
- In buildings with disabled occupants Fire Wardens will receive additional training on points of safe refuge and aiding the visually and hearing disabled.

**X. APPENDIX I – FIRE WARDEN LIST APRIL 2017**

<u>Fire Wardens</u>	<u>Sweep Area</u>	<u>Last Training Attended</u>	<u>Email</u>
Tom Ingram	Music Library	12-Jan-17	Thomas.Ingram@umanitoba.ca
Lorna Cameron	Music Library	16-Dec-16	Lorna.Cameron@umanitoba.ca
Soon Kong	Desautels - Tache Hall	10-Nov-16	Soon.Kong@umanitoba.ca
Allen Harrington	Desautels - Tache Hall	30-Sep-16	Allen.Harrington@umanitoba.ca
Anna-Lisa Kirby	Desautels - Tache Hall	30-Sep-16	Anna-Lisa.Kirby@umanitoba.ca
David Byrne	Desautels - Tache Hall	30-Sep-16	David.Byrne@umanitoba.ca
Derrick Gardner	Desautels - Tache Hall	30-Sep-16	Derrick.Gardner@umanitoba.ca
Judy Kehler Siebart	Desautels - Tache Hall	30-Sep-16	Judith.KehlerSiebert@umanitoba.ca
Laurent Roy	Desautels - Tache Hall	30-Sep-16	Laurent.Roy@umanitoba.ca
Meaghan Glidden	Desautels - Tache Hall	30-Sep-16	Meaghan.Glidden@umanitoba.ca
Paul Stimpson	Desautels - Tache Hall	30-Sep-16	Paula.Lubinski@umanitoba.ca
Quincy Davis	Desautels - Tache Hall	30-Sep-16	Quincy.Davis@umanitoba.ca
Sora Lee	Desautels - Tache Hall	30-Sep-16	Sora.Lee@umanitoba.ca
Steve Kirby	Desautels - Tache Hall	30-Sep-16	Steve.Kirby@umanitoba.ca
Catharine Plouffe	Desautels - Tache Hall	24-Aug-16	Catharine.Plouffe@umanitoba.ca
James Maiello	Desautels - Tache Hall	24-Aug-16	James.Maiello@umanitoba.ca
Karen Schellenberg	Tache Theatre	24-Aug-16	Karen.Schellenberg@umanitoba.ca
Mark Neufeld	Desautels - Tache Hall	24-Aug-16	Mark.Neufeld@umanitoba.ca
Shane Stewart	Tache Theatre	24-Aug-16	shane.stewart@umanitoba.ca
Sue Stone Scott	Desautels - Tache Hall	24-Aug-16	musicfac@umanitoba.ca
Sarah Heidahl	Desautels - Tache Hall	06-May-15	Sarah.Heidahl@umanitoba.ca

**XI. APPENDIX II – FIRE EVACUATION DEBRIEF**

<b>BUILDING:</b>		<b>DATE:</b>		<b>CHIEF FIRE WARDEN:</b>	
<b>TYPE OF EVACUATION:</b>		<b>PLANNED DRILL</b>	<b>FALSE ALARM</b>	<b>REAL EVENT</b>	

Did the Fire Alarm System \*(Sirens, Bells, Strobes, etc.) activate in all areas? If not what areas did it not activate?

Were all exits accessible? If not what made them inaccessible?

Did all persons evacuate the building in a safe and timely manner? If not what reason was someone not being evacuated?

If someone was not evacuated, was their location documented and presented to the Chief Fire Warden? If not why was this not documented?

Was the muster point accessible and did all persons assemble at the appropriate point? If not what led to this not being achieved?

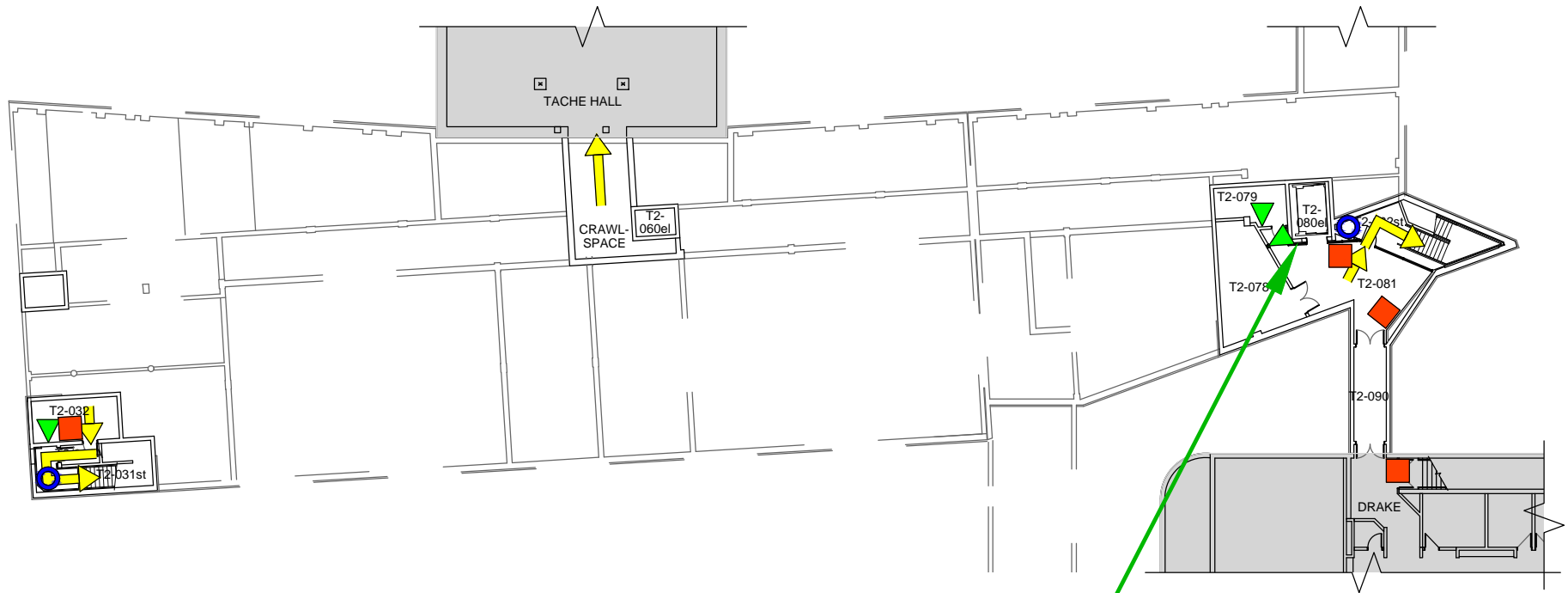
Did evacuated persons return to the building only after being given the “All Clear”? If not what led them to re-enter the building prematurely?

Was all unnecessary equipment turned off and were doors closed as people evacuated? If not what was the reason this was not done?

Were there any other learning experiences from the event? Please provide details:

## XII. APPENDIX III – FIRE WARDEN QUARTERLY INSPECTION LIST

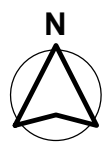
<b>Date:</b>	<b>Name:</b>
<b>Building:</b>	<b>Area:</b>
<b>Quarter:</b> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4 <input type="checkbox"/>	
Fire Exits and Paths are unobstructed and not locked from the inside.	<input type="checkbox"/> Yes <input type="checkbox"/> No    Explanation:
Stairwells are unobstructed.	<input type="checkbox"/> Yes <input type="checkbox"/> No    Explanation:
Fire Extinguishers and Fire Alarm Pull Stations are unobstructed.	<input type="checkbox"/> Yes <input type="checkbox"/> No    Explanation:
Sprinkler Heads and Smoke Detectors are unobstructed.	<input type="checkbox"/> Yes <input type="checkbox"/> No    Explanation:
Fire Exits and Stairwells are free of flammables and combustibles.	<input type="checkbox"/> Yes <input type="checkbox"/> No    Explanation:
Flammables and Combustibles are being stored appropriately. i.e. No Excess buildup, Use of flammables cabinets, Chemicals are stored based on compatibility.	<input type="checkbox"/> Yes <input type="checkbox"/> No    Explanation:
Extension Cords are not being used as permanent fixtures.	<input type="checkbox"/> Yes <input type="checkbox"/> No    Explanation:
Ceiling Tiles are all in place.	<input type="checkbox"/> Yes <input type="checkbox"/> No    Explanation:
Evacuation Route Maps are in place and reflect what exists in the area.	<input type="checkbox"/> Yes <input type="checkbox"/> No    Explanation:
Electrical Panels are unobstructed.	<input type="checkbox"/> Yes <input type="checkbox"/> No    Explanation:



**YOU ARE HERE**

	<p><b>A</b> Annunciator Panel</p>
<p>Physical Plant Department 89 Freedman Crescent Winnipeg, MB</p>	<p><b>■</b> Pull Station</p>
	<p><b>▲</b> Fire Extinguisher</p>
<p><b>UNIVERSITY OF MANITOBA</b></p>	<p><b>↔</b> Exit Route</p>
	<p><b>○</b> Stand Pipe</p>

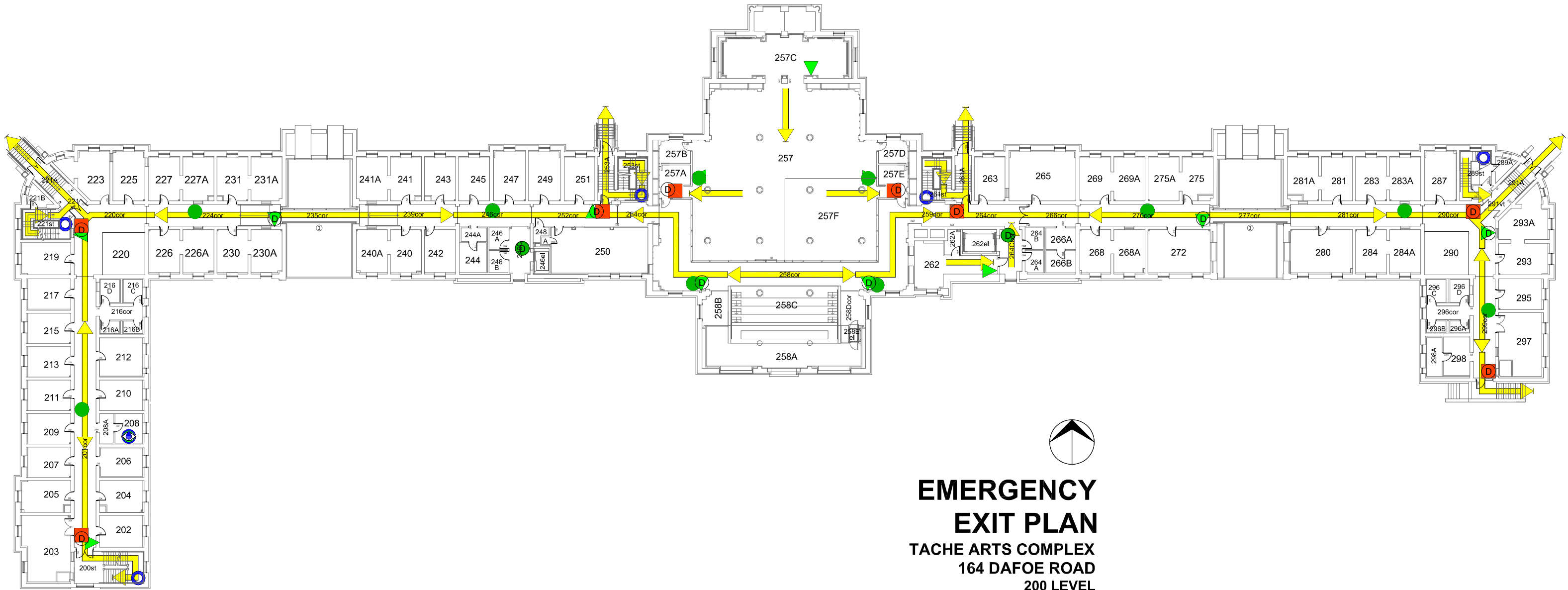
# EMERGENCY EXIT PLAN



**T2-TACHE ARTS COMPLEX - 339**  
**150 DAFOE RD**  
**000 LEVEL**  
**EP-339-L0000-EEP-T2-081**  
**January 31, 2017**

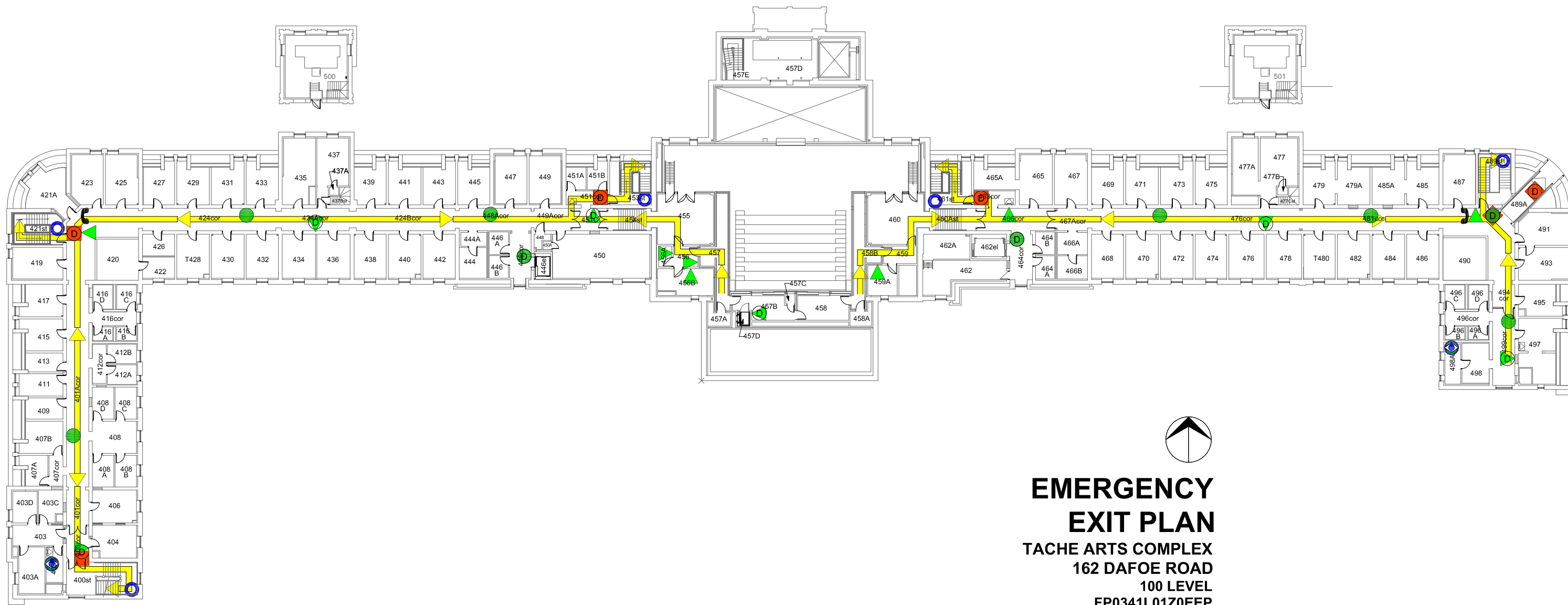






**EMERGENCY  
EXIT PLAN**  
 TACHE ARTS COMPLEX  
 164 DAFOE ROAD  
 200 LEVEL  
 FP0341L01Z0EEP  
 NOVEMBER 27, 2015





**EMERGENCY  
EXIT PLAN**  
 TACHE ARTS COMPLEX  
 162 DAFOE ROAD  
 100 LEVEL  
 FP0341L01Z0EEP  
 NOVEMBER 27, 2015