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| TML\MSH Microbiology Department Policy & Procedure Manual | Policy # MI\LS\25\02 | Page 1 of 4 |
| Section: Laboratory Safety Manual | Subject Title: Fire Safety and Prevention | |
| Issued by: LABORATORY MANAGER | Original Date: April 20, 2001 | |
| Approved by: Laboratory Director | Revision Date: October 22, 2003 | |

Policy:

The fire plan is based on the requirements of Section 2.8 of the Ontario Fire Code. It provides an audit of Fire Safety resources in the building, emergency procedures and actions to be taken in the event of a fire, training schedule and duties of designated personnel and details maintenance procedure and fire protection measures.

Purpose:

The information of a properly prepared Fire Safety Plan will help the occupants in utilizing life safety features in the building, ensure an orderly evacuation at the time of an emergency and provide a maximum degree of flexibility to achieve the necessary fire safety for the building.

Responsibility:

Management and personnel

Key elements:

- Classification of Fire
- Extinguisher Operation
- Fire Alarm Signals
- Fire Safety Information
- Evacuation Routes and Procedures
- What to do If You Discover a Fire
- Fire Wardens

Related Documents:

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| Emergency Procedure Manuals Home | Code Red |
| TML Fire Safety Manual | St Patrick Site |

Procedure:

| CLASSIFICATION OF FIRE | EXAMPLES | EXTINGUISHERS |
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| Class A | Ordinary combustibles Wood, paper, cloth, etc. | Pressurized water and dry chemical |
| Class B | Flammable liquids Gases, greases, paints | Dry chemical and carbon dioxide |
| Class C | Electrical Instruments, computer | Dry chemical and carbon dioxide |

| EXTINGUISHER OPERATION | WATER | CARBON DIOXIDE | DRY CHEMICAL |
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| | 1. Pull pin 2. Aim nozzle 3. Squeeze handle 4. Sweep extinguisher | 1. Pull pin 2. Aim nozzle 3. Squeeze handle | 1. Pull pin 2. Aim nozzle 3. Squeeze handle |
| Discharge Range | 30 - 40 feet | 3 - 8 feet | 5 - 20 feet |
| Discharge Time | 60 sec | 30 sec | 30 sec |
| Inspected | monthly | monthly | monthly |

| Fire Alarm Signals | MSH | ST. PATRICK SITE | TGH | TWH | PMH |
|--|-----------------------|--|--|---------------|---------------------------|
| 1 st stage (fire alarm) | 20 beats /min x 1 min | 1 stage Alarm and evacuation 20 cycles /min | 20 beats/min* Exceptions: Bell Wing 30 tones Eaton Wing 20 tones Maz Bell and Residence 120 beats | 20 tones/min* | 20 beats/min x 30 seconds |
| 2 nd stage (total evacuation) | 60 beats/ min x 1 min | | 120 tones/min | Siren | 120 beats/min x 5 min |

FIRE SAFETY INFORMATION

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| Site Map | Posted by elevators Shows locations of pull stations, fire exits, fire hoses and extinguishers, evacuation routes, emergency showers, fire blankets |
| Pull Stations | Beside all exits to the outdoors |
| Fire Exits | Marked with EXIT. Clearly illuminated with emergency lighting Each floor has a minimum of 2 exits Know location of fire exits, i.e., all stairwells to the outdoors MSH: Stairwell # 5 is by the men's washroom. South East corner. Stairwell # 7 is by the Wheelchair access washroom. North East corner. TML: Stairwell by the elevators. South East corner. Stairwell in North West corner. |
| Fire Doors | Self closing fire doors limit the spread of fire from floor to floor |
| Fire Detection | Automatic smoke or heat detection systems are provided. Sprinkler systems engage automatically |
| Fire Drills | Employees must participate in a fire drill at least once a year |

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WHAT TO DO IF YOU DISCOVER A FIRE

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| MSH | <p>R. Remove anyone in the room while calling out "Code Red, location..." for assistance. Close the door to the fire room and any room connecting doors.</p> <p>A. Activate the fire alarm. Call Communications Centre (5555). Give exact location and nature of fire.</p> <p>C. Close all remaining doors and windows in the fire zone, placing patients into rooms. Clear halls of equipment (do not place equipment in patient rooms).</p> <p>E. Evacuate as directed by person in charge.</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. If the fire is small and you know you can put it out quickly, do so using available sources (bed spread, blanket, sheet, fire extinguisher, etc.). Otherwise, do not attempt to extinguish the fire. Shut the door and leave it closed. 2. Order of the above steps is somewhat flexible. However, the evacuation of the room's occupant(s) and confinement of the fire shall be the top priorities. 3. Oxygen shut-down at the bedside will be the responsibility of Nursing or Respiratory Therapy. Oxygen shut-down of the zone valves will be the responsibility of Respiratory Therapy. 4. Mark the door to the fire room with a fire extinguisher to indicate the fire room should not be re-entered. Extinguishers are stored in the hose cabinets or on the walls. If the room has been evacuated, additionally mark the door with a wastebasket. |
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| ST PATRICK SITE | <p>Upon Discovery of Fire</p> <ul style="list-style-type: none"> • Leave fire area immediately • Close all doors behind you • Pull fire alarm station located at all fire exits • Dial 9-911 AND 596-3101 x 3333 Michener Security to give location • Leave building via nearest exit stairs <p>Michener Security MUST be informed about the requested external response in order to direct emergency personnel to the required location in the Institute.</p> <p>Upon Hearing Fire Alarm</p> <ul style="list-style-type: none"> • Turn off equipment (where applicable) • Close all doors behind you • Leave building via nearest exit stairs <p>Other Information</p> <ul style="list-style-type: none"> • Remain calm • Use a fire extinguisher if there is a reasonable chance of putting out the primary fire with one extinguisher, or to gain time to evacuate people from the area. • Do not use elevators. • If smoke is heavy in the corridor or if you encounter smoke in the stairway, use an alternate stairway. • In inclement weather an Institute Fire Official may direct evacuees to the Schatz Hall gymnasium. | |
| UHN | <p>R. Remove occupants</p> <p>E. Enclose area</p> <p>A. Activate alarm</p> <p>C. Call 5555</p> <p>T. Try to fight fire</p> | |
| Fire Wardens | <p>MSH /TGH / TWH / PMH</p> <p>Fire Wardens</p> <p>Refer to Code Red for MSH and UHN</p> | <p>St. Patrick Site</p> <p>Floor Wardens on each floor are responsible for checking all areas and ensuring evacuation of staff prior to leaving themselves. They bring attendance list to Main Reception on the ground floor.</p> |