

Fire Safety Tips for Building Managers

Pre-emergency planning:

- ✓ Have a written evacuation plan and evacuation map
- ✓ Train occupants in safe occupancy and evacuation procedures
- ✓ Assign evacuation management duties to responsible individuals (e.g. Resident Advisor, Supervisors or others)
- ✓ Conduct routine inspections for broken or missing fire protection equipment; fix immediately
- ✓ Periodically inspect and remove improper or excessive wall hangings, blockage of sprinklers, alarms, detectors, improper storage of combustible materials, use of candles, halogen lamps, hotplates, etc.
- ✓ Ensure that fire doors are closed at all times
- ✓ Conduct periodic fire drills and assess adequacy of response
- ✓ Minimize your liability by taking prompt corrective action as needed

If a fire occurs:

- ✓ Follow your evacuation plan
- ✓ Evacuate personnel to a designated assembly area
- ✓ Take a headcount in the assembly area to ensure that everyone is accounted for
- ✓ Ensure that personnel familiar with the fire remain in the evacuation area to provide information to the Fire Department if requested
- ✓ Have a responsible facility person report to the Fire Department's Incident Commander (white hat) for instructions
- ✓ The Incident Commander (typically the officer in charge from the Fire Department) controls the scene; obey all instructions
- ✓ Prevent re-entry of personnel into the building

After a fire:

- ✓ Await the "All Clear" instruction from the Incident Commander
- ✓ Inspectional Services Department (ISD) will assess the suitability of the building for re-occupancy
- ✓ ISD may seek technical or other assistance from the building manager, engineers, plumbers, electricians, EH&S Department or others
- ✓ ISD ensures that the building alarm system is restored
- ✓ The Fire Investigation Unit may interview personnel, obtain photos or collect other evidence to support an investigation