

| LOCATION: | WRITTEN BY: | APPROVED BY: | DATE : | LAST REVISION: |
|-------------|---|--------------|----------------|---|
| All Schools | Lorie Carriere Brent Vandembosch Barry Hamilton | Gord Howe | Sept. 20, 2012 | July 7, 2017 April 30, 2018 Sept 14, 2018 |

| HAZARDS PRESENT | ADDITIONAL REQUIREMENTS |
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| <ul style="list-style-type: none"> • Fire Dept. not notified • Fire and no warning system in place | <ul style="list-style-type: none"> • Fire Panel working knowledge • XL Alarms contact information |

SAFE WORK PROCEDURE

In the event that your schools fire panel is not working; has to be taken off line due to construction; is having alarm problems; is being taken off line for a fire drill, etc. please proceed as follows:

A. Fire Drills:

- 1) The building caretaker shall telephone the central monitoring agency, XL Alarms (#204-231-1072) immediately prior to the drill and advise that a fire drill is about to take place. Caretakers shall :
 - a) Document the time, date and the name of the operator you are speaking with.
 - b) Advise the monitoring company that a Fire Drill is about to take place
 - c) Let them know you will call back once the fire drill has been completed.
 - d) Let them know approximately how long the drill will take, and be sure to account for any delays.

- 2) The fire alarm system shall be activated via operation of a manual fire alarm pull station by the building caretaker or designated staff member. Pull stations shall be randomly selected so that a different station is activated during each fire drill.

*Note: cycle the use of pull stations but **remove the glass rods** (where applicable) prior to pulling the lever down. Do not break the glass rods. Remove the glass rod by unscrewing the pull station cover and removing the glass rod. Press the button beneath the cover to activate the pull station.*

- 3) Proceed with the fire drill.
- 4) Upon completion of the fire drill the all clear signal shall be given by the head caretaker and the staff shall return to their offices.
- 5) The head caretaker shall reset the fire alarm system.
 - ☐ Return the pull station to its original position.
 - For a standard pull station:
 - Use a 1/8" flathead screwdriver (pull station reset key) and insert it into the small hole in the pull station.
 - Place the flat head of the screwdriver over the metal lever and wedge the screwdriver handle up as you close the cover.
 - The cover will snap into place.

- For a glass rod pull station:
 - Re-insert the glass rod.
 - Replace the cover and screw in to secure.
- ☐ Go to the fire panel and hit the bell silence button.
- ☐ Push the system reset button.
- ☐ Once the fire alarm has returned to normal status, telephone the central monitoring agency to notify them that the drill has been completed and that they received the signal.

Note: *at no time shall silent fire drills take place.*

B. Fire Watch:

Is used when the fire alarm panel is not working or when construction issues (hot work) cause the fire alarm system to be taken off line:

- 1) Call XL Alarms and notify them of the problem or that the system is being taken off line due to hot work.
- 2) Document the time, date and the name of the operator you are speaking with.
- 3) Take your system off line.
- 4) Notify the utilities supervisor as well as the custodial supervisor.
- 5) Notify the secretary/Principal / Vice Principal that the system is not working; that the school is under fire watch; and that they will have to call 911 in the event of an emergency.
- 6) Initiate a fire watch – the entire building is required to be inspected every hour until the system goes back on line.
- 7) In the event that the system continues to be off line or has to be taken off line after school hours or on weekends the evening supervisor / utilities supervisor needs to be notified of the problem and Securitas will be called in to initiate the fire watch until school hours resume. If the problem occurs during non-school hours, XL alarm will contact the evening supervisor and arrangements will be made with Securitas to initiate a fire watch.
- 8) Conduct all work.
- 9) Call XL alarms and notify them that you have put the system back on line.

*Note: Although the fire alarm system has been taken off line the fire alarm sensors and alarms still work throughout the school. If the event an alarm, evacuate the school. The principal should meet with the caretaker and contractors at the front of the school. If the panel does not indicate the exact location and/or the contractor does not know if their actions caused the alarm, the principal is required to call 911. **DO NOT** return inside a building to look for a fire, life safety is of utmost importance.*

C. Caretakers Responsibilities During a Fire Emergency:

- 1) If the emergency is fire related check the fire panel for zone activation.
- 2) Meet the fire department at the main entrance
- 3) Direct the fire department to the zone that has been activated.
- 4) Relay the findings to the school administrator.
- 5) In the event of a real fire, the school administrator in consultation with the fire chief and SAT will determine the next step.
- 6) In the event of a false alarm, after the fire chief has given the all clear, reset the fire panel and ring the outside bells for re-entry or consult with the school administrator.
- 7) Reset the system and call XL alarms to restore the system
- 8) Reset the burglar alarm panel, where applicable.

Note: **DO NOT** return inside a building to look for a fire, life safety is of utmost importance.

REGULATORY REQUIREMENTS

- Manitoba Fire Code
- WS&H Act W210, Section 4, 5, 7, 7.1