

LOCATION	WRITTEN BY:	APPROVED BY:	DATE :	LAST REVISION
All Schools	Terry Salt Barry Hamilton Lorie Carriere	Gord Howe	February 6, 2014	July 7, 2017

HAZARDS PRESENT	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> • fire • Smoke • Sprinkler trouble / activation 	<ul style="list-style-type: none"> • Panel Orientation by Head Caretaker

SAFE WORK PROCEDURE

IN THE EVENT OF A FIRE ALARM – EVENINGS / WEEKENDS:

1. Call 911 (Print School Address Here: _____)
2. Without putting your personal safety at risk and upon exiting the building, notify any permits along your exit route to evacuate the building as you are leaving.
3. Contact your supervisor, Barry Hamilton at #204-612-5910
4. Wait at the front doors for the fire department to arrive. Do not silence the alarms as this will be done by the fire department.
5. Once the fire department has arrived, direct them to the fire panel.
6. The fire department will verify which zone is alarming and will investigate whether or not there is a fire or false alarm.
7. The fire department will silence the alarm and give the OK to re-occupy the building.
8. Once back in the building, go to the burglar alarm and reset the alarm by punching your 4 – digit code.
9. Phone XL-alarms to ensure that they have received a reset signal on the fire panel and the burglar alarm. Ensure you have your 7 or 8-digit ID code prior to phoning. XL-alarms will not verify your information without your ID code.
10. For casual staff – Contact Noreen Thompson at #204-612-5910 and she will contact XL-alarms to verify the reset for the fire and burglar alarms.

FIRE PANEL – TROUBLE ALARMS:

1. For any local panel alarm the fire bells will not ring. The panel will send a signal to XL- Alarms notifying them of the trouble signal.
2. XL-Alarms will notify the Custodial Supervisor.
3. You will receive a call on the divisional cell phone from your supervisor to reset the panel. Your supervisor will talk you through the reset.
4. After you have reset the fire panel, go to the burglar alarm and reset the alarm by punching your 4 – digit code.
5. Phone XL-alarms to ensure that they have received a reset signal on the fire panel and the burglar alarm. Ensure you have your 7 or 8-digit ID code prior to phoning. XL-alarms will not verify your information without your ID code.

REGULATORY REQUIREMENTS

- WS&H Act W210, Section
- Mb. **Workplace Safety & Health** Regulations 217/2010,
- Mb. Fire Code
- Manufacturer's instructions for panel reset – fire alarm panel / burglar alarm