SILENT FIRE DRILL REPORT (for Supervisory Staff and Building Emergency Response Team)

Date:

Participant Name:

Building Name:

Building Height: ________storeys

Fire Alarm: Normal Status during fire drill (Audible Alarm in Ready Mode)

Your location when instructed to evacuate: ______________

Designated fire exit pathway: ________stairway or access to exit

Time taken for evacuation: ____________minutes

The place of evacuation assembly: ______________

Deficiencies Noted:

Fire doors: close and latch  Yes ___ No ___
Fire Exit Signs: illuminated  Yes ___ No ___
Access to Fire Exits: obstructions  Yes ___ No ___

General Comments:
FIRE DRILL REPORT (for Individual Occupants)

Date:

Participant Names:

Building Name:

Building Height: ________storeys

Fire Alarm: normal status (Audible Alarm in the ready mode) or activated during fire drill.

(Audible Fire Alarm Drill Notification: University Fire Inspector calls Toronto Fire North Command Centre (416-338-9000), Security Control Centre and the off-campus fire alarm monitoring station, before starting and after completing the fire drill.)

Your location when instructed to evacuate: ______________

Designated fire exit pathway: ________stairway or access to exit

Time taken for evacuation: ____________minutes

The place of evacuation assembly: _____________

If the audible alarm was actuated, were the alarm signals heard adequately?
Yes _____ No_____ Specify Locations: __________

If the emergency voice communication system is used, were the verbal instructions over the speaker intelligible?  Yes ____ No ____

Deficiencies Noted:

Fire doors:  close and latch  Yes____ No ____
Fire Exit Signs:  illuminated  Yes____ No ____
Access to Fire Exits:  obstructions  Yes____ No ____

General Comments:
FIRE DRILL (INVOLVING THE OCCUPANTS)

THE PURPOSE OF A FIRE DRILL IS TO ENSURE THAT THE OCCUPANTS ARE FAMILIAR WITH THE FIRE EMERGENCY PROCEDURES, RESULTING IN THE ORDERLY EVACUATION AND EFFICIENT USE OF THE DESIGNATED FIRE EXIT FACILITIES.

Building Name:

FIRE DRILL will be conducted on:

Before starting and after completing the audible fire alarm drill, University Fire Inspector shall notify Toronto Fire North Command Centre, Security Control Centre and the off-campus fire alarm monitoring station. Audible alarm is permitted only when all building occupants participate in the exercise.

- Exit the building via the marked fire exits when the audible / visual fire alarm notification appliances are actuated.
- Follow the instructions from BUILDING EMERGENCY RESPONSE TEAM.
- Follow the fire evacuation procedures.
- Do not use the elevators.
- Exit in a safe and orderly manner.
- Congregate in a pre-arranged area in an adjacent building or outdoors 100 metres away.
- Return to the building only instructed by Building Emergency Response Team. Toronto Fire Services will give the instruction in a real situation.
- Complete and send the fire drill report to University Building & Fire Code Compliance.
10.3. OCCUPANTS REQUIRING ASSISTANCE

Occupants requiring assistance during a fire emergency shall self-identify to the Building Supervisory Staff. This list shall be updated when applicable. It will be kept in the fire safety plan box for use by Toronto Fire Services. The name of the person requiring assistance, the floor level, suite location, emergency contact means and specific assistance if known, are helpful information to the emergency responders. Visitors shall sign in at the library circulation desk if requesting assistance during a fire and life emergency.

10.3.1. Mobile Occupants Requiring Assistance

Wheelchair users need to use the barrier-free entrance for entry and egress. The enclosed area at the escalator landings is available for temporary refuge. The elevator is not to be used during a fire / alarm emergency. Occupants in wheelchair shall

1. Await the arrival of the pre-arranged assistant in response to a fire alarm.
2. Observe if a fire or smoke is on your floor or in your Suite.
3. Leave the area of immediate danger upon discovering a fire or smoke.
4. Await the Pre-Planned Assistance in the pre-selected temporary shelter such as the elevator landing, the exit stairway waiting area or the temporary refuge behind closed door.
5. Pass your pre-written Seek Help information card to Building Emergency Response Wardens or dependable persons for requesting assistance.
6. Call Toronto Fire Services (911) and Security Control Center (416-736-5333, Extension 33333) for help by giving your exact location.

10.3.2. Pre-planned Assistance

During a fire or alarm emergency, the pre-planned assistance shall be provided to those who are on the list of people requiring assistance for evacuation. Other people may experience various degrees of difficulties in mobility and requires assistance during evacuation. The pre-arranged assistants shall
10.3.2.1. Upon observing the first stage alert signal

1. Instruct people in wheelchairs to leave or stand by and prepare for evacuation.
2. Observe any people may require assistance due to other personal reasons.

10.3.2.2. Upon observing the second stage alarm signal

1. Instruct people in wheelchairs on the street level to leave the building together with others via the nearest fire exit. Use alternate fire exits when encountering smoke and fire.
2. Instruct people in wheelchairs above or below the street level to assemble at the elevator landing, the exit stairway waiting area, or the temporary refuge behind closed door, and await further instruction.
3. Assist other people having difficulty in mobility to evacuate.

10.3.2.3. Upon confirmation of a fire or smoke that is a threat to life

1. Instruct all occupants to leave the area of danger immediately and close doors behind you.
2. Call Toronto Fire Services and Security Control Centre from a safe location. Activate the nearby fire alarm manual pull station and initiate the evacuation.
3. Instruct people in wheelchairs on the street level to evacuate with others via the nearest fire exit or the alternate fire exit if the fire or smoke obstructs the primary fire exit.
4. Instruct people in wheelchairs above or below the street level to assemble at the elevator landing, the exit stairway waiting area, or the temporary refuge behind closed door, and await assistance from Toronto Fire Services. If the fire or smoke threatens the temporary area of refuge, move them to other temporary shelter or the alternate fire exit away from the fire or smoke, or descend to the lower floor and evacuate the building when reaching the street level.
5. Move those people requiring assistance, when exposed to the immediate fire or smoke, to the lower floor and evacuate the building when reaching the street level.
10.4. Building Emergency Response Team

Supervisory Staff and volunteer trained staff can organize themselves to form Building Emergency Response Team for emergency evacuation purposes. Campus Security is not on the premises and needs to be dispatched to the building. The emergency voice communication system, where available, is accessible to the emergency responders for informing the Occupants the emergency location and for providing the evacuation instructions. Building Emergency Response Team on each floor can immediately initiate the building evacuation procedures in response to or upon activation of the fire alarm signal. Building Emergency Response Captain / Coordinators and Wardens are members of Building Emergency Response Team. The following features should be considered when organizing Building Emergency Response Team where applicable:

1. **Building Emergency Response Captain and Coordinator (BERC)** are responsible for carrying out the fire evacuation procedures. The ERC should be a person who is calm and responsive so that the evacuation could be carried out in a calm and timely manner.

2. **Floor Emergency Response Warden (FERW)** is to be deployed at each entry access to fire exit stairway on each floor where the wardens are available. Additional Searchers and Monitors are recommended for alerting Occupants and guiding them via the designated fire exit paths to the pre-selected evacuation assembly area outdoors.

3. An assistant on the same floor should be assigned to the person requiring assistance for evacuation. People requiring assistance on the street level should evacuate to the pre-selected assembly area. People requiring assistance on the floors other than the street level should stay on their floor levels or move to the designated temporary waiting areas. Building Emergency Response Team notifies the Emergency Municipal Services responders on arrival their presence in the building and their exact locations if known.

4. Building Emergency Response Captain or alternate meets with Toronto Fire Services at the principal entrance for providing pertinent information such as locations of people requiring assistance and the fire location. Once the fire emergency has been dealt with, Toronto Fire Services will authorize the silence of audible alarm, the reset of the fire alarm system and the return of all evacuees to the building when safe to do so. The secondary pre-selected temporary assembly location may be needed when the primary assembly location is exposed to the emerging danger on site.
10.4.1. Assignments to Building Emergency Response Team

Building Emergency Response Team is an organized group of Supervisory Staff and Occupants readily available for evacuating the building in response to a fire emergency. They are trained and given the following duties and responsibilities related to a fire emergency:

1. Familiarize with the assigned area(s), the building resources, fire exits, fire extinguishers, fire alarm system and smoke ventilation.
2. Take the appropriate actions in response to smelling or notification of smoke, hearing the fire alarm and upon discovery of a fire.
3. Call 911, Toronto Fire Services, and then call Security Control Centre, 416-736-5333, extension 33333, from a safe location.
4. Instruct all occupants to leave the building and wait at the pre-arranged evacuation assembly area.
5. Record the location and name of the occupants who decided to stay in place.
6. Assist the persons requiring assistance and others who are not fit to evacuate under the emergency conditions.
7. Communicate with Toronto Fire Services and University Emergency Response Team at the principal entrance.
8. Await the instruction from Toronto Fire Services before recalling the evacuees to the building or directing them to another temporary location.
10.4.2. Building Emergency Response Team Members

Building Emergency Response Team Members are subject to changes and updates to suit the building locations and floor levels.

1.4.3. Instructions to Building Emergency Response Team

10.4.3.1. In Response to the Smell of Smoke

Smoke is mostly toxic and could be poisonous. If the toxicity of the smoke is unknown, do not expose yourself and anyone to it. Building Emergency Response Team shall

1. Check and investigate immediately.
2. Alert others nearby to locate the source of the smell.
3. Call Toronto Fire Services (911) and Security Control Centre upon discovering a suspected toxic smoke from a safe location.
4. Open the windows if any for venting the smoke.
5. Close the door behind you for confining the smoke.
6. Await at a safe location the arrival of the University Emergency Response Team.
7. Await instructions from Toronto Fire Services.

1.4.3.2. In Response to a Fire Alarm

1. First Stage Alert Signal: Prepare to evacuate the building.
2. Second Stage Fire Alarm Signal: Initiate the building evacuation.

1.4.3.1.1. Building Emergency Response Captain and Coordinator shall

1. Coordinate the established fire evacuation procedures.
2. Communicate with Toronto Fire Services and Campus Security at the Principal Entrance lobby.
1.4.3.2.1. The Searchers (if assigned) shall

1. Alert all Occupants on the assigned floor.
2. Close all doors after searching on the way to the assigned exits or stairwells.
3. Take note of occupants remaining on the floor.
4. Assist others leaving the building via the nearest fire exit and stairwell.
5. Instruct all evacuees to proceed to the pre-selected evacuation assembly area.
6. Report the all clear search result or the list of persons remaining on a floor to the monitor at the fire stairway exit.
7. Stay with the persons requiring assistance or join others at the pre-selected evacuation assembly area.

1.4.3.2.2. The Monitors (if assigned) shall

1. Carry out the pre-assigned duties at the assigned fire exits or stairways.
2. Feel the temperature of the door hardware before opening the door at the stairway.
3. Check for smoke or fire before allowing people into the stairway.
4. Instruct all evacuees to proceed to the pre-selected evacuation assembly area.
5. Instruct all evacuees to proceed on the right-hand side while walking down the stairs.
6. Instruct all evacuees to use alternate fire exits when encountering smoke and fire in the stairway
7. Instruct all evacuees to find a temporary shelter if no alternate fire exit route is free of smoke.
8. Report to and stay with Building Emergency Response Captain / Coordinator at the Principal Entrance after clearing the assigned floor level.
9. Await instructions from Toronto Fire Services before recalling the evacuees to the building.

1.4.3.2.3. The Assistants, if assigned to People Requiring Assistance, shall

1. Carry out the Pre-Planned Assistance.
2. Stay in place with the persons.
3. Take the persons to a temporary shelter when necessary.
4. Stop the smoke from entering your temporary area of stay when necessary.
5. Let the searcher know the exact location of your temporary shelter.
1.4.3.3. In Response to a FIRE

1. Read the label on the portable fire extinguisher (if nearby) before attempting to put out a minor fire.
2. Leave the area of danger, if the fire is beyond your immediate control.
3. Call Toronto Fire Services (911) and Security Control Centre from a safe location upon discovering a suspected toxic smoke.
4. Sound the fire alarm at the nearest pull station and instruct others to leave the building.

10.4.4. Place of Evacuation Assembly

Building Emergency Response Team pre-selects a place of evacuation assembly that is safe from the fire emergency. The place of evacuation assembly could be simply outdoors nearby if it is a false fire alarm, but should not cause any congestion at the point of the fire exit. A detached building is the preferable place of evacuation assembly under all weather conditions. If there is no detached building that is nearby the fire exit discharge to the outdoors, select the next available detached building or stay outdoors at least 100 m (300 feet) away in the event of a real fire.

On a floor above or below the street level, a temporary shelter may be pre-selected for the person in wheelchair or in need of assistance. Building Emergency Response Team informs Toronto Fire Services or University Emergency Response Team upon their arrival the locations of the persons remaining in the building in the event of a real fire. The fire fighters will assist the evacuation when warranted by considering the actual fire conditions.

At the time of any fire alarm or emergency, all evacuees proceed to the pre-planned place of evacuation assembly or goes to the secondary place of evacuation assembly that is nearby the fire exit when being present elsewhere rather than at the usual work area. It is a recommended safety practice to evacuate by means of the nearest or alternate fire exit.

Building Emergency Response Team may pre-select the primary and secondary place of evacuation assembly for all incidents including false fire alarm and real fire. The pre-selected locations shall be specified in the emergency preparedness sub-plan and communicated to occupants by posting at the strategic conspicuous locations or work places.