**FIRE PREVENTION**

**AIM**

1. The aim of fire prevention is to protect employees, customers, contractors and the facilities from the dangers of fire and to comply with *Canada Labour Code,* Part II (the Code).

**RESPONSIBILITIES**

2. The Canadian Forces (CF) is responsible for providing fire prevention services to all personnel and facilities on bases. Fire protection personnel provide these services to ensure:

1. the facilities and work spaces meet minimum code standards for fire protection and life safety;
2. the numbers of personnel occupying work or recreational spaces are restricted to code requirements;
3. new or renovated facilities are certified for occupancy prior to use and have a fire safety plan implemented prior to occupancy;
4. personnel receive fire prevention training for the facility at a minimum of once every four years and fire evacuation drills in accordance with the National Fire Code (NFC); and
5. facilities are inspected by qualified fire protection personnel on a frequency determined by type of occupancy, and fire protection equipment is tested and maintained in accordance with regulations and manufacturers instructions.

**DUTY OF EMPLOYER**

3. It is the duty of managers, with the assistance of supervisors, if applicable and appropriate, to:

1. establish and enforce the fire safety plan at all sites;
2. provide orientation briefings covering a summary of the fire safety plan to new employees, customers, contractors, and fire prevention training as applicable to occupants of the buildings;
3. appoint fire wardens to provide fire safety services to all work places. Fire wardens will keep written records of their activities. ensure Base Fire Department conducts periodic “Fire Alarm Tests” as per local policy and to maintain a register of such testing dates;
4. complete monthly fire safety inspections in work places. Supervisors and the Workplace Occupational Health and Safety Committee (WOHSC) are responsible for work place inspections to ensure compliance with the Fire Safety Program. These inspections address housekeeping, proper storage of chemicals, access to fire extinguishers and emergency evacuation routes;
5. ensure exits are clearly visible, or the paths to them are identified in such a manner that every occupant of the building knows the best way to get out of the building in case of a fire or other emergency. Exits will never be obstructed. Any door or passageway that is not an exit or path to an exit will be identified with a sign that reads ‘Not An Exit’ or a sign that indicates its actual use, such as storage. All exit signs will be either self-illuminating, or illuminated by a reliable external light source;
6. apply alternative fire prevention measures whenever there is a shutdown of fire prevention equipment and notify occupants.
7. take action to eliminate fire safety concerns, such as prompt repair of any appliance, device or component of a device that does not operate safely;
8. keep written records of each fire prevention meeting, test, inspection report and corrective measure for two years;
9. ensure Base Fire Department conducts fire evacuation drills as per local policy and to maintain a register of such activities;
10. post signs of “Fire Emergency Procedures for Building Occupants” and “If you detect a fire” in work places.
11. select proper portable fire extinguishers for fighting fires in their early stages. Keep all fire extinguishers fully charged, operable, and in their proper locations at all times. Train personnel to use fire extinguishers;

and

m. review fire safety plan whenever necessary with fire prevention authorities and the WOHSC.

**DUTY OF FIRE WARDENS**

4. It is the duty of the fire warden and the deputy warden to:

1. be instructed and trained on their responsibilities under the emergency evacuation plan, the emergency procedures, the use of fire protection equipment and inspections of facilities;
2. identify and assist any employee, customer, contractor, and visitors who require special assistance in evacuating the building;
3. meet at least once every year and after any change is made to the emergency evacuation plan or the emergency procedures for a work place to familiarize occupants with the modifications; and
4. assist manager or supervisor to conduct an evacuation or emergency drill.

**DUTY OF BUILDING OCCUPANTS**

5. It is the duty of building occupants to:

1. complete fire prevention training program and to comply with the fire safety plan;
2. complete assigned appointments in regard to fire safety program;
3. know who is the area emergency fire warden, the location, use and purpose of the fire protection equipment in the work place, such as: where is the nearest extinguisher, the fire alarm station, and the location of two closest exits;
4. sound fire alarm to warn other occupants, and notify local fire department when a fire occurs;
5. take special precautions in a fire hazard area when working with a source of ignition.
6. assist mobility-impaired occupants requiring assistance to evacuate.

Persons requiring special assistance are responsible for advising their managers or supervisors of the extent of assistance required and will participate in "DRY-RUN" practices;

13-D-4/4 December 2004

1. inspect work places, prior to and at the end of work, to confirm that fire protection equipment is in place, serviceable and there are no known or foreseeable fire hazards. Report all fire hazards to supervisor or building administrator;
2. keep stairways, landings, hallways, passageways and exits (inside and outside) clear of any obstructions at all times. Do not permit combustible materials to accumulate in any part of a stairway, fire escape or other means of egress, or in elevators and ventilation shafts. Do not permit combustible waste materials to accumulate in quantities or locations which will constitute a fire hazard;
3. do not use elevators. Use exit stairways to leave the building. Do not take exaggerated risks. Move quickly and quietly to predetermined assembly areas away from the buildings;
4. if an occupant must remain in a room, all openings will be sealed, an indicator placed at the window to call for help by yelling or waving an item such as a towel, blanket, or coat. If possible telephone for help; and
5. keep access roadways, fire routes and fire connections clear and accessible for fire department use.