



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

Risk Management Services  
[www.riskmanagement.ubc.ca](http://www.riskmanagement.ubc.ca)



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

# **Floor Warden Training**

## **Fire Prevention & Evacuation**



## Building Emergency Response Plan (BERP)

- Every building must have a Building Emergency Response Plan (BERP)
- [Template available from the Risk Management website](#)
- A BERP is developed in coordination with the building's Emergency Director, Safety Committee, and Floor Wardens
- The plan must be reviewed annually or whenever there are major staff or structural changes
- All Floor Wardens must read & understand the Building Emergency Response Plan
  - Each Floor Warden needs their own copy
  - Make the plan accessible by posting it in common areas



# Components of a Building Emergency Response Plan

## 1. Fire Prevention

- Reduce the chances of a fire by eliminating fire hazards, carrying out regular safety inspections, and maintaining building facilities

## 2. Emergency Evacuation Plan

- The safe and orderly evacuation of an area or building in case of fire or other emergencies

## 3. Fire Drills

- It is mandatory to have building fire drills at least once per year



## Fire Prevention

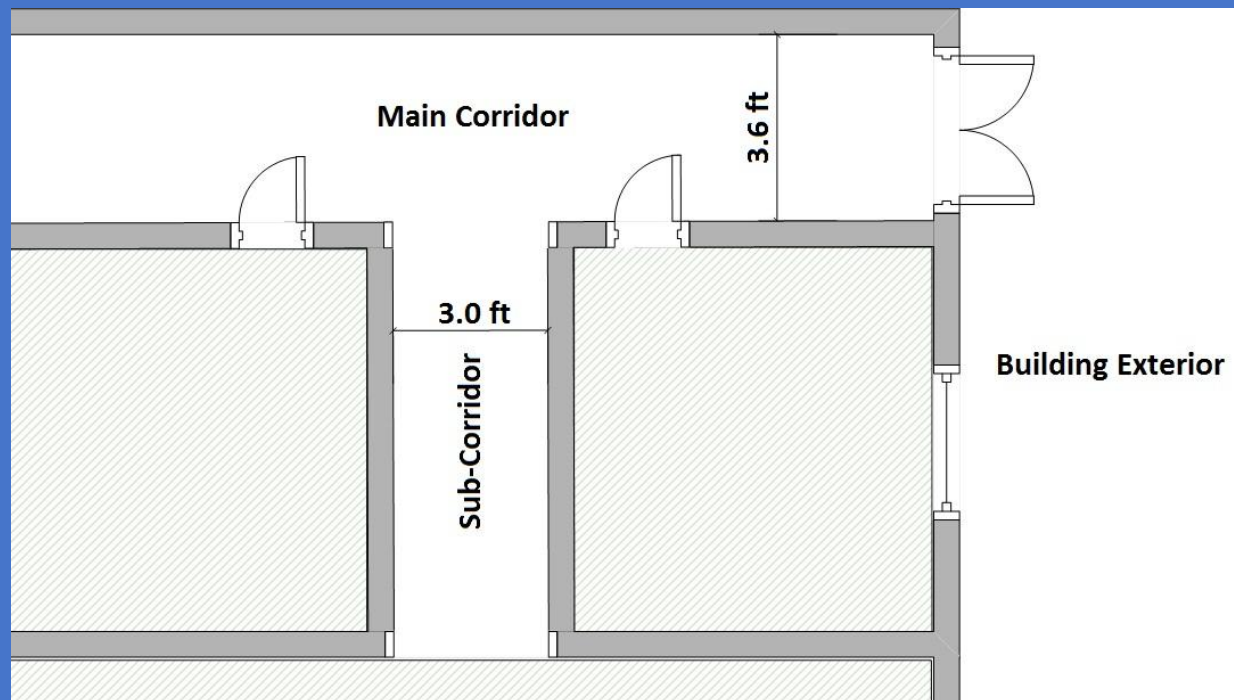
Floor Wardens, Supervisors, and Safety Committee members are required to conduct safety inspections

Look for:

- Accumulation of combustible or flammable materials, and rubbish
- Dangerous ignition sources such as worn extension cords, oily rags, or overheating equipment
- Hazardous equipment such as portable heaters
  - Ensure heat emitting equipment is not next to cardboard boxes, paper, or any combustible materials
  - Never leave hazardous equipment unattended

# Fire Prevention

- The BC Fire Code requires that fire exit routes meet the following width requirements:
  - Minimum width of main corridor: 3.6 ft
  - Minimum width of sub-corridor: 3.0 ft



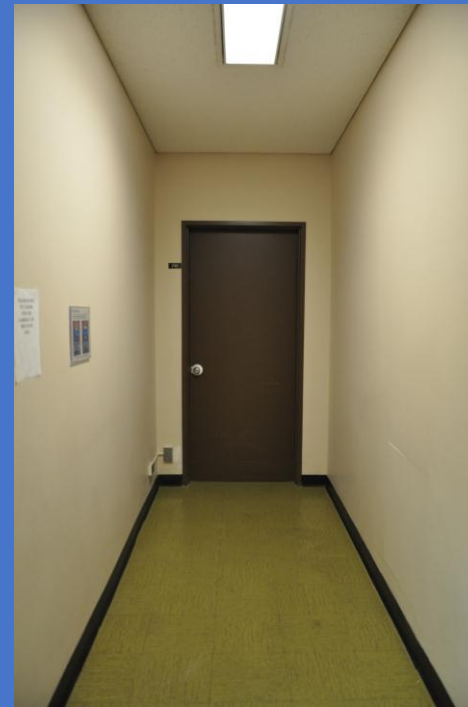
# Fire Prevention

- The BC Fire Code requires that fire exit routes be unobstructed to ease evacuation and aid emergency personnel in responding



Obstructed

Vs.

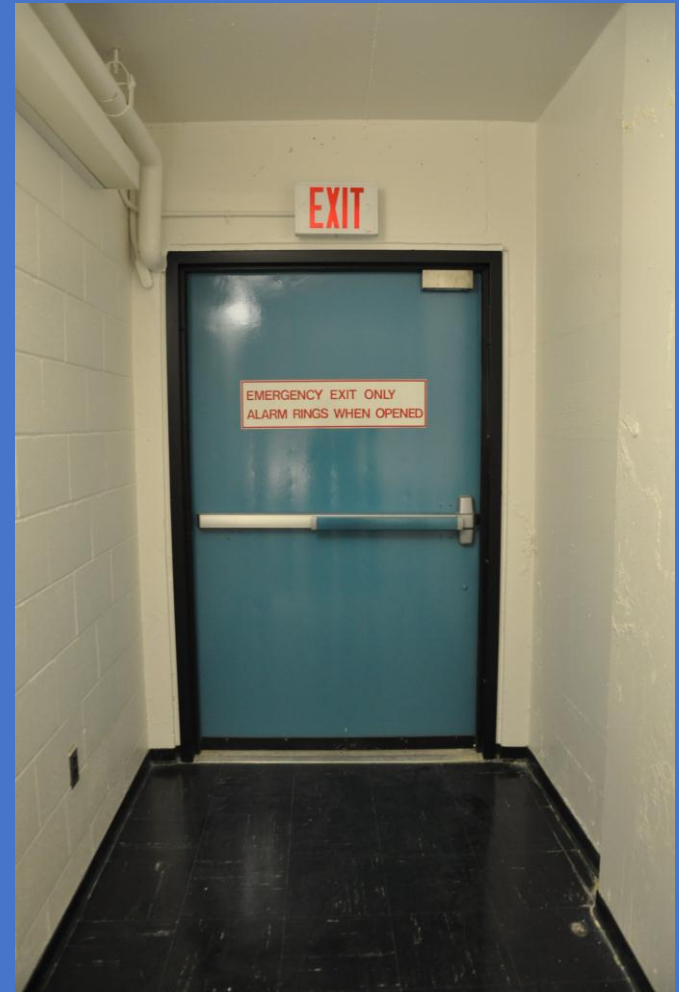


Unobstructed

# Fire Prevention

- Ensure exit signs are in good order and there is adequate lighting in corridors and stairwells
- Ensure fire exit doors and their self-closing hardware are in good operating condition
  - Call trouble calls at 822-2173 for repairs

**\*\*These doors must not be wedged open under any circumstances\*\***







# Fire Prevention

- The purpose of regular inspections is to ensure a safe and hazard-free workplace
- Report any hazards and where possible rectify the situation immediately
- Report all fire hazards and near miss situations
  - Your local Safety Committee will review and respond to fire prevention issues.

# Fire Prevention

- The following videos illustrate:
  - How quickly a room can be engulfed in flames and filled with smoke (1 minute)
  - How to respond when faced with a fire and the proper usage of fire extinguishers (15 minutes)





## Fire & Evacuation

Floor Wardens should familiarize themselves with the following information. This information should be indicated in the BERP:

1. What to do when you hear the fire alarm
2. What to do when you discover a fire
3. Shortest evacuation route and the location of the nearest pull alarm and extinguishers
4. Location of the assembly area (muster point)

**Floor wardens should know their evacuation routes and assembly areas in real life rather than just on a map**

# Fire & Evacuation

- 1. What do Floor Wardens do when they hear the fire alarm?**
  - Put on safety equipment (if applicable)
  - **DO NOT** put yourself in danger at any time during the response
  - Walkthrough assigned areas and advise occupants to evacuate the building
  - Inform occupants to not use elevators
  - Relay all pertinent information to the Building Emergency Director or the Fire Chief
  - Proceed to designated assembly area (muster point)
  - **DO NOT** re-enter the building

# Fire & Evacuation

## 2. What do Floor Wardens do when they discover a fire?

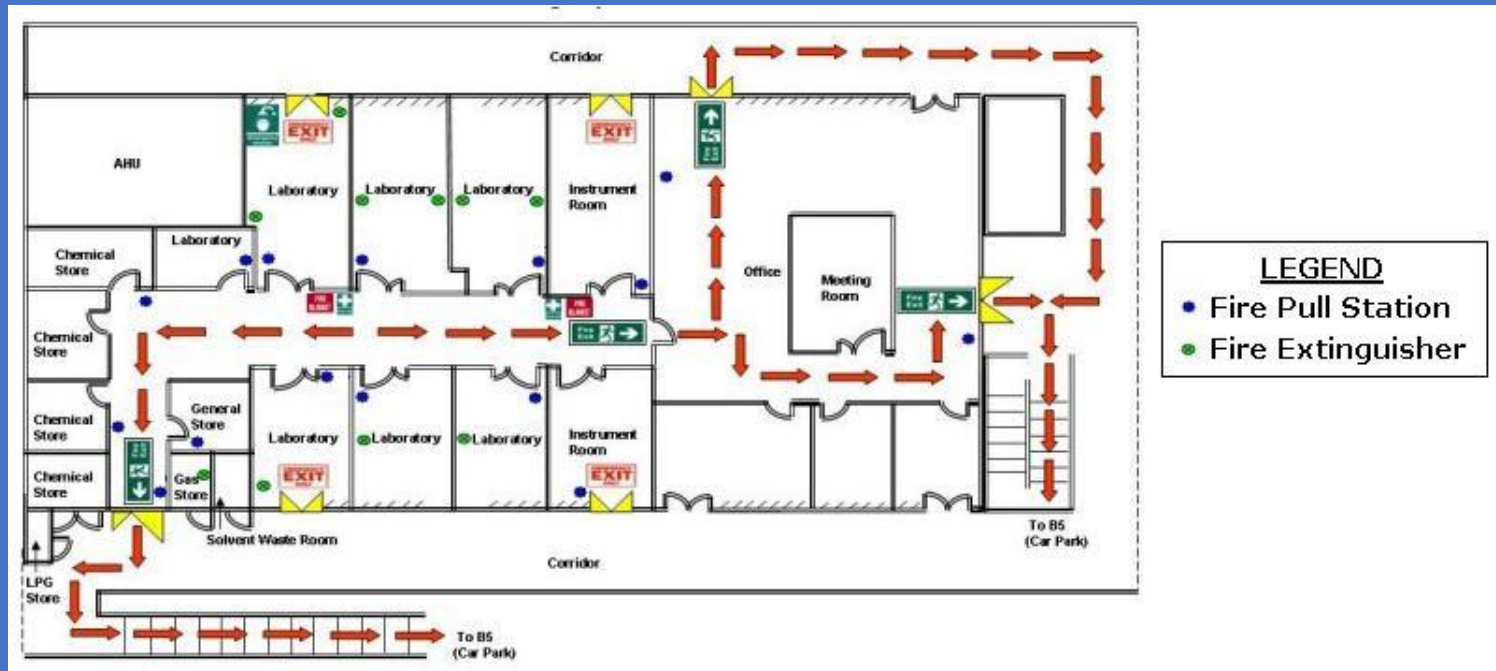
- Activate the closest pull alarm
- Leave the immediate area & advise others to exit
- **Attempt to control the fire** with available fire equipment – *if you can do so safely!*
- **DO NOT** use elevators
- Proceed to designated assembly area (muster point)
- Call 911 (be sure you know the exact address of your building, not only the building name)
- **DO NOT** re-enter the building



# Fire & Evacuation

## 3. Be familiar with the nearest pull stations, extinguishers and primary and alternate evacuation routes

- A floor plan with emergency evacuation routes and the location of fire pull stations and fire extinguishers should be included in the Building Emergency Response Plan and should be posted throughout common areas



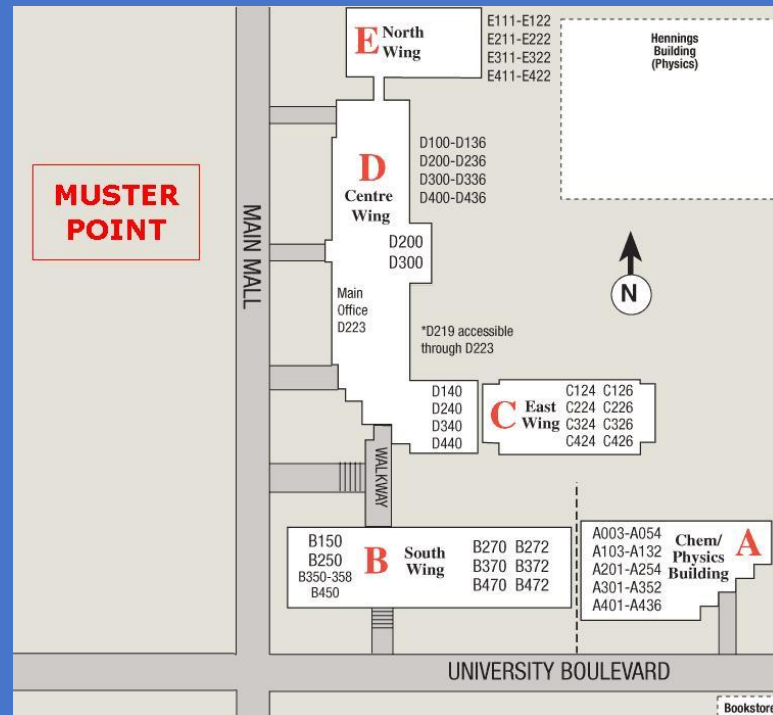
**LEGEND**

- Fire Pull Station
- Fire Extinguisher

# Fire & Evacuation

## 4. Location of the assembly area

- It is recommended to have a map posted near emergency exits with the location of the assembly area (muster point) clearly indicated



# Fire & Evacuation

- As a floor warden during an emergency fire evacuation:
  - Urge people to stay calm and evacuate in a quick and orderly manner
  - **WALK**, do not run
  - Assist anyone having difficulty





## Fire & Evacuation

- Advise personnel not to use the elevator because:
  - The elevator could potentially open where the fire is and the occupant could become trapped
  - Newer elevators are programmed to not operate when the building alarm system is activated



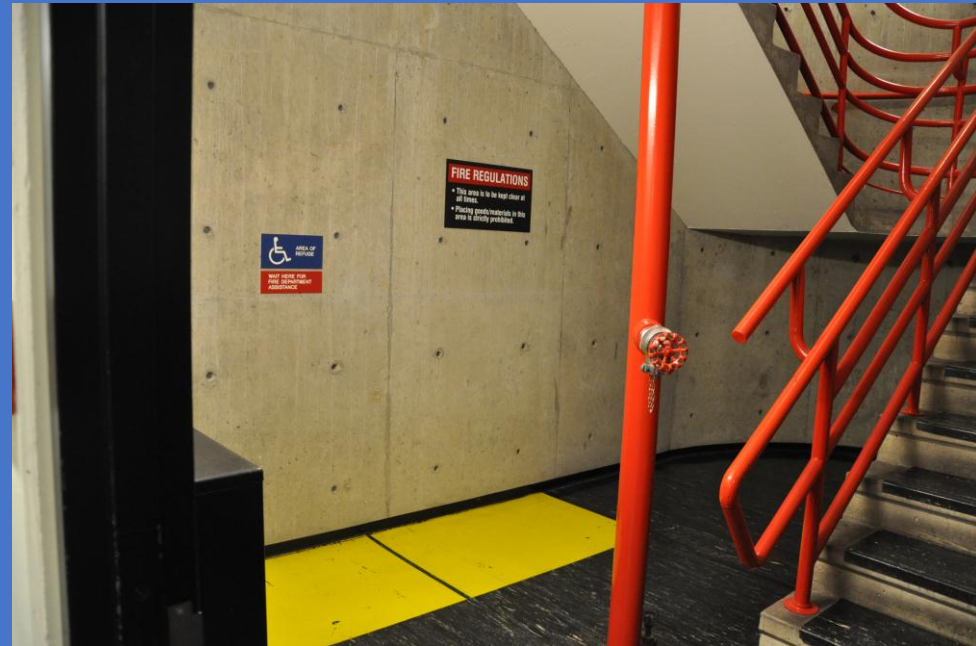
# Fire & Evacuation



- If **SAFE** to do so, close all windows and doors on your way out
  - This prevents more oxygen from feeding the fire, providing containment and slowing down its spread

# Fire & Evacuation

- Check the area of refuge!
  - People incapable of negotiating stairs may be waiting here for assistance



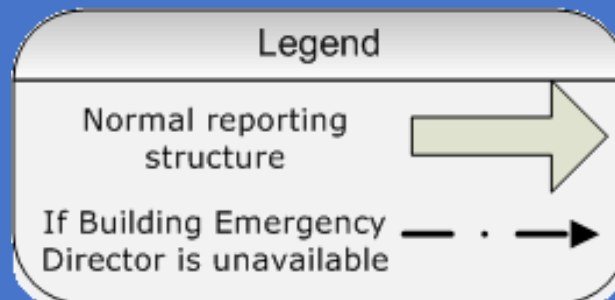
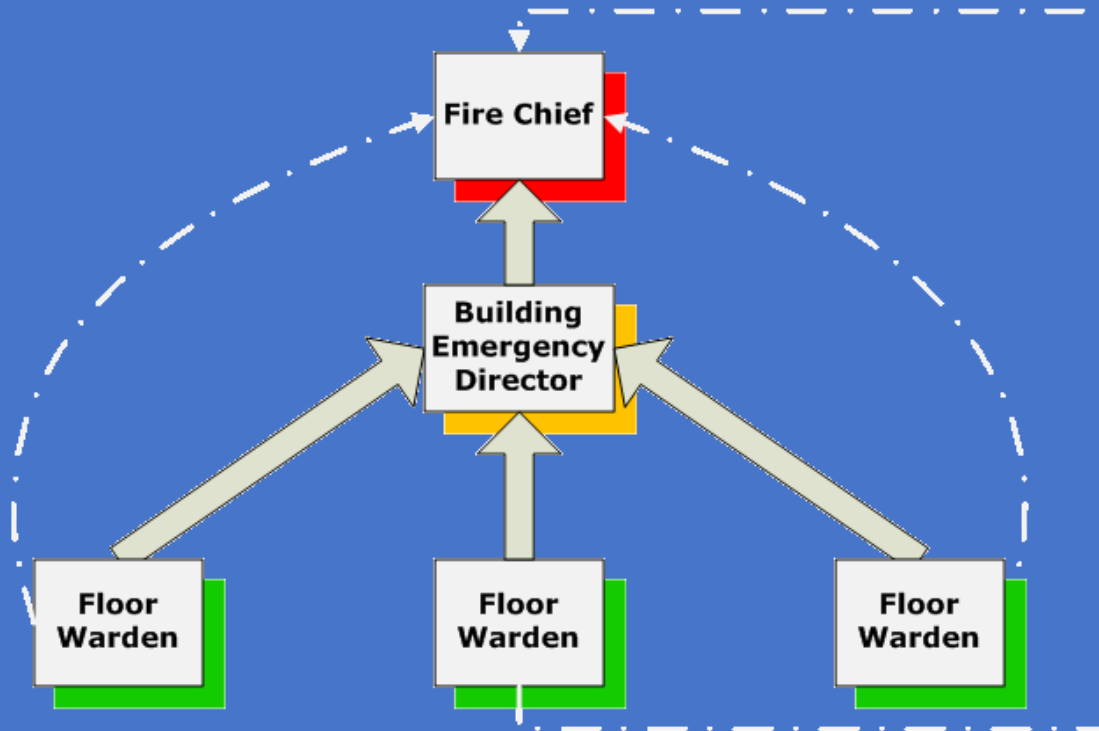
- Report all occupants in areas of refuge to the Building Emergency Director or Fire Chief

# Fire & Evacuation

- Report to the Building Emergency Director or Senior Warden who are usually found near the building's annunciator panel
  - Floor Wardens are to report all pertinent details to the Building Emergency Director, and they will relay all information to the Fire Chief
  - If the Building Emergency Director is unavailable, the Floor Wardens should report to the Fire Chief directly



# Evacuation Reporting Structure





## Vancouver Fire and Rescue Services Hazardous Materials Response

UBC has a Hazardous Materials (HazMat) team stationed on campus (Fire Hall #10)

- They are trained to National Fire Protection Association (NFPA) HazMat Technician Level
- They will respond to chemical, biological, and radiological spills
- **Be available to provide information to the team if required**



## Hazmat team suiting-up





# Hazmat team with contained hazardous materials





# Hazmat team decontaminating their equipment





## Emergency Response Information

When contacting emergency services, have the following information on hand:

- Your name and phone number
- Location of the Fire/Incident
  - Building name and address
  - Room number
- Time of Fire/Incident
- Description of the Fire/Incident location
- Details of actions taken
- Arrange to meet emergency responders at a specific location

# Fire Classification

## Class A



- **Combustibles** (Paper, cloth, wood, trash)

## Class B



- **Flammable Liquids** (Gasoline, solvents, oil)

## Class C



- **Electrical** (Wiring, circuit boards, computers)

## Class D



- **Combustible metals** (Potassium, Sodium, Mg)

# Fire Extinguishers

**Never put yourself at risk!**

**Only put out a fire if:**

- 1) You feel confident and it is safe to do so
- 2) It is small & contained (size of a small garbage can)
- 3) You have an exit route behind you (stand between the fire and your exit, with your back facing the exit)





# PASS Method

**P Pull** the Pin



**A Aim** the extinguisher nozzle at the base of the flames



**S Squeeze** trigger while holding the extinguisher upright



**S Sweep** the extinguisher from side to side, covering the area of the fire with the extinguishing agent.



**Note: To make it easier to pull out the pin, place the extinguisher on the floor first**

# Which Extinguisher to Use?



Class A



Class B & C



Class A B C



Class D

On average, the sustained usage time for handheld extinguishers can range from 12-15 seconds.

## Fire Hoses (Class A) For Fire Department Use Only



- These fire hoses are for Fire Department use only
  - They release very high pressure water and are difficult to control
  - You could hurt yourself if you try to operate one and put yourself in greater danger
  - Sometimes they are even difficult for fire fighters to control! (video)

**Note:** Video may not play in Internet Explorer, please use Firefox, Opera, or Safari to view videos

## Class B & C Extinguisher



- Used for extinguishing flammable liquid and electrical fires
- Expels CO<sub>2</sub> (extremely cold), it can cause frost bite if it makes contact with skin
- Ensure you hold the nozzle firmly to avoid the expellant from coming in contact with your skin



## Class ABC Extinguisher



- Used for extinguishing regular combustible, flammable liquid, or electrical fires
- Expels a dry chemical that is an eye irritant however will not cause bodily harm
- Most common extinguisher on campus

## Class D Extinguisher



- Used for extinguishing combustible metal fires
- Expels Sodium Chloride and can only be found in select laboratories
- Class D fires react violently with water, ensure Class A extinguishers are not used on this type of fire



## Important Fire Extinguisher Information

- Ensure you **ALWAYS** use the appropriate extinguisher when putting out a fire
  - Using the wrong extinguisher can spread or increase the severity of the fire
- Never attempt to put out a fire with multiple fire extinguishers
  - If the fire has not been put out after one extinguisher has been depleted, evacuate the area and notify the appropriate personnel immediately



## FAQS

- **How often should fire extinguishers be inspected?**
  - They should be inspected during every safety inspection (once per month)
- **Who do we call to have the fire extinguishers serviced?**
  - Trouble-Calls (822-2173)
- **Should two or more persons simultaneously attempt to extinguish a fire?**
  - No, having more than one extinguisher will create complications
- **What do you do if a fire is more than one class (ie. Class A and D)?**
  - For complex fires, do not attempt to extinguish yourself. Call 911 immediately



## FAQS

- **What is the responsibility of the Floor Warden if occupants of the building refuse to evacuate?**
  - The Floor Warden is responsible to advise occupants to evacuate the building, do not force them to leave if they refuse
  - Report all remaining individuals and their locations to the Building Emergency Director or Fire Chief
- **What do I do if I am not in my assigned area during a fire alarm?**
  - Do not proceed to your assigned area
  - Assist with the evacuation of your current area if necessary and safe to do so
  - Report to the Building Emergency Director that your assigned area has not been checked



**a place of mind**

THE UNIVERSITY OF BRITISH COLUMBIA