

<i>The Town of Fort Frances</i>	<b>SECTION</b> HEALTH AND SAFETY
<b><u>FIRE SAFETY PLAN</u></b>  <b><u>POLICY</u></b>	<b>NEW:</b> November 2007 <b>REVISED:</b>
Resolution No. 406 (consent) 11/07	Supercedes Resolution No.
Policy Number 5.37	<b>PAGE 1 of 1</b>

## **PURPOSE**

To ensure that the municipality establishes a fire safety plan and related procedures for the protection of workers and the public.

## **RESPONSIBILITY**

1. The employer shall ensure that a plan is established.
2. The supervisor shall ensure that all workers have been informed and trained in the fire plan. The supervisory staff should be given clearly defined authority so that buildings and workers can be safe-guarded against any emergency.
3. All workers shall comply with the requirements of this policy and procedure.

## **PROCEDURES**

### 1. Prevention

- Do not allow combustible materials to accumulate in any part of the workplace
- Promptly remove all combustible waste from all areas where waste is placed for disposal
- Ensure all workers have been instructed in all aspects of the fire safety plan
- All workers shall receive fire extinguisher training
- All workers and the public, where applicable, shall participate in fire drills

### 2. Fire Plan Monthly Log

A fire plan monthly log shall be kept for:

- Fire extinguisher/ Sprinkler, if applicable, inspections
- Housekeeping (storage)
- Smoke detector operations
- Fire drills (remember to close all doors before exiting)

## IN CASE OF FIRE

- If you detect a fire, contact the fire department, through 911.
- Pull the alarm, or verbally notify workers of the fire and location, and that the fire department has been notified
- Exit the building immediately (close all doors behind you)
- All workers shall assemble (identify the location)
- A supervisor, or designate, must ensure that all persons have been evacuated and are accounted for including visitors
- When the fire department arrives, the supervisor, or designate, informs the incident commander of the location of the fire, and supply the floor plan if required.

DO NOT RE-ENTER ONCE YOU HAVE LEFT THE BUILDING UNTIL IT HAS BEEN DECLARED SAFE TO DO SO BY FIRE DEPARTMENT OFFICIALS

## IF YOU HEAR THE SMOKE DETECTOR

- Regardless if there is no obvious fire detected, evacuate the building
- Contact 911

If the fire can be handled manually, then do so with the appropriate fire extinguisher. But if the fire hazard appears to be out of control **PLEASE LEAVE THE BUILDING AND FOLLOW THE ABOVE NOTED PROCEDURES.**