

Fire Safety Plan

Niagara University in Ontario

(Business/Property Name)

**113,114, & 116-122 Highway 7, West,
Vaughan, Ontario L4K 0K4**

(Business/Property Address)

This official document is to be kept readily available on site by the building superintendent at all times for use by fire officials in the event of an emergency.

Prepared by: Vince Rinaldo, PhD
Position: Vice President Ontario Administration
Date Prepared: January 19, 2019
Updated: July 2, 2020

Reviewed by: Vince Rinaldo, PhD
Position: Vice President Ontario Administration
Date Reviewed: August 10, 2020

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Part 1

Introduction

The Ontario Fire Code, Division B, Section 2.8 requires the establishment and implementation of a Fire Safety Plan for every building containing a Group A & B occupancies. In addition to the requirements within the Ontario Fire Code, the local fire department under the provisions of the Fire Protection and Prevention Act, 1997 may require the owner to develop and implement a Fire Safety Plan. In accordance with this requirement the NU Fire Safety Plan has been developed for its Ontario site, located at 2904 Highway 7 West, Vaughan, L4K 0K4, classified as a Group "A-2" occupancy – University (school). This commercial space has been constructed in accordance with non-combustible requirements. The implementation of this Fire Safety Plan will help to ensure effective utilization of life safety features to protect people from fire. This official document will be kept readily available at all times for use by staff and fire officials in the event of an emergency. The plan can be found in the following approved location:

- A fire plan box located in the area to the right of the main/front door mounted to the outside wall
- In the administration area in the cabinet located near the copy machine.
- With the Condo Board representing Expo-City Tower 2

This fire safety plan shall be reviewed annually and as often as necessary, to ensure that it takes into account changes in use and other characteristics of the building or management and the Ontario Fire Code, Ontario Regulation 213/07, which is a provincial regulation. This Code requires the owner to be responsible for carrying out the provisions of this Code, and defines "owner" as "any person, firm or corporation controlling the property under consideration".

The Fire Protection and Prevention Act Part VII, Section 28 states that in the case of an offence for a contravention of the Ontario Fire Code, a corporation is liable for a fine of not more than \$100,000 and an individual is liable for a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or both.

In addition to the Fire Safety Plan, Niagara University will maintain a copy of the Ontario Fire Code and the Fire Protection and Prevention Act (purchased from the Government of Ontario Book Store at 880 Bay Street, Toronto M7A 1NB, or accessed on the following web sites:

- <http://www.e-laws.gov.on.ca/index.html>
- <http://www.ofm.gov.on.ca/english/Legislation/firecode/Default.asp>

General Site Information

Site Area: 12,330 sq. ft.

Construction Date: 2018, non-combustible

DEFINITIONS

The following definitions have been copied from Division A, Section 1.4 of the Ontario Fire Code to assist you in understanding the meaning of these words and phrases where they are used in this guideline and in the regulation. The definitions are intended to help people understand their meaning in the context of the regulation.

Approved: means Approved by the Chief Fire Official.

Building: means any structure used or intended for supporting or sheltering any use or occupancy.

Check: means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Chief Fire Official: means the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief under Article 1.1.1.2. of Division C or a person appointed by the Fire Marshal under Article 1.1.1.1. of Division C.

Combustible Liquid: means any liquid having a flash point at or above 37.8° C and below 93.3° C.

Flammable Liquid: means a liquid having a flash point below 37.8° C and having a vapour pressure not more than 275.8 kPa (absolute) at 37.8° C as determined by ASTM D 323, "Vapor Pressure of Petroleum Products (Reid Method)".

Inspect: means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Owner: means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

Supervisory Staff: means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan and may include the fire department where the fire department agrees to accept these responsibilities.

Test: means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

Part 2(a) Audit of Building

Occupancy

Number of Employees:	10
Occupant Load:	250 persons
Number of Buildings on the property:	1

General

Type of Building:	A-2, Classrooms and overall
Building Use:	University
Building size by area:	12,330 sq. ft. -
Nature of building construction:	Non-combustible
# of storeys, including basements:	Single Storey, street level
Exits:	Front and rear main doors (signage) Emergency regress – push paddle located in outer perimeter classrooms, student lounge, and administration area
Elevators:	No
Proper Signage:	Yes
Locations:	Throughout Building

Hazardous Materials

Are there hazardous materials onsite?	Yes
Types:	Cleaning Materials
Location(s):	Janitor's Closet, Room 115 (labelled), across from sprinkler closet (labelled), right of the family washroom (labelled)

Sprinkler/Fire Extinguishers/Hydrants

Is there a sprinkler system?	Yes
Type	D - Wet
Sprinkler shut-off location:	Sprinkler Closet (labeled) – adjacent to inclusive washroom (labeled) and across from Janitor Closet (labeled).
Fire extinguishers onsite?	Yes
Type(s):	Portable
Locations:	All classrooms
Fire standpipe system:	Yes
Locations:	Left of Janitor's closet (labeled) and across from sprinkler closet (labeled)
Nearest Municipal Hydrant Location:	Within 20 Feet of Main Entrance of Building

Utilities

Heating	boiler heated water
Main Gas Shut-off:	No gas to these units
Main Electrical Shut-off Location:	located in electrical/data room 115 (labelled)
Photovoltaic System Battery Location:	
Photovoltaic System Invertor Location:	
Main Domestic Water Shut-off Location:	In ceiling outside of janitor's closet (labeled)

Access Information

Lock Box	Yes
Locations	Main front entrance
Is there a fire vehicle access route, including principal F.D. response entrance?	Yes
Location:	Main lobby Entrance rear of building connecting Expo Towers 1&2 accessed via Maplecrete Road
Keys to premises available?	Yes
Location:	With concierge
Type:	Master to all doors
Fire Department Lockbox:	Yes
Location(s):	Located inside main entrance on Maplecrete Rd.

Monitoring Information

Fire Alarm system:	Yes
Location of fire alarm panel:	Main panel for Tower 2 accessed through lobby connecting Expo Towers 1 & 2
Emergency Lighting?	Yes
Location(s):	Throughout location
Emergency Power?	Yes
Type:	Battery
Location:	Local temporary power in data/electric closet
Transfer Switch Location:	Data/Electrical Closet
Equipment Powered by Generator:	Internet and key swipes

Floor Plans



1 PROPOSED FURNITURE PLAN
SCALE: 1/8" = 1'-0"

- Classroom 101 - 36 persons
- Classroom 103 - 24 persons
- Classroom 104 - 32 persons

- Classroom 105 - 40 persons
- Classroom 111 - 26 persons
- Classroom 112 - 20 persons
- Classroom 113 - 14 persons
- Conference Room 115 - 7 persons

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1	PROPOSED FURNITURE PLAN	DATE: 10/03/18
2	INTERIOR SCHOOL FIT-UP	DATE: 10/03/18
3	2000 NIAGARA ST. I. UNITS 217-221, VAUGHAN, ON	DATE: 10/03/18
4	NIAGARA UNIVERSITY	DATE: 10/03/18
5	BD17 - 31	DATE: 10/03/18

PROPOSED FURNITURE PLAN
INTERIOR SCHOOL FIT-UP
2000 NIAGARA ST. I. UNITS 217-221, VAUGHAN, ON
NIAGARA UNIVERSITY
BD17 - 31

DATE: OCTOBER 3, 2018
A-4

Vaughan Site Room sizes and capacities

Room Number	Room Size (sf)	Designation	Capacity Seating
101	1097	Classroom	40
103	646	Classroom	24
104	1091	Classroom	40
105	892	Classroom	36
111	601	Classroom	28
112	515.5	Classroom	20
113	515.5	Classroom	20
114	141.31	Meeting Room	7
			215

Part 2(b)
Audit of Human Resources

Business/Building Name:	Niagara University in Ontario
Unit No.	113, 114, & 116-122
Address:	2904 Highway 7, West, Vaughan, Ontario
Postal Code:	L4K 0K4
Business Phone Number(s):	(416) 533-9037

Call List

Niagara University Campus Safety	(716) 286-8111
Vice President Ontario Administration	(716) 245-1533 (Cell)
Senior Vice President for Operations & Finance	(716) 286-8354 (Office)
Dean, College of Education	(716) 286-8549 (Office)

Employee	John Barker
Title:	Director of Campus Safety
Phone No.	(716) 286-8111
Employee	Vince Rinaldo
Title:	Vice President Ontario Administration
Phone No.	(716) 245-1533
Employee	Mary Borgognoni
Title:	Senior Vice President for Operations & Finance
Phone No.	(716) 286-8354 (Office)
Employee	Chandra Foote
Title:	Dean, College of Education
Phone No.	(716) 286-8549 (Office)

After Hour Contacts (24-hour telephone numbers)

Employee/Title:	Campus Safety
Phone No.	(716) 286-8111

Part 3

Emergency Procedures - Occupants

In Event of Fire,

- Remain Calm;
 - If not already activated, activate the building fire alarm using pull station to notify all building occupants;
 - (University Representative) Call Campus Safety;
 - Leave building through nearest exit and report to safe area located in the Riviera Parking Lot, by the Parking Meter nearest Hwy 7.
-
- Know the location of fire extinguishers, fire exits, and alarm systems in your area
 - Evacuate all rooms, closing all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS**
 - When the building fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same. If door is hot, do not open look for alternate exit
 - Assist people with special needs to exit the building. **University personnel** may also assist with the evacuation of people with special needs. There could be times, individuals with special needs could be led to the nearest exit, away from the problem area
 - Once outside, move to a designated assembly area, located in the Riviera Parking Lot, by the Parking Meter nearest Hwy 7, at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews
 - Follow directions given by emergency personnel
 - An Incident Command Post (ICP) may be set up near the emergency site. Keep “clear” of the ICP unless you are requested to enter the area
 - Do not return to evacuated building until the “all-clear” is given by emergency personnel
 - If you become “trapped” in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.
 - If possible, place a soaked piece of clothing at the bottom of the door to prevent smoke from entering the room, if there is no window, stay close to the floor, where the air is less toxic. Shout at regular intervals to alert emergency personnel of your location.

In the Event the Fire Alarm Sounds.

- Remain Calm;
- If not already activated, activate the building fire alarm using pull station to notify all building occupants;
- (University Representative) Call Campus Safety;
- Leave building through nearest exit and report to safe area located in the Riviera Parking Lot, by the Parking Meter nearest Hwy 7.

Related Duties

In General:

- Keep hallways and exits, inside and outside, clear of any obstruction;
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard;
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable;
- Keep access fire routes and fire connections clear and accessible for fire department use;
- Maintain the fire protection equipment in good operating condition at all times;
- Participate in fire drills. Occupants' participation should be encouraged;
- Have a working knowledge of the building fire and life safety systems;
- Ensure the building fire and life safety systems are in operating condition;
- Arrange for a substitute in your absence;
- Comply with the Ontario Fire Code;
- In the event of any shutdown of fire and life safety systems, notify Vaughan Fire and Emergency Services and initiate alternative measures.

Part 4

Emergency Procedures – Supervisory Staff

In Event of Fire,

- Remain Calm;
 - If not already activated, activate the building fire alarm using pull station to notify all building occupants;
 - Notify University Representative who will Call Campus Safety;
 - Leave building through nearest exit and report to safe area located in the Riviera Parking Lot, by the Parking Meter nearest Hwy 7.
-
- Know the location of fire extinguishers, fire exits, and alarm systems in your area
 - Evacuate all rooms, closing all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS**
 - When the building fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same. If door is hot, do not open look for alternate exit
 - Assist people with special needs to exit the building.
 - Once outside, move to a designated assembly area, located in the Riviera Parking Lot, by the Parking Meter nearest Hwy 7, at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews
 - If designated as emergency personnel, provide directions to evacuees and proceed to Incident Command Post (ICP).
 - If not designated as emergency personnel, follow directions given by emergency personnel
 - Do not return to evacuated building until the “all-clear” is given by emergency personnel

Emergency Responsibilities– Supervisory Staff

For the emergency response portion of the Fire Safety Plan to be effectively implemented, all staff/employees must understand the important role they play in promoting fire safety in the workplace. Everyone must adhere to the workplace fire safety practices and procedures. Orientation training (when hired) shall be performed (and recorded) for all employees and should include fire safety instructions on:

- what to do upon discovery of fire - **Call 911**
- what to do upon hearing an alarm of fire/evacuation notification
- how to prevent or minimize fire hazards in the workplace

Part 5

Responsibilities of the Owner / Occupant

Owner/Manager Responsibilities for Fire Safety

- Ensure the Fire Safety Plan is developed, approved and fully implemented.
- Establishment of emergency procedures to be followed at the time of an emergency.
- Appoint, organize and train emergency supervisory staff to carry out fire safety duties and emergency procedures.
- Ensure a sufficient number of assistants are designated and trained to act in a supervisory capacity in the event that the appointed emergency supervisory staff are absent from the building/site.
- Ensure that fire drills involving all supervisory staff are held in accordance with the Fire Code, which requires three (3) per semester for a school as defined in the Act.
- Retain a log of all fire drills.
- Ensure that fire hazards are identified and eliminated or controlled.
- Provide alternate measures for fire safety during the temporary shutdown of fire protection equipment or systems.
- Have the necessary checks, tests, inspections and maintenance of fire protection equipment completed as required by the Fire Code.
- Keep permanent records of all tests and corrective measures for a period of at least two years.
- Keep adequate records of training and fire drills for a period of at least one-year or more if owner so decides.
- Notification of the Chief Fire Official regarding changes in the fire safety plan.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Maintenance of building facilities provided for safety of the occupants.
- Be in complete charge of the approved fire safety plan and specific responsibilities of personnel.
- Educate and train (document training) all building personnel in the use of the existing fire safety equipment, and in the actions to be taken under the approved fire safety plan.

Part 6(a)

Fire Hazards

Programs offered by Niagara University, on this site do not require the use of labs or hazardous/combustible chemicals/materials. Nonetheless, Niagara University is committed to a high standard of housekeeping and building maintenance including but not restricted to the following:

- The safe storage of flammable liquids in approved areas;
- Regularly maintain fire and smoke monitoring devices for proper operation;
- Ensure all electrical wiring and appliances comply with Ontario Electrical Safety Code (OESC);
- In accordance with University policy, maintain a smoke-free campus;

In general occupants will:

- Know how to alarm occupants of Niagara University site in case of fire;
- Know where exits and fire alarms are located;
- Call Vaughan Fire & Emergency Services immediately (9-1-1) whenever assistance is needed;
- Know the correct address of the building;
- Notify Niagara University supervisory staff and instructors if special assistance is required in the event of an emergency;
- Know the fire alarm signals and the procedures established to implement safe evacuation;
- Know the supervisory staff for Niagara University;
- Report any fire hazard to Niagara University supervisory staff;

Part 7

Fire Extinguishment, Control or Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that Vaughan Fire and Emergency Services has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation should attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

Remember the (PASS)

P – Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers.

Keep extinguishers in a visible area without obstructions around them.

Part 8

Alternative Measures for Occupant Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from Vaughan Fire & Emergency Services.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify Vaughan Fire & Emergency Services, dial: (905) 832-8506 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. Vaughan Fire & Emergency Services is to be notified in writing of shutdowns longer than 24 hours.
2. Have staff of other reliable person(s) patrol the affected area(s) at least once every hour when classes are in session.
4. Notify Vaughan Fire & Emergency Service and the building occupants when repairs have been completed and systems are operational.

Note: All shutdowns will be confined to as limited an area **and** duration as possible.

Training the Supervisory Staff

All identified supervisory staff shall be supplied with a copy of the fire safety plan and are required to become familiar with its contents. Training of the identified supervisory staff shall be done annually and will be documented.

All identified supervisory staff are to be shown:

- How to reset the fire alarm system (An activated system must not be reset until authorized by a fire department officer);
- How to activate the emergency procedures

- The location of keys to provide access to all locked areas and the location of extinguishers, and all fire related protection equipment
- How to use the first aid fire-fighting equipment installed within the building

Training of the Staff/Occupants

All new staff/occupants shall be trained in the actions that shall be taken in the event of a fire emergency. Orientation training for all staff shall include fire safety instructions on:

- What to do upon discovery of fire
- What to do upon hearing an alarm of fire, where to go (meeting place etc.)
- How to prevent or minimize fire hazards in the workplace

Temporary staff shall be trained in the actions that shall be taken in the event of a fire emergency. Orientation training for all temporary staff shall include fire safety instructions as per new staff, above.

Training Records

Detailed training records of all employees' shall be kept, including temporary staff. All staff shall be provided make-up Fire Safety training in the event of a missed training session. The owner upon request shall be able to provide information to the Chief Fire Official that verifies the quality and quantity of all staff training.

Fire Protection Measures

The following are descriptions of fire protection measures which are present in this location:

Fire Alarm Systems

The purpose of a fire alarm systems is to alert all occupants of the building that an emergency of fire exists, so that such occupants may put into practice the measures required by the fire safety plan.

- All fire alarm systems shall be maintained in full operation condition at all times.
- A single stage system sounds a general alarm throughout the facility that may require total evacuation of the building. Operation of the fire alarm is activated by a manual pull station, heat detector, smoke detector, or a sprinkler head.

Exits

An exit is that part of a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge. Vertical shafts accessed from above or below grade are protected from the remainder of the building provided the doors leading to the shaft are kept closed.

Fire Department Access

Fire department access allows fire fighters and their equipment to gain access to the building. Vehicles parked in a fire route, excessive vegetation, snow and other forms of obstructions to

access routes, fire hydrants and fire department connections are not permitted by the Fire Code. Maintaining fire department access is an ongoing matter. In addition, access into a building requires consideration (ie: with a key box, through preplanning, etc.).

Portable Extinguishers

Portable extinguishers are intended as first aid measure to cope with fires of limited size. The basic types of fire classes are: A (wood/paper), B (flammable liquids) and C (electrical). Portable extinguishers are rated for the corresponding classes of fire.

Emergency Lighting

Emergency lighting ensures that exits, corridors and principal routes providing access to exits are illuminated in the event of loss of power.

Part 9 Fire Drills

The actions to be taken by staff in the event of a fire is crucial, therefore practising fire drills must become an integral part of a facility's preparedness.

The purpose of a fire drill is to ensure that staff are familiar with the building's overall evacuation procedures. Therefore, the owners and managers must be aware of the benefits of holding fire drills which involve all staff/employees/students/occupants. To maximize the benefits of these fire drills, they will be scheduled and rotated in such a way all staff/employees/students/occupants have an opportunity to participate.

Supervisory staff must be instructed in the fire emergency procedures that are described in the Fire Safety Plan before they are given any responsibility for fire safety. A copy of the fire emergency procedures and other duties outlined in the Fire Safety Plan must be given to all supervisory staff.

Staff should receive training in the safe use of portable fire extinguishers and other fire safety equipment. This may include instructions on how to activate and reset the fire alarm system where appropriate. Staff must be instructed to react quickly to a fire emergency. At the same time, personal safety must be promoted.

It is very important that all staff with specific responsibilities attend a debriefing meeting following every practise fire drill. This meeting will be held to review the procedures and reactions of all participants. During the debriefing, problem areas can be identified and, if necessary, solutions to overcome any deficiencies in the facility's Fire Safety Plan can be discussed and corrected. *The fire department must be made aware of and approve any changes to the Fire Safety Plan.*

The fire department administration shall be notified prior to the fire drill and immediately after completion and resetting the fire alarm.

To promote effective drills Niagara University will provide training to staff and students, so that they understand the procedures they are expected to follow in an emergency. As part of its plan, it will identify the need for assistance to be provided to individuals who require assistance in evacuating (mobility/sight/hearing disabilities). It will also conduct a mix of pre-announced and surprise fire drills. Further, Niagara will identify staff will practice using fire-fighting and related safety equipment to enhance their personal safety and response to a fire emergency?

The date and time of all fire drills, as well as the names of participating staff, will be recorded in a permanent log book.

For this site, the Fire Code requires that fire drills be conducted three times each semester (Fall/Spring/Summer) and records will be retained for a period of one year.

FIRE DRILL RECORD

Date:

Time:

Manager/Supervisor On-Duty: _____

Staff Present: _____

Deficiencies Noted: _____

General Comments: _____

Part 10

Maintenance Requirements of the Ontario Fire Code

Portions of the Fire Code which require that **checks, inspections** and/or **tests** be made of equipment and facilities from time to time. The building owner(s)/manager shall ensure that all fire protection features and equipment, such as fire separations, smoke control equipment, emergency lighting, fire alarm systems, automatic sprinkler systems, standpipe systems, fire extinguishers, fixed extinguishing systems, voice communication systems, emergency generators are checked, tested, inspected and maintained in accordance with the frequencies specified in Division B, Part's 2, 6 and 7 of the Fire Code and all applicable standards referenced in the Fire Code.

- Annual Inspections are conducted by Cortel Group – Reports are provided upon request
- When using in-house personnel to conduct some of the **checks, inspections** and **tests**, Niagara University will ensure they are fully trained and qualified to carry out the activity;
- Where required, the **checks, inspections** and **tests** shall be performed by qualified technicians.
- When conducting their inspections, Fire Department/fire prevention officers may check to ensure that the necessary **checks, inspections** and/or **tests** are being done.
- Niagara University will maintain for a period of two years after they are made, records of all fire equipment tests and maintenance as set out in Division B, Part 1, Sub-Section 1.1.2. of the Fire Code. Records of **tests** and corrective measures or operational procedures.
- Records shall be retained at the building premises for examination by the Chief Fire Official.
- Records of **tests** and corrective measures or operational procedures shall be retained so that at least the current and the immediately preceding reports are available.

Check / test/inspect requirements of the Ontario Fire Code:

- Included below is a list of the portions of the Fire Code that requires checks, inspections and/ or tests to be conducted of the facilities. Niagara University in Ontario will perform or have performed the necessary checks, inspections and/ or tests in accordance with its Fire Safety Plan.

Definitions for key words are as follows:

Check means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

Test means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

Inspect means physical examination to determine that the device or system will apparently perform in accordance with its intended function

In accordance with the requirements of the Fire Code records of all tests and corrective measures will be retained for a period of two years after they are made.

General Fire Protection Systems/Equipment

General	Notes			
Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed				
Exit signs shall be clearly visible and maintained in a clean and legible condition.				
Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.				
	Inspection Date	Condition		Notes
Yearly				
Fire dampers and fire-stop flaps shall be inspected annually, or based on a schedule via contractor acceptable to the Chief Fire Official		Pass	Fail	
Disconnect switches for mechanical air-conditioning and ventilating systems shall be inspected annually to establish that the system can be shut down		Pass	Fail	
Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced		Pass	Fail	

- Annual Inspections are conducted by Cortel Group – Reports are provided upon request

Portable Fire Extinguishers

General	Inspection Date	Condition		Notes
Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.		Pass	Fail	
A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.		Pass	Fail	
All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.		Pass	Fail	
Monthly				
Portable extinguishers shall be inspected monthly.		Pass	Fail	
Yearly				
Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.		Pass	Fail	
Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: <ul style="list-style-type: none"> • mechanical parts • extinguishing agent • expelling means 		Pass	Fail	

Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable.		Pass	Fail	
5 Years				
Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested and maintained.		Pass	Fail	
Tested 6 Years				
Every six years, stored pressure extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.		Pass	Fail	

Fire Alarm Notice Communication Systems

General	Notes			
Fire alarm and voice communication system components shall be kept unobstructed.				
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.				
Daily				
The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken. <ul style="list-style-type: none"> ● Check the principle and remote trouble lights for trouble indication; ● Inspection of the AC power-on light shall be done to ensure its normal operation. 				
	Inspection Date	Condition		Notes
Monthly		Pass	Fail	
Every month the following tests shall be conducted and if a fault is established, appropriate corrective action shall be taken: <ul style="list-style-type: none"> ● one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition ● function of all signal devices shall be ensured ● the annunciator panel shall be checked to ensure correct annunciation 				
Yearly		Pass	Fail	
Yearly tests conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. Tests shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems"				

- Annual Inspections are conducted by Cortel Group – Reports are provided upon request

Smoke Alarms

General	Inspection Date	Condition		Notes
Ensure dwelling unit smoke alarms are maintained in operating condition.		Pass	Fail	
Ensure a copy of the smoke alarm manufacturer's maintenance instructions or approved alternative has been provided.		Pass	Fail	

- Annual Inspections are conducted by Cortel Group – Reports are provided upon request

Standpipe Systems

General	Inspection Date	Condition		Notes
Monthly				
Hose cabinets shall be inspected monthly to ensure that the hose and equipment are in the proper position and appear to be operable.	January	Pass	Fail	
	February	Pass	Fail	
	March	Pass	Fail	
	April	Pass	Fail	
	May	Pass	Fail	
	June	Pass	Fail	
	July	Pass	Fail	
	August	Pass	Fail	
	September	Pass	Fail	
	October	Pass	Fail	
	November	Pass	Fail	
	December	Pass	Fail	
Yearly				
Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.		Pass	Fail	
If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.		Pass	Fail	
Hose valves shall be inspected annually to ensure that they are tight and that there is no water leakage into the hose.		Pass	Fail	
Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.		Pass	Fail	

- Hoses are no included - provided by the Fire Department

Sprinkler Systems (Wet)

General	Notes		
Auxiliary drains shall be inspected as required to prevent freezing.			
Weekly	Inspection Week	Condition	Notes
Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they are sealed or locked in the open position.		P/F	
Water supply pressure and system air or water pressure shall be checked weekly by using gauges to ensure that the system is maintained at the required operating pressure.		P/F	
	Inspection Date	Condition	Notes
Monthly			
On all sprinkler systems, an alarm test, using the alarm test connection located at the sprinkler valve, shall be performed monthly.	January	Pass	Fail
	February	Pass	Fail
	March	Pass	Fail
	April	Pass	Fail
	May	Pass	Fail
	June	Pass	Fail
	July	Pass	Fail
	August	Pass	Fail
	September	Pass	Fail
	October	Pass	Fail
	November	Pass	Fail
	December	Pass	Fail
Two Months	Inspection Date	Condition	Notes
All transmitters and water flow devices shall be tested at two-month intervals	January	Pass	Fail
	March	Pass	Fail
	May	Pass	Fail
	July	Pass	Fail

	September	Pass	Fail	
	November	Pass	Fail	
Six Months				
Gate-valve supervisory switches and other sprinkler system supervisory devices shall be tested at six-month intervals.	January	Pass	Fail	
	July	Pass	Fail	
Yearly				
	Inspection Date	Condition		Notes
Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair		Pass	Fail	
Sprinkler heads shall be checked at least once per year to ensure that they are kept in good repair.		Pass	Fail	
Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.		Pass	Fail	
On wet sprinkler systems, water-flow alarm test using the most hydraulically remote test connection, shall be performed annually.		Pass	Fail	
Sprinkler system water pressure shall be tested annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.		Pass	Fail	
Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.		Pass	Fail	

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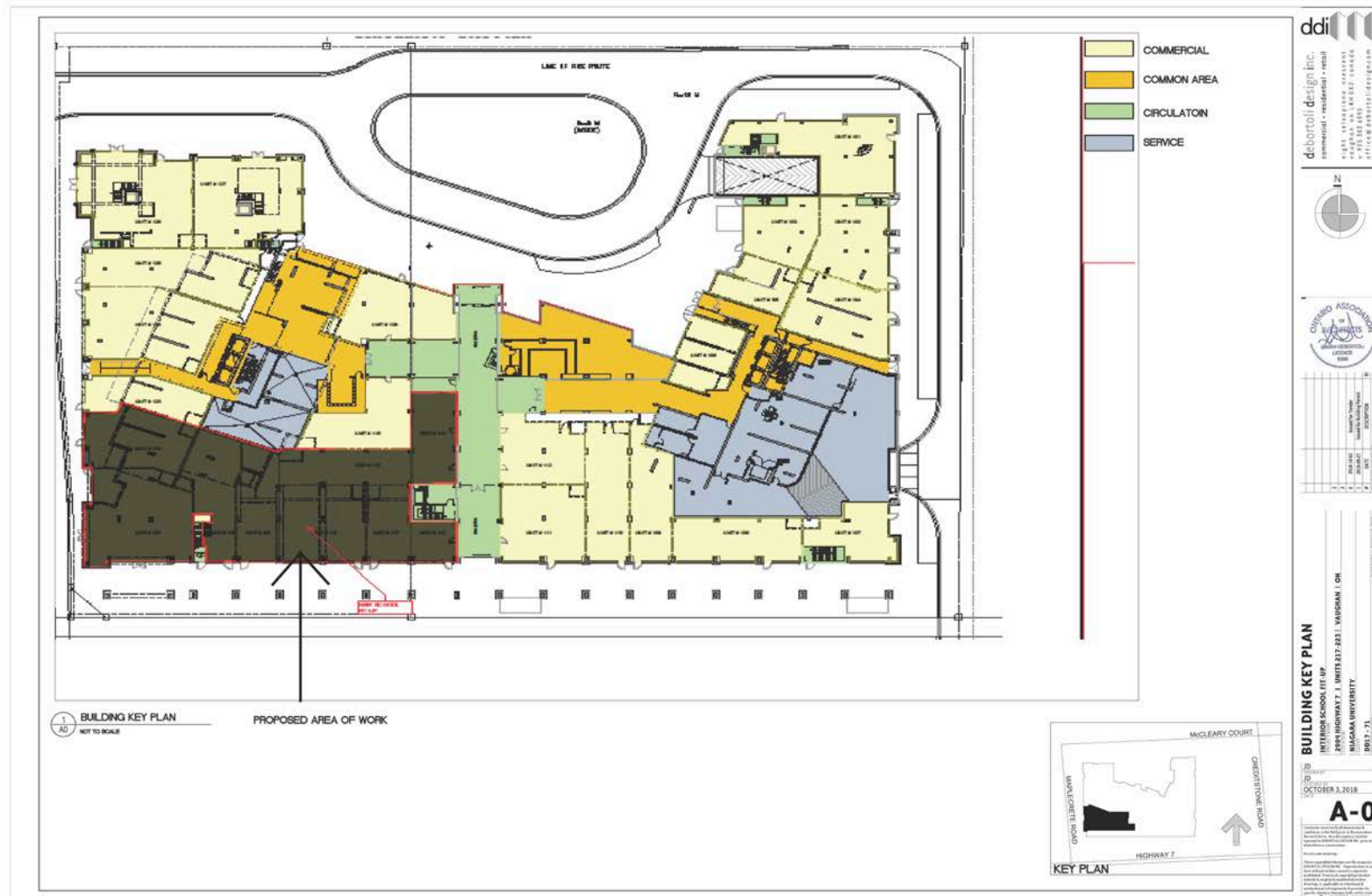
Emergency Lighting System

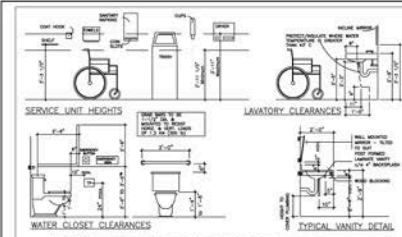
General					
Daily	Notes				
Check pilot lights for indication of proper operation.					
Monthly	Inspection Date		Condition		Notes
Electrolyte level and specific gravity shall be inspected monthly and maintained as per manufacturer's specifications.	Jan	Jul	Pass	Fail	
	Feb	Aug	Pass	Fail	
	Mar	Sep	Pass	Fail	
	Apr	Oct	Pass	Fail	
	May	Nov	Pass	Fail	
	Jun	Dec	Pass	Fail	
Ensure that battery surface is clean and dry	Jan	Jul	Pass	Fail	
	Feb	Aug	Pass	Fail	
	Mar	Sep	Pass	Fail	
	Apr	Oct	Pass	Fail	
	May	Nov	Pass	Fail	
	Jun	Dec	Pass	Fail	
Ensure that terminal connections are clean, free of corrosion and lubricated.	Jan	Jul	Pass	Fail	
	Feb	Aug	Pass	Fail	
	Mar	Sep	Pass	Fail	
	Apr	Oct	Pass	Fail	
	May	Nov	Pass	Fail	
	Jun	Dec	Pass	Fail	
Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.	Jan	Jul	Pass	Fail	
	Feb	Aug	Pass	Fail	
	Mar	Sep	Pass	Fail	
	Apr	Oct	Pass	Fail	
	May	Nov	Pass	Fail	
	Jun	Dec	Pass	Fail	

Emergency lighting equipment shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply	Jan	Jul	Pass	Fail	
	Feb	Aug	Pass	Fail	
	Mar	Sep	Pass	Fail	
	Apr	Oct	Pass	Fail	
	May	Nov	Pass	Fail	
	Jun	Dec	Pass	Fail	
Yearly					
Emergency lighting equipment shall be tested annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.			Pass	Fail	
After completion, the charging conditions for voltage and current and the recovery period will be tested annually to ensure that the charging system is in accordance with the manufacturer's specifications.			Pass	Fail	

- Annual Inspections are conducted by Cortel Group – Reports are provided upon request

Part 11 Building Schematics





BARRIER-FREE DESIGN REQUIREMENTS AS PER CBC S4.3

BARRELFREE ENTRY/DOOR/SHOULDER WIDTHS

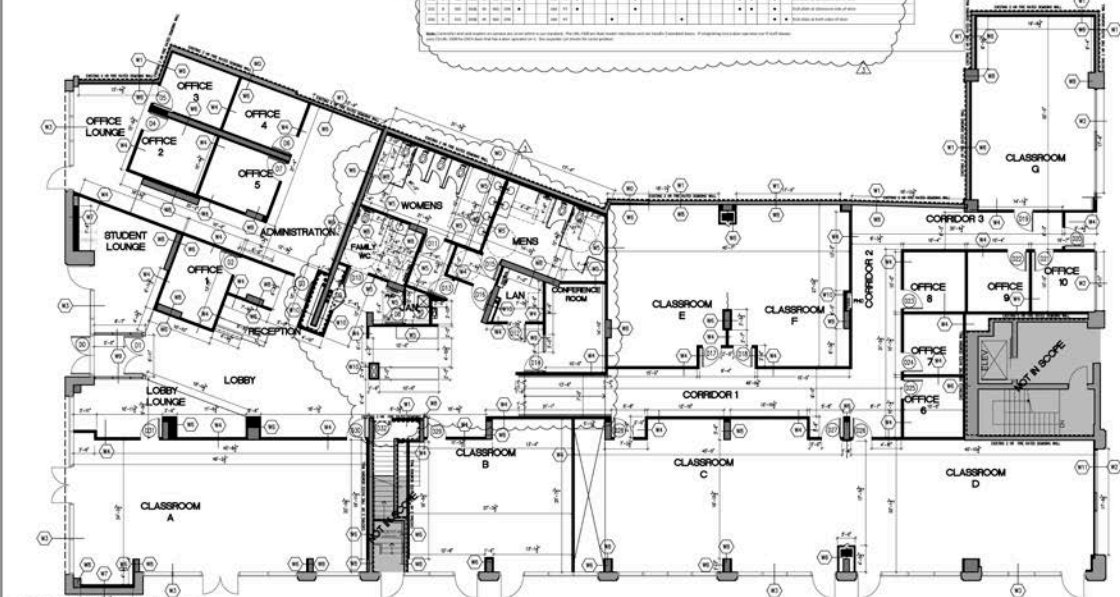
1. ENSURE A MINIMUM DIFFERENCE IN ELEVATION OF 1/4" AT WOOD BUILDING ENTRY FROM AN ACCESSIBLE WALKWAY TO THE WALKWAY. USE DESIGNATED WALKWAY-FREE DOOR SWL.

BARRELFREE ACCESSIBILITY: WHEELS

1. WORK AS ACCESSORIES REQUIRED TO "NECESSARY" WALKWAY.
 - 1.1. WALKWAY WIDTHS: 36" MIN. CLEARANCE TO "NECESSARY" WALKWAY.
 - 1.2. WALKWAY WIDTHS: 36" MIN. CLEARANCE TO "NECESSARY" WALKWAY.
 - 1.3. WALKWAY WIDTHS: 36" MIN. CLEARANCE TO "NECESSARY" WALKWAY.
 - 1.4. WALKWAY WIDTHS: 36" MIN. CLEARANCE TO "NECESSARY" WALKWAY.
 - 1.5. WALKWAY WIDTHS: 36" MIN. CLEARANCE TO "NECESSARY" WALKWAY.
2. CHAIR BAYS TO ACCESSIBLE WALKWAY (ABLE TO SUPPORT 300 LB. CAPACITY).
 - 2.1. CHAIR BAY TO BE 1-1/2" TO 2" ON 30" X 30" L-SHAPED S.S. WITH LOW END MOUNTED 30" HGT. 2" DIA. ROUND BAR SUPPORT FOR WALKWAY. PROVIDE 11-1/2" TO 11-7/8" CLEAR BETWEEN BAR & WALL.
 - 2.2. CHAIR BAY TO BE 1-1/2" TO 2" ON 30" X 30" L-SHAPED S.S. MOUNTED ORIENTED TO PROVIDE 11-1/2" TO 11-7/8" CLEAR BETWEEN BAR & WALL.
 - 2.3. CHAIR BAY TO BE 1-1/2" TO 2" ON 30" X 30" L-SHAPED S.S. MOUNTED ORIENTED TO PROVIDE 11-1/2" TO 11-7/8" CLEAR BETWEEN BAR & WALL.

NIAGARA UNIVERSITY VAUGHAN TENANT BUILD-OUT

ROOM NUMBER	FINISH	DATE	COMMENTS
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SCHEDULE WALLS

1. CEILING JOINT, 2. 1/2" DIA. FIRE STOPPING WALL (10' MIN. OF CONCRETE DECK) - 1/2" DIA. OF CONCRETE DECK
2. CEILING JOINT, 2. 1/2" DIA. FIRE STOPPING WALL (10' MIN. OF CONCRETE DECK) - 1/2" DIA. OF CONCRETE DECK
3. CEILING JOINT, 2. 1/2" DIA. FIRE STOPPING WALL (10' MIN. OF CONCRETE DECK) - 1/2" DIA. OF CONCRETE DECK
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17. CEILING JOINT, 2. 1/2" DIA. FIRE STOPPING WALL (10' MIN. OF CONCRETE DECK) - 1/2" DIA. OF CONCRETE DECK
18. CEILING JOINT, 2. 1/2" DIA. FIRE STOPPING WALL (10' MIN. OF CONCRETE DECK) - 1/2" DIA. OF CONCRETE DECK
19. CEILING JOINT, 2. 1/2" DIA. FIRE STOPPING WALL (10' MIN. OF CONCRETE DECK) - 1/2" DIA. OF CONCRETE DECK
20. CEILING JOINT, 2. 1/2" DIA. FIRE STOPPING WALL (10' MIN. OF CONCRETE DECK) - 1/2" DIA. OF CONCRETE DECK

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SUITE 100
VICTORIA PARK
VICTORIA, BC V8N 1M1
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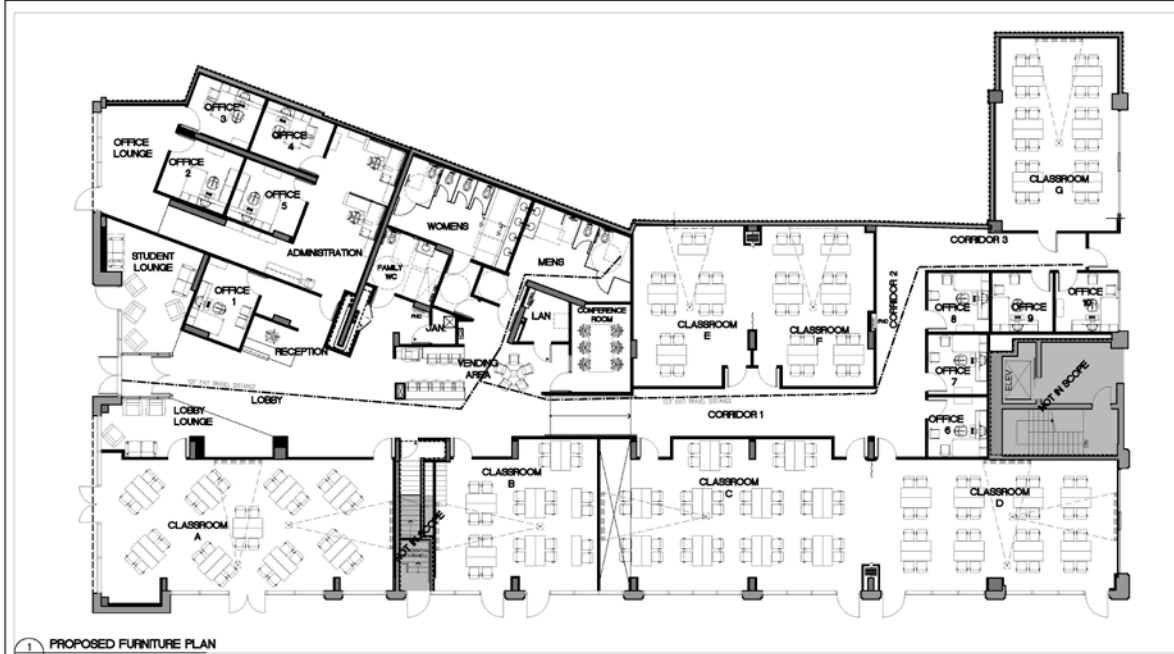


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19	2018.10.25	ISSUED FOR PERMIT
20	2018.10.25	ISSUED FOR PERMIT

PROPOSED FLOOR PLAN
INTERIOR SCHOOL 111-UP
2891 HIGHWAY 7, 1. UNITS 212-221, VAUGHAN, ON
NIAGARA UNIVERSITY
DDI 17-23

DATE: OCTOBER 25, 2018

A-2



1 PROPOSED FURNITURE PLAN
SCALE: 1/4" = 1'-0"

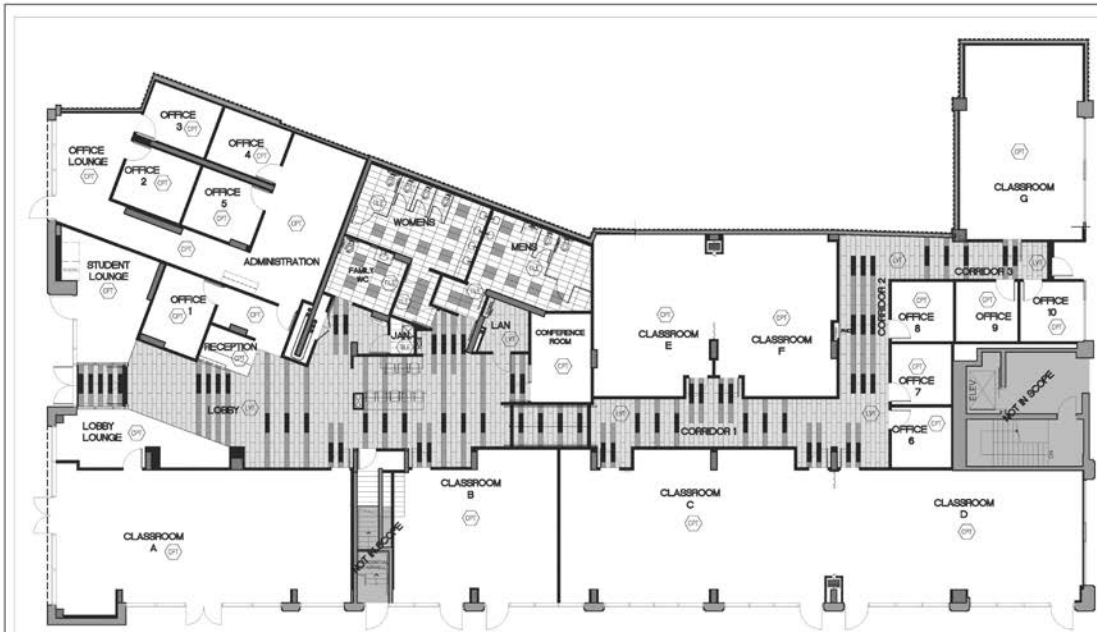
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4181 VIVIANE CIRCLE
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WILLOWDALE, ONTARIO M2H 2S2 CANADA
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OFFICE@debertolidesign.com
WWW.DEBERTOLIDESIGN.COM



NO.	REVISION	DATE	DESCRIPTION
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PROPOSED FURNITURE PLAN
 INTERIOR SCHOOL UNIT
 2800 HIGHWAY 7, UNITS 237-233,1, YANGSHAN I ON
 NIAGARA UNIVERSITY
 0017-21
 OCTOBER 3, 2018
A-4

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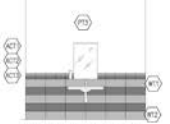
1
A6
PROPOSED FINISHES PLAN
SCALE: 1/4" = 1'-0"

FINISHES FLOOR

- MATERIAL: LUXURY VINYL TILE (W/POPC) STAIN RES. AND MOISTURE RESISTANT (S1 GREY) 20mm x 1m
 FINISH:
- MATERIAL: LUXURY VINYL TILE (W/POPC) STAIN RES. AND MOISTURE RESISTANT (S1 GREY) 20mm x 1m
 FINISH:
- MATERIAL: LUXURY VINYL TILE (W/POPC) STAIN RES. AND MOISTURE RESISTANT (S1 GREY) 20mm x 1m
 FINISH:
- MATERIAL: PORCELAIN TILE (CLASS) (S1 GREY) 12" x 12" (S1 GREY) 12" x 12" (S1 GREY)
- MATERIAL: PORCELAIN TILE (CLASS) (S1 GREY) 12" x 12" (S1 GREY) 12" x 12" (S1 GREY)
- MATERIAL: LUXURY VINYL TILE (W/POPC) STAIN RES. AND MOISTURE RESISTANT (S1 GREY) 20mm x 1m
 FINISH:
- MATERIAL: PORCELAIN TILE (CLASS) (S1 GREY) 12" x 12" (S1 GREY) 12" x 12" (S1 GREY)
- MATERIAL: LUXURY VINYL TILE (W/POPC) STAIN RES. AND MOISTURE RESISTANT (S1 GREY) 20mm x 1m
 FINISH:

WALL TILE (WASHROOMS)

- MATERIAL: PORCELAIN TILE (CLASS) (S1 GREY) 12" x 12" (S1 GREY)
- MATERIAL: PORCELAIN TILE (CLASS) (S1 GREY) 12" x 12" (S1 GREY)
- MATERIAL: GLASS ACENT TILE (S1 GREY) 12" x 12" (S1 GREY)
- MATERIAL: GLASS ACENT TILE (S1 GREY) 12" x 12" (S1 GREY)
- MATERIAL: GLASS ACENT TILE (S1 GREY) 12" x 12" (S1 GREY)



TYPICAL WALL TILE INSTALLATION ELEVATION

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Edmonton, Alberta T6A 4K8
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NO.	DATE	DESCRIPTION
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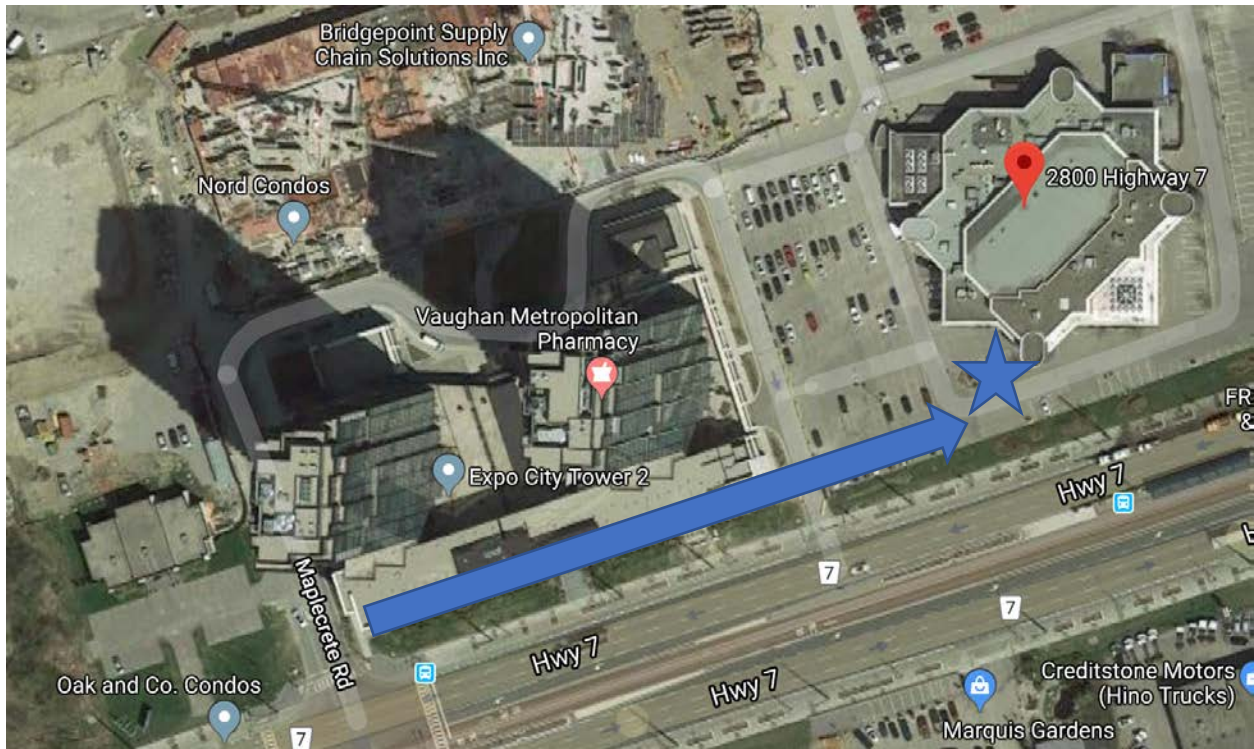
PROPOSED FINISHES PLAN
INTERIOR SCHOOL FIT-UP
2994 HIGHWAY 7, 1 UNIT 2, 217-223, VAUGHAN, ON
NAGARA UNIVERSITY
0017 - 71

DATE: 2018.10.25
OCTOBER 25, 2018

A-6

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Evacuation Diagram



Calmly exit building and continue on walkway to sidewalk to parking area outside of the Riviera Banquet Centre

Gathering Zone by entrance to Riviera Banquet Centre ★

Path to Gathering Zone →

Niagara University
Fire Safety Procedures
January 2020

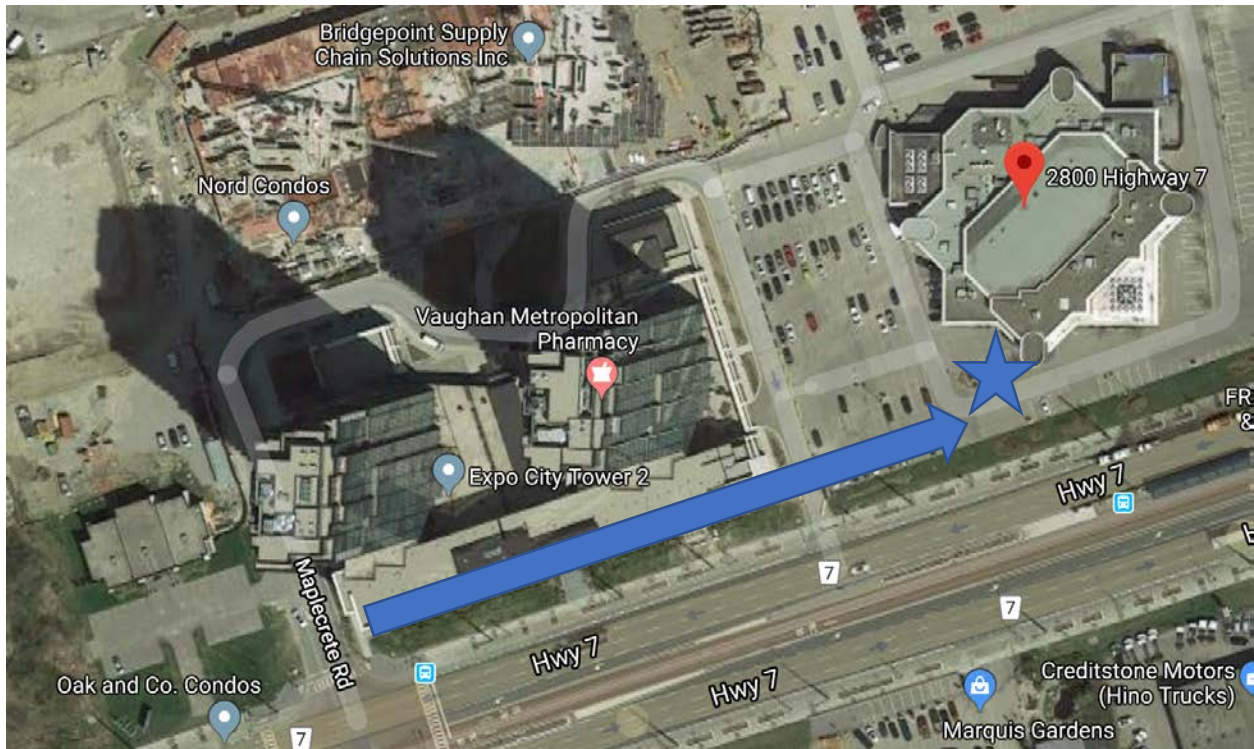
Your first action in the event of a fire should be to activate the building fire alarm and then call Campus Safety (ext. 8111).

- Know the location of fire extinguishers, fire exits and alarm systems in your area.
- Evacuate all rooms, closing all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.**
- When the building fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same. If the door is hot, do not open and look for an alternate exit.
 - **Do not use elevators. Remain calm.**
 - Assist people with special needs to exit the building. Campus Safety staff members may assist with the evacuation of people with special needs. There may be times when people with special needs will be led to the nearest stairway, away from the problem area. In these cases, emergency personnel will be made aware of their location in the building.
- Once you have evacuated the building, move to a designated assembly/staging area at least 500 feet away from the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Follow the directions given by emergency personnel.
- An Incident Command Post (ICP) might be set up near the emergency site. Keep clear of the ICP unless you are requested to enter the area.
- Do not return to the evacuated building until the “all clear” signal is given by emergency personnel.

If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If possible, place a soaked piece of clothing at the bottom of the door to prevent smoke from entering the room. If there isn't a window, stay close to the floor where the air is less toxic. Shout at regular intervals to alert emergency personnel of your location.

Campus Safety
Ext. 8111
716.286.8111

Evacuation Diagram



Calmly exit building and continue on walkway to sidewalk to parking area outside of the Riviera Banquet Centre

Gathering Zone by entrance to Riviera Banquet Centre ★

Path to Gathering Zone →