FIRE PREVENTION IN THE VETERINARY BUILDING

The aim of fire prevention is the preservation of life and property. Everyone should be on the alert to recognize dangerous conditions and should correct them or report them to the appropriate authorities. All WCVM faculty, students, and staff should learn the location of fire alarm pull stations and emergency fire fighting equipment in their area.

Large quantities of combustible and smoke producing materials are present in all buildings. In case of fire, smoke and highly toxic gases may spread rapidly throughout the building. Most fire fatalities are caused by asphyxiation, not burns. Everyone should endeavor to prevent the accumulation of waste material. Passageways and doors should be kept clear of obstructions. Fire doors must not be wedged open. All fire hazards should be reported to the WCVM Chief Fire Warden (Ralph Hildebrandt, 7451). It is better to have the same problem reported several times than to ignore the obvious hazards. Smoking can be a fire hazard and is not permitted in the veterinary building.

FIRE ALARM TESTING
The fire alarms are tested briefly on the first Monday of every month. This is a test of the system and need not be taken seriously unless it continues to sound for more than 10 seconds - then it is to be regarded as a serious alarm and requires the procedures listed below.

PROCEDURES IN CASE OF FIRE

a) The person discovering the fire will:
   i) Sound the fire alarm by pulling the handle on one of the fire alarm pull stations located in the hallways and floor exits in each area of the building. Sounding of the alarm will automatically alert the Fire Department, DHSE and Campus Safety.
   ii) Leave the area and clear the building a minimum distance of 50 feet. A good rule of thumb is to move across the roadway.

b) All other persons, on hearing the alarm, will proceed out of the building to a minimum distance of 50 feet. Floor Wardens will direct the evacuation. Elevators should NOT be used. During inclement weather, proceed to the Agriculture Building, Bovine Teaching and Research Building, or Research Annex as has been specified for your area or department. Procedures for employees with disabilities are described in Appendix A.

c) Persons using gases, electrical or open flame equipment will turn such equipment off before vacating the building.

d) Supervisory personnel must predetermine what special attention should be given to cash, personal records, or classified material in their departments in case of fire or other emergency. All doors must be closed. The supervisor will co-operate with the Fire Wardens to ensure that all employees are aware of, and periodically briefed on, action to be taken.

e) Safety of human life is the prime purpose of these procedures. Animals will be housed and only evacuated under the direction of the Senior Saskatoon Fire & Protective Services Officer (SFPS). (Appendix B)
Fire Alarm Pull Stations
These are colored red and are located in the hallways and floor exits in each area.

Extinguishers
These are located on all floors and are for the use of all employees in an emergency.
Personnel should familiarize themselves with the location of extinguishers in their areas.

Exits
All employees should familiarize themselves with the nearest exits from offices and buildings and know the alternative exits.

Evacuation Routes
Individuals in each area will use the nearest exit as the evacuation route and shall remove themselves to a minimum distance of 50 feet from the Veterinary Building. A good rule of thumb is to move across the roadway.

Marshaling Areas
a) Faculty, staff, students, and clients shall evacuate the building to a minimum distance of 50 feet and completely clear the ramp leading to Floor II. They shall then remain clear of any roadway on which fire trucks are stationed. During inclement weather, they shall assemble at the Agriculture Building, Bovine Teaching and Research Facility, or Research Annex as has been specified for your class, area or department.

b) VTH instructions on animal handling are presented in Appendix B.

Organization/Duties
The WCVM Chief Fire Warden, or Deputy will remain in control of the fire fighting and the evacuation until the arrival of the City Fire Department, Campus Safety or DHSE.

The Floor Wardens, on each floor, (Appendix C) will be responsible for the orderly evacuation of the building and for checking that all offices, laboratories and classrooms have been evacuated and the doors closed. If, in the evacuation process, there are any irregularities within an area (e.g. missing persons, valuables unsecured, etc.), Floor Wardens will advise the Chief Fire Warden at the Marshaling area just outside the Small Animal Clinic. They should also inform the Chief Warden of any other information which may be of value in dealing with the fire or emergency. Floor Wardens will proceed to Marshaling area and will be informed by Chief Warden when safe to re-enter building.

Crowd Control
a) The control of curious spectators near the outside of the building in which there is a fire will be the normal responsibility of Campus Safety. Because one of the problems associated with a fire is the safe and orderly evacuation of the building, using all available passageways, no person should be allowed to enter who does not have a specific fire fighting role.

b) Spectators will stand clear of the areas set aside for evacuees and the fire fighting function. Their services may be co-opted as required.

c) On arrival, the City of Saskatoon Fire Department will assume responsibility for coordination of all available resources, and from that time Campus Safety personnel will work under their direction.

Return to Building
Re-entry to building is only permitted after it has been okayed by DHSE, Campus Safety personnel, or SFPS, and communicated to Floor Wardens and Door Guards. An air horn will be sounded to indicate the “all clear”.

IMPORTANT

_If a fire is discovered, sound the alarm, or call 9-911._

*When the alarm is heard, evacuate the building by the nearest exit, to a minimum distance of 50 feet. A good rule of thumb is to move across the roadway.*

*Know the routes and exits from your office and building.*

*Do not use the elevator!*

*Walk, don’t run.*

*Keep to the wall side on staircases.*

*During inclement weather, proceed to the Agriculture Building, Bovine Teaching and Research Building, or Research Annex as has been specified for your class, area or department.*

PLEASE NOTE

Fire Wardens, Floor Wardens and Door Guards need your cooperation. They are identified by an orange arm band for your reference. A summary of their responsibilities (Appendix C) is presented for your information.

Appendix A - Employees with Disabilities

Any regular employee of WCVM who is unable to exit the building without help may:

a) Be assisted out of the building by Floor Wardens or other personnel.

b) Remain in their office or another area of rescue with an appointed companion while another person reports their position to the Fire Marshall, Campus Safety or SFPS. If it is determined that they must leave, an assisted evacuation will take place.

c) At no time should the elevator be used without SFPS personnel.

APPENDIX B - VTH Animal Handling

1. Small Animal Clinic

   a) Clients in the reception area and examination rooms will be asked to leave the building with their animals.

   b) Students examining or transporting dogs, who have rapid access to lead ropes, will leave the building with their animals.
c) Any VTH personnel arriving at an exit door in their area will assume door guard duty. Only one individual is required at each exit.

d) Animals recovering from general anesthetics will be placed in the nearest available cage. The need for maintenance of the endotracheal tube (if present) or other forms of life support will be determined by surgical or anesthesia faculty/staff.

e) The nurse manager will sweep the critical areas to ensure that all non-essential personnel have cleared the hospital.

f) In critical areas (surgery and ICU), the nurse manager will report to the fire warden the room number and number of people in these areas. Only essential staff will remain (surgeons/ anesthetists). Once the situation is assessed by Fire Wardens, directive will be brought back to the area - to continue and stay, or to leave immediately. If the premises need to be completely evacuated, animals under general anesthesia which have an unsutured surgical incision will have the wound closed with towel clamps and covered with sterile towels. Anesthetic machines must be disconnected from the wall oxygen and nitrous oxide outlets and connected to the small gas cylinders attached to the anesthetic machines.

2. Large Animal Clinic

a) Clients in the reception area and clients in the clinic area will be asked to leave the building, with their animals, if appropriate.

b) Any VTH personnel arriving at an exit door in their area will assume door guard duty. Only one individual is required at each exit.

c) All animals which are not anesthetized will be housed in a stall or a stanchion or will have the head released from the neck yoke and be allowed to stand in the chute. All personnel will leave the building.

d) Cattle being operated upon under local anesthesia will have their wounds closed with two or three large mattress sutures and will either be left in the chute with the head free of the neck yoke or will be placed in a stall. All personnel will leave the building.

e) The nurse manager will sweep the critical areas to ensure that all non-essential personnel have cleared the hospital.

f) In critical areas (surgery and ICU), the nurse manager will report to the fire warden the room number and number of people in these areas. Only essential staff will remain (surgeons/ anesthetists). Animals under general anesthesia which have an unsutured surgical incision will have the wound closed with towel clamps and covered with sterile towels. The animal must be maintained under anaesthesia and individuals will wait for instructions. Once the situation is assessed by fire Wardens, directive will
be brought back to the area - to continue and stay, or to turn off the anesthesia and leave immediately.
APPENDIX C
Fire and Floor Wardens

Chief Fire Warden: Susan Cook Phone: 7373
Deputy Chief Fire Warden: Ralph Hildebrandt Phone: 7451

Floor Wardens:

Veterinary Teaching Hospital:
   Materials Management: Gloria Rowan / Jackie Elsasser
   SPD: Donna Metz
   Pharmacy: Devin Elias / Donna Michasiw
   LA Surgery: Ruth Black / Dione Bachiu
   Equine/Bovine Wards: Wendy Fernets/Jane Fitzpatrick
   LA Reception & Offices: Sharon Stodler / Sharon Anderson
   Radiology: Debbie Paisley / Nadine Morris / Leanne Malec
   SA Surgery/ICU/Anes: Ruth Black / Dione Bachiu
   SA Ward, Exam&Trt Rooms: Maureen Hurley / Shellan Anderson / Lesa Altrogge
   Small Animal Reception: Mary Ellen Cox / Jenny Friedrich
   VTH 1st floor offices: Lori Lorenzo / Shelly Boliantaz / Jillayne Neufeld
   Health Rec & VTH 2nd fl offices: Health Records staff
   Radiation Oncology: Erica Collen / Tara Shymko

Small Animal Clinical Sciences
   Linda Kraft / Janna Boymook / Carol Wilson

Large Animal Clinical Sciences/Student Residence
   Jackie Bahnmann / Jackie Gabriel

Animal Care Unit
   Monique Burmester / Paula Mason

Veterinary Microbiology
   Brian Osler / Vivian Pulga

Veterinary Pathology
   Jen Cowell /

PDS

Necropsy Area:
   Lois Ridgway / Randean Rubiletz

Clinical Pathology:
   Kim Appelt / Gloria Patry

Microbiology/Virology:
   Linda Norlund
Veterinary Biomedical Sciences
Physiology Area: Jim Gibbons / Cathy Coghlin
Second Floor: Alina Nowak
Anatomy Area: Sarah Caldwell / Jim Gibbons

Research Wing:
1st Floor: Noreen Rapin / Janet Hill
2nd Floor: Kosala Rajapakshak / Lyle Boswall

Diagnostic Wing:
1st Floor: Teresa Berry
2nd Floor:

Floor III
Elaine Angielski / Beverley Turgeon / Norine Demeria

Library
Librarian on duty

Floor IV
Karen MacDonald

Student Fire Wardens
Class Presidents for their year

APPENDIX D

ALL WARDENS MUST MAKE THEMSELVES AWARE OF THEIR DUTIES

Duties of Chief Fire Warden:
- Will go immediately to the annunciator panel at the SA Clinic entrance to determine the location of the emergency.
- Will go to the area, assess the situation, assist in first aid if required and notify the fire fighters of special hazards in the area.
- After the emergency is over the campus DHSE or Campus Safety representative will announce the all clear when given that information by the Fire Department. An air horn will be sounded to indicate the "all clear", notifying wardens and door guards that it is safe to re-enter the building.

Duties of Deputy Fire Warden:
- Will go immediately to the annunciator panel at the SA Clinic entrance to determine the location of the emergency.
- Will remain at the SA Clinic door, meet with firefighters and direct them to the location of the emergency.
- Will act as Chief Fire Warden in his/her absence.

Duties of Floor Wardens:
- To see the complete and immediate withdrawal of everyone from his or her area through a pre-determined route to the nearest exit.
- Designate a Door Guard for the exits.
- If the emergency has occurred in the Warden’s area, then they should assess the situation and take
appropriate action to ensure everyone’s safety. They should notify the Chief Warden (or firefighter) of any special hazards in the immediate area of the emergency or about anyone who did not or could not leave the area.

Duties of Door Guards (designated by floor wardens):
- Will go directly to the exit door to be guarded.
- Insist that everyone move a safe distance away from the exit door so that others can get out.
- Guard exit door to prevent premature re-entry during an emergency.
- Ensure that everyone stay a safe distance away from the building during the emergency.
- Notify everyone that they may re-enter the building when permission has been given by the Fire Department, the Chief Fire Warden or the Deputy Fire Warden or Campus Safety. An air horn will be sounded to indicate the “all clear”.

SUMMARY (in Case of Fire):

1. Sound Fire Alarm

2. Ensure
   - all persons evacuate the Veterinary Building to a minimum distance of 50 feet and completely clear of the ramp leading to Floor II.
   - cash, personal records, and classified material are secure.
   - all gases, electrical and open flame equipment in turned off.
   - all office and laboratory doors are closed.
   - professors in charge of classes and labs evacuate students.
   - all clients must be evacuated.
   - animals are in cages, stall, or pens.

3. Post a Door Guard at exits in their area to ensure that no one returns to the building until “all clear” notification is given.

4. Report to central marshaling area just outside the Small Animal Clinic only if there are any irregularities.

5. An air horn will be sounded to indicate the “all clear”.

NOTE: REPORT ALL POTENTIAL FIRE HAZARDS TO THE CHIEF FIRE WARDEN AT ANY TIME.