



FIRE SAFETY PLAN

THE JOLLY LODGER

**515 Memorial Avenue
Russell, Manitoba R0J 1W0
PH: 204-773-2186**

Prepared By:

Lois Drielick
204-773-7527 (office) 204-773-0409 (cell)
May 1, 2026

Last Reviewed By:

Mike Stasiuk
204-773-0344 (cell)
May 1, 2026

Table of Contents

1. Building Information
2. Fire Protection Systems
3. Floor Plans
4. Contacts
5. General Responsibilities
6. Designated Responsibilities
7. Instructions to Occupants
8. Appendix A – Safe Work Procedures

1-Building Information

General Description

Building Area:	
Construction Date:	
Basic Construction:	Wood Frame, single story
Building Use:	Motel

Service Locations

Electrical Room location(s):	Basement
Mechanical Room location(s):	Basement
Storage Room location(s):	Basement
Laundry Room locations(s):	To the left of the Main Entrance at the back

Hazard Locations

List all locations as described on map, and what the hazard is.

Location	Hazard
Laundry Room	Cleaning Supplies
Storage Room	Cleaning Supplies

General Description Other Notes:

182' x 32'

2 - Fire Protection Systems

Fire Department Access

Nearest Fire Hydrant(s):	60 feet West of building
Fire Lane:	
Crawlspace Access:	Janitors Room and Room 108
Roof Access:	Service Hallways
Concealed space Access:	
Lockbox:	

Emergency Power

Make/Model:	n/a
Generator Location:	n/a
Fuel Tank Location:	n/a
Generator serves:	n/a

Emergency Lighting

Manufacturer:	
Service Company:	Russell Inn Maintenance

Fire Alarm System

Manufacturer:	n/a
Service Company:	n/a
Main Panel Location:	
Annunciator Panels:	

Special Extinguishing Systems

Kitchen Suppression System

Manufacturer:	n/a
Service Company:	n/a
Location:	n/a

Halon System

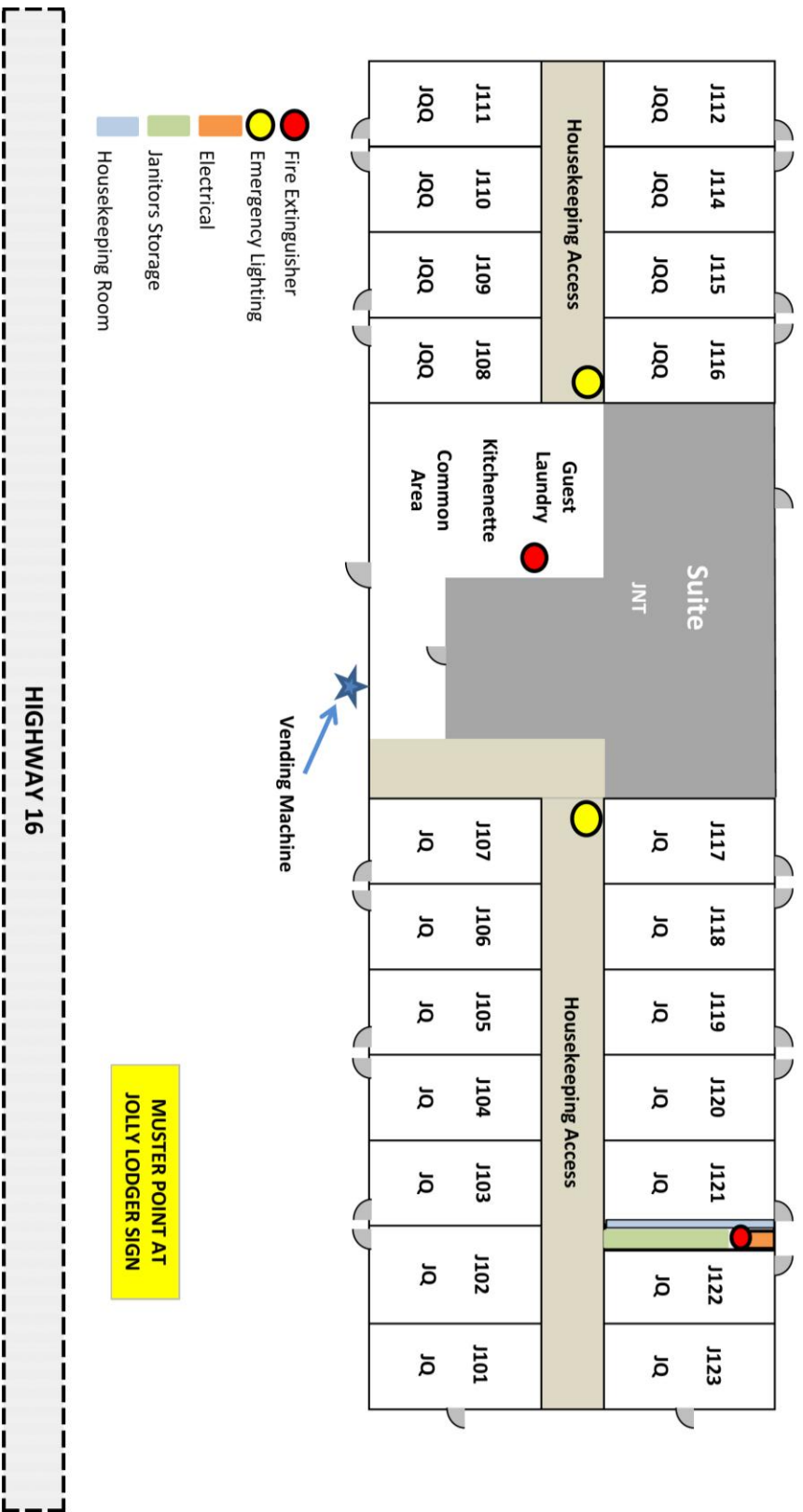
Manufacturer:	n/a
Service Company:	
Location:	

Automatic Sprinkler System

Manufacturer:	n/a
Service Company:	
Location:	

The Jolly Lodger

3 - Floor Plans



In Case of Emergency

- Leave the area immediately
- Activate the Fire Alarm pull station
- Leave building immediately via the nearest exit
- Call 911 (Personal Device)
- Hotel Phone Dial 911

When you hear the Alarm

- Leave building immediately via the nearest exit
- Assemble at the Muster Point, located at the Jolly Lodger sign.
- Do not re-enter building until emergency personnel gives permission to do so.
- Listen to instructions given by building staff and emergency personnel

4 - Contacts

Call List:

Building Manager DAYMON GUILLAS	Cell: 204-773-6228 Home: 204-773-6228
Maintenance Manager – MIKE STASIUK	Cell: 204-773-0344
Maintenance Manager – GLORIA ZIMMER	Cell: 204-821-0369
Building Fire Marshall – MIKE STASIUK	204-773-0344
Other Contact #1 WES OSBORNE	204-821-5078
Other Contact #2 MYRTLE CROSTHWAITE	204-821-5106
Other Contact #3 SARA MRYGLOD	204-821-4512

5 – General Responsibilities

Responsibility of the Owner

- To ensure that the building and facilities comply with the provisions of the Manitoba Fire Code
- To prepare a Fire Safety Plan in accordance with the requirements of the Manitoba Fire Code.
- To provide alternate measures for the safety of occupants during a shutdown of fire protection equipment.
- To post and maintain a copy of the fire emergency procedures on each floor area.

Responsibilities of Supervisory Staff

- Be trained in fire emergency procedures described in the Fire Safety
- Plan before they are given any responsibility for fire safety,
- Be in charge of the approved Fire Safety Plan and the specific responsibilities of the personnel (the plan should specify the responsibilities of given to individuals).
- Designate and train sufficient assistants to act in positions whenever and wherever an absence may
- Educate and train all building personnel and occupants in the use of the existing fire safety equipment, and in the actions to be taken according to the Fire Safety Plan.
- Ensure that the provisions of the approved Fire Safety Plan are adhered to, updated and maintained a minimum, annually. Any fire
- safety procedures which apply to them shall be distributed to the occupants.
- Ensure that procedures are put in place in the event that a fire protection system is temporarily shut down, (fire watch, notify alarm company, etc.)
- In the event of any shutdown of fire protection equipment or part thereof, the Fire Department and building occupants must be notified.

Responsibilities of Building Occupants.

- To be familiar with...
 - Evacuation procedures as outlined in the Fire Safety Plan or as posted.
 - The location of the fire alarm system manual pull stations.
 - The location of exits.
 - The location of fire hose cabinets, fire extinguishers and other fire protection systems.
 - The correct address of the building.
- To reduce the potential of fires in the building by:
 - Not permitting combustible materials to accumulate in and around the building.
 - Be aware of dangerous sources of ignition
 - Report maintenance issues regarding fire and life safety equipment.
 - Report inoperable or blocked exit doors.
 - Report propped open fire doors.
 - Ensure all exit routes are kept clear of obstructions.
 - Ensure all fire lanes are kept clear.

6 - Designated Responsibilities

Building Fire Marshall

- Ensures all fire codes and company safety regulations are maintained throughout the building.
- Ensures that all personnel throughout the building are trained in emergency procedures and have access to the company Fire Safety Plan.
- If applicable, ensures that provisions have been made to assist those requiring help in the event of an evacuating.

In the case of an emergency

- Ensure that the alarm system has been activated
- Call 911 to ensure that the Fire Department has been dispatched
- Sweeps the building (if it is safe to do so) to ensure all personnel has evacuated.
- Assembles all personnel at the Muster Point and takes attendance.
- Meets the Fire Department at the designated location and give a brief incident report to the Fire Command.

Building Maintenance/Engineer

- Ensures ongoing maintenance and inspection of equipment
- Ensures that all maintenance records and inspection logs are maintained.

In case of an emergency

- Goes to the main Fire Alarm panel and ensures the panel is not silenced or reset.
- Assists the Fire Department as required.

Building Security (If applicable)

- Meets Fire Department upon their arrival and assists the Fire Department in any way they can.

7 - Instructions to Occupants

In the event of discovering a fire occupants will:

- Remain calm,
- Leave the area,
- Close & latch all doors behind you (**DO NOT LOCK THE DOORS**),
- If not already activated, activate the fire alarm using a pull station to notify all building occupants,
- Call the Fire Department, DIAL 9-1-1. Know and give the correct building address,
- Use the exit stairwells to leave the building immediately,
- **DO NOT USE ELEVATORS.** They may fail to operate if power is lost.
- Proceed to the designated Muster Point,
- Report what information you have regarding the fire to your Building Fire Marshall,
- Do not return until it has been declared safe to do so by the Fire Department.

In the event the fire alarms sound occupants will:

- Leave the area,
- Close & latch all doors behind you (**DO NOT LOCK THE DOORS**),
- If not already activated, activate the fire alarm using a pull station to notify all building occupants,
- Use the exit stairwells to leave the building immediately,
- **DO NOT USE ELEVATORS.** They may fail to operate if power is lost,
- **Proceed to the designated Muster Point,**
- Do not return until it has been declared safe to do so by the Fire Department.

8 – Appendix A

Safe Work Procedures

SAFE WORK PROCEDURE

Emergency Evacuation in the Event of a Spill

When encountering a spill of any nature, it is the responsibility of the WORKER to:

1. Warn others in the immediate vicinity that a spill has taken place.
2. Designate a fellow worker to guard the area; and
3. Inform the supervisor.

It is the responsibility of the **SUPERVISOR** to:

1. Re-assign employees to other areas or evacuate if necessary, using the following guidelines:
 - Unless immediate evacuation is essential, the supervisor shall decide whether or not to evacuate the site.
 - Evacuate.
 - Move crosswind or upwind – never downwind – to avoid toxic gases and vapours.
 - Render first aid if necessary.
2. Cordon off the immediate area
3. Attempt to identify the spilled substance (placards, labels)
4. Phone authorities listed in the emergency response plan for clean-up and disposal procedures (if the spill is considered a reportable emergency).
5. Keep all workers informed of procedures taken.
6. Provide a written report to management, environment agency, and the Health and Safety Committee, if one exists.

Emergency Phone Numbers

Department of the Environment Ph: 1-204-944-4888

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

SAFE WORK PROCEDURE

Emergency Evacuation for Leaking Gases, Liquids

Keep out of low areas.

Use your powers of observation and hearing to detect:

- Hazards
- Warning placards
- Downed wires
- Hissing sounds of gases
- Leaking fluids
- Flames, smoke, steam, etc

1. Stop – Turn off all equipment.
2. CALL 911 (for Emergency and Rescue).
3. Know the location of all extinguishers and how to use them.
4. Protect yourself first, then others. Try to contain the blaze with a fire extinguisher or shut off leaking gases or fluids.
5. Evacuate the site if the fire cannot be put out, or gases/liquids cannot be contained.
6. Know where each of the exits are and be sure they are not locked or blocked off.
7. Do a personnel count (roll call).
8. If you must rescue victims:
 - Keep upwind in the event of hazardous goods, spills, leaks or fire.
 - Administer First Aid to maintain life.
 - Keep unnecessary people away.

NOTE: Keep out of low areas

Do not feel compelled to control the hazard.

ACTION IN CASE OF AN EXPLOSION:

9. Fall to the floor/ground and take immediate shelter under tables, desks, or other such objects that will offer protection against flying glass or debris. Protect your face and head with your arms.
10. After the effects of an explosion have subsided, check exits or exit stairways prior to evacuating the building (as in “Emergency Evacuation for Leaking Gases, Liquids Procedure”) or site, if notified to do so by the supervisor, Fire Emergency Officer or designate.
11. Operate the nearest manual fire alarm station and call 911.
12. Do not return to the building or site until the “all clear” signal is given by the supervisor, Fire Emergency Officer or designate.

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR