



FIRE SAFETY PLAN

THE RUSSELL INN

**Highway 16 @ JCT 83
Russell, Manitoba R0J 1W0
PH: 204-773-2186**

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1-Building Information

General Description

Building Area:	
Construction Date:	1971
Basic Construction:	Wood Frame, single story (offices, 2 nd level in 400 wing lobby)
Building Use:	Hotel, Food & Beverage Service

Service Locations

Electrical Room location(s):	See Map 1 (Green)
Mechanical Room location(s):	See Map 1 (Green)
Storage Room location(s):	See Map 1 (Red)
Laundry Room locations(s):	See Map 1 (Yellow)

Hazard Locations

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

Location	Hazard
Basement	Pool Chemical, Sodium Hydrochlorite/Dey acid, etc.
Kitchen	Cleaning supplies
Laundry Room	Cleaning supplies
Laundry Supply Room	Cleaning supplies

General Description Other Notes:

400 Wing added on to existing building in 2008

300 Wing added on to existing building in 1981

200 Wing added on to existing building in 1989

2 - Fire Protection Systems

Fire Department Access

Nearest Fire Hydrant(s):	Three, 120' from front of building, 40' from 400 wing, 120' from 300 wing See attached Map 2
Fire Lane:	See Map 2 East side of 400 wing
Crawlspace Access:	See Map 2 Laundry, Basements, Kitchen
Roof Access:	See Map 2 Back of building / Hallways
Concealed space Access:	n/a
Lockbox:	n/a

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:	
Service Company:	Grand Valley Mechanical, Brandon, Manitoba, Rick Cullam
Main Panel Location:	Front Lobby
Annunciator Panels:	

Special Extinguishing Systems

Kitchen Suppression System

Manufacturer:	LUMA CELL / THOMMAS & BETTS
Service Company:	Assiniboine Fire Protection, Brandon, MB Jamee
Location:	Kitchen

Halon System

Manufacturer:	n/a
Service Company:	
Location:	

Automatic Sprinkler System

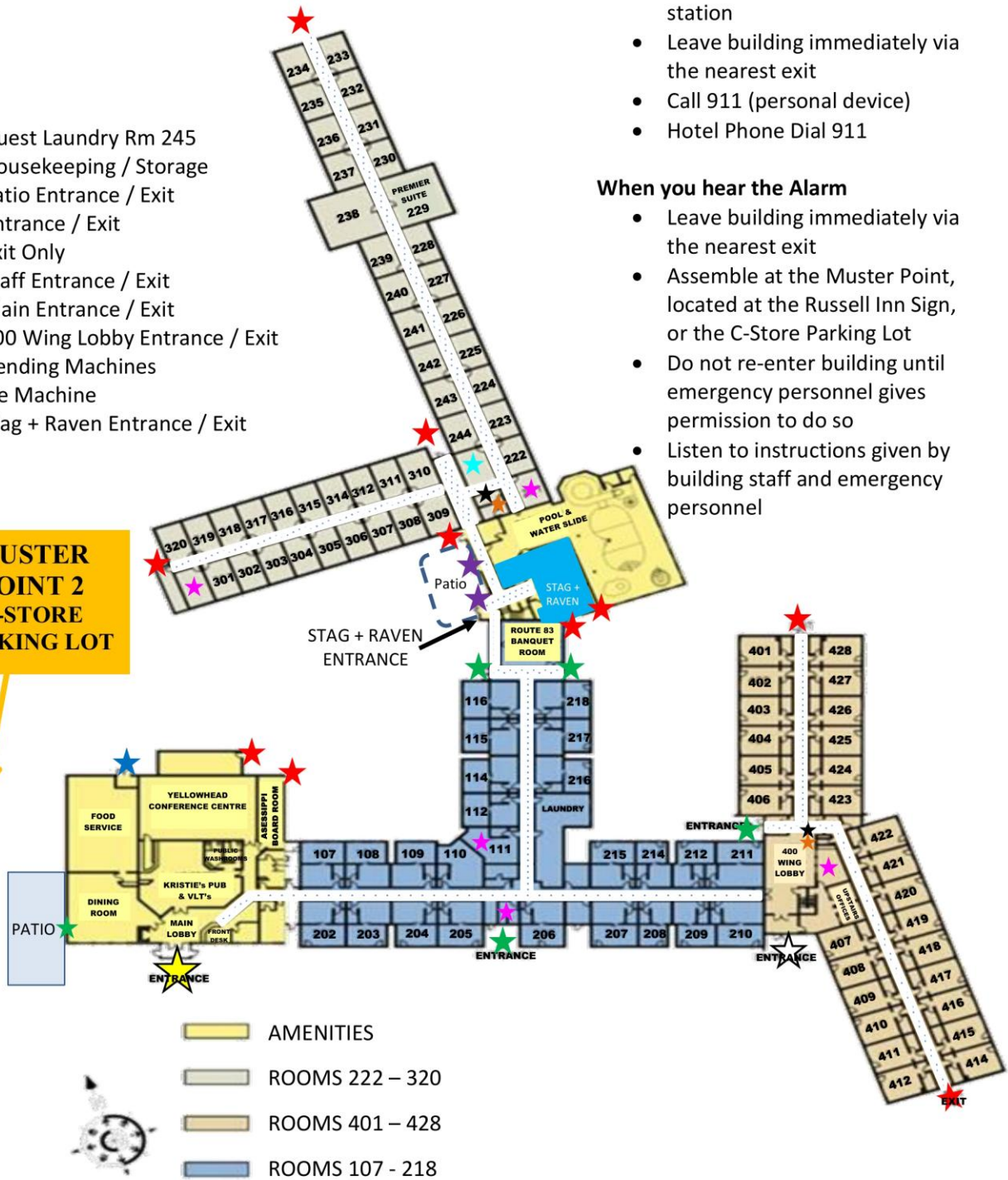
Manufacturer:	
Service Company:	Vipond, Regina, SK
Location:	North Wing Basement, Pool Basement

3 – Floor Plans

Russell Inn Property Map

- ★ Guest Laundry Rm 245
- ★ Housekeeping / Storage
- ★ Patio Entrance / Exit
- ★ Entrance / Exit
- ★ Exit Only
- ★ Staff Entrance / Exit
- ★ Main Entrance / Exit
- ★ 400 Wing Lobby Entrance / Exit
- ★ Vending Machines
- ★ Ice Machine
- ★ Stag + Raven Entrance / Exit

**MUSTER POINT 2
C-STORE
PARKING LOT**



**MUSTER POINT 1
RUSSELL INN SIGN**

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 Russell Inn Sign, or the C-Store Parking Lot
- 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
Building Fire Marshall – MIKE STASIUK	Cell: 204-773-0344
Other Contact #1 WES OSBORNE	Cell: 204-821-5078
Other Contact # 2 MYRTLE CROSTHWAITE	Cell: 204-821-5106
Other Contact # 3 SARA MRYGLOD	Cell: 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 if 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

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

Building Maintenance

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

Front Desk / Manager on Duty

In case of an emergency

1. Physically check the Zone lit up on the panel
2. If there is smoke or fire, return to Front Desk and assist with evacuating the hotel
3. If there is NO smoke, or fire, and it's confirmed to be a false alarm, return to the main panel and silence the alarm.
4. Assist the Fire Department as required.
5. Fire Department Resets the Alarm

Building Security

1. Assist with evacuating the hotel if required.
2. 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.

Please note: Additional instructions to occupants re: Safe Work Procedures located in Appendix A (Please use as require

8- Appendix A

Safe Work Procedure

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