

Atrium Fire Safety Procedure - Singhmar Centre for Learning

This procedure is governed by its parent policy.
Questions regarding this procedure are to be
directed to the identified Procedure Administrator.

Functional category	Operations
Parent policy	Emergency and Continuity Management Policy
Approval date	June 8, 2023
Effective date	June 8, 2023
Procedure owner	Vice President, Administration & Chief Financial Officer
Procedure administrator	Director, Campus Services

Overview

NorQuest College strives to provide a safe learning and working environment for students, employees, contractors, and guests. This procedure helps to ensure safe utilization of the Atrium (Room 1 - 001) located in the Singhmar Centre for Learning (SCFL) by providing procedures with respect to planning and holding events in the Atrium, and is required to be in place to satisfy the requirements of the municipal authorities having jurisdiction.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and

CEO to establish policies and procedures for the college's management and operation.

Procedure

Instructions to Event Planners/Organizers

Event planners/organizers must contact Campus Services a minimum of two-weeks in advance of the event date to obtain approval of the layout and mitigation plans. Planners/organizers will be required to provide details such as type of activity, proposed space layout, displays, furniture requirements, expected occupancy, and a list of combustible materials.

Atrium combustible material loading (in non-sprinklered areas) shall not exceed a maximum of 200kg, unless the **Safeguards for Atrium Combustible Loading Exceeding 200 kg** section below is fully adhered to.

Events by external parties will require a *Facility Rental Agreement* which is available by contacting Campus Services.

Approval for an event will only be provided by Campus Services after a detailed review of the proposed activity and space layout including emergency egress aisles, occupancy loads, and combustible material loads. Requests that have potential for increased risk to fire safety or that may exceed occupancy or combustible material loading, will typically be denied. Should an event be planned where it is deemed to exceed occupancy or combustible material loading limits (ex. book fair) it may be considered on an exception basis, subject to special safeguards being implemented to minimize the risks. Should Campus Services deem that an event may impose significant risk, Campus Services or the event planner/organizer may seek the advice and approval, before event approval, from the local fire safety authority. In the event of a dispute between Campus Services and the event planner/organizer, the college will consult with the local fire safety authority, whose decision is final.

Pre-Approved Event Layouts

Campus Services has various pre-approved event layouts ([available on the Q](#)) which will form the basis for evaluating other events. These pre-approved layouts will serve a guide for aisle spacing and maximum combustible material loading.

Pre-Event Inspection

Campus Services, or designate, will inspect the event set-up prior to the event start to ensure that the set-up and combustible loading aligns with the approval.

Atrium Monitoring/Reporting

Operating procedures for security personnel include routine patrols throughout the building. Instructions in the Post Orders include monitoring activity in the Atrium. Security personnel are instructed to report any unapproved activity or concerns to Campus Services, who will take immediate action to investigate and resolve the situation.

Fire Extinguishing Equipment

Event planners/organizers should be aware that fire extinguishers are located in accessible locations throughout the Atrium and the building. Fire extinguishers are a dry chemical Class ABC unless otherwise identified. Operating instructions and designated use criteria are displayed on each fire extinguisher in word and graphic format.

In the event that the Class ABC fire extinguisher is not suitable, Campus Services will provide the appropriate type or advise the event planner/organizer of such requirement.

Safeguards for Atrium Combustible Loading Exceeding 200 kg

Should Campus Services or the fire safety authority approve an event which will or may exceed the combustible material loading limit of 200 kg in the Atrium, the following must be followed:

- A person or persons will be appointed the duties of Fire Watch and must be present in the Atrium at all times during the event. This person or persons must be briefed on the college Emergency Response Plan and procedures, fire safety practices, egress paths, emergency exit locations and evacuation procedures to be followed in the event of a fire. The Fire Watch person or persons must have immediate access to a bullhorn to direct people in the event of an emergency.
- The event organizer and those supporting the event will be briefed on fire safety, egress paths, emergency exits, and procedures to evacuate the Atrium in the event of a fire or other emergency. The event representatives will be required to assist in directing occupants during an evacuation.

- Security personnel will monitor the event activity and notify Campus Services should the activity present a fire safety risk.

Emergency Response Plan and Incident Command System

NorQuest College has fire evacuation procedures identified (Procedure: 10 – Fire Evacuation) within Appendix B of its [Emergency Response Plan \(ERP\)](#). The ERP aligns with the Incident Command System (ICS) for managing emergencies. As part of the ERP, Site Emergency Coordinators and Emergency Wardens have been appointed to assist with emergencies.

Building Evacuation Procedures

During an emergency, Site Emergency Coordinators will take control of the situation. Trained Emergency Wardens will direct occupants to exits and “sweep” the assigned floors to ensure they are cleared. Emergency Wardens will also provide special assistance to those requiring assistance.

General Evacuation Procedures

- Upon alarm or notification, immediately leave the building by the nearest stairwell or exit.
- Follow all directions from the Emergency Wardens.
- Do not use elevators.
- Remain near the emergency exit if not physically able to exit.
- Move away from the building to a safe location and not on the street.
- Do not re-enter building until notified by emergency responders or security personnel.

SCFL Building and Building System Information

Normal Occupancy Hours: 0600 to 2200 hours – Monday to Friday
0700 to 1700 hours – Saturday
Closed – Sundays/Statutory Holidays

Building Occupants: Students, faculty, employees, contractors, visitors.

Atrium Occupancy Load: Varies pending event.

Atrium Aggregated Combustibles Load: Not to exceed 200 kg in areas not covered by the Fire Suppression (Sprinkler) System.

Fire Suppression System: Sprinkler system in select areas.

Emergency Power: Limited, powered by diesel generator located in mechanical penthouse.

Emergency Lighting: Yes, powered by the diesel generator located in the mechanical penthouse.

Emergency Exits: Continuously illuminated exit signs identify emergency exit locations throughout the building.

Fire Alarm System: The building is equipped with a central microprocessor-based, addressable, single stage, monitored, annunciated detection and alarm system (Edwards EST2 fire alarm panel) Smoke and thermal detectors, and manual call points are located throughout the building.

Activation of the fire alarm will:

- Sound the fire alarm throughout the building
- Summon the Fire Department through system monitoring
- Shut down the air conditioning system
- Operate smoke exhaust system (where installed) if/as required.

HVAC System: The building's ducted air distribution system will shut down automatically upon operation of the fire alarm.

Definitions

Combustible Material: a material made of or surfaced with wood, paper, plant fibers, textiles, plastics, liquids, or other material that will ignite or burn, whether flame-proofed or not.

Emergency Warden: a person appointed and trained by the college to be responsible for assisting during an emergency incident at the college.

Site Emergency Coordinator: a person appointed by the college to be responsible for all aspects of safety during an emergency incident at the college.

Related information

NorQuest College

- [Campus Services Operations Policy](#)
- [Emergency and Continuity Management Policy](#)
- [Emergency Response Plan](#)
- [Pre-Approved Event Layouts](#)

External

- N/A

Next review date

June 2027

Revision history

Date	Version Number	Action
June 2017	V1	New.
August 2019	V2 (published as V1-C)	Compliance Office template & reorganization update.
June 2023	V3	Revised to reflect changes to safety requirements and planning.