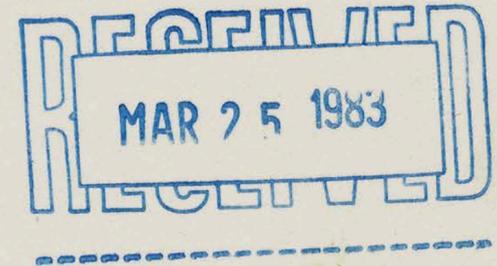


G.S.A.B. SAFETY, SECURITY AND FIRE PREVENTION COMMITTEE

Minutes of the meeting held at 10:30 a.m., March 10, 1983 in the Graduate Studies Conference Room.

Present: Mr. R. Bradley, Canada Post
Ms. D. Brock, Faculty of Graduate Studies
Ms. S. Burnard, Data Processing
Mr. J. R. Connell, Registrar's Office (Chair)
Mr. S. Lappin, Campus Mail
Mr. J. Lomax, Finance
Ms. S. Magnusson, Awards Office
Ms. S. Newman, Registrar's Office

Unable to attend: Mrs. D. L. Anderson, Registrar's Office



Minutes of the Meeting of February 10, 1983

1. Line 3 of paragraph 15 was corrected to read: "There was some concern about the absence of an exit sign at the bottom of the stairs from the third floor."
2. Minutes were accepted as amended.

Business arising from the Minutes

3. Copies of "Procedures in case of accidents on campus" (paragraph 11) were sent to all members by the Chairman.
4. A contents list for First Aid boxes (paragraph 12) was sent to the Committee. It will be sent to Department Heads.
5. A notice on the availability of first aid training was sent to the Committee (paragraph 13).
6. Exit Signs. The Chairman met with Mr. R. J. Black, Area Supervisor, on March 1, 1983, concerning the location of exit signs in the building (paragraph 15). They discussed improving the location of a number of the signs so that they may be more easily seen.

The requirement for additional signs was also discussed. Details follow -

a. Basement

- (1) The sign on the wall of G.S.A.B. 64 should be lowered.

b. First Floor

- (1) Signs as installed are satisfactory.

Business arising from the Minutes

6. Exit Signs (continued)

c. Second Floor

- (1) There may be a requirement for a sign at each exit from G.S.A.B. 206 into G.S.A.B. 204 at the east and west ends of the Astromatic files.
- (2) A sign as follows,

STAIRS →

, is required on the wall opposite the stairs down from the Third Floor.

d. Third Floor

- (1) A sign over the exit door from G.S.A.B. 312 is required.
- (2) A sign in G.S.A.B. 302B over the door into G.S.A.B. 302 is required.

7. Mr. Black agreed to discuss the requirement for extra signs in G.S.A.B. 206 (paragraph 6 c (1) above) with the Fire Prevention Officer.

8. Wheelchairs. The Chairman asked for clarification about the concern for wheelchair access in the basement. It was felt that there are no signs directing persons in wheelchairs either in the building to the elevator or out of the building in the case of fire. The Chairman will check on this.

9. Fire Regulations. The Chairman circulated copies of the fire regulations (Annex A attached) for approval prior to general circulation in the building. There was general consent.

10. The Chairman will send copies of the regulations to Department Heads for posting.

11. The Chairman circulated copies of procedures in the case of a bomb threat (Annex B attached). As there was some concern about the order of actions under 1. a., the Chairman will check with the Fire Marshall.

12. Shirley Magnusson requested some copies of the Emergency number cards to be posted by campus telephones. The Chairman will obtain and supply some to anyone wishing them.

Business arising from the Minutes (continued)

13. Room Numbers. The Chairman will contact Physical Plant concerning placing of door numbers on a number of unnumbered doors in the building.

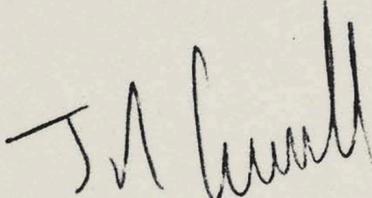
14. Arrangements for demonstration of fire extinguishers. The Chairman discussed the possibility of having demonstrations on the correct use of fire extinguishers arranged for members of staff. It was generally felt to be a good idea so he will contact Captain Affleck of the Fire Department about this.

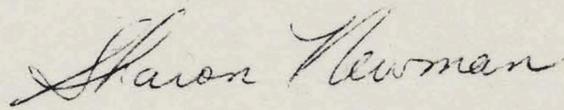
Next Meeting

15. The next meeting will be held on April 14, 1983 at 10:30 a.m.

Adjournment

16. The meeting adjourned at 11:00 a.m.


J.R. Connell
Chairman


S.F.M. Newman
Secretary

GENERAL SERVICES ADMINISTRATION BUILDING

FIRE REGULATIONS

Fire Alarm

1. All outbreaks of fire or suspicion of fire must be reported immediately. The fire alarm is the continuous ringing of the fire bells.

Action on Discovery of Fire

2. The person discovering the fire will: -
 - a. Shout "Fire".
 - b. Activate the nearest fire alarm switch.
 - c. Phone the Fire Department at 4567 and give the exact location of the fire.
 - d. If possible, fight the fire with the nearest fire extinguisher.
 - e. If the fire cannot be extinguished quickly, leave the building and be prepared to direct the Fire Department personnel to the scene of the Fire.

Action on Hearing the Fire Alarm

3. On hearing the fire alarm close your windows, leave lights on, and closing the doors, proceed directly to the nearest exit and leave the building. Walk, do NOT run. Do not use elevator.
4. When out of the building, stay well clear so as not to hinder the fire department.

Arrival of Fire Department

5. The Chief Officer of the University Endowment Lands Fire Department will, on arrival, take charge of operations.

"Fire Out" Signal

6. The Fire Officer in charge will authorize a "FIRE OUT" signal and personnel will be notified to return to the building.
7. Out of doors an "All Clear" signal (electronic high-low) will sound from the fire truck.

8. **You Must Know**

- a. The nearest fire exits from your normal place of work.
- b. The location of the fire alarms on your floor.
- c. The location of the fire fighting equipment on your floor and how to use it.

GENERAL SERVICES ADMINISTRATION BUILDING

ACTION TO BE TAKEN IN THE EVENT OF A BOMB THREAT

1. A member of the staff receiving a phone call stating a bomb has been or will be placed in the General Administration Building, is to take the following action.
 - a. Phone the Fire Hall 4567 and say,
"I am _____ (name) _____ of the _____ (identify) _____ office. I have received a bomb threat and I am now going to activate the fire alarm."
 - b. Pull the fire alarm.
 - c. Inform your senior supervisor, or if she/he is not available, your immediate supervisor.
 - d. LEAVE THE BUILDING, walk do NOT run, and keep well clear of it when outside.

2. If, for any reason, she/he cannot reach the Fire Hall at the first attempt,
 - a. Pull the fire alarm.
 - b. Inform your senior or immediate supervisor.
 - c. Leave the building.

3. On receipt of the warning the supervisor will,
 - a. Call Traffic and Patrol (4721) and warn them of the threat.
 - b. Warn the Head of the Department if she/he is available.
 - c. Leave the building.