

1. PURPOSE

- 1.1- To describe fire/emergency evacuation plan for the Large Animal Research Unit (LARU).
- 1.2- Remove quickly and safely all persons and animals (if possible) from LARU during an emergency.
- 1.3- To ensure that fire regulations are met at all times.

2. RESPONSIBILITY

- 2.1- Technical staff / Principal Investigators are responsible for ensuring all personnel and students regularly conducting activities at LARU are aware of this procedure and name a team member to become the designated exit monitor.
- 2.2- The Designated Exit monitor is a member of the team of people regularly working with animals at LARU who has accepted to play this key role during a fire alarm event and is fully aware of the procedures described in this SOP.

3. MATERIALS

- 3.1- LARU floorplan, for reference, is provided at the end of this document
- 3.2- Fire extinguishers

Remember the **PASS** method:

- **P**ull the pin.
- **A**im the extinguisher nozzle (horn or hose) at the base of the fire.
- **S**queeze or press the handle.
- **S**weep from side to side at the base of the fire until it goes out. Shut off the extinguisher if necessary. Foam and water extinguishers require slightly different action (read the instructions located on the extinguisher).

4. PROCEDURES

4.1 EMERGENCY FIRE EVACUATION (with personnel in the building)

- 4.1-1 If you discover a fire, stop all activities and activate the nearest fire alarm.
- 4.1-2 Notify Campus Security, by calling 514-398-7777 to signal the situation. They will put the call in to Ste-Anne's fire department.
- 4.1-3 In the meantime, if the fire has not spread from its point of origin use the proper type of fire extinguishers and attempt to extinguish the fire. **DO NOT PUT YOURSELF AT RISK!**
- 4.1-4 IF the fire is originated in the east part of the building and the animal housing area is far away from the fire, only if it is SAFE, animals can be quickly and safely evacuated by taking them to the back field outside of LARU.
- 4.1-5 Exit the building by the nearest safe exit, i.e. the nearest door away from the fire. Consult the LARU floorplan attached and become familiar with the available doors. There are 6 regular doors

and 3 garage doors in the building. Choose the safest way out in the event of a fire. For example, if the fire is located in the east part of the building you should exit through the Animal Area Doors and vice versa. Once outside the building go to the designated **meeting point**, as directed by the exit monitor, or move at least 100 meters away from the building. Wait for the Fire and Rescue Officer or Fire Department to arrive. Remain outside the building until the “all clear” is announced by the designated personnel.

4.1-6 If you have specific knowledge about the evacuation or incident, remain available to the responding security agents and emergency authorities. Inform them of the location and nature of the fire, injuries, persons requiring assistance and other pertinent details. Remain available to the responding security agent(s) to provide details for the incident report.

4.1-7 Daily:

- a) Ensure that all doors are closed before leaving at the end of the day.
- b) Ensure that all fire exits are clear of obstacles.
- c) Ensure that the area around all fire extinguishers is free and clear.

4.2 EMERGENCY FIRE EVACUATION (while surgery is taking place in the building)

4.2-1- If the fire alarm goes off, designated exit monitor must assess if the alarm is real.

4.2-2- If there is an actual fire near the operating room, a judgement call must be made as follows:

- If an open surgery is being conducted and the animal has not been closed, leave animal on surgical table, put anesthetic gas at maximum (5%) and leave the building.
- If the animal is already closed, or surgery was not started or is a laparoscopic surgery, **ONLY IF SAFE**, disconnect the animal from the anesthesia machine, roll the animal on the surgery table towards the closest safe exit and roll the animal out with you. Once outside and safe proceed to untie and wake up the animal.

4.2-3- Notify Campus Security, by calling 514-398-7777 to signal the situation. They will put the call in to Ste-Anne’s fire department.

4.2-4- Always exit the building by the nearest safe exit, i.e. the nearest door away from the fire, go to the designated **meeting point**, as directed by the exit monitor, or move at least 100 meters away from the building. Wait for the Fire and Rescue Officer or Fire Department to arrive. Remain outside the building until the “all clear” is announced by the designated personnel.

4.3 EMERGENCY FIRE EVACUATION (with no personnel in the building except animals)

4.3-1 If a fire alarm goes off during the day when no personnel is present or during off hours or weekends, the Security Office will notify the designated emergency contact person.

4.3-2 Emergency contact Personnel:

Dr. Vilceu Bordignon: 514-425-1813 (home) or 514-260-1381 (cell)

Denyse Laurin: 514-457-9024 (home) or 438-871-9024 (cell)

Dr. Hernan Baldassarre: 514- 694-7475 (home) or 514- 867-7475 (cell)

4.3-3 Once the designated contact person is located he/she will decide the course of action regarding the need for evacuating the animals if deemed safe by the Fire and Rescue Officer or Fire Department. Efforts will be made for evacuating the animals if they are at risk, but only if it can be done safely, without putting any personnel at risk and with approval by the Fire and Rescue Officer or Fire Department.

ANNEXE 1 : Fires and extinguishers are classified according to the type of fuel that is being consumed by the fire.

CLASSES OF FIRES	TYPES OF FIRES	PICTURE SYMBOL
A	Wood, paper, cloth, trash & other ordinary materials.	
B	Gasoline, oil, paint and other flammable liquids.	
C	May be used on fires involving live electrical equipment without danger to the operator.	
D	Combustible metals and combustible metal alloys.	
K	Cooking media (Vegetable or Animal Oils and Fats)	

No fire extinguisher can be safely and effectively used for every type of fire. Some contain chemicals that are ineffective in certain situations and can even cause harm to the operator if misapplied. To prevent confusion, extinguishers are classified by the type of chemical agents they contain. Generally, you can tell which type an extinguisher is hanging on the wall, or in the cabinet, just by looking at its shape. Check the labels of the extinguishers in your area and note the color, shape, and size of the extinguisher. This may help if someone runs

in to help you fight a fire with the WRONG extinguisher (i.e. water on an electrical fire) - you can **STOP** them before they are injured or make matters worse!



ABC-rated multipurpose dry powder extinguishers

Description: There are two types of fire extinguishers that use a dry chemical. One is called “multi-purpose dry chemical” and is effective on “A,” “B,” and “C” class fires. These types of extinguishers are very common and are found in schools, homes, hospitals and offices. The other type is known as “regular dry chemical,” capable of handling “B” and “C” class fires. These extinguishers are found in garages, kitchens and laboratories.

Appearance: These are the most common on campus, particularly in the corridors of academic buildings. They are almost always RED in color and have either a long narrow hose or no hose (just a short nozzle). These extinguishers are very light (5-25 lbs total weight).



Carbon Dioxide

Description: These extinguishers contain liquid CO₂ that is expelled as a gas. They are effective against “B” and “C” class fires. Unlike other chemicals, CO₂ does not leave a harmful residue and is environmentally friendly. It also poses very little danger to electronics and is effectively employed in laboratories, computer rooms, and other areas with sensitive equipment.

Appearance: CO₂ (carbon dioxide) extinguishers are generally red, have a LARGE "tapered" nozzle (horn), are VERY HEAVY (15-85 lbs.) These are all high-pressure cylinders.



Water Extinguishers

Description: These extinguishers are most suited for “A” class fires. However, they cannot be used in “B,” “C” or “D” class fires. In “B” and “D” class fires, the water will spread the flames. In a “C” class fire, the water is conductive and poses a risk of electric shock to the operator. However, the misting nozzle of a “Water Mist” extinguisher breaks up the stream of deionized water so that there is no conductive path back to the operator. Since the agent used is water, these types of extinguishers are inexpensive and environmentally friendly.

Appearance: Water extinguishers are usually SILVER (chrome-metal) in color, have a flat bottom, have a long narrow hose, and are quite large (2-1/2 gallons).

Reference: <http://www.mcgill.ca/emfp/fire-prevention/fire-extinguishers>

