

REGIONAL CADET SUPPORT UNIT (NORTHWEST)



FIRE ORDERS GIMLI INDUSTRIAL BUSINESS PARK

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FORWARD

1. The Regional Cadet Support Unit (Northwest) Fire Orders for the Gimli Industrial Business Park are issued pursuant to QR&O 4.21. They are not to be considered as exclusive and do not replace or amend any order issued by a higher authority. No fire orders can provide for every situation that may occur, thus good judgment and prudence are expected in the interpretation and application of this document.
2. These Fire Orders contain an overview of the roles of all Canadian Forces and Canadian Cadet Organization personnel using the facilities at the Gimli Industrial Business Park together with administrative direction, in the conduct of operations.
3. All supervisory personnel shall ensure their personnel review and are familiar with these Fire Orders.
4. All RCSU(NW) Department and Section Heads will ensure their personnel review these Fire Orders prior to commencing activities on-site.
5. Proposals for amendments to these Fire Orders should be staffed through the RCSU(NW) Aircraft Maintenance Facility Fire Warden or Cadet Supply Group (CSG) Supply Officer.

DISTRIBUTION LIST

Dunlop Building
Graham Tower
Hangar 1 West
All Accommodations Buildings

Clearwater Hall
All Ranks Mess
Hangar 1 East

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1.01 Aim

1. The aim of these Fire Orders is to instruct staff and cadets of:
 - a. their responsibilities and duties concerning the prevention of fires; and
 - b. the action to be taken in the event of a fire.

1.02 Display

1. These orders shall be placed at the entrance to and in prominent places throughout the all buildings occupied by Canadian Forces and Canadian Cadet Organization personnel throughout the year. Any questions or concerns shall be directed to the RCSU(NW) Aircraft Maintenance Facility Fire Warden or CSG Supply Officer.

1.03 Adherence

1. All personnel shall strictly adhere to Fire Orders.

1.04 Fire Fighting Equipment

1. All fire fighting equipment shall be checked annually. All personnel shall make themselves aware of where equipment is located.
2. Equipment installed in the paint booth shall be checked every 6 months per Industry Canada requirements.

1.05 Equipment Tampering

1. Fire fighting equipment shall not be tampered with nor used for any use other than fighting a fire.

1.06 Fire Drills

1. Fire drills shall be conducted at least once per summer. Fire drills in the barracks and Hangar 1 shall be conducted while cadets are in-house, normally during the first week of training for each intake.

1.07 Responsibility

1. It is the responsibility of each person to ensure that precautions are taken to guard against the outbreak of fire in all facilities. This is especially important in Hangar 1 as it is an all wooden structure. All personnel shall become closely acquainted with the procedures to be followed when either discovering a fire or reacting to a fire alarm.

1.08 Familiarization With Buildings

1. It is the responsibility of all personnel to familiarize themselves with all RCSU(NW) occupied buildings and to acquaint themselves with the following:
 - a. location of alarm boxes, both inside and outside;
 - b. location of the nearest and alternate exits. All emergency exits shall be properly marked, illuminated at night and easily accessible; and
 - c. location and method of operation of emergency fire fighting equipment such as hand extinguishers.
2. Due to their temporary nature, alarm boxes are not available in the Accommodations Trailers.

1.09 Fire Prevention

1. The following rules shall be in force at all times:
 - a. smoking is prohibited in all areas of all buildings;
 - b. smoking is prohibited within 100 feet of any aircraft;
 - c. open flames (matches, lighters, etc) are prohibited in all buildings;
 - d. electrical outlets shall not be overloaded; and
 - e. extension cords shall not be routed under carpets or pinched under bed/table legs. Extension cords shall not be frayed or have any breaks in the cover coating.
2. Staff employed in the RCSU(NW) Aircraft Maintenance Facility are to ensure that a high standard of housekeeping is maintained in areas where cleaning materials, solvents, paint, and equipment are stored. Waste rags are to be placed in the proper waste rag disposal containers that must have the lid installed at all times. Welding by maintenance staff may be conducted under tightly controlled conditions with a fire extinguisher at the ready.
3. The operation of the paint booth requires extra care with regard to fire prevention due to the high flammability potential of vaporized paint products. All spills shall be cleaned up immediately. Rags and waste towels shall not be stored within the booth unless in metal containers with a solid lid fully in place.

1.10 Fire Checks

1. All personnel shall ensure that the following duties are carried out at the end each working day:
 - a. close and lock all inner and outer windows;
 - b. disconnect or shut-off all electrical appliances such as air conditioners, fans, coffee makers and baseboard heaters;
 - c. turn off all lights; and
 - d. check each room for any other potential fire hazard such as flammable items near heaters.
2. The RCSU(NW) Aircraft Maintenance Facility staff shall also be responsible for carrying out a daily fire check of the maintenance area, ensuring that:
 - a. fire fighting equipment has not been tampered with or access blocked by any equipment, parts, or tools;
 - b. any potential fire hazard is eliminated, such as:
 - (1) soiled rags are inside covered containers and not left lying about;
 - (2) paints and solvents are properly secured;
 - (3) flammable cabinets are closed and secured; and
 - (4) the varsol-cleaning bin is closed.
3. Any officer conducting an inspection of quarters shall check for fire hazards as part of their inspection.
4. Weekly during the summer and monthly during the remainder of the year, the RCSU(NW) Aircraft Maintenance Facility Fire Warden shall be responsible to conduct fire checks of the all occupied buildings ensuring that:
 - a. fire-fighting equipment has not been tampered with and is current;
 - b. access to exits or fire fighting equipment is not blocked;
 - c. flammable materials have not "piled up" in any location; and
 - d. Fire Orders are posted and visible.

1.11 Action On Discovering Fire

1. Any person who discovers a fire shall:
 - a. shout "FIRE, FIRE, FIRE" to warn others;
 - b. pull the nearest alarm box in the building to set off the alarm if so equipped;
 - c. secure designated classified material as best as personal safety permits;
 - d. exit the building;
 - e. call **911** for the Fire Department or inform an officer (if a cadet); and
 - f. **During the summer**, inform the **Administration office @ 204-642-9022** during normal working hours, or the **Accommodations office @ 204-642-3478** or after hours the **Duty Officer cell phone @ 204-651-0197**.

1.12 Fire Fighting

1. If practical, CF members should fight the fire using available equipment. Cadets shall not try or be directed to fight any fire and are to be removed immediately from the area and/or building as applicable under escort.

1.13 Reporting

1. Any individual reporting a fire shall inform the Fire Department of all pertinent details.
2. All fires, regardless of size, injury or damage, shall be reported to the RCSU(NW) Aircraft Maintenance Facility RGS(NW) Fire Warden or CSG Supply Officer.

1.14 Action On Hearing An Alarm

1. On hearing a fire alarm in any building, all personnel shall:
 - a. ensure they are decently clothed (when in barracks);
 - b. unplug or turn-off all electrical appliances and equipment, such as air conditioners, fans, coffee makers and baseboard heaters;
 - c. evacuate the building through the nearest safe exit and muster in the appropriate muster area (see Annex A); and
 - d. no person shall re-enter the building until the "All Clear" signal is given.

1.15 Muster Areas

1. Muster areas for buildings are illustrated at Annex A and are as follows:
 - a. Main Accommodations Building Sports Field
 - b. Clearwater Hall Sports Field
 - c. Accommodations Trailer Sports Field
 - d. Dunlop Building Sports Field
 - e. CO's Cottage Grass Area across the road to the East
 - f. Hanger One West Side of Hanger 2
 - h. Graham Tower Grass Area to the East of the building
 - i. All Ranks Mess Parking Lot across the road to the East
2. All personnel shall remain clear of the smoke path at all time and adjust the muster area location as required.

1.16 Responsibilities During A Fire Alarm

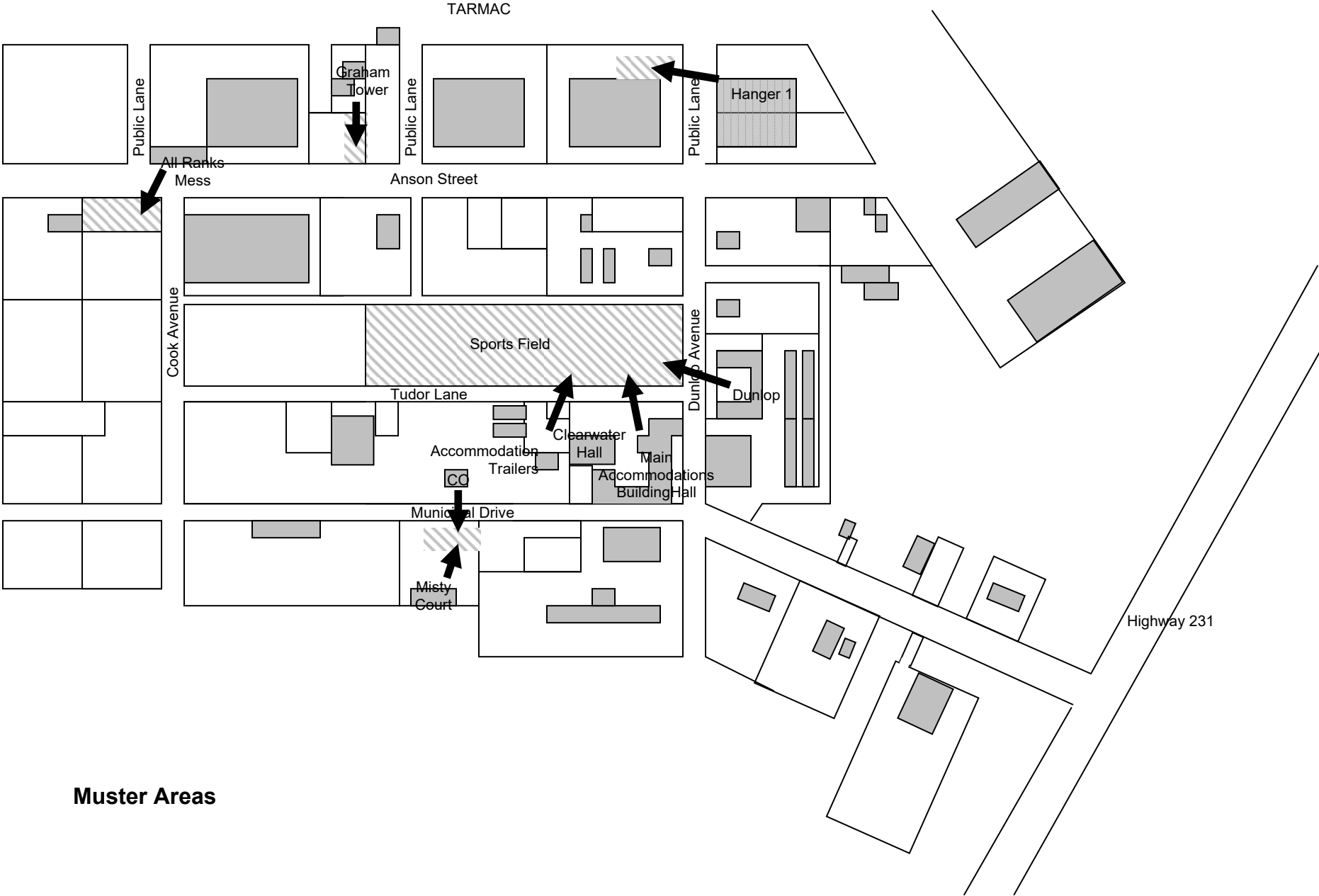
1. All Personnel. In quarters, all personnel are encouraged to ensure their neighbouring rooms are cleared; and to knock on closed doors as they exit the building.
2. Staff Members. In quarters, all staff who reside in the same area as cadets shall assist in ensuring that all rooms are clear of cadets, without placing themselves in danger.
3. Supervisory Staff. During a fire alarm, all supervisory staff personnel (including Flight, Corps and Squadron staff) shall assemble their cadets in the designated muster area and shall immediately conduct a head-count and ascertain the whereabouts of all course cadets. Any missing cadets shall immediately be reported to the Duty Officer or most senior officer present.
4. Duty Officer. Each organization utilizing this facility shall assign a Duty Officer for the purpose of this Fire Order.
 - a. After Hours. The Duty Officer will ensure that the Fire Department has been contacted and shall ensure that the unit CO is notified. The Duty Officer will be the primary point of contact with the Fire Department and shall ascertain the nature of the fire alarm and be prepared to brief the fire department on their arrival and/or provide access to the individual(s) reporting the fire.
 - b. Working Hours. During working hours and/or in the absence of a duty officer, the most senior officer present shall act as the duty officer.

5. The Most Senior Officer Present. In the muster areas, the most senior officer present shall take command of the area and shall:
 - a. ensure that all staff members are formed-up (not including supervisory staff) and conduct a head-count;
 - b. ensure that supervisory staff form-up their cadets and conduct a head-count;
 - c. confirm with Duty Officer or Fire Department that all personnel are accounted for and wait for an "All Clear" signal from the fire department;
 - d. if in inclement weather, seek shelter for all personnel present; and
 - e. acts as the Duty Officer during working hours and/or in their absence.

6. Administration Staff. During the Summer, once notified of a fire or fire alarm during working hours, the Administration staff will report the incident to the CO (or DCO if unable to contact the CO); and ensure that the Fire Department has been called.

7. Training Centre Operations Staff (TC Ops). During the summer, for fire alarms in the Main Accommodations building, the TC Ops Officer(s) on duty shall:
 - a. assist with clearing the barracks of cadets;
 - b. shall remove the sign-in/out register, nominal rolls, and active cadet leave passes from the Main Accommodations building; and
 - c. assist the supervisory staff and senior officer present with head-counts to determine missing personnel.

Annex A to
RCSU(NW) Fire Orders
Gimli Industrial Business Park



Muster Areas