

Building Owner – University – General Responsibilities

The Building Owner/University shall:

- Ensure the fire safety of occupants at all times.
- Comply with the Ontario Fire Code in all areas of building safety, including implementing an approved fire safety plan and keeping it maintained and current.
- Ensure that building occupants and supervisory staff are familiar with fire emergency procedures.
- Appoint, organize and instruct supervisory staff in fire safety
- Designate and train sufficient alternates to replace “supervisory staff” during any absence.
- Ensure that fire drills are conducted in accordance with the fire code.
- Provide alternate measures for the safety of occupants during shut down of fire protection equipment.
- Implement the accepted fire safety plan and notify the chief fire official of any changes.
- Ensure that checks, tests, and inspections, as required by the fire code, are completed on schedule and those records are retained.
- Post and maintain on each floor area the emergency procedures for occupants.
- Ensure the approved fire safety plan or parts thereof are distributed to all tenants.
- Revise the fire safety plan when changes occur that will affect the information therein - at a minimum review the fire safety plan annually and document the review.

Please access the University [Emergency & Life Safety webpage](#) or additional safety related information.

For more information contact:

Campus Security Services
T: 905-688-5550 ext. 4300
E: security@brocku.ca
Twitter: @Brocklifesafety

OR

Health, Safety & Wellness
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