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| Revision: 1.0 | Subject: Storage in Building Corridors and Egress Routes | |

1. Introduction

The standard operating procedure (SOP) for building corridors and egress was developed by the Department of Environmental Health & Safety in accordance with the University's Policy Statement on Health and Safety and to ensure compliance with the Ontario Building and Fire Code.

The Ontario Fire Code indicates that no means of egress may be obstructed, blocked, reduced or otherwise impeded by any object, article or equipment not included in the original design of the building. The purpose of these procedures is to guide faculties, departments and units with regard to items that are improperly stored in the corridors, stairwells, access to exits, barrier-free access areas, areas-of-safe-refuge and any other area(s) that could pose an immediate threat to life in the event of either a man-made or natural emergency or disaster.

2. Applicable Legislation

- The Ontario Building Code 1997 (O. Reg. 403/97)
- The Ontario Fire Code (O. Reg. 388/97) as amended by (O. Reg. 398/98 and 428/98)
- National Fire Protection Association (NFPA 101, "Life Safety Code")

3. Responsibilities

Faculties, Departments and Units

Faculties, departments, and units are responsible for their own equipment, as well as shared equipment that is located in corridors. They must monitor the condition of the corridors used by their staff during the day to day operations to ensure that possible obstructions are dealt with proactively, and are removed in accordance with this procedure.

It is the responsibility of the department/unit head to ensure that pertinent supervisors and employees are notified of their responsibilities under this procedure. Furthermore, it is their responsibility to ensure that the components of this SOP and the Ontario Fire Code are implemented in all facilities under his/her authority.

