



FIRE SAFETY PLAN

Guideline
FOR



FIRE SAFETY PLAN FOR

Building/Company Name: _____

Address: _____

Prepared by: _____

Position: _____

Date Prepared: _____

Revised:

This official document is to be kept readily available on site by the building superintendent at all times for use by fire officials in the event of an emergency.

President _____ **Date:** _____

Manager _____ **Date:** _____

Fire Chief _____ **Date:** _____

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You must identify all the above sections in your plan and submit two copies for acceptance.

FIRE SAFETY PLAN

INTRODUCTION

The Ontario Fire Code, Division B, Section 2.8, requires the establishment and implementation of a Fire Safety Plan for every building containing a Group A or B occupancy and to every building required by the Ontario Building Code to have a fire alarm system.

The Fire Protection and Prevention Act Part VII, Section 28 states that in the case of an offence for a contravention of the Ontario Fire Code, a corporation is liable for a fine of not more than \$100,000 and an individual is liable for a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or both.

This plan is required to be acceptable to the Chief Fire Official.

The implementation of a Fire Safety Plan helps to assure effective utilization of life safety features in a building, to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings.

Fire Safety Plans are intended to assist the owner of a building with the basic essentials for the safety of all occupants, to ensure an orderly evacuation at the time of an emergency and to provide a maximum degree of flexibility to achieve the necessary fire safety for the building.

The fire safety plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building.

INFORMATION FOR BUILDING OWNERS, PROPERTY MANAGERS AND OTHER PERSONS CONTROLLING PROPERTIES

The 2007 Ontario Fire Code, Ontario Regulation 213/07 is a provincial regulation. This Code requires the owner to be responsible for carrying out the provisions of this Code, and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner may be any one of a combination of parties, including building management, maintenance staff and tenant groups.

It is advisable that you obtain your own copy of the Ontario Fire Code and the Fire Protection and Prevention Act. These may be purchased from the Government of Ontario Book Store at 880 Bay Street, Toronto M7A 1N8.

NOTE: *ITEMS IDENTIFIED IN THE FOLLOWING PAGES WHICH DO NOT PERTAIN TO YOUR BUILDING MUST BE DELETED FROM YOUR PLAN BEFORE SUBMISSION TO THE FIRE DEPARTMENT.*

AUDIT OF BUILDING RESOURCES

Type of Building: _____	Number of Suites/Rooms: _____	
Building Use: _____	Number of Occupants: _____	
	Number of Stories: _____	

Please answer YES, NO or N/A non-applicable where applicable

	Yes	No	N/A
1. Is there a fire vehicle access route? Location: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there fire department connection? Location: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a full fire alarm system? Number of stages: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there a partial fire alarm system(ie: interconnected smoke alarms) Briefly describe: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the fire alarm connected to a private monitor company? Name of the Company? _____ Phone # _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Where is the fire alarm panel located? _____			
7. Where is the annunciator panel located? _____			
8. Is there an emergency voice communication system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are there smoke control measures? (Required in buildings in excess of 18m in height) What type? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do individual suites have their own balcony?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Sprinkler system: Location _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Location of sprinkler shut-off valves: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is there a standpipe and hose system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is there a fire pump? Location: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes No N/A

15. Is there emergency power? Batteries Generator

Location of Batteries: _____

Location of Generator: _____

(please indicate what is being energized)

16. Are there elevators?

Do they have special emergency functions?

17. Are there portable fire extinguishers throughout the building?

Type

Floor Location

Number

(some types of extinguisher below)

Carbon Dioxide

Pressurized Water

Standard Dry Chemical

Alkali (commercial cooking)

Multi-Purpose Dry Chemical

18. Is there a private hydrant?

19. Where is the gas shut off?

20. Location of Exits:

AUDIT OF HUMAN RESOURCES AND ANY PERSONS HAVING SUPERVISORY STAFF RESPONSIBILITIES

(AS DEFINED IN THE FIRE CODE)

BUILDING PRESIDENT	SUPERVISORY STAFF RESPONSIBILITIES
NAME:	
STREET ADDRESS:	
POSTAL CODE:	
HOME TELEPHONE:	
BUSINESS TELEPHONE:	

BUILDING MANAGEMENT	SUPERVISORY STAFF RESPONSIBILITIES
NAME:	
STREET ADDRESS:	
POSTAL CODE:	
HOME TELEPHONE:	
BUSINESS TELEPHONE:	

BLDG. SUPERINTENDENT	SUPERVISORY STAFF RESPONSIBILITIES
NAME:	
STREET ADDRESS:	
POSTAL CODE:	
HOME TELEPHONE:	
BUSINESS TELEPHONE:	

ASST. SUPERINTENDENT	SUPERVISORY STAFF RESPONSIBILITIES
NAME:	
STREET ADDRESS:	
POSTAL CODE:	
HOME TELEPHONE:	
BUSINESS TELEPHONE:	

BUILDING SECURITY	SUPERVISORY STAFF RESPONSIBILITIES
NAME:	
BUSINESS TELEPHONE:	

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

In the event of fire, occupants will:

- assist anyone in immediate danger to a safe area
- leave the fire area, take keys;
- close all doors behind you;
- telephone the fire department 911, never assume that this has been done; know and give correct address and location of fire in the building;
- activate the fire alarm; use the pull station and;
- use exits and or exit stairwells to leave the building immediately.
- If you encounter smoke, use an alternate exit.

- DO NOT USE ELEVATORS*
- DO NOT RETURN UNTIL IT IS DECLARED SAFE TO DO SO BY A FIRE OFFICIAL*

If you are in a suite and a fire alarm is heard:

1. Before opening door, feel door and door knob for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close door quickly.
2. If you find no fire or smoke in corridor or stairwell proceed to the nearest exit.
3. If you encounter smoke in corridor or stairwell consider taking corridor to other side of building where another stairwell may be clear, or return to your suite.
4. If you cannot leave your suite or have returned to it because of fire or heavy smoke, remain in your suite and:
 - close the door;
 - unlock door for possible entry of fire fighter;
 - dial 911, tell the fire department where you are and signal to fire fighters by waving a sheet;
 - seal all cracks where smoke can get in by using wet towels or sheets to seal mail slots, transoms and central air conditioning outlets if necessary (a roll of wide strong masking tape is useful);
 - crouch low to the floor if smoke enters the room;
 - move to the balcony or most protected room and partially open the window for air;
 - close the window if smoke comes in;
 - wait to be rescued, remain calm, do not panic or jump and;
 - listen for instructions or information which may be given by authorized personnel or over loudspeaker.

FIRE HAZARDS

In order to avoid fire hazards in the building, occupants are advised to:

- DO NOT** wedge or block open fire separation doors eg. Apartment doors and doors that lead to stairwells
- not put burning materials such as cigarettes or ashes into the garbage chutes;**
- not dispose of flammable liquids or aerosol cans in these chutes;**
- never force cartons, coat hangers, bundles of papers into chute because it may become blocked;**
- avoid unsafe cooking practices, deep-fat-frying, too much heat, unattended stoves, using barbecues on balcony, loosely hanging sleeves;**
- not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lampwire for permanent wiring;**
- avoid careless smoking, use ashtrays, never smoke in bed and ;**
- not leave articles such as shoes, boots, mats, etc. in the building halls, corridors and stairways;**

In general, occupants are advised to:

- know where the alarm pull stations and exits are located;**
- call your local fire department immediately whenever you need assistance; dial 911 and ask for the fire department;**
- know the correct building address and ;**
- notify the building superintendent if special assistance is required for disabled persons in the event of an emergency.**

FIRE EXTINGUISHMENT/CONTROL/CONFINEMENT

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or smoke presents a hazard to the operation, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the fire service has been notified and wait for them to arrive.

If a small fire is determined to be extinguishable, make sure events unfold in the following sequence:

- 1. Activate the fire alarm system/ evacuation procedures.**
- 2. Call 911, even if auto signalling provisions to an alarm company are in place.**
- 3. Attempt to extinguish the fire while keeping yourself between the fire and the nearest exit door.**
- 4. Never attempt to fight a fire alone. Attempting to extinguish a fire is a voluntary act. (see Appendix "G")**

FIRE ALARM PROCEDURES FOR OWNERS/BUILDING SUPERINTENDENTS

- 1. Ensure that the fire alarm/fire evacuation procedure has been activated.**
- 2. Notify the fire department of the emergency conditions; dial 911 and ask for the fire department.**
- 3. Bring the elevator to the ground floor and lock.**
- 4. Supervise the evacuation of the occupants. Emergency voice communication systems should be used where available.**
- 5. Upon arrival of fire fighters, inform the officer regarding conditions in the building and coordinate the efforts of supervisory staff with those of the fire department.**
- 6. Provide access and vital information to the fire department, (ie: master keys for suites, service rooms, elevators, etc.). Provide a name list of the occupants and their suite/apartment #. When so informed, record and provide a current list of the locations of handicapped persons to the fire department.**
- 7. Ensure that the fire alarm system/evacuation procedure is not silenced/stopped until the fire department has responded and the cause of the fire has been investigated.**

NOTE: A COPY OF THE FIRE SAFETY PLAN IS TO BE GIVEN TO THE BUILDING SUPERINTENDENT AND MAINTENANCE STAFF.

LISTING OF SUPERVISORY STAFF AND RELATED DUTIES

In the case of fire, the building superintendent (or persons so assigned) are responsible for the following:

- 1. Ensure that the fire alarm/evacuation procedure has been activated.**
- 2. Notify the fire department of the emergency conditions, dial 911 and ask for the fire department.**
- 3. Bring the elevator to the ground floor and lock.**
- 4. Supervise the evacuation of the occupants. Emergency voice communication systems should be used where available.**
- 5. Upon arrival of fire fighters, inform the fire officer regarding conditions in the building and coordinate the efforts of supervisory staff with those of the fire department.**
- 6. Provide access and vital information to the fire department, (ie: master keys for suites, service rooms, elevators, etc.). Provide a name list of the occupants and their suite/apartment #. When so informed, record and provide a current list of the locations of handicapped persons to the fire department.**
- 7. Ensure that the fire alarm system/evacuation procedure is not silenced/stopped until the fire department has responded and the cause of the fire has been investigated.**

In general, the building superintendent (or persons so assigned) are responsible for the following:

1. **Ensure that the doors to stairways are kept closed at all times.**
2. **Ensure that stairways, landings, hallways, passageways, and exits, inside and outside, are clear of any obstructions at all times.**
3. **Ensure that combustible materials are not permitted to accumulate in any part of a stairway, fire escape or other means of egress or elevator and ventilation shafts.**
4. **Ensure that combustible waste materials are not permitted to accumulate in quantities in locations which may constitute a fire hazard.**
5. **Promptly remove all combustible waste from all areas where waste is placed for disposal.**
6. **Keep access roadways, fire routes and fire pumper connections clear and accessible for fire department use.**
7. **Have a working knowledge of the fire alarm system/evacuation procedure.**
8. **Maintain the fire alarm system/evacuation procedure and other fire protection equipment at all times.**
9. **In the event of any shutdown of fire protection equipment, notify the fire department and post a fire watch person to patrol the hallways once every hour.**
10. **Arrange for a substitute in your absence.**
11. **Conduct fire drills (occupant participation is optional)**
12. **Have and know the Ontario Fire Code.**
13. **Distribute to occupants fire safety procedures which apply to lease agreement, etc.**
14. **Clearly identify each floor level within each stairway as to the floor level.**

MAINTENANCE SUPERVISOR RESPONSIBILITIES IN FIRE SAFETY

1. **Ensure that all fire protection equipment and building features such as fire separations, emergency lighting, fire alarm systems, sprinkler systems, standpipe systems, fire extinguishers, fixed extinguishing systems and voice communication systems are checked, tested, inspected and maintained in accordance with Division B, Parts 2, 6 and 7 of the Fire Code and all applicable standards referenced therein.**
2. **Maintain permanent records of all fire equipment inspections, test and maintenance as set out in Division B, Part 1, Sub-Section 1.1.2. of the Fire Code.**

Note: Although the responsibilities mentioned above have been assigned to specific positions, the plan needs to be flexible enough so that these responsibilities may be assigned to other staff members based on the size and complexities of your building

The building manager (or other assigned persons) has numerous responsibilities related to fire safety and must ensure that the following measures are incorporated in the fire safety plan:

- 1. Establishment of emergency procedures to be followed at the time of an emergency.**
- 2. Appointment and organization of designated supervisory staff to carry out fire safety duties.**
- 3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.**
- 4. Holding fire drills.**
- 5. Controlling of fire hazards in the building.**
- 6. Maintenance of building facilities provided for safety of the occupants.**
- 7. Provisions of alternate measures for safety of occupants during shutdown of fire protection equipment.**
- 8. Ensure that checks, inspections and testing, as required by the Fire Code, are completed on schedule and that records are retained.**
- 9. Notification of the Chief Fire Official regarding changes in the fire safety plan.**
- 10. Be in complete charge of the approved fire safety plan and specific responsibilities of personnel.**
- 11. Designate and train sufficient assistants to act in this position.**
- 12. Educate and train (document training) all building personnel and occupants in the use of the existing fire safety equipment, and in the actions to be taken under the approved fire safety plan.**
- 13. Survey the building to determine the number of exits available from each floor area.**
- 14. Where floor layouts are complex, prepare and post on each floor area a schematic diagram indicating the primary and secondary exits to be used in the event of an evacuation.**
- 15. Ensure that the schematic diagrams adhere to the items outlined on Page ____.**

TRAINING THE SUPERVISORY STAFF

All supervisory staff shall be supplied with a copy of the fire safety plan and are required to become familiar with its contents. Training of the supervisory staff shall be done every _____ and will be documented.

Definition of Supervisory Staff (“as defined by the Fire Code”) Division A, Section 1.4
 “means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan and may include the fire department where the fire department agrees to accept these responsibilities”.

All supervisory staff are to be shown:

- how to reset the fire alarm system (An activated system must not be reset until authorized by a fire department officer);
- the location of the standpipe and sprinkler controls;
- the location of keys to provide access to all locked areas and the location of extinguishers, and all fire related protection equipment.
- how to bring elevator(s) to the ground floor and hold them for emergency crews and;
- how to use the first aid fire fighting equipment installed within the building.
- Location of all whmis information.

Note: The instructions of the superintendent will be the responsibility of the executive in charge of property management. All aspects of the fire safety plan apply specifically to this building. Instruction is to be ongoing and changes in equipment will result in updating of the superintendent’s instructions.

In a high rise building, all supervisory staff shall be trained on the following:

- use of the voice communication system;
- the action to be taken in initiating any smoke control or other fire emergency systems installed in the building in the event of a fire until the arrival of the fire department.
- the procedures for evacuation of non-ambulatory occupants, if necessary, and;
- the procedures established to facilitate fire department access to the building and fire location within the building.

Training of the Staff/Occupants

All new staff/occupants shall be trained in the actions that shall be taken in the event of a fire emergency. Orientation training for all staff shall include fire safety instructions on:

- What to do upon discovery of fire
- What to do upon hearing an alarm of fire, where to go (meeting place etc.)
- How to prevent or minimize fire hazards in the workplace

Temporary staff shall be trained in the actions that shall be taken in the event of a fire emergency. Orientation training for all temporary staff shall include fire safety instructions as per new staff, above.

Training Records

Detailed training records of all employees’ shall be kept, including temporary staff. All staff shall be provided make-up Fire Safety training in the event of a missed training session. The owner upon request shall be able to provide information to the Chief Fire Official that verifies the quality and quantity of all staff training.

FIRE DRILLS

The importance of being prepared has been stressed throughout this Guideline. In addition to the emergency actions to be taken by residents and staff in the event of a fire or emergency, practising fire drills must become an integral part of a facility's preparedness.

The purpose of a fire drill is to ensure that the staff and residents are familiar with the building's overall evacuation procedures. Therefore, the owners and managers must be aware of the benefits of holding fire drills which involve all staff. To maximize the benefits of these fire drills, they should be scheduled and rotated in such a way that residents /occupants have an opportunity to participate.

Although it may be of some inconvenience to residents, it is important to have a fire/evacuation drill that involves all of the residents and staff. Fire drills can also be used to provide additional training for staff by allowing them to become more familiar with use of the building's fire safety systems.

It is very important that all personnel with specific responsibilities attend a debriefing meeting following every practise fire drill. This meeting will be held to review the procedures and reactions of all participants. During the debriefing, problem areas can be identified and, if necessary, solutions to overcome any deficiencies in the facility's Fire Safety Plan can be discussed and corrected. *The fire department must be made aware of, and approve any changes to the Fire Safety Plan.*

The fire department administration (485-3910) shall be notified prior to the fire drill and immediately after completion and resetting the fire alarm.

(All residents and staff should be notified in advance of the time and date of any practice drill).

The date and time of all fire drills, as well as the names of participating staff, should be recorded in a permanent log book

For this building, the Ontario Fire Code requires that fire drills be conducted every _____ months.

SMOKE ALARMS

RESPONSIBILITY OF THE LANDLORD IN RENTAL UNITS

The landlord is responsible for smoke alarm maintenance in rental residential units. This includes the obligation to take action when a tenant or occupant reports a problem or files a complaint respecting operability of smoke alarms. The testing and maintenance is also the landlord's responsibility. Such testing can only be carried out with the full co-operation of the tenant or occupant since access to the smoke alarm must be available. The lease agreement should therefore include provisions for access to carry out the necessary testing and maintenance. Unless it is an emergency, the *Tenant Protection Act* requires that landlords give 24 hours written notice to enter a tenant's premises and the time of entry must be between 8 a.m. and 8 p.m.

The Fire Code does not specifically require written records of smoke alarm maintenance be maintained, a general requirement of the fire code states that written records of "corrective measures" must be maintained for two years after they are made. It's in the landlord's interest to keep written records as they will help to demonstrate due diligence in maintaining the smoke alarms in operating condition. The checklist attached to this guideline can be used for this purpose. (Appendix F)

In addition to the above, the Fire Code requires that the landlord provide a copy of the smoke alarm manufacturer's maintenance instructions or approved alternative to the occupant in each rental unit. A sample tenant/occupant information sheet is provided (see Appendix E). This information sheet may be used in lieu of the manufacturer's instructions to satisfy the intent of Division B, Article 6.3.3.3. of the Fire Code. Once again, it is in the landlord's interest to keep a written record to demonstrate that this information has been provided to the occupant of each rental unit.

RESPONSIBILITY OF THE TENANT OR OCCUPANT IN RENTAL UNITS

The primary responsibility for ensuring that smoke alarms are maintained in operating condition rests with the landlord. The Fire Code also contains the provision that "no person shall intentionally disable a smoke alarm so as to make it inoperable". A tenant or occupant who disables a smoke alarm is therefore guilty of a provincial offence and may be subject to a fine. Smoke alarms are important life safety devices installed for the protection of the occupants of the suite as well as other building occupants. It is reasonable to expect that tenants and occupants will take the following actions to ensure the operability of the smoke alarms:

- 1. Advise the landlord when the low battery signal is activated on battery operated smoke alarms and make arrangements for replacement of the battery.**
- 2. Advise the landlord if the "power on" indicator goes out on AC powered smoke alarms and arrange for appropriate repairs.**
- 3. Advise the landlord if the smoke alarm is damaged. Make arrangements for repair/replacement of the unit. After an absence of seven or more days (eg. vacation), arrange for battery operated smoke alarms to be tested to ensure that the devices are operable.**
- 4. Advise the landlord of any electrical problems that may affect the operability of AC powered smoke alarms. Tenants or occupants are encouraged to take active participation in ensuring that the smoke alarms are maintained in operating condition and co-operate with the landlord in carrying out the necessary testing and maintenance.**

ALTERNATE MEASURES FOR OCCUPANT FIRE SAFETY

In the event of any shutdown of fire protection equipment and systems or part thereof, the fire department and occupants will be notified and instructions will be posted as to alternate provisions or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the Chief Fire Official.

Fire Alarm Shutdown

In the event of a shutdown of the fire alarm systems, the fire department administration (485-3910) will be notified and all occupants will be notified by posting notices at elevators on all floors. The notice will explain the extent and the duration of the shutdown. Notices will also be posted when the system is reactivated.

Occupants will be instructed to advise the fire department immediately via 911 of any fire situation and to warn other occupants of imminent danger verbally.

Sprinkler or Standpipe Shutdown

In the event of a shutdown in sprinkler or standpipe systems, the fire department administration (485-3910) will be notified immediately. They must be informed of the extent and expected duration of the shutdown. They must also be informed immediately upon reactivation of the system.

All occupants will be notified of the extent and duration of the system shutdown by posting notices at elevator location on all floors.

The occupants will be notified when the defective system or equipment has been repaired and is operative by posting notices on all floors at elevator locations.

Note: All shutdowns will be confined to as limited an area and duration as possible. During the shutdown of fire protection equipment the property manager will provide personnel to ensure fire safety within the building continues to be maintained. It is necessary to establish a regular fire safety patrol of all unprotected areas of the building every hour until such time that the fire equipment or system is repaired and returned to service. Persons conducting the patrol should be provided with a means of communication should an emergency arise.

Each tour of the building by the fire safety patrol must be recorded by time and date. As well, any deficiencies noted and any measures taken to correct the deficiencies must also be recorded.

A supervisor should always have a designated substitute to ensure that an incident is handled adequately if he/she is absent. It will be necessary to appoint someone who is familiar with all of the procedures in the building's Fire Safety Plan.

FIRE PROTECTION MEASURES

The following are descriptions of fire protection measures which may be present in this building:

Fire Alarm Systems

The purpose of a fire alarm systems to alert all occupants of the building that an emergency of fire exists, so that such occupants may put into practice the measures required by the fire safety plan.

- All fire alarm systems shall be maintained in full operation condition at all times.
- A single stage system sounds a general alarm throughout the facility that may require total evacuation of the building. Operation of the fire alarm is activated by a manual pull station, heat detector, smoke detector, or a sprinkler head.

Exits

An exit is that part of a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge. Vertical shafts accessed from above or below grade are protected from the remainder of the building provided the doors leading to the shaft are kept closed.

Fire Department Access

Fire department access allows fire fighters and their equipment to gain access to the building. Vehicles parked in a fire route, excessive vegetation, snow and other forms of obstructions to access routes, fire hydrants and fire department connections are not permitted by the Fire Code. Maintaining fire department access is an ongoing matter. In addition, access into a building requires consideration (ie: with a key box, through preplanning, etc.).

Portable Extinguishers

Portable extinguishers are intended as first aid measure to cope with fires of limited size. The basic types of fire classes are: A (wood/paper), B (flammable liquids) and C (electrical). Portable extinguishers are rated for the corresponding classes of fire.

Emergency Lighting

Emergency lighting ensures that exits, corridors and principal routes providing access to exits are illuminated in the event of loss of power.

Elevators

All elevators should be returned to and kept at street level in fire emergency situations.

Standpipe and Hose Systems

A standpipe system is a arrangement of piping, valves and hose outlets installed in a building or structure in such a manner that water can be discharged through a hose and nozzle for extinguishment of fire. The system is connected to a water supply which permits an adequate supply of water to the hose outlets.

Automatic Sprinkler Systems

An automatic sprinkler system is a series of underground and overhead piping designed in accordance with the fire protection engineering standards. The system is connected to a water supply such as a storage tank or municipal water supply. The system is usually activated by heat from a fire and discharges water over the fire area.

Water Supply (Rural Settings)

The total water supplies required for fire fighting purposes may be supplied from various sources such as municipal water supply, storage tanks (elevated or underground), lakes, rivers, wells, swimming pools or a combination of sources should be obtained within practical distances. Water supplies must be accessible to fire fighting equipment.

Fire Pumps

Fire pumps are used to ensure that the water required for fire fighting and automatic sprinkler and standpipe and hose systems is available.

MAINTENANCE PROCEDURES FOR FIRE PROTECTION CODE

Checks, inspection & testing requirements of the Ontario Fire Code.

Portions of the Fire Code which require that checks, inspections and/or tests be made of equipment and facilities from time to time. It is suggested that owners perform or have performed the necessary checks, inspections and/or tests.

When conducting their inspections, fire prevention officers may check to ensure that the necessary checks, inspections and/or tests are being done.

The building owner/manager must;

Ensure that all fire protection features and equipment, such as fire separations, smoke control equipment, emergency lighting, fire alarm systems, automatic sprinkler systems, standpipe systems, fire extinguishers, fixed extinguishing systems, voice communication systems, fire fighters' elevators and emergency generators are checked, tested, inspected and maintained in accordance with the frequencies specified in Division B, Part's 2, 6 and 7 of the Fire Code and all applicable standards referenced in the Fire Code.

Definition for key words are as follows

- Check*** ☞ visual observation, to ensure the device or system is in place and is not obviously damaged or obstructed.
- Inspect*** ☞ physical examination, to determine that the device or system will apparently perform in accordance with its intended operation or function.
- Test*** ☞ operation of device or system to ensure that it will perform in accordance with its intended operation or function.

Maintain records of all fire equipment tests and maintenance as set out in *Division B, Part 1, Sub-Section 1.1.2. of the Fire Code*. Records of tests and corrective measures or operational procedures shall be retained for a period of two years after they are made.

Records shall be retained at the building premises for examination by the Chief Fire Official.

Records of tests and corrective measures or operational procedures shall be retained so that at least the current and the immediately preceding reports are available.

APPENDIX “ A ”

Delete all equipment not applicable to your occupancy

PORTABLE FIRE EXTINGUISHER	
<i>Reference should be made to NFPA 10</i>	
Check/Inspection/Test	Frequency
Inspect all portable fire extinguishers:	Monthly
Portable fire extinguishers subject to maintenance:	Annually
Hydrostatically test carbon dioxide and water type extinguishers:	Every 5 years
Empty stored pressure type extinguishers and subject to maintenance:	Every 6 years
Hydrostatically test dry chemical and vaporizing liquid type extinguishers:	Every 12 years
Recharge extinguishers after use or as indicated by an inspection or when performing maintenance:	As required

WATER SUPPLIES FOR FIRE FIGHTING	
<i>Check/Inspection/Tests</i>	<i>Frequency</i>
Check fire pump room temperature during freezing weather:	Daily
Check tank heating equipment and water temperature of fire protection water tanks during freezing weather:	Weekly
Check water level and air pressure for pressure water tanks:	Weekly
Inspect valves controlling fire protection water supply:	Weekly
Inspect relief valves on air and water supply lines of pressure tanks:	Weekly
Check water level in fire pump reservoirs:	Weekly
Operate and inspect fire pumps:	Weekly
Inspect water level in gravity tanks:	Monthly
Inspect fire protection water supply tanks:	Annually
Inspect cathodic protection of fire protection water tanks:	Annually
Inspect all parts of gravity tanks:	Annually
Test fire pump at full rated capacity:	Annually
Inspect all fire hydrants:	Annually
Inspect all fire hydrant water flow:	Annually
Check for corrosion of fire protection water supply tanks:	Every 2 Years

EMERGENCY POWER SYSTEMS	
<i>Check/Inspection/Test</i>	<i>Frequency</i>
Check all components of the system, operate the generator set under at least 50% of rafted load for 30 minutes:	Weekly
Check and clean crankcase breathers, governors and linkages on emergency generators:	Every 6 months
Inspect and service generator and generator set:	Annually
Check torque heads and valve adjustments for engines:	Every 2 years
Inspect and service injector nozzles and valve adjustments on diesel engines:	Every 3 years
Check installation of generator windings:	Every 5 years

FIRE ALARM SYSTEMS	
<i>Reference should be made to ULC-536 for exact details</i>	
<i>Check/Inspection/Test</i>	<i>Frequency</i>
Check fire alarm A/C power lamp and trouble light:	Daily
Check trouble conditions:	Daily
Check central alarm and control facility:	Daily
Check all fire alarm components including standby power batteries:	Monthly
Test fire alarm system:	Monthly
Test voice communication to and from floor areas to the central alarm and control	Monthly
Test fire alarm system by persons acceptable to the authority having jurisdiction for service:	Annually

SERVICE EQUIPMENT, DUCTING, CHIMNEY	
<i>Check/Inspection/Test</i>	
<i>Check/Inspection/Test</i>	<i>Frequency</i>
Check hoods, filters and ducts subject to accumulations of combustible deposits and clean as necessary:	Weekly
Inspect all fire dampers and fire stop flaps:	Annually
Inspect chimneys, flues and fluepipes and clean as necessary	Annually
Inspect disconnect switch for mechanical air conditioning and ventilation:	Annually
Inspect controls for air-handling systems used for venting:	Annually
Clean incinerator spark arresters:	Annually
Clean lint traps in laundry equipment:	As required

STANDPIPE AND HOSE SYSTEMS	
<i>Check/Inspection/Test</i>	<i>Frequency</i>
Inspect hose cabinets to ensure hose position and that equipment is in place and operable:	Monthly
Inspect hose valves to ensure tightness and to ensure no water leakage:	Annually
Remove and re-rack hose and replace worm gaskets:	Annually
Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions:	Annually
Hydrostatically test standpipe systems piping which normally remains dry:	Every 5 years
Hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding a year:	As Required

MEANS OF EGRESS	
<i>Check/Inspection/Test</i>	<i>Frequency</i>
Inspect all doors in fire separation:	Monthly
Check all doors in fire separations to ensure they are closed:	As Required
Check, inspect and test emergency lighting units:	Monthly
Maintain exit signs to ensure they are clear and legible:	As Required
Maintain exit lights to ensure they are illuminated and in good repair:	As Required
Maintain corridors free of obstructions:	As Required

SPRINKLER SYSTEM	
<i>Check/Inspection/Test</i>	<i>Frequency</i>
Check that unsupervised sprinkler system control valves are open:	Weekly
Check that air pressure on dry pipe systems is being maintained:	Weekly
Test sprinkler alarms using test connection:	Monthly
Test sprinkler supervisory transmitters and water flow devices:	Every 2 Months
Test gate valve supervisory switches and other sprinkler fire protection system supervisory devices:	Every 6 Months
Check exposed sprinkler system pipe hangers:	Annually
Check all sprinkler heads:	Annually
Inspect dry pipe valve priming level:	Annually
Remove plugs /caps on fire depart. connections & Inspect for wear, rust or obstruction:	Annually
Test water flow on wet sprinkler systems using most remote test connection:	Annually
Trip-test dry pipe trip system:	Annually
Test flow of water supply using main drain:	Annually
Inspect dry pipe system for obstructions and flush where necessary:	Every 15 years
Check dry pipe valve rooms or enclosures during freezing weather:	As required

APPENDIX “ B ”

SCHEMATIC DIAGRAMS

Approved schematic diagrams shall be posted in approved locations in the building

Diagrams of the basement, main level, and all other typical floor areas shall be included.

The following list of equipment or facilities must be shown on your schematic

- ✓ fire alarm panels
- ✓ fire alarm annunciator panels
- ✓ emergency voice communication centre
- ✓ sprinkler shut-off valves
- ✓ fire pumps
- ✓ fire department siamese connections
- ✓ emergency power sources
- ✓ boiler rooms
- ✓ electrical rooms
- ✓ compactor room (garbage room)
- ✓ all exits
- ✓ list all other major fire protection equipment, if any (gas shut-off valve)
- ✓ municipal fire hydrants and private fire hydrants
- ✓ direction markers ie: north, south, east and west
- ✓ location (safe areas) for occupants (with special needs/disabilities)

***SCHEMATIC DRAWING
OF BUILDING***

APPENDIX “ C ”

EMERGENCY PROCEDURES

(sample)

The actions to be taken by occupants in emergency situations will be posted on each floor and will read as follows:

IN CASE OF FIRE
UPON DISCOVERY OF FIRE
LEAVE FIRE AREA IMMEDIATELY AND CLOSE DOORS <u>CALL FIRE DEPARTMENT</u> <u>911</u> SOUND FIRE ALARM LEAVE BUILDING VIA NEAREST EXIT
UPON HEARING FIRE ALARM
LEAVE BUILDING VIA NEAREST EXIT CLOSE DOORS BEHIND YOU CAUTION IF YOU ENCOUNTER SMOKE, USE ALTERNATE EXIT
REMAIN CALM

NOTE: THE ABOVE CARDS ARE AVAILABLE AT MOST LOCAL MERCANTILE/HARDWARE STORES.

REMAIN CALM

This building is equipped with a single stage fire alarm system. The fire alarm system is to be activated to alert the other occupants of an emergency and to put into operation the approved fire safety plan. The fire department is to be notified by telephoning 911, giving the correct address and the exact location of the fire, floor number and/or suite number.

APPENDIX “ D ”

BUILDING - SELF INSPECTION GUIDE

	YES	NO	N/A
HEAT, LIGHT, POWER AND APPLIANCES			
Is all heating equipment (including flues and pipes):			
a) Properly insulated from combustible materials?			
b) Cleaned and serviced at least annually by a competent heating contractor? Date of last service:			
Are space heater arrangements avoided?			
Are electrical, heating and air conditioning rooms:			
a) Restricted to only authorized personnel?			
b) Free of combustible storage?			
Are there indications of frequent replacement of fuses and/or resetting of circuit breakers which would indicate overloading of electrical circuits?			
Are electrical cabinets kept closed?			
Are electrical extension and appliance cords in good condition?			
Has the electrical system been checked and serviced by a competent electrician within the past year? Date of last service:			
Is air conditioning equipment cleaned and serviced annually by a competent serviceman? Date of last service:			
Are all motors kept clean, and adequately ventilated to reduce overheating?			
Are all electrical appliances properly grounded?			
Are T.V. sets free of frayed wiring and in good operating condition?			
FIRE PROTECTION			
Are all fire extinguishers:			
a) Serviced annually?			
b) Tagged with the date of last service? Date of last service:			
c) Easily accessible?			
d) Placed within regulated travel distance of any point on each floor in a conspicuous place?			
e) Not subject to freezing, if water or multipurpose type?			
Are periodic tests and inspections made of the following to ensure their proper operation:			
a) Fire hoses? Date of last service:			
b) Automatic sprinkler system? Date of last service:			
c) Fire alarm system? Date of last service:			
Fire dept. phone number is placed conspicuously at the switchboard, lobby and public phone booths?			
Are indoor trash areas protected by spot sprinkler protection?			
Are incinerators provided with self-closing, tight-fitting doors and approved spark arresters?			

	YES	NO	N/A
Are incinerators provided with self-closing, tight-fitting doors and approved spark arresters?			
EMPLOYEES			
Are all employees:			
a) Instructed to call the fire department immediately in case of fire?			
b) Instructed in evacuation procedures?			
c) Instructed in the use of fire extinguishing equipment?			
HOUSEKEEPING			
Are adequate ash trays and metal waste baskets provided in each room?			
Is combustible trash and rubbish:			
a) Collected at frequent intervals?			
b) Store in covered metal containers?			
c) Disposed of frequently and not accumulated?			
Are storage and supply rooms neat and orderly?			
Are flammable paints and liquids:			
a) Kept to an absolute minimum?			
b) Kept in sealed metal containers?			
c) Stored in vented metal cabinets?			
Are only non-flammable cleaning fluids used?			
Are all linen and trash chute doors provided with self-closing device?			
Do all linen and trash chute doors close tightly?			
Are all public areas checked thoroughly for fire hazards after closing?			
Are all closets free of oil mops and flammable materials?			
LAUNDRY ROOMS			
Are washing machines and electric clothes dryers properly grounded?			
Are all washers and dryers equipped with safety interlocks in good operating conditions?			
Are gas dryers equipped with automatic shut-off valves that shut off gas in event of flame failure?			
Are equipment and vent pipes:			
a) Free of dust and lint accumulation?			
b) Cleaned regularly?			
TENANT STORAGE AREAS			
Is the tenant storage area enclosed by at least 1 hr. fire-rated door and enclosure?			
Is door to tenant storage area kept locked to prevent entry by unauthorized persons?			
RESTAURANT KITCHEN			
Are hoods, ducts, ovens, ranges and filters cleaned on a regular schedule?			
Is the automatic fire extinguishing system inspected and maintained by contract?			
Date of last service:			

	YES	NO	N/A
ELEVATORS			
Are all elevators maintained and serviced on a regular schedule? Date of last service:			
SIDEWALKS, STEPS AND PARKING AREAS			
Are all areas free of conditions which will cause slipping falling?			
Is there adequate exterior lighting at night?			
Are all steps and ramps provided with securely fastened handrails?			
EXITS			
Are all exits:			
a) Free of obstructions and readily accessible?			
b) Properly marked with exit signs and lighted?			
c) Equipped with an emergency lighting system in good operating condition?			
Are all exit doors:			
a) Arranged to open outwards?			
b) Easily operated?			
c) Provided with panic hardware in all public rooms and exits?			
Are all fire escapes in good condition?			
STAIRS, DOORS AND BALCONIES?			
Are all stairs covered with anti-slip surfaces?			
Are all handrails securely fastened?			
Are full-length clear glass doors and windows marked to avoid someone walking into them?			
Are stairway doors kept closed when not in use?			
Are balcony guardrails securely fastened and in good condition?			
CORRIDORS, MEETING ROOMS AND PUBLIC AREAS			
Are floor surfaces free of slipping and tripping conditions?			
Are all emergency lighting units in good operating condition?			

INSTRUCTIONS: COMPLETION OF THIS FORM ON A ROUTINE BASIS IS DESIGNED TO HELP YOU CONTROL AND ELIMINATE COMMON HAZARDS IN BUILDINGS.

Detach Appendix " D " and keep for making copies

APPENDIX “ E ”

SMOKE ALARM MAINTENANCE INFORMATION FOR TENANTS AND OCCUPANTS IN RENTAL UNITS

The Ontario Fire Code requires that every place of residence have smoke alarms installed and kept in working condition. Smoke alarms are very important for the safety of you and your neighbours by giving early warning of fire. Your landlord is responsible for installing smoke alarms and keeping them in working condition, including testing, repairs and replacement as necessary. Your landlord must also act to correct any problem or concern you report about the operation of your smoke alarm.

Your residence has been provided with a smoke alarm(s) that is:

battery operated hard wired.

A summary of the main features and the operation of the smoke alarm has been prepared by the landlord and is attached.

For your protection, you are encouraged to take part in ensuring that the smoke alarms are operational and to co-operate with the landlord in carrying out the necessary testing and maintenance.

Here are some steps that you can take:

- ◆ Notify the landlord when the low battery signal is activated (on battery operated smoke alarms only) and make arrangements for replacement of the battery.
- ◆ Notify the landlord if the "power on" indicator goes out (on electrically wired smoke alarms only) and arrange for appropriate repairs.
- ◆ Notify the landlord if the smoke alarm is damaged and make arrangements for the repair or replacement of the unit.
- ◆ When you have been absent for seven or more days (such as vacation), arrange for the smoke alarms to be tested by the landlord to ensure that the smoke alarms are operable (on battery operated smoke alarms only).
- ◆ Notify the landlord of any electrical problems that may affect the operability of electrically wired smoke alarms.
- ◆ Contact your local fire department if you have serious concerns about the operability of your smoke alarm or any other fire safety matters in your building.

The Fire Code specifies that “no person shall intentionally disable a smoke alarm so as to make it inoperable”. A tenant or any other person who intentionally disables a smoke alarm is guilty of a provincial offence and may be subject to a fine.

APPENDIX “ F ”

SMOKE ALARM MAINTENANCE CHECKLIST

Address/Suite Number: _____ **Date:** _____

Smoke alarm has been tested as a result of:

<input type="checkbox"/> routine test and maintenance	<input type="checkbox"/> extended absence of occupants
<input type="checkbox"/> annual test and maintenance	<input type="checkbox"/> complaint _____
<input type="checkbox"/> change of tenancy	<input type="checkbox"/> other _____

A. ROUTINE TEST AND MAINTENANCE

YES NO

(1) Smoke alarm is securely fastened to the wall or ceiling.	<input type="checkbox"/>	<input type="checkbox"/>
(2) Smoke alarm shows no evidence of physical damage, paint application, or excessive grease and dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>
(3) Ventilation holes on the smoke alarm are clean and free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
(4) Smoke alarm signal sounds when the test device is operated.	<input type="checkbox"/>	<input type="checkbox"/>

B. ANNUAL TEST AND MAINTENANCE YES NO

YES NO

(1) Smoke alarm is securely fastened to the wall or ceiling.	<input type="checkbox"/>	<input type="checkbox"/>
(2) Smoke alarm shows no evidence of physical damage, paint application, or excessive grease and dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>
(3) Smoke alarm has been vacuumed.	<input type="checkbox"/>	<input type="checkbox"/>
(4) Smoke alarm is powered by: <input type="checkbox"/> AC wiring; <input type="checkbox"/> standard battery; <input type="checkbox"/> long life battery that expires in the year _____. For battery operated smoke alarms: Battery has been replaced and securely connected to the clips. <input type="checkbox"/> <input type="checkbox"/> Battery is of the type _____ as recommended by the manufacturer. <input type="checkbox"/> <input type="checkbox"/> Battery terminals are free of corrosion and signs of leakage. <input type="checkbox"/> <input type="checkbox"/>		
(5) Smoke alarm signal sounds when the smoke alarm is tested using smoke produced from a burning: <input type="checkbox"/> incense stick, <input type="checkbox"/> punk stick, or <input type="checkbox"/> cotton string.	<input type="checkbox"/>	<input type="checkbox"/>

C. SERVICING AND REPLACEMENT (Complete this section if “No” is checked in sections A or B.)

Smoke alarm has been serviced as follows: _____

Smoke alarm has been replaced as a result of:

<input type="checkbox"/> failure to sound alarm during test false alarms	<input type="checkbox"/> frequent
<input type="checkbox"/> physical damage	<input type="checkbox"/> battery leakage
<input type="checkbox"/> painted exterior case	<input type="checkbox"/> age
<input type="checkbox"/> excessive stains, grease or dirt accumulations	<input type="checkbox"/> other _____

Owner or representative (please print): _____

Signature of Owner or representative: _____ (date:) _____

Tenant/Occupant (please print): _____

Signature of Tenant/Occupant: _____ (date:) _____

Witness (please print): _____

Signature of Witness: _____ (date:) _____

APPENDIX “ G ”

Portable Fire Extinguisher Example Operation Instructions

Check to ensure the extinguisher is the right classification for the type of fire.



COMBUSTIBLES

Class A fire extinguisher is used for ordinary combustibles, such as wood, paper, some plastics and textiles.



LIQUIDS

Class B fire extinguisher is used for flammable liquid and gas fires such as oil, gasoline, etc.

ELECTRICAL



EQUIPMENT

Class C fire extinguisher is used on fires that involve live electrical equipment which require the use of electrically nonconductive extinguishing agents.

COMBUSTIBLE



METALS

Class D fire extinguisher is used on combustible metals such as magnesium, titanium, sodium, etc., which require an extinguishing medium that does not react with the burning metal.



Class K fire extinguisher is used on fires involving cooking media (fats, grease, and oils) in commercial cooking such as restaurants.

Extinguisher for Class A, B and C



Extinguisher for Class B and C



Extinguisher for Class A and B



Extinguisher for Class A



Basic Operation (P.A.S.S.)

- P-** pull the safety pin (usual a twist an pull action)
- A-** aim (the nozzle, horn or hose at the base of the fire)
- S-** squeeze the trigger handle
- S-** sweep from side to side (watch for reflash)

Keep and exit at your back so not to get trapped.

- Never re-hang and extinguisher once it has been discharged. (even if it is only used for a few seconds.) Inform your supervisor so that it can be re-charged by an approved service company.

Only persons who are experienced and feel confident in the use of a portable fire extinguisher should contemplate their use. Improper use of a portable fire extinguisher may lead to serious injury or death.

Attempting to extinguish a fire is a voluntary act.

Portable fire extinguishers must be visually inspected monthly.

Maintenance, inspection and testing of an extinguisher is the responsibility of the employer. Maintenance should be done at least annually or more often if conditions warrant. The employer shall record the annual maintenance date and keep these records for one year after the recorded date or the life of the shell of the extinguisher.