

# Fire Safety Plan

(Single-Stage Fire Alarm System)

Fire Safety Plan - Single-Stage Fire Alarm System for:

## Company Name and Address

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**Oro-Medonte, ON**

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I, \_\_\_\_\_  
(Manager/Operator) have read  
and understand the  
responsibilities identified in this  
Fire Safety Plan, In addition, I  
have ensured that all current  
staff at the above facility have  
read this document, and that  
all new employees shall be  
required to read and  
understand their responsibilities  
as outlined in this Fire Safety  
document.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ 2010

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## Part 1

### Introduction

The Ontario Fire Code, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building in an approved location.

The implementation of the Fire Safety Plan helps to ensure 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. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

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

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

The fire safety plan approved location is \_\_\_\_\_.

#### SUBMISSION PROCEDURES

At least two (2) copies of the Plan (8 ½ X 11 format) must be submitted to the Chief Fire Official. Upon approval, one copy will be returned to the author and one copy will be retained by the Fire Department.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.



**Fire Department**

**Connection:**     No     Yes (Location(s)): \_\_\_\_\_  
\_\_\_\_\_

**Fire Pump:**         No     Yes (Location(s): \_\_\_\_\_  
Fire Pump Description: \_\_\_\_\_  
\_\_\_\_\_

**Fixed Extinguishing System for Commercial Cooking Equipment**

No     Yes        Type: \_\_\_\_\_  
(i.e. Wet Chemical, Dry Chemical, CO<sup>2</sup>)

Connected to F/A System:     No     Yes

Ecology Unit:     No     Yes        Protected by Fixed System:     No     Yes

Fuel Source:         Natural Gas     Electric         Other \_\_\_\_\_

Fuel Shut Off for Appliances:        Location: \_\_\_\_\_

40BC Extinguisher:        Location: \_\_\_\_\_

K Type (wet) Extinguisher (if applicable):    Location: \_\_\_\_\_

**Other Extinguishing Systems:**

Type(i.e. pre-action, sprinkler, halon, inergen, dry chemical):    Area/Location Protecting

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Portable Fire Extinguishers:** (Refer to schematic drawings)

**Emergency Lighting**

No     Yes                      Location(s): \_\_\_\_\_

**Emergency Power**

No     Yes     Battery     Generator

**Generator**

Diesel                       Natural Gas

Fuel Supply Location: \_\_\_\_\_

Transfer Switch Location: \_\_\_\_\_

Equipment Powered by Generator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Electromagnetic Locking Devices**

No     Yes (manual release switch location) \_\_\_\_\_

**Proper Signage**

No     Yes

Location(s) throughout building: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Extra Hazardous Area:**

Is there hazardous materials on site?       No     Yes

If YES, please list the material and quantity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Exits:**      Refer to schematics for location of exits.

**Elevators:**

Firefighter (FF) Elevator  
    (red helmet designation)

Firefighter Service  
    (yellow helmet designation)

Automatic Recall       No     Yes

Manual Recall       No     Yes

Manual Recall Switch(es)     No     Yes    Location: \_\_\_\_\_

Total Number of Elevators: \_\_\_\_\_

Total Number of FF Elevators: \_\_\_\_\_

FF Elevator Location: \_\_\_\_\_

Floors Served by FF Elevator: \_\_\_\_\_

Location of recall/operating keys: \_\_\_\_\_

Operating Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part 2(a)**  
**Additional Information**

For any additional information not already covered:

**Examples**

- Industrial Spill Procedures.
- Procedures for people with special needs.
- Specific training requirements (ie. Lifts, carries and transfers both vertical and horizontal) for staff in care establishments.

**Part 2(b)**  
**Audit of Human Resources**

Business/Building Name: \_\_\_\_\_

Address: \_\_\_\_\_ Unit No. \_\_\_\_\_

Postal Code: \_\_\_\_\_ Business Phone No. \_\_\_\_\_

Business Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

After Hour Contacts (24 hour telephone numbers)

Manager/Supervisor: \_\_\_\_\_ Phone No. \_\_\_\_\_

Employee/Title: \_\_\_\_\_ Phone No. \_\_\_\_\_

Employee/Title: \_\_\_\_\_ Phone No. \_\_\_\_\_

Other: \_\_\_\_\_ Phone No. \_\_\_\_\_

Building Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone No. \_\_\_\_\_

Fire Alarm Monitoring Company: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Sprinkler Monitoring Company: \_\_\_\_\_ Phone No.: \_\_\_\_\_

## Part 3

### Emergency Procedures for Occupants

Please take the time to review this section (1 page).

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and in elevator lobbies.

### IN CASE OF FIRE

#### Upon Discovery of Fire:

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Call the Oro-Medonte Fire and Emergency Services 9-1-1
- Leave building via nearest Exit

#### Upon Hearing Fire Alarm:

- Leave building via nearest Exit
- Close doors behind you
- Do not use elevator

### CAUTION

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

### Remain Calm

Single Stage Fire Alarm System

## Part 4

### Emergency Procedures for Supervisory Staff

Please take the time to review this section (2 pages).

#### Upon Discovery of Fire

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm supervisory procedures.
- Call 9-1-1 from a safe location.
- Exit the building via the nearest exit.
- Await the arrival of Fire Department at the main entrance.

#### Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Notify the Oro-Medonte Fire and Emergency Services of the emergency condition. Dial 9-1-1 and ask for the Oro-Medonte Fire and Emergency Services.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the fire-fighters, inform the fire officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the fire-fighters as to location of persons, master keys for this occupancy and service rooms, etc.

# Emergency Evacuation Procedures for Mobility Impaired

## THE MOBILITY IMPAIRED

For the purposes of this Fire Safety Plan, mobility impaired persons shall be defined as persons who are permanently or temporarily afflicted with a physical or other condition that they feel could impede their progress to safety without adequate assistance. These conditions could include: a broken leg, heart condition, loss of balance or any other condition that would prevent them from negotiating the stairways at a reasonable rate.

## **PRECAUTIONARY MEASURES**

Supervisors and staff should encourage mobility impaired persons to confide in them about their disability and in particular, about any special care of procedures required for an evacuation for every person with limited mobility on the floor.

A buddy-system will be arranged between the monitor and the mobility impaired and will include comprehensive discussions about the disability, the method of evacuation and even “dry runs” of an evacuation. A “dry-run” will be arranged with the knowledge of the Fire Warden.

## **MONITOR FOR DISABLED**

Monitor persons will be appointed to assist with the evacuation procedures for the disabled, subject to the agreement of the Fire Warden and the disabled person.

## **EVACUATION PROCEDURES FOR DISABLED**

- ❑ A list will be kept at the main front desk indicating the number and location of disabled in each facility on a daily basis. The names of the individuals will be registered, subject to the individuals agreement, with a brief description of the impairment. These will include temporary disabled individuals.
- ❑ The supervisor or the Fire Warden will ask mobility-impaired staff if they wish to be included on the list for ease of identification in case of an emergency.
- ❑ At least two monitors will be assigned to each disabled person, if available, a minimum of one person is necessary.
- ❑ The procedures that need to be taken for the evacuation of the disabled in case of an emergency will be discussed with the disabled individual.
- ❑ The evacuation procedures for the disabled individual will be practiced with the disabled during fire drills where practicable.

## Related Duties

### In general:

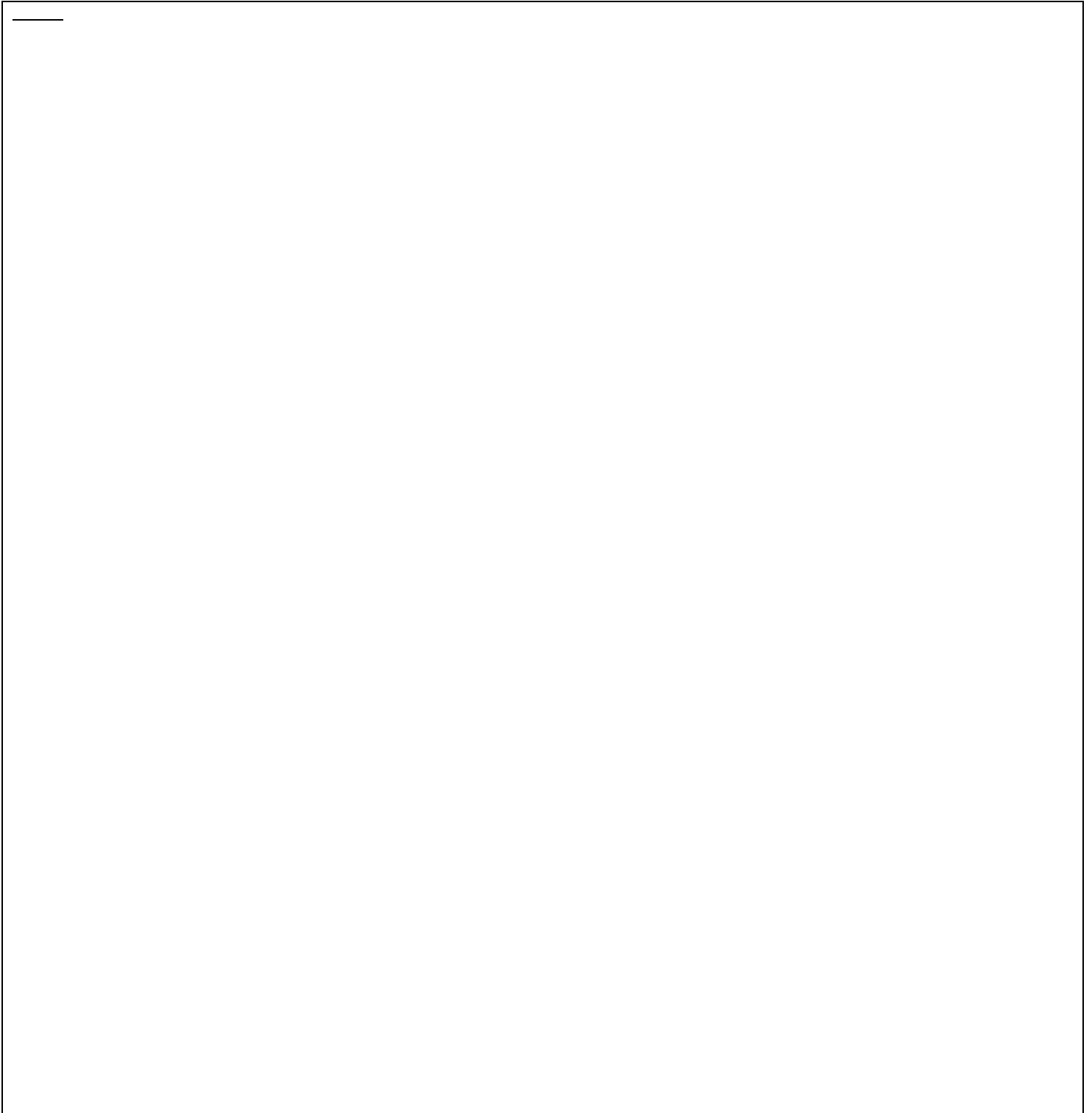
- Keep the doors in fire separations closed at all times.
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.
- Participate in fire drills. Occupants' participation should be encouraged.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Arrange for a substitute in your absence.
- Comply with the Ontario Fire Code.
- In the event of any shutdown of fire and life safety systems, notify the Oro-Medonte Fire and Emergency Services and initiate alternative measures.

**Emergency Procedures**  
Additional Information/Comments

[Empty rectangular box for additional information or comments]

**Emergency Procedures**  
Additional Information/Comments (p.2)

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## Part 5

### Responsibilities of the Owner / Occupant

Please take the time to review this section (1 page).

The building owner/occupant has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.

## Part 6(a) Fire Hazards

Please take the time to review this section (2 pages).

### Residential Properties

#### To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes into the garbage chute.
- Never dispose of flammable liquids or aerosol cans in these chutes.
- Never force cartons, coat hangers, bundles of paper into the chute because it may become blocked.
- Avoid unsafe cooking practices: deep fat frying, too much heat, unattended stoves, loosely hanging sleeves.
- Avoid careless smoking. Never smoke in bed.
- Never leave anything that may burn or cause a trip hazard in the halls, corridors and/or stairways.
- Always clean out clothes dryer lint collector before and after use.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.

#### In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call the Oro-Medonte Fire and Emergency Services immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building owner/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation. Read and follow the manufacturers smoke alarm (and CO detector if applicable) instructions, available from building owner/property management.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know the stairwell designation and the crossover floors (if any).

## Part 6(b) Fire Hazards

### Commercial, Retail and Industrial Properties

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Clothes dryer lint collector full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

### In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call the Oro-Medonte Fire and Emergency Services immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know stairwell designation and the crossover floors (if any).

## Part 7

### Fire Extinguishment, Control or Confinement

Please take the time to review this section (1 page).

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that the Oro-Medonte Fire and Emergency Services has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

#### Suggested Operation of Portable Fire Extinguishers

Remember the acronym P.A.S.S.

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

**NOTE:** Prior to using a K-type extinguisher, activate the kitchen extinguishing system to avoid electrocution.

## Part 8

### Alternative Measures for Occupant Fire Safety

Please take the time to review this section (1 page).

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie-talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from the Oro-Medonte Fire and Emergency Services.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify the Oro-Medonte Fire and Emergency Services. Dial (705) 835-5568 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. The Oro-Medonte Fire and Emergency Services is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify the Oro-Medonte Fire and Emergency Services and the building occupants when repairs have been completed and systems are operational.

**Note:** All shutdowns will be confined to as limited an area and duration as possible.

Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

## Part 9 Fire Drills

Please take the time to review this section.

Fire drills will be held at least once every \_\_\_\_ months to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

### FIRE DRILL RECORD

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Manager/Supervisor On-Duty: \_\_\_\_\_

Staff Present:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deficiencies Noted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part 10

### Requirements of the Ontario Fire Code

Please take the time to review this section (1 page).

#### Check/test/inspect requirements of the Ontario Fire Code:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

#### Definitions for key words are as follows:

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

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

## General Fire Protection Systems/Equipment

### General

### Responsibility

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.

\_\_\_\_\_

Exit signs shall be clearly visible and maintained in a clean and legible condition.

\_\_\_\_\_

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.

\_\_\_\_\_

### Weekly

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.

\_\_\_\_\_

### Monthly

Doors in fire separations shall be **inspected** monthly for proper operation.

\_\_\_\_\_

### Yearly

Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Chief Fire Official.

\_\_\_\_\_

Every chimney, flue and flue pipe shall be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.

\_\_\_\_\_

Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.

\_\_\_\_\_

Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced.

\_\_\_\_\_

## Portable Fire Extinguishers

### General

### Responsibility

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service. \_\_\_\_\_

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic **testing** carried out shall be prepared and maintained for each portable extinguisher. \_\_\_\_\_

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed. \_\_\_\_\_

### Monthly

Portable extinguishers shall be **inspected** monthly. \_\_\_\_\_

### Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection. \_\_\_\_\_

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

- a) mechanical parts \_\_\_\_\_
- b) extinguishing agent \_\_\_\_\_
- c) expelling means \_\_\_\_\_

Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable \_\_\_\_\_

## Responsibility

### 5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**.

\_\_\_\_\_

### 6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures.

\_\_\_\_\_

## Fire Alarm

<u>General</u>	<u>Responsibility</u>
Fire alarm and voice communication system components shall be kept unobstructed.	_____
Fire alarm shall be kept unobstructed.	_____
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	_____
 <u>Daily</u>	
The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken.	
a) <b>Check</b> the principle and remote trouble lights for trouble indication;	_____
b) <b>Inspection</b> of the AC power-on light shall be done to ensure its normal operation.	_____
 <u>Monthly</u>	
Every month the following <b>tests</b> shall be conducted under battery back up power and if a fault is established, appropriate corrective action shall be taken:	
a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition	_____
b) function of all signal devices shall be ensured	_____
c) the annunciator panel shall be checked to ensure correct annunciation	_____
d) intended function of the audible and visual trouble signals shall be ensured	_____
e) fire alarm batteries shall be checked to ensure that:	
i) terminals are clean and lubricated where necessary;	_____
ii) terminal clamps are clean and tight;	_____
iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications	_____

ResponsibilityMonthly (continued)

Voice paging capability to one zone shall be **tested** monthly on a rotational basis. \_\_\_\_\_

One emergency telephone shall be **tested** monthly on a rotational basis for operation and correct indication at control unit. \_\_\_\_\_

Loudspeakers shall be **tested** monthly as an all-call signal to ensure they function as intended. \_\_\_\_\_

At least one firefighter's emergency telephone shall be **tested** monthly on a rotational basis to ensure communication with the control unit. All telephones shall be **tested** each year. \_\_\_\_\_

Yearly

Yearly **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. **Tests** shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems". \_\_\_\_\_

Voice communications between floor areas and the central alarm control facility shall be **tested** annually, as required for fire alarm initiating and signally devices. \_\_\_\_\_

## Smoke Alarms

### General

Ensure dwelling unit smoke alarms are maintained in operating condition.

Ensure a copy of the smoke alarm manufacturer's Maintenance instructions or approved alternative has been provided.

### Responsibility

\_\_\_\_\_

\_\_\_\_\_

## Standpipe Systems

### Monthly

Hose cabinets shall be **inspected** monthly to ensure that the hose and equipment are in the proper position and appear to be operable.

### Responsibility

\_\_\_\_\_

### Yearly

Plugs or caps on Fire Department connections shall be removed annually and the threads **inspected** for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.

\_\_\_\_\_

If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.

\_\_\_\_\_

Hose valves shall be **inspected** annually to ensure that they are tight and that there is no water leakage into the hose.

\_\_\_\_\_

Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.

\_\_\_\_\_

## Sprinkler Systems (Wet)

<u>General</u>	<u>Responsibility</u>
Auxiliary drains shall be <b>inspected</b> as required to prevent freezing.	_____
<u>Weekly</u>	
Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be <b>checked</b> weekly to ensure that they are sealed or locked in the open position.	_____
Water supply pressure and system air or water pressure shall be <b>checked</b> weekly by using gauges to ensure that the system is maintained at the required operating pressure.	_____
<u>Monthly</u>	
On all sprinkler systems, an alarm <b>test</b> , using the alarm test connection located at the sprinkler valve, shall be performed monthly.	_____
<u>Two Months</u>	
All transmitters and water flow devices shall be <b>tested</b> at two month intervals.	_____
<u>Six Months</u>	
Gate-valve supervisory switches and other sprinkler system supervisory devices shall be <b>tested</b> at six month intervals.	_____

Yearly

Responsibility

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair. \_\_\_\_\_

Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair. \_\_\_\_\_

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions. \_\_\_\_\_

On wet sprinkler systems, water-flow alarm **test** using the most hydraulically remote test connection, shall be performed annually. \_\_\_\_\_

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply. \_\_\_\_\_

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps. \_\_\_\_\_

## Sprinkler Systems (Dry)

<u>General</u>	<u>Responsibility</u>
Auxiliary drains shall be <b>inspected</b> as required to prevent freezing.	_____
Dry-pipe valve rooms or enclosures in unheated buildings shall be <b>checked</b> as often as necessary when the outside temperature falls below 0° Celsius to ensure that the system does not freeze.	_____
 <u>Weekly</u>	
Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be <b>checked</b> weekly to ensure that they are sealed or locked in the open position.	_____
Water supply pressure and system air or water pressure shall be <b>checked</b> weekly by using gauges to ensure that the system is maintained at the required operating pressure.	_____
System pressure gauges shall be <b>checked</b> weekly. The system shall be maintained at the required operating pressure.	_____
 <u>Monthly</u>	
On all sprinkler systems, an alarm <b>test</b> , using the alarm test connection located at the sprinkler valve, shall be performed monthly.	_____
 <u>2 Months</u>	
All transmitters and water flow devices shall be <b>tested</b> at two month intervals.	_____

	<u>Responsibility</u>
<b><u>3 Months</u></b>	
The priming water supply for dry pipe systems shall be <b>inspected</b> every three months to ensure that the proper level above the dry pipe valve is maintained.	_____
<b><u>6 Months</u></b>	
Gate-valve supervisory switches and other sprinkler system supervisory devices shall be <b>tested</b> at six month intervals.	_____
<b><u>Yearly</u></b>	
Exposed sprinkler piping hangers shall be <b>checked</b> yearly to ensure that they are kept in good repair.	_____
Sprinkler heads shall be <b>checked</b> at least once per year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	_____
Sprinkler system water pressure shall be <b>tested</b> annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.	_____
Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	_____
Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. A full flow trip test, with the control valve fully open, shall be conducted at least every three years.	_____

Responsibility15 Years

Every fifteen years, dry pipe systems shall be **inspected** for obstructions in the sprinkler piping and if necessary, the entire system shall be flushed of foreign material.

\_\_\_\_\_

## Water Supplies for Firefighting (Fire Pumps)

### Daily

The temperature of pump rooms shall be **checked** daily during freezing weather.

### Responsibility

\_\_\_\_\_

### Weekly

Valves controlling water supplies exclusively for fire protection systems shall be **inspected** weekly to ensure that they are fully open and sealed or locked in that position.

\_\_\_\_\_

Fire pumps shall be started once per week at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be **inspected**.

\_\_\_\_\_

Internal combustion engine fire pumps shall be operated once per week for a sufficient time to bring the engine up to normal operating temperature. The storage batteries, lubrication systems and fuel supplies shall be **inspected**.

\_\_\_\_\_

### Yearly

Fire pumps shall be **tested** annually at full rated capacity to ensure that they are capable of delivering the rated flow.

\_\_\_\_\_

## Private Fire Hydrants

<u>General</u>	<u>Responsibility</u>
Hydrants shall be readily available and unobstructed for use at all times.	_____
<u>Yearly</u>	
Hydrants shall be <b>inspected</b> annually after each use.	_____
Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and <b>inspected</b> for wear, rust or obstructions.	_____
The hydrant barrel shall be <b>inspected</b> annually to ensure that no water has accumulated.	_____
The drain valve shall be <b>inspected</b> for operation if water is found in the hydrant barrel when main valve is closed.	_____
Hydrant water flow shall be <b>inspected</b> annually and a record shall be kept.	_____

## Water Supplies for Firefighting (Water Tanks)

### Daily

Water tank heat equipment, tank enclosure and/or water temperature shall be **checked** daily during freezing weather. \_\_\_\_\_

### Responsibility

### Weekly

Water levels and air pressure in pressure tanks shall be **checked** weekly and the relief valves on the air and the water lines shall be **inspected** weekly. \_\_\_\_\_

### Monthly

Water level in gravity tanks shall be **inspected** monthly. \_\_\_\_\_

### Yearly

An annual **inspection** shall be made of water tanks for fire protection, tank supporting structures and water supply systems including piping, control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in operating condition. \_\_\_\_\_

Cathodic protection equipment in water tanks shall be **inspected** annually. \_\_\_\_\_

### 2 Years

Water tanks shall be **checked** every two years for corrosion. \_\_\_\_\_

### 5 Years

Water tanks shall be **inspected** every five years and scraped and repainted as required. \_\_\_\_\_

## Smoke Shafts and Venting Equipment

<u>General</u>	<u>Responsibility</u>
Access to windows and panels required for venting floor areas and vents to vestibules permitted to be manually openable shall be kept free of obstructions, openable without keys and operable at times.	_____
<u>6 Months</u>	
All elevators in an elevator shaft, that is intended for use as a smoke shaft, be <b>inspected</b> semi-annually to ensure that on activation of the fire alarm system, the elevators will return to the street floor and remain inoperative.	_____
<u>Yearly</u>	
A closure in an opening to the outdoors at the top of a smoke shaft, shall be <b>inspected</b> annually to ensure that it will open:	
a) manually, outside from the building	_____
b) on a signal from the smoke/heat actuated device in the smoke shaft, and;	_____
c) when a closure in an opening between a floor area and the smoke shaft opens	_____
Controls for air-handling systems for venting in the event of a fire, shall be <b>inspected</b> annually to ensure that air is exhausted from each floor area to the outdoors.	_____
<u>5 Years</u>	
Closures in vent openings into smoke shafts from each floor shall be <b>inspected</b> sequentially over a period not to exceed 5 years.	_____

## Smoke Control Measures

<u>General</u>	<u>Responsibility</u>
Where smoke control measures contained in the supplement to the National Building Code of Canada 1995, Chapter 3, “Measures for Fire Safety in High Buildings” are used, the <b>inspections</b> and <b>tests</b> shall be as outlined in Section 7.3 of the National Fire Code of Canada.	_____
Where a smoke control system is designed to meet the requirements of The Ontario Building Code, the <b>inspections</b> and <b>tests</b> shall be in accordance with procedures established by the designer of the system.	_____

## Commercial Cooking Equipment

<u>General</u>	<u>Responsibility</u>
Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".	_____
Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.	_____
<u>Weekly</u>	
Hoods, grease removal devices, fans, ducts, and other equipment shall be <b>checked</b> weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.	_____
<u>6 Months</u>	
<b>Inspection</b> and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1.	_____

## Emergency Lighting System

<u>Daily</u>	<u>Responsibility</u>
Check pilot lights for indication of proper operation.	_____
<u>Monthly</u>	
Batteries shall be <b>inspected</b> monthly and maintained as per manufacturer's specifications.	_____
Ensure that battery surface is clean and dry.	_____
Ensure that terminal connections are clean, free of corrosion and lubricated.	_____
Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.	_____
Emergency lighting equipment shall be <b>tested</b> monthly to ensure that the emergency lighting will function upon failure of the primary power supply.	_____
<u>Yearly</u>	
Emergency lighting equipment shall be <b>tested</b> annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	_____
After completion, the charging conditions for voltage and current and the recovery period will be <b>tested</b> annually to ensure that the charging system is in accordance with the manufacturer's specifications.	_____

## Elevators (High Buildings)

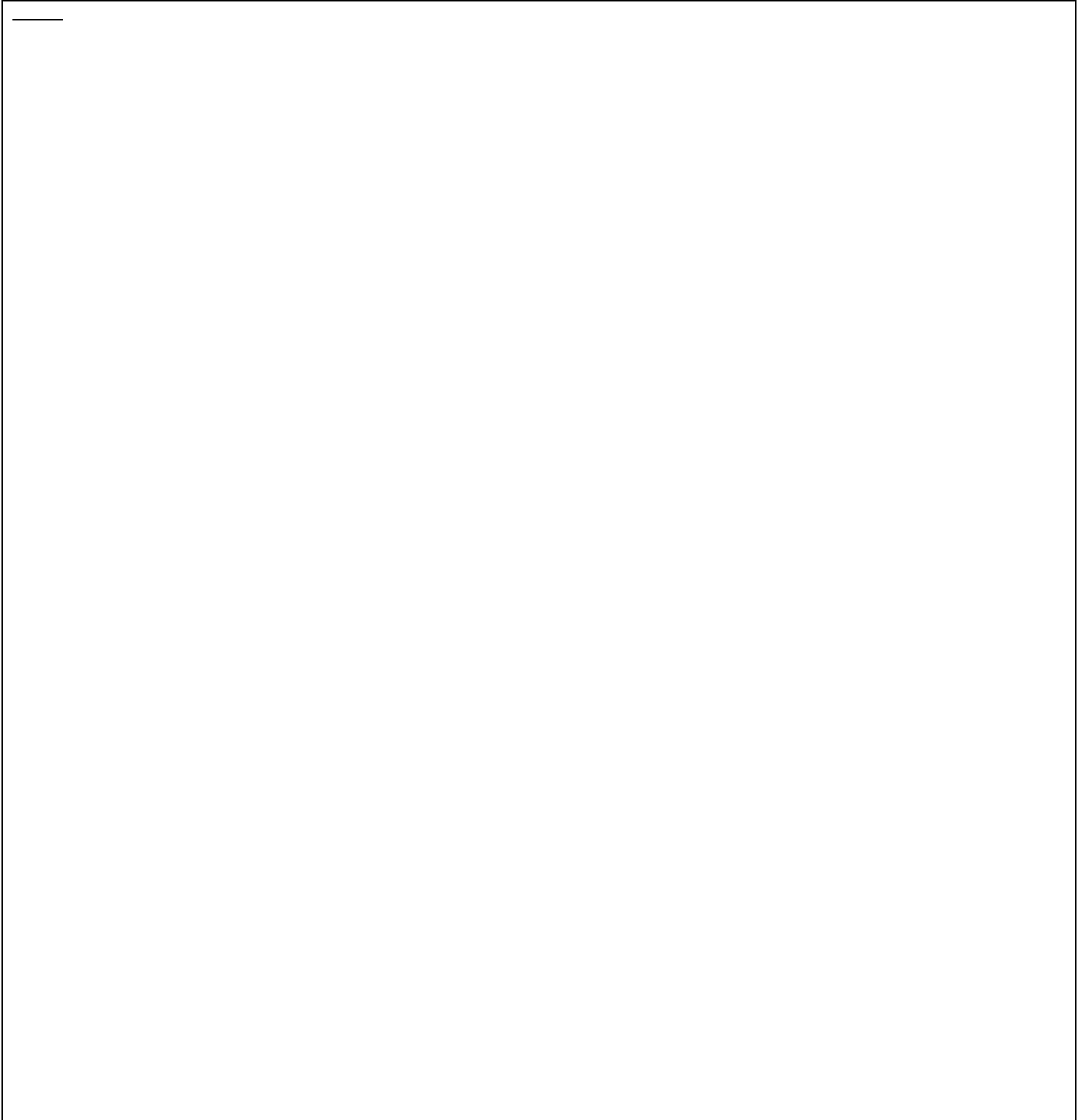
<u>General</u>	<u>Responsibility</u>
Ensure keys required to recall elevators and to permit independent operations are in their approved location.	_____
Maintain correct signage for fire-fighters' elevator.	_____
 <b><u>3 Months</u></b>	
Every three months the elevator door opening devices operated by means of photo-electric cells shall be <b>tested</b> to ensure that the devices become inoperative after the door has been held open for more than 20 seconds with the photo-electric cell covered.	_____
The key operated switch located outside an elevator shaft shall be <b>tested</b> to ensure that the actuation of the switch will render the emergency stop button in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.	_____
Key operated switches in each elevator car shall be <b>tested</b> to ensure that the actuation of the switch will:	
a) enable the elevators to be operable independently of other elevators	_____
b) allow operation of the elevator without interference from floor call buttons	_____
c) render door re-opening devices inoperative	_____
d) control the opening of power operated doors only by the continuous pressure on the "door open" button to ensure that if the button is released while the door is opening, the doors will automatically close	_____

## Emergency Power Systems

<u>General</u>	<u>Responsibility</u>
Emergency power systems shall be <b>inspected, tested</b> and maintained in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".	_____
To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer's instructions.	_____
At least two copies of the instruction manual shall be maintained.	_____
 <u>Monthly</u>	
The emergency electrical power shall be completely <b>tested</b> monthly as follows:	_____
a) Simulate a failure of the normal power supply.	
b) Arrange so that:	
i) an engine generator set operates under at least 30% of the rated load for 60 minutes and;	
ii) all automatic transfer switches are operated under load.	
c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls.	
d) Record all instrument readings associated with the prime mover and generator and a verification that they are normal.	
e) Log and report as further prescribed in the manual of instruction for operation and maintenance.	
f) Check fuel supply for sufficient quantity.	
 <u>Annually</u>	
Test the generator, control panel, and transfer switch in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".	_____

**Maintenance  
Additional Comments**











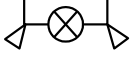








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## Part 11- Building Schematics

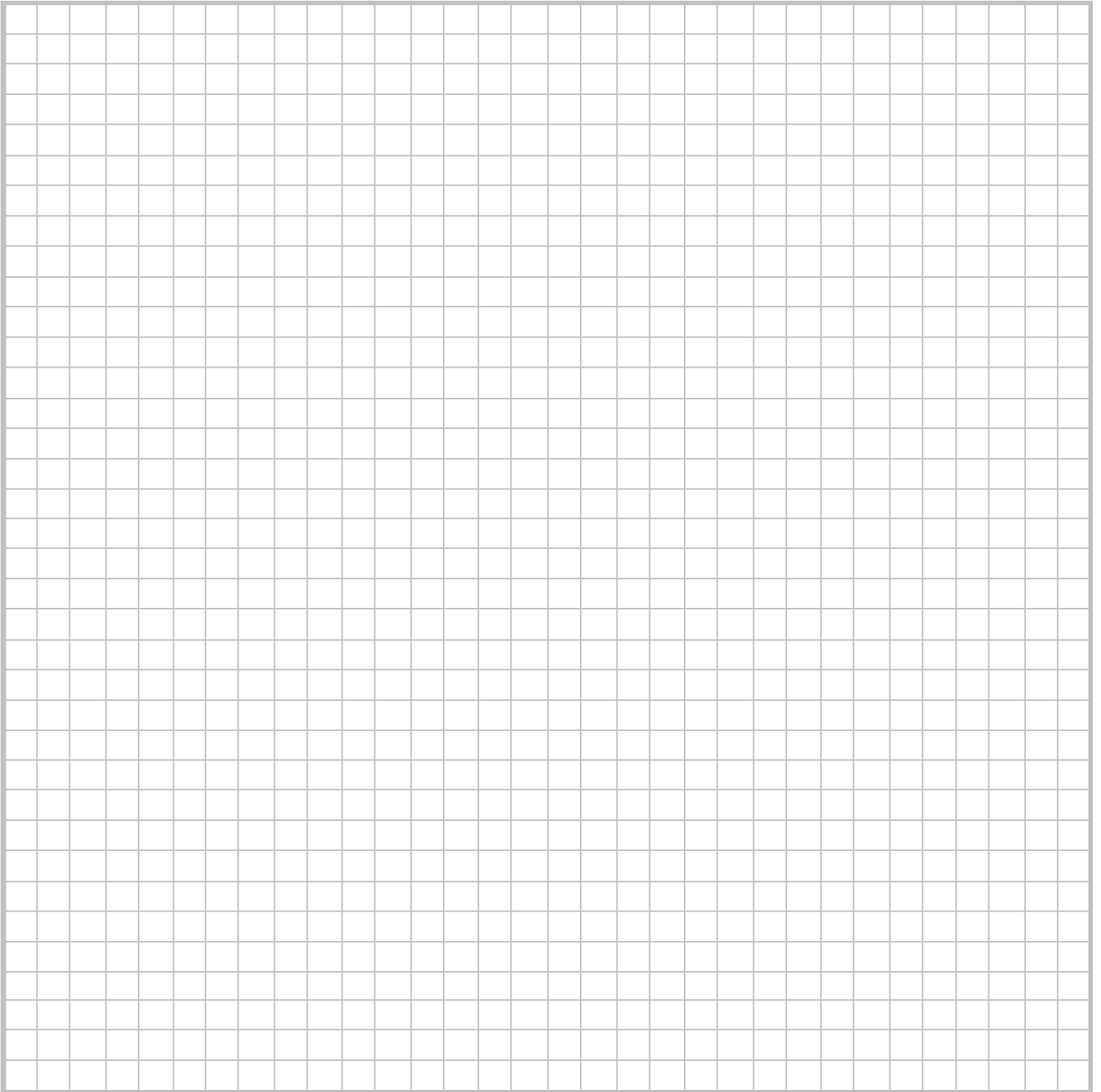
Please take the time to review this page.

### LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

	Pull Pin For Kitchen Fire Suppression System
	Entrance / Exit
	Hydrant
	Siamese Fire Department Connection
	Free Standing Siamese Fire Department Connection
	Valves (General)
	Identify The Type Of Valve (Ie. Shut Off Valve For Natural Gas, Sprinklers, Etc.)
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Emergency Light, Battery-Powered
	Illuminated Exit Sign, Single Face
	Combined Battery-Powered Emergency Light & Illuminated Exit Sign
	Pull Station
	Heat Detector
	Smoke Detector
	Fire Extinguisher - BC Type
	Fire Extinguisher - ABC Type
	Fire Extinguisher - Water
	Hose Cabinet
	Sprinkler Riser, indicate whether Wet or Dry System

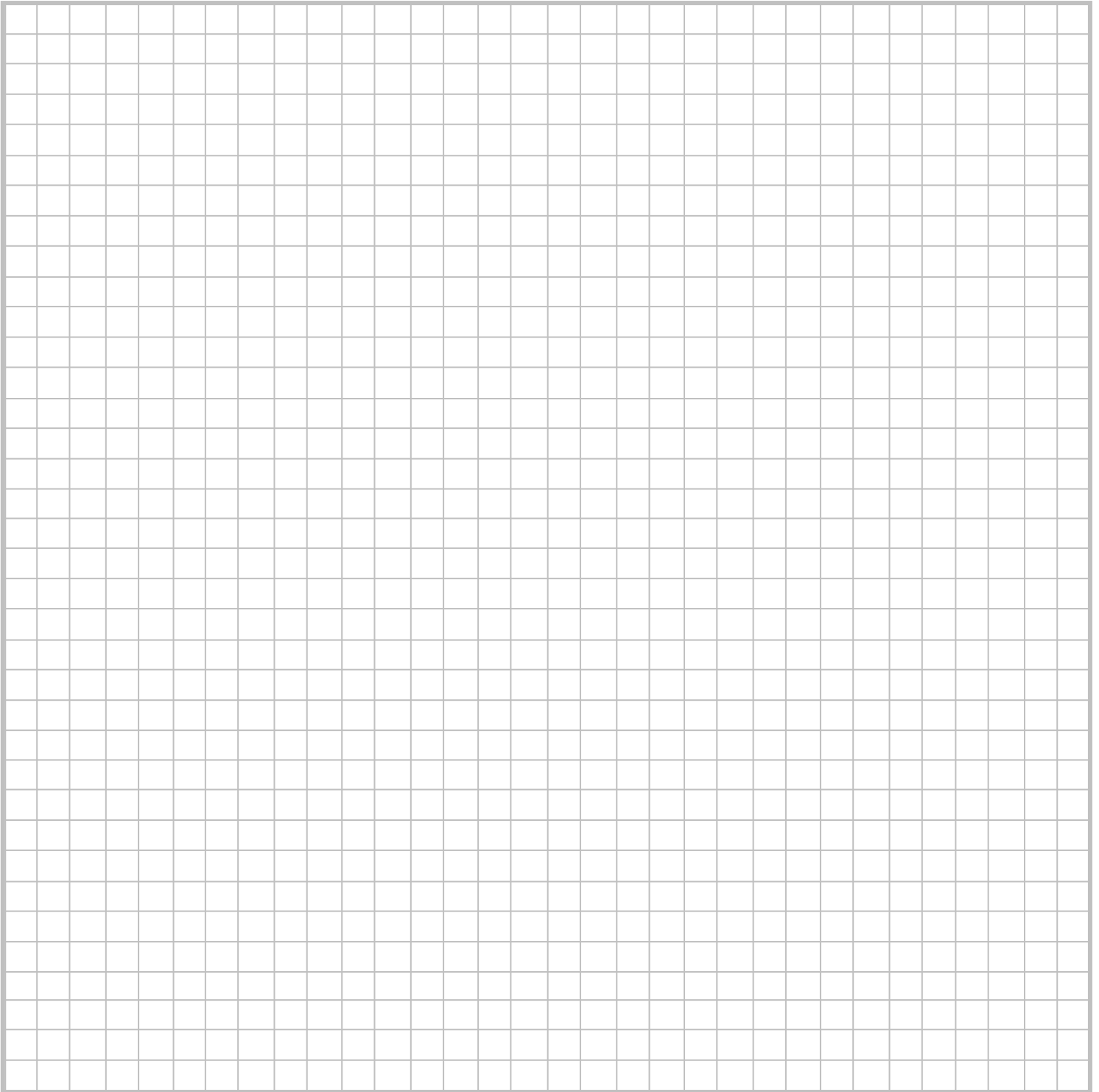
# Site Plan

(Include Legend)



# Floor Plan

(Include Legend)



## FIRE WATCH DUTIES

*Definition: The term “fire watch” is used to describe a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required in the event of temporary failure of the fire alarm system or where activities require the interruption of any fire detection, suppression or alarm system component.*

NOTE: All building occupants are to be notified in writing that the fire protection systems in the building are not functional and that a Fire Watch had been instituted until repairs have been made.

- (1) At least one (1) qualified staff person shall be employed to complete fire watch duties of the unprotected building area whenever the building is occupied. Each person assigned to Fire Watch duties must be provided with the following equipment;
  - (i) Suitable means of communication (cell phone, portable radio, etc.) for notifying Fire Dept.
  - (ii) A portable air horn or other approved means of sounding an alarm
  - (iii) Flashlight
  - (iv) Clipboard and pen
  - (v) Copy of fire watch duties
  - (vi) Copy of the Fire Watch Log Sheet
  - (vii) Keys and/or access codes to provide entry to all rooms/spaces
  - (viii) Floor plan(s) of the building under Fire Watch
- (2) Fire Watch personnel are to be familiar with the building and procedures for alerting the Fire Department and all building occupants in the event of a fire.
- (3) Rounds shall be diligently completed at least once each hour, and recorded immediately upon the conclusion of each round on the Fire Watch Log Sheet. The person completing the rounds will record the time each round was completed.
- (4) Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
- (5) If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn or other device approved by the Chief Fire Official.
- (6) A telephone must be readily available at all times to notify the Oro-Medonte Fire & Emergency Service by calling **9-1-1**. Always call from a safe area.
- (7) Do not attempt to extinguish the fire unless it is safe to do so.
- (8) Once building evacuation is complete, await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building without permission from the Fire Department.
- (9) “Hot Works” such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired or will be limited to areas where approved precautions have been put into place.
- (10) While the sprinkler and/or fire alarm system(s) are shut down, assigned fire watch personnel shall patrol the area until both the fire alarm and the sprinkler system have been restored.
- (11) Exit doors, access to exits and corridors are to be checked periodically for proper operation and obstruction while performing Fire Watch duties.

**FIRE WATCH LOG REPORT**

_____ System Out of Service	Date: _____	Time: _____
System Out of Service-Notification to Fire Department	Date: _____	Time: _____

_____ System Back in Service	Date: _____	Time: _____
System Back in Service-Notification to Fire Department	Date: _____	Time: _____

**PERSONS ASSIGNED TO FIRE WATCH DUTIES SHALL FOLLOW THE REQUIREMENTS LISTED ON THE FIRE WATCH DUTIES SHEET AND SHALL PATROL ALL UNPROTECTED AREAS OF THE BUILDING EVERY HOUR TO CHECK FOR SIGNS OF FIRE OR SMOKE CONDITIONS. ALL PATROLS ARE TO BE RECORDED ON THE LOG REPORT IMMEDIATELY FOLLOWING EACH ROUND. RECORDS OF FIRE WATCH SHALL BE KEPT FOR 2 YEARS AFTER THEY ARE MADE, AND SHALL BE MADE AVAILABLE UPON REQUEST TO THE CHIEF FIRE OFFICAL.**

**Fire Watch Duties Conducted By:** \_\_\_\_\_  
 (PRINT NAME & POSITION)

**Fire Watch Commenced:**      **Date:** \_\_\_\_\_      **Time:** \_\_\_\_\_

Rounds	Start Time	Finished	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

**Start a new Fire Watch Log Report Sheet for each new day of fire watch.**

**Fire Prevention Officer  
Fire Prevention Division  
Oro-Medonte Fire and Emergency Services  
3375 Line 4  
Oro-Medonte, Ontario**