



Fire Safety Plan

(Business/Building Name)

(Address)

THIS OFFICIAL DOCUMENT IS TO BE KEPT IN A LOCATION ON SITE WHICH HAS BEEN APPROVED BY THE CHIEF FIRE OFFICIAL.

APPROVED LOCATION: FIRE SAFETY PLAN BOX – MAIN ENTRANCE

Prepared by: _____ Approved by: _____

(Title)

(Signature)

Chief Fire Official

Muskoka Lakes

(Fire Department)

(Signature)

Fire Prevention: (705)-765-3156 Ext. 282 Fax: (705) 765-3288

The Fire Safety Plan shall be reviewed as often as necessary, but at intervals not greater than 12 months

Annual Review Initials						
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FORWARD

NOTE: As a courtesy, the Muskoka Lakes Fire Department has created this template to assist you in completing your Fire Safety Plan. The entirety of this template may not apply to your specific occupancy. **Delete** any item that does not apply to your specific occupancy and remove all notes and green text. This is a Fillable Document Anywhere it says “Choose an Item” in grey or red it is a drop down box and must be filled in.

The Plan **WILL NOT** be **approved** if items are not removed.

This fire safety plan is required by the Ontario Fire Code (O. Reg. 213/07 as amended); in Section 2.8.

The fire safety plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of fire, fire safety, supervisory staff and related duties, and other related issues.

The fire safety plan will also assist fire fighters in the performance of their duties in an emergency situation due to floor plans being submitted and building and tenant information being provided.

In order for this plan to be effective, the owner of the building, management officials and assigned substitutes in positions of authority must know the fire safety plan and be able to implement it in the event of fire. The Fire Code requires the owner to be responsible for carrying out the provisions for fire safety and defines “owner” as “any person, firm or corporation controlling the property under consideration”. Consequently, the owner may be any of, or a combination of parties, including building management, maintenance staff and tenant groups.

This fire safety plan has been approved by the Muskoka Lakes Fire Department; however, this does not relieve the owner, lessee, management official or assigned substitutes of their responsibilities as indicated in the Ontario Fire Code. The Fire Protection and Prevention Act states that “every person who contravenes any provision of the Fire Code and every director or officer of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for an individual or \$100,000 for a corporation or to imprisonment for a term of not more than one year or both”

The Muskoka Lakes Fire Department may require this plan, or parts of it, once approved to be revised if there are any changes to occupancy or use, any change in standards, if the fire safety plan has not been kept current or because the Chief Fire Official decides the current plan is no longer acceptable.

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

Once approved, a minimum of two copies will be required. One, for the *Fire Prevention Division*, and the second for the approved location within the building.

AUDIT OF BUILDING RESOURCES

Indicate the availability of the existing fire protection features located in the building.
(Fill in necessary details or delete item if not applicable to building site.)

DATA SHEET

ADDRESS:

DATE:

Bldg. Name:		
Owner's Name :		
Owner's Address:	phone #:	
Date of Construction:		
Date(s) of Additions:		
Occupancy Type: Assembly <input type="checkbox"/> Residential <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Mercantile <input type="checkbox"/>		
Floors:	Units/ Floor:	Total Floors:
	Total Units:	(including basement)
		Bldg. Length:
		(Meters)
		Width:
		(Meters)
Bldg. Construction:	Choose an item.	
Roof Construction:	Choose an item.	

LIFE HAZARD:

People with Disabilities	Choose an item.	(see F.S.P. Page #)
Fire Safety Plan		Key Box: Choose an item.
Location: <u>FIRE SAFETY PLAN BOX</u>		Location:

ACCESS:

Firefighter Primary Entrance:	#1:			
#2:		#3:		
Other Exit Locations (ie. Roof access)				
Property Mgmt.:		Phone #		
Bldg Super:		Phone #	Apt. #	
Other Call person:		Phone #	Apt. #	
Other Call person:		Phone #	Apt. #	
Access Code:				
Hazmat info:	Choose an item.			

WATER: Complete this Section

Hydrant: Municipal <input type="checkbox"/> Private <input type="checkbox"/> Other <input type="checkbox"/>	<u>Fire Pump:</u>
Location:	Choose an item.
#1	Location:
#2	Capacity:
Size of water main: Choose an item.	Description: Choose an item.
Standpipe Choose an item.	Fire Dept. Connection Choose an item.
Location:	Location:
Water Pressure required (GPM):	Water Pressure required(GPM):
Shut off Location :	
Sprinkler Choose an item.	
Location:	
Sprinkler Shut Off Choose an item.	
Location:	
Hose Cabinets: Choose an item.	
1st Floor Location: Choose an item.	
2nd Floor location: Choose an item.	
3rd Floor Location: Choose an item.	
4th Floor location: Choose an item.	
5th Floor Location: Choose an item.	
Below Ground location:	Choose an item.

BUILDING FEATURES:

Fire Alarm Control Panel:	
Annunciator Panel Location:	
Emergency Communications:	Choose an item.
Stairwell #1	Location: Pressurized Choose an item.
Stairwell #2	Location: Pressurized Choose an item.
FF Elevator: RED <input type="checkbox"/> or Yellow Helmet <input type="checkbox"/> Choose an item. Reset location:	Procedures for use of elevators (see FSP page #)
Fire Alarm System: Choose an item. Type Choose an item.	Monitored: Choose an item.
Monitoring Company	Name: Phone #
Other Special Considerations: Emergency Lighting: Battery <input type="checkbox"/> Generator <input type="checkbox"/> Time allotment: Choose an item. Location of Lights: Choose an item. Emergency Power: Type of generator Choose an item. Location of generator: Provides power to what portions of the building?	

GARAGE INFORMATION: Choose an Item

# Of Levels:	# of Entrances:
Overhead Door Locations:	
Door Disconnect Location: (Emergency power disconnect)	
Exhaust Fans Location: # of Fans: Fuel Source: Choose an item. Automatic <input type="checkbox"/> Manual <input type="checkbox"/> (If Manual provisions will need to be added to the Fire Safety Plan)	

UTILITIES AND SERVICE ROOM LOCATIONS:

Gas Shutoff:		HVAC:	
Garbage:		Boiler /Furnace	
Alarm Panel:		Laundry:	
Electrical:		Mechanical:	
Locker/ Storage:		Workshop:	

SPECIAL CONSIDERATIONS INTERIOR:

SPECIAL CONSIDERATIONS EXTERIOR (ie. Gated with key pad):

Occupancy Load: Assembly areas, i.e. gymnasium, cafeteria

Non-fixed chairs #

Chairs with Tables (non-fixed) #

Bleachers (SEATING) #

Standing: #

AUDIT OF HUMAN RESOURCES

Business/Building Name:

Address:

Phone Number:

Business Owner's Name:

Address:

Phone:

Building Owner Name:

Address:

Phone Number:

Manager's/Supervisor's Name:

Address:

Phone Number:

All people inscribed above are Supervisory Staff for the purposes of carrying out specified duties within this fire safety plan.

APPOINTMENT AND ORGANIZATION OF SUPERVISORY STAFF

The Ontario Fire Code definition of “**Supervisory Staff**”: means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.”

Click on the highlighted paragraphs and delete, these are provided to give examples. List what is required in your location as the supervisors responsibilities.

Supervisory Staff may consist of as many people as necessary to effectively carry out assigned duties and responsibilities in an occupancy.

Some examples of Supervisory Staff members with related duties and responsibilities are as follows: Please use the proper titles for the Supervisory Staff members specific to your occupancy. You may use any of the below examples of duties for any member depending on your specific occupancy. Delete what you don't use. Include general responsibilities and responsibilities in the event of a fire and or fire alarm activation

Building Owner

1. Be in complete charge of the fire safety plan and be aware of the specific responsibilities of the personnel involved in the plan.
2. Establishment and Implementation of the fire safety plan
3. Establishment and Implementation of the Emergency Procedures
4. Instruction and training of supervisory staff and other occupants to ensure that they are aware of their responsibilities for fire safety and can carry them out efficiently.
5. Ensure that a record of checks, tests, and inspections are completed as required by the Ontario Fire Code.
6. Notification of the Chief Fire Official with respect to changes in the fire safety plan
7. The appointment and organization of designated supervisory staff that will carry out fire safety duties
8. Assign and train adequate assistants to act in the position of a supervisory staff member when not able to fulfill their duties.
9. Ensure that the building meets all Ontario Fire Code requirements
10. Ensure Ontario Fire Code violations are corrected forthwith
11. Keep records of all tests and corrective measures for a period of at least two years.

TRAINING OF SUPERVISORY STAFF

All Supervisory Staff are to be provided with a copy of this fire safety plan and are to be familiar with its contents. (Fire Code Subsection 2.8.2.)

Before being given any responsibilities all Supervisory Staff members and other occupants shall receive sufficient training in their delegated areas of responsibility. Each Supervisory Staff member shall fully understand all of their responsibilities and shall feel comfortable and confident with these responsibilities.

Emergency procedures must form a part of the training program. It is presumed that such training will include certain basic items such as:

1. Importance of prompt reporting of fire immediately to the fire department.
2. Location and operation of the fire protection equipment installed (such as fire alarm system, manual pull stations, sprinkler system, special extinguishing systems, and fire extinguishers as well as location of main electrical, gas and water shut off valves and location of fire department connections and fire hydrants.
3. Importance of limiting and controlling fire and smoke spread.
4. Importance of remaining calm.
5. Importance of evacuating all persons from building calmly and quickly.

It is important that all of the management team and staff survey the building to determine the number and locations of exits. They must be informed of fire hazards. They must know occupant emergency procedures as well as their own specific duties and responsibilities.

All persons of the management team must know how to call the monitoring station (if so equipped) and know the information to relay or ask. They must take note of the contact person and time the call was made.

All persons of the management team must know how to reset the fire alarm system (if so equipped). However, no person shall reset the fire alarm system with the consent of a Fire Department Official.

Designated management team staff must be training to maintain fire protection and life safety equipment as laid out in "Maintenance Procedures for Fire Protection" section.

NOTE:

This must be reviewed and understood by ALL Supervisory Staff

CONTROL OF FIRE HAZARDS -- General

(Many different types of fire hazards may be present depending on the type of occupancy. Please list ways to control the types of fire hazards which may be presented in your specific occupancy type i.e. residential, industrial, office, mercantile)
Delete any hazards which don't apply to your occupancy and insert additional if necessary

Here are some examples

- Combustible materials shall not be permitted in locations or quantities that constitute a fire hazard
- Combustible materials will not be used to absorb flammable or combustible liquid spills
- Lint traps and vent ducts in laundry equipment will be cleaned regularly to prevent the accumulation of lint or obstructions.
- Ashes shall be stored in a proper safety container and not stored together with combustible materials
- Flammable liquids shall not be used for cleaning purposes
- Combustible materials shall not be stored on any roof top or in areas adjacent to the building
- Burning materials such as cigarettes or ashes should not be put into garbage bins or garbage chutes
- Shall not dispose of aerosol cans or flammable or combustible liquids in garbage bins or garbage chutes
- Practice safe cooking measures. Do not overheat any cooking utensil. Constantly attend all cooking operations. While cooking avoid clothes that contain loosely hanging sleeves and highly combustible fabrics
- Do not use unsafe electrical appliances or frayed extension cords
- Do not use extension cords as permanent wiring or over load circuitry
- Avoid careless smoking habits. Use non-combustible ashtrays. Never smoke in bed. Never smoke if feeling sleepy
- Articles such as shoes, floor mats, umbrellas, bicycles, etc... shall not be left or stored in stairwells, corridors or outside of your suite.
- Shall not wedge or prop open fire or smoke barrier doors.
- Shall ensure that all doors and door hardware operate and are maintained in accordance with the Ontario Fire Code
- Oily rags shall be disposed of in accordance to the Ontario Fire Code
- Kitchen hoods and filters shall be cleaned in accordance to the Ontario Fire Code
- Keep exits, stairways, landings and corridors and all access to exits and exits clear of obstructions and combustible materials at all times
- Keep doors to stairways closed at all times
- Ensure designated occupant loads are not exceeded.
- Supervisory staff shall participate in fire drills at intervals required by the Ontario Fire Code
- Store and use flammable and combustible liquids in quantities, locations, and containers as set out in the Ontario Fire Code.
 - Report fire hazards and unsafe conditions to a Supervisory Staff member

This can be used, print off and post. Also some areas require having the floor plan posed along with this posting it must show primary and secondary exits. Add additional information as required.

EMERGENCY PROCEDURES

In the Event of Fire:

- Ensure that the fire alarm has been activated.
- Supervise the evacuation of the occupants, including endangered occupants. Endangered occupants shall be taken to a safe stairwell or safe area of refuge with the doors closed if they are unable to leave the building.
- Close doors behind you to confine the fire
- Dial 9-1-1 from a safe location
- Ensure that the alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated.
- Meet responding firefighters to update and assist in any way needed

In the event of a Fire Alarm Activation:

- If possible, determine the location of activation via Fire Alarm Panel
- Supervise the evacuation of the occupants, including endangered occupants. Endangered occupants shall be taken to a safe stairwell or safe area of refuge with the doors closed if they are unable to leave the building.
- Dial 9-1-1 from a safe location
- Ensure that the alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated.
- Meet responding firefighters to update and assist in any way needed

In General

1. Educate and train all building personnel and advise occupants in the use of existing fire safety equipment and in the actions to be taken under the approved fire safety plan
2. Ensure that regular fire drills as set out in the Ontario Fire code are conducted
3. Ensure that a copy of this plan is available to all building occupants and a copy is posted in a location approved by the Chief Fire Official
4. Distribute emergency procedures to all occupants
5. Ensure that each floor level is identified in each stairwell as to the relevant floor level and that each stairwell is identified (ie. North, South, East, West) to avoid confusion during an emergency situation
6. Maintain a current record of the location of any endangered occupants
7. Control any fire hazards in the building
8. Ensure the alternative measures for the safety of occupants during the shutdown of fire protection equipment are put into effect.
9. Ensure that the fire alarm system has not been silenced or reset or the sprinkler system shut down until instructed to do so by the Muskoka Lakes Fire Department.
10. Provide access to the fire fighters, (provide entry, master keys, etc.)
11. Provide firefighters with relevant information about the quantities and nature of materials stored or processed on site
12. Keep stairway doors and all required fire rated doors closed at all times
13. Keep stairways, landings, corridors, passageways, access to exits and exits both inside and outside clear of obstructions at all times
14. Do not permit combustible materials to accumulate in quantities or locations which may constitute a fire hazard
15. Keep access roadways, fire routes and fire department connections clear and accessible at all times
16. Have a working knowledge of the sprinkler system, fire alarm system and how it is reset.
17. In the event of a fire ensure the fire alarm has been activated and 911 has been called
18. Assist in the evacuation of occupants
19. Identify and establish a plan for occupants who require assistance to evacuate due to physical or mental disabilities.
20. Manually activate the automatic extinguishing system
21. Ensure one copy of the emergency procedures is posted on each floor area

EMERGENCY PROCEDURES FOR OCCUPANTS NO FIRE ALARM

(Where applicable the following instructions will be provided to all building occupants)

*A copy of the following emergency procedures will be posted in each floor area

Upon Discovery of Fire:

1. Remain Calm! **SHOUT --- FIRE, FIRE to alert other occupants**
2. Leave fire area immediately while shouting to alert people in your area
3. Close all doors behind you to confine the fire
4. Leave via closest exit and (if applicable) activate the nearest fire alarm pull station
5. Call the Muskoka Lakes Fire Department by dialing **9-1-1** from a safe location
6. Meet at the designated meeting location : (insert Meeting spot)
7. Do not return to the building until declared safe to do so by the Muskoka Lakes Fire Department.

Upon Hearing the Fire Alarm:

1. Remain Calm
2. Before opening doors feel doors for heat
3. If door is hot stay in room, seal cracks around door and any vents, call **911** and proceed to a window to be seen
4. If door is not hot, open slowly, and if safe to do so leave building via nearest exit
5. If smoke is encountered upon exiting, stay low, use alternate exit, and if escape is not possible seek refuge in smoke free room, close the door, call 911 if possible and proceed to window to be seen.
6. Call the Muskoka Lakes Fire Department by dialing **9-1-1** from a safe location
7. Proceed to designated meeting area (Insert Meeting Spot)
8. Do not return to the building until declared safe to do so by the Muskoka Lakes Fire Dept.

CAUTION

IF YOU ENCOUNTER SMOKE IN THE STAIRWAY, USE ALTERNATE EXIT.

EMERGENCY PROCEDURES FOR OCCUPANTS **(PERSONS REQUIRING ASSISTANCE)**

Based on the following information create a plan specific to your occupancy. Insert additional comments.

There may be times when the evacuation of persons requiring assistance (persons with physical, emotional, cognitive, etc... disabilities) becomes difficult. There must be a plan in place to assist and deal with this type of difficult evacuation.

There may be times when evacuation in these types of situations is possible but may require the assistance of Supervisory Staff members. There may also be times when evacuation in these types of situations becomes difficult or impossible.

Each situation is unique therefore an occupancy specific plan must be formulated to effectively deal with this type of situation.

Examples:

Mobility Impaired Persons: Persons in wheelchairs or who are unable to be safely removed to safety may be better off "Staying-in-Place" or being re-located to an "Area-of-Refuge" with some assistance i.e. a fully fire separated stairwell or fire separated room.

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with some assistance.

Persons with mental or emotional disabilities: These types of persons may require minor or major assistance depending on the situation. They may also be better off "Staying-in-Place" as assistance with their evacuation could potentially put their lives or the lives of the Supervisory Staff members in jeopardy.

*Information about the entrapment of any occupants in a fire situation should be relayed to the first arriving fire officials as their primary objective in a fire situation is "Rescue".

Emergency Evacuation Guidelines for People with Disabilities

Preparing for an Emergency Evacuation

Preparing for an emergency evacuation can greatly reduce the risk to your safety during a fire, flood, storm, or other dangerous situation. In order to help people with disabilities prepare for an emergency evacuation, the following recommendations based on *NFPA's Emergency Planning Guide for People with Disabilities*. Disabilities may include: physical/systemic, blind/low vision, deaf/hard of hearing, psychiatric/psychological, speech, and/or cognitive. These guidelines also apply to persons with temporary injuries, e.g., a broken leg. We strongly encourage those with any disability to read through these guidelines to ensure that you are prepared for an emergency evacuation. If you need further assistance in preparing for an evacuation, please contact the Huntsville/Lake of Bays Fire Department.

Guidelines

1. If there is an alarm system where you work or take classes, familiarize yourself with the alarms. Determine if there is an alarm that will alert you to an emergency, e.g., whether strobes exist to notify hearing impaired persons to evacuate, and whether the alarm audibility is adequate for others. [1] Delete if not applicable
2. Familiarize yourself with the buildings' exit routes. Become aware of the buildings' stairwells and corridors noting any areas that may be difficult or impossible for you to traverse by yourself. Determine whether there is an exit path that you will be able to use in case of an emergency. If possible, identify at least two separate escape paths. Please note: In most cases, this means being able to exit the building without the use of an elevator.
3. If you do not need assistance evacuating or being alerted to an alarm, you should run through a practice evacuation to verify you will not need assistance and to uncover any weaknesses in your plan.
4. If you will need assistance in evacuating the building for any reason, follow preparation steps 5-11, below.
5. Contact a group of friends or co-tenants who would be able to assist you in an evacuation or notify emergency responders to assist you. This group should meet the following guidelines.
 - A. For occupants, the group should be in the same building in which you live.
 - B. The group should be selected so that it is not likely that they will all be away to an off-site meeting, sick, or on vacation at the same time.
 - C. The group should consist of the number of people required to successfully evacuate you plus at least two alternates. This is to account for those friends/coworkers that may be offsite.
 - D. You should be sure that the person(s) helping you are physically able to do the required tasks and that you trust them.
6. Tell the group of friends or co-workers what kind of assistance you will need. Make sure that they are comfortable with your requests.

7. Friends should not risk their own life/safety when assisting you. If your friends are unable to assist you without risking their life/safety, urge them to exit the building immediately and notify authorities of your location. If possible, before exiting, your coworkers/friends should assist you to a sheltered location, possibly a fully enclosed exit stair.
8. Designate a place where you will meet those who will be assisting you with your evacuation. For occupants, a good location may be your entrance door or a space next to a stairwell in which you will not block other evacuees.
9. Determine a method to contact those who will be assisting you.
 - A. A dry erase board could be placed by your designated meeting area. The text on the board should state whether you are on- or off-site. If you are on-site, your assistants will know that they may need to assist you. If you are off-site, they will know you do not need assistance.
 - B. For others, your assistants will attend the same area, so face to face contact can be used with cell phones as a backup to call **9-1-1**.
10. Keep the necessary evacuation equipment such as a stair-descent chair nearby.
11. Regularly review and practice your evacuation plan. Practice solidifies everyone's grasp of the plan, assists others in recognizing the person who may need assistance in an emergency, and brings to light any weaknesses in the plan.
12. Update your plan to reflect changes in exit routes or contact methods, e.g., friends/co-tenants that will assist you.

Evacuation

1. Go to your designated indoor meeting spot. Your meeting spot is (insert meeting spot)
2. When both you and your friends/coworkers arrive, evacuate via the shortest and safest route.
3. Check paths for safety before proceeding and close doors behind you.
4. A member of your group should test doors with the back of the hand before opening them. If the door is warm or if someone notices smoke, use an alternative escape route.
5. If possible, crawl low if you have to go through smoke.
6. After safely exiting, go to a safe area or to a pre-assigned exterior area for your building.
7. Your outside meeting spot is (insert meeting spot)
8. If you suspect that someone is missing or trapped, contact the emergency personnel outside the building.
9. If you are trapped or unable to evacuate during a fire emergency, close all doors between you and the fire. Stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call the fire department or **9-1-1** and tell them exactly where you are.
10. If your clothing catches fire, stop, drop and roll to help extinguish your clothing fire. If you have physical limitations, a friend may be able to help you smother the flames, e.g., cover the flames with a heavy material like a coat or blanket.

Sources for Guidelines

1. *NFPA's Emergency Planning Guide for People with Disabilities.*
2. *Guidelines that are posted on our website for people without disabilities.*

Access for Firefighting

The Fire Department Principal Entrance for this building is _____

All fire access roadways and fire routes shall remain clear of all obstructions at all times.

It would be beneficial to the Fire Department to be able to promptly allow fire officials to gain access to any secured or locked areas of the building.

A key box containing keys to the building and any secured rooms or areas would be beneficial to the Fire Department. Any local Locksmith will be able to help with the installation and coding of the fire department key.



FIRE EXTINGUISHMENT, CONTROL, AND CONFINEMENT

In the event that a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, the doors to the area should be closed to control and confine the fire. Leave the fire area immediately via the closest exit!

Suggested Operation of a Portable Fire Extinguisher:

- P** – pull the safety pin
- A** – aim the nozzle
- S** – squeeze the trigger
- S** – sweep from side to side at the base of the fire

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

Keep all extinguishers visible without obstructions around them

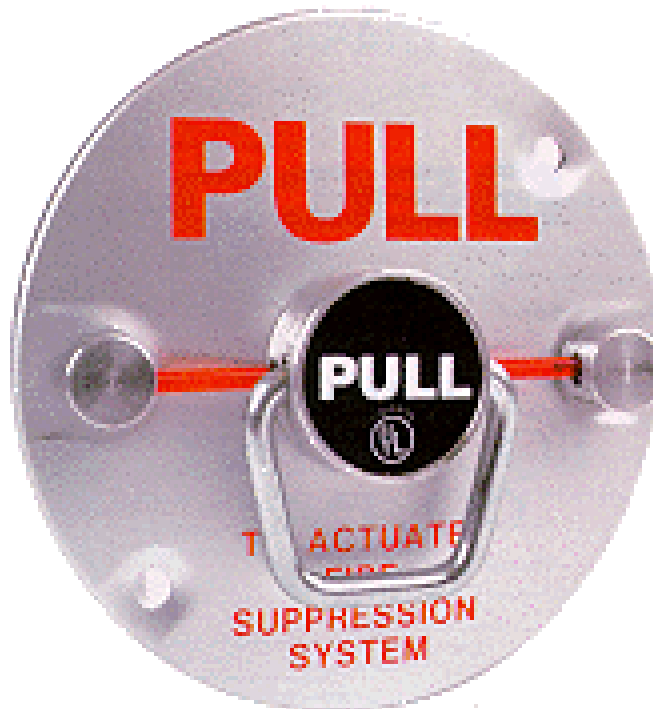
The proper type of extinguisher shall be used depending on the class of fire:

<u>TYPE OF FIRE</u>		<u>TYPE OF EXTINGUISHER</u>
Class A	- Ordinary Combustibles - Paper, Wood, Plastics	Water, Multipurpose (ABC)
Class B	- Flammable & Combustible, Liquids & Gases	Dry Chemical (BC) Multipurpose (ABC) Carbon Dioxide (CO ₂) Foam
Class C	- Live Electrical,	Dry Chemical (BC) Multipurpose (ABC) Carbon Dioxide (CO ₂)
Class D	- Flammable Metals	Specialized dry chemicals for the type of metal involved.
Class K	-Cooking oils	Class K extinguisher

Fixed Extinguishing Systems
DELETE IF NOT APPLICABLE

The following instructions must be posted in a conspicuous place near the fixed extinguishing system. All employees must be aware of these instructions and must understand them.

For manual activation of the fixed extinguishing system, pull this pin



Each system is different and employees / staff should be familiar on the emergency operation procedures. They need to know if the fixed extinguishing system is manual or automatic activation.

DRILLS

The purpose of the Fire Drill is to ensure that the occupant's and staff are totally familiar with Emergency Evacuation Procedures. This will result in an orderly evacuation with efficient use of Exit Facilities.

Fire Drills shall be held in conformance with the Ontario Fire Code:

Frequency

2.8.3.2. (1) Fire drills as described in Sentence 2.8.3.1.(1) shall be held at least once during each 12-month period for the **supervisory staff**, except that

(a) in day-care centers, facilities regulated by or under the **Developmental Services Act** and Group 'B' **occupancies**, fire drills shall be held at least monthly,

(b) in schools attended by children, total evacuation fire drills shall be held three times in each of the fall and spring school terms, and

(c) in **buildings** within the scope of Subsection 3.2.6. of the **Building Code**, fire drills shall be held every three months.

(2) In addition to the requirements of Sentence (1), every employee in a **hotel establishment** shall take part in at least one fire drill during each 12-month period.

(3) **Records of a fire drill required by this Article shall be kept for 12 months after the fire drill.**

NOTE:

Supervisory Staff are obligated to participate in the fire drill while occupant's participation is optional. **Policy could be developed to have employees participate.**

In schools attended by children total evacuation drills are mandatory.

The fire department and alarm monitoring company shall be notified just prior to and after the fire drill.

Include in the instructions phone numbers for the Alarm Company and the Fire Department. You can contact the Muskoka Lakes Fire Prevention Division for further advice.

Will fire drills be announced or unannounced? Consideration should be given to the type of occupancy prior to having a drill. All factors should be considered when developing your strategy.

Will notices of date and time of fire drill be posted or not posted for occupants?

ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

Choose an Item

Alternative Measures for Occupant Safety:

In the event of a shutdown in FIRE ALARM SYSTEMS, SPRINKLER or OTHER LIFE SAFETY SYSTEMS the Muskoka Lakes Fire Department will be notified by calling 705-765-3156 - immediately. They must be informed of the extent and expected duration of the shutdown.

All building occupants will be notified of the extent and expected duration of the system shutdown by posting notices at exit ways or other common gathering areas. During such shutdowns the owner will conduct a **Fire Watch** (See Fire Watch) which will consist of personnel to patrol all affected areas every hour until such time as the system is again operational. This patroller shall have a means to alert all occupants in the event of a fire and a means to call 911. These hourly patrols must be logged to include the person conducting the patrol, time of patrol, date, and signature. Occupants & employees will be instructed to advise the Muskoka Lakes Fire Department immediately via 9-1-1 of any fire situations and to verbally warn other occupants of imminent danger. (Other possible ways to do this may be a whistle, bull horn, air horn, etc...)

The building occupants will be notified when the defective system or equipment has been repaired and is operating by posting notices at the exit ways. **Assistance and direction for specific situations will be sought from the Muskoka Lakes Fire Department.** The Muskoka Lakes Fire Department will be notified **when the work is complete and the Life Safety System(s) is/are reactivated.**

Fire Watch

BACKGROUND:

A Fire Watch is a physical inspection conducted when a building's fire alarm, sprinkler or other suppression systems, are temporarily out of service. Posting of a Fire Watch is the responsibility of the building owner or their designated representative, which may include tenants or construction superintendents. Fire Watch personnel are required to continually patrol the facility for evidence of smoke, fire, or any abnormal conditions. Whenever a life-threatening situation is discovered, the fire watch personnel must immediately contact emergency personnel (via 911), and then alert the occupants and assist in the orderly evacuation of the facility.

REQUIREMENTS:

Subsection 2.8.2. Fire Safety Plan requires that a Fire Watch be instituted anytime a sprinkler system, fire alarm, or other suppression system is out of service. The Muskoka Lakes Fire Department must be contacted (705-765-3156 ext. 274) and advised that a system is out of service and a fire watch has been posted. NOTE: An acceptable level of protection must be established to satisfy the Muskoka Lakes Fire Department when any life safety system is taken out of service. This may be in addition to the required Fire Watch being posted.

SELECTING FIRE WATCH PERSONNEL:

Competent, responsible, and able bodied-individuals shall be selected to conduct Fire Watches. Typically, hired security guards, or maintenance personnel and managers who are familiar with the building make excellent choices.

FIRE WATCH LOG:

A separate log identifying each building, or area, under the Fire Watch by name and address shall be kept. Log entries shall be made hourly at the completion of each round. Log entries shall consist of the date, the time the round was completed, a summary of what was observed, and the name and signature of the individual conducting the fire watch. The Fire Watch Log shall be kept readily accessible for review by the Fire Marshal.

POSTING A FIRE WATCH

DUTIES OF FIRE WATCH PERSONNEL:

Individuals who are selected for Fire Watch details shall be briefed so as to have a thorough understanding of the purpose and responsibilities of their assignment. Procedures and instructions given shall be specific with respect to actions required. They shall also have a basic understanding of the location, function, and normal status of the fire alarm and sprinkler systems, including fire pumps. Fire Watch personnel shall conduct hourly rounds by walking throughout the entire building or affected area, looking for evidence of smoke, fire, or any abnormal conditions. The specific route shall be laid out so that the Fire Watch person is required to pass through the entire area to be covered. Where special circumstances exist, such as the presence of exceptional hazards or large areas, additional patrols may be required by the Fire Department. Individuals selected shall know the location and operation of all portable fire extinguishers on site.

EMERGENCY COMMUNICATIONS:

The individual conducting the Fire Watch shall be equipped with a cell phone for prompt notification of emergency forces (via 911) in the case of an emergency. Alternate methods of communication (radios to security/command centers with the means to immediately dial 911) may be approved by the Fire Department upon request.

WRITTEN NOTIFICATION:

Written notification of intention to post a Fire Watch when planned, or the actual posting of a Fire Watch necessitated by an unplanned event, shall be forwarded to Muskoka Lakes Fire Department. This correspondence shall be put on the official letterhead of the business, general contractor, or subcontractor assuming responsibility for the detail. The letter shall specify the business name and address; the buildings or portions thereof affected; the purpose of the Fire Watch (i.e.-fire alarm, sprinkler, or other suppression systems out of service); the dates and times these systems will be non-functional and the Fire Watch will be in effect; the qualifications of the individual(s) selected; and the specific type of communication device they will have immediately available (i.e.-Cell phone or portable radio).

MAINTENANCE SCHEDULE FOR FIRE PROTECTION EQUIPMENT

The Ontario Fire Code requires that checks, inspections, and tests be made of fire protection equipment from time to time. On the following pages, read over the requirements, place a check in the column on the left side to indicate that the fire protection equipment is present and maintained as required. *(Delete any information that is not pertaining to your site location)*

DEFINITIONS:

Check: A visual observation to ensure that the device or system is in place and is not obviously damaged or obstructed.

Inspect: A physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Test: Operation of the device or system to ensure that it will perform in accordance with its intended operation or function.

Note: Record of all checks, tests and inspections must be kept for a period of two (2) years and shall be made available to the Fire Department upon request.

Annual Tests

Annual test reports are required for:

- 1. Fire Alarm**
- 2. Fire Extinguishers**
- 3. Voice Communication**
- 4. Sprinkler Systems**
- 5. Standpipe and Hose Systems**
- 6. Fixed Extinguishing systems(semi-annual)**
- 7. Emergency Power**
- 8. Emergency Lights**
- 9. Private Fire Hydrants**
- 10. Elevators**

**These must be completed by qualified persons and the reports forwarded on to the Muskoka Lakes Fire Prevention Division,
Muskoka Lakes Fire Department**

**RECORDS MUST BE MAINTAINED ON SITE AND AVAILABLE UPON
REQUEST.**

Fire Code Excerpts

DELETE SECTIONS THAT DO NOT APPLY Pages 27 - 31

PORTABLE FIRE EXTINGUISHERS

(reference should be made to NFPA 10-2002 for exact details)

<u>Ontario Fire Code Reference Number Frequency</u>		<u>Inspection</u>
6.2.7.2. -	Inspect all portable extinguishers	Monthly
6.2.7.1. -	Subject to maintenance	Annually
6.2.7.1. -	Hydrostatically test carbon dioxide and water type extinguishers	Every five years
6.2.7.1. -	Empty stored pressure type extinguishers and subject to maintenance	Every six years
6.2.7.1. -	Hydrostatically test dry chemical and vaporizing liquid type extinguishers	Every twelve years
1.2.7.6. & 6.2.7.1. -	Recharge extinguisher after use or as indicated by an inspection or when performing maintenance	As required

FIRE ALARM SYSTEMS

Choose an Item

(reference should be made to CAN/ULC-S536-04 for exact details)

<u>Ontario Fire Code Reference Number Frequency</u>		<u>Inspection</u>
6.3.2.2. -	Check fire alarm AC power lamp and trouble light	Daily
6.3.2.2. -	Check trouble conditions	Daily
6.3.2.3. -	Check central alarm and control facility	Daily
6.3.2.2. -	Check all fire alarm components including standby power batteries	Monthly
6.3.2.2. -	Test fire alarm system by persons acceptable to the authority having jurisdiction for service of Fire Alarm Systems	Annually
6.3.2.4. -	Test voice communication systems that are integrated with a Fire Alarm System	Annually
6.3.2.5. -	Test voice communication systems that are not integrated with a Fire Alarm System	Monthly

PORTABLE OXYGEN SYSTEMS

Choose an Item

Ontario Fire Code
Reference Number
Frequency

- 2.15.1.2. - Storage, handling and use of portable oxygen systems shall be in conformance with CSA-Z305.12, "Safe Storage, handling and use of Portable Oxygen Systems in residential Buildings and Health Care Facilities."

POSTING OCCUPANT LOAD

Choose an Item

- 2.7.1.5.(1) - When the occupant load as determined in Article 2.7.1.4. is more than 60 persons, the occupant load shall be posted in a conspicuous location.

STANDPIPE AND HOSE SYSTEMS

Choose an Item

(reference should also be made to NFPA 25 -2002 for exact details)

Ontario Fire Code
Reference Number
Frequency

Inspection

- | | | |
|------------|---|---------------|
| 6.4.2.1. - | Inspect all hose cabinets to ensure hose position and that equipment is in place and operable | Monthly |
| 6.4.2.4. - | Inspect hose valves to ensure tightness and no water leaks into the hose | Annually |
| 6.4.2.5. - | Remove and rerack hose and replace worn gaskets | Annually |
| 6.4.1.2. - | Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions | Annually |
| 6.4.3.6. - | Hydrostatically test standpipe piping which normally remains dry | Every 5 years |
| 6.4.3.1. - | Hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding 1 year | As required |

SPRINKLER SYSTEMS

Choose an Item

(reference should be made to NFPA 25-2002 for exact details)

Ontario Fire Code
Reference Number
Frequency

Inspection

- | | | |
|------------|---|----------------|
| 6.5.3.1. - | Check that unsupervised sprinkler system control valves are open | Weekly |
| 6.5.3.3. - | Check that air pressure on dry pipe systems is being maintained | Weekly |
| 6.5.5.2. - | Test sprinkler alarms using alarm test connection | Monthly |
| 6.5.5.7. - | Test sprinkler supervisory transmitters and water flow devices | Every 2 Months |
| 6.5.5.7. - | Test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices | Every 6 Months |

<u>Ontario Fire Code Reference Number</u>		<u>Inspection Frequency</u>
6.5.3.2. -	Check exposed sprinkler system pipe hangers	Annually
6.5.3.5. -	Check all sprinkler heads are free of damage, corrosion, grease, dust, paint	Annually
6.5.4.3. -	Inspect dry pipe valve priming levels	Annually
6.5.4.4. -	Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions	Annually
6.5.5.3. -	Test water flow on wet sprinkler systems using the most hydraulically remote test connection	Annually
6.5.5.4. -	Trip-test dry pipe valves to ensure proper operation of system	Annually
6.5.5.5. -	Test flow of water supply using main drain valve	Annually
6.5.4.2. -	Inspect dry pipe systems for obstructions and flush as necessary	Every 15 years
6.5.3.4. -	Check dry pipe valve rooms or enclosures during freezing weather	As required
6.5.4.1. -	Inspect auxiliary drains to prevent freezing	As required

SPECIAL FIRE SUPPRESSION SYSTEMS Choose an Item

- 6.8.2.1. - Except as otherwise provided in this Section, where special fire suppression systems have been installed, inspection and maintenance shall be provided in conformance with the appropriate standard,
- NFPA 11 Low, medium and high Expansion Foam
 - NFPA 12 Standard on Carbon Dioxide Extinguishing Systems
 - NFPA 12A Standard on Halon 1301
 - NFPA 12B Standard on Halon 1211
 - NFPA 17 Standard for Dry Chemical Extinguishing Systems
 - NFPA 17A Standard for Wet Chemical Extinguishing Systems
 - NFPA 15 Standard for Water Spray Fixed Systems
 - NFPA 16 Standard for the Installation of Foam –Water Sprinkler and Spray Systems

Choose an Item

Fire Protection System for Commercial Cooking Equipment

Type or Volume of Cooking Frequency	Frequency
Systems serving solid fuel cooking operations	Monthly
Systems serving high-volume cooking operations such as 24-hour cooking, charbroiling, or wok cooking.	Quarterly
Systems serving moderate-volume cooking operations.	Semi-annually
Systems serving low-volume cooking operations, such as churches, day camps, seasonal businesses, or senior centers.	Annually

NOTE: the monthly requirements shall be performed by the Owner or Manager; the six (6) month requirements shall be performed by a Contractor who is properly trained in the proper inspection procedures for the system.

NOTE: surface and filter cleaning shall be performed by the Owner or a Contractor; Steam cleaning of the duct shall be performed by a contractor.

ALTERNATIVE MEASURES

No commercial cooking which produces grease laden vapours shall be done when the exhaust system is inoperative.

EMERGENCY LIGHTING SYSTEMS **Choose an Item** (reference should also be made to CSA C282 for exact details)

<u>Ontario Fire Code Reference Number</u>	<u>Frequency</u>	<u>Inspection</u>
6.7.1.1. - Check all components of the system		Monthly
6.7.1.1. - Test		Annually

MEANS OF EGRESS

<u>Ontario Fire Code Reference Number Frequency</u>		<u>Inspection</u>
2.2.3.4. -	Inspect all doors in fire separations	Monthly
2.2.6.5. -	Check all doors in fire separations to ensure they are closed	As required
2.7.3.1. -	Maintain exit signs to ensure they are clear and legible	As required
2.7.3.2. -	Maintain exit lights to ensure they are illuminated and in good repair	As required
2.7.1.7. -	Maintain corridors are free of obstructions	As required

FIRE DEPARTMENT ACCESS

2.5.1.5. -	Ensure streets, yards and private roadways provided for fire department access are kept clear	As required
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HYDRANTS **Choose an Item**

- | | | |
|----------|---|--|
| 6.6.4. - | Hydrants shall be maintained in operating condition.
Hydrants shall be inspected annually and after each use in accordance with 6.6.5. Division B of the Fire Code. | |
| 6.6.6.1. | Hydrants shall be colour coded in accordance with NFPA 291, "Recommended Practices for Fire Flow Testing and Marking of Hydrants" (PRIVATE HYDRANTS MUST BE PAINTED RED. City owned hydrants are yellow.) | |

The above requirements if applicable, must be complied with. The owners responsibilities are not limited to the above excerpts. The Fire Code must be referenced to obtain a complete list of requirements. The Fire Code may be purchased from Publications Ontario 1-800-668-9938 or on the web at:

<http://www.ofm.gov.on.ca/english/Legislation/firecode/FireCode-2015.asp>

1.2.1.1. Unless otherwise specified, the "owner" is responsible for carrying out the provisions of this Code.

FIRE PROTECTION EQUIPMENT CHECKLIST <i>Delegated responsibilities please select from drop down boxes (hover over RED text with your cursor and click to activate drop down box)</i>		Reference	Person/position Responsible
<u>DAILY:</u>			
	Exit lights should be checked to ensure that they have not been damaged and that they are illuminated.	2.7.3.2	Not Applicable
	Torches, regulators and welding equipment must be checked for defects.	5.17.2.6	Not Applicable
	Fire Alarm System, AC power lamp and trouble signal must be checked.	6.3.2.3	Not Applicable
	Temperature of the fire pump rooms must be checked.	6.6.3.2	Not Applicable
<u>WEEKLY:</u>			
	Check hoods, filters and ducts in ventilation systems subject to the accumulation of combustible deposits.	2.6.1.4	Not Applicable
	Check that the sprinkler system control valves are open and properly supervised.	6.5.3.1	Not Applicable
	Check water supply pressure and system air or water pressure to ensure operating pressure is being maintained.	6.5.3.3	Not Applicable
	Inspect valves controlling fire protection water supplies.	6.6.1.2	Not Applicable
	Inspect and operate all fire pumps	6.6.3.3 6.6.3.4	Not Applicable
	Check all components for emergency system and operate the generator set under at least 50% of the rated load for 30 minutes.	6.7.1.1	Not Applicable
<u>MONTHLY:</u>			
	Inspect all doors in fire separations.	2.2.3.4	Not Applicable
	Emergency lighting system, batteries, units, lamps to be inspected and tested.	2.7.3.3	Not Applicable
	Conduct fire alarm drills in daycare centers and health care facilities.	2.8.3.2	Not Applicable
	Test all welding and cutting equipment.	5.17.2.6	Not Applicable

FIRE PROTECTION EQUIPMENT CHECKLIST <i>Delegated responsibilities please select from drop down boxes (hover over RED text with your cursor and click to activate drop down box)</i>		Reference	Person/position Responsible
	Inspect all portable fire extinguishers.	6.2.7.2	Not Applicable
	Test the building fire alarm system and check all components including standby power batteries.	6.3.2.2	Not Applicable
	Inspect all fire hose cabinets.	6.4.2.1	Not Applicable
	Test the sprinkler system alarm.	6.5.5.2	Not Applicable
<u>EVERY 2 MONTHS:</u>			
	Test sprinkler system to central monitoring station.	6.5.5.7	Not Applicable
<u>EVERY 6 MONTHS:</u>			
	Inspect fire protection systems for commercial cooking equipment.	2.6.1.13 6.8.1.1	Not Applicable
	Check and clean crankcase, breathers, governors and linkages on emergency generator sets.	6.7.1.1	Not Applicable
	Conduct inspection and maintenance of special extinguishing systems.	6.8.1.1	Not Applicable
	Test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices.	6.5.5.7	Not Applicable
	Conduct fire alarm drills in schools attended by children (to be conducted three (3) times each in the Spring and Fall terms).	2.8.3.2	Not Applicable
<u>ANNUALLY:</u>			
	Inspect all fire dampers and fire stop flaps.	2.2.3.7	Not Applicable
	Inspect all chimneys, flues and flue pipes.	2.6.1.4	Not Applicable
	Inspect disconnect switches for mechanical air conditioning and ventilation systems.	2.6.1.8	Not Applicable
	Carry out maintenance procedures for fire extinguishers.	6.2.7.1	Not Applicable
	Conduct a complete test of the building fire alarm system by qualified personnel.	6.3.2.2	Not Applicable

FIRE PROTECTION EQUIPMENT CHECKLIST Delegated responsibilities <i>please select from drop down boxes</i> <i>(hover over RED text with your cursor and click to activate drop down box)</i>		Reference	Person/position Responsible
	Inspect all standpipe hose valves.	6.4.2.4	Not Applicable
	Remove and re-pack all standpipe hose.	6.4.2.5	Not Applicable
	Inspect all exposed sprinkler system pipe hangers.	6.5.3.2	Not Applicable
	Check all sprinkler heads.	6.5.3.5	Not Applicable
	Inspect auxiliary drains (drum drips) and drip pipe sprinkler system (each fall).	6.5.4.1	Not Applicable
	Inspect dry pipe valve water priming level.	6.5.4.3	Not Applicable
	Inspect and lubricate fire department connections.	6.5.4.4	Not Applicable
	Conduct sprinkler system alarm test using the hydraulically most remote test valve.	6.5.5.3	Not Applicable
	Connect a dry pipe system trip test.	6.5.5.4	Not Applicable
	Conduct a main drain flow test of the sprinkler system water supply.	6.5.5.5	Not Applicable
	Conduct a fire pump flow test.	6.6.3.5	Not Applicable
	Inspect and flow test all fire hydrants.	6.6.5.7	Not Applicable
	Conduct general engine and generator maintenance and engine tune-ups for emergency generator sets.	6.7.1.1	Not Applicable
	Conduct emergency light system test.	2.7.3.3(3) (b)&(4)	Not Applicable
<u>EVERY TWO (2) YEARS:</u>			
	Check valve adjustments and torque heads for emergency generator engines.	6.7.1.1	Not Applicable
<u>EVERY THREE (3) YEARS:</u>			
	Clean and service injector nozzles and check valve adjustments for emergency generator diesel engines.	6.7.1.1	Not Applicable
	Check insulation of generator windings.	6.7.1.1	Not Applicable

FIRE PROTECTION EQUIPMENT CHECKLIST		Reference	Person/position Responsible
Delegated responsibilities <i>please select from drop down boxes (hover over RED text with your cursor and click to activate drop down box)</i>			
<u>EVERY SIX (6) YEARS:</u>			
	Replace the extinguishing agent in dry chemical fire extinguishers.	6.2.7.1	Not Applicable
<u>EVERY TWELVE (12) YEARS:</u>			
	Conduct hydrostatic testing of dry chemical and vaporizing liquid fire extinguishers as required.	6.2.7.1	Not Applicable
<u>EVERY FIFTEEN (15) YEARS:</u>			
	Inspect dry pipe sprinkler system for pipe obstructions. Flush the system when necessary.	6.5.4.2	Not Applicable
<u>AS REQUIRED:</u>			
	Clean any combustible dust producing equipment.	5.10.1.2	Not Applicable
	Cleaning of residue in spray booths.	5.12.7.2	Not Applicable
	Vacuum clean and dust any dry powder finishing operations.	5.14.6.8	Not Applicable
	Inspect, clean and maintain all industrial ovens (kilns).	5.18.5.1	Not Applicable

Fire Protection System for Commercial Cooking Equipment

Reference should be made to NFPA 96 for exact details

Inspection

Fire Code	Maintenance Measures	Frequency	Responsibility
Division B 2.6.1.3.	Check hoods, filters and ducts in ventilation systems subject to the accumulation of combustible deposits	Weekly or more frequently if required	Not Applicable
Division B 6.8.2.1.	Inspect system for obvious or mechanical damage	Monthly	Not Applicable
Division B 6.8.2.1.	Visually check to ensure seals and lock pins are in place and the system is ready to operate	Monthly	Not Applicable
Division B 6.8.2.1.	Visually check all pressure gauges to ensure system is properly charged	Monthly	Not Applicable
Division B 2.6.1.13.	Visibly check fusible links and detector assembly for any accumulation of grease or deposits.	Monthly	Not Applicable
Division B 2.6.1.13.	Inspect and maintain exhaust and fire protection system for commercial cooking equipment	Every 6 months	Not Applicable
Division B 2.6.1.3.	Hoods, filters, ducts subject to accumulation of combustible deposits shall be cleaned when deposits create a fire hazard	As Required	Not Applicable
Division B 2.6.1.12. (1)	<i>Commercial cooking equipment shall be provided with exhaust and fire protection systems in conformance with NFPA 96 "Ventilation Control and Fire Protection of Commercial Cooking Operations"</i>		
Division B 2.6.1.14 (1)	<i>Instructions for manually operating the fire protection systems required under Article 2.6.1.12. shall be posted conspicuously in the kitchen</i>		Not Applicable
Division B 6.8.1.1.	Trained and qualified persons in conformance with the Ontario Fire Code shall perform inspection and servicing of fire extinguishing system.	Every 6 Months	Not Applicable
	Check cylinder gauges to ensure pressure is in operating range (within green area). Check to ensure seal (tie) has not been removed from pull out security pin.	Daily	Not Applicable

Ensure "K" rated portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.

Fire Protection **Equipment** **Maintenance Log**

When logging, please indicate the following in the required spaces.

Mark "X" for Satisfactory	Mark "O" for Unsatisfactory
---------------------------	-----------------------------

Appendix "A"

Daily Check Sheet

Fire Alarm Panel and Sprinkler System

CAN/ULC-S536-04

Visual check of main fire alarm panel and any remote panels to ensure that trouble light is not indicating a problem with system

Check to ensure AC power light is on.

Daily Check <u>January</u>	Fire Alarm trouble and AC power	Water Supply Equipment	Comments	Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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24				
25				
26				
27				
28				
29				
30				
31				

Appendix “B” Weekly Check Sheet

Emergency Power

Ensure equipment is maintained in accordance with manufactures operating instructions including CAN/CSA S282 minimum requirements.

Date	Fuel lubricants	Fuel Pump	leakage	Batteries	Charger	Air monitoring system	panel	Comments	Name
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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21									
22									
23									
24									

Appendix "C"

Weekly Check Sheet

Sprinkler Systems and Water Supply

*Ensure equipment is maintained and all valves and alarms are in working order
Visually Check unsupervised valves that they are in the opened position*

Sprinklers			Water Supply			Comments	Name
Date	Valves	Air & Water pressure	Reservoirs	Fire Pump	Bells/supervisory equipment		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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25							
26							

Additional comments

Appendix “D” Weekly Check Sheet

*Ensure equipment is maintained in accordance with NFPA 96
Visually check for accumulation of grease and condition of lights.*

Date	Range Hoods	Filters	Ducts	Extinguishing system	Shut offs	Comments	Name
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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19							
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21							
22							
23							
24							
25							
26							

Additional comments

Appendix "E" Monthly Check Sheet

Emergency Lighting

Check to ensure light will function and do not require maintenance

Location of Remote lamp or unit	Month January											
	1	2	3	4	5	6	7	8	9	10	11	12
1												
2												
3												
4												
5												
6												
7												
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9												
10												
11												
12												
13												
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25												
26												
27												
28												
29												
30												

Additional
comments

Appendix "F"

Monthly Check Sheet

Fire Doors and Separations

Check self-closers and doors are not obstructed. Check door hardware

Location of Door	Month January												
	1	2	3	4	5	6	7	8	9	10	11	12	
1													
2													
3													
4													
5													
6													
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9													
10													
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27													
28													
29													
30													

Additional comments

Appendix "G" Monthly Check Sheet

Portable Fire Extinguishers and Hose Cabinets

Month January

Ensure extinguishers are charge, not obstructed, not tampered with or damaged

Location of Extinguisher	Type	serial #	Month											
			1	2	3	4	5	6	7	8	9	10	11	12
1														
2														
3														
4														
5														
6														
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9														
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11														
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25														
26														
27														
28														
29														
30														

Additional comments

Appendix "H"

Annual Inspection

Emergency lighting

Date January

Minimum illumination time for emergency lighting Choose an item.

Location of Battery operated unit	Number of Lamps	Time Illuminated	Function	Voltage	Current	Recovery time	Function
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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24							
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30							

FIRE WATCH LOG REPORT

PERSONS ASSIGNED TO FIRE WATCH DUTIES SHALL FOLLOW THE REQUIRMENTS LISTED ON THE FIRE WATCH DUTIES SHEET AND SHALL PATROL ALL UNPROTECTED AREAS OF THE BUILDING EVERY HOUR TO CHECK FOR FIRE CONDITIONS. ALL PATROLS ARE TO BE RECORDED ON THIS LOG REPORT. 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 OFFICIAL.

Fire Watch Duties Conducted By: _____

System OUT OF SERVICE	Date:	Time:
Notification to Fire Department	Date :	Time:
System BACK IN SERVICE	Date:	Time:
Notification to Fire Department	Date:	Time:

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				

Appendix "I"

Monthly Testing - Interconnected Smoke Alarm System

Building Address:

Building Name:

Test of the electric Inter-connected smoke alarm system conducted on the _____ day of January 20__

Buildings equipped with a system of electrical interconnected smoke alarms in the common areas require the testing of the complete system monthly. These smoke alarms must be tested and maintained in accordance with the manufactures written instructions. In buildings equipped with manual pull stations connected to these interconnected smoke alarms must also be tested and results recorded. The Ontario Fire Code requires that written records of all tests, checks and inspections, as well as any corrective measures must be maintained for a period of two years and be made available upon request to the Chief Fire Official.

Check if item complies

Location of Detector	Is less than 10 years old	Not painted	Not damaged	Secure	Tested and Sounded	Signature
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

One form should be used each month











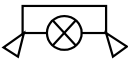








Repairs to System / Corrective actions

BUILDING SCHEMATICS

Provide a site plan and a floor plan for each story of the building, include the following on each floor plan and site plan with a legend and symbols.

1. Fire extinguishers
2. Fire alarm Control Panel
3. Fire alarm Annunciator Panel
4. Fire alarm pull stations.
5. Sprinkler Room with shut off valves
6. Hose Cabinets
7. Fire Department connections
8. All Exits
9. Emergency lighting units
10. Generator
11. Fire Pumps
12. Mechanical Rooms
13. Electrical Rooms
14. Gas Shut off valves
15. Water shut off valves
16. Fixed Extinguishing system
17. Commercial Cooking Equipment
18. Manual pull station for Fixed Extinguishing System
19. Location of Fire Safety Plan
20. Fire Access Routes
21. Directional Symbol – North, South, East, West
22. Elevators
23. Key Box Location
24. Fire Safety Plan Lock Box
25. Hydrants

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

Attach copy of individual floor plan

PROVISIONS FOR HOTELS **Choose an Item**

2.8.1.3(1)(b) of the Ontario Fire Code states that employees in a hotel establishment shall be instructed on the use of firefighting equipment, including portable extinguishers and , where applicable, standpipe and hose systems.

2.8.2.2 (2) (a) & (b) of the Ontario Fire Code states that there shall be sufficient supervisory staff available to carry out the duties as required in the fire safety plan, and in buildings greater than 3 storeys in building height or having a total area greater than 4000 square meters, supervisory staff shall be on duty whenever the building is occupied.

2.8.2.5. (1) At least one copy of the fire emergency procedures shall be prominently posted and maintained on each floor area.

(2) In addition to Sentence (1), in a hotel establishment

(a) one copy of the approved fire safety plan shall be posted in the main reception area, and

(b) a copy of the emergency procedures, location of exits and the fire safety rules shall be posted on the inside of the egress doors of each guest suite.

2.8.3.2. (1) Fire drills as described in Sentence 2.8.3.1.(1) shall be held at least once during each 12-month period for the supervisory staff, except that

(2) In addition to the requirements of Sentence (1), every employee in a hotel establishment shall take part in at least one fire drill during each 12-month period.

(3) Records of a fire drill required by this Article shall be kept for 12 months after the fire drill.

RESIDENTIAL PROPERTIES --DELETE IF NOT APPLICABLE

SMOKE & CARBON MONOXIDE (CO) ALARMS - ONTARIO FIRE CODE GUIDELINES

The Ontario Fire Code requires that mandatory Smoke & Carbon Monoxide Alarms in all places of residence be maintained in operating condition.

Any person - Landlord, Tenant, or other - can be held responsible for disabling a Smoke or Carbon Monoxide Alarm.

A tenant or any other person who disables a Smoke or Carbon Monoxide Alarm is guilty of a Provincial Offence and may be subjected to a fine of \$360.00 or if charges are laid, \$50,000 or one year in jail or both

RESPONSIBILITIES

LANDLORD

In rental residential units the Landlord is responsible for Smoke & Carbon Monoxide Alarm maintenance, and testing on a specified schedule, and is obligated to take action if a tenant reports a problem or files a complaint respecting operability of Smoke or CO Alarms.

TENANT

Smoke & Carbon Monoxide Alarms are important life safety devices installed for the protection of the occupants of the unit as well as other building occupants.

For your protection you are encouraged to take part in ensuring that the Smoke & CO Alarms are operational, and to co-operate with the Landlord (or Manager) 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 and make arrangements for replacement of the battery

Notify the Landlord if the “power on” indicator goes out on electrically wired Smoke or CO Alarms (all others) and arrange for appropriate repairs.

Notify the Landlord if the Smoke or CO Alarm is damaged and make arrangements for the repair or replacement of the unit.

When you have been absent for seven or more days arrange for the battery in the Smoke or CO Alarm to be tested by the Landlord to ensure that it is operable.

Notify the Landlord of any electrical problems that may affect the operation of electrically wired Smoke or CO Alarms.

Contact your local fire department if you have serious concerns about the operability of your Smoke or CO Alarm or any other fire safety matters in your unit.

Note that the Fire Code specifies that “no person shall intentionally disable a Smoke or Carbon Monoxide 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.

All units in the house/apartment have working smoke and CO alarms: (circle one) Yes No

Tenant signature:

Date:

Landlord Signature:

Date:

Smoke Alarms --- Tenant Testing and Maintenance Agreement Form

I _____ the tenant/occupant of unit _____

Located at _____ Muskoka Lakes, have verified that the smoke alarms installed on each floor level are in working order

The owners/owners representatives have provided me with a copy of the manufactures maintenance instructions and instructed me on doing weekly/monthly test of the smoke alarm.

I understand my responsibilities to:

- Notify the landlord when the low battery signal is active and make arrangements for replacement of the battery
- Notify the landlord if the “power on” indicator goes out on electrically wired smoke alarms (all others) 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 arrange for the battery operated Smoke Alarm to be tested to ensure that it is operable
- Notify the Landlord of any electrical problems that may affect the operation of electrically wired Smoke Alarms.
- Contact your local Fire Department if you have serious concerns about the operability of your Smoke Alarms.
- Note that the Ontario Fire Code specifies that “no person shall disable a Smoke Alarm”
- A tenant or any other person who disables a smoke alarm is guilty of a Provincial Offence and may be subjected to a fine of \$360.00 or if charges are laid, \$50,000 or one year in jail or both.
- By regulations, the interconnected AC alarms are designed to alert all units in the house/apartment if smoke is detected anywhere. While this may sometimes be an annoyance if caused by small smoke problems (ie. Burning toast) the system installed for the safety and protection of all tenants, and your understanding of the possibility of periodic inadvertently caused alarms is requested
- I understand the above and by signing this form agree not to allow anyone to tamper with the life safety equipment provided by the owner/landlord

Tenants' signature:

Date:

Landlords' signature:

Date: