

**FIRE SAFETY  
PLAN**

**Your Business Name**  
**Your Business Address**



**DURHAM, ONTARIO, CANADA**

**This Fire Safety Plan is required to be acceptable to the Chief Fire Official,  
Ontario Regulation 213/07, Section 2.8 As Amended**

**EMERGENCY PHONE NUMBERS**

**Fire Department: 9-1-1**

(Information Number 905 433-1234)

**Durham Region Police Service: 9-1-1**

(Information Number 888 579-1520)

**Durham Region Paramedic Service: 9-1-1**

(Information Number 905 665-6613)

**Facility Address:**

**Prepared By: DDI Electrical & Fire Protection, Limited**

**Issued: July 24, 2024**

**Contact: [FireProtection@ddi-efp.com](mailto:FireProtection@ddi-efp.com)**

**Website: [www.ddi-efp.com](http://www.ddi-efp.com)**

**Accepted By:**

**This plan shall be posted for review and referenced by all staff and occupants of  
your address here**

**“Acceptance of this plan must be followed by “Implementation”  
As required under Fire Code Section 2.8.2.1 your address here**

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PREVIEW

**PART 1: INTRODUCTION**

This Fire Safety Plan is for (your business name here), Ontario. This site contains one unit with several small rooms located inside intended for karaoke. This location does not include a kitchen or any heating elements inside. This site does not contain hazardous waste.

This Fire Safety Plan is required by the Ontario fire code section 2.8.

The Fire Safety Plan is designed to provide occupants safety in the event of a fire, to provide effective utilization of the fire safety features of the building, and to minimize the possibilities of fire. The plan discusses what occupants are to do in the event that a fire occurs. It will outline the role of supervisory staff, related duties and other related issues.

The Fire Safety Plan will also assist firefighters with performance duties by providing floor plans and building information if an emergency occurs.

In order for this plan to be effective the building management and supervisory personnel must know the Fire Safety Plan and be able to implement it in the event of a fire. The fire code requires the owner to be responsible for the provision for fire safety and defines "owner" as any person, firm or Corporation controlling the property under consideration. Consequently, the owner may be any one of, or a combination of parties including building management, maintenance staff, and tenant groups.

The Fire Safety Plan has been accepted by the Fire Department, but this does not in any way relieve the owner of the lease or the management of their responsibilities as set out under 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 offense on a conviction is liable to a fine if not more than \$50,000 for the first offense and \$100,000 subsequent offenses for an individual or \$500,000 for the first offense and \$1 million subsequent corporation or imprisonment for a term of not more than one year or both.

The Fire Department may require this plan or parts there once accepted to be resubmitted. If there are any changes to the occupancy use, if there's any changes in standards with the fire safety plan has not been kept current or up-to-date or because of fire official judges. (The current Fire Safety Plan will no longer be acceptable).

**Revision Submission Procedures**

At least two (2) copies of the plan 8 1/2 x 11 format or revised sections along with a copy of the original accepted plan or pages must be submitted to the chief official upon acceptance. One copy will be returned to the author and will be retained by the Fire Department.

**PART 2: DISTRIBUTION & HUMAN RESOURCES**

**2.1 Distribution of the Fire Safety Plan**

**Entire copies of the plan are required for:**

Fire Department  
Durham Fire Prevention Officer  
Occupational Health and Safety Sections  
One copy in an area on site where staff work  
Manager and Supervisor office  
Health and Safety Board

**Occupants:**

Part 5 and 6 of the Fire Safety Plan

**Cleaning and Trades Staff:**

Section 6.4 of the Fire Safety Plan

NOTE: All building occupants and employees shall be familiar with the emergency procedures including preventative measures and annual review of this document. Occupants and employees are also required to ensure all documentation is updated and current.

**PART 2: DISTRIBUTION & HUMAN RESOURCES**

**2.2 Human Resources and Emergency Phone Numbers**

**Owner:**

**Emergency Contacts**

**After Hours (5:00 pm-11:00 am Monday-Sunday & Holidays)**

**After Hours Security 24/7**

**Company:**

**Number:**

**Account Number:**

**Password:**

**Administration:**

**Number of Occupants**

**Fire Safety Consultant**

DDI Fire Protection Limited

[www.ddi-efp.com](http://www.ddi-efp.com)

Main Line: 416 275-2955

Toll Free: (877) 314-1817

**Fire Alarm Monitoring**

**Company:**

**Number:**

**Fire Alarm Service Company**

**Company:**

**Number:**

**Standpipe & Fire Extinguisher Service Company**

**Company:**

**Number:**

**Hydrant Service Company**

**Company:**

**Number:**

**Emergency Services**

**Oshawa Fire Station - 550 Highway Rd N L1H 7K5**

**Number: 911**

**Lakeridge Health Hospital Oshawa - Hospital crt Oshawa L1G 8A2**

**Number: 911**

**Durham Regional Police Central East Division - 77 Centre St N Oshawa L1G 4B7**

**Number: 911**



### **PART 3: APPOINTMENT, ORGANIZATION & RESPONSIBILITY OF SUPERVISORY STAFF**

#### **3.1 Responsibilities of Business Owner**

The Ontario Fire Code is a provincial regulation made under section 12 of the Fire Protection and Prevention Act. The “**owner**” is responsible for carrying out the provisions of this code. The owner is defined as any person, firm or corporation controlling any portion of the building or the property owner's consideration including the person in the building or property. The building owner has numerous responsibilities as specified in the Fire Code, and ensures that the following measures in the fire safety plan are implemented.

- Ensure a site incident commander (emergency coordinator) and associate emergency coordinator (S) are appointed to fulfill the rules as outlined in the fire safety plan. These positions shall be responsible for fire safety 24 hours a day.
- Establish emergency procedures to be followed at the time of any emergency.
- Ensure designated supervisors and staff are appointed and organized to carry safety duties.
- Instruct supervisory staff and occupants of their responsibilities and procedures for fire safety.
- Ensure maintenance of building fire safety systems.
- Provide alternate measures for safety occupants during the shut down of fire protection equipment.
- Tests and inspections as required by the Fire Code are completed on schedule, and that records are retained.
- Maintain a Fire Safety Plan.
- Maintain a current approval fire alarm company.

#### **3.2 Responsibilities of the Building Emergency Contact**

Emergency coordinators assume the responsibilities of the owner when he/she is the person controlling the operation of the building (as outlined in the Ontario fire code). In the event of fire, judgment may be necessary in deciding which action is appropriate in a given situation. It is your responsibility to make the selection that achieves the greatest protection for the occupants. The Emergency Coordinator or those controlling the property have numerous responsibilities related to fire safety.

- Implement this Fire Safety Plan.
- Have complete knowledge of the building's emergency response plan and know all emergency procedures.
- Ensure continued fire safety awareness within the building, and staff is trained and has reviewed this plan at a minimum on an annual basis.
- At least one of the fire emergency procedures shall be prominently posted, and maintained on each floor area.

- Distribute fire safety information (section safety plan) to all occupants and contractors identified within the plan so that the building occupants are aware of their responsibilities for life safety during an emergency situation.
- Ensure Regular scheduled maintenance checks, inspections, and tests as per the Ontario Fire code are completed on schedule.
- In the event of any shut down of fire protection equipment, follow alternative measures as outlined in the Fire Safety Plan.
- Appoint Associate emergency coordinator(s) to assist you during an emergency situation and act in your position during your absence.
- Know the basic operation of the fire alarm system, and how to reset the fire alarm system. Know the location and function of all fire protection and life safety equipment.
- Ensure that fire drills are to be held on a regular scheduled basis. Assess staff performance and training requirements and perform additional fire drills as necessary.
- Assist in fire prevention by controlling fire hazards and taking responsibility to correct them as soon as possible. Ensure measures are taken to control fire hazards within your area of control, and provide tenants/employers information to prevent hazards within their area of operation. (refer to part nine of this plan). This is especially important in the housekeeping, stores, garbage collection areas, and refuse storage and service rooms.
- Know the duties of other supervisory staff. Ensure all supervisory staff and response team members know and understand and are trained on their responsibilities during an emergency situation.
- Notify the Authority Having Jurisdiction (AHJ) of any changes that will affect the safety plan.
- Responsible for training and familiarization of all Associate Emergency Coordinator(s) and Building Operations Supervisory Staff. Ensure building operations staff are trained and reviewed as necessary.
- Ensure that occupant emergency procedure signage is posted throughout the building and on every floor level. Instructions for manual operation of kitchen hood systems posted shall be for the kitchen hood system if present.
- Ensure all required documentation is stored in a fire safety plan box.
- Complete annual review of the fire safety plan and share the Fire Safety Plan is current and reviewed as often as necessary, but at intervals not greater than 12 months to ensure account for changes within the building.
- Ensure the Fire Safety Plan is current, including PRA lists, contact information, floorplans, and training/drill records remain on site and available for inspection at any time.
- Distribute applicable keys that provide access to buildings critical infrastructure/fire protection and life safety systems to the appropriate Building Operations staff. Ensure critical areas within the building are located within tenant spaces (or within a tenant area of operation) know the location and names of the spaces and the appropriate contact with the capability to provide access to the Oshawa Fire Department in the event of a fire situation.
- Post fire alarm operation instructions next to the fire alarm and control panel.
- Identify and label each service room. Ensure posted service room labels correspond with the Fire Safety Plan.

- Ensure the fire safety routes are cleared of automobiles at all times.
- Ensure that there are no obstructions to prevent fire safety equipment from functioning properly (EX. Obstructions that would stop, hold open doors from closing, objects blocking systems shut down, ETC.)
- You are responsible for the overall supervision and accountability of building operations and staff including the safety of occupants during your shift.
- Maintain a current list of occupants requiring special assistance during evacuation.
- Maintain a list of all supervisory staff and maintain their training records for annual building information sessions held for tenant supervisory staff, (chief fire wardens/tenant management) building systems, familiarization, and industry practices

### **3.3 Responsibilities of Associate Building Emergency Coordinator**

- Know the emergency procedures and act as the emergency coordinator in their absence.
- Ensure continued safety awareness within the building. Ensure supervisor staff is trained and reviewed as necessary.
- In the event of any shut down of fire protection equipment follow alternative measures as outlined in the Fire Safety Plan.
- Know the complete operations of the fire alarm system and reset the fire alarm system locations and functions of all fire protection and life safety equipment.
- Contact building management if any fire safety protection requires being reinstalled, serviced or inspected.
- Assist in fire prevention by controlling fire hazards and conditions of a possible safety threat. Be observant, notice potential hazards, and take responsibility to correct them as soon as possible. Ensure measures are taken to control fire hazards within your area of control. This is especially important in the housekeeping storerooms, garbage collection areas as well as storage and service rooms and common areas within the building.

**3.4 Responsibilities of Cleaning & Trades Personnel**

- Be aware of emergency procedures identified within this fire safety plan.
- Contact management if any life safety protection requires being reinstalled, serviced or inspected.
- It is your ongoing duty to control fire hazards. You must be observant to notice fire hazards, and take responsibility to eliminate them immediately.

**3.5 Responsibilities of Employers and Tenants in the Building**

- Employers are responsible for fire safety within their area of operation.
- Employers are responsible for ensuring that their employees have been trained to react appropriately to fire alarms and/or fire emergencies.
- Ensure decorative material meets a high degree of flame resistance.
- Ensure maintenance of life safety equipment at all times and that the records are kept for a minimum period of two years.
- Ensure propane is not used or stored in buildings.
- Ensure exits are not obstructed or blocked.
- Ensure emergency procedures are posted at each exit.
- Ensure no open flames are used unless approved by the Oshawa Fire Department.
- Ensure staff participates in the fire drills.
- Ensure that fire safety is included in tenant workplace monthly inspections.

**PART 4: AUDIT OF BUILDING RESOURCES**

**Building Description:**

This Fire Safety Plan is for (your business name here) ON. This site is a 3000 sqf unit N/E of the block with the main entrance facing North towards Taunton, which is located beside one other business (Unit 1).

**Electrical Room:**

**Mechanical Room:**

**Water Shut Off:**

**Gas Shut Off:**

**Sprinkler Room:**

**Physical Address:**

<b><u>Type of Construction:</u></b>	Non-Combustible
<b><u>Occupancy Type:</u></b>	Group
<b><u>Number of Storeys:</u></b>	1 Storey above grade.
<b><u>Fire Alarm System:</u></b>	No
<b><u>Security Monitoring:</u></b>	Yes
<b><u>Sprinkler System:</u></b>	No
<b><u>Standpipe System:</u></b>	No

**FIRE ALARM SYSTEM**

**N/A**

PREVIEW

**FIRE ALARM SYSTEM**

N/A

PREVIEW

**FIRE ALARM SYSTEM**

N/A

PREVIEW



**FIRE ALARM SYSTEM**

N/A

PREVIEW

**FIRE DEPARTMENT ACCESS:**

The Fire Department's access to the building is through the main entrance during operating hours. The onsite staff (supervisor) will meet the Fire Department at the front door.

**After Operating Hours:**

The Fire Department is to respond to ....., the Fire Department lock box is located at the main entrance North East wall by the main door which contains the access key. The Contact info for staff to attend site during emergency is -

**Lockbox:**

The Fire Department lockbox is installed at the main entrance (North East Wall, by the Main Door which contains a key for access.

**Water Sources:**

**Municipal Hydrant:**

**Heating:**

**Emergency Lighting:**

The building is equipped with an emergency lighting system and the power is provided via battery packs. The duration is minimum 30 minutes.

**Emergency Generator:** N/A

**Kitchen Suppression:** N/A

**Standpipe System & Fire Hose Cabinet:** N/A

**Fire Extinguisher:**

Fire extinguishers are of ABC type which are located at front and rear exits with a separation of 50 ft apart, they are also in or near mechanical rooms.

**DDI-Fire Protection**

**Exits:**

Exits are located at the north and south of the building. Please refer to the Fire Safety drawings.

**Fire Pump:** N/A

**Main Utility Shutoffs:**

**Gas Detection:**

**Hazardous Material:**

**Fire Drills:** Fire drills are conducted annually, in accordance with **Ontario Fire Code**.

PREVIEW

**PART 5: EMERGENCY PROCEDURES****5.1 General Emergency Procedures for Occupants & Staff****UPON DISCOVERY OF FIRE:****Remain Calm.**

1. Leave the area with fire.
2. Activate the pull station using the nearest manual pull station.
3. Proceed to the nearest safe exit.
4. Close all doors behind you and do not lock.
5. From a safe location call the Oshawa fire department by dialing
6. Provide the exact address and Building.
7. Inform the Building supervisor regarding the condition.
8. Listen and follow instructions given by the supervisor and Oshawa Fire Department.
9. Do not return until it is declared safe to do so by the fire department official.
10. Once outside, remain a minimum of 30 m away from Building.

**IF YOU ENCOUNTER SMOKE USE ALTERNATE EXITS**

1. Always feel the doors from bottom up, seat and check for smoke before opening if the door handle is not hot brace yourself against the door and open slightly if you feel doors are hot proceed to alternate exit.
2. Stay calm, minimize conversation and move in order.
3. Do not enter the building unless declared safe by the fire department official.

**IF YOUR ALTERNATE EXITS ARE BLOCKED AND YOU CANNOT LEAVE, DO THE FOLLOWING**

1. Move to a protected room with a phone, close the door and keep it closed.
2. Dial 911 and inform the fire service of your exact location in the building.
3. Seal cracks with wet towels or masking tape if available.
4. Move to the most protected area of the room.

**PART 5: EMERGENCY PROCEDURES**

**5.2 Emergency Procedure Signage**

Fire Emergency Procedures Shall be Posted Prominently and maintained by each fire door.

**POST BY ALL EXITS AND PULL STATIONS**

**IN CASE OF FIRE**

**UPON DISCOVERY OF FIRE**

LEAVE FIRE AREA IMMEDIATELY.  
CLOSE ALL DOORS BEHIND YOU.  
“YELL FIRE”  
ACTIVATE THE FIRE ALARM SYSTEM.  
USE PULL STATION.  
CALL FIRE DEPARTMENT **911**  
FROM A SAFE LOCATION.  
LEAVE BUILDING NEAREST EXIT & PROCEED TO  
DESIGNATED ASSEMBLY AREA.

**UPON HEARING FIRE ALARM**

PROCEED TO THE NEAREST SAFE EXIT.

**REMAIN CALM**

IF YOU ENCOUNTER SMOKE IN THE STAIRWELL USE  
ALTERNATE EXIT OR FIND REFUGE IN NEAREST SAFE AREA  
AND ADVISE FIRE SERVICES VIA **911**.

## **PART 5: EMERGENCY PROCEDURES**

### **5.3 Building Exterior Evacuation Fire Plan**

This plan addresses fires in front or rear of the building(exterior). These fires will require evacuation and a detailed plan. This plan is to be deployed in combination with the Oshawa Fire Department response.

#### **Initial Response:**

Fire reported to the Oshawa Fire Department contacted to respond to the front or exterior of the . The Fire Chief will also assess the situation upon arrival for the safest and less compromised route of access. During operating hours site staff shall meet the Fire Department at their arrival inside of The for the safest evacuation route.

#### **Regular Oshawa Fire Department Meetings:**

At a minimum, have annual on-site meetings with the Fire Department to review the site layout:

- The location of the FD lock box at the back gate
- The Fire Safety Plan for the MS
- Locations of the fire hydrants

# FIRE EVACUATION PLAN

NOTES:

REV	DESCRIPTION	BY	DATE

**DDI FIRE PROTECTION**

Pickering ON, CA  
1-877 314 -1817  
www.ddi-efp.com  
Fireprotection@ddi-efp.com

CLIENT: [REDACTED]

SITE: [REDACTED]

TITLE: ARCHS BY D

SCALE	DATE	DRAWN BY
	08/02/2024	DDI-EFP

PROJECT NO.	SHEET NO.
	23

**IF YOU DISCOVER A FIRE...**

- REMOVE people from immediate danger and close doors behind you.
- LEAVE the fire area.
- ACTIVATE a fire alarm pull station.
- PHONE 911 to report a fire at your address.
- FIGHT the fire only if it is small and you are not alone.
- EVACUATE via the nearest safe exit.
- ASSIST others to reach a safe exit.

**IF YOU HEAR A FIRE ALARM...**

- EVACUATE via the nearest safe exit.
- CLOSE doors behind you.
- ASSIST persons requiring assistance.
- PHONE 911 to report a fire at your address.
- PROCEED to the designated evacuation assembly area clear of the building and arriving fire apparatus.
- DO NOT re-enter the building for any reason until the "ALL CLEAR" is given by the fire department.

**SYMBOL LEGEND**

- You Are Here
- Fire Alarm Pull Station
- Exit Signs
- Fire Extinguisher
- Emergency Light
- Exit Route
- Fire Hydrant

PREVIEW



## **PART 6: SPECIFIC INSTRUCTIONS FOR SUPERVISORY STAFF IN THE EVENT OF FIRE ALARM**

### **6.1 General Information**

Remember that the first sign of fire is smoke and a fire can establish itself within minutes.

The term supervisory staff is defined in the Ontario Fire Code as the occupants of the building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan.

Remain calm and remember to try your best to fulfill your duties as outlined in the following section, but only if there is no danger to yourself.

At the first sign of smoke related odors, smoke fumes or fire activate the fire alarm signal devices at any manual pull station.

#### **When is it a fire?**

A fire should be assumed to exist if the source of the evidence is smoke, heat or flame.

Never hesitate to activate the fire alarm or call 911 even if you only think you have perceived these signs, protect yourself and others by sounding the alarm or calling 911.

All staff must be familiar with the location and operation of fire alarm safety devices within the building.

#### **When faced with fire or heavy smoke conditions**

1. Keep low to the floor, heat and smoke rise and oxygen concentration is greater near the floor.
2. If you are unable to extinguish the fire, discontinue the attempt and call the Oshawa Fire Department. Upon arrival they will assume responsibility for fire control.
3. When carrying out the above mentioned duties always act in a calm manner to minimize the potential of perceived panic to occupants.

**6.2 Responsibilities of the Emergency Coordinator****UPON HEARING OF A FIRE SITUATION**

- Ensure proper activation of the building fire alarm system.
- Notify Oshawa Fire Department via 911.

**UPON ARRIVAL OF THE FIRE SERVICE**

- Have numerous access keys and any additional building keys available.
- Advise arriving fire service personnel of alarm, status actions taken and if any persons are not accounted for.
- Have a copy of the Fire Safety Plan available for reference.
- Provide a list of persons requiring assistance.
- Follow all directions given by the fire service and assist as required.
- Do not enter the building until declared to do so by the fire service.
- Insert all fire protection systems and fire alarm panels are not reset or silenced until the all clear is given by the fire service.
- Upon completion of clearance from the fire department, the emergency coordinator shall conduct patrol to inspect all stairwells and egress routes.

**6.3 Responsibilities of the Associate/Assistant Building Emergency Coordinator**

**General:**

- **Assess the Emergency Coordinator as required and act as the Building emergency coordinator in their absence.**
- **Notify the Emergency Coordinator of a replacement in the case of absence.**
- **Be familiar with every aspect of this plan and the life safety systems within the building and act in accordance with all provisions of this plan.**

**UPON HEARING OF A FIRE SITUATION**

- **Assist the building emergency coordinator as required and/or act as the coordinator in their absence.**

PREVIEW

**Additional Equipment Information:****Fire Protection Systems:**

In the event the automatic startup of respective fire protection and life safety systems do not initiate, a supervisory staff is to investigate the situation.

Supervisory staff (building operations and security) are responsible to be trained on and know how to conduct the following:

- Operation of the fire alarm panel (reset, silence trouble, acknowledge ground faults & supervisorys).
- Know the contact numbers for service providers (daytime and after hours).
- Refer to manufacturers guidelines and all personal safety requirements.

**6.4 Responsibilities of Facility / Cleaning & Trades Personnel****UPON DISCOVERY OF SMOKE OR FIRE:**

1. Yell out loud fire, fire, fire, clear egress, route of work, equipment, tools, cards, etc.
2. Leave immediately via the nearest exit taking all persons in the immediate vicinity with you. (close doors to fire area do not lock them)
3. Sound the alarm by activating the nearest fire alarm station.
4. Call 911 from a safe location.
5. If you encounter smoke when entering the stairwell, use an alternate exit.
6. Keep conversations to a minimum, follow instructions provided by authorized persons and fire services.
7. If you encounter smoke after entering the stairwell, exit the stairwell floor area on crossover floors and use alternate exits on that floor.
8. Once outside, proceed to the designated exterior assembly area and report to fire officials, and advise of any persons unaccounted for or injured.
9. Emergency services requiring unrestricted access do not congregate near building entrances.
10. Ensure that no one re-enters the building until it is deemed safe to do so by the Fire Chief Official.

If you cannot leave your area or have returned because of smoke or fire, consider utilizing an alternate exist.

**UPON HEARING THE BUILDING FIRE ALARM:**

1. Stop what you are doing without delay, isolate any hazardous work processes, clear egress, route of work (equipment, tools, cart, etc). Leave immediately via emergency exit taking all equipment and staff with you.
2. Direct all persons to the nearest safest emergency exit, if safe to do so check all common areas.
3. If you encounter smoke when entering the stairwell use an alternate exit.
4. Once outside proceed to the designated exterior assembly area.

## **6.5 Specific Instructions for Building Fire Wardens**

### **General Instructions:**

Employers are responsible for ensuring that their employees have been trained to react appropriately to fire alarms, and or fire emergencies in the building. Employers are responsible for fire safety within their area of operation.

Employers must designate personnel (ex.Fire Warden) to carry out procedures and must ensure that those employees are trained to discharge their duty as per section three (3) of this plan.

### **Fire Wardens**

“**Fire Warden** ” is a generic term to describe those building occupants who volunteer or are assigned to or required to perform certain functions as part of their job duties during a fire emergency/incident situation. The number of **Fire Wardens or Searchers** in the area will depend on the size of the area. If **Fire Wardens** cannot complete their evacuation duties in a reasonable amount of time, (approximately 60 seconds) it may be necessary to add more **Fire Wardens** to that area.

### **Workplace Fire Warden Procedures in the Event of a Building Fire**

1. Act quickly and responsibly upon hearing the fire alarm.
2. Retrieve high visibility apparel.
3. Begin evacuation immediately if you notice smoke or pull the manual pull station.
4. Ensure your area of responsibility is clear of people. This may include washrooms and guest waiting areas. Knock on doors call out at a level loud enough to be heard.
5. Depending on your area procedures, you may have both fire warden and fire warden searchers.
6. If you encounter a medical emergency during the evacuation, notify the building response either by calling 911 or notify once on ground level.
7. Once outside of the building, notify emergency services of persons trapped, or unaccounted for on their own.

### **Fire Warden Roles During Both Fire Alarms & Drills**

Be observant of the following.

1. Too many employees reporting to one stairwell.
2. Unnecessary chatter in the stairwell.
3. Persons bringing hazards into the stairwell.
4. Observe and document any challenges to evacuate.
5. Observe and document any gaps in your procedures.
6. Communicate positive and negative feedback of drill results and participation to the facility manager.

**Defense In Place**

In the event that the stairwells are not accessible due to fire or smoke, follow these instructions:

1. Calmly get all the people in one area of the building least affected by the fire.
2. Dial 911 on the nearest telephone and advise the Oshawa Fire department of your location and phone number whether you are in immediate danger or anything else that may assist the fire department for an effective rescue.
3. Close any doors leading into the room or area and then take cloth, paper, strips of clothing, etc. and wedge them into the cracks around the door and wherever else the smoke may enter the room.
4. Standby for rescue by Oshawa Fire Department.

**Fire Warden Incident Documentation - Post Incident Notes**

**Fire Warden Name:**

**Date & Time of Incident:**

**Area of Responsibility:**

**Persons Requiring Assistance:**

1.)

2.)

3.)

**Person Unaccounted For:**

1.)

2.)

3.)

**Challenges/Notes:**

**Visitors Within The Building (within area of operation):**

1.)

2.)

3.)

**Note: Attach visitors log.**

**Fire Warden Name:**

**Date & Time:**



**6.6 persons Requiring Assistance**

Persons requiring assistance during a building evacuation may be described as anyone who has reduced mobility, speech impediment, hearing or visually impaired, or a cognitive limitation, regardless of whether or not these conditions are obviously temporary or permanent.

A list of building occupants who may require assistance (the person requiring assistance PRA list) during an emergency building evacuation shall be maintained by the emergency coordinator. In the event of an evacuation this plan and PRA list is made available to the municipal emergency services upon their arrival. This list shall be updated on a monthly basis.

**Pre-Emergency Preparation for Persons Requiring Assistance**

1. Be familiar with the building's layout, emergency egress routes, and emergency evacuation points.
2. Speak with Property management and or Building operators about your potential evacuation needs.
3. Emergency procedures found within this plan and emergency contact information for municipal emergency services: 911.
4. Consider having a friend predetermined to assist you in the event of an emergency.
5. Should you have communication difficulties, consider having a small card containing any emergency information and or special instructions.

A copy (1) must be kept in the management office.

**Persons Requiring Assistance**

The management will create a list of persons who require special assistance in an evacuation. Building supervisory staff will update this list on an annual basis.

Notice will be distributed to occupants for the purpose of collecting information respecting persons requiring assistance in evacuation.

**Persons Requiring Assistance**

Name:

Position:

Work Area:

Phone Number:

Emergency Contact:

Particulars of physical restriction/limitation or disability that will require assistance in the event of an evacuation:

## **PART 7: SPILL PROCEDURES**

### **Definitions:**

**Minor Spill** - A minor spill is small enough that it can be safely cleaned up using the emergency spill kit and does not enter the sewer system. (less than or equal to 2 gallons of spilled liquid or combustible).

**Major Spill** - A major spill is one that cannot be contained safely with the materials available on the site and/or threatens to enter the sewer system or travels beyond the boundaries of the plant to endanger the environment.(more than 2 gallons of spilled liquid or bustable is dangerous).

### **IF A MAJOR SPILL OCCURS CALL 911**

#### **7.1 Exposure Controls / Personal Protection**

**EYE AND FACE PROTECTION:** Wear safety glasses. Contact lenses should not be exposed. Chemical goggles, and or facial shields should be worn when splashing is a possibility. If vapor exposure causes eye discomfort, use a full face respirator.

**SKIN PROTECTION:** Wear solvent resistant gloves, boots, and or face shields should be worn once splashing is a possibility.

#### **7.2 Ventilation**

A spill of any hazardous materials may result in the release of vapors that will tend to settle on the floor or other low areas, traveling distances and may ignite encountering an ignition source and flashback to the original spill area. The removal of vapors at the floor level or from other low areas will prevent this from occurring. Natural and mechanical ventilation are two basic forms of ventilation. Natural ventilation uses convection currents of heating normal air or normal diffusion to carry vapors away from the area. Opening windows and doors will assist this process. Great care should be taken when using mechanical ventilation such as a portable fan.

#### **7.3 Spill Containment**

- Where a leak occurs, if safe to do so, quickly shut off the source by closing the valve and or shut down a pump. - **If unsafe evacuate area and call 911.**
- Restrict access to the area.
- Notify the emergency coordinators.
- Wear protective equipment (goggles, gloves, lab coats, face shield, if splashing is a possibility).
- Remove or extinguish fall sources of ignition, local and remote.
- Provide adequate ventilation, mechanical and or natural.
- Use absorbent socks to dam the area.

### **DDI-Fire Protection**

- Use absorbent pads, mops, and absorbent materials to soak up the liquid.
- Place properly labeled containers.
- Final cleanup with a non-flammable solvent.

**NOTE: Some chemicals may require special instructions to always follow site specific procedures based on chemicals on hand, as directed by the individual SDS safety data sheet (located at managers office or health and safety board).**

#### **7.4 Waste Disposal**

**Disposing must occur in conformance with municipal by laws and the ministry of environment requirements. Qualified contractors must be contacted for all disposals (small/ large spills). Absorbent socks, pills, etc used to clean up a spill should be sealed in steel drums that are labeled as containing flammable or combustible waste. Do not dump into any sewers, on the ground or in any body of water.**

#### **CONTACT NUMBERS**

**Fire Department - 911**

**Ministry of environment - 416 325-4000 or toll free 1 800 565-4923**

**PART 8: ALTERNATIVE MEASURES****8.1 Portable Extinguishers**

Portable fire extinguishers shall be recharged as soon as possible after use. Repairs shall be conducted as soon as possible.

**8.2 Fire Separations**

If fire separations or closures become damaged so as to affect the integrity of their fire resistance rating, an effort shall be made by all staff to keep breaches in the separation sealed. Repairs shall be conducted as soon as possible.

**8.3 Emergency Lighting**

In the event the emergency lighting becomes inoperative, supervisory staff are to have a flashlight on them in case of a power outage. Notify your supervisor or building maintenance person anytime the emergency light is not operational. Repairs shall be conducted as soon as possible.

**8.4 Exits and Exit Signs**

If an exit sign becomes damaged or illegible, repairs shall be conducted as soon as possible.

**8.5 Fire Alarm or Standpipe System**

In the event a fire alarm system or standpipe system becomes inoperative the following shall occur:

A Fire Watch shall be conducted by a responsible person provided by the building owner or agent. The person conducting the Fire Watch shall be free from all other duties.

The building (area of impairment) shall be patrolled hourly on a 24 hour basis until the fire alarm has been restored to normal operating condition. Patrols shall be documented for record purposes in detail.

All common areas, public corridors, stairwells, storage/locker rooms, mechanical/machinery rooms, electrical room, boiler and other fueling burning appliance rooms, service rooms, and parking garages are to be patrolled during the Fire Watch.

The person performing the patrol shall be equipped with the following equipment:

- Use a bullhorn to notify the occupants of a fire condition.
- A working cellular telephone to call 911 for emergency services Only.
- A Flashlight.
- Fire Extinguisher (depending on the type of Fire Watch).

In addition to the Fire Watch, notices shall be posted at all entrances to inform Building occupants. The notice shall clearly state the problem and expected time of repair, including any special procedures.

A Fire Watch log (located in Appendix) shall be maintained from the beginning to the end of the Fire Watch according to the name of each individual patrol. The Fire Watch log shall be available for inspection by the fire service.

**Notify the Oshawa Fire Department at the non-emergency telephone number: 905 436-3311 anytime the fire alarm system is not operational, and again once the system has been fully restored.**

**Notification in writing shall be given to the Oshawa Fire Department when any fire protection equipment is out of service beyond the 24 hours.**

**PART 9: CONTROL OF FIRE HAZARDS IN BUILDING****9.1 All Staff**

- Smoking is not permitted anywhere within the building. Smoking is only permitted at the outside of the building 9 m away from the entrances and designated areas.
- Combustible materials shall not be stored within 1.5 m of electrical equipment.
- Turn off and unplug all unnecessary appliances that are not in use.
- Limit the Spread of fire or smoke by ensuring that fire doors and windows remain closed in a fire emergency.
- Do not use exits or corridors for storage as it could impede exiting in an emergency.
- Do not block fire protection, equipment, or exit doors.
- Combustible materials shall not be permitted to accumulate in any room, ventilating shaft or other means of egress, including corridor, and exit stairwells.
- Combustible materials shall not be permitted to accumulate in common rooms or spaces.
- Flammable liquids shall not be used for cleaning purposes.
- Flammable gasses shall not be used to inflate balloons.
- Improper disposal of oily chemical mixing rags.

**9.2 Electrical Equipment**

- All electrical equipment shall be CSA approved.
- Inspect equipment regularly.
- Beware of over-fusing.
- Beware of exposed wire, splicing, and overloading of electrical circuits.
- Beware of short circuits in electrical equipment.
- Refilling engines is to be only in outside areas, for example lawnmowers, snowblowers, and generators.

**9.3 Knowledge of Staff - General**

- Report any defective or faulty electrical switches, and appliances.
- Remove and clean all trash buildup.
- Report missing or burn out bulbs, especially exit signs.(exit signs shall be lit always).
- Keep all mechanical equipment free of dust.
- Do not block exits or hallways.
- Report fire equipment or fire door defects to management.
- Know the location of exits, manual pull stations and fire extinguishers and all stairwell designations.
- Know the locations of different zones within each floor.
- Ensure the safety of self occupants, visitors, and employees during an emergency situation.
- Ensure safety while using microwaves, do not overheat.
- Do not place combustible materials close to heating appliances.

**NOTE:** these are general prevention measures and site specific prevention methods should be investigated by the Owner or Property Manager.

### **9.4 Fire Extinguishment/Control/Confinement**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous. Particularly if a large amount of smoke is being generated. After everyone has evacuated the area, the alarm has been raised, and the fire service has been notified, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire. **This is a voluntary act, never attempting to fight a fire alone.** If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building, notify the Ottawa fire department via 911 and await the arrival of the fire services.

### **9.5 Directions for Extinguisher Use**

The following are basic instructions for use of a fire extinguisher. Only persons who are familiar with fire extinguisher operations should attempt to extinguish a small fire.

- PULL** Pull the pin.
- AIM** Always aim at the base of the fire using the nozzle provided.
- SQUEEZE** Activate the fire extinguisher by squeezing the handle.
- SWEEP** Move from side to side in a sweeping motion, watching to make sure that the flames do not start up again. Break up any clumps of burnt materials to ensure the fire is fully extinguished.

### **9.6 Types Of Fires**

In order to choose the right type of fire extinguisher, you must know what type of fire you are attempting to control. If you are not sure your best course of action is to leave the area and activate the fire alarm. Extinguishers are labeled as which types of fire are effective in controlling. Below a list of classifications of fires, determined by the material or fuel being burnt.

- A** - Wood, paper, textiles and other ordinary combustibles.
- B** - Flammable and combustible liquids such as oil paints and solvent.
- C** - ELECTRICAL (live or energized wires or equipment).
- D** - Combustible metals (magnesium, titanium, potassium).

**NOTE:** ABC type extinguishers shall be in all areas except kitchen and electrical rooms.



## **PART 10: FIRE DRILLS AND PROCEDURES**

### **10.1 Holding Fire Drills**

**Fire drill for building occupants shall be held once every 12 months**, In accordance with the Ontario Fire Code 2.8.3.2.(1). The participation of all supervisory staff is required also meaning that fire drills require a certain amount of time to plan for in advance.

Occupant involvement provides opportunities to assess their preparedness and response.

Occupant participation also provides opportunities to use and become familiar with the primary and alternate evacuation routes, identify areas of refuge and become more aware of the building emergency procedures that apply to them.

Occupants should be notified of the date of the fire drill. Approximately 24 hours in advance notices should be posted in the main entrance lobby notifying occupants of the fire drill.

Initiating the fire drill, notify the fire alarm monitoring company as well as notification to the local fire services prior to the drill. Inform both you will be having a fire drill and state a date of completion.

When speaking with the fire alarm monitoring operator or the fire services, ensure that you record their name or operator number.

### **Types of Fire Drill (as per the Ontario Fire Marshal Fire Drill Guidelines)**

#### **1. Comprehensive Drills**

**Comprehensive fire drills are conducted at the frequencies as specified by the fire code and involve all of the following activities and considerations:**

- The fire alarm system is activated as part of the comprehensive drill activated in a manner to assess the response of supervisory staff and building occupants where applicable to the alarm condition or alternatively by an individual participating in a given fire scenario situation to elicit an expected response during the fire drill.
- Supervisory staff operate the emergency system and equipment as they would in the event of an actual fire.
- All supervisory staff that have specific duties identified in the Fire Safety Plan participate, examples include Oshawa Fire Department provisions for access for firefighting evacuating occupants, closing doors, notifying supervisory staff who may be offsite and an assessment of timely response.
- The fire drill runs long enough to adequately assess the expected responses of supervisory staff, and the emergency procedures relative to the scenario expectations. If the drill is too short, it may not be possible to adequately assess whether sufficient staff have or will respond.
- The fire drill outcomes are documented, and where concerns are identified corrective measures are implemented.
- The desirable degree of occupant participation is taken into account.

Notices should be posted in the main entrance lobby and or information boards notifying occupants of the fire drill.

Before initiating the fire drill, notify any fire alarm monitoring company as well as notification to the local fire department services prior to the drill informing you will be having a fire drill and state the time of completion.

## **2.) Silent Drills**

Silent fire drills are conducted in addition to comprehensive drills and are more commonly conducted in buildings where there are multiple shifts, special risks or hazards, and in any situation where staff turnover is frequent. These drills are local exercises conducted in a designated department or specified area of the building for the purpose of ensuring that all supervisory staff participate in fire drills at a desired frequency. Features of silent fire drills include the following:

- These drills do not involve the actual activation of the fire alarm system. Fire alarm system activation is only simulated.
- Tenant managers department has supervisors or other designated persons monitor the emergency response of individuals and a specific area to a simulated or desired fire scenario.
- Participants involved in the area response to the simulation in accordance with their emergency procedures.
- These drills provide opportunities for assessing the adequacy of the emergency preparedness of persons on all shifts and individual tenancies departments or area specific responses.
- To avoid accidental activation of the fire alarm system during these exercises, the individual initiating and monitoring the drills takes the appropriate steps to ensure that the drill remains silent by notifying personnel in the area in advance of the exercise.
- The Fire drill outcomes are documented and when concerns are identified, corrective measures are implemented. In some instances the exercises can be repeated immediately to reinforce appropriate responses by staff and occupants.

## **2.) Table Talk Drills**

Table talk drills are also conducted in addition to comprehensive fire drills. Similar to silent fire drills table talk exercises are conducted in a designated department or specified area of a building. The major difference between a silent drill and a table talk drill is that table talk exercises do not involve physical demonstration of the emergency response activities.

When planning table talk drills, consider the following:

- Table talk drills involve facilitated discussion surrounding examples of fire scenarios.
- Managers, department heads, supervisors, and or other designated persons facilitate discussion and monitor the recommended emergency responses of individuals to a described scenario.
- Participants involved in the table talk drills must describe their proposed response to the given scenario. The facilitator assesses the adequacy of the suggested response behavior, and where necessary uses the opportunity to reinforce correct responses expected of supervisory staff.

Table talk drills provide opportunities to assess adequacy of the emergency preparedness of persons on all shifts, in individual tendencies, departments or areas specific responses. They may help identify local hazards and the need to update procedures and practices. The fire drill outcomes are documented and where concerns are identified, corrective measures are implemented. In some instances after the table talk discussion, a silent drill or a comprehensive drill could be initiated to reinforce appropriate responses by staff and occupants.

### **10.2 Fire Drill Procedures for Annual Evacuation Drills**

#### **Oshawa Fire Department & The Monitoring Company must be notified prior to conducting a Building Evacuation Drill**

Prior to conducting the fire drill, several tasks shall be conducted to ensure the safety of building occupants and the smooth operation of the scheduled fire drill.

These items are as follows.

#### **Between 24 hours and one hour prior to the fire drill:**

- Emergency stairwell lighting to be inspected.
- Exit paths are clean and unobstructed.

#### **At the time of the fire drill:**

- Ensure that all staff assisting with the fire drill are in their proper positions, example: directional staff and or security personnel and building operators.
- Immediately prior to the fire drill a message indicating that you were conducting a fire drill shall be read over the fire alarm paging system.
- Activate Evacuation tones through the fire alarm system.

Ensure that all are communicated that the drill is over once the last person exits the building and the systems are reset. A report will be completed for each of the annual fire drills outlining the daytime and detailed start and end time observations and lessons learned. The report shall remain at the property for inspection as required by the local fire services for a period of two years.

**10.3 Fire Drill Report**

**Date:**

**Time:**

**Staff Present:**

1.)

2.)

3.)

4.)

**Question To Be Considered:**

	<b>YES</b>	<b>NO</b>
1. Was the alarm company notified to put the system on test?	___	___
2. Was the alarm monitoring company called to confirm the signal was received?	___	___
3. When speaking to an alarm monitoring company, make sure to record technician name, or operator number?	___	___
4. Did the elevators recall to proper floor?	___	___
5. What was the location of the police station used?	___	___
6. Which area did the alarm or annunciator annunciate?	___	___
7. Was the fire system reset after the drill was completed?	___	___
8. Did staff react promptly?	___	___
9. Did the staff follow proper procedures?	___	___
10. Did any occupants leave the building?	___	___
11. Was the fire alarm heard? Did the bells operate?	___	___
12. Was any staff accounted for?	___	___
13. Was the incident noted within 24 hours?	___	___
14. Was attendance recorded?	___	___
15. Was there any obstruction in front of the fire doors at the time of the alarm?	___	___

Corrective action taken by maintenance department if applicable:

Signature of person, completing the report:

**COPY OF THIS FIRE DRILL WILL BE PROVIDED TO THE BUILDING EMERGENCY COORDINATOR AND REMAIN ON FILE FOR A PERIOD OF 2 YEARS.**

**PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS**

**CHECK, INSPECT AND TEST REQUIREMENTS OF THE CODE**

The Chief Fire Official (Fire Prevention Personnel) periodically inspects buildings to ensure that the required checks, inspections and tests are being carried out. The Ontario Fire Code Regulation 213/07 sets specific requirements for checking, inspecting and testing of fire safety equipment in the existing buildings. There are also requirements for the maintenance of records. Whenever a defect or deficiency is discovered in any fire safety device the property owner or his agent must take immediate corrective action.

It is stated in the fire code that records of all tests and corrective measures are required to be retained for a minimum of two years and made available to the local fire department immediately upon request. This also applies to all fire safety plans.

Fire drill records are required to be retained for a minimum period of one year.

The owner is responsible to ensure that all checks, inspections and tests are completed. The term operations in the chart below refers to the person in charge of the operations of the facility. Always refer to the Ontario Fire Code for complete requirements.

The owner will assign the supervisor of staff and/or qualified contractors to fulfill the following requirements.

<b>GENERAL LIFE SAFETY SYSTEMS</b>	<b>FREQUENCY</b>	<b>RESPONSIBLE</b>
Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed.	<b>General</b>	<b>Owner</b>
Exit signs shall be clearly visible and maintained in clean and legible condition.	<b>General</b>	<b>Owner</b>
Internally illuminated exit signs shall be kept clearly illuminated at all times when the building is occupied.	<b>General</b>	<b>Owner</b>
When subject to accumulation of combustible deposits, hoods, filters and ducts shall be checked and be cleaned once such deposits create an undue fire hazard.	<b>Weekly</b>	<b>Owner</b>
Doors in fire separations shall be inspected for proper operation.	<b>Monthly</b>	<b>Owner</b>
Fire dampers, and fire stop flaps shall be inspected.	<b>Annually</b>	<b>Owner</b>
Disconnect, which is for mechanical air conditioning and ventilating systems shall be inspected to establish that the system can be shut down.	<b>Annually</b>	<b>Owner</b>

**PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS**

<b>EXITS AND EXIT SIGNS</b>	<b>FREQUENCY</b>	<b>RESPONSIBLE</b>
Check to ensure that internally illuminated signs are illuminated.	<b>Daily</b>	<b>Owner</b>
Check exit signs to ensure that they are clearly visible and in legible condition.	<b>Daily</b>	<b>Owner</b>
Maintain exits and access to exits free of obstruction both inside and outside.	<b>Daily</b>	<b>Owner</b>
Maintain exit doors to be opened easily and without the use of a key from inside where required only pan style hardware shall be used to secure exit doors.	<b>Daily</b>	<b>Owner</b>

<b>FIRE SEPARATION</b>	<b>FREQUENCY</b>	<b>RESPONSIBLE</b>
Check closures to ensure that they are not blocked or wedged open.	<b>Daily</b>	<b>Owner</b>
Check the area around the doors to ensure that they are clear of anything that would interfere with the operation of the door.	<b>Daily</b>	<b>Owner</b>
Inspect closures to ensure that they operate as originally designed.	<b>Monthly</b>	<b>Owner</b>
Inspect separations to ensure there is no damage that could affect the fire rating of the separation.	<b>Monthly</b>	<b>Owner</b>

**PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS**

<b>EMERGENCY LIGHTING SYSTEM</b>	<b>FREQUENCY</b>	<b>RESPONSIBLE</b>
Check pilot lights for indication of proper operation.	<b>Monthly</b>	<b>Owner</b>
Ensure that the battery surface is clean and dry.	<b>Monthly</b>	<b>Owner</b>
Ensure that terminal connections are clean and free of corrosion and lubricated.	<b>Monthly</b>	<b>Owner</b>
Ensure that terminal clamps are clean and tight as per manufacturer's specification.	<b>Monthly</b>	<b>Owner</b>
Emergency lighting equipment shall be tested to ensure that the emergency lighting will function upon failure of the primary power supply.	<b>Monthly</b>	<b>Owner</b>
Emergency lighting equipment shall be tested to ensure that the units will provide lighting for a duration equal to the design criteria under simulated power failure conditions.	<b>Annually</b>	<b>Owner</b>
After completion of the charging condition, the voltage and current. The recovery will be tested today to ensure that the charging system is in accordance with the manufacturer's specifications.	<b>Annually</b>	<b>Owner</b>

**PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS**

<b>PORTABLE FIRE EXTINGUISHERS</b>	<b>FREQUENCY</b>	<b>RESPONSIBLE</b>
Except as otherwise stated in the section maintenance and testing of portable fire extinguishers shall be in conformance with NFPA 10 2013.	<b>General</b>	<b>All Parties</b>
Each portable fire 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.	<b>General</b>	<b>Certified Contractor</b>
A permanent record containing the maintenance date, the examiners name, and a description of any work or hydrostatic test carried out, shall be prepared and maintained for each portable extinguisher.	<b>General</b>	<b>Certified Contractor</b>
All extinguishers shall be recharged after use or indicated by an inspection or one performing maintenance when recharging is performed the recommendations of the manufacturer shall be followed.	<b>General</b>	<b>Certified Contractor</b>
Portable extinguishers shall be inspected.	<b>Monthly</b>	<b>Certified Contractor</b>
Fire extinguishers shall be subject to maintenance.	<b>Annually</b>	<b>Certified Contractor</b>
Maintenance procedures shall include a thorough examination of the three elements of an extinguisher <ul style="list-style-type: none"> <li>• Mechanical parts</li> <li>• Extinguishing agent</li> <li>• Discharging means</li> </ul>	<b>Annually</b>	<b>Certified Contractor</b>
Pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested.	<b>Every 5 Years</b>	<b>Qualified Contractor</b>
Stored pressure extinguishers shall be emptied and subject to the applicable maintenance procedures.	<b>Every 6 Years</b>	<b>Qualified Contractor</b>
Mild steel or aluminum shelf fire extinguishers shall be hydrostatically tested.	<b>Every 12 Years</b>	<b>Qualified Contractor</b>



**PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS**

<b>STANDPIPE SYSTEMS (FIRE HOSE)</b>	<b>FREQUENCY</b>	<b>RESPONSIBLE</b>
Hose stations shall be inspected to ensure that the hose and equipment are in proper position and appear to be operable.	<b>Monthly</b>	<b>Owner</b>
Plugs or caps on fire department connections shall be removed and the threads inspected for where rust or obstruction resecure plugs or caps are wrench tight.	<b>Annually</b>	<b>Owner</b>
If plugs or caps are missing, examine the fire department connection for obstructions that flush if necessary and replace the plugs or caps.	<b>Annually</b>	<b>Owner</b>
Hose valves shall be inspected to ensure that they are tight and that there is no water leakage into the hose.	<b>Annually</b>	<b>Owner</b>
Standpipe hose shall be removed and re-racked. Worn gaskets in the couplings, at the hose valves and at the nozzle shall be replaced.	<b>Annually or After Use</b>	<b>Qualified Contractor</b>
The dry portion of the fire department connection piping of a standpipe system shall hydrostatically be tested at a pressure of not less than 1050kPa (gauge) for 2 hours at intervals of not more than five years where: the fire department connection piping has been in service for more than five years or the age of the fire department connection piping cannot be determined. If fire department connection piping has not been hydrostatically tested within the previous five years, the first test must be completed by January 1.	<b>5 Years</b>	<b>Qualified Contractor</b>

**PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS**

<b><u>FIRE ALARM SYSTEMS</u></b>	<b><u>FREQUENCY</u></b>	<b><u>RESPONSIBLE</u></b>
Fire alarm system components shall be kept unobstructed.	<b>General</b>	<b>Owner</b>
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	<b>General</b>	<b>Qualified Contractor</b>
<b>Check</b> the principle and remote trouble lights for trouble indication.	<b>Daily</b>	<b>Owner</b>
<b>Inspect</b> the AC power on light to ensure it's normal operation.	<b>Daily</b>	<b>Owner</b>
One manual alarm initiating device shall be operated on a rotational basis, and shall initiate an alarm condition. Note: The fire alarm system shall be running on the back up power source during this test.	<b>Monthly</b>	<b>Owner</b>
Function of all signal devices shall be ensured.	<b>Monthly</b>	<b>Owner</b>
The annunciation panel shall be checked to ensure correct annunciation.	<b>Monthly</b>	<b>Owner</b>
Intended function of the audible and visual trouble signals shall be ensured.	<b>Monthly</b>	<b>Owner</b>
Fire alarm batteries shall be checked to ensure the following: <ul style="list-style-type: none"> <li>• Terminals are clean and lubricated.</li> <li>• Terminal clamps are clean and tight.</li> <li>• Electrolyte level and specific gravity, where applicable meet manufacturer specifications.</li> </ul>	<b>Monthly</b>	<b>Owner</b>
Yearly tests shall be conducted by a certified fire alarm contractor as required by the Ontario Fire Code, Section 1.1.5.3 Test shall be in conformance with CAN/ULC S563, Inspection and Testing of Fire Alarm Systems.	<b>Annually</b>	<b>Qualified Contractor</b>

**PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS**

<b><u>FIRE HYDRANTS</u></b>	<b><u>FREQUENCY</u></b>	<b><u>RESPONSIBLE</u></b>
Municipal and private hydrants shall be maintained in operating condition.	<b>General</b>	<b>Qualified Contractor</b>
Hydrants shall be maintained free of snow and ice accumulations. Hydrants shall always be readily available and unobstructed for use.	<b>General</b>	<b>Owner</b>
Hydrants shall be inspected annually and after each use in accordance with articles 6.6.52 and 6.6.5.5. When in use or being inspected in accordance with sentence(2), shall be equipped with port caps that are secured wrench tight. Shall be removed and the connections inspected for where or obstruction that in any way hamper easy removal and corrective action shall be taken as needed or shall be refused and flushed in accordance with article 6.6.5.7 and the cap shall be reinstalled. The hydrant barrel shall be inspected to ensure that no water has accumulated within the barrel when the main valve is in the closed position where the hydrant barrel is required to contain water under article 6.6.5.3, the main valve shall be inspected for operation. If the hydrant barrel is required to contain water because of poor drainage that is impractical to correct, appropriate measures shall be taken to prevent freezing under winter conditions.	<b>Annually</b>	<b>Qualified Contractor</b>
Hydrant water flow shall be inspected annually in accordance with article 6.6.57. The main valve of the hydrant shall be fully opened and the hydrant operated with one port open and the water flow checked.	<b>Annually</b>	<b>Qualified Contractor</b>

**NOTE: Yearly tests shall be conducted by a certified fire alarm contractor as required by the Ontario Fire Code Section 1.1.2.1 tests shall be in conformance with CAN/ULCS536 inspection and testing of Fire Alarm Systems.**

**PART 12: APPENDIX**

**HAZARDOUS MATERIALS INVENTORY LIST**

**OUT OF SERVICE - Equipment / Device**

**OUT OF SERVICE - Fire Alarm System**

**OUT OF SERVICE - Emergency Lighting**

**FIRE ALARM DRILL NOTICE**

**FIRE WATCH LOG**

**ACKNOWLEDGEMENT TABLE**

**STAFF TRAINING LOG SHEET**

**PERSONS REQUIRING ASSISTANCE - FORM**

**PERSONS REQUIRING ASSISTANCE - List**

**NOTES**

## Hazardous Materials Inventory List

**Updated:**

Product Name	Supplier Name	Location	Quantity	Product Number	Review Date

PREVIEW

# **FIRE ALARM SYSTEM OUT OF SERVICE**

A FIRE WATCH IS PATROLLING THE  
AFFECTED FLOOR AREA

**IN CASE OF FIRE CALL 9-1-1  
FOLLOW EMERGENCY PROCEDURES**

**For Additional Information Please Contact Building Management**

**START DATE:**

**START TIME:**

**END DATE:**

**END TIME:**

# **EMERGENCY LIGHTING SYSTEM OUT OF SERVICE**

**HAVE A FLASHLIGHT IN CASE OF  
POWER OUTAGE**

**IN CASE OF EMERGENCY CALL 9-1-1  
FOLLOW EMERGENCY PROCEDURES**

**For additional information please  
contact Building Management.**

**START DATE:**

**START TIME:**

**END DATE:**

**END TIME:**

# FIRE ALARM DRILL NOTICE

The supervisory staff of this building will be performing a fire alarm drill in accordance with the fire safety plan and the Ontario Fire Code on:

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(Date)

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(Exact Time)

The bells will sound until the fire alarm drill is completed. Please do not call the Oshawa Fire Department when you hear the bells at the time specified above.

Please notify the supervisory staff if you have difficulty hearing the alarm bells in your area.

Should you hear the bells at any other time during the day, please treat it as an emergency and follow the emergency procedures.

**For additional information please contact the Building Management.**



# FIRE WATCH LOG

Date:

Address:

Area Of Impairment:

## REASON FOR FIRE WATCH

Fire Alarm Inoperative

Sprinkler System Inoperative

Other

Notification provided to  Fire Department:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Reference#: \_\_\_\_\_

Notification provided to  monitoring company:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Reference#: \_\_\_\_\_

#	NAME OF PERSON CONDUCTING FIRE WATCH
1	
2	
3	
4	



**ACKNOWLEDGEMENT TABLE**

All parties who have designated responsibilities in this plan must sign the form below indicating that they read the Master Copy of the Fire Safety Plan.

NAME	SIGNATURE	DATE

PREVIEW

# STAFF TRAINING LOG SHEET

## TRAINING OF SUPERVISORY TEAM

**FIRE SAFETY  
EDUCATION AND TRAINING  
SEMINAR ATTENDANCE RECORD**

**COMPANY:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

DESCRIPTION OF SPECIFIC SUBJECTS:

NAME	SIGNATURE	DEPARTMENT	DATE	INITIALS

**PART 13: SCHEMATIC DRAWINGS**

- 1. Site Plan**
- 2. Building Plan**

PREVIEW