

Fire Safety Plan

(Single - Stage Fire Alarm System)

for

Building Name:

Building Address:

PREPARED BY:

EMAIL AND PHONE NUMBER:

DATE PREPARED:

REVISION DATES:

SIGNATURE OF CHIEF FIRE OFFICIAL:



**The Corporation of the
City of North Bay**

200 McIntyre St., East
P.O. Box 360
North Bay, Ontario
Canada P1B 8H8
Tel: (705) 474-0400

**North Bay Fire &
Emergency Services
Fire Prevention & Life Safety Division
119 Princess Street West
North Bay, Ontario
Canada P1B 6C2
Tel: 705-474-0626 Ext. 4800**



Specific Instructions

Please do not unlock/unprotect this document

This document shall be completed and submitted to the North Bay Fire & Emergency Services Fire Prevention & Life Safety Division **via email**.

1. If there are fields that do not apply to your building please indicate with **N/A**.
2. When the template has been reviewed by the Fire Prevention Officer, it may be returned to you via e-mail with an attached “checklist” outlining any required additions/corrections.
3. If you require any information or clarification regarding any of these fields contact Fire Prevention Officer Randy Vezina at randy.vezina@cityofnorthbay.ca or click on this web site to view the *Ontario Fire Code*. [Ontario Fire Code](#)
4. If the floor plan drawing(s) is not completed with a computer it shall be scanned and submitted by email to randy.vezina@cityofnorthbay.ca
5. Due to time restraints, it is important that you follow these instructions and liaison with the Fire Prevention Officer via email.
6. The contacts for all Fire Prevention staff are:
 - a. Fire Prevention Officer Randy Vezina
705-474-0400 ext. 4835
randy.vezina@cityofnorthbay.ca
 - b. Public Education Officer Sheri Korn
705-474-0400 ext. 4806
sheri.korn@cityofnorthbay.ca
 - c. Fire Prevention Officer Joe Gardiner
705-474-0400 ext. 4841
joe.gardiner@cityofnorthbay.ca

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Part 1

Introduction

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

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. The Fire Code defines “**OWNER**” as “any person, firm or corporation controlling the property under consideration”. Consequently, owners may be managers, maintenance staff and tenant groups.

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

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

The fire safety plan approved location is: **FIRE SAFETY PLAN BOX
INSIDE MAIN ENTRANCE**

SUBMISSION PROCEDURES

When the fire safety plan and floor plan drawings have been completed please **submit by e-mail only** to Fire Prevention Officer (FPO) Randy Vezina at **randy.vezina@cityofnorthbay.ca** The FPO may return the plan and drawing(s) to you via e-mail with an attached “checklist” with required additions/corrections. When additions/corrections are complete, re-submit to the FPO **via e-mail** and when approved a signed copy will be returned to the author via Canada Post and one copy will be retained by the North Bay Fire & Emergency Services.

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

The Fire Safety Plan shall be reviewed as often as is necessary, but at intervals not greater than 12 months, to ensure that it takes into account changes in the use and other characteristics of the building

Part 2(a)

Resources Audit

You are required to place an 'X' in the check boxes provided. Place the 'X' inside the box, not on the outside. If you experience a problem, simply right-click on the box, left-click *properties*, and then left-click the circle marked *checked*.

Any box (or shaded area) that is not applicable to your building must be marked **N/A**

BUILDING PROFILE AND FIRE SAFETY SYSTEMS

Building Information		
Common Name of Bldg.:	Building Construction Type:	
Address:		
City: North Bay	Postal Code:	
Number of Stories:	Number of Units:	Building Area:
Indicate the primary use of your building:		
Building Facilities		
Do you have a parking garage? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have an elevator? Yes <input type="checkbox"/> No <input type="checkbox"/> Auto Recall Yes <input type="checkbox"/> No <input type="checkbox"/> Manual Recall Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there a firefighter elevator? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have smoke control devices? Yes <input type="checkbox"/> No <input type="checkbox"/> Magnetic hold open devices on doors? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have pressurized stairwells? Yes <input type="checkbox"/> No <input type="checkbox"/>	Interior roof access? Yes <input type="checkbox"/> No <input type="checkbox"/> Where?
Do all stairwells exit to the exterior? Yes <input type="checkbox"/> No <input type="checkbox"/> If no explain?		
Do you have hazardous materials stored on site? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list the materials and there quantities:		
Building Access		
<input type="checkbox"/> Lock Box	<input type="checkbox"/> CHUBB	Location:
<input type="checkbox"/> Entry Code	<input type="checkbox"/> Other Type	Location:
Onsite Building Information		
<input type="checkbox"/> Fire Safety Plan	Location:	
<input type="checkbox"/> WHMIS Information	Location:	
<input type="checkbox"/> Other	Location:	
Occupant Load		
Residents/Occupants	Total Number:	Daytime approx. Number:
		Evenings approx. Number:

ALARMS & EVACUATION SYSTEMS

Alarm Systems	
<input type="checkbox"/> Main Fire Alarm Control Panel	Location:
<input type="checkbox"/> Annunciator Panel Location	Location(s):
<input type="checkbox"/> Single Stage Fire Alarm System	
Make:	Model:
<input type="checkbox"/> Security/Intrusion	<input type="checkbox"/> Partial System <input type="checkbox"/> Sprinkler System used as Fire Alarm
Fire Protection Devices (Check any that are present in your building)	
<input type="checkbox"/> Smoke Alarms (Battery or hardwired units)	<input type="checkbox"/> Emergency Lighting (Battery powered)
<input type="checkbox"/> Smoke Detectors (Alarm System)	<input type="checkbox"/> Carbon Monoxide Detectors
<input type="checkbox"/> Heat Detectors	<input type="checkbox"/> Fire Extinguishers
<input type="checkbox"/> Evacuation Communications System (PA)	<input type="checkbox"/> Voice Communication System
<input type="checkbox"/> Commercial Kitchen Hood Suppression System	<input type="checkbox"/> Exit Signs (internally illuminated)
Evacuation Information	
<input type="checkbox"/> Meeting Place (Location occupants assemble immediately after leaving building during evacuation.)	
Location:	
<input type="checkbox"/> Areas of Refuge: (Shelter if necessary)	
Re-Entry Procedures: (Wait for approval from Fire Official)	

FIRE PROTECTION

Water Supply		
Is there a fire hydrant within 90 meters of your buildings front door? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you answered no, is there another year round source of water on your property Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you answered no to both questions, immediately contact Fire Prevention at 705 474-0400		
Sprinkler System		
Do you have a sprinkler system in your building? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to next entry.)		
If yes, does it cover your whole building? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, what areas are sprinklered?		
If you have a sprinkler system in your building, the following devices must be indicated on the diagram of your building: Fire Department Connection (Siamese) Connection, Sprinkler Control Room, Fire Pump(s), Main Control Valve, Isolation Control Valve(s), and Post Indicator Valve(s).		
Is your sprinkler connected to the Fire Alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, is there a water gong or other alerting device to indicate water flow? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, immediately contact Fire Prevention at 705 474-5662		
Standpipe System		
Do you have a standpipe system in your building? (Fire hose cabinets) Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to next entry.)		
If yes, does it cover your whole building? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, what areas are covered?		
Do your fire hose cabinets have fire extinguishers? Yes <input type="checkbox"/> No <input type="checkbox"/>		
How are the hose cabinet doors opened if they are locked or fastened?		
If you have a standpipe system in your building, the following devices must be indicated on the diagram of your building: Fire Department Connection (Siamese) Connection, Hose Cabinets, and Main Shut Off Valve.		
Fixed Extinguishing Systems		
Area Protected	Type	Specify Details
<input type="checkbox"/> Kitchen/Commercial (NFPA 96)		
<input type="checkbox"/> Spray Booth		
<input type="checkbox"/> Other		
Extinguishing System connected to Fire Alarm Yes <input type="checkbox"/> : No <input type="checkbox"/>		

UTILITY PROVISIONS

Electrical, Utility & Fuel Supplies			
<input type="checkbox"/> Water Main Shut off	<input type="checkbox"/> Main Electrical Shut off		
<input type="checkbox"/> Natural Gas Shut off	<input type="checkbox"/> Fuel Oil/Diesel Shut off		
<input type="checkbox"/> Emergency Generator	Location:		
All the above items must be indicated on your building diagram.			
Refuse			
			Sprinkler Coverage
<input type="checkbox"/> Garbage Room	Location:		<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Chute	Location:		<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Compactor	Location:		<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Exterior Storage	Location:		
All the above items must be indicated on your building diagram.			

Part 2(b)

HUMAN RESOURCES AUDIT

Ownership			
Building Owner:		Res:	Cell:
Address:		Bus :	Ext:
City:	Postal Code:	Fax :	Pager :
		Email:	
Keyholders			
Enter keyholder information in the order of priority for contacting			
1. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)			
Name:		Res:	Cell :
Position:		Bus :	Ext:
Address:		Fax :	Pager :
2. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)			
Name:		Res:	Cell :
Position:		Bus :	Ext:
Address:		Fax :	Pager :()
3. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)			
Name:	Phone:	Res: ()	Cell :
Position:		Bus: ()	Ext:
Address:		Fax: ()	Pager :
FIRE ALARM MONITORING Co.		Phone No.	
SPRINKER MONITORING Co.		Phone No.	

Important reminder – if there is any change to personnel you must make the change on this page immediately and ensure the change is reflected in your document that is located in your Fire Safety Plan box at the entrance of the building. Also, please forward the change to the Fire Prevention Officer (randy.vezina@cityofnorthbay.ca).

Part 3

Emergency Procedures

EMERGENCY PROCEDURES SIGNAGE SHALL BE POSTED AT ALL FIRE ALARM SYSTEM PULL STATIONS AND EXITS. THE INSTRUCTIONS SHALL READ AS FOLLOWS:

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- LEAVE FIRE AREA IMMEDIATELY
- CLOSE DOORS
- SOUND FIRE ALARM
- LEAVE BUILDING VIA NEAREST EXIT AND PROCEED TO MEETING AREA
- CALL 911 FROM SAFE LOCATION

UPON HEARING FIRE ALARM

- LEAVE BUILDING VIA NEAREST EXIT AND PROCEED TO MEETING AREA
- CLOSE DOOR BEHIND YOU
- DO NOT USE ELEVATOR

C A U T I O N

IF YOU ENCOUNTER SMOKE – USE AN ALTERNATE EXIT

IF SMOKE IS HEAVY IN THE CORRIDOR IT MAY BE SAFER TO STAY IN YOUR AREA. CLOSE DOOR AND ATTEMPT TO SEAL OFF ANY CRACKS.

Decals with this information can be purchased from the 'Fire Marshal's Public Fire Safety Council's Distribution Centre.' toll free: 866-379 6668

Part 4

Emergency Procedures for Supervisory Staff

Upon Discovery of Fire

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

Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Notify North Bay Fire and Emergency Services of the emergency condition. Dial 9-1-1 and ask for North Bay Fire and Emergency Services.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the firefighters, inform the Fire Officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the firefighters as to location of persons, names and room numbers of occupants who are unable to use stairs to evacuate, master keys for this occupancy and service rooms, etc.

Related Duties

In General

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

Emergency Procedures Instructions/Guidelines

Please pay special attention to the following instructions:

Are there persons on site with disabilities (or is there potential for persons to be on site with disabilities) which may hinder their evacuation. **If so, you must plan for their evacuation and state that plan in writing.** Disabilities may include but not limited to loss of (or limited) sight, mobility issues, cognitive issues. If any person requires assistance in evacuating Supervisory Staff may have to seek assistance from any responsible, able-bodied person to move the person outside and a responsible person must remain with that person at the designated meeting area. Whenever possible, persons requiring assistance must be moved to an exit with their assistive devices, i.e. wheelchairs, crutches, scooters, as they will require these devices once outside the building. The device may have to be left in the building if it is too heavy or too large to be safely, quickly and easily transported, or if it is likely to block the emergency exit.

Please state in writing your established procedures for conducting a fire drill. The purpose of conducting fire drills is to ensure that all Supervisory Staff are totally familiar with the emergency evacuation procedures. Example procedures may read as follows; Primary Supervisory Staff will notify *Fire Dispatch* by dialing 472-1221 prior to and after the drill to ensure that Fire Crews do not respond to a drill and also contact the fire alarm monitoring service to ensure that they did receive an alarm signal. All Supervisory Staff should meet 30 min. prior to the drill to be briefed and decide what alarm activation (pull station) station will be activated. Designated Supervisory Staff would activate the alarm and immediately implement the emergency procedures. After completion of the drill Supervisory Staff will reset the pull station and immediately meet again to discuss any deficiencies and complete a **Fire Drill Record** report.

Please describe in writing precisely (by Position, not by name) who is the Chief Supervisory Staff and who are the subordinate Supervisory Staff (by Position) and what their duties are in the event of a fire. Various duties are listed commencing on page 9. **Also describe (by Position) who is actually responsible** for training other Supervisory Staff as per the requirements found (commencing page 9) in this Fire Safety Plan. **Also describe (by position) how and how often the trainer** will train other occupants of the building, i.e. a notice will be posted advising all occupants that a meeting will be held at a specific location within the building so that all occupants receive instruction on fundamental emergency evacuation procedures and fundamental fire safety practices as noted in this Fire Safety Plan. **Document dates, times, places, attendee's etc. of each training session.**

Emergency Procedures

Emergency Procedures

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Emergency Procedures

Part 5

Responsibilities of the Owner / Occupant

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

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety, including the procedures for use of elevators.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures on each level.
- **Where a Fire Alarm System has been installed with no provisions to transmit a signal to the fire Department, a legible notice that is not easily removed, shall be affixed to the wall near each manual pull station with the wording that the Fire Department is to be notified in the event of a fire emergency and including the emergency number, 911.**
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan and review annually.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.

Part 6(a)

Fire Hazards

Residential Properties

To avoid fire hazards in the building, occupants must:

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

In general, occupants should:

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

Part 6(b)

Fire Hazards

Commercial, Retail and Industrial Properties:

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

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

In general, occupants should:

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

Part 7

Fire Extinguishment, Control or Confinement

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

Suggested Operation of Portable Fire Extinguishers

Remember the (PASS)

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side aiming at base of fire (watch for fire restarting)

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

Mount extinguishers in a visible area without obstructions around them.

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

Part 8

Alternative Measures for Occupant Fire Safety

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

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

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

1. Notify North Bay Fire & Emergency Services, **dial (705) 472-1221** (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. North Bay Fire and Emergency Services are to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify North Bay Fire & Emergency Services and the building occupants when repairs have been completed and systems are operational

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

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

Part 9

Fire Drills

Fire drills will be held at least once every _____ month(s) to ensure efficient execution of the Emergency Procedures. Refer to the Ontario Fire Code (Subsection 2.8.3) for the required number of fire drills. Fire drill records are required to be retained for a period of one year.

FIRE DRILL RECORD (Sample)

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present:

Deficiencies Noted:

General Comments:

Part 10

Maintenance Requirements of Building Fire & Life Safety Systems

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

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

Definitions for key words are as follows:

Check means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

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

Test means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

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

General Fire Protection Systems/Equipment

General

Responsibility of
(Person's Name or Company in this Field):

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

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

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

Weekly

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

Monthly

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

Yearly

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

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

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

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

Portable Fire Extinguishers

General

Responsibility of
(*Person's Name or Company in this Field*):

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

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

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

Monthly

Portable extinguishers shall be **inspected** monthly.

Yearly

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

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

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

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

Responsibility of (*Person's Name or Company in this Field*):

5 Years

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

6 Years

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

Fire Alarm

General

**Responsibility of
(Person's Name or Company in this Field):**

Fire alarm and voice communication system components shall be kept unobstructed.

Fire alarm shall be kept unobstructed.

Fire alarm system power supply disconnect switches shall be locked on in an approved manner.

Daily

The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken.

- a) **Check** the principle and remote trouble lights for trouble indication;
- b) **Inspection** of the AC power-on light shall be done to ensure its normal operation.

Monthly

Every month the following **tests** shall be conducted under battery back up power and if a fault is established, appropriate corrective action shall be taken:

- a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition
- b) function of all signal devices shall be ensured
- c) the annunciator panel shall be checked to ensure correct annunciation
- d) intended function of the audible and visual trouble signals shall be ensured
- e) fire alarm batteries shall be checked to ensure that:
 - i) terminals are clean and lubricated where necessary;
 - ii) terminal clamps are clean and tight;
 - iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications

Monthly (cont.) Responsibility of (Person's Name or Company in this Field):

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

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

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

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

Yearly

Yearly **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3.

Tests

shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".

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

Smoke Alarms

General

Responsibility of (*Person's Name or Company in this Field*):

Ensure dwelling unit smoke alarms are maintained in operating condition.

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

Maintain records (logbook) of tenant's signatures (if tenant will provide signature) and date that smoke alarms are in working condition. Update at least twice a year.

Carbon Monoxide Alarms

Responsibility of (*Person's Name or Company in this Field*):

Ensure dwelling unit carbon monoxide alarms are maintained in operating condition.

Ensure a copy of the carbon monoxide alarm manufacturer's maintenance instructions or approved alternative has been provided.

Maintain records (logbook) of tenant's signatures (if tenant will provide signature) and date that carbon monoxide alarms are in working condition. Update at least twice a year.

Standpipe Systems

Monthly

Responsibility of (*Person's Name or Company in this Field*):

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

Yearly

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

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

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

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

Sprinkler Systems (Wet)

General **Responsibility of (*Person's Name or Company in this Field*):**

Auxiliary drains shall be **inspected** as required to prevent freezing.

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.

Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure.

Monthly

On all sprinkler systems, an alarm **test**, using the alarm test connection located at the sprinkler valve, shall be performed monthly.

Two Months

All transmitters and water flow devices shall be **tested** at two month intervals.

Six Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six month intervals.

Yearly **Responsibility of (Person's Name or Company in this Field):**

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

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

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

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

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

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

Sprinkler Systems (Dry)

General **Responsibility of (Person's Name or Company in this Field):**

Auxiliary drains shall be **inspected** as required to prevent freezing.

Dry-pipe valve rooms or enclosures in unheated buildings shall be **checked** as often as necessary when the outside temperature falls below 0° Celsius to ensure that the system does not freeze.

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.

Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure.

System pressure gauges shall be **checked** weekly. The system shall be maintained at the required operating pressure.

Monthly

On all sprinkler systems, an alarm **test**, using the alarm test connection located at the sprinkler valve, shall be performed monthly.

2 Months

All transmitters and water flow devices shall be **tested** at two month intervals.

3 Months **Responsibility of (Person's Name or Company in this Field):**

The priming water supply for dry pipe systems shall be **inspected** every three months to ensure that the proper level above the dry pipe valve is maintained.

6 Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be tested at six month intervals.

Yearly

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

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

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

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

Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. A full flow trip test, with the control valve fully open, shall be conducted at least every three years.

15 Years

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

Water Supplies for Firefighting (Fire Pumps)

Daily **Responsibility of (*Person's Name or Company in this Field*):**

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

Weekly

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

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

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

Yearly

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

Private Fire Hydrants

General **Responsibility of (*Person's Name or Company in this Field*):**
Hydrants shall be readily available and unobstructed for use at all times.

Yearly
Hydrants shall be **inspected** annually after each use.

Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and **inspected** for wear, rust or obstructions.

The hydrant barrel shall be **inspected** annually to ensure that no water has accumulated.

The drain valve shall be **inspected** for operation if water is found in the hydrant barrel when main valve is closed.

Hydrant waterflow shall be **inspected** annually and a record shall be kept.

Water Supplies for Firefighting (Water Tanks)

Daily **Responsibility of (*Person's Name or Company in this Field*):**

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

Weekly

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

Monthly

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

Yearly

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

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

2 Years

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

5 Years

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

Smoke Shafts and Venting Equipment

General **Responsibility of (*Person's Name or Company in this Field*):**

Access to windows and panels required for venting floor areas and vents to vestibules permitted to be manually open able shall be kept free of obstructions, open able without keys and operable at times.

6 Months

All elevators in an elevator shaft, that is intended for use as a smoke shaft, be **inspected** semi-annually to ensure that on activation of the fire alarm system, the elevators will return to the street floor and remain inoperative.

Yearly

A closure in an opening to the outdoors at the top of a smoke shaft, shall be **inspected** annually to ensure that it will open:

- a) manually, outside from the building
- b) on a signal from the smoke/heat actuated device

in the smoke shaft, and;

- c) when a closure in an opening between a floor area and the smoke shaft opens

Controls for air-handling systems for venting in the event of a fire, shall be **inspected** annually to ensure that air is exhausted from each floor area to the outdoors.

5 Years

Closures in vent openings into smoke shafts from each floor shall be **inspected** sequentially over a period not to exceed 5 years.

Smoke Control Measures

General	Responsibility of (<i>Person's Name or Company in this Field</i>):
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Where smoke control measures contained in the supplement to the National Building Code of Canada 1995, Chapter 3, "Measures for Fire Safety in High Buildings" are used, the **inspections** and **tests** shall be as outlined in Section 7.3 of the National Fire Code of Canada.

Where a smoke control system is designed to meet the requirements of The Ontario Building Code, the **inspections** and **tests** shall be in accordance with procedures established by the designer of the system.

Commercial Cooking Equipment

General

Responsibility of (*Person's Name or Company in this Field*):

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".

Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.

Weekly

Hoods, grease removal devices, fans, ducts, and other equipment shall be **checked** weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.

6 Months

Inspection and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1.

Emergency Lighting System

Daily **Responsibility of (*Person's Name or Company in this Field*):**

Check pilot lights for indication of proper operation.

Monthly

Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications.

Ensure that battery surface is clean and dry.

Ensure that terminal connections are clean, free of corrosion and lubricated.

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.

Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply.

Yearly

Emergency lighting equipment shall be **tested** annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.

After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer's specifications.

Elevators (High Buildings over 6 storey's)

General **Responsibility of (Person's Name or Company in this Field):**

Ensure keys required to recall elevators and to permit independent operations are in their approved location.

Maintain correct signage for fire fighters' elevator.

3 Months

Every three months the elevator door opening devices operated by means of photo-electric cells shall be **tested** to ensure that the devices become inoperative after the door has been held open for more than 20 seconds with the photo-electric cell covered.

The key operated switch located outside an elevator shaft shall be **tested** to ensure that the actuation of the switch will render the emergency stop button in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.

Key operated switches in each elevator car shall be **tested** to ensure that the actuation of the switch will:

- a) enable the elevators to be operable independently of other elevators
- b) allow operation of the elevator without interference from floor call buttons
- c) render door re-opening devices inoperative
- d) control the opening of power operated doors only by the continuous pressure on the "door open" button to ensure that if the button is released while the door is opening, the doors will automatically close

Emergency Power System (High buildings over 6 storeys)

General **Responsibility of (*Person's Name or Company in this Field*):**

Emergency power systems shall be **inspected, tested** and maintained in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".

To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer's instructions.

At least two copies of the instruction manual shall be maintained.

Monthly

The emergency electrical power shall be completely **tested** monthly as follows:

- a) Simulate a failure of the normal power supply.
- b) Arrange so that:
 - i) an engine generator set operates under at least 30% of the rated load for 60 minutes and;
 - ii) all automatic transfer switches are operated under load.
- c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls.
- d) Record all instrument readings associated with the prime mover and generator and verification that they are normal.
- e) Log and report as further prescribed in the manual of instruction for operation and maintenance.
- f) Check fuel supply for sufficient quantity.

Annually

Test the generator, control panel, and transfer switch in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".

Maintenance














Additional Comments

For example, if applicable, include information on spray booths, dip tanks, welding and cutting operations, dust collections systems, use and storage of flammable/combustible liquids/gases, etc...

Part 11

Floor Plan Drawing – Symbols and Description

all symbols that are applicable to your building must be indicated

	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 (I.e. Shut Off Valve For Natural Gas, Sprinklers, Etc.)
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Pull Station
	Fire Extinguisher - ABC Type
	Hose Cabinet
	Sprinkler Riser, indicate whether Wet or Dry System
	Indicate "North" on each page of the building schematic

FLOOR PLAN DRAWINGS

Floor plan drawings need not be Professional drawings, you may use a pen and ruler and it does not need to be to scale, just neat and legible

Please attach each floor plan drawing to your email. Drawing and legend must include the location of all fire protection systems and devices, main utility shut-offs (***natural gas, water, electrical etc***) hydrants, furnace and electrical rooms. Clearly indicate main entrance and all exits as well as the location of potentially hazardous areas i.e. spray booths, dip tanks, welding and cutting operations, dust collection systems, use and storage of flammable/combustible liquids/gases.

Please submit your completed Fire Safety Plan and floor drawings *by e-mail only* so that we may review same and if required, we will email the documents back to you and include our “Checklist” that will contain all necessary additions and corrections. When re-submitting the Fire Safety Plan, do so *via e-mail only*, at which time we will review it a second time and if all is in order we will print off a hard copy, sign it and mail it to you via Canada Post and upon receipt you must place it in the approved location in the building. (if you do not have access to a computer/email please contact Randy Vezina, Fire Prevention Officer at 474-0626 ext. 4835 to make other arrangements)