

FIRE SAFETY PLAN

FOR:

***THIS OFFICIAL DOCUMENT IS TO BE KEPT
READILY AVAILABLE ON SITE AT ALL
TIMES FOR USE BY THE FIRE OFFICIALS
IN THE EVENT OF AN EMERGENCY***

I hereby certify the information contained in
this Fire Safety Plan is complete and correct.

Prepared By:
Title / Position:
Last Revision:

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SECTION 1

INTRODUCTION

The Ontario Fire Code requires the establishment and implementation of a Fire Safety Plan for buildings under Section 2.8.

The Fire Safety Plan is written to maximize the life safety of building occupants in the event of a fire, by maximizing efficient utilization of the building's life safety equipment, and the duties of building owners, supervisory staff, and building residents in the event of a fire.

This plan is required to be acceptable to the Chief Fire Official in (insert town/city name). Any changes within the building must be reflected in the Fire Safety Plan. Any changes to this plan must be submitted for approval by the (insert town/city name).

To achieve maximum efficiency for the building's Fire Safety Plan, the owner and designates (manager, maintenance staff, and occupants, etc.) must review and utilize the applicable sections of the Fire Safety Plan authorizing the designated responsibilities.

The Consolidated Ontario Fire Code (O. Reg. 388-97) 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, and on conviction is liable to a fine of not more than \$25,000.00 or to imprisonment for a term of not more than one year, or to both." Also, "where a corporation is convicted of an offense under" the above" the maximum penalty that may be imposed upon the corporation is \$50,000.00."

The Consolidated Ontario Fire Code (O. Reg. 388-97) is the provincial regulation governing all aspects of fire prevention and protection. This Code requires the owner to be responsible for carrying out the provisions of this Code, and defines "owner" as "any person, firm, or corporation controlling the property under consideration." Consequently, the owner may be any one of or a combination of parties, including building management, maintenance staff, and tenant groups.

SECTION 2

DISTRIBUTION OF THE PLAN

Copies of the Fire Safety Plan must be distributed to the following locations:

- (1) (Insert town/city name) Fire Department
- (2) Supervisory staff - entire Fire Safety Plan
- (3) Building owner - entire Fire Safety Plan
- (4) Administrative office
- (5) At the annunciator panel
- (6) Copies of sections 5, 9, & 10 are required to be distributed to all Occupants.

ALTERATIONS TO THE PLAN

In the event of changes to staff members or within the building, which would necessitate alterations in the contents of this plan, it is the responsibility of the management company to ensure that the adjustments are completed and that each person or organization listed above is provided with the adjustment. At least two copies of each revised page must be forwarded to the (insert town/city name) Fire Prevention Division, at the above address.

SECTION 3

AUDIT OF HUMAN RESOURCES

BUILDING OWNER:

Name:
Address:
Home Phone:
Cell Phone:
Business Phone:

Building Owner:

Name:
Address:
Home Phone:
Cell Phone:
Business Phone:

EMPLOYEE:

Name:
Home Phone:

FIRE DEPARTMENT:

EMERGENCY PHONE #. : 911
Administration:
Fire Prevention:
Communications:

MONITORING OF FIRE ALARM:

Name:
Phone:

FIRE PROTECTION COMPANY:

Name:
Phone:

SECTION 4

AUDIT OF BUILDING RESOURCES

BUILDING DESCRIPTION

ADDRESS

CONSTRUCTION

CLASSIFICATION

LEVELS ABOVE GRADE

LEVELS BELOW GRADE

FIREFIGHTERS' ACCESS

1. Access to building is via _____.
2. Is there a key lock box?
3. Main Entrance is located on what (N,E,W,S) side of the building?
4. Other building entrances are on what (N,E,W,S) side of the building?

EXITS

(Please refer to schematics for type and location of exits.)

EMERGENCY LIGHTING SYSTEM

1. Is there Emergency lighting?
2. What is the emergency power provided by?
3. Will the emergency power come on automatically when the building's power is cut off?
4. What is the Emergency power duration?

FIRE ALARM AND DETECTION

1. Is there a fire alarm system?
2. Fire Alarm type: _____
3. Fire Alarm Panel location? _____
4. Annunciator Panel location? _____
5. Fire Alarm monitoring company ? _____
Phone # _____
6. Fire Alarm System emergency power: _____
7. What type of audible devices is there? _____
8. Are heat detectors installed? _____
Locations: _____
9. Are smoke detectors installed? _____
Locations: _____
10. Are pull stations located at each exit? _____

FIRE DEPARTMENT CONNECTIONS

1. Is there a connection for the sprinkler system or the standpipe system or both? _____
2. Location? _____

SPRINKLER SYSTEMS

1. Type of sprinkler system: _____
2. Sprinkler system connected to the fire alarm system?: _____
3. Location of sprinkler shut off valves: _____
4. Is the Sprinkler system monitored? _____

HYDRANTS

1. Location of hydrants in relation to the building? _____
2. Types of Hydrant(s): _____

PORTABLE EXTINGUISHERS

(Please see schematics for number of Extinguishers and locations)

MAIN ELECTRICAL DISCONNECT SWITCH (See Schematics)

Where is it located? (N,E,S,W) : _____

EMERGENCY PROCEDURES FOR OCCUPANTS

The actions to be taken by occupants in emergency situations shall be posted at all pull stations. Below is an example of the sign to be posted.

<p style="text-align: center;">IN CASE OF FIRE</p>
<p style="text-align: center;"><u>UPON DISCOVERY OF FIRE</u></p> <ul style="list-style-type: none">• LEAVE FIRE AREA IMMEDIATELY AND CLOSE DOORS<ul style="list-style-type: none">• SOUND FIRE ALARM• LEAVE THE BUILDING VIA NEAREST EXIT<ul style="list-style-type: none">• CALL 911 FROM A SAFE LOCATION
<p style="text-align: center;"><u>UPON HEARING FIRE ALARM</u></p> <ul style="list-style-type: none">• LEAVE BUILDING VIA NEAREST EXIT<ul style="list-style-type: none">• CLOSE DOORS BEHIND YOU
<p style="text-align: center;"><u>CAUTION</u></p> <ul style="list-style-type: none">• IF SMOKE IS HEAVY IN THE CORRIDOR, IT MAY BE SAFER TO STAY IN YOUR AREA.• CLOSE DOOR AND PLACE WET TOWEL AT BASE OF DOOR.• IF YOU ENCOUNTER SMOKE IN STAIRWAY, USE ALTERNATE EXIT.
<p style="text-align: center;">REMAIN CALM</p>

SECTION 5

Upon discovery of fire:

- Leave the fire area, take suite key if available.
- Close all doors behind you.
- Activate the fire alarm system.
- Use the nearest exit to leave the building
- Call the Fire Department from a safe location, dial 9-1-1. Never assume that this has been done.
- Give the correct building address and location of the fire and your name.
- Do not return until it is declared safe to do so by a Fire Official.

Immediately upon hearing the fire alarm:

- To go or stay, the decision is yours. In either case, you **must act quickly** and you must protect yourself from smoke.

If you decide to leave the building:

- Before opening the suite door, feel door and doorknob for heat. If they are not hot, brace yourself against the door and open it slightly. If you see smoke, or feel air pressure or a hot draft, close the door quickly.
- If the corridor is free of fire and/or smoke, take the suite key if readily available, close the door behind you and leave by the nearest exit.

SECTION 6

EMERGENCY PROCEDURES FOR SUPERVISORY STAFF:

In the event of discovering a fire emergency, supervisory staff must implement the following procedures:

- (A) Leave the fire area and close all doors behind you, but do not lock them.
- (B) Activate the building's fire alarm system to alert all occupants.
- (C) Call 9-1-1 from a safe location
- (D) The use of a portable fire extinguisher is strictly voluntary. If you have not had formal training, or do not feel prepared to use an extinguisher, simply evacuate the area.
- (E) Exit the building, if safe to do so; obtain the building keys and a copy of the fire safety plan, and await the arrival of the fire department at the designated location.
- (F) Proceed with the remainder of the procedures on this page.

In the event of an alarm, the supervisory staff must implement the following procedures:

- (A) Ensure that the other occupants have been notified of the emergency conditions.
- (B) Dial "911", ask for the Fire Department, and advise them of the emergency. Give the building address, location of the fire, your name, city and telephone number.
- (C) Ensure that the fire department access routes are not blocked. Direct traffic to ensure that access is clear when the Fire Department arrives.
- (D) When the Fire Services arrives - Provide the building's access keys, Fire Safety Plan, list of occupants requiring assistance and any additional information of the whereabouts and nature of the emergency to the Fire Services. Ensure that the person that discovered the fire stays in the lobby or at the front entrance to inform the Fire Suppression crews of information regarding the location and nature of the emergency.
- (E) Take any and all instructions from the Ranking Fire Official.
- (F) Do not enter the building and ensure no one else enters the building until authorized by the Fire Services.

SECTION 7

OCCUPANTS REQUIRING ASSISTANCE: (Residential Buildings Only)

The following applies to both those persons who must always have assistance as well as those who may need assistance only during a temporary period.

- (1) Make sure that the management has the name and location of such persons. **This information will be provided to the Fire Department on their arrival.**
- (2) Make sure that the appropriate staff is aware of their situation and know what to do in an evacuation.
- (3) If it is safe to do so, such persons could stay where they are so that the Fire Department will be able to evacuate them as quickly as possible.
- (4) Refer to Section 5, Occupant Fire Emergency Procedure.

See the following page for a suggested form to be utilized for the recording of persons requiring assistance.

Note: A current list of names and locations of any persons requiring assistance to evacuate the building shall be kept in the Fire Plan and made available to the Fire Department upon their arrival.

It is the responsibility of the staff to furnish the names of such applicable persons to the Management. **This list must be updated on a regular basis.**

SECTION 8

RESPONSIBILITIES OF THE OWNER/STAFF/OCCUPANTS

RESPONSIBILITIES OF THE OWNER

The property Owner is responsible for the Life Safety of all occupants in the building by doing the following:

- (A) Complying with the applicable test, check, and inspection requirements of your building's Life Safety Systems;
- (B) Delegation of applicable duties to the building manager, maintenance staff, and occupants, ensuring they carry out the requirements of the Fire Safety Plan;
- (C) Ensuring your building's Life Safety Systems are capable of providing acceptable Life Safety protection for building occupants.

RESPONSIBILITIES OF THE BUILDING MANAGER

The Manager is responsible for the Life Safety of all occupants in the building by doing the following:

- (A) Ensure that building occupants have received and are familiar with the Occupant Fire and Emergency Procedures (Occupant Package).
- (B) Organize and instruct maintenance and supervisory staff on their fire safety duties, and the emergency procedures to be followed at the time of an emergency. (See Training of Supervisory Staff)
- (C) Ensure that applicable Fire Drills are conducted within the time frame required.
- (D) Initiate a plan to prevent fire hazards in the building.
- (E) Ensure, as a representative of the owner, that all check, inspect, and test criteria are conducted for the building.
- (F) Ensure alternative measures for Life Safety of Occupants are adhered to during shut down of Life Safety Equipment.
- (G) Be responsible for the implementation of the building's Fire Safety Plan. Ensure that the Town of East Gwillimbury Emergency Services are notified of any changes to the Fire Safety Plan.
- (H) Where floor layouts are complex, prepare and post on each floor area a schematic diagram indicating the primary and secondary exits to be used in the event of an evacuation.

TRAINING OF SUPERVISORY STAFF

All supervisory staff are to be shown:

- (A) How to reset the fire alarm system. (Always remember that an activated fire alarm system must not be reset or silenced until authorized by the senior officer from the Fire Department.)
- (B) The location of the shutoff control valves.
- (C) The location of keys to provide access to all locked areas, and the location of equipment which may be used in an emergency
- (D) How to bring the elevators to the ground floor and hold them for emergency crews. (If applicable)
- (E) How to use the first aid fire fighting equipment installed within the building.
- (F) The action(s) to be taken in initiating any smoke control or other fire emergency systems installed in the building in the event of fire until the arrival of the Fire Department.
- (G) The procedures for evacuation of non-ambulatory occupants.
- (H) The procedures established to facilitate the Fire Department's access to the building and access to the location of the fire within the building.

GENERAL RESPONSIBILITIES OF SUPERVISORY STAFF:

- (A) Keep the doors to stairways closed at all times.
- (B) Keep stairways, landings, hallways, passageways, and exits (inside and outside the building) clear of any obstructions at all times.
- (C) Do not permit combustible materials to accumulate in any part of a stairway, fire escape or other means of egress, as well as elevator or ventilation shafts.
- (D) Do not permit combustible waste materials to accumulate in quantities or locations, which will constitute a fire hazard.
- (E) Promptly remove all combustible waste from all areas where waste is placed for disposal.
- (F) Keep access roadways, fire routes, and fire Siamese connections clear and accessible at all times for use by the Fire Department.
- (G) Have a working knowledge of the fire protection equipment in the building.
- (H) Maintain the fire protection equipment in good operating condition at all times.
- (I) In the event of any shutdown of fire protection equipment, notify the Township of East Gwillimbury Fire Department and your manager. Patrol the hallways once every hour.
- (J) Arrange for a substitute in your absence.
- (K) Participate in all Fire Drills.

SECTION 9

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

Portable extinguishers can be used to extinguish small fires or control and minimize a fire until the arrival of the Fire Services. If the fire appears containable, you must first decide if you are capable of fighting the fire. The use of a portable fire extinguisher and/or fire hose is strictly on a voluntary basis. Unless you have had recent fire extinguisher and/or fire hose training, the actual task of extinguishing the fire should be left to the arriving Fire Suppression crews.

In the event of a fire emergency, all occupants should leave the fire area immediately. Confine the fire by closing the door when leaving the fire area. This will keep the fire, smoke and/or fumes produced by the fire from entering into the means of egress. Your main concern is to remove people in immediate danger and ensure that nearby occupants are notified by activating the fire alarm system and yelling and banging on nearby doors. Upon evacuation of the area and reaching a safe location, ensure that the Fire Services has been notified by calling "911" and ask for the Fire Department. Give your name, telephone number, the address of the building, and the location of the fire. If possible, meet the arriving Fire Suppression crews to provide them with detail of the fire emergency.

Suggested Operation of Portable Fire Extinguishers

Remember the (PASS)

P – Pull the safety pin

A – Aim the nozzle

S – Squeeze the trigger handle at the base of the fire

S – Sweep from side to side working your way to the back of the fire.

Never re-hang extinguishers after use. Ensure the Extinguisher is recharged by a qualified person.

SECTION 10 FIRE HAZARDS

To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes into the garbage.
- Avoid unsafe cooking practices: deep fat frying, too much heat, unattended stoves, loosely hanging sleeves.
- Never leave anything that may burn or cause a trip hazard in the halls, corridors and/or stairways.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.

In general, occupants should:

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

SECTION 11

ALTERNATE PROCEDURES

If the building's Life Safety Systems are not capable of providing the protection for which they were designed and they are not immediately repairable, the Town of East Gwillimbury Fire Prevention Division at (905) 853-8842 and the monitoring company (if applicable) must be notified. They are to be advised of the extent and expected duration of the shutdown. The Township of East Gwillimbury Fire Department and the monitoring company must also be informed immediately upon reactivation of the system. Alternative provisions or actions to be taken in case of emergency must be acceptable to the Chief Fire Official.

A Fire Watch must be organized and instituted by the Property Manager during the shutdown of fire protection equipment. All public areas of the building must be patrolled on a constant rotation. Entries of patrols, times and observations, must be recorded in the Building's Fire Safety Logbook once an hour. **Occupants** also are required to be notified and **instructions will be posted** as to alternative measures to be taken in case of emergency at all entrances to the building. **(Please see next page for example of what can be posted)**

If a fire is discovered during a Fire Watch patrol

1. The patroller(s) must actuate the building's fire alarm system by activating a pull station.
2. If the fire alarm system is not operational at the time when a fire is discovered, the patroller should immediately notify all nearby building occupants by blowing a **whistle**, banging on nearby dwelling unit doors, and yelling "FIRE".
 1. If the fire appears confinable, the use of a portable extinguisher is strictly on a voluntary basis. Unless you have had recent fire extinguisher training, the actual task of extinguishing the fire should be left to the arriving Fire Department.
 2. In the event of a fire emergency, all occupants should leave the fire area immediately. Confine the fire by closing the door when leaving the fire area. This will confine the fire and any smoke and/or fumes produced by the fire so that they do not enter the means of egress.
 3. Your main concern is to remove people in immediate danger and ensure that nearby occupants are notified by activating the fire alarm system and/or yelling and banging on nearby doors.
 4. Upon evacuation of the area and reaching a safe location, ensure that the Fire Department has been notified by **phoning** "911" and asking for the Fire Department. Give your name, telephone number, the address of the building, and the location of the fire.
 5. If possible, meet the arriving Fire Department to provide them with details of the fire emergency.
 6. Supervisory staff is to retrieve the **Fire Safety Plan** and all **Emergency Access Keys**. Proceed to the main entrance where Fire Suppression crews will be arriving.
 7. Upon their arrival, advise the Fire Suppression Chief Officer that a fire has been reported and give details as to where the fire is located.

SECTION 12

TEST, INSPECT, AND CHECK REQUIREMENTS

Below are tests, inspections, and checks that must be done in conformance with Fire Code regulations. Records of all tests, inspections, and checks are to be kept on file for a minimum of two years.

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

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

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

DAILY

- ❑ Maintain closures in fire separations to ensure that they are operable at all times.
- ❑ Check that closures in fire separations are not blocked or wedged open.
- ❑ Check doors in fire separations to ensure they remain closed.
- ❑ Check door openings and the surrounding areas to ensure that they are kept clear of everything that would be likely to obstruct or interfere with the free operation of the door.
- ❑ Ensure that combustible waste materials do not accumulate in quantities or location, which will constitute a fire hazard, or in any part of a stairway, fire escape, or other means of egress.
- ❑ Keep access to roadways and fire routes clear and accessible so as to be immediately ready for use at all times by Fire Services vehicles.

- Check and maintain that access to exits, including corridors used by the public and exits, including outside areas, are maintained free of obstructions.
- Maintain lighting provided for illumination in exits and access to exits, including corridors used by the public.
- Check exterior walkways and stairways to ensure that they are kept in good repair and kept free of snow and ice accumulations.
- Ensure that devices on any required exit door be such that the door may be readily opened from the inside without the use of keys.
- Check exit lights for blown bulbs and damage.
- Fire alarm system, AC power lamp, and trouble signal must be checked.
- The central alarm and control facility shall be checked daily to ensure that no trouble is indicated in the system.

WEEKLY

- Check hoods, filters, and ducts that are subject to accumulations of combustible deposits and clean when the deposits create a fire hazard.
- Check all sprinkler system control valves that are not electrically supervised to ensure that they are in the open position.
- Inspect valves controlling water supplies used exclusively for fire protection systems to ensure that they are wide open and are sealed or locked in that position.

MONTHLY

- ❑ Inspect all doors in fire separations to ensure proper operation to maintain the integrity of the fire separations. Enter into the logbook.
- ❑ Check pilot lights on emergency lighting unit equipment for operation.
- ❑ Inspect emergency lighting equipment to ensure that the terminal connections are clean, free of corrosion and lubricated when necessary. In addition, ensure that the terminal clamps are clean and tight as per manufacturer's specifications, the electrolyte level and specific gravity are maintained as per manufacturer's specifications, and the battery surface is kept clean and dry.
- ❑ Test emergency lighting equipment to ensure that the emergency lights will function upon failure of the primary power supply.
- ❑ Inspect all portable fire extinguishers. Write date and initials onto the tag and enter into logbook.
- ❑ Test fire alarm system. Activate a pull station and enter results into logbook. Check all components including batteries.
- ❑ Perform an alarm test using the alarm test connection located at the sprinkler valve.

BI-MONTHLY

- ❑ Test sprinkler transmitter(s) and water flow actuated device(s).

QUARTERLY

- ❑ Conduct a fire alarm drill in all high rise buildings.
- ❑ Test elevator door-opening devices operated by means of photo-electric cells 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.

- Test key-operated switches located outside an elevator shaft to ensure that actuation of the switch will render the emergency stop switch in each car inoperative, and bring all cars to the street floor or transfer lobby by canceling all other calls after the car has stopped at the next floor at which it can make a normal stop.
- Test key-operated switches in each elevator car to ensure that actuation of the switch will enable the elevator to operate independently of other elevators. Allow operation of the elevator without interference from floor call buttons. Render door protective devices inoperative, and control the opening of power-operated doors only by continuous pressure on the door opening buttons or switches, to ensure that if the "open" button or switch is released while the door is opening, the doors will automatically close.

SEMI-ANNUALLY

- Test gate valve supervisory switches and other sprinkler and fire protection supervisory devices.
- Check/clean crankcase breather, governors, and linkages on emergency generator sets.
- Inspect elevators in an elevator shaft that is intended for use as a smoke shaft to ensure that on activation of the fire alarm system they will return to the street floor and remain inoperative.
- Inspect fire protection systems for commercial cooking equipment.

ANNUALLY

- Inspect all fire dampers and fire stop flaps.
- Inspect all chimneys, flues, and flue pipes and clean as often as necessary to keep them free from accumulations of combustible deposits.

- Inspect disconnect switches for mechanical air-conditioning and ventilating systems to establish that the system can be shut down.
- Test emergency lighting equipment to ensure that the units will provide emergency lighting for duration equal to the design criteria under simulated power failure conditions.
- After the testing in Clause (3)(b), the charging conditions for voltage, current and the recovery period, shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.
- Conduct a fire drill at least once during each 12-month period for the supervisory staff.
- Annual inspection of fire extinguishers.
- Annual test of fire alarm system.
- Test voice communication to and from floor areas to the central alarm and control facility.
- Test loudspeakers operated from the central alarm and control facility.
- Annual test of smoke alarms.
- Inspect fire department connections to ensure that they are equipped with plugs or caps secured wrench tight and remove the plugs or caps to inspect threads for wear, rust, or obstruction.
- Inspect fire hose valves to ensure that they are tight, so that there is no water leakage into the hose.
- Inspect standpipe hose and re-rack hose. Replace any worn hose or gaskets in the couplings at the hose valves and at the nozzle.
- Check exposed sprinkler system pipe hangers.
- Inspect auxiliary drains (drip drums) and dry pipe sprinkler systems.

- Check all sprinkler heads to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash.
- The priming water for dry-pipe systems shall be inspected to ensure that the proper level above the dry-pipe valve is maintained.
- Remove plugs or caps on fire Services connections and inspect for wear, rust, or obstructions.
- Test water flow alarm devices using the most hydraulically remote test connection on all wet sprinkler systems.
- Dry-pipe valves shall be trip tested by means of the system test pipe to ensure that they operate satisfactorily and that the sprinkler systems are in operating condition.
- Test sprinkler system water pressure with main drain fully open to ensure that there are no obstructions or deterioration of the main water supply.
- Test fire pumps at full capacity to ensure that they are capable of delivering the rated flow.
- Remove the port caps on hydrants and inspect the threads for wear, rust, or other obstructions and secure at the end of the inspection.
- Inspect the hydrant barrel to ensure that no water has accumulated within the barrel when the main valve is in the closed position.
- Inspect the drain valve when the hydrant barrel is found to contain water.
- Inspect the hydrant water flow in accordance with article 6.6.5.7.
- Check water flow by fully opening the main valve of the hydrant and operating with one port open.
- Inspect and service generator and generator set.

- Inspect closures at the top of smoke shafts to ensure that they will open manually from the outside of the building, on a signal from the smoke or heat actuated devices in the smoke shaft, and when a closure in an opening between a floor area and the smoke shaft opens.
- Inspect controls for air handling system used for venting in the event of a fire, to ensure that air is exhausted from each floor area to the outdoors.

EVERY TWO YEARS

- Inspect torque heads and valve adjustments for emergency generator engines.

EVERY THREE YEARS

- Inspect and service injector nozzles and valve adjustments on diesel engines.

EVERY FIVE YEARS

- Hydrostatic testing of carbon dioxide and water fire extinguishers.
- Hydrostatic test of dry standpipe system.
- Check insulation of emergency generator Windings.
- Check closures in vent openings into smoke shafts.

EVERY SIX YEARS

- Replace extinguishing agent in dry chemical extinguishers.

EVERY TWELVE YEARS

- Conduct hydrostatic testing of dry chemical extinguishers.

EVERY FIFTEEN YEARS

- The priming water for dry-pipe systems shall be inspected for obstructions in the sprinkler piping and, if necessary, the entire system flushed of foreign material(s).

SMOKE CONTROL MEASURES

- When 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.

SECTION 13

FIRE DRILLS

A fire drill is required to be conducted **MONTHLY** by supervisory staff. Staff should encourage building occupants to participate in Fire Drills.

Fire Drills should be conducted at different intervals (i.e. varying days of the weeks and hours in the day) each year. Forty-eight hours notice must be given by posting notices throughout the building's common areas. The Township of East Gwillimbury Fire Department (905-853-8842, Ext. # 102) and Monitoring Company are to be notified before the fire drill is conducted AND after the drill is complete. Ensure that all systems are returned back to normal operational standby.

A different scenario should be created for each fire drill. Appoint observers and keep time during the procedure. Conduct a critique by comparing the actual responses to the proper responses. Carry out remedial actions to correct improper responses.

Record all pertinent information from the Fire Drill on following pages.

ANNOUNCEMENTS

"Attention please. Attention please. We are conducting a fire drill. Please standby for further instructions."

"Attention please. The fire drill is completed. The fire alarm system is now restored to normal operating condition."

RECORD OF FIRE ALARM DRILL

Date of Fire Drill _____

Time of Fire Drill _____

Notices posted _____

Alarm activated properly _____

(If applicable) Elevator brought to ground level _____

Maintenance present _____

Property Manager present _____

Supervisory staff present _____

Deficiencies Noted:

General Comments:

FIRE ALARM DRILL REPORT

Date: _____

Name: _____

Floor: _____

Your location when alarm sounded: _____

Did you hear the alarm clearly? _____

Did you observe any panic? _____

Did occupants respond favourably to drill? _____

Did stairwell door close properly and latch? _____

(If Applicable) Has the glass rod been replaced in participating pull station? _____

To Be Reported by the 1st Floor only:

1. (If Applicable) Did anyone use the elevator to exit? _____

2. (If Applicable) Was the elevator brought to the ground? _____

3. Checklist: KEYS _____

COPY OF FIRE SAFETY PLAN _____

General Observations:

SECTION 14









BUILDING SCHEMATICS

All schematics require a legend that indicates the fire protection devices, as well as a north arrow and a title block.

All sites require a site plan. This site plan is required to indicate outside fire emergency equipment. (i.e. fire access routes, fire hydrants, gas shut off valves, the main entrance of the site, and Siamese connections - if applicable). The site plan also must indicate a major intersection.

The site diagrams (i.e. basement, ground floor, typical Floor(s), roof plan) are required to indicate the fire emergency equipment. (i.e. fire alarm panel, annunciator panel, fire extinguishing systems for commercial cooking equipment, ground floor exits, fuel shut-off valves, fire extinguishers, pull stations, smoke detectors, heat detectors, fire hose cabinets, shut off valves for sprinklers, main electrical shut off valves, emergency voice communication systems – if applicable).

Example of fire protection devices required on schematic drawing – (if applicable)

	FIRE HYDRANT	FHC	FIRE HOSE CABINETS
	MAIN ENTRANCE	EVC	EMERGENCY VOICE COM. SYSTEMS
	SIAMESE CONNECTION		PULL STATION
FAP	FIRE ALARM PANEL		SMOKE DETECTOR
ANN	ANNUNCIATOR PANEL		HEAT DETECTOR
	FIRE EXTINGUISHER	S.A	SMOKE ALARMS (Battery or 110 Volt)
FF. ELEV	FIRE FIGHTERS ELEVATOR		MAIN GAS SHUT OFF VALVE

Schematic floor drawings must be attached