

# Fire Safety Plan

for:

*(Business Address)*

*(Business Name)*

***Building Address must be visible from street.***

The Fire-fighter's Key Box (CHUBB) location is: \_\_\_\_\_ .

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

Fire Safety Plan Prepared By:

\_\_\_\_\_  
Owner's Authorizing Signature

Approved By: \_\_\_\_\_  
Chief Fire Official

Date Approved: \_\_\_\_\_

*The reproduction or use of this fire safety plan for non-commercial purposes is permitted and encouraged. Permission to reproduce the plan for commercial purposes must be obtained from the Gananoque Fire Department.*

# Table of Contents

TOPIC	PAGE
Part 1	Introduction
Part 2	Human Resources Audit
Part 3	Building Resources Audit
Part 4	Building Schematics, including Site Plan
Part 5	Persons Requiring Assistance
-----↑-----	Firefighter's Plan -----↑-----
Part 6	Emergency Procedures — Occupants
Part 7	Emergency Procedures — Supervisors
Part 8	Responsibilities of the Owner/Occupant
Part 9	Fire Hazards – Residential
Part 9	Fire Hazards — Commercial
Part 10	Fire Extinguishment/Control/Confinement
Part 11	Alternative Measures
Part 12	Fire Drills
Part 13	Maintenance Requirements of Building Fire And Life Safety Systems
Part 14	Fire Safety Plan Review Sign-off Record

# Part 1

## Introduction

A Fire Safety Plan (FSP) shall be prepared, *approved* and implemented in buildings regulated by Article 2.8.1.1. of the Ontario Fire Code (see submission procedures below).

Section 2.8 of the Ontario Fire Code, requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The FSP is required 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 shall 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. As required by the Fire Code, the Fire Safety Plan must be reviewed as often as necessary, but at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building (*Ontario Fire Code 2.8.2.1.(4) of Division B*). As defined in the Ontario Fire Code, “Owner” means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

The Fire Protection and Prevention Act, 1997, 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 person, a director or officer of a corporation 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 is also used to provide training to the building’s supervisory staff who must have received instructions in the fire safety procedures as described in the plan before they are given any responsibility for fire safety. Supervisory staff shall be available on notification of a fire emergency to fulfil their obligation as described in the fire safety plan, although it is not necessary that supervisory staff be in the building on a continual basis.

## SUBMISSION PROCEDURES

At least two (2) copies of the Fire Safety Plan (8 ½ X 11 format) must be submitted to the Chief Fire Official. Upon approval, one copy will be returned to the author and one copy will be retained by the Fire Department. A copy of the plan returned to the author must be placed on site in the approved location as noted on the cover page.

Note: Whenever you see the word “*approved*”, it means “*Approved by the Chief Fire Official*” and in this case, by the Fire Department official who approved and signed this plan.

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

**Part 2**  
**Audit of Human Resources**

**Business/Building Name:**

**Municipal Address:**

**Business Phone Number:**

**Business Fax Number:**

-----

**Building Owner:**

**Mailing Address:**

**Phone Number(s):**

**Work:**

**Fax No:**

**Cell:**

**Home:**

**Email:**

-----

**Business Owner:**

**Mailing Address:**

**Phone Number(s):**

**Work:**

**Fax No:**

**Cell:**

**Home:**

**Email:**

-----

**Property Management Company:**  No  Yes

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## After Hour Emergency Contacts (24 hour telephone numbers)

*(Contacts normally called in order of nearness to the property for quickest response. Home address and phone number required to fulfil responsibilities.)*

Name:                      Home #:              Cell #:

Position:

Address:

---

Name                      Home #:              Cell #:

Position:

Address:

---

Name:                                      Home #:                       Cell #:

Position:                                      Other:

Address:

---

## Other Key Contacts

Fire Alarm Monitoring Company:

Fire Extinguisher Company:              Phone:

Electrical Contractor:                      Phone:

Plumbing Contractor:                      Phone:

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## Part 3

### Audit of Building Resources Checklist

**Occupancy Type:**    **Occupant Load:**

**Building Height in Storeys:**            **Storey(s) Below Grade:**

**Year Built:**    **Additions/Renovations:**

**Building Construction:**

#### **Fire Department Access**

**Brief Description of Fire Dept. Access to Building:**

*Fire Access Routes and access panels or windows provided to facilitate access for firefighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.*

**Designated Fire Route:**  No     Yes

**Nearest Municipal Hydrant Location:**

**Private Hydrants:**  No     Yes (Location(s)):

#### **Utilities and Shut-offs**

**Heating System:**     Natural Gas     Electric     Fuel Oil     Other:

**Main Gas Shut-off:**     No     Yes (Location(s)):

**Main Electrical Shut-off Location:**

**Main Domestic Water Shut-off Location:**

**Other Shut-off:**            **Location:**

## Fire Protection Systems

*NOTE: In the event that the municipal fire department finds it necessary to reset, restore or perform emergency measures on any fire protection system, or to contact a contractor for repairs to any fire protection system, the municipality shall incur no liability or costs by such action.*

**Fire Alarm System:**  No  Yes

**Security System:**  No  Yes

**Fire Detection on Security System:**  No  Yes

If yes, fire detector(s) located:

**Security System Monitoring:**  No  Yes, by

**Portable Fire Extinguishers:** Types:

Locations:

**Fixed Extinguishing System for Commercial Cooking Equipment**  No  Yes

**Emergency Lighting:**  No  Yes

Location(s): Common area – Customer seating area, back employee work area

Upon failure of regular power source, Emergency Lighting for this building is required to have an alternative power supply that provides lighting for  30 minutes.  1 hour.  2 hours.

**Emergency Power:**  No  Yes Type:  Battery or  Generator  
*(for emergency lights, etc.)*

**Extra Hazardous Area:**

Is there hazardous materials on site?  No  Yes

**Is there Flammable Liquids (i.e. gasoline) or Combustible Liquids stored on site?**  No  Yes  
*(Storage of these liquids must be stored in compliance with Part 4 of Division B of the Ontario Fire Code)*

**Exits:**

## **Part 3**

### **Additional Information**

(For any additional information not already covered)











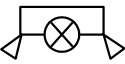








This area is to provide other information on your building not already addressed, and associated with other Fire Code references such as Division B 2.2.3.5.(2)(b), 2.9.3.2., 3.5.3.3.(2) etc. Check the Fire Code to ensure all required information is included in this plan.



## Part 4

Please take time to review this page. If all icons required for your building schematics have been transferred to a legend on each drawing, this page can be deleted.

# LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

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

## **Site Plan**

- Please attach Site Plan to email or send with printed copies.  
(Include Legend on each page)**

*Site Plan will include location of property on city street showing street name (cross streets where applicable), and fire access route from street to building's principal entrance (firefighters access point). The fire department connection will also be indicated, as well as any exterior utility shutoffs such as gas lines, and any outbuildings on the property. A legend showing symbols will be included on site plan drawing as well as a direction "North" symbol.*

*This page can be deleted after the Site Plan is inserted into this document in this location.*

**SEE SAMPLE SITE PLAN ON NEXT PAGE**

## **Floor Plan(s)**

- Please attach Floor Plan to email or send via postal mail.  
(Include Legend)**

*A floor plan is required for each floor storey of the building. If the building has a different layout for a basement storey and the first storey, but the 2<sup>nd</sup> to 5<sup>th</sup> story are identical, you must provide a floor plan for the basement, the 1<sup>st</sup> storey and one plan for the upper identical floors marked "Floor Plan 2 - 5 Floors". Apartment numbers, for example, on these identical floors can be put in as \_06, which indicates 206, 306, 406, etc. If the building has roof access and machinery rooms on the roof, include this plan as well. A legend showing symbols will be included on site plan drawing as well as a direction "North" symbol.*

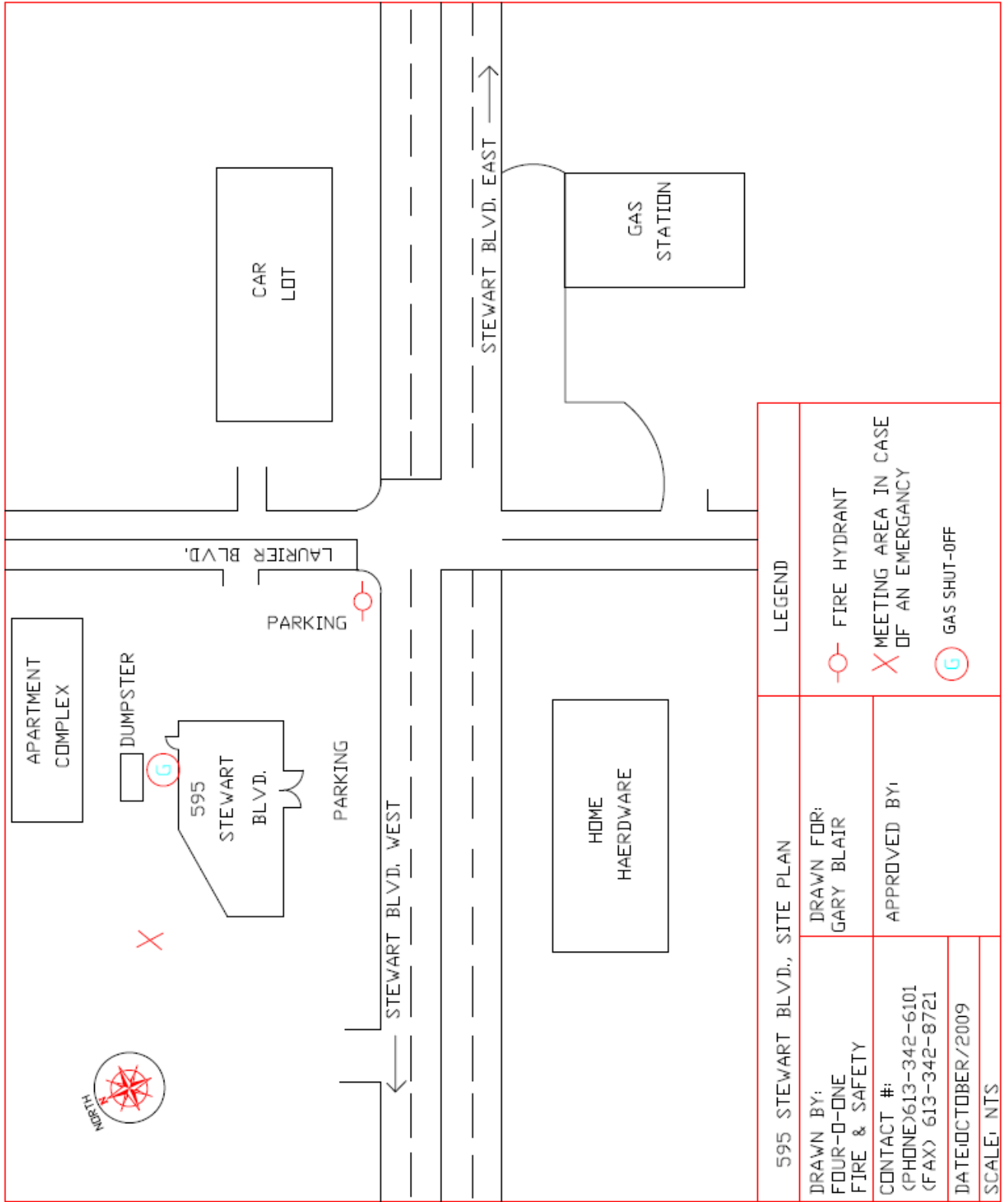
*Symbols on floor plan will include locations of exits, emergency lighting, fire alarm pull stations, fire extinguisher locations, hose cabinets, etc.*

*Drawings do not need to be to scale but must be drawn to a reasonable facsimile. Drawings must be neat and legible or will not be accepted. Agencies are available to assist an owner in providing detailed floor plans of their buildings.*

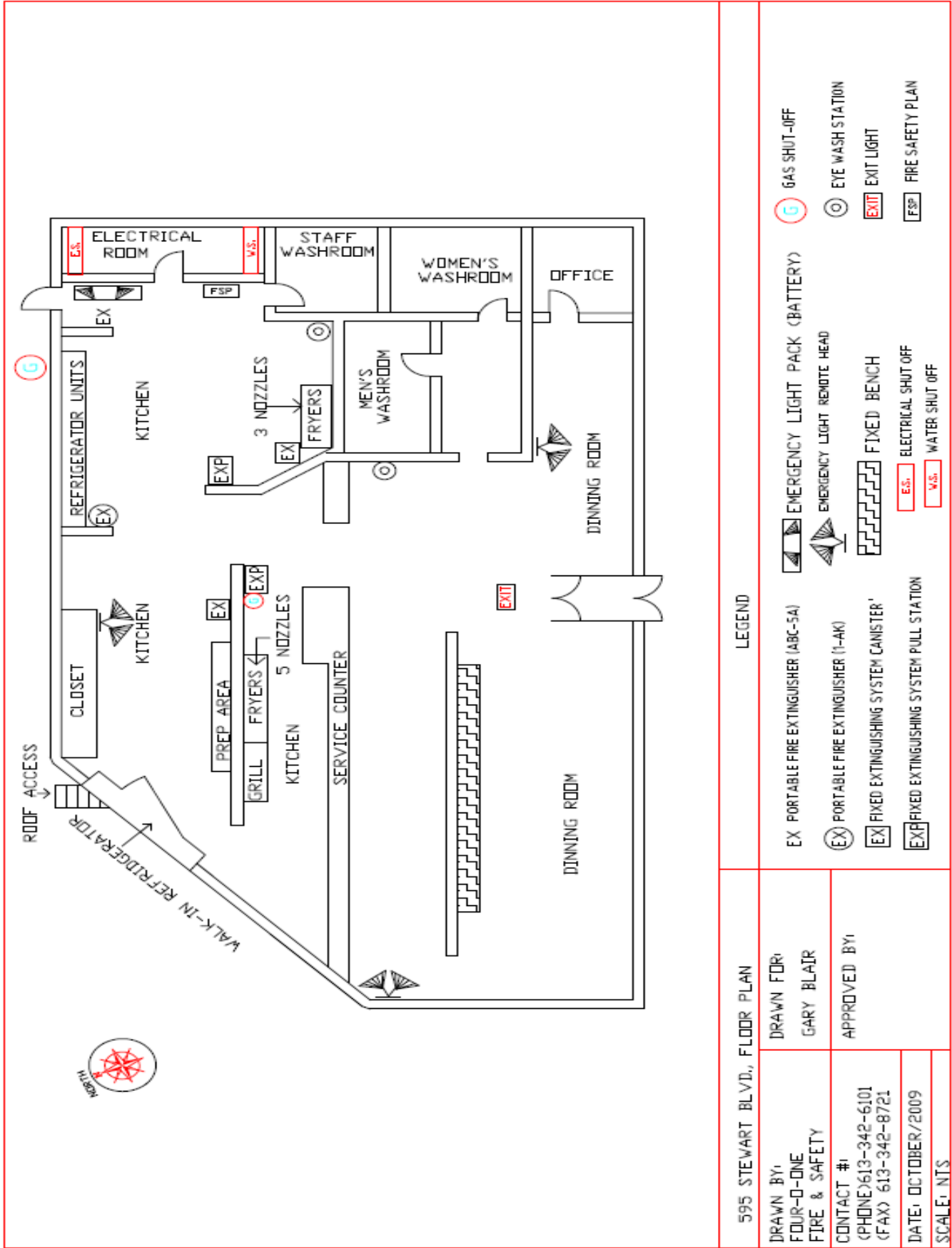
*This page can be deleted after each Floor Plan is inserted into this document in this location.*

**SEE SAMPLE FLOOR PLAN ON FOLLOWING PAGES**

# SAMPLE SITE PLAN



# SAMPLE FLOOR PLAN



## Part 5

### PERSONS REQUIRING ASSISTANCE

#### UPON THE DISCOVERY OF A FIRE

IN THE EVENT OF AN EMERGENCY, STAFF MEMBERTS ARE TO COMPLETE THE FOLLOWING:

- ALERT AS MANY PATRONS/OCCUPANTS AS POSSIBLE BY YELLING “FIRE”. DO IT IN SUCH A WAY AS TO NOT INVOKE PANIC
- PROVIDE ASSISTANCE TO MAINTAIN A CALM AND ORDERLY EVACUATION
- ASSIST PATRONS/OCCUPANTS TO EXIT THE BUILDING. PATRONS ARE TO BE DIRECTED TO EVACUATE VIA THE NEAREST AND SAFEST EXTERIOR EXITS
- ALTERNATIVE MEANS OF EGRESS ARE TO BE USED AS NECESSARY.
- ASSIST PERSONS WITH DISABILITIES TO THE EXIT WHEN IT IS SAFE TO DO SO
- CHECK ALL COMMON AREAS OF THE BUILDING INCLUDING THE BATHROOMS
- WHEN YOUR AREA HAS BEEN CLEARED, EVACUATE BUILDING VIA NEAREST AND SAFEST EXIT
- PROCEED TO DESIGNATED EMPLOYEE MEETING AREA
- ASSIST WITH CROWD CONTROL IF NECESSARY AND MAINTAIN A CLEAR FIRE ACCESS FOR THE RESPONDING FIRE VEHICLES

*(NOTE: There is no need to maintain a list of persons requiring assistance if your building does not have persons working or living in the building on a regular basis that require assistance. In most cases, it will suffice to indicate (as above) that building staff/employees will sweep the area and ensure all common areas of the building have been checked, and that anyone requiring assistance is safely exiting the building or will be assisted as required. This section is more suitable for use with restaurant, assembly areas and retail spaces. Residential buildings require a list to be maintained.*

*If required, please develop and insert your own policy that similarly reflects one of the above procedures. Please delete the section(s) of Part 5 above that you are not going to use, along with this note when you “unprotect the document” to make changes.)*

## **Part 6**

### **Emergency Procedures for Occupants**

At least one copy of emergency procedures shall be affixed to the wall and prominently posted and maintained on each floor area; with wording that the fire department is to be notified in the event of a fire emergency and including the emergency telephone number for the municipality or the telephone number of the fire department. The following emergency procedures are posted in the building.

*(Choose the following or design your own that suits your building. If designing your own, insert and delete this one.)*

### **Emergency Procedures for Occupants**

Emergency procedures signage will be affixed to the wall on each floor area, usually adjacent to exits.

#### **IN CASE OF FIRE**

##### **No Fire Alarm System In Building**

##### **If You Discovery of Fire:**

- Remain calm
- Turn off all appliances in work area
- Leave fire area immediately
- Close all doors behind you to confine the fire
- Alarm occupants of building. Yell “FIRE”
- Alert as many occupants as safely possible
- Assist other occupants in evacuating building
- Call Gananoque Fire Department at 9-1-1 from a safe location
- Use safe exit to leave the building

##### **Upon Hearing of a Fire Condition:**

- Leave building via nearest exit
- Follow directions from management and staff
- Close doors behind you
- Proceed to designated outside assembly area
- Do not re-enter the building until safe to do so

#### **CAUTION**

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

#### **REMAIN CALM**

## **Part 7**

### **Emergency Procedures for Supervisory Staff**

#### **Upon Discovery of Fire**

- Leave fire area immediately and close doors to confine the fire. Alert occupants.
- Alarm occupants of building. Yell “FIRE”
- Assist other occupants in evacuating building
- 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.
- Check to determine area of origin of alarm.
- Notify the Fire Department of the emergency condition. Dial 9-1-1. If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the Fire Department, 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, master keys for this occupancy and service rooms, etc.

### **Related Duties**

#### **In general:**

- Keep the doors in fire separations closed at all times.
- Keep EXITS and access to exits, inside and outside, clear of any obstructions at all times.
- Maintain sufficient lighting in exits and corridors.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard. Keep stairways free of combustible storage and obstructions.
- Outdoor storage receptacles, such as dumpsters, used for combustible materials shall be located so that they do not create a fire hazard to buildings.
- 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.
- Hydrants shall be readily available and unobstructed for use at all times and shall be maintained free of snow and ice accumulations.
- Maintain the fire protection equipment in good operating condition at all times.
- Participate in fire drills.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Be available upon notification of a fire emergency to fulfil your obligation as described in this plan.
- Arrange for a substitute in your absence.
- Comply with the requirements of the Ontario Fire Code.
- In the event of any shutdown of fire and life safety systems, notify the Fire Department and initiate approved alternative measures.

**Emergency Procedures**  
Additional Information/Comments

A large, empty rectangular box with a thin black border, occupying most of the page below the header. It is intended for providing additional information or comments related to the emergency procedures.



## **Part 8**

### **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.
- Ensure you, or your supervisory staff, are available upon notification of a fire emergency to fulfil your obligation as described in the Fire Safety Plan.
- 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.
- Ensure that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule, and that the original or a copy of these records are retained at the building premises for examination by the Chief Fire Official for a minimum period of two (2) years.
- Ensure the initial verification of test reports for fire protection systems installed after November 21, 2007, are retained throughout the life of the systems.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
- Review Fire Safety Plan as often as necessary, but at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.
- Designate and train sufficient alternates to replace supervisory staff during any absence.
- Where testing is required for compliance with this Code, the tests shall be carried out by the owner or the owner's agent within such reasonable time as the Chief Fire Official may determine.

## **Part 9**

### **Fire Hazards**

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, the use of extension cords as permanent wiring, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- Clothes dryer lint collector full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

#### **In general, occupants should:**

- Know how to alarm occupants of building, know where exits are located.
- Know the procedures established to implement safe evacuation.
- Call Gananoque Fire Department 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 supervisory staff in your building.
- Report any fire hazard to supervisory staff.

## **Part 10**

### **Fire Extinguishment, Control or Confinement**

Most fires start small. Except for explosions, fires can usually be brought under control if they are attacked correctly with the right type and size of extinguisher within the first two minutes. In the event a small fire cannot be extinguished with the use of a portable fire extinguisher, or smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. If fighting the fire, ensure that the Fire Alarm System has been activated and the Gananoque Fire Department has been notified prior to any attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

The decision to use a fire extinguisher is one that is made after considering the following:

- Type of fire (Class A, B, C, D or K)
- Type of fire extinguisher available for the fire
- Size and intensity of fire
- Size and capacity of the fire extinguisher
- Exit location and clear route away from fire

#### **When not to fight a fire...**

- If the fire could block your only exit
- If the fire is spreading quickly
- If the type or size of the extinguisher is wrong
- If the fire is too large
- If you don't know how to use the fire extinguisher

### **Suggested Operation of Portable Fire Extinguishers**

Remember the (**PASS**) acronym

- P** - Pull the safety pin
- A** - Aim the nozzle
- S** - Squeeze the trigger handle
- S** - Sweep from side to side (watch for fire restarting)

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

Keep extinguishers in a visible area without obstructions around them.

## **Part 11**

### **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 the Gananoque Fire Department.

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

1. Notify the Gananoque Fire Department, dial (613) 382-3334 (DO NOT USE 9-1-1). Give your name, address and a description of the problem and when you expect it to be corrected. The Gananoque Fire Department is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify the Gananoque Fire Department 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.

(See attached Fire Watch Duties and Report Log)

## **FIRE WATCH DUTIES**

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

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

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

## FIRE WATCH LOG REPORT

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

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

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

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

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

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

## **Part 12**

### **Fire Drills**

Fire drills will be held at least once every 12 months for this building to ensure efficient execution of the Emergency Procedures by supervisory staff. Fire drill records are required to be retained for a period of 12 months after the fire drill and made available to the Chief Fire Official upon request.

The Fire Code (2.8.3.1.(1) of Div. B) states that the procedure for conducting fire drills shall be included in the fire safety plan, taking into consideration

- (a) the building occupancy and its fire hazards,
- (b) the safety features provided in the building ,
- (c) the desirable degree of participation of occupants other than supervisory staff ,
- (d) the number and degree of experience of participating supervisory staff , and
- (e) the testing and operation of the emergency systems installed in buildings within the scope of Subsection 3.2.6. of Division B of the Building Code .

The fire drill procedures shall be prepared in consultation with the Chief Fire Official.

#### **THE PROCEDURE IS AS FOLLOWS:**

- 1) Notify all occupants 24 hours in advance of the approximate time when the drill is to take place and include the date of the drill.
- 2) Post signs containing the above information in the lobby and other locations where guests are most likely to see them.
- 3) As there is no fire alarm system in the building, there is no need to notify the Fire Department before starting the drill.

**FIRE DEPARTMENT PHONE NUMBER: (613) 498-1261 (NOT 911 FOR THIS PURPOSE)**

- 4) Commence drill.
- 5) Post-drill de-briefing meeting(s) will be held after drill to assess:
  - a) any problems that may have occurred
  - b) that all required fire protection equipment functioned as designed
- 6) Complete the appropriate fire drill document (as shown in fire safety plan) and retain the record for at least 12 months after the drill.

## **FIRE DRILL RECORD**

Date:		Time:		Full Drill or Table-top exercise:
How Activated:				

On-Duty Manager/Supervisor Conducting Drill:	
--	--

Staff Present:	

Deficiencies Noted:	

General Comments:	



## Part 13

### Requirements of the Ontario Fire Code

#### **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.

This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code shall be consulted. Where specific references to checking, inspection and testing of fire safety devices are not made in this Code, such devices shall be maintained to ensure they operate as per their design requirements.

Where a building or its contents must be tested for compliance with this Code, the tests shall be carried out by the owner or the owner's agent within such reasonable time as the Chief Fire Official may determine.

Any appliance, device or component of a device that does not operate or appear to operate as intended when checked, inspected or tested as required by this Code shall be repaired or replaced if the failure or malfunctioning of the appliance, device or component would adversely affect fire or life safety.

Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections, and asked to see the required written records.

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

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

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

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

***It is stated in the Fire Code that written records of all tests and corrective measures are required to be retained for a period of two years after they are made, and shall be available upon request to the Chief Fire Official. Records shall be made and the original or a copy shall be retained at the building premises for examination by the Chief Fire Official. Records of tests and corrective measures or operational procedures shall be retained so that at least the current and the immediately preceding reports are available, however; records shall be retained for a period of at least two years after being prepared.***

***NOTE: The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained on the premises throughout the life of the systems. This requirement applies to systems installed in accordance with this Code or the Building Code.***

## General Fire Protection Systems/Equipment

### General

### Responsibility

(example: Owner, Superintendent, Contractor)

Doors in fire separations shall be <b>checked</b> as frequently as necessary to ensure that they remain closed.	
Exit signs shall be clearly visible and maintained in a clean and legible condition.	
Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.	

### Weekly

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be <b>checked</b> weekly and be cleaned when such deposits create an undue fire hazard.	
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### Monthly

Doors in fire separations shall be <b>inspected</b> monthly for proper operation.	
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### Yearly

Fire dampers and fire-stop flaps shall be <b>inspected</b> annually, or based on a schedule via contractor acceptable to the Chief Fire Official.	
Every chimney, flue and flue pipe shall be <b>inspected</b> 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 <b>inspected</b> annually to establish that the system can be shut down.	

## Portable Fire Extinguishers

### General

### Responsibility

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.	
A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic <b>testing</b> 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

### Responsibility

Portable extinguishers shall be <b>inspected</b> monthly.	
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### 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	

**6 Years**

Every six years, stored pressure extinguishers that require a 12 year hydrostatic <b>test</b> shall be emptied and subjected to the applicable maintenance procedures.	
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**Emergency Lighting System**

**Daily**

**Responsibility**

Check pilot lights for indication of proper operation.	
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**Monthly**

Batteries shall be <b>inspected</b> monthly and maintained as per manufacturer's specifications.	
Ensure that battery surface is clean and dry.	
Ensure that terminal connections are clean, free of corrosion and lubricated.	
Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.	
Emergency lighting equipment shall be <b>tested</b> monthly to ensure that the emergency lighting will function upon failure of the primary power supply.	

**Yearly**

Emergency lighting equipment shall be <b>tested</b> annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	
After completion, the charging conditions for voltage and current and the recovery period will be <b>tested</b> annually to ensure that the charging system is in accordance with the manufacturer's specifications.	

**Smoke Alarms**

**General**

**Responsibility**

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.	

**Carbon Monoxide Alarms**

Ensure required carbon monoxide alarms in dwelling units are maintained in operating condition.	
Ensure a copy of the carbon monoxide alarm manufacturer's Maintenance instructions or approved alternative has been provided.	

**Maintenance  
Additional Comments**

**Part 14**  
**Fire Safety Plan Review Record**

The Fire Safety Plan must be reviewed as often as necessary, but at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. (*Ontario Fire Code 2.8.2.1.(4) of Division B*).

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Date of Review: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Owner/Position: \_\_\_\_\_ Signature: \_\_\_\_\_

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