

# FIRE SAFETY PLAN

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Building Name

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Address

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Prepared By

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Date Prepared

## INTRODUCTION

Fire safety is an important responsibility. The implementation of the fire safety plan helps to ensure effective utilization of life safety features to protect people from fire. The fire safety plan is designed to suit the resources of each individual building or complex of buildings.

Owner as defined in the *Fire Code O. Reg. 213/07, as amended*, “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”.

As required by the *Fire Code Div. B Section 2.8, Emergency Planning*, the owner is responsible for the preparation of a fire safety plan. After the fire safety plan has been prepared, it must be submitted to the municipal fire department Chief Fire Official for approval. Once approved, the owner is responsible for implementing the fire safety plan. The fire safety plan is used to provide training to the building’s supervisory staff who must have received instructions in fire emergency procedures as described in the plan before given any responsibility for fire safety.

Owners must be familiar with their responsibilities under the *Fire Code. Fire Protection and Prevention Act Part VII, Section 28*, states upon conviction 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, 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.

The owner is responsible to ensure fire emergency procedures are prominently posted so visitors and staff are informed of what to do in the event of fire.

## SUBMISSION PROCEDURES

At least two copies of the fire safety plan must be submitted to the Chief Fire Official for approval, either by mail or electronic transmission. Once approved, one copy will be returned to the author and one copy will be retained by the municipal fire department. The fire safety plan shall be implemented and kept in an **approved** location.

**The approved location is:** \_\_\_\_\_

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**Part A**  
**Audit of Human Resources**

Building Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Building Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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Manager: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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Business Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_

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After Hour Contacts (24 hour telephone numbers)

Manager/Supervisor: \_\_\_\_\_ Phone No. \_\_\_\_\_

Employee/Title: \_\_\_\_\_ Phone No. \_\_\_\_\_

Employee/Title: \_\_\_\_\_ Phone No. \_\_\_\_\_

Other: \_\_\_\_\_ Phone No. \_\_\_\_\_

Fire Alarm Monitoring Company: \_\_\_\_\_ Phone No. \_\_\_\_\_

Fire Alarm Service Company: \_\_\_\_\_ Phone No. \_\_\_\_\_

Sprinkler Service Company: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Security Company: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Part B**

**Audit of Building Resources**

Occupancy Type:  
Description of Occupancy Use (common language):  
Description of Building:  
Building Height:  
Building Construction:  
Occupant Load: (if applicable)

Fire Department Access:  
Designated Fire Route:  No  Yes  
Key Lockbox:  No  Yes Location(s) \_\_\_\_\_

Municipal Hydrants:  No  Yes Location: \_\_\_\_\_

Private Hydrants:  No  Yes Location(s):  
\_\_\_\_\_  
\_\_\_\_\_

Heating:  Natural Gas  Electric  Other \_\_\_\_\_

Gas Shut-off:  No  Yes Location(s):  
\_\_\_\_\_  
\_\_\_\_\_

Main Electrical Shut-off Location: \_\_\_\_\_

Main Domestic Water Shut-off Location: \_\_\_\_\_

Fire Alarm System:  No  Yes  
Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Main Panel Location:  
Annunciator Panel Location:  
Fire Alarm Description:  
Voice Communication:

**Part B**  
**Audit of Building Resources**

Sprinkler System:  No  Yes Type:  Wet  Dry  Other \_\_\_\_\_

Connected to Fire Alarm System:  No  Yes

Location of Sprinkler Room/Shut-Off Valves:  
\_\_\_\_\_  
\_\_\_\_\_

Fire Department Connection:  No  Yes Location(s) \_\_\_\_\_

Standpipe System:  No  Yes

Location of Shut off/Isolation Valves: \_\_\_\_\_

Fire Department Connection:  No  Yes Location(s) \_\_\_\_\_

Fire Pump:  No  Yes Location(s) \_\_\_\_\_

Fire Pump Description: \_\_\_\_\_  
\_\_\_\_\_

Emergency Power:  No  Yes

Battery  Generator  Diesel or  Natural Gas

Fuel Supply Location: \_\_\_\_\_

Transfer Switch Location: \_\_\_\_\_

Equipment Powered by Generator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Lighting:

No  Yes Location(s): \_\_\_\_\_

**Part B**  
**Audit of Building Resources**

Elevators:  No  Yes

Type:

Firefighter Elevator (Red helmet designation)       Firefighter Elevator (Yellow helmet designation)       Service Elevator (No designation)

Automatic Recall       No       Yes

Manual Recall       No       Yes

Manual Recall Switch(es)       No       Yes      Location: \_\_\_\_\_

Total Number of Elevators: \_\_\_\_\_

Total Number of FF Elevators: \_\_\_\_\_

FF Elevator Location: \_\_\_\_\_

Floors Served by FF Elevator: \_\_\_\_\_

Location of recall/operating keys: \_\_\_\_\_

Operating Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Commercial Cooking Equipment:  No  Yes

Type: \_\_\_\_\_      Connected to F/A System:  No  Yes

Fuel Source:       Natural Gas       Electric       Other \_\_\_\_\_

Fuel Shut Off for Appliances:      Location: \_\_\_\_\_

40BC Extinguisher      Location: \_\_\_\_\_

K Type Extinguisher      Location: \_\_\_\_\_

Hazardous materials on site?       No       Yes

If YES, identify material and quantity: \_\_\_\_\_

Portable Fire Extinguishers (Identify on Building Schematics Floor Plans in Part L).

## Part C Responsibilities of Owner

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

1. Conduct a fire safety audit by identifying building features and human resources.
2. Appoint, organize and train supervisory staff and alternates to carry out fire safety duties and emergency procedures.
3. Supervisory staff must be instructed in fire emergency procedures described in the fire safety plan before given any responsibility for fire safety. A copy of fire emergency procedures and other duties for supervisory staff identified in the plan must also be given to supervisory staff.
4. Develop and post emergency procedures on each floor area.
5. In high buildings, supervisory staff training also includes instructions on use of voice communication system; procedures for use of elevators; evacuation of persons in need of assistance; action to be taken in initiating smoke control or other fire emergency systems installed in a building in the event of fire until the municipal fire department arrives; procedures established to facilitate fire department access to the building and fire location within the building; and instructions for the supervisory staff and fire department for the operation of the fire emergency systems.
6. Training and conducting fire drills is an integral part of preparedness. Owner must ensure that fire drills are effectively planned, conducted, appropriately monitored and documented to achieve compliance with the *Fire Code*. Fire drill procedures be prepared in consultation with the Chief Fire Official, conducted in accordance with the *Fire Code* and records maintained in accordance with the *Fire Code*.
7. Maintenance of buildings facilities and fire protection equipment through a detailed schedule of fire protection features identify required checks, inspections and tests in accordance with the *Fire Code*.
8. Establish fire watch procedures as alternative measures for occupant safety for temporary shutdown of fire protection equipment or systems.
9. Supervisory staff is notified when sprinkler, fire alarm, voice communication, standpipe and hose, emergency power, special fire suppression systems or part thereof is shutdown.
10. Avoid, prevent, reduce and control fire hazards.
11. Prepare schematic diagrams and site plan including symbol legend indicating type, location and operation of building features and fire protection systems.
12. Fire safety plan is prepared by the owner and submitted for approval to the municipal fire department Chief Fire Official.
13. Owner implements and maintains approved fire safety plan. Reviews approved plan at least once per year for currency.



## **Part D**

### **Appointment and Organization of Supervisory Staff**

Owner is responsible for the appointment and organization of designated supervisory staff and alternates who are required to be instructed in fire emergency procedures before given any responsibility for fire safety.

The position(s) of \_\_\_\_\_ are designated supervisory staff in the fire safety plan and have delegated duties to carry out during a fire emergency identified in the approved fire safety plan.

#### Fire Emergency Procedures:

- Provides building occupants with fire emergency procedures upon discovery of a fire or hearing the fire alarm sound, and includes emergency telephone number. Fire Safety Plan Part E
- Notify municipal fire department by calling **9-1-1**.
- If it is safe to do so, supervise the evacuation of occupants, including those requiring assistance identified in this fire safety plan. Fire Safety Plan Part H
- Upon arrival of the municipal fire department, inform officer-in-charge of the conditions in the building and co-ordinate the efforts of supervisory staff with those of the municipal fire department. Provide access and vital information to the municipal fire department as to location of persons, master keys for occupancy and service rooms, etc.
- Notification of supervisory staff that may be off site if needed.
- Once the fire alarm system has been activated, it is not silenced until the municipal fire department determines no fire emergency exists or requests alarm be silenced.

#### Other Responsibilities:

- Conducts and documents fire drills required by the *Fire Code*. Fire Safety Plan Part G
- Maintains building services and fire protection equipment provided for the safety of the building occupants by ensuring that checks, inspections and tests are carried out as required by the *Fire Code*. Fire Safety Plan Part K
- Maintains written records of all tests and corrective measures as required by the *Fire Code*.  
Fire Safety Plan Part K
- Implements alternative measures for the safety of building occupants during the shutdown of any fire protection equipment or systems. Fire Safety Plan Part J
- Notify Chief Fire Official when alterations, additions or repairs involve interruption to sprinkler system or part thereof and shall not be shut down for more than 24 hours without notifying the Chief Fire Official.
- Document and remedy fire hazards. Fire Safety Plan Part I

**PART E**  
**Emergency Procedures**

Emergency Procedures to be used in case of fire are as follows:

**Typical Signage**

Emergency procedures signage shall be prominently posted and maintained on each floor area.

**IN CASE OF FIRE**

Upon Discovery of Fire:

- Leave fire area immediately
- Close all doors behind you
- Activate Pull Station to Sound Fire Alarm
- Leave building via nearest Exit
  - Do not use the elevator
- Dial **9-1-1** from a safe location

Upon Hearing Fire Alarm:

- Leave building via nearest Exit
- Close all doors behind you
  - Do not use the elevator
- Call 9-1-1 from a safe location

**CAUTION**

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

**Remain Calm**

***Emergency Procedures for Supervisory Staff:***

***Include any special procedures, ex. Turn down music, etc.***

***LOCAL ALARM SIGNAGE***

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 wording that the fire department is to be notified in the event of a fire emergency and including the emergency telephone number 9-1-1.



## Part F

### Fire Extinguishment, Control or Confinement

A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives; but portable extinguishers have limitations. Because fire grows and spreads so rapidly, the number one priority for residents is to get out safely.

#### *Safety tips*

- Use a portable fire extinguisher when the fire is confined to a small area, such as a wastebasket, and is not growing; everyone has exited the building; the fire department has been called or is being called; and the room is not filled with smoke.
- To operate a fire extinguisher, remember the word PASS:
  - **P**ull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.
  - **A**im low. Point the extinguisher at the base of the fire.
  - **S**queeze the lever slowly and evenly.
  - **S**weep the nozzle from side-to-side.
- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.
- Keep your back to a clear exit when you use the device so you can make an easy escape if the fire cannot be controlled. If the room fills with smoke, leave immediately.
- Know when to go. Fire extinguishers are one element of a fire response plan, but the primary element is safe escape.
- Fighting a fire is a voluntary act.
- Close doors to contain fire.

## **Part G Fire Drills**

Preparation is the key to effective fire emergency response. It provides scheduled opportunities for comprehensive fire emergency response training for supervisory staff and others. For this occupancy, fire drills shall be held \_\_\_\_\_ for supervisory staff and designate to ensure efficient execution of the fire emergency procedures. Fire drill records are required to be retained for a period of 12 months after the drill.

In carrying out the fire drill, take into consideration the following:

- (a) Building occupancy and its fire hazards.
- (b) Safety features provided in the building.
- (c) Degree of participation of occupants other than supervisory staff.
- (d) Number and degree of experience of participating supervisory staff.
- (e) Testing and operation of the emergency systems installed in the building.

### **Supervisory Staff / Designate Fire Drill Procedures:**

- Notification of anticipated date and time of fire drill at least 24 hours in advance by posting notices at each floor level and in common areas of the building.
- Meet prior to the fire drill to confirm the simulated fire scenario.
- Municipal fire department be notified (nonemergency telephone number) and fire alarm monitoring company, if applicable.
- At the scheduled time, predetermined scenario be simulated and fire drill commences. Supervisory staff operates emergency systems and equipment as they would in the event of an actual fire, (i.e., where applicable, fire alarm system, voice communication or paging system, elevator protocol, smoke control equipment protocol, etc.).
- Fire drill runs long enough to adequately assess expected responses of supervisory staff and fire emergency procedures relative to the scenario expectations (i.e., if the drill is too short, it may not be possible to adequately assess whether sufficient staff have or will respond, etc.).
- Fire drill outcomes are documented and where concerns are identified, corrective measures are implemented.
- Desirable degree of occupant participation is taken into account.
- Following the fire drill, supervisory staff or designate announce "All Clear".
- After completion of the fire drill, reset the fire alarm system, remove notices and contact the municipal fire department and fire alarm monitoring company, if applicable.
- Following each fire drill, supervisory staff or designate meet with participants to review the results of the fire drill.
- Complete Fire Drill Record Form and maintain for 12 months following the drill.

**Part G**  
**Fire Drill Record Form**  
**SAMPLE ONLY**

Date of Fire Drill: \_\_\_\_\_

Start Time: \_\_\_\_\_

Completion of Drill: \_\_\_\_\_

Name of Supervisory Staff or Designate:  
\_\_\_\_\_

Participants:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Scenario: \_\_\_\_\_  
\_\_\_\_\_

Alarm Activated by Device / Location: \_\_\_\_\_  
\_\_\_\_\_

Debriefing Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

## Part H Persons Requiring Assistance

Describe any special provisions for the evacuation of persons requiring assistance.

Create and maintain a current list of building occupants that identifies the name and/or location of persons who need assistance to evacuate. The list is to be updated as often as necessary by owner or supervisory staff and is available to responding municipal fire department. An updated list will be kept in the same location as the approved fire safety plan within the building.

### SAMPLE ONLY

<b>Location</b>	<b>Name</b>	<b>Contact No.</b>	<b>Required Assistance</b>

# Part I

## Control of Fire Hazards

**To avoid potential fires and unsafe conditions in the building, staff and occupants should report fire hazards to supervisory staff (owner) or designate.**

- Exterior and interior exits, stairways and corridors to be maintained in good repair, operational and kept clear of obstructions.
- Do not allow combustible materials to accumulate in shafts, means of egress, service rooms or service spaces
- Keep all doors in fire separations closed at all times and do not wedge open.
- Maintain clear access to fire protection equipment.
- Avoid careless smoking. Never smoke in bed.
- 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.
- Ensure safe cooking practices: avoid deep fat frying, too much heat, unattended stoves, loosely hanging sleeves.
- Always clean out clothes dryer lint collector before and after use.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- Stay in the kitchen when cooking.
- Never put water on a grease fire.



## Part J

### Alternative Measures for Occupant Fire Safety – Fire Watch

In the event of any shut-down of fire protection equipment systems or part thereof notify Amherstburg Fire Department by calling (519) 736-6500 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. The Amherstburg Fire Department must be notified in writing of any shut-downs in excess of 24 hours.

All shutdowns should 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.

Fire watch is used to describe a dedicated person or persons whose sole responsibility is to watch for fires within an established area. Fire watch is required during shutdown of any fire protection equipment and systems or part thereof.

Building occupants be notified by posting a notice that fire protection systems in the building are not functional and that a fire watch is in place until systems are operational. Actions to be taken in case of emergency should be posted.

- (1) At least one qualified staff person shall be employed to conduct fire watch duties until fire protection equipment or systems or part thereof is restored. Each person assigned to fire watch duties is provided with the following equipment;
  - i. Cell phone, portable radio, etc. for notifying municipal fire department
  - ii. Portable air horn or other means of sounding an alarm
  - iii. Flashlight
  - iv. Clipboard and pen
  - v. Copy of fire watch duties
  - vi. Copy of Fire Watch Log Record
  - vii. Keys or access codes to provide entry to all rooms and areas
  - 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 municipal fire department and building occupants in the event of a fire.
- (3) Rounds shall be diligently completed at least once each hour and start / end times recorded of each round on the Fire Watch Log Record.
- (4) Fire watch personnel have fire extinguishing equipment readily available and be trained in its use.
- (5) Hot works such as welding or cutting is prohibited in areas where sprinkler system protection is impaired or limited to areas where precautions have been put into place.
- (6) Exit doors, access to exits and corridors checked periodically for proper operation and obstructions while performing fire watch duties.
- (7) Discovery of fire or smoke conditions, alert building occupants by sounding alarm using portable air horn or other device.
- (8) Telephone must be readily available at all times to notify the municipal fire department by calling 9-1-1. Always call from a safe area.
- (9) Do not attempt to extinguish the fire unless it is safe to do so.
- (10) Upon arrival of municipal fire department inform officer-in-charge of conditions in the building. Do not re-enter the building without permission from the municipal fire department.

## Part J Fire Watch Log Record

_____ 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: _____

Fire Watch Duties Conducted By: \_\_\_\_\_

(Name and Position)

Fire Watch Commenced: Date: \_\_\_\_\_

Rounds	Start Time	End Time	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

## **Part K**

### **Maintenance of Building Facilities and Fire Protection Equipment**

Fire safety plan contains a detailed maintenance schedule for supervisory staff specific to building facilities and fire protection equipment identifying the required *Fire Code* definitions of check, inspection and test. It also identifies qualified / certified persons for operation tests.

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

**Inspection** 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.

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 the *Fire Code*, shall be repaired or replaced if the failure or malfunctioning adversely affect fire or life safety.

Written records of tests and corrective measures or operational procedures will be kept in the building for two years following and made available to the Chief Fire Official upon request. If the time interval between tests exceeds two years, written records are kept for the period of the test interval plus one year.

**The following is a partial list of items that require test, check and inspect protocol. For a complete list refer to the Ontario Fire Code.**

## **SMOKE ALARMS**

### **General**

Smoke alarms must be installed and maintained by the owner.

**Test** smoke alarm annually, after every change in tenancy and after battery is replaced.

Replace smoke alarms when alarm doesn't sound at test; casing is damaged or painted, smoke alarm causes frequent false alarms, smoke alarm is past the date for replacement.

Provide instructions to tenants.

### **Monthly**

Test smoke alarm.

### **Annual**

Battery operated – replace battery and test smoke alarm.

### ***Responsibility:***

## **INTERCONNECTED SMOKE ALARMS**

### **Weekly**

The power supply shall be checked. Written records shall be kept for at least six months after they are made.

### **Monthly**

The operability of the interconnected system shall be confirmed monthly, by testing at least one smoke alarm using its test function, on a rotational basis.

### **Annual**

Tested and maintained in operating condition in conformance with CAN/ULC-S552, "Standard for the Maintenance and Testing of Smoke Alarms", by qualified person, Div. C. 1.2.2.2. and as required by Article 6.3.2.6.

Where installed, each manual pull station shall be tested to ensure activation of the interconnected smoke alarms.

### ***Responsibility:***

# ELEVATORS

## General

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

### 7.1.1.3

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

## ***Responsibility:***

## **EMERGENCY LIGHTING**

### **Daily**

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.

### ***Responsibility:***

## GENERATOR

### General:

Where an emergency power system is installed, instructions shall be provided for switching on essential loads and for starting the generator when this is not done automatically.

Despite the requirements of Article 1.1.2.1., written records shall be maintained as required in CSA-C282, "Emergency Electrical Power Supply for Buildings".

### Annual

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

### *Fuel supply*

The amount of fuel stored and connected to the emergency power system shall be sufficient to operate the engine for at least 2 h.

Liquid fuel **storage tanks** shall be drained and refilled with fresh fuel at intervals not greater than 12 months. The requirements may be achieved by replenishment as the result of the normal **test** program required in Article 6.7.1.1.

### *Responsibility:*

## SPRINKLER SYSTEMS

### General

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.

### 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

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.

### ***Responsibility:***



## **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.

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

## **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.

## ***Responsibility:***

## **SPECIAL FEATURES**

### **Smoke Shafts and Venting Equipment**

#### **General**

Access to windows and panels required for venting floor areas and vents to vestibules, permitted to be manually opened, shall be kept free of obstructions, have the ability to open without keys and be operable.

#### **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.

#### ***Responsibility:***

## **SMOKE CONTROL MEASURES**

### **General**

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.

### ***Responsibility:***

## **COMMERCIAL COOKING EQUIPMENT**

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.

Instructions for manually operating the fire protection systems required under Article 2.6.1.12. shall be posted conspicuously in the kitchen.

### **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.

Exhaust system shall be maintained in conformance with NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations".

### ***Responsibility:***

## FIRE ALARM SYSTEMS

### General

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

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

A description of the fire alarm system as required in Clause 3.6 of CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems", shall be kept current and maintained in the **building** at an **approved** location. The approved location is: \_\_\_\_\_

Once activated, a fire alarm system shall not be manually silenced unless it has been confirmed by **supervisory staff**, in accordance with **approved** procedures as detailed in the fire safety plan that no fire emergency exists. The procedures are: \_\_\_\_\_

### 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 backup 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

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 fire fighter'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.

## STANDPIPE SYSTEMS

### Monthly

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.

## GENERAL FIRE PROTECTION SYSTEMS

### General

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 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 **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

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

### 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.

## WATER SUPPLIES FOR FIREFIGHTING (FIRE PUMPS)

### Daily

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











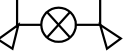






Fire pumps shall be **tested** annually at full rated capacity to ensure that they are capable of delivering the rated flow.

## Part L

### BUILDING SCHEMATIC DRAWINGS

Drawings to be submitted include elevation drawings of each floor. When submitting a drawing where numerous floors are identical i.e. in a high rise building, an elevation drawing marked "Typical" may be submitted.

#### LEGEND FOR BUILDING FIRE EMERGENCY SYSTEMS

	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
	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

**H**

Hose Cabinet



Sprinkler Riser, indicate whether Wet or Dry System