

Fire Safety Plan



**Northern Bruce Peninsula Fire & Emergency Services
56 Lindsay Rd. 5, R.R. #2
Lion's Head, Ont.
N0H 1W0**

(Company Name)

(Owner's Name)

Prepared by:

Date Reviewed by:

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Introduction

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

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

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

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

The fire safety plan approved location is:

SUBMISSION PROCEDURES

At least two (2) copies of the 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.

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

AUDIT OF BUILDING RESOURCES

Occupancy description:

Occupant Load:

Location of valves controlling water supply:

Main gas shut off location:

Kitchen Appliance Gas/ Electrical Shut off:

Main electrical shut off:

Detection Devices:

Emergency lighting, description and locations covered:

Exits: As shown on schematic diagrams

AUDIT OF HUMAN RESOURCES

Building owner and contact information:

Building Superintendent/Manager:
(24 hr. contact person)

Alternative contact:

Service contractors: Fire Alarm:
 Sprinklers:
 Kitchen Suppression System:

Fire Protection Equipment:

Fire Alarm System:

Make:

Model:

Main Panel Location:

Annunciator Panel Location:

Fire Alarm Description:

Sprinkler System: No Yes

Type: Wet Dry Other ____

Connected to the Fire Alarm System: No Yes

Location of Sprinkler Room/Shut Off Valves:

Fire Department Connection: No Yes (Location(s)): ____

Fixed Extinguishing System for Commercial Cooking Equipment:

No Yes Type: ____ (i.e. Wet Chemical, Dry Chemical, CO²)

Connected to F/A System: No Yes

Ecology Unit: No Yes Protected by Fixed System: No Yes

Fuel Source: Natural Gas Electric Other ____

Fuel Shut Off for Appliances: Location: ____

40BC Extinguisher: Location: ____

K Type (wet) Extinguisher (if applicable): Location: ____

EMERGENCY PROCEDURES FOR SUPERVISORY STAFF

Upon discovery of fire:

- Leave fire area and close doors
- Sound fire alarm and follow fire alarm supervisory procedures
- If safe to do so, knock on doors in the immediate area to alert occupants
- Call 911 from a safe location
- Exit the building via the nearest exit
- Await the arrival of the fire department at the main entrance
- Brief the fire department on the situation and advise them of occupants that may require special assistance

Upon hearing the fire alarm:

- Ensure that occupants are aware of emergency conditions
- Notify Smiths Falls Fire Department of the emergency. Call 911
- If safe to do so, supervise the evacuation of occupants, including those requiring assistance
- Upon the arrival of the fire department, inform the officer of the conditions in the building
- Provide access (master keys) and have available, copy of the fire safety plan and list of occupants that may require special assistance

EMERGENCY PROCEDURES FOR OCCUPANTS

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and in elevator lobbies.)

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Call 9-1-1
- Leave building via nearest Exit

Upon Hearing Fire Alarm:

- Leave building via nearest Exit
- Close doors behind you
- Do not use elevator (if applicable)

CAUTION

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

Remain Calm

EMERGENCY PROCEDURES

(sample only)

The actions to be taken by occupants in emergency situations will be posted on each floor and will read as follows:

IN CASE OF FIRE
UPON DISCOVERY OF FIRE LEAVE FIRE AREA IMMEDIATELY AND CLOSE DOORS <u>CALL FIRE DEPARTMENT</u> <u>911</u> SOUND FIRE ALARM LEAVE BUILDING VIA NEAREST EXIT
UPON HEARING FIRE ALARM
LEAVE BUILDING VIA NEAREST EXIT CLOSE DOORS BEHIND YOU CAUTION IF YOU ENCOUNTER SMOKE, USE ALTERNATE EXIT
REMAIN CALM

Emergency Procedures
Additional Information/Comments

DUTIES AND RESPONSIBILITIES OF OWNER/ OPERATOR

- Keep doors in fire separations closed at all times
- Keep exits, access to exits, both inside and outside clear of obstructions
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard
- Maintain access roadways, fire routes and fire department connections clear and accessible at all times.
- Ensure the building fire and life safety systems are maintained in operating condition
- Participate in fire drills. Occupant participation should be encouraged
- Have a working knowledge of the building fire and life safety systems
- In the event of any shutdown of fire and life safety systems, notify the Northern Bruce Peninsula Fire and Emergency Services 519-793-3522 x 233, and initiate alternative measures
- Control fire hazards in the building
- Maintain a list of occupants with disabilities, and the problems that they could have in a building evacuation.

OWNER RESPONSIBILITIES

- Appointment and organization of supervisory staff to carry out fire safety duties
- Training of supervisory staff so that they are aware of their responsibilities for fire safety
- Holding of fire drills in accordance with the fire code, incorporating emergency procedures appropriate to the building. Maintain a record of and participation in fire drills on site.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and the records are maintained and kept on site.
- Post emergency fire procedures
- Maintain a copy of the Fire Safety Plan on the premises in the approved location
- Notify the Chief Fire Official regarding changes/updates in the fire safety plan
- Distribute information on smoke alarm maintenance to tenants

❖ **Division A, Article 1.2.1.1. of the Ontario Fire Code, states ‘Unless otherwise specified, the owner is responsible for carrying out the provisions of this Code.’**

FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT

Firefighting is a voluntary act, and should be done by trained persons only.

In the event that a small fire can not be controlled with the use of one 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. Leave the fire area. Ensure that the fire alarm has been activated and that Northern Bruce Peninsula Fire & Emergency Services has been notified prior to an attempt to extinguish the fire.

Suggested operation of portable fire extinguishers **Remember the acronym P.A.S.S**

- P > Pull the safety pin
- A > Aim the nozzle
- S > Squeeze the trigger handle
- S > Sweep from side to side

Keep extinguishers in a visible area without obstructions around them.

****Ensure extinguishers are properly re-charged after use and that a temporary replacement is provided.**

Fire Hazards

Commercial, Retail and Industrial Properties

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

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

ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

In the event of shut-down or operational problems with building life safety systems the owner or their representative will initiate alternative measures as noted:

Occupants will be notified and instructions will be posted as to alternative measures or actions to be taken in case of emergency. The provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment must be initiated. Where a portion of the sprinkler or fire alarm system is 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 occupants of emergencies. Assistance and direction for specific situations will be sought from the Smiths Falls Fire Department.

Procedures to follow in the event of shut-down of any part of a fire protection system are as follows:

1. Notify Northern Bruce Peninsula Fire & Emergency Services 519-793-3522 x 233. Give your name, address and a description of the problem and when you expect it to be corrected. In the event of shut-down of fire protection equipment systems or part thereof, in excess of twenty-four hours, the Northern Bruce Peninsula Fire & Emergency Services is to be notified in writing.
2. Post notice at entrances 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 Northern Bruce Peninsula Fire & Emergency Services and the building occupants when repairs have been completed and systems are operational

All shut-downs will be confined to as limited an area and duration as possible.

Fire Drills

Fire drills will be held at least once every 12 months to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

FIRE DRILL RECORD

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present:

Deficiencies Noted:

General Comments:

MAINTENANCE OF FIRE PROTECTION EQUIPMENT

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

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

Definitions for key words are as follows:

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

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 records of all tests and corrective measures are required to be retained on site for a period of two years after they are made.

General Fire Protection Systems/Equipment

<u>Description</u>	<u>Responsibility</u>
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.	
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Monthly

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

Portable Fire Extinguishers

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 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.	
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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	
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	

<u>5 Years</u>	
Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested .	

<u>6 Years</u>	
Every six years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.	

Fire Alarm

Responsibility

Fire alarm and voice communication system components shall be kept unobstructed.	
Fire alarm shall be kept unobstructed.	
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	

Daily

The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken. a) Check the principle and remote trouble lights for trouble indication; b) Inspection of the AC power-on light shall be done to ensure its normal operation.	
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Monthly

Every month the following tests shall be conducted under battery back up power and if a fault is established, appropriate corrective action shall be taken: a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition b) function of all signal devices shall be ensured c) the annunciator panel shall be checked to ensure correct annunciation d) intended function of the audible and visual trouble signals shall be ensured.	
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<p>e) fire alarm batteries shall be checked to ensure that:</p> <ul style="list-style-type: none"> 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 	
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Yearly

<p>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".</p>	
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Sprinkler Systems (Wet)

Responsibility

<p>Auxiliary drains shall be inspected as required to prevent freezing.</p>	
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Weekly

<p>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.</p>	
<p>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.</p>	

Monthly

<p>On all sprinkler systems, an alarm test, using the alarm test connection located at the sprinkler valve, shall be performed monthly.</p>	
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Two Months

<p>All transmitters and water flow devices shall be tested at two month intervals.</p>	
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Six Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be tested at six month intervals.	
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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 kept in good repair.	
Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	
On wet sprinkler systems, water-flow alarm test using the most hydraulically remote test connection, shall be performed annually.	
Sprinkler system water pressure shall be tested annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.	
Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	

Sprinkler Systems (Dry)

Responsibility

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

Responsibility

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they are sealed or locked in the open position.	
Water supply pressure and system air or water pressure shall be checked weekly by using gauges to ensure that the system is maintained at the required operating pressure.	
System pressure gauges shall be checked weekly. The system shall be maintained at the required operating pressure.	

Monthly

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

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

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

Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair.	
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<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	

15 Years

<p>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.</p>	
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Commercial Cooking Equipment

Responsibility

<p>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”.</p>	
<p>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.</p>	

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.	
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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.	
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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 inspected monthly and maintained as per manufacturer's specifications.	
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Ensure that battery surface is clean and dry.	
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Ensure that terminal connections are clean, free of corrosion and lubricated.	
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Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.	
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






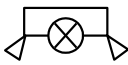








Emergency lighting equipment shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply.	
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Yearly

<p>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.</p>	
<p>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.</p>	
<p>Questions and/or concerns - please call Fire Chief Wilf Barnes Northern Bruce Peninsula Fire & Emergency Services 56 Lindsay Rd. 5, R.R. #2 Lion's Head, Ont. NOH 1W0 519-793-3522 x 233 Firechief.nbp@amtelecom.net</p>	

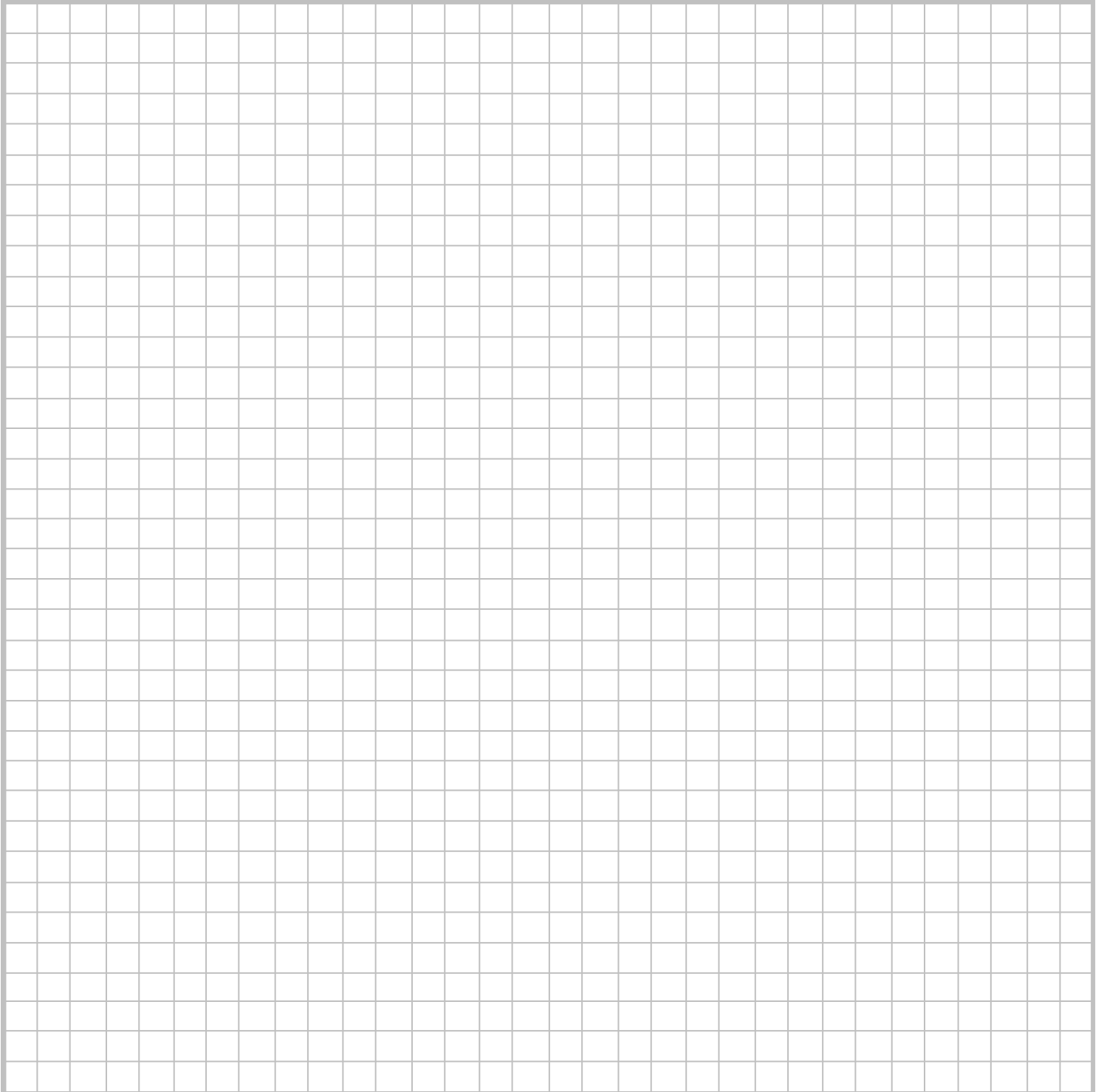
Building Schematics

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
(Include Legend)**

Please attach to e-mail, use postal mail (address is on the final page of this document), or fax to (519) 793-3823. Please indicate your company name so the plan can be attached to your submission.



**Floor Plan
(Include Legend)**

Please attach to e-mail, use postal mail (56 Lindsay Rd. #5, R.R. #2 Lion's Head, Ont. N0H 1W0), or fax to (519) 793-3823. Please indicate your company name so the plan can be attached to your submission.

