

## FIRE SAFETY PLAN

(Insert Address Here)

KITCHENER, ONTARIO

### Submission Checklist:

- Electronic copy to be submitted.
- You kept a copy of the submission.
- You removed all information which does not pertain to your building.
- You provided procedures which match your staffing and the building.

Email your document to [fireprevention@kitchener.ca](mailto:fireprevention@kitchener.ca) or deliver to 270 Strasburg Road, Kitchener in an electronic format. The documents are normally reviewed and approved in about 30 business days, but only if you have included all the necessary and correct information. Use of this template will facilitate and speed the review process.

**Please Note: All information and procedures in this document are samples for you to use and build on. You may use the examples if they fit your building. If the samples do not fit your building, you must customize them. It is our experience that a person with good basic computer skills and knowledge of the building can complete this plan in about an hour. Please take the time to read all areas of the document, and use the index to guide you to each of the key sections.**

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Building Owner

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Plan Author if not the owner

This official document is kept on site in the approved location at all times for use by Building Staff and Fire Department Officials.

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## Building Profile

<b>Building Information</b>			
Address:			
City: Kitchener		Postal Code:	
Number of Stories:		Number of Units:	
<b>Building Access</b>			
<input type="checkbox"/> Lock Box provided for firefighter use.		Location:	
<input type="checkbox"/> Entry Code			
<b>Onsite Building Information</b>			
<input type="checkbox"/> Fire Safety Plan		Revised Date:	Location:
<input type="checkbox"/> Occupants requiring assistance list.		Revised Date:	Location:
<input type="checkbox"/> Maintenance Documents		Location:	
Meeting Place Location:			
<b>Occupants</b>			
Residents/Occupants:	Total Number of Occupants Day: Total Number of Occupants Night:		
Supervisory Staff: (Only those staff on shift or resident in the building should be included in the count.)	Daytime Total Number:		
	Afternoon Total Number:		
	Overnight Total Number:		

## Emergency Contacts

<b>Owner Information</b>				
<u>Name:</u>		Phone:	Res: ( )	Cell: ( )
Address:		Bus: ( )		Ext:
		Fax: ( )		Pager: ( )
		Email:		
<b>Keyholders</b> (Someone other than the owner who may provide the Fire Department access to the building.)				
1.				
Name:		Phone:	Res: ( )	Cell: ( )
Position:		Bus: ( )		Ext:
Address:		Fax: ( )		Pager: ( )
2.				
Name:		Phone:	Res: ( )	Cell: ( )
Position:		Bus: ( )		Ext:
Address:		Fax: ( )		Pager: ( )
<b>Contractors – Service Company</b> This is <b>your</b> contractor or fire alarm company personnel to be contacted in the event of problems requiring fire alarm or other maintenance at this building.				
Name:		Phone:	Res: ( )	Cell: ( )
Position:		Bus: ( )		Ext:
Address:		Fax: ( )		Pager: ( )

## Alarms & Evacuation Systems

Alarm Systems	
<b>Type of Alarm</b> (Check the appropriate box below. Leave blank if no early warning systems present.)	
<input type="checkbox"/> Fire Alarm System present in the building.	<input type="checkbox"/> Other fire early warning system present in the building.
<b>Type of System</b> (Multiple boxes may be checked.)	
<input type="checkbox"/> Single Stage Fire Alarm	<input type="checkbox"/> Fire Warning System/Interconnected Smoke Alarms
<input type="checkbox"/> Two Stage Fire Alarm	<input type="checkbox"/> Monitored
<input type="checkbox"/> Sprinkler System used as Fire Alarm	<input type="checkbox"/> Voice Communication System (Not a PA system)

Fire Protection Devices (Check any that are present in your building)	
<input type="checkbox"/> Smoke Alarms in dwelling units	Are they battery <input type="checkbox"/> hardwired <input type="checkbox"/> hard-wired with battery backup <input type="checkbox"/>
<input type="checkbox"/> Carbon Monoxide Detectors	<input type="checkbox"/> Emergency Lighting (Battery powered)
<input type="checkbox"/> Fire Extinguishers	<input type="checkbox"/> Emergency Lighting (Generator powered)

## Fire Protection

Sprinkler System
Do you have a sprinkler system in your building? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to Standpipe Systems.)
If yes, does it cover your whole building? Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your sprinkler connected to the Fire Alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>

Standpipe System
Do you have a standpipe system in your building? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to Utility Provisions.)
If yes, does it cover your whole building? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do your fire hose cabinets have fire extinguishers? Yes <input type="checkbox"/> No <input type="checkbox"/>
How are the hose cabinet doors opened if they are locked or fastened?

## Utility Provisions

Electrical, Utility & Fuel Supplies (Shut offs are to be shown on your drawings.)
<input type="checkbox"/> Water Main Shut off is located:
<input type="checkbox"/> Natural Gas Shut off is located:
<input type="checkbox"/> Main Electrical Shut off is located:
<input type="checkbox"/> Fuel Oil/Diesel Shut off is located:
Type of Heating System in Building:

Elevators (Check any that are present in your building)	
Do you have an elevator in the building? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is it designed for use by firefighters? <input type="checkbox"/> Yes <input type="checkbox"/> No
If it is designed for use by firefighters, provide the type of installation below. (You may need to consult with your elevator maintenance company to determine this information.)	
<input type="checkbox"/> Pre-Red Hat Elevator	<input type="checkbox"/> Yellow Hat Elevator
<input type="checkbox"/> Red Hat Elevator	<input type="checkbox"/> Firefighter Emergency Operation
<input type="checkbox"/> Other (Describe)	

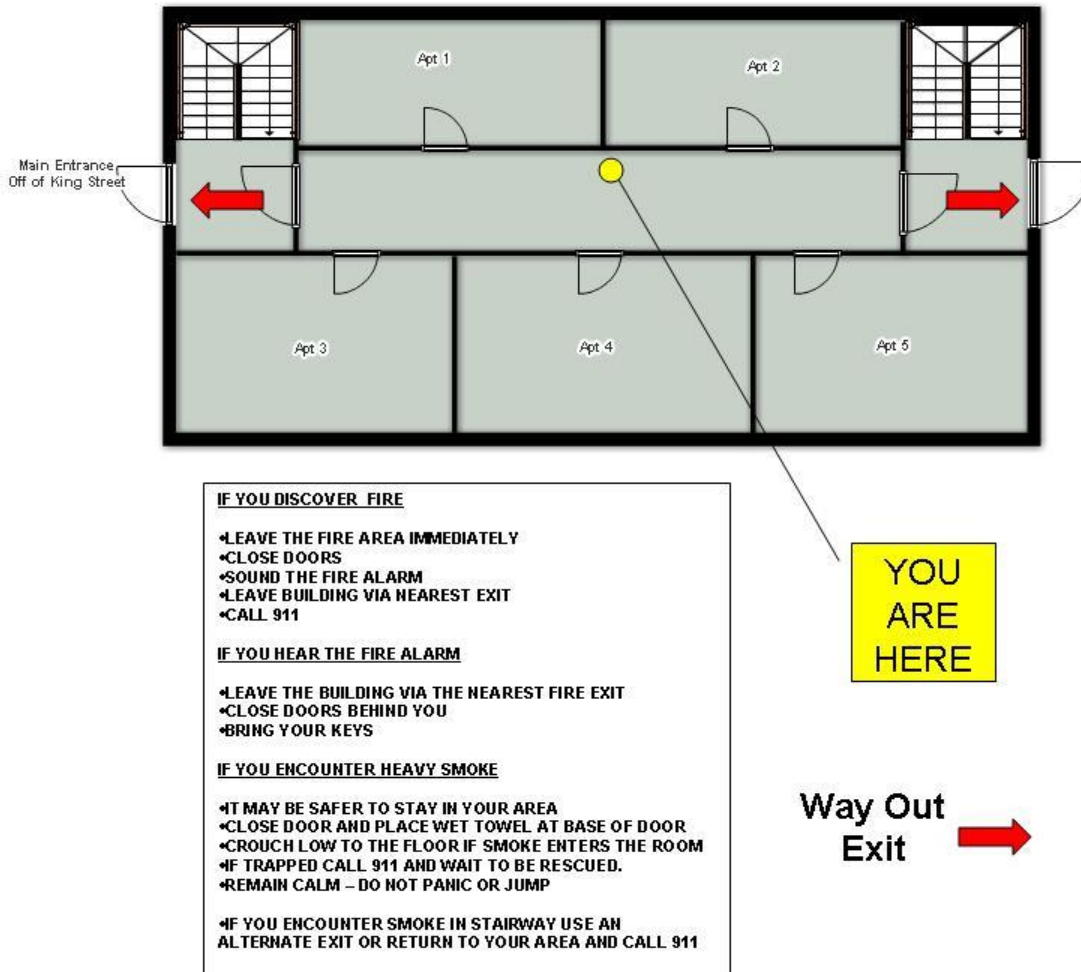
## Posted Emergency Procedures / Instructions to Occupants

*If your building is more than 2 stories in height, or it contains an elevator, we will require you to post instructions to occupants that include a floor diagram.*

*Below is a sample diagram, created online using a simple & free floor planning tool. They will be required in each elevator discharge area and at each stairwell door.*

*If your building is 2 stories or less and does not contain an elevator, written occupant instructions are sufficient at each exit from a floor area. These are typically placed adjacent to fire alarm pull stations.*

*These sample instructions are generic. If they do not suite your building, and you do not customize them to fit, you will ensure your plan is rejected.*



This example was created in less than 10 minutes using an online floorplan creator and a word processing program. The floorplanner used here may be found at [www.floorplanner.com](http://www.floorplanner.com).

## Instructions to Occupants

### **IF YOU DISCOVER FIRE**

- LEAVE THE FIRE AREA IMMEDIATELY
- CLOSE DOORS
- SOUND THE ALARM
- LEAVE BUILDING VIA NEAREST EXIT
- CALL 911
- PROCEED TO THE MEETING PLACE

### **IF YOU HEAR THE FIRE ALARM**

- LEAVE THE BUILDING VIA THE NEAREST FIRE EXIT
- CLOSE DOORS BEHIND YOU
- BRING YOUR KEYS
- PROCEED TO THE MEETING PLACE

### **IF YOU ENCOUNTER HEAVY SMOKE**

- IT MAY BE SAFER TO STAY IN YOUR AREA
- CLOSE DOOR AND PLACE WET TOWEL AT BASE OF DOOR
- CROUCH LOW TO THE FLOOR IF SMOKE ENTERS THE ROOM
- IF TRAPPED CALL 911 AND WAIT TO BE RESCUED.
- REMAIN CALM – DO NOT PANIC OR JUMP
- IF YOU ENCOUNTER SMOKE IN STAIRWAY USE AN ALTERNATE EXIT OR RETURN TO YOUR AREA AND CALL 911

### **IF YOU ARE NOT PHYSICALLY ABLE TO SELF EVACUATE**

- IT MAY BE SAFER TO STAY IN YOUR APARTMENT
- ENSURE YOU INFORM THE OWNER PRIOR TO AN EMERGENCY OCCURRING

#### **IN THE EVENT OF AN ALARM SOUNDING OR FIRE DISCOVERED IN THE BUILDING**

- CLOSE DOOR AND PLACE WET TOWEL AT BASE OF DOOR
- CROUCH LOW TO THE FLOOR IF SMOKE ENTERS THE ROOM
- IF TRAPPED CALL 911 AND WAIT TO BE RESCUED.
- REMAIN CALM – DO NOT PANIC OR JUMP

The Kitchener Fire Department and the Ontario Fire Marshal recommend that all occupants leave the building and proceed to the meeting place immediately upon hearing the fire alarm, where it is safe to do so.

Additional information about a STAY or GO decision by an occupant may be found at

[http://www.mcscs.jus.gov.on.ca/english/firemarshal/fireserviceresources/communiques/OFMCom\\_96-035at1.html](http://www.mcscs.jus.gov.on.ca/english/firemarshal/fireserviceresources/communiques/OFMCom_96-035at1.html)

The decision to stay or go is a choice made by the occupant. All owners should encourage occupants to evacuate when the evacuation alarm is sounding.

\*\*\*If a two stage fire alarm system is present in the building, the owner may recommend other actions by occupants while the alert tones are sounding. In all cases, once the alarm tone sounds, evacuation is recommended for all occupants of the building.

## **Persons Requiring Assistance - General**

- The owner shall maintain a list of persons who have been identified as requiring assistance to evacuate the building.
- The owner shall ensure a list of persons who require assistance is attached to the fire safety plan or kept in another approved location.
- The owner shall prepare a plan to support the person who requires assistance.
- Where possible, the owner shall recommend placing residents/occupants in areas of a building that support self-evacuation.
- The owner is responsible to support the evacuation of residents/occupants requiring assistance.

### **Sample Procedures (Below)**

#### **Procedures for Evacuation of Persons Requiring Assistance (Staff present full-time)**

- The owner to appoint supervisory staff (two or more if possible) to assist persons on the floor.
- Staff should assess whether or not there is imminent danger from fire or smoke on their floor.
- If there is not imminent danger on the floor, the staff should move the person to the nearest exit and remain with them, while the second person reports their location to the manager.
- If necessary, for safety reasons, the staff may consider transporting the persons to the outside.
- Whenever possible, people should be moved to the exit with their assistive devices; for example, wheelchairs, crutches or scooters, as they will require these devices once outside the building.
- The device(s) should remain on the floor if it is too heavy or large to be safely, quickly and easily transported, or if it is likely to block the emergency exit stairwell.

#### **Procedures for Evacuation of Persons Requiring Assistance (Staff not present full-time)**

- The owner shall provide the resident with the Ontario Fire Marshal's information on "A fire in your building. To stay or to go?"  
[http://www.mcscs.jus.gov.on.ca/english/firemarshal/fireserviceresources/communiques/OFMCom\\_96-035at1.html](http://www.mcscs.jus.gov.on.ca/english/firemarshal/fireserviceresources/communiques/OFMCom_96-035at1.html)
- The owner shall ensure any residents identified as requiring assistance are included on the list of persons requiring assistance, attached to this document.
- The owner shall ensure that the list of persons requiring assistance is kept up to date.
- The owner shall make every effort to provide a work/living area for the person requiring assistance on a floor level where self-evacuation may be possible.

#### **Use of Elevators to Evacuate Persons Requiring Assistance**

**It is a reality that most multiple storey buildings are not currently designed or built to facilitate the evacuation of persons requiring assistance, this includes most elevators. Where a building contains persons requiring assistance to evacuate, and the elevator is contemplated as a means of evacuation, the elevator would need to be designed for that specific use. Those features are not normally provided.**

**Any use of elevators in this circumstance would need to see the elevators designed and built/renovated to:**

- **Provide simple & clear direction on what the elevator is designed to do.**
- **Designed to protect against smoke.**
- **Designed to protect against fire.**
- **Designed to protect against water.**

## **Owner's Responsibilities**

The Ontario Fire Code (O. Reg. 213/07) requires the owner to be responsible for carrying out the provisions of the Code and defines “owner” as “any person, firm or corporation controlling the property under consideration”.

It is advisable that you obtain your own copy of the Fire Code and the Fire Protection and Prevention Act 1997. It is available online at the Ontario Fire Marshal's website.

### **The owner MUST:**

- Prepare a Fire Safety Plan and ensure it is reviewed annually for changes. Where changes have occurred, the document must be submitted to the Fire Department for review.
- Ensure that the building and facilities comply with the provisions of the Fire Code.
- Establish emergency procedures to be followed at the time of an emergency.
- Ensure sufficient supervisory staff are appointed to carry out fire safety duties outlined in the plan, and the owner must train and instruct those persons.
- Hold fire drills as required in the Fire Code.
- Ensure fire hazards are controlled or removed.
- Be responsible for all maintenance of building facilities.
- Provide alternative measures for the safety of occupants during shutdown of fire protection equipment.
- Assure that checks, tests, and inspections as required by the Fire Code are completed on schedule and that records are retained and maintained in the building.
- Post and maintain a copy of the Fire Safety Plan and ensure that floor diagrams and instructions are posted on each floor area.
- Support persons requiring assistance to plan for an evacuation.
- Provide smoke alarm maintenance instructions to each resident.

## **Supervisory Staff Responsibilities**

- Where the owner has delegated some of their responsibilities to supervisory staff, those responsibilities must be listed here.
- Where an owner has delegated responsibilities, it is still their responsibility to ensure those delegated tasks are performed.



## Procedures / Instructions to Supervisory Staff

Key staff involved in the implementation of the emergency plan must have simple and clear directions. The following are provided as examples to you. Amend them to fit your building and delete any that are not applicable. For example, the superintendent is not going to perform the same functions as a cook or a custodian.

### All Staff

#### Upon discovery of a fire

- Sound the fire alarm.
- If no fire alarm present or it is inoperable, will notify occupants by:
  - Yelling “Fire Fire Fire”
  - Other means (describe here)
- Attempt fire extinguishment (see Fire Extinguishment section below)
- Call 911 from a safe location.
- Perform procedures, if assigned below.
- Proceed to the meeting place.

#### If you hear the fire alarm.

- Perform procedures, if assigned below.
- Proceed to the meeting place.

### Procedures by Supervisory Position

#### The Building Owner / Superintendent will:

1. Ensure the Fire Alarm system has been activated. Call 911 to ensure fire alarm received by Fire Department
2. Supervise the evacuation of the occupants. Emergency voice communication systems should be used wherever available. (See Emergency Voice Communication System below.)
3. Upon arrival of Firefighters, inform the Fire Officer of the conditions in the building and co-ordinate the efforts of supervisory staff with those of the Fire Department.
4. Provide access and vital information to Firefighters (e.g. master keys for offices, service rooms, elevators, location of disabled persons, etc...).
5. See that the fire alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated.
6. Ensure disabled persons are evacuated to a safe location.
7. Upon the conclusion of the emergency, reset the fire alarm system, supervise persons returning to the building, and ensure that necessary repairs are made immediately.

#### The Non-Resident Building Owner / Superintendent will:

1. When notified of a fire alarm in the building, will respond immediately to the property.
2. Inform the Fire Officer of their presence and co-ordinate the efforts of supervisory staff with those of the Fire Department.
3. Provide access and vital information to Firefighters (e.g. master keys for offices, service rooms, elevators, location of disabled persons, etc...).
4. Ensure life safety systems are functioning and will notify contractors to complete repairs immediately.
5. Provide a fire watch in the event any systems are not functioning.

*(In a residential building, where an owner or a superintendent resides off site, there needs to be a mechanism to inform them of an emergency condition in the building. If there is a fire alarm in the building, that notification may be made by monitoring the fire alarm or a tenant who has some limited supervisory responsibilities.)*

**Assistant Superintendent**

1. Will assume the duties of the superintendent when they are absent.
2. Will meet at the main entrance with building access keys.
3. Provide support and direction to the fire department with their specialized knowledge of the building.

**The Custodial Staff will:**

1. Proceed to the main Annunciator panel.
2. Provide technical assistance to the owner and fire department personnel on building systems.
3. During periods when the building is used by rental groups, the custodian shall perform the role of superintendent.

**The Security Staff will:**

1. Investigate the cause of the alarm. Initiate second stage as appropriate.
2. Assist the evacuation of occupants.
3. Confirm all occupants evacuated and report all clear to owner.
4. Provide technical assistance to Fire Department as required.

**The Kitchen Staff will:**

1. If the fire is in the kitchen, they will activate the hood suppression system.
2. Ensure power is turned off to cooking appliances.
3. Exit the building and proceed to the meeting place.

**Floor Monitors/Wardens will:**

1. Ensure that all employees evacuate the area/floor.
2. Exit the building and proceed to the meeting place.
3. Report any problems to the Emergency Coordinator.

**Fire Alarm Operation**

Instructions to operate/reset the fire alarm system. If these are not provided at the fire alarm panel for use by supervisory staff, they must be included here.

## **Fire Extinguishment – Control or Confine**

### **CONFINE**

- Leave the fire area immediately.
- Close Doors.
- Sound the alarm.
- Call 911 from a safe location.
- Perform any assigned procedures.
- Proceed to the meeting place.

### **CONTROL**

Fight the fire ONLY if:

- The Fire Department has been notified,
- The fire is small and not spreading to other areas,
- Escaping the area is possible by backing up to the nearest exit, and
- The fire extinguisher is in working condition and personnel are knowledgeable on how to use it.

### **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

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

## **Emergency Voice Communication Systems**

- Does not include public address or telephone paging systems.
- In buildings containing a single stage fire alarm system, may only provide direction to occupants and supervisory staff, as a staged evacuation is not supported by a single stage fire alarm.
- In buildings containing a two stage fire alarm system, may be used to provide updates to occupants and supervisory staff during the alert stage.
- In a building containing a two stage fire alarm, may be used to support an approved staged evacuation plan.
- Once the alarm tones are sounding in a portion or all of a building containing a two stage fire alarm, those areas must begin evacuation.
- If it is to be used, a procedure must be prepared and included here.
- The procedure must include recommended directions and sequences to be followed by the staff person using the system.
- May not be used except during an emergency condition in the building, for example: not used as a general PA system.

## Fire Drills

The purpose of a fire drill is to ensure that the supervisory staff are totally familiar with emergency evacuation procedures. They are also conducted to familiarize the building occupants with their own actions upon hearing a fire alarm.

Fire drills must be conducted on a frequency set out by the Ontario Fire Code, for example:

- Day Care or Care or Detention – Drills conducted monthly.
- Schools attended by children – Drills conducted 3 per fall and spring term.
- Buildings in the scope of 3.2.6. of the Ontario Building Code – Drills conducted every 3 months.
- Hotels – All staff must participate in a drill every 12 months.
- Vulnerable Occupancies – Must conduct at least one drill witnessed by the Fire Department every 12 months.

The frequency above is the minimum frequency required by regulation. In occupancies with a large number of staff or staff on shifts, it may be necessary to conduct more frequent drills to ensure that staff are aware of their responsibilities. If staff do not know their assigned responsibilities, the owner is responsible.

The types of fire drills include:

- Comprehensive Drill – Includes activation of the fire alarm system and staff action.
- Silent Drill – A drill conducted for supervisory staff, but without activation of the fire alarm.
- Table Top Drill – A table top exercise and discussion involving supervisory staff.

Occupants of schools are required to participate in all drills, while in most other occupancies occupants are strongly encouraged to participate. As a minimum, owners must ensure that occupants are provided with information pertaining to the conduct of fire drills. In vulnerable occupancies, the degree of occupant participation in fire drills will be established annually in consultation with the fire department.

A record of each drill must be kept on file in the building for a minimum of two years. An occupancy may use an actual fire response to a building to count towards the number of required fire drills, provided a detailed post drill evaluation takes place with the supervisory staff. A sample fire drill report is provided below.

### Fire Drill Report

<b>Date of Fire Drill</b>	
<b>Names of Supervisory Staff present.</b>	
<b>Name of Drill Supervisor</b>	
<b>Activities undertaken during the drill.</b>  <b>Observations from the drill.</b>  <b>Any equipment or performance issues to be corrected.</b>	
<b>Persons with Disabilities received instruction.</b>	
<b>Time to evacuate the fire compartment and the building.</b>	

## **Alternative Measures**

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:

**Notification:** 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.

**Firewatch:** 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 firewatch, bull-horns, walkie talkies etc. will be employed to notify occupants of emergencies. The owner should seek direction from Kitchener Fire Department for their firewatch plans, if those plans are not detailed here.

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

1. Notify Kitchener Fire Department at (519) 741-2495. 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 Kitchener Fire Department is to be notified in writing.
2. Post notice at entrances to the building stating the problem and when it is expected to be corrected
3. Have staff or other reliable person(s) are to patrol the affected area(s) at least once every hour. Patrols shall be documented including person(s), date, time, areas patrolled and conditions found.
4. If a fire or other emergency condition is found, the fire watch will notify building occupants by shouting, Fire, Fire, Fire or by another method detailed here.
5. Notify the Kitchener Fire Department 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.**

**The OWNER is responsible for the safety of occupants at all times.**

A FIREWATCH must be conducted whenever a life safety system is not functioning.

Maintenance Procedures

Records of all test and corrective measures are required to be retained on site for a period of two (2) years after they are made.

**DEFINITIONS FOR KEY WORDS ARE AS FOLLOWS:**

**CHECK** Means a visual observation to ensure that devices or systems are in place, and no obvious damage or obstructions to proper operation exist.

**INSPECT** Means a physical examination to determine that the devices or systems will apparently perform in accordance with it's intended function.

**TEST** Means operation of the devices or systems to ensure that it will perform in accordance with it's intended operating functions. It is generally required to have a certified system technician perform tests.

MISCELLANEOUS

<u>Reference Number</u>	<u>Action</u>	<u>Inspection Frequency</u>
2.2.1.1. 2.2.2.1.	<b>Fire Separations</b> – Damaged fire separations to be repaired upon discovery of damage.	Periodic (Occupant or Custodian)
2.4.1.5.	<b>Laundry Equipment</b> – Lint traps cleaned as frequently as necessary to ensure no accumulation of lint occurs.	Periodic(Custodian)
2.6.1.4.	<b>ChimneysFlues Pipes</b> – Inspected at least annually to ensure no dangerous conditions are present. Must also be done after new appliances are installed or after a fire.	Annually (Contractor)
2.6.1.8	<b>HVAC</b> - Disconnect switches for mechanical air-conditioning and ventilating systems shall be tested to establish they can shut down a system in an emergency.	Annually (Custodian or Contractor)
2.7.1.5.	<b>Occupant Load</b> – Ensure occupant load signs are posted in rooms capable of accommodating more than 60 persons. Occupant loads should be provided for the layouts normally used in the space.	Periodic(Custodian)
2.8.2.1.	<b>Fire Safety Plan</b> – Review at least annually to ensure it accounts for changes in use or other characteristics of the building.	Annually (Owner)
2.8.2.5.	<b>Fire Safety Plan</b> – Ensure emergency procedures are present and posted on each floor level.	Periodic(Custodian)

**SMOKE ALARMS**

(also reference manufacturer's instructions)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
6.3.3.3.	- Maintain smoke alarms ensuring cleaning of alarm and smoke chamber, installation of fresh batteries and testing of alarm function as recommended by the manufacturer. (WRITTEN RECORD REQUIRED, If done by owner or custodian, have the tenant initial the record.)	Annually or for a new tenant. (Landlord or Contractor)
6.3.3.3.	- Test alarm function in accordance with manufacturer's instructions. Typically this is a monthly activity.	Monthly (Occupant or Custodian)
6.3.3.4.	-The landlord of each rental suite shall give the tenant a copy of the smoke alarm manufacturer's maintenance instructions.	Annually or for a new tenant (Landlord)
6.3.3.7.	- Replace smoke alarms every ten years as a minimum.	Every 10 Years
6.3.3.8.	-Test smoke alarms using the test button or other manufacturer recommended method. - A test must be done, annually, or when a new tenant moves in.	Annually or for a new tenant (Landlord or Contractor)
6.3.3.8.	-Test smoke alarm after replacing the battery.	As Required (Landlord)
6.3.3.8.	-Test smoke alarm after a change in tenancy.	As Required (Landlord)

**INTERCONNECTED SMOKE ALARMS**

(also reference CAN/ULC-S552)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
6.3.2.6.	- Test and maintain interconnect smoke alarm systems	Annually(Contractor)
6.3.2.6.	- Check power supplied to system	Weekly (Custodian)
6.3.2.6.	- Test at least one smoke alarm using its test function on a rotational basis	Monthly(Custodian)
6.3.2.6.	- Test pull station function	Annually (Contractor)

**CARBON MONOXIDE ALARMS**

(also reference manufacturer's instructions)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
6.3.4.3.	- Maintain carbon monoxide alarms as recommended by the manufacturer. (WRITTEN RECORD REQUIRED, If done by owner or custodian, have the tenant initial the record.)	Annually or for a new tenant. (Landlord or Contractor)
6.3.4.4.	- Test alarm function monthly as recommended by the manufacturer.	Monthly (Occupant or Custodian)
6.3.4.4.	-The landlord of each rental suite shall give the tenant a copy of the carbon monoxide manufacturer's maintenance instructions.	Annually or for a new tenant (Landlord)
6.3.4.7.	- Replace carbon monoxide alarms on the frequency prescribed by the manufacturer.	As Required (Landlord)
6.3.4.8.	-Test carbon monoxide alarms using the test button or other manufacturer recommended method.	Annually or for a new tenant (Landlord or Contractor)
6.3.4.8.	-Test carbon monoxide alarm after replacing the battery.	As Required (Landlord)
6.3.4.8.	-Test smoke alarm after a change in tenancy.	As Required (Landlord)

**PORTABLE FIRE EXTINGUISHERS**  
(reference should be made to NFPA 10 for exact details)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
6.2.6.2.	- Extinguishers are available for use.	Monthly (Custodian)
6.2.7.2.	- Inspect all portable extinguishers	Monthly (Custodian)
6.2.7.1.	- Subject to maintenance	Annually (Contractor)
6.2.7.1.	- Hydrostatically test carbon dioxide and water extinguishers	Every five years (Contractor)
6.2.7.1.	- Empty stored pressure type extinguishers and subject to maintenance	Every six years (Contractor)
6.2.7.1.	- Hydrostatically test dry chemical and vaporizing liquid type extinguishers	Every twelve years (Contractor)

**FIRE ALARM SYSTEMS**  
(reference should be made to CAN/ULC-S536 for exact details)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
6.3.2.2.	- Check fire alarm AC power lamp and trouble light	Daily (Custodian)
6.3.2.2.	- Check trouble conditions	Daily (Custodian)
6.3.2.2.	- Check all fire alarm components including standby power batteries	Monthly (Custodian)
6.3.2.2.	- Operate one detection device or pull station on a rotational basis, check operation of alarm and trouble indicators.	Monthly (Custodian)
6.3.2.2.	- Test fire alarm system by persons acceptable to the authority having jurisdiction for service of Fire Alarm Systems	Annually (Contractor)

**STANDPIPE AND HOSE SYSTEMS**  
(also reference NFPA 14)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
6.4.2.1.	Inspect all hose cabinets to ensure hose position and that equipment is in place and operable	Monthly (Custodian)
6.4.2.4.	Inspect hose valves to ensure tightness and no water leaks into the hose	Annually (Custodian)
6.4.2.5.	Remove and rerack hose and replace worn gaskets	Annually
6.4.1.3.	Remove plugs or caps on fire department connections and inspect for wear, rust and obstructions	Annually
6.4.3.6.	Hydrostatically test standpipe piping which normally remains dry	Every 5 years
6.4.3.1.	Hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding 1 year.	As required



**SPRINKLER SYSTEMS**  
(also reference NFPA 13)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
6.5.4.5.	-Check that unsupervised sprinkler system control valves are open	Weekly (Staff)
6.5.3.2.	-Check that air pressure on dry pipe systems is being maintained	Weekly (Staff)
6.5.5.2.	-Test sprinkler alarms using alarm test connection	Monthly (Contractor)
6.5.5.7.	-Test sprinkler supervisory transmitters and waterflow devices	Every 2 Months (Contractor)
6.5.5.7.	-Test supervisory switches and other sprinkler and protection system supervisory devices	Every 6 Months (Contractor)
6.5.3.1.	-Check exposed sprinkler system pipe hangers	Annually (Contractor)
6.5.3.4.	-Check all sprinkler heads are free of damage, corrosion, grease, dust, paint	Annually (Contractor)
6.5.4.3.	-Inspect dry pipe priming levels	3 Months (Contractor)
6.5.4.4.	-Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions	Annually (Contractor)
6.5.5.3.	-Test waterflow on wet sprinkler systems using the most hydraulically remote test connection	Annually (Contractor)
6.5.5.4.	-Trip-test dry pipe valves to ensure proper operation of system	Annually (Contractor)
6.5.5.5.	-Test flow of water supply using main drain valve	Annually (Contractor)
6.5.4.2.	-Inspect dry pipe systems for obstructions and flush as necessary	Every 15 years (Contractor)
6.5.3.3.	-Check dry pipe valve rooms or enclosures during freezing weather	As required
6.5.4.1.	-Inspect auxiliary drains to prevent freezing	As required

**EMERGENCY LIGHTING**  
(battery powered)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
2.7.3.3.(1)	-Check pilot lights for operation	Monthly (Custodian)
2.7.3.3.(2)	-Inspect batteries for connections and corrosion	Monthly (Custodian)
2.7.3.3.(3)	- Test function on failure of power	Monthly (Custodian)
2.7.3.3.(3)	- Test for duration equal to design criteria	Annually (Contractor)
2.7.3.3.(4)	- Test charging system	Annually (Contractor)
2.7.3.3.	-Full annual inspection of the system by a qualified person.	Annually (Contractor)

**MEANS OF EGRESS**

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
2.2.3.4.	-Inspect all doors in fire separations	Monthly (Custodian)
2.2.3.4.	-Check all doors in fire separations to ensure they are closed	As required (Custodian)
2.7.3.1.	-Maintain exit signs to ensure they are clear and legible	As required (Custodian)
2.7.3.2.	-Maintain exit lights to ensure they are illuminated and in good repair	As required (Custodian)
2.7.1.7.	-Maintain corridors are free of obstructions	As required (Custodian)

**FIRE DEPARTMENT ACCESS**

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
2.5.1.3.	- Ensure streets, yards and private roadways provided for fire department access are kept clear	Daily (Staff)

**WATER SUPPLIES FOR FIRE PROTECTION**  
(also reference NFPA 25)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
6.6.1.1.	- Private and public water supplies for fire protection installations shall be maintained to provide required flow under fire conditions	Annually (Contractor)
6.6.1.2.(1)	- Control valves shall be checked to ensure they are in the open position	Weekly (Custodian)
6.6.1.2.(2)	- Valves that are locked open or electrically supervised shall be inspected	Monthly (Custodian)
6.6.1.3.	- Water supply maintained free from ice accumulation	As Required (Custodian)

**FIRE PUMPS**  
(also reference NFPA 25)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
6.6.3.1.	- Check water level	Weekly (Custodian)
6.6.3.2.	- Check temperature of pump rooms during freezing weather	Daily (Custodian)
6.6.3.3.(1)	- Operate fire pump at rated speed	Weekly (Custodian)
6.6.3.3.(2)	- Inspect discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions	Weekly (Custodian)
6.6.3.4.(1)	- Internal combustion engine fire pumps shall be operated to bring the engine up to normal operating temperature	Weekly (Custodian)
6.6.3.4.(2)	- Inspect storage batteries, lubrication systems, oil and fuel supplies	Weekly (Custodian)
6.6.3.5.	- Test fire pump at full rated capacity to ensure they are capable of delivering the rated flow	Annually (Contractor)

**HYDRANTS**  
(also reference NFPA 25)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
6.6.4.1.	- Hydrants shall be maintained in operating condition	As Required (Custodian)
6.6.4.2.	- Maintain hydrants free of snow and ice accumulations	As Required (Custodian)
6.6.4.3.	- Maintain hydrants free from obstructions and available for use	As Required (Custodian)
6.6.5.	- Private Hydrants to be inspected by a qualified person.	Annually (Contractor)
6.6.5.8.	- A record of hydrant flow shall be kept	Custodian

**EMERGENCY GENERATOR**  
 (reference CSA C282 -2005 for exact details)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
C282 11.1.2	-A permanent log of all maintenance and testing shall be maintained on site	Custodian
C282 11.5.2	- Weekly inspections and tests shall be performed as specified in Table 2, CSA C282	Weekly (Custodian)
C282 11.4	-The emergency electrical power supply system shall be completely tested as specified in Table 3, CSA C282 at least once per month, including a 30% full load test for 60 minutes	Monthly (Custodian or Contractor)
C282 11.3	-The emergency generator set shall be subjected annually to a 2 hour full load test and all inspections, tests and maintenance contained in Table 5 performed	Annually (Contractor)
6.7.1.2.	Provide instructions for starting and switching generators, where this is not automatic.	Owner
6.7.1.4.	-The amount of fuel connected to the emergency power system shall be sufficient to operate the engine for at least 2 hours.	Custodian
6.7.1.5.	-Liquid fuel storage tanks shall be drained and refilled with fresh fuel at least every 12 months which may be achieved through the normal test program throughout the year	Custodian
2.7.3.3.	Emergency lighting units shall be inspected and tested in conjunction with the monthly testing of the emergency power system to ensure proper function.	Monthly (Custodian)

**KITCHEN HOOD & EXTINGUISHING SYSTEM**  
 (reference NFPA 96 for exact details)

<b><u>Reference Number</u></b>	<b><u>Action</u></b>	<b><u>Inspection Frequency</u></b>
NFPA 96	-All appliances are covered by the hood to adequately capture grease vapors	Daily (Staff)
NFPA 96	-All gas and electric appliances automatically shut down upon activation of extinguishing system	6 Months (Contractor)
NFPA 96	-Cooking appliances are only operated when exhaust system actuated with all filters in place	Daily
NFPA 96	-All maintenance and testing of extinguishing systems performed including changing all fusible links	6 Months (Contractor)
NFPA 96	- Hoods, filters, fans, ducts, and other appurtenances shall be cleaned to remove combustible contaminants prior to surfaces becoming heavily contaminated with grease or oily sludge	3 Months or more often if necessary (Contractor & Staff)
NFPA 96	- Manual pull station for actuating extinguishing system visible and accessible at all times	Daily (Staff)
NFPA 96	- Appliances are aligned with extinguishing system nozzles after cleaning	As necessary (Staff)
NFPA 96	-Class K or 40BC back-up extinguisher clear and accessible at all times	Daily (Staff)
2.6.1.13.	-Exhaust and fire protection systems to be maintained in accordance with NFPA 96.	Owner
2.6.1.14.	-Instructions for system operation are to be posted and included in the fire safety plan.	Owner

## Building Diagrams

The drawing must be made in a legible format. Although not required to be drawn to scale, approximate ratios should be maintained. The drawing must as a minimum include:

- Site Plan Showing hydrants, Siamese connections, fire routes, etc...
- Typical Floor layout.
- Atypical floors require their own drawing.
- Fire Alarm Panel Location and the location of other life safety systems as required.
- Utility Shut Off
- Exit Stairs
- Exit doors
- Furnace / HVAC location

Only LEGIBLE drawings will be accepted.



## Additional Information

Some buildings may need to have additional information included. Some examples are as follows:

- Any alternative solutions authorized under either the Ontario Building Code or the Ontario Fire Code must be attached to the fire safety plan.
- If the building does not contain a fire alarm system or another type of early warning notification system, the instructions to staff and occupants must include the method of sounding the alarm in the procedures.
- Where the building contains ancillary uses, such as a day care located in a school, the procedures for each of those ancillary uses must be attached to this plan, where they are different from the procedures outlined here.  
In a daycare, the manner of supervising an evacuation would be different from that of a school. A daycare would also have a different fire drill frequency.
- In a large or complex building, there may be a requirement to describe how the evacuation of a building is intended to function. This would support and help put the supervisory staff procedures in context.
- In buildings classified as vulnerable occupancies, there may be a requirement to provide procedures related to notification of the fire department about an upcoming fire drill, so that the fire drill scenario may be approved in advance by the fire department.
- In schools where a lock down procedure exists, there needs to be consideration of how to transition from the lockdown to evacuation. This may simply be a scenario practiced from time to time.
- Owners of residential properties are encouraged to include their specific smoke alarm maintenance procedures, including verification that smoke alarms are working and maintained when a new resident moves in. This may protect them when problems with a tenant arise.
- Where special fire protection systems exist, such as pressurized stairwells or special suppression systems protecting computers, those should be discussed in detail in this document.
- In all care, group homes and lodging facilities, there needs to be a smoking policy in place and included in this document.
- Where an elevator is provided for firefighter use (red hat or yellow hat elevators) the operation of those elevators needs to be described in this document.
- In a hotel, evacuation procedures are required in every hotel room. A copy of those procedures should be appended to this document.
- In a residential building containing fuel fired appliances, the owner is required to provide carbon monoxide detectors adjacent to each sleeping area. The procedures for maintaining these devices need to be included in this document.