

Fire Safety Plan

for:

**200 Albert St. South
Lindsay, ON. K9V 5E6**

Fleming College (Frost Campus - Law Building)

The Fire-fighter's Key Box (CHUBB) location is: **Main Entrance**

The fire safety plan approved location is: **Main Entrance**

Fire Safety Plan Prepared By: **Rob Williams - Security & Emergency Planning Coordinator**

Owner's Authorizing Signature

Approved By: _____
Chief Fire Official

Date Approved: _____

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Part 1

Introduction

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

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

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan shall be designed to suit the resources of each individual building or complex of buildings.

It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. As required by the Fire Code, the Fire Safety Plan must be reviewed as often as necessary, but at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building (*Ontario Fire Code 2.8.2.1.(4) of Division B*). As defined in the Ontario Fire Code, “Owner” means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

The Fire Protection and Prevention Act, 1997, Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual person, a director or officer of a corporation is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

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

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

SUBMISSION PROCEDURES

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

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

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

After Hour Emergency Contacts (24 hour telephone numbers)

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

Name: Campus Security Home #: N/A Cell #: N/A
Position: Security Pager #: N/A Other: 705-324-9144 Ext 3998
Address: 200 Albert St. South, Lindsay, ON. K9V 5E6

Name: Mike Peart Home #: N/A Cell #: 705-927-5643
Position: Facilities Manager Pager #: N/A Other: 705-749-5530 Ext. 1508

Name: John Gallen Home #: N/A Cell #: 705-740-5327
Position: Security Manager Pager #: N/A Other: 705-749-5530 Ext. 1191

Name: Terry Williams Home #: N/A Cell #: 705-7405432
Position: Director, Facilities Pager #: N/A Other: 705-749-5530 Ext. 1328

Other Key Contacts

Fire Alarm Monitoring Company:	Trent Security Systems	Phone: 1-705-743-9774
Fire Alarm Company:	Georgian Bay Fire	Phone: 1-800-265-3197
Sprinkler Company:	Georgian Bay Fire	Phone: 1-800-265-3197
Fire Extinguisher Company:	Georgian Bay Fire	Phone: 1-800-265-3197
Security Company:	Paladin Security	Phone:
Electrical Contractor:	Electric Electric	Phone: 708-878-5878
Plumbing Contractor:	Tom Lucas Plumbing	Phone: 705-799-5695
HVAC	Summit Mechanical	Phone: 705-740-0202

Part 3

Audit of Building Resources Checklist

Occupancy Type: A2 Assembly

Occupant Load: N/A (if applicable)

Building Height in Storeys: 1

Storey(s) Below Grade: N/A

Year Built: 1985

Additions/Renovations: 0

Building Construction: Combustable & Non-Combustable (Wood, Steel, Post & Beam, Curtain Wall/Concrete)

Fire Department Access

Brief Description of Fire Dept. Access to Building:

There is one access point where Fire Department can access the building:

1. Main Entrance Chubb Box with key Fire Safety Plan Box & Annunciator Inside Door

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

Designated Fire Route: No Yes

Nearest Munciple Hydrant Location: North West of main building (Conder of Auk Trail and Adeliade St. South)

Private Hydrants: No Yes (Location(s)): All hydrants on campus are private

- East of Building
- North of Building

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

NOTE: Fire Dept. connections shall be equipped with plugs or caps that are secured wrench-tight.

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

Fire Pump Description:

Utilities and Shut-offs

Heating System: Natural Gas Electric Fuel Oil Other:

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

- Exterior – South wall at meter

Main Electrical Shut-off Location:

- Room # 403

Main Domestic Water Shut-off Location:

- Room # 403

Other Shut-off: **Location:**

Fire Protection Systems

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

Fire Alarm System: No Yes

The following information is required by Article B 6.3.2.2.(3) of Fire Code & Clause 3.6 of CAN/ULC- 536 Standard.

Type: Single Stage alarm

NOTE: Interconnected smoke alarms installed as a fire alarm system shall be tested and maintained in operating condition in conformance with CAN/ULC-S552, “Standard for the Maintenance and Testing of Smoke Alarms”, and as required by the Fire Code.

Where Fire Alarm Signal Monitoring is NOT provided, signage must be posted over each pull station with wording that the Fire Department must be notified in the event of an emergency and the Emergency Telephone Number (9-1-1) .

Alarm Signal Monitoring: No Yes, by Trent Security Systems

Remote Monitoring Station Direct to Fire Department Proprietary Signalling System

Where the Building Code or this Code require a fire alarm system to be monitored to transmit a signal to the fire department, the building owner shall ensure the continuation of the monitoring.

Fire Alarm Manufacturer Name/Make: Edwards of Canada

Model: 6500

Main Panel Location: North Entrance (Alarm # 19-20-3004 Zone 2)

Annunciator Panel Location: Main Entrance inside door

Emergency Power Supply for Fire Alarm: (i.e. Batterie(s) located in Fire Alarm Control Panel or in one central location or supplied by emergency generator or combination of both. Describe battery type, charging procedure and maintenance (Type over this wording).

NOTE: The duration of supervisory power for the fire alarm is a minimum of 24 hours followed by a full alarm operation for minutes (*5, 30, 60, or 120 minutes*).

Fire Alarm Description: Is system zoned, non-coded, single or 2-stage. If a 2-stage system - explain alert signal & alarm signal sequence here (i.e. second stage on fire floor and floor above and below, and 1st stage alert signal on all other floors or areas). If a single stage system, give brief description of system (Type over this wording)

Fire Alarm Devices and Locations:

Manual Pull Stations: At each exit Door & Stairwell

Smoke Detectors: Stairwells Only

Heat Detectors: Classrooms, offices, hallways, electrical mechanical rooms

Duct-type Smoke Detectors: In most air handling systems

Ancillary Systems: Commercial cooking equipment extinguishing systems

Sounding Devices: Bells and horns in all public areas

Visual Signal Devices: In some public areas (Level)

Emergency Telephones: Campus Safety phones in every classroom and hallways throughout the building

Sprinkler Flow and Valve Supervisory Switches: On a zone by zone basis

Alarm Activation:

1. Activation of a Pull Station
2. Signal from any Detector
3. Water Pressure Drop in a sprinkler line.
4. Pressing the “Drill” button on the main panel.

Acknowledging Trouble Alarm:

Can be done by pushing the “Silence Trouble” Button (Annunciator or Main Panel)

Acknowledging Alarm Signal:

Can be done by pushing the “Acknowledge Alarm” Button (Annunciator or Main Panel)

Alarm Silencing:

1. Go to main panel in room 150
2. Unlock room with AC key – Campus Security can provide
3. Open panel door – key is in the lock
4. Press “Alarm Silence” button once.

Alarm Re-setting:

1. Go to main panel in room 150
2. Unlock room with AC key – Campus Security can provide
3. Open panel door – key is in the lock
4. Press “Alarm Silence” button once.

NOTE: Fire alarm system shall not be reset until permission given by on-scene fire department personnel following an emergency response.

Voice Communication Equipment:

None connected to Fire System, separate Emergency Notification System is available via the phone system, Campus Security can access if needed.

Emergency Telephone Equipment: None

Ancillary Devices: Sprinkler flow switches No Yes

Air supply fan shutdown No Yes

Magnetic door hold-open devices No Yes

(Hold-opens must release on activation of fire alarm or power disruption)

Electromagnetic Locking Devices No Yes

(Mag-locks must release on activation of fire alarm or power disruption)

Manual release switch location for mag-locks: N/A In Room

Note: Doors equipped with magnetic locking devices must be provided with proper signage.

Location(s) throughout building:

1.

Smoke Control Measures: No Yes

Automatically Shuts-Off With Activation of Fire Alarm No Yes

Sprinkler System: No Yes Type: Wet Dry Other:

Coverage Area:

Connected to the Fire Alarm System: No Yes

Location of Sprinkler Room/Shut Off Valves:

1.

Fire Department Connection: No Yes Location(s):

NOTE: (i) The Chief Fire Official shall be notified when any alterations, additions or repairs are to be made involving the interruption to a sprinkler system.

(ii) Sprinkler control valves and sprinkler water supplies shall not be shut down, disconnected or otherwise impaired for more than 24 hours without notifying the Chief Fire Official

Standpipe System: No Yes Locations: Hose Cabinets located on Every Floor

Location of Shutoff/Isolation Valves:

**NOTE: (i) Each Hose Connection in a standpipe system shall have a legible sign reading;
“FIRE HOSE FOR USE BY TRAINED PERSONS ONLY”**

(ii) Standpipe Hose Stations shall be conspicuously identified and unobstructed, and shall be used for fire protection only.

Fire Department Connection: No Yes Location(s):

Portable Fire Extinguishers: Types: ABC – Locations: See **Appendix A** for full list, also refer to schematic drawings in Part 4)

Fixed Extinguishing System for Commercial Cooking Equipment No Yes

Type: Dry (i.e. Wet Chemical, Dry Chemical, CO²)

Connected to Fire Alarm System: No Yes

Fuel Source: Natural Gas Electric Other:

Fuel Shut Off for Appliance(s): Location(s): At Each Station

40BC Extinguisher or Class K Type: Location:

NOTE: Commercial cooking equipment exhaust and fire protection systems shall be maintained in conformance with NFPA 96, “Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations”.

Manual Operation of System: The manual operation instructions are posted on the faceplate of the manual pull station located at each appliance.

System Operating Instructions: Systems all have a copper wire that will melt in the event of a fire and release the valves that operate the system.

Other Extinguishing Systems: N/A

Type:

Area/Location Protecting

Emergency Lighting: No Yes

Location(s): All Corridors, & Exits

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

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

Generator: N/A

Fuel Type: Diesel Natural Gas Gasoline Other:

Fuel Supply Location:

Transfer Switch Location:

Equipment Powered by Generator:

Extra Hazardous Area:

Is there hazardous materials on site? No Yes

If YES, please list the material, quantity and location (*also mark locations on schematics*):

Room #	Room Name	Materials

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

If YES, please list the material, quantity and location (*also mark locations on schematics*):

Room#	Room Name/Area	Material	Quantity
415	Chain Saw Room	Gasoline	20L
	Bulk Storage/Exterior Green Shed	Gasoline	
	Bulk Storage/Exterior Green Shed	Deasel	

Exits: (*location of*)

9 exits maked with red illuminated signs - Refer to schematics for locations.

Elevators: No Yes

Firefighter (FF) Elevator
(RED HELMET designation)

Firefighter Service
(YELLOW HELMET designation)

The required firefighters' elevator symbol shall be maintained in identifiable condition.

Automatic Recall by Fire Alarm: No Yes

Manual Recall: No Yes

Manual Recall Switch(es): No Yes Location:

Homing Floor(s) for FF Elevator Recall:

Total Number of Elevators in building: 0 Total Number of FF Elevators: 0

FF Elevator Location:

Floors Served by FF Elevator:

Location of recall/operating keys: Campus Security, call 705-340-1868

Operating Instructions:

1. Insert Key to "Service" slot
2. Turn key one quarter turn to the right to activate "Service" function.
3. Press desired floor number
4. Hold the "Door Closed" button until the elevator is in motion.
5. Door will remain closed when you get to the desired floor until you press the "Door Open" button.

Part 3

Additional Information

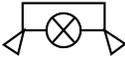
(For any additional information not already covered)

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

Part 4

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

LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

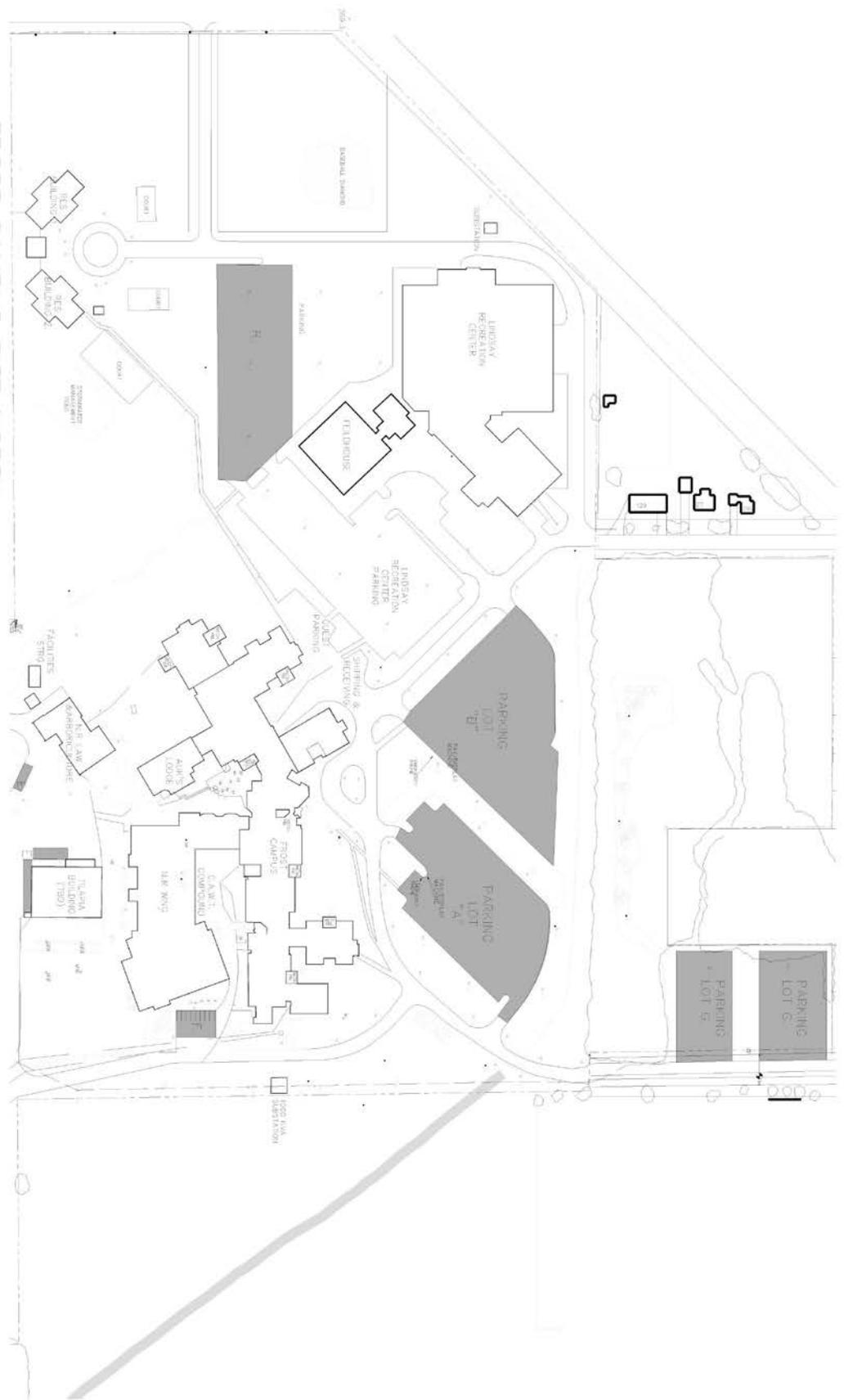
	Pull Pin For Kitchen Fire Suppression System
	Entrance / Exit
	Hydrant
	Siamese Fire Department Connection
	Free Standing Siamese Fire Department Connection
	Valves (General) Identify The Type Of Valve (Ie. Shut Off Valve For Natural Gas, Sprinklers, Etc.)
	Fire Alarm Control Panel
	Fire Alarm Annunciator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

Site Plan

(Include Legend on each page)

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

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



FROST CAMPUS SITE NORTH

Fleming College
 LEVEL 1 DESIGN 1 DESIGN
 CURRENT AS OF JUNE 2016

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FROST CAMPUS SITE SOUTH

Fleming College
 LAYERS - BUILDING - BROWN
 CURRENT AS OF JUNE 2016

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Floor Plan(s)

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

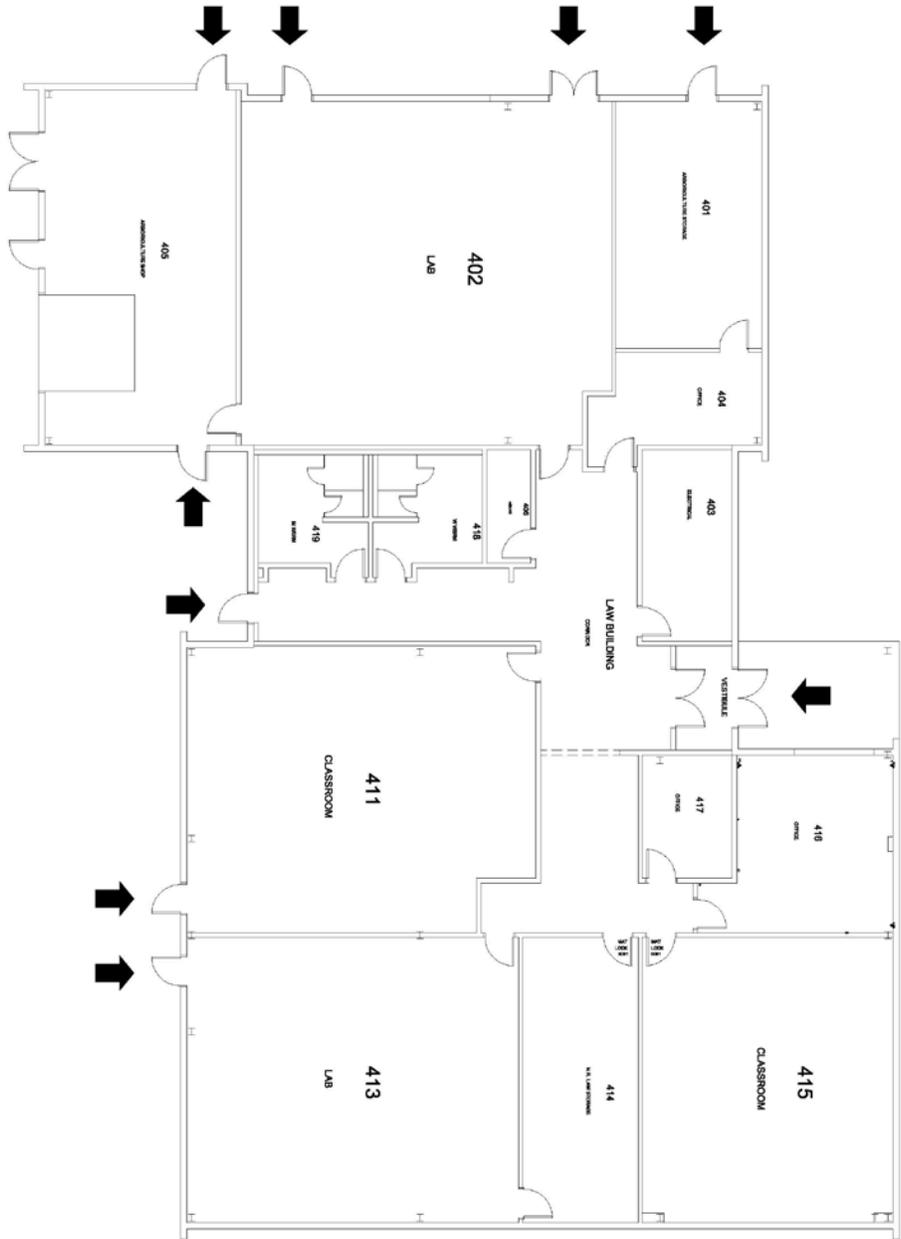
A floor plan is required for each floor storey of the building. If the building has a different layout for a basement storey and the first storey, but the 2nd to 5th story are identical, you must provide a floor plan for the basement, the 1st storey and one plan for the upper identical floors marked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

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

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

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

ARBORICULTURE AND NR LAW
BUILDING



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Part 5

PERSONS REQUIRING ASSISTANCE

Persons that are handicapped and/or require assistance in the event of an evacuation of the building are requested to advise management in order that they may render assistance. The list of persons requiring assistance is required to be updated as often as necessary by management and these changes are to be provided to the Fire Department. An updated list will be kept in the same location as the approved Fire Safety Plan within the building and a copy sent to Peterborough Fire Services. Supervisory staff are to see Part 6 - Emergency Procedures for Supervisory Staff, and offer assistance when possible.

The following list of Fire Refuge Areas are posted in wall washrooms and is available at the Information Booth. The alarms in these areas are tested monthly by Campus Security. **N/A**

Part 6

Emergency Procedures for Occupants

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and in elevator lobbies. 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 for the municipality or the telephone number of the fire department. At least one copy of the fire emergency procedures shall be prominently posted and maintained on each floor area. The following emergency procedures are posted in the building.

(Choose one of following that suits your building or design your own. Delete the others)

IN CASE OF FIRE

If You Discover a Fire:

- Leave fire area immediately
- Close all doors behind you to confine the fire
- Activate Fire Alarm
- Call Fire Department at 9-1-1 from safe area
- Leave building via nearest safe exit or stairway
- Move a safe distance away from the building

DO NOT USE ELEVATORS

Upon Hearing of a Fire Condition:

- Leave building via nearest exit.
- Close doors behind you.
- Do not use elevator.
- Leave building via nearest safe exit or stairway
- Proceed to designated outside assembly area
- Do not re-enter the building until safe to do so
- If smoke is heavy in the corridor, it may be safer to remain in your area;
Close and seal the base of door.
- If you encounter smoke in stairway, use alternate exit or if all stairways are affected, it may be safer to stay in your area.

CAUTION

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

REMAIN CALM

Part 7

Emergency Procedures for Supervisory Staff

Upon Discovery of Fire

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm supervisory procedures.
- Call 9-1-1 from a safe location.
- Exit the building via the nearest exit.
- Await the arrival of Fire Department at the main entrance.

Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Check Fire Alarm Annunciator/Panel to determine area of origin of alarm.
- Notify the Fire Department of the emergency condition. Dial 9-1-1. If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the Fire Department, inform the fire officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the Firefighters as to location of persons, master keys for this occupancy and service rooms, etc.

Related Duties

In general:

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

Emergency Procedures
Additional Information/Comments

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

Part 8

Responsibilities of the Owner / Occupant

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

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Ensure you, or your supervisory staff, are available upon notification of a fire emergency to fulfil your obligation as described in the Fire Safety Plan.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Ensure that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule, and that the original or a copy of these records are retained at the building premises for examination by the Chief Fire for a minimum period of two (2) years.
- Ensure the continuation of the monitoring of the fire alarm system when building required to transmit a signal to the fire department and that the central station operator is Fire Code compliant.
- Ensure the initial verification of test reports for fire protection systems installed after November 21, 2007, are retained throughout the life of the systems.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
- Review Fire Safety Plan as often as necessary, but at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.
- Designate and train sufficient alternates to replace supervisory staff during any absence.
- Where testing is required for compliance with this Code, the tests shall be carried out by the owner or the owner's agent within such reasonable time as the Chief Fire Official may determine.

Part 9

Fire Hazards

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.

In general, occupants should:

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

Part 10

Fire Extinguishment, Control or Confinement

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

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

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

When not to fight a fire...

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

Suggested Operation of Portable Fire Extinguishers

Remember the **(PASS)** acronym

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

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

Keep extinguishers in a visible area without obstructions around them.

Part 11

Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie-talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from Peterborough Fire Services.

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

1. Notify City Of Kawartha Lakes Fire Services, dial (705) 324-5731 (**DO NOT USE 9-1-1**). Give your name, address and a description of the problem and when you expect it to be corrected. City of Kawartha Lakes Fire Services is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff of other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify City of Kawartha Lakes Fire Services and the building occupants when repairs have been completed and systems are operational.

NOTE: All shutdowns will be confined to as limited an area and duration as possible. Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

(See attached Fire Watch Duties and Report Log)

FIRE WATCH DUTIES

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

NOTE: All building occupants are to be notified in writing that the fire protection systems in the building are not currently functional and that a Fire Watch has been instituted until repairs have been made. Occupants should take immediate actions to notify other occupants and evacuate the building when notified of a fire emergency.

1. At least one (1) qualified staff person shall be employed to complete fire watch duties of the unprotected building area whenever the building is occupied. Each person assigned to Fire Watch duties must be provided with the following equipment;
 - i. Suitable means of communication (cell phone, portable radio, etc.) for notifying the Fire Dept.
 - ii. A portable air horn or other approved means of sounding an alarm
 - iii. Flashlight
 - iv. Clipboard and pen
 - v. Copy of fire watch duties
 - vi. Copy of the Fire Watch Log Sheet
 - vii. Keys and/or access codes to provide entry to all rooms/spaces
 - viii. Floor plan(s) of the building under Fire Watch
2. Fire Watch personnel are to be familiar with the building and procedures for alerting the fire Department and all building occupants in the event of a fire.
3. Rounds shall be diligently completed at least once each hour, and recorded immediately upon the conclusion of each round on the Fire Watch Log Sheet. The person completing the rounds will record the time each round was completed.
4. Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
5. If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn or another device approved by the Chief Fire Official. Attempt to extinguish the fire when it is safe to do so.
6. A telephone must be readily available at all times to notify Peterborough Fire Services by calling 9-1-1. Always call from a safe area.
7. Coordinate evacuation in fire compartment and close door in fire room. Keep all doors closed to limit smoke migration. Continue to assist those with physical or cognitive limitations during evacuation.
8. Once building evacuation is completed, await emergency response personnel at a safe location and direct them to the fire. NEVER re-enter the building without permission from Peterborough Fire Services.
9. “Hot Works” such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired or be limited to areas where approved precautions have been put into place.
10. While the sprinkler and/or fire alarm system(s) are shut down, assigned fire watch personnel shall patrol the area until both the fire alarm system and the sprinkler system has been restored.
11. Exit doors, access to exits and corridors are to be kept closed and checked periodically for proper operation and obstructions while performing Fire Watch duties.

FIRE WATCH LOG REPORT

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

Persons assigned to fire watch duties shall follow the requirements listed on the fire watch duties sheet and shall patrol all unprotected areas of the building every hour to check for signs of fire or smoke conditions. All patrols are to be recorded on this log report immediately following each round. Records of fire watch shall be kept for 2 years after they are made and shall be made available upon request to the chief fire official.

Fire Watch Duties Conducted By: _____
(PRINT NAME & POSITION)

Fire Watch Commenced: **Date:** _____ **Time:** _____

Rounds	Start Time	Finished	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

Start a new Fire Watch Log Report Sheet for each new day of fire watch

Part 12

Fire Drills

Fire drills will be held at least once every 4 month(s) for this building to ensure efficient execution of the Emergency Procedures by supervisory staff. Fire drill records are required to be retained for a period of 12 months after the fire drill and made available to the Chief Fire Official upon request.

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

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

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

THE PROCEDURE IS AS FOLLOWS:

- 1) Notify all occupants 24 hours in advance of the approximate time when the drill is to take place and include the date of the drill.
- 2) Post signs containing the above information in the lobby and other locations where guests are most likely to see them.
- 3) Notify the Fire Department and monitoring agency (if alarm is monitored) before the fire alarm is activated.

FIRE DEPARTMENT PHONE NUMBER: (705) 324-5731 (NOT 911 FOR THIS PURPOSE)

- 4) Commence drill.
- 5) Reset alarm system and verify with the alarm company that alarm is reset.
- 6) Notify the Fire Department when drill has been completed if the alarm was activated.
- 7) Post-drill de-briefing meeting(s) will be held after drill to assess:
 - a) any problems that may have occurred
 - b) that all required fire protection equipment functioned as designed
- 8) Complete the appropriate fire drill document (as shown in fire safety plan) and retain the record for at least 12 months after the drill.

FIRE DRILL RECORD

Date:		Time:		Full Drill or Table-top exercise:
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Device Activated:	
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On-Duty Manager/Supervisor Conducting Drill:	
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Staff Present:	

Deficiencies Noted:	

General Comments:	

Part 13

Requirements of the Ontario Fire Code

Check/Test/Inspect requirements of the Ontario Fire Code:

To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.

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

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

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

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

Definitions for key words are as follows:

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

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

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

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

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

General Fire Protection Systems/Equipment

General

Responsibility

(example: Owner, Superintendent, Contractor)

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

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.	By Department
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Monthly

Doors in fire separations shall be inspected monthly for proper operation.	Physical Resources (PRD)
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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.	Contractor
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.	PRD & Contractor
Disconnect switches for mechanical air-conditioning and ventilating systems shall be inspected annually to establish that the system can be shut down.	PRD
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.	PRD

Portable Fire Extinguishers

General

Responsibility

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.	Contractor
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.	Contractor
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.	N/A

Monthly

Responsibility

Portable extinguishers shall be inspected monthly.	Security
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Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.	Contractor
Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: a) mechanical parts b) extinguishing agent c) expelling means	Contractor
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	N/A

5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested .	Contractor
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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.	N/A
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Fire Alarm System

General

Responsibility

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

Daily

Responsibility

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.	PRD/Security
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Yearly**Responsibility**

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".	PRD/Contractor
Voice communications between floor areas and the central alarm control facility shall be tested annually, as required for fire alarm initiating and signally devices.	N/A

Standpipe Systems**Monthly****Responsibility**

Hose cabinets shall be inspected monthly to ensure that the hose and equipment are in the proper position and appear to be operable.	Security
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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.	Contractor
If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.	Contractor
Hose valves shall be inspected annually to ensure that they are tight and that there is no water leakage into the hose.	Contractor
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.	Contractor

Private Fire Hydrants**General****Responsibility**

Hydrants shall be readily available and unobstructed for use at all times.	PRD
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Yearly

Hydrants shall be inspected annually after each use.	Contractor
Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and inspected for wear, rust or obstructions.	Contractor
The hydrant barrel shall be inspected annually to ensure that no water has accumulated.	Contractor
The drain valve shall be inspected for operation if water is found in the hydrant barrel when main valve is closed.	Contractor
Hydrant waterflow shall be inspected annually and a record shall be kept.	Contractor

Emergency Lighting System**Daily****Responsibility**

Check pilot lights for indication of proper operation.	PRD/Security
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Monthly

Batteries shall be inspected monthly and maintained as per manufacturer's specifications.	PRD
Ensure that battery surface is clean and dry.	PRD
Ensure that terminal connections are clean, free of corrosion and lubricated.	PRD

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.	PRD
Emergency lighting equipment shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply.	PRD/Security

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.	Contractor
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.	Contractor

**Maintenance
Additional Comments**

Part 14
Fire Safety Plan Review Record

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

Date of Review: _____ Reviewed By: _____

Owner/Position: _____ Signature: _____

Date of Review: _____ Reviewed By: _____

Owner/Position: _____ Signature: _____

Date of Review: _____ Reviewed By: _____

Owner/Position: _____ Signature: _____

Date of Review: _____ Reviewed By: _____

Owner/Position: _____ Signature: _____

Date of Review: _____ Reviewed By: _____

Owner/Position: _____ Signature: _____

Date of Review: _____ Reviewed By: _____

Owner/Position: _____ Signature: _____

Date of Review: _____ Reviewed By: _____

Owner/Position: _____ Signature: _____

Appendix A

Fire Extinguisher List

Law Building		
Unit #	Location/Room	Type
LB-001	402-1	5Llbs ABC
LB-002	402-2	5lbs ABC
LB-003	405	10lbs ABC
LB-004	405	5lbs ABC
LB-005	By Main Entrance - Hallway	10lbs ABC