

INTRODUCTION

Ontario Regulation 213/07 (Ontario Fire Code), as amended is a provincial regulation made under the Fire Protection and Prevention Act. Section 2.8 of the Ontario Fire Code requires the establishment and implementation of a Fire Safety Plan for every building as applicable.

The Fire Safety Plan is written to endeavour to maximize the life safety of building occupants in the event of a fire, by maximizing efficient utilization of the building's life safety equipment, and the duties of building owners, supervisory staff, and employees. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings.

Fire Safety Plans are intended to assist the owner with the basic essentials for the safety of all occupants, to ensure an orderly evacuation at the time of an emergency and to provide a maximum degree of flexibility to achieve the necessary fire safety for the building.

This plan is required to be approved by the Chief Fire Official. Do not make any changes in this plan without the acceptance of Whitby Fire and Emergency Services. This plan once approved must be resubmitted if there are any changes to the use or occupancy, any change in legislation, building owner etc.

INFORMATION FOR BUILDING OWNERS, PROPERTY MANAGERS AND OTHER PERSONS CONTROLLING PROPERTIES

Ontario Regulation 213/07, The Ontario Fire Code, is a provincial regulation made under Part IV of the Fire Protection and Prevention Act. This Code requires the owner to be responsible for carrying out the provisions of this Code, and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner may be any one of or combination of parties, including building management, maintenance staff and tenant groups.

The Fire Protection and Prevention Act states that "every person who contravenes any provision of the Fire Code and every Director or Officer of a Corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for an individual or \$100,000 for a corporation or to imprisonment for a term of not more than one year, or to both".

It is advisable that you obtain your own copy of the Fire Code and the Fire Protection and Prevention Act. These may be purchased from the Government of Ontario Book Store at 880 Bay Street, Toronto, Ontario, M7A 1N8, online at elaws.com, and can be found at the Whitby Public Library.

NOTE: 2.8.2.1. (4) of Ontario Regulation 213/07 requires that the Fire Safety Plan will be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure it takes account of changes in the use and other characteristics of the building.

OWNERS SIGNATURE

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BUILDING RESOURCES cont'd

FIRE ALARM SYSTEM cont'd

AUDIBLE DEVICES BELLS HORNS SIRENS BUZZER

VISUAL DEVICES (IE: STROBES) **YES** **NO**

ACTUATION DEVICES SMOKE DETECTORS HEAT DETECTORS PULL STATIONS

ELECTROMAGNETIC DEVICES **YES** **NO**

LOCATION

VOICE COMMUNICATION **YES** **NO**

SMOKE CONTROL FUNCTIONS **YES** **NO**

SEQUENCE OF OPERATION

SUPPRESSION SYSTEM: **YES** **NO**

TYPE OF SYSTEM INSTALLED :

AUTOMATIC SPRINKLER SYSTEM WET DRY PRE-ACTION DELUGE

DOMESTIC SUPPLY SPRINKLER PROTECTION **YES** **NO**

COMMERCIAL COOKING SYSTEM WET CHEMICAL DRY CHEMICAL

AREA(S) PROTECTED

SYSTEM MONITORED **YES** **NO**

CONTROL VALVE(S) LOCATION

CHAIN-LOCKED 'OPEN' **YES** **NO**

FIRE DEPARTMENT CONNECTION **YES** **NO**

LOCATION

FIRE DAMPERS **YES** **NO**

LOCATION

BUILDING RESOURCES cont'd

STANDPIPE AND HOSE SYSTEM: YES NO

TYPE OF SYSTEM INSTALLED WET DRY

CONTROL VALVE(S) LOCATION

FIRE DEPARTMENT CONNECTION YES NO

LOCATION

AUTOMATIC FIRE PUMP INSTALLED: YES NO

TYPE

LOCATION

PRIVATE FIRE HYDRANT YES NO

EMERGENCY GENERATOR YES NO

TYPE

LOCATION

SMOKE ALARMS INSTALLED YES NO

TYPE

LOCATION(S)

OTHER:

HUMAN RESOURCES

BUSINESS NAME & ADDRESS

BUILDING OWNER (NAME/ADDRESS/TELEPHONE NUMBER):

BUILDING MANAGEMENT (NAME/ADDRESS/TELEPHONE NUMBER IF APPLICABLE):

BUILDING SUPERINTENDENT (NAME/ADDRESS/TELEPHONE NUMBER IF APPLICABLE):

EMERGENCY CONTACT(S):

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

PLEASE CHOOSE THE ONE (1) APPLICABLE PACKAGE FOR YOUR BUILDING FROM THE FOLLOWING:

- **PACKAGE 1 – NO FIRE ALARM SYSTEM INSTALLED IN THE BUILDING**
- **PACKAGE 2 – SINGLE STAGE FIRE ALARM SYSTEM INSTALLED IN THE BUILDING**
- **PACKAGE 3 – TWO-STAGE FIRE ALARM SYSTEM INSTALLED IN THE BUILDING**

**PACKAGE #1
NO FIRE ALARM SYSTEM**

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

NO FIRE ALARM

IF YOU ARE IN THE FIRE AREA:

Leave the fire area immediately taking all persons in the area with you.

Close all doors behind you.

Sound a verbal alarm by shouting "FIRE, FIRE" in a loud clear voice.

Telephone the Whitby Fire and Emergency Services from a safe location, dial 9-1-1. Never assume this has been done. Know and give the correct building address and the location of the fire.

Use exits to leave the building immediately.

DO NOT RE-ENTER THE BUILDING UNTIL IT HAS BEEN DECLARED SAFE TO DO SO BY FIRE OFFICIALS.

IF YOU HEAR A VERBAL FIRE SIGNAL:

Proceed to nearest exit.

If you encounter smoke consider using an alternative exit.

Use exits to leave the building immediately.

Telephone the Whitby Fire and Emergency Services from a safe location, dial 9-1-1. Never assume this has been done. Know and give the correct building address and the location of the fire.

The procedures to be followed by the building occupants in emergency situations will be prominently posted at all exits and will read as follows:

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE FIRE AREA IMMEDIATELY.
CLOSE ALL DOORS BEHIND YOU.
WITH A LOUD CLEAR VOICE NOTIFY ALL OCCUPANTS TO EVACUATE.
CALL THE WHITBY FIRE DEPARTMENT FROM A SAFE LOCATION
DIAL 9.1.1

LEAVE BUILDING VIA NEAREST EXIT.

UPON HEARING ALARM

LEAVE BUILDING VIA NEAREST EXIT.
CLOSE DOORS BEHIND YOU.

CAUTION

IF YOU ENCOUNTER SMOKE USE ALTERNATE EXIT.
CALL THE WHITBY FIRE DEPARTMENT
DIAL 9.1.1

REMAIN CALM

PACKAGE #2
SINGLE STAGE FIRE ALARM SYSTEM

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

SINGLE STAGE FIRE ALARM

IN THE EVENT OF A FIRE:

Leave the fire area.

Close all doors behind you.

Activate the fire alarm, use pull station.

Telephone the Whitby Fire and Emergency Services from a safe location, dial 9-1-1. Never assume this has been done. Know and give the correct building address and the location of the fire.

Use exits to leave the building immediately.

DO NOT RE-ENTER THE BUILDING UNTIL IT HAS BEEN DECLARED SAFE TO DO SO BY FIRE OFFICIALS.

IF YOU HEAR THE FIRE ALARM SIGNAL:

Proceed to nearest exit.

If you encounter smoke consider using an alternative exit.

Use exits to leave the building immediately.

Telephone the Whitby Fire and Emergency Services from a safe location, dial 9-1-1. Never assume this has been done. Know and give the correct building address and the location of the fire.

The procedures to be followed by the building occupants in emergency situations will be prominently posted at all manual pull stations and will read as follows:

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE FIRE AREA IMMEDIATELY.
CLOSE ALL DOORS BEHIND YOU.
ACTIVATE THE FIRE ALARM SYSTEM
CALL THE WHITBY FIRE DEPARTMENT FROM A SAFE LOCATION
DIAL 9.1.1
LEAVE BUILDING VIA NEAREST EXIT.

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM

LEAVE BUILDING VIA NEAREST EXIT.
CLOSE DOORS BEHIND YOU.

CAUTION

IF YOU ENCOUNTER SMOKE USE ALTERNATE EXIT.
CALL THE WHITBY FIRE DEPARTMENT
DIAL 9.1.1

REMAIN CALM

The building is equipped with a single stage fire alarm system. The fire alarm system is to be activated to alert the occupants of an emergency and to put into operation the approved fire safety plan.

**PACKAGE #3
TWO STAGE FIRE ALARM SYSTEM**

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

TWO STAGE FIRE ALARM

IN THE EVENT OF A FIRE:

Leave the fire area.

Close all doors behind you.

Activate the fire alarm, use pull station.

Telephone the Whitby Fire and Emergency Services from a safe location, dial 9-1-1. Never assume this has been done. Know and give the correct building address and the location of the fire.

Use exits to leave the building immediately.

DO NOT RE-ENTER THE BUILDING UNTIL IT HAS BEEN DECLARED SAFE TO DO SO BY FIRE OFFICIALS.

IF YOU HEAR AN INTERMITTENT FIRE ALARM SIGNAL:

It indicates a fire condition somewhere in the building; standby for information.

Listen for instructions or announcement over the public address or voice communication system.

Prepare to leave the floor area or the building.

UPON ACTIVATION OF A CONTINUOUS ALARM SIGNAL:

Proceed to nearest exit.

If you encounter smoke consider using an alternative exit.

Use exits to leave the building immediately.

Telephone the Whitby Fire and Emergency Services from a safe location, dial 9-1-1. Never assume this has been done. Know and give the correct building address and the location of the fire.

The procedures to be followed by the building occupants in emergency situations will be prominently posted at all manual pull stations and will read as follows:

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE FIRE AREA IMMEDIATELY.
CLOSE ALL DOORS BEHIND YOU.
ACTIVATE THE FIRE ALARM SYSTEM
CALL THE WHITBY FIRE DEPARTMENT FROM A SAFE LOCATION
DIAL 9.1.1
LEAVE BUILDING VIA NEAREST EXIT.

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM

IF **CONTINUOUS SIGNAL** - LEAVE BUILDING VIA NEAREST EXIT.
CLOSE DOORS BEHIND YOU.
IF **INTERMITTENT SIGNAL** – STAND BY AND PREPARE TO LEAVE BUILDING.
LISTEN FOR INSTRUCTIONS OVER THE VOICE COMMUNICATION SYSTEM.
CAUTION
IF YOU ENCOUNTER SMOKE USE ALTERNATE EXIT.

REMAIN CALM

The building is equipped with a two-stage fire alarm system. The fire alarm system is to be activated to alert the supervisory staff of an emergency situation and to put into operation the approved fire safety plan.

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

RESIDENTIAL OCCUPANCIES

GENERAL:

Before opening door feel door and knob for heat. If not hot, and a fire alarm is heard: brace yourself against door and open slightly. If you feel air pressure or hot draft, close door quickly.

If you find no fire or smoke in corridor, close door behind you and leave by nearest exit stairwell.

If you encounter smoke in corridor or stairwell consider taking corridor to the other side of building where the other exit stairs may be clear.

If you cannot leave your suite/area or have returned to it because of fire or heavy smoke, remain in your suite and:

- close door;
 - unlock door for possible entry of fire-fighters;
 - dial 911 and tell Whitby Fire & Emergency Services where you are then signal to fire-fighters by waving a sheet;
 - seal all cracks where smoke can get in by using wet towels or sheets to seal mail slots, transoms and central air conditioning outlets if necessary;
 - crouch low to the floor if smoke enters the room;
 - move to the most protected room and partially open the window for air. Close the window if smoke comes in from outside;
 - wait to be rescued. Remain calm. Do not panic or jump;
-
- Prepare and post on each floor or area, a schematic and emergency procedure for use by the occupants of each exit, primary and secondary, in case of an evacuation.
 - Ensure that the schematic diagrams showing types, location and operation of all building fire emergency systems, (e.g. location of fire alarm control panel, fire hose cabinets, water control valves), is maintained.

OCCUPANCIES WITH COMMERCIAL COOKING OPERATIONS

The procedures to be followed by the restaurant staff in an emergency situation will be prominently posted at the kitchen suppression system manual pull station and will read as follows:

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

Activate the kitchen suppression system using the manual pull station.

Leave the Fire Area and alert building occupants.

Close all doors behind you.

Leave the building.

Call the Fire Department from a safe location by dialling 911.

REMAIN CALM

IMPORTANT:

Do not use a fire extinguisher to fight the fire until after the kitchen suppression system has been activated.

AFTER FIRE IS EXTINGUISHED:

1. Contact your qualified service contractor to have your system recharged. You cannot start cooking until you have a fully functional fire suppression system.
2. The Health Department must be contacted prior to cook.

CONTROL OF FIRE HAZARDS IN THE BUILDING

GENERAL:

In order to control fire hazards in the building, a high standard of housekeeping shall be maintained.

Follow posted instructions to reduce risk of fire and/or life safety hazards.

Keep hallways, passageways and exits clear of obstructions and combustible refuse at all times.

Avoid unsafe cooking practices, deep fat frying, too much heat, and unattended appliances.

Devices having open flames shall be securely supported in non-combustible holders and located or protected so as to prevent accidental contact of the flame with combustible materials.

In addition, the following safety precautions shall be taken:

COMBUSTIBLE MATERIALS:

Combustible waste materials in the building shall not be permitted to accumulate in quantities or locations which will constitute a fire hazard.

Combustible materials shall not be permitted to accumulate in any part of a stairway, fire escape or other means of egress.

Combustible materials shall not be used to absorb flammable or combustible liquid spills within buildings.

Combustible refuse in the building shall be stored in metal refuse containers with self-closing, hinged metal covers.

Combustible refuse shall be removed from the building on a regular basis.

Combustible artwork and teaching materials that are attached to the walls shall not exceed 20 per cent of the area of the wall.

Combustible materials shall be kept a minimum of 3 feet away from electrical or heating equipment. If applicable, be stored in approved containers.

CONTROL OF FIRE HAZARDS IN THE BUILDING cont'd

ELECTRICAL HAZARDS:

All electrical equipment must be labelled Canadian Standards Association and/or Underwriters Laboratories approved.

Electrical equipment wiring shall be:

- Continuous runs or spliced at junction boxes.
- Kept from under rugs.
- Free of cuts, significant abrasions or damage.
- Connected directly to a junction box or outlet (no extension cords or octopus wiring).
- Grounded appropriately (ground pin must be in place).
- Extension cords must be for temporary use or be an approved power bar.

Permanent Wiring:

- Junction boxes and panels must have protective cover plates.
- Electrical panels must have appropriately sized fuses or breakers.
- All wiring must have proper splices and joints.
- Damaged or exposed wiring shall be repaired immediately.

STORAGE:

Storage areas shall be kept clean and tidy.

A minimum clearance of 18 inches from sprinkler heads shall be maintained.

Never block fire exit doors.

Never store anything near refrigeration equipment or in the furnace room.

CONTROL OF FIRE HAZARDS IN THE BUILDING

GENERAL:

Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises.

Flammable liquids shall not be used for cleaning purposes.

Combustible materials shall not be stored on a roof or adjacent to any building so as to create a fire hazard to the building or its occupants.

Do not put burning materials such as cigarettes and ashes into garbage cans or waste paper baskets.

Do not dispose of flammable liquids in garbage containers.

Not use unsafe electrical appliances (fans, etc.) frayed extension cords, over-loaded outlets.

Smoking is restricted to designated locations equipped with non-combustible containers for the disposal of ashes. Avoid careless smoking.

Never block fire exit doors.

OCCUPANTS ARE ADVISED TO:

Know where the alarm pull stations and exits are located (*if applicable*).

Call the Whitby Fire & Emergency Services at 9-1-1 whenever you need emergency assistance.

Know the correct building address: _____

Notify the building owner if special assistance is required for disabled persons in the event of an emergency.

CONTROL OF FIRE HAZARDS IN THE BUILDING

FLAMMABLE AND COMBUSTIBLE LIQUIDS

GENERAL:

Spill control procedures shall be approved and prominently posted and maintained where flammable or combustible liquids are stored, handled, processed or used.

CONTROL OF FIRE HAZARDS

Open flame or spark producing devices shall not be used in a manner that will create a fire hazard in the area where flammable or combustible liquids are stored or used.

Smoking shall not be permitted near flammable liquid application, dispensing and storage areas, and signs should be prominently posted in the areas.

Portable fire extinguishers must be installed at all application, dispensing and storage areas.

HANDLING OF FLAMMABLE AND COMBUSTIBLE LIQUIDS

All flammable and combustible liquids shall be stored in acceptable storage containers.

Flammable liquids shall not be dispensed into metal containers unless the containers are properly grounded and bonded and approved taps or pumps are used.

STORAGE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS

All drums and prepackaged containers for flammable or combustible liquids shall be clearly marked or labeled in easily legible type indicating that the material in the container is flammable.

The total quantity of flammable and combustible liquids that may be stored in an approved metal cabinet is not more than 500 litres of which not more than 250 litres may be flammable liquids.

Storage cabinets are to be labeled in conspicuous lettering to indicate that the cabinet contains flammable material and that open flames must be kept away.

CONTROL OF FIRE HAZARDS IN THE BUILDING **INDUSTRIAL**

INDOOR STORAGE

The arrangement of the materials being stored has a major impact on fire spread. Fire behaviour will depend upon the height of storage. Aisle width and whether storage is in bulk or palletized piles.

Common hazards that are generally associated with storage occupancies are:

- Careless disposal of smoking materials
- Poor housekeeping practices
- Packing and unpacking of goods
- Idle pallet storage
- Clearances from heat producing equipment

STORAGE CONSIDERATIONS

The area of an individual pile of stored material cannot exceed 10,000 sq.ft.

The clearance between sprinkler head deflectors and the tops of stored piles cannot be less than 18 inches.

Have at least one main aisle having a width of at least 12 feet extending the length of the structure.

Access aisles separating individual piles shall have a minimum width of 8 feet.

Access aisles not less than 1.0m wide shall be provided to exits, to fire department access panels and to fire protection equipment.

Palletized storage shall be arranged so that unobstructed horizontal channels formed by the top and bottom of pallets do not exceed 50 feet.

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

Confining a fire in an enclosed space will keep the fire, smoke and fumes from entering into a means of egress. In many cases, this can be accomplished if one remembers to close the door when leaving the fire area.

The production of toxic fumes in buildings makes fire fighting dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that everyone has evacuated the area, the fire alarm activated and the Whitby Fire & Emergency Services by calling 911, should an experienced person attempt to extinguish a small fire.

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operation, then the door to the fire area should be closed to confine and contain the fire. Leave the fire area. Ensure that Whitby Fire & Emergency Services has been notified and wait for the Fire Department.

ATTEMPTING TO EXTINGUISH A FIRE IS A VOLUNTARY ACT.

ONLY ATTEMPT TO EXTINGUISH THE FIRE IF YOU ARE EXPERIENCED AND FEEL CONFIDENT IN THE USE OF A PORTABLE FIRE EXTINGUISHER AND YOU ARE NOT ENDANGERING YOURSELF.

IMPROPER USE OF A PORTABLE FIRE EXTINGUISHER MAY LEAD TO SERIOUS INJURY OR DEATH.

NEVER ATTEMPT TO FIGHT A FIRE ALONE.

PORTABLE FIRE EXTINGUISHER INSTRUCTIONS

BASIC OPERATION (P.A.S.S METHOD)

P – PULL THE SAFETY PIN (USUALLY A TWIST-PULL ACTION)

A – AIM (THE NOZZLE, HOSE, OR HORN AT THE BASE OF THE FIRE)

S – SQUEEZE THE TRIGGER HANDLE

S – SWEEP FROM SIDE TO SIDE (WATCH FOR REFLASH)

GENERAL:

Keep an exit at your back. Do not get trapped.

Never re-hang an extinguisher once it has been discharged. Have it recharged by a qualified service contractor.

Always maintain an area of 3 feet clearance around all fire protection equipment.

Attempting to extinguish a fire is a voluntary act.

RESPONSIBILITIES OF THE BUILDING OWNER

Ontario Regulation 213/07, The Ontario Fire Code, is a provincial regulation made under Part IV of the Fire Protection and Prevention Act. This Code requires the owner to be responsible for carrying out the provisions of this Code, and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner may be any one of or combination of parties, including building management, maintenance staff and tenant groups.

The Owner has numerous responsibilities related to fire safety and must ensure that the following measures are incorporated in the Fire Safety Plan:

The building and facilities comply with the provisions of the Ontario Fire Code.

Establishment of emergency procedures to be followed at the time of an emergency.

Appointment and organization of designated supervisory staff to carry out fire safety duties.

Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.

Holding of fire drills.

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 shutdown of fire protection equipment.

Assuring that checks, inspections and tests, as required by the fire code, are completed on schedule and that records are retained.

Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.

Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.

Designate and train sufficient assistants to act in this position.

Educate and train all staff in the use of the existing fire safety equipment, and in the actions to be taken under the approved Fire Safety Plan.

MAINTENANCE OF BUILDING FACILITIES

Ontario Regulation 213/07, the Ontario Fire Code, is a provincial regulation that requires the owner to be responsible for carrying out the provisions of this code, and defines the “owner” as any person, firm or corporation controlling the property under consideration and includes the persons in the building or property.

It is the responsibility of the owner to ensure the following required checks, inspections, and tests are carried out in accordance with the applicable standards at the prescribed intervals. All deficiencies found shall be corrected.

Fire Prevention Officers may request the required documentation to ensure that the necessary check, inspections and/or tests are being done when conducting their inspections.

It is stated in the fire code that a written record (available to the fire service upon request) must be kept of all tests and corrective measures for a period of two years after they are made.

Definitions for key words are as follows:

- | | |
|----------------|---|
| Check | Means visual observation, to ensure the device of system is in place and is not obviously damaged or obstructed. |
| Inspect | Means physical examination to determine that the device or system will apparently perform in accordance with its intended function. |
| Test | Means operation of a device or system to ensure that it will perform in accordance with its intended operation or function. |

FIRE ALARMS

GENERAL:

The fire alarm system shall be subject to the requirements of CAN/ULC S536-04, standard for the inspection and testing of fire alarm systems.

Daily checks and monthly tests shall be conducted by the person responsible for ensuring the proper operation of the fire alarm systems.

Yearly tests shall be conducted by a person acceptable to the authority having jurisdiction as described in Div. C-1.2.2. of the Ontario fire code.

DAILY:

The following daily checks shall be conducted and if a fault is established appropriate corrective action shall be taken:

- (a) Check the principal and remote trouble lights for trouble indication.
- (b) Inspection of the A.C. power-on light shall be carried out to ensure its normal operation only if main power supply failure is not electrically supervised.

MONTHLY:

While on the emergency power supply, inspect and test the following to confirm the operability of the fire alarm system:

- (a) one manual alarm initiating device shall be operated on a rotation basis and shall initiate an alarm condition;
- (b) intended function of all alarm signal appliances shall be ensured;
- (c) the annunciator panel shall be checked to ensure that the tested devices annunciate correctly;
- (d) intended function of the audible and visual trouble signals shall be ensured, and
- (e) fire alarm batteries shall be checked to ensure that:
 - terminals are clean and lubricated where necessary;
 - terminal clamps are clean and tight where necessary, and
 - electrolyte level and specific gravity where applicable, are as specified by the manufacturer.

ANNUAL INSPECTION/TEST:

The fire alarm system shall be tested annually by a certified person in accordance with CAN/ULC S536-04, standard for the inspection and testing of fire alarm systems. **All deficiencies shall be corrected.**

VOICE COMMUNICATION:

Voice communications between floor areas and the fire alarm system shall be tested monthly and annually, as required for fire alarm initiating and signalling devices.

AUTOMATIC SPRINKLER SYSTEMS

GENERAL:

Reference should be made to NFPA 25-2002 "Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems" for exact details of the maintenance guidelines for automatic sprinkler systems.

A permanent record of inspections, testing and maintenance must be kept for a period of at least two years.

In the event of a fire, ensure that the sprinkler control valves are not closed until the fire has been extinguished or is considered to be under control as determined by the Fire Officer.

When a sprinkler system contains alarm initiating devices connected to the fire alarm system and/or monitored by an outside alarm agency, they must be notified prior to conducting tests. The Whitby Fire and Emergency Services shall also be notified at 905-433-1235.

Ensure sprinkler pipe is not used to support anything other than the sprinkler system and its components. Ensure all sprinkler heads are free from obstructions at all times.

WEEKLY:

Inspect sprinkler system gauges to ensure the system is maintained at the required operating pressure.

Inspect all valves controlling water supplies to sprinkler systems to ensure they are sealed in "the open" position (Electrically supervised valves may be checked monthly.)

MONTHLY:

Test the alarms on all sprinkler systems - using "alarm test connection".
(Where not installed, use an alternative method acceptable to the inspector.)

EVERY TWO MONTHS:

Where an electrical supervisory signal service is provided for a sprinkler system, tests shall be performed on all transmitters and water flow activated devices.

SEMI-ANNUAL:

Test gate valve supervisory switches.
Test other sprinkler system supervisory devices.

AUTOMATIC SPRINKLER SYSTEMS cont'd.

ANNUAL INSPECTION:

Check all sprinkler heads for damage, corrosion, grease, dust or paint, and replace the sprinkler heads where necessary.

Ensure exposed sprinkler hangers in good condition.

Check "dry pipe" priming water level.

Plugs and caps on fire department connections are removed, the threads inspected and the plugs or caps secured wrench tight.

Ensure Fire Department connections are properly marked.

ANNUAL TEST:

Test "wet" sprinkler systems, using "inspectors test" (most hydraulically remote) connection.

Test "dry" sprinkler systems using "inspection test".

Test sprinkler water supply pressure by fully opening main drain valve.

NOTES:

Check "dry pipe" valve rooms or enclosures in unheated areas as often as necessary during periods of freezing whether to ensure adequate temperature is maintained.

Ensure auxiliary drains are inspected during cold weather to prevent freezing.

Ensure "dry pipe" systems are inspected every 15 years for obstructions in the pipe system to be flushed if necessary.

Ensure "antifreeze" systems (where installed) are inspected and antifreeze tested to ensure freezing will not occur.

Ensure spare sprinkler heads and sprinkler wrenches are available. Minimum stock of spare sprinkler heads to be provided on the basis of system size as follows:

- not more than 300 sprinkler heads - 6 spare heads
- from 301 to 1,000 sprinkler heads - 12 spare heads
- more than 1,000 sprinkler heads - 24 spare heads

GENERAL: (To be done on an ongoing basis)

Maintain sprinkler heads free of obstructions which could interfere with the effectiveness of water discharge from the sprinklers.

Maintain sprinkler heads and piping free of suspended material and decorations.

YEARLY:

Check sprinkler heads to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash.

DOMESTIC SUPPLY SPRINKLER SYSTEMS

Where sprinklers are taken from domestic supply or from standpipe, conduct a weekly inspection to ensure all valves are in the open position.

Maintain a minimum supply of six spare sprinkler heads and a sprinkler wrench.

GENERAL: (To be done on an ongoing basis)

Maintain sprinkler heads free of obstructions which could interfere with the effectiveness of water discharge from the sprinklers.

Maintain sprinkler heads and piping free of suspended material and decorations.

YEARLY:

Check sprinkler heads to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash.

PORTABLE FIRE EXTINGUISHERS

GENERAL:

Reference should be made to NFPA 10-2002 for exact details of the maintenance guidelines for portable fire extinguishers.

Ensure extinguishers are installed as required, conspicuously located, and readily accessible in case of fire.

Defective extinguishers shall be repaired, replaced, or recharged as necessary. After use, portable fire extinguishers shall be replaced or recharged in accordance with manufacturers instructions.

Extinguishers shall have either an inspection tag attached or permanent written records, showing maintenance or recharge dates, the servicing agency and signature of the person who performed the service.

A permanent record of the inspection and maintenance conducted on all of the portable fire extinguishers shall be maintained for a period of at least two years and be made available to the Chief Fire Official upon request.

MONTHLY:

Inspect all portable fire extinguishers installed in the building. Ensure the following on each:

- Check nozzle for operation and any obstructions.
- Seal or tamper indicators are in place.
- Pressure gauge is reading satisfactory.
- No apparent physical or mechanical damage.
- Instructions for use on nameplate are legible and faces outward.

ANNUAL INSPECTION/TEST:

All portable extinguishers are subject to annual maintenance. Testing and recharging shall to be conducted by a service contractor.

NOTE:

EVERY 6 YEARS – Stored pressure-type extinguishers require changing of dry powder.

All portable fire extinguishers are subjected to hydrostatic testing at the following intervals:

- **EVERY 5 YEARS** – Carbon dioxide and pressurized water type extinguishers.
- **EVERY 12 YEARS** – Dry chemical type extinguishers.

STANDPIPE AND HOSE SYSTEMS

GENERAL:

Reference should be made to NFPA 25-2002 "Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems" for exact details of the maintenance guidelines for standpipe and hose systems.

A permanent record of inspections, testing and maintenance must be kept for a period of at least two years.

Standpipe systems that are modified, extended or restored to service shall be tested.

Ensure all valves controlling water supplies to the standpipe and hose system are locked or sealed in the 'open' position.

MONTHLY:

Inspect hose in hose cabinets to ensure it is in proper position and ready for use. Defective hose shall be repaired or replaced.

Ensure all equipment in hose cabinet is in operating condition.

ANNUALLY:

Ensure hose cabinet water valves can be operated by hand and that there is no water leakage into the hose.

Remove hose and re-rack in each hose cabinet (folds in the hose should be changed).

Replace any worn gaskets at the water valve and nozzle. Check nozzle for operation.

Plugs and caps on fire department connections are removed, the threads inspected and the plugs or caps secured wrench tight.

Ensure Fire Department connections are properly marked.

EVERY 5 YEARS:

Hydrostatically test standpipe system piping which normally remains dry.

EMERGENCY LIGHTING UNIT EQUIPMENT

GENERAL:

A permanent record of inspections, testing and maintenance must be kept for a period of at least two years.

MONTHLY CHECK:

Pilot lights checked monthly for indication of operating conditions (battery charging means is energized).

Ensure unit is secure in its location and remote heads are aimed properly.

MONTHLY INSPECTION:

Ensure battery surface is kept clean and dry.

Ensure terminal connections are clean, free of corrosion and lubricated where necessary.

Ensure terminal clamps are clean and tight as per battery manufacturer's specifications.

MONTHLY TEST:

The unit equipment shall be checked monthly to ensure the emergency lights will function when primary power is lost.

ANNUAL TEST:

The emergency lighting unit equipment shall be tested annually to ensure that the units will provide emergency lighting for duration equal to the design criteria with simulated power failure conditions.

The charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.

WATER SUPPLIES FOR FIRE FIGHTING

FIRE PUMPS

GENERAL:

Reference should be made to NFPA 25-2002 "Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems" for exact details of the maintenance guidelines for water supplies, including hydrants and fire pumps.

A permanent record of inspections, testing and maintenance must be kept for a period of at least two years.

DAILY:

The temperature of pump rooms shall be checked daily during freezing weather.

WEEKLY:

Valves controlling water supplies, exclusively for fire protection systems, shall be inspected to ensure that they are fully open and sealed or locked in that position.

Fire pumps shall be operated at least once per week at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be inspected.

Pump house conditions shall be inspected weekly to ensure piping is free of leaks and ventilating louvers are free to operate.

Internal combustion engine fire pumps shall be operated once per week for a sufficient time to bring the engine up to normal operating temperature. The storage batteries, lubrication systems, and fuel supplies shall be inspected.

ANNUALLY:

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

PRIVATE FIRE HYDRANTS:

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

Hydrants shall be inspected annually after each use.

Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and inspected for wear, rust or obstructions.

The hydrant barrel shall be inspected annually to ensure that no water has accumulated.

The drain valve shall be inspected for operation if water is found in the hydrant barrel when main valve is closed.

Hydrant waterflow shall be inspected annually and a record shall be kept.

EMERGENCY POWER EQUIPMENT

GENERAL:

Reference should be made to CSA - C282 "Emergency Electrical Power Supply for Buildings" for exact details of the maintenance guidelines for emergency power systems.

To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer's instructions.

At least two (2) copies of the instruction manual shall be maintained.

Each emergency power system shall be tested in accordance with CSA – C282 "Emergency Electrical Power Supply for Buildings" to ensure that the unit will provide emergency power for a duration equal to the design criteria using simulated power failure conditions.

Log and report as further prescribed in the manual of instruction for operation and maintenance.

WEEKLY:

Inspection of the emergency power supply system with any faults or repairs documented.

MONTHLY:

The emergency electrical power shall be completely tested monthly as follows:

- a) Simulate a failure of the normal power supply.
- b) Arrange so that:
 - i) an engine generator set operates under at 30% of the rated load for 60 minutes and;
 - ii) all automatic transfer switches are operated under load.
- c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls.
- d) Record all instrument readings associated with the prime mover and generator and a verification that they are normal.
- e) Log and report as further prescribed in the manual of instruction for operation and maintenance.
- f) Check fuel supply for sufficient quantity.

SEMI-ANNUALLY:

Thorough inspection of the generator set and testing of safety devices.

ANNUALLY:

Annual inspection includes:

- Oil, oil filter and fuel filter change
- Battery load test
- Test antifreeze strength
- 2 hour full load test with infrared scan of electrical connections
- Transfer switch isolation and maintenance
- Fuel replacement or full filtering of fuel in tanks of a capacity of 1000L or larger

EVERY 5 YEARS:

Inspection of the AC alternator insulation and perform an insulation test.
 Drain and flush cooling system and refill the system with new coolant.
 Clean radiator tubes and cooling fins.

MEANS OF EGRESS

GENERAL:

Check all doors in fire separations to ensure they are closed.

Maintain exit signs to ensure they are clear and legible.

Maintain corridors and exits free of obstructions at all times.

Maintain exits and exit stairwells free from any storage.

Exterior passageways, exterior stairways and fire escapes in occupied buildings shall be maintained in good repair, operational, and free of obstructions.

FIRE DEPARTMENT ACCESS TO BUILDINGS:

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

HEATING, VENTILATION AND AIR CONDITIONING

GENERAL:

Every defective heating appliance in a building shall be removed, repaired or replaced when it creates a hazardous condition.

Chimneys and chimney liners that constitute a fire hazard shall be repaired or replaced.

Chimney, flue-pipes and breaching shall be maintained in a safe operating condition.

Ventilation shafts shall be used only for ventilation purposes.

Any work on ducts involving the use of heat-producing devices for cutting, welding or soldering, shall not be undertaken before the system has been shut down, the duct cleaned of any accumulations of combustible deposits and any combustible lining and covering material that could be ignited by such work, has been removed.

Solid fuel-burning appliances and equipment are installed and maintained in accordance with the manufacturer's recommendations.

WEEKLY:

Hoods, filters and ducts that are subject to accumulations of combustible deposits shall be checked weekly. Ensure they are cleaned when deposits create an undue fire hazard.

ANNUALLY:

Inspect every chimney, flue and flue-pipe and clean as often as necessary to keep them free of accumulation of combustible deposits.

Inspect disconnect switches for mechanical air conditioning and ventilation systems to ensure the system can be shut down.

FIRE SEPARATIONS

GENERAL:

Where fire separations between major occupancies, fire walls or fire separations between rooms, corridors, shafts and other spaces or closures in fire separations are damaged so as to affect their fire resistance rating, the damage shall be repaired so that the integrity of the fire separation wall or closure is restored.

Correct defects that interfere with the operation of closures in fire separations.

MONTHLY:

Inspect doors in fire separations to ensure that they are operable at all times as follows:

The closures are not blocked or wedged open.

The doors are checked to ensure that they remain closed unless equipment is installed to close the door automatically.

The door openings and the surrounding areas are to be kept clear of anything that would be likely to obstruct or interfere with the operation of the door.

Keeping fusible links and heat or smoke activated devices undamaged and free of paint and dirt.

Electromagnetic door locks release upon activation of the fire alarm system.

Inspecting door hardware and other ancillary components regularly and making necessary adjustments or repairs to ensure proper closing and latching.

Repairing or replacing inoperative parts of hold-open devices and automatic releasing devices whenever necessary.

ANNUALLY:

Inspect fire dampers and fire-stop flaps annually or on an approved schedule.

Ensure closures are operable at all times by:

- keeping fusible links and heat or smoke activated devices undamaged and free of paint and dirt; and
- repairing or replacing inoperative parts of hold-open devices and automatic releasing devices whenever necessary.

Closures in fire separations are not to be blocked or wedged open; and correct defects that interfere with the operation of closures in fire separations.

COMMERCIAL COOKING EQUIPMENT

GENERAL:

Reference should be made to NFPA 96-2001 "Ventilation Control and Fire Protection of Commercial Cooking Operations" for the maintenance guidelines for commercial cooking equipment.

Inspect system for obvious or mechanical damage.

Visually check that seals and lock pins are in place and the system is ready to operate.

Visually check all pressure gauges to ensure system is operational where applicable.

Visually inspect fusible links, detector assembly for accumulation of grease or deposits. Have authorized service contractor replace fusible links as required, but at least annually. Other detection devices must be serviced or replaced in accordance with manufacturer's instructions. **Frequency of inspection will vary depending on use (i.e. daily, weekly, etc. as experience indicates).**

Inspect cooking exhaust system regularly and clean as necessary.

Inspect fusible-linked fire dampers serving the exhaust system regularly and clean and replace as required.

Inspect filters to ensure they are clean or replaced as required.

Flammable solvents or other flammable cleaning aids shall not be used, and care shall be taken not to apply cleaning chemicals on fusible links.

At the start of the cleaning process, electrical switches, detection devices and system components that may be accidentally activated shall be locked, pinned, protectively covered and/or sealed. When cleaning procedures are completed, all electrical switches, detection devices, and system components shall be returned to service. Cover plates shall be replaced and dampers and diffusers shall be positioned for proper air flow.

WEEKLY:

Inspect cooking exhaust system regularly and clean as necessary.

Inspect filters to ensure they are cleaned or replaced as required. Filters are to be ULC approved.

EVERY SIX MONTHS:

Inspection and servicing of the fire extinguishing system shall be done by properly trained and qualified persons at least every 6 months.

SMOKE ALARM MAINTENANCE

GENERAL:

The Ontario Fire Code requires that smoke alarms located inside dwelling units be maintained in operating condition.

It is the responsibility of the owner to have the following tests and inspections completed.

Smoke alarms should be maintained in accordance with the manufacturer's instructions. Consult with operating instructions provided with each type of smoke alarm.

Records should be maintained for a period of at least two years with respect to all inspections and testing of smoke alarms installed in dwelling units.

Smoke alarms should be inspected and tested during a change of tenancy in rental units.

MONTHLY:

The occupant or tenant of each dwelling unit shall test the smoke alarm using the test button located on the smoke alarm or another test method recommended by the manufacturer. The alarm signal should sound during this test. If inter-connected smoke alarms are installed within the dwelling unit, all smoke alarms should sound the alarm when any one of the smoke alarms is tested.

ANNUALLY:

Battery powered smoke alarms shall have their battery replaced with a new battery at least annually.

Battery powered smoke be checked to ensure the battery terminals have not corroded and batteries have not leaked. Where batteries show evidence of leakage or corrosion, the unit should be replaced.

Vacuum the exterior of the smoke alarm with a household vacuum cleaner. A brush attachment may assist in removing accumulated dust on the cover of the device. If specifically recommended by the manufacturer, open the battery cover on the smoke alarm and gently vacuum the circuit board.

After vacuuming, test the smoke alarm by depressing the test button located on the alarm, an alarm should sound, if it does not, replace battery and/or alarm if necessary.

Do a visual check to ensure that the smoke alarm is securely fastened to the ceiling or wall.

CAUTION: Direct open flames from matches, lighters or candles should not be used to test smoke alarms.

ELEVATORS (HIGH BUILDINGS)

General

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

Maintain correct signage for firefighters' elevator.

3 MONTHS

Every three months the elevator door opening devices operated by means of photo-electric cells shall be tested to ensure that the devices become inoperative after the door has been held open for more than 20 seconds with the photo-electric cell covered.

The key operated switch located outside an elevator shaft shall be tested to ensure that the actuation of the switch will render the emergency stop button in each car inoperative and bring all cars to the street floor of transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.

Key operated switches in each elevator car shall be tested to ensure that the actuation of the switch will:

- a) enable the elevators to be operable independently of other elevators.
- b) allow operation of the elevator without interference from floor call buttons.
- c) render door re-opening devices inoperative.
- d) control the opening of power operated doors only by the continuous pressure on the "door open" button to ensure that if the button is released while the door is opening, the doors will automatically close.

SMOKE CONTROL MEASURES

General

Where smoke control measures contained in the supplement to the National Building Code of Canada 1995, "Measures for Fire safety in High Buildings" are used, the inspections and tests shall be as outlined in Section 7.3 of the National Fire Code of Canada.

Where a smoke control system is designed to meet the requirements of The Ontario Building Code, the inspections and tests shall be in accordance with procedures established by the designer of the system.

SMOKE SHAFTS AND VENTING EQUIPMENT

General

Access to windows and panels required for venting floor areas and vents to vestibules permitted to be manually openable shall be kept free of obstructions, openable without keys and operable at times.

6 Months

All elevators in an elevator shaft that is intended for use as a smoke shaft be inspected semi-annually to ensure that on activation of the fire alarm system, the elevators will return to the street floor and remain inoperative.

Yearly

A closure in an opening to the outdoors at the top of a smoke shaft, shall be inspected annually to ensure that it will open:

- a) manually, outside from the building
- b) on a signal from the smoke/heat actuated device in the smoke shaft, and ;
- c) when a closure in an opening between a floor area and the smoke shaft opens.

Controls for air-handling systems for venting in the event of a fire, shall be inspected annually to ensure that air is exhausted from each floor area to the outdoors.

5 Years

Closures in vent openings into smoke shafts from each floor shall be inspected sequentially over a period not to exceed 5 years.

ALTERNATIVE MEASURES

FOR

OCCUPANT FIRE SAFETY

In the event of any shutdown of fire protection equipment and system or part thereof, the Whitby Fire & Emergency Services will be notified by calling 905 433-1235. When the system is back in service the Whitby Fire & Emergency Services will be notified at that time.

Occupants will be notified and instructions will be posted as to alternate provisions or actions to be taken in case of an emergency. The owner and/or supervisory staff will patrol the hallways once every hour.

If a fire emergency does occur, occupants shall be notified and will evacuate the building immediately and call the Whitby Fire & Emergency Services by calling **9-1-1**.

NOTE: ALL SHUTDOWNS WILL BE CONFINED TO AS LIMITED AN AREA AND DURATION AS POSSIBLE.

THE WHITBY FIRE & EMERGENCY SERVICES WILL BE NOTIFIED, IN WRITING, OF ANY FIRE EMERGENCY SYSTEM SHUTDOWN WHICH CONTINUES 24 HOURS OR LONGER.

THE HOLDING OF FIRE DRILLS

GENERAL:

Records of fire drills shall be kept for 12 months after the fire drill.

The Fire Department is to be notified when fire drills are taking place. Please call the non-emergency telephone number at 905-433-1235.

The purpose of a fire drill is to ensure occupants are familiar with the emergency evacuation procedures, resulting in orderly evacuation with efficient use of the exit facilities.

METHOD AND FREQUENCY OF HOLDING FIRE DRILLS:

Fire drills are to be held every month every 3 months 12 months
(PLEASE REFER TO FIRE CODE ARTICLE 2.8.3.2.(1) FOR FREQUENCY)

Occupants are to check and report on the following:

- Could you hear the alarm signal? (fire alarm device / verbal)
- Were the exit areas accessible?

At the advised time, the predetermined manual pull station or detector will be activated by the building owner or designate. (if *applicable*)

Residents should be notified of the exact time and date approximately 48 hours in advance by the Property Manager by posting notices at building entrances and advising residents not to phone the Fire Department during the fire drill. (if *applicable*)

The alarm will be reset, and the notices will be removed, and the monitoring company / Fire Department will be notified. (if *applicable*)

The Building Owner, Superintendent, Property Manager and Supervisory Staff will meet to discuss any noted deficiencies. (if *applicable*)

The Building Owner or designate will co-ordinate a follow-up meeting with any other building occupants to review the outcome of the fire drill.















The Building Owner or designate will complete the required fire drill documentation upon completion. (see *attached*)














RECORD OF FIRE ALARM DRILL

Date of Fire Alarm Drill:
Time of Fire Alarm Drill:
Occupants Notified:
Alarm Activated Properly:
Building Superintendent Present:
Building Manager Present:
Supervisory Staff Present:
Deficiencies Noted:
General Comments:

SCHEMATIC DIAGRAMS

A floor plan and a site plan must be included showing the location of all fire protection equipment, using the schematic symbols provided by Whitby Fire.

	Fire alarm control panel
	Fire alarm annunciator panel
	Smoke detector
	Manual pull stations
	Fire alarm bell/horn
	Heat detector
	Municipal hydrant
	Private hydrant
	Portable fire extinguishers
	Smoke alarm
	Fire hose cabinet
	Sprinkler shut-off valves
	Fire Department Connections - Sprinkler Fire Department Connections - Standpipe
	Emergency lighting

	Fire pump
	Emergency generator
	Fire department key box
	Elevators (general)
	Electrical panel
	Natural Gas shut off
	Fixed extinguishing system
	Fire Route
	North Arrow
	Dry Sprinkler System
	Wet Sprinkler System
	Pre-Action Sprinkler System
	Valve – Main Water Shutoff

ATTENTION

SCHEMATIC DIAGRAMS OF THE BASEMENT, MAIN LEVEL, AND A TYPICAL FLOOR SHOULD BE DISPLAYED IN THE MAIN LOBBY AREA, CLEARLY VISIBLE TO ALL PERSONS. FIRE ACCESS ROUTES SHOULD ALSO BE SHOWN ON SCHEMATIC DRAWINGS.