

Fire Safety Plan

(Single-Stage Fire Alarm System):

Fire Safety Plan - Single-Stage Fire Alarm System for:

(Business Name)

(Business Address)

I, _____, have read and understand my responsibilities under this Fire Safety Plan.

Signature

Date

The reproduction or use of this fire safety plan for non-commercial purposes is permitted and encouraged. Permission to reproduce the plan for commercial purposes must be obtained from Haldimand County Emergency Services.

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Part 1 Introduction

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

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. The Fire Code defines “OWNER” as “any person, firm or corporation controlling the property under consideration”. Consequently, owners may be managers, maintenance staff and tenant groups.

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

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

The fire safety plan approved location is _____.

SUBMISSION PROCEDURES

At least two (2) copies of the Plan (8 ½ X 11 format) must be submitted to the Chief Fire Official. Upon approval, one copy will be returned to the author and one copy will be retained by the Fire Department.

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

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

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

Fixed Extinguishing System for Commercial Cooking Equipment

No Yes Type: _____

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

Connected to F/A System: No Yes

Fuel Source: Natural Gas Electric Other _____

Fuel Shut Off for Appliances: Location: _____

K Type (wet) Extinguisher: Location: _____

Other Extinguishing Systems:

Type (i.e. pre-action, sprinkler, halon, inergen, dry chemical): Area/Location Protecting

_____	_____
_____	_____
_____	_____
_____	_____

Portable Fire Extinguishers

Portable Fire Extinguishers: Type(s): _____

Refer to schematic drawings.

Emergency Lighting

No Yes Location(s): _____

Emergency Power

No Yes Battery Generator

Generator

Diesel Natural Gas

Fuel Supply Location: _____

Transfer Switch Location: _____

Equipment Powered by Generator: _____

Electromagnetic Locking Devices

No Yes (manual release switch location) _____

Proper Signage

Doors that are electronically locked must have signage indicating:
“Door(s) Unlocked By Fire Alarm”

No Yes

Location(s) throughout building: _____

Extra Hazardous Area:

Are there hazardous materials on site? No Yes

If YES, please list the material and quantity:

Exits: Refer to schematics for location of exits.

Elevators:

Firefighter (FF) Elevator
(red helmet designation)

Firefighter Service
(yellow helmet designation)

Automatic Recall No Yes

Manual Recall No Yes

Manual Recall Switch(es) No Yes Location: _____

Total Number of Elevators: _____

Total Number of FF Elevators: _____

FF Elevator Location: _____

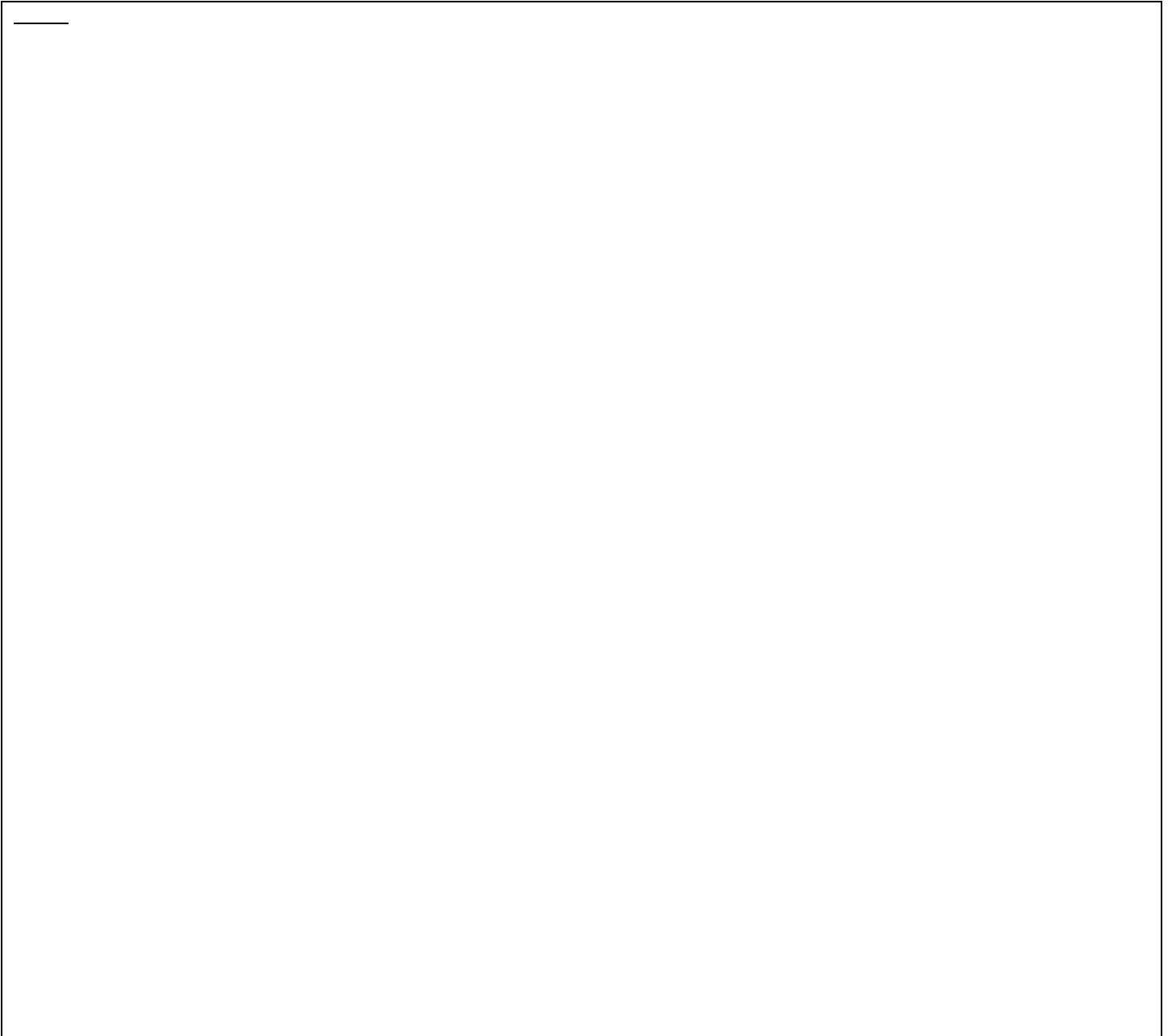
Floors Served by FF Elevator: _____

Location of recall/operating keys: _____

Provide operating Instructions for alarm conditions: _____

Part 2(a)
Additional Information

For any additional information not already covered:



Part 2(b)
Audit of Human Resources

Business/Building Name: _____

Address: _____ Unit No. _____

Postal Code: _____ Business Phone No. _____

Business Owner: _____

Address: _____

Postal Code: _____

Phone Number(s): _____

After Hour Contacts (24 hour telephone numbers)

Manager/Supervisor: _____ Phone No. _____

Employee/Title: _____ Phone No. _____

Employee/Title: _____ Phone No. _____

Other: _____ Phone No. _____

Building Owner: _____

Address: _____

Postal Code: _____ Phone No. _____

Fire Alarm Monitoring Company: _____ Phone No.: _____

Sprinkler Monitoring Company: _____ Phone No.: _____

Part 3

Emergency Procedures for Occupants

Please take the time to review this section (1 page).

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

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Call Haldimand County Emergency Services at 9-1-1
- Leave building via nearest Exit

Upon Hearing Fire Alarm:

- Leave building via nearest Exit
- Close doors behind you
- Do not use elevator

CAUTION

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

Remain Calm

Single Stage Fire Alarm System

Part 4

Emergency Procedures for Supervisory Staff

Please take the time to review this section (2 pages).

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.
- Notify the Haldimand County Emergency Services of the emergency condition. Dial 9-1-1 and ask for Haldimand County Emergency Services.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the firefighters, 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 keys, fire safety plan and other vital information to the firefighters.

Related Duties

In general:

- Keep the doors in fire separations closed at all times.
 - Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.
 - Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
 - 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.
 - Maintain the fire protection equipment in good operating condition at all times.
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- Participate in fire drills. Occupants' participation should be encouraged.
 - Have a working knowledge of the building fire and life safety systems.
 - Ensure the building fire and life safety systems are in operating condition.
 - Arrange for a substitute in your absence.
 - Comply with the Ontario Fire Code.
 - In the event of any shutdown of fire and life safety systems, notify Haldimand County Emergency Services and initiate alternative measures.
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Emergency Procedures

Additional Information/Comments

Examples

- Industrial Spill Procedures.
- Procedures for people with special needs.
- Specific training requirements (ie. Lifts, carries and transfers both vertical and horizontal) for staff in care establishments.

Emergency Procedures
Additional Information/Comments (p.2)

Part 5

Responsibilities of the Owner / Occupant

Please take the time to review this section (1 page).

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.
- Instructions, in writing, for supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- 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.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- 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.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.
- When the occupant load is more than 60 persons in assembly occupancies, the owner is responsible for posting the maximum occupant load in a conspicuous location.

Smoke Alarm Requirements in Residential Occupancies:

- Smoke Alarms shall be installed in accordance with the Ontario Building Code.
 - Smoke alarms shall be maintained in operating condition by the owner.
 - Landlord shall provide a copy of the smoke alarm manufacturer's maintenance instructions, or approved alternative, to the occupant in each rental dwelling unit.
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Part 6(a) Fire Hazards

Please take the time to review this section (2 pages).

Residential Properties

To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes into the garbage chute.
- Never dispose of flammable liquids or aerosol cans in these chutes.
- Never force cartons, coat hangers, bundles of paper into the chute because it may become blocked.
- Avoid unsafe cooking practices: deep fat frying, too much heat, unattended stoves, loosely hanging sleeves.
- Avoid careless smoking. Never smoke in bed.
- Never leave anything that may burn or cause a trip hazard in the halls, corridors and/or stairways.
- Always clean out clothes dryer lint collector before and after use.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
 - Call Haldimand County Emergency Services immediately (9-1-1) whenever you need assistance.
 - Know the correct address of the building.
 - Notify the building owner/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. Read and follow the manufacturer's smoke alarm (and CO detector if applicable) instructions, available from building owner/property management.
 - Know the supervisory staff in your building.
 - Report any fire hazard to supervisory staff.
 - Know the stairwell designation and the crossover floors (if any).
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Part 6(b) 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 Haldimand County Emergency Service 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).
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Part 7

Fire Extinguishment, Control or Confinement

Please take the time to review this section (1 page).

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area must be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that Haldimand County Emergency Services has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation should attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

Remember the (PASS)

P - Pull the safety pin

A - Aim the nozzle (at the base of the flame)

S - Squeeze the trigger handle (from a safe distance)

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 8

Alternative Measures for Occupant Fire Safety

Please take the time to review this section (1 page).

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 Haldimand County Emergency Services.

Firewatch (See appendix for Fire Watch Duties and Log)

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

1. Notify Haldimand County Emergency Services, dial (905) 318 5932 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. Haldimand County Emergency Services is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices on all floors by elevators and in the lobby entrance, stating the problem, and procedures to follow in the event of an emergency.
3. Have staff of other reliable person(s) patrol the affected area(s) at least once every hour while the building is occupied.
4. Notify Haldimand County Emergency 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.

**Part 9
Fire Drills**

Please take the time to review this section.

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

FIRE DRILL RECORD

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present:

Deficiencies Noted:

General Comments:

Part 10

Requirements of the Ontario Fire Code

Please take the time to review this section (1 page).

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

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

Definitions for key words are as follows:

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

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

General Fire Protection Systems/Equipment

General

Responsibility

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.

Exit signs shall be clearly visible and maintained in a clean and legible condition.

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.

Weekly

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.

Monthly

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

Yearly

Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Chief Fire Official.

Every chimney, flue and flue pipe shall be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.

Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.

Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced.

Portable Fire Extinguishers

General

Responsibility

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

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher. _____

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed. _____

Monthly

Portable extinguishers shall be inspected monthly. _____

Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection. _____

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

- a) mechanical parts _____
- b) extinguishing agent _____
- c) expelling means _____

Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable _____

Responsibility

5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**. _____

6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures. _____

Fire Alarm

Responsibility

General

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

Fire alarm shall be kept unobstructed. _____

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

Daily

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

a) **Check** the principle and remote trouble lights for trouble indication; _____

b) **Inspection** of the AC power-on light shall be done to ensure its normal operation. _____

Monthly

Every month the following **tests** shall be conducted under battery back up power and if a fault is established, appropriate corrective action shall be taken:

a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition _____

b) function of all signal devices shall be ensured _____

c) the annunciator panel shall be checked to ensure correct annunciation _____

d) intended function of the audible and visual trouble signals shall be ensured _____

e) fire alarm batteries shall be checked to ensure that: _____

i) terminals are clean and lubricated where necessary; _____

ii) terminal clamps are clean and tight; _____

iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications _____

Responsibility

Monthly (continued)

Voice paging capability to one zone shall be **tested** monthly on a rotational basis. _____

One emergency telephone shall be **tested** monthly on a rotational basis for operation and correct indication at control unit. _____

Loudspeakers shall be **tested** monthly as an all-call signal to ensure they function as intended. _____

At least one firefighter’s emergency telephone shall be **tested** monthly on a rotational basis to ensure communication with the control unit. All telephones shall be **tested** each year. _____

Yearly

Yearly **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. **Tests** shall be in conformance with CAN/ULC S536, “Inspection and Testing of Fire Alarm Systems”. _____

Voice communications between floor areas and the central alarm control facility shall be **tested** annually, as required for fire alarm initiating and signally devices. _____

Ontario Fire Code stipulates that you must:

Provide instructions for use of voice communication system.

Provide instructions for procedures to test, silence and restore alarm system.

Smoke Alarms

General

Ensure dwelling unit smoke alarms are maintained in operating condition.

Ensure a copy of the smoke alarm manufacturer's Maintenance instructions or approved alternative has been provided.

Responsibility

Standpipe Systems

Monthly

Hose cabinets shall be **inspected** monthly to ensure that the hose and equipment are in the proper position and appear to be operable.

Responsibility

Yearly

Plugs or caps on Fire Department connections shall be removed annually and the threads **inspected** for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.

If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.

Hose valves shall be **inspected** annually to ensure that they are tight and that there is no water leakage into the hose.

Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.

Sprinkler Systems (Wet)

Responsibility

General

Auxiliary drains shall be **inspected** as required to prevent freezing. _____

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position. _____

Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure. _____

Monthly

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

Two Months

All transmitters and water flow devices shall be **tested** at two month intervals. _____

Six Months

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

Yearly

Responsibility

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.

Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair.

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.

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

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.

Sprinkler Systems (Dry)

Responsibility

General

Auxiliary drains shall be **inspected** as required to prevent freezing. _____

Dry-pipe valve rooms or enclosures in unheated buildings shall be **checked** as often as necessary when the outside temperature falls below 0° Celsius to ensure that the system does not freeze. _____

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position. _____

Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure. _____

System pressure gauges shall be **checked** weekly. The system shall be maintained at the required operating pressure. _____

Monthly

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

2 Months

All transmitters and water flow devices shall be **tested** at two month intervals. _____

Responsibility

3 Months

The priming water supply for dry pipe systems shall be **inspected** every three months to ensure that the proper level above the dry pipe valve is maintained.

6 Months

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

Yearly

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.

Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. A full flow trip test, with the control valve fully open, shall be conducted at least every three years.

15 Years

Responsibility

Every fifteen years, dry pipe systems shall be **inspected** for obstructions in the sprinkler piping and if necessary, the entire system shall be flushed of foreign material.

Water Supplies for Firefighting (Fire Pumps)

Daily

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

Responsibility

Weekly

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

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

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

Yearly

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

Private Fire Hydrants

Responsibility

General

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

Yearly

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.

Water Supplies for Firefighting (Water Tanks)

Daily

Responsibility

Water tank heat equipment, tank enclosure and/or water temperature shall be **checked** daily during freezing weather. _____

Weekly

Water levels and air pressure in pressure tanks shall be **checked** weekly and the relief valves on the air and the water lines shall be **inspected** weekly. _____

Monthly

Water level in gravity tanks shall be **inspected** monthly. _____

Yearly

An annual **inspection** shall be made of water tanks for fire protection, tank supporting structures and water supply systems including piping, control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in operating condition. _____

Cathodic protection equipment in water tanks shall be **inspected** annually. _____

2 Years

Water tanks shall be **checked** every two years for corrosion. _____

5 Years

Water tanks shall be **inspected** every five years and scraped and repainted as required. _____

Smoke Shafts and Venting Equipment

Responsibility

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. _____

Smoke Control Measures

Responsibility

General

Where smoke control measures contained in the supplement to the National Building Code of Canada 1995, Chapter 3, “Measures for Fire Safety in High Buildings” are used, the **inspections** and **tests** shall be as outlined in Section 7.3 of the National Fire Code of Canada.

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

Commercial Cooking Equipment

Responsibility

General

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".

Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.

Weekly

Hoods, grease removal devices, fans, ducts, and other equipment shall be **checked** weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.

6 Months

Inspection and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1.

Emergency Lighting System

Responsibility

Daily

Check pilot lights for indication of proper operation. _____

Monthly

Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications. _____

Ensure that battery surface is clean and dry. _____

Ensure that terminal connections are clean, free of corrosion and lubricated. _____

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications. _____

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

Yearly

Emergency lighting equipment shall be **tested** annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions. _____

After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer's specifications. _____

Elevators (High Buildings)

Responsibility

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 or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop. _____

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

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

Emergency Power Systems

Responsibility

General

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

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

At least two copies of the instruction manual shall be maintained. _____

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 least 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.

Annually











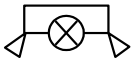








Test the generator, control panel, and transfer switch in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings". _____

**Maintenance
Additional Comments**

Part 11- Building Schematics

Please take the time to review this page.

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

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



Floor Plan

□ Please attach Floor Plan to email or send via postal mail.

(Include Legend)

HALDIMAND COUNTY EMERGENCY SERVICES

FIRE WATCH DUTIES

Definition: The term “fire watch” is used to describe a dedicated person or persons whose sole responsibility is to look for fires 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 functional and that a Fire Watch had been instituted until repairs have been made.

- (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 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 other device approved by the Chief Fire Official.
 - (6) A telephone must be readily available at all times to notify the Haldimand County Emergency Services by calling **9-1-1**. Always call from a safe area.
 - (7) Do not attempt to extinguish the fire unless it is safe to do so.
 - (8) Once building evacuation is complete, await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building without permission from the Fire Department.
 - (9) “Hot Works” such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired or will 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 and the sprinkler system have been restored.
 - (11) Exit doors, access to exits and corridors are to be checked periodically for proper operation and obstruction 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 THE 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 OFFICAL.

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.

High-Rise Emergencies Should I Stay or Should I Go?

Your fire safety is your responsibility! If you live in an apartment or condominium, your safety also depends on the actions of the building management and other residents. Every fire is potentially dangerous and unpredictable, so do not underestimate the risk to your life. Fire and smoke move very quickly, and the conditions in any part of the building may change in an instant. Smoke can spread throughout a building and enter your suite even when the fire is many floors away. During an emergency, you will not have much time to decide what to do. Make sure you know what to do ahead of time.

Should I stay or should I go ... the decision is yours. Each option involves a major commitment on your part. Your choice will depend on the circumstances at the time of the emergency. You should understand the consequences of this important decision. Most of the time, the best thing to do in a fire is leave the building as soon as possible. If you let this opportunity pass, you must be prepared to protect yourself from smoke and other effects of fire until you are rescued or told by the fire department that it is safe to leave. This may take a long time and the conditions in the building may deteriorate. Do not try to leave your suite a long time after the fire alarm has sounded. The longer you wait to evacuate, the more risk there is that heavy smoke and heat will have spread into the stairways and corridors. Your chances of survival are significantly reduced. The following information will help you to make the right decision and to develop a personal fire emergency response plan ahead of time.

When should I go? Evacuation is appropriate under any of the following conditions:

- As soon as possible when you hear the fire alarm or discover a fire.
- When the fire is in your suite.
- When the fire is on your floor or the floor below you.

When should I stay in my suite? Remaining in the suite is appropriate under any of the following conditions:

- If you encounter smoke in the corridor on your floor.
 - If you encounter smoke in the exit stairs.
 - If instructed to remain in the suite by fire department personnel handling the fire emergency
 - If you are physically unable to use the stairs.
-