



OTTAWA FIRE SERVICES
SERVICE DES INCENDIES D'OTTAWA
Protecting Our Nation's Capital With Pride
Protéger notre capitale nationale avec fierté

FIRE SAFETY PLAN Staff Copy

Building Name:

Kanata GymnoSphere

Building Address:

430 Hazeldean Road, Unit 7

**Kanata
Ottawa
Ontario
K2L 1T9**

DATE PLAN WAS PREPARED: **April-10-19**

LAST REVIEW (AND / OR) REVISION DATE: **April-10-19**

NAME OF PERSON WHO PREPARED PLAN: **Madalina Gozu**

NAME OF OWNER OR AUTHORIZED OWNER(S) AGENT WHO ACCEPTS
RESPONSIBILITY FOR THE APPROVED PLAN: **Madalina Gozu**

DATE: **April-10-19**

APPROVED PLAN is to be issued to **KANATA GYMNOSPHERE** at **430
HAZELDEAN ROAD, UNIT 7, KANATA, OTTAWA, ONTARIO, K2L 1T9**

Location of plan: **KANATA GYMNOSPHERE (FRONT DESK/OFFICE)**

Revised: April, 2019

Submission Procedures

Your Fire Safety Plan is a unique document that must be prepared specifically for your building(s)/property. All of the procedures in the plan must provide staff with the guidance necessary to ensure the safe evacuation of persons from the building/property. This template is provided as a guide only to assist you in preparing a site specific document. Ottawa Fire Services and the Corporation of the City of Ottawa assume no liability with respect to the creation or implementation of your plan.

The Fire Safety Plan once developed must only indicate actions that are reasonable and achievable. The owner and supervisory staff are responsible to carry out their duties and responsibilities indicated within the plan.

When using the template provided, please delete all items which do not apply to your building/property. This fire safety plan staff copy and fire fighters Copy is to be submitted electronically to firesafetyplans@ottawa.ca in Word or PDF.

Your approved Fire Safety Plan must be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use of other characteristics of the building or premises.

If you are required to update your plan because of contact information, persons requiring assistance please email approved plan with changes made to firesafetyplans@ottawa.ca indicating that you are updating your plan.

If there are structural or procedural or changes to your fire and life safety systems please submit these changes for approval to firesafetyplans@ottawa.ca

Please ensure you provide a return email or mailing address and contact information. If you have any questions or require additional information you may contact Fire Prevention at 613-580-2860 Ext. 15371 or firesafetyplans@ottawa.ca

INTRODUCTION

The Ontario Fire Code, Section 2.8 requires that a Fire Safety Plan be prepared, approved and implemented for building(s)/occupancy regulated by Article Div. B-2.8.1.1.

A fire safety plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of fire, fire prevention practices, owner and supervisory staff responsibilities during an emergency and in maintaining building life safety systems.

Article Div. B-2.8.2.1. (1) A fire safety plan shall include

- a) the emergency procedures to be used in case of fire, including
 - (i) sounding the fire alarm,
 - (ii) notifying the fire department,
 - (iii) instructing occupants on procedures to be followed when the fire alarm sounds,
 - (iv) evacuating occupants, including special provisions for persons requiring assistance,
 - (v) the procedures for use of elevators, and
 - (vi) confining, controlling and extinguishing the fire,
- b) the appointment and organization of designated supervisory staff to carry out fire safety duties,
- c) the training of supervisory staff and instruction of other occupants in their responsibilities for fire safety,
- d) documents, including diagrams, showing the type, location and operation of the building fire emergency systems.
- e) the holding of fire drills,
- f) the control of fire hazards in the building,
- g) the maintenance of building facilities provided for the safety of occupants, and
- h) the provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof.

This plan provides the Ottawa Fire Services with an overview of the building design, layout, and available fire protection equipment, building use, hazards associated with the building and a list of persons requiring special assistance.

The key firefighter reference items are provided at the start of this document followed by the remainder of the fire safety plan.

In order for this plan to be effective owner(s) and their staff must know the plan and be able to implement the plan in the event of fire emergency. The Fire Code states the owner to be responsible for carrying out the provisions for fire safety, and Division A – 1.4.1.2. defines “owner” as “any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.” Consequently, the owner may be any one of or a combination of parties, including building management, maintenance staff, tenant groups, etc.

The Fire Protection and Prevention Act 1997, states that “an individual convicted of refusing or neglecting to obey or carry out the directives of the Fire Marshal, an assistant to the Fire Marshal or a fire chief given under the authority of this Act is liable to a fine of not more than \$50, 000.00 or imprisonment for a term of not more than one year, or both. A corporation convicted of an offence is liable to a fine of not more than \$100, 000.00. A director or officer of a corporation who knows that the corporation is violating or has violated a provision of the Fire Code is guilty of an offence and on conviction is liable to a fine of not more than \$50, 000.00 or to imprisonment for a term of not more than one year, or to both.”

Ottawa Fire Services must be made aware of and approve any changes to this Fire Safety Plan with the exception of update contact lists and persons requiring assistance list (which is to be maintained up to date on all site copies of the fire safety plan).

The Ontario Fire Code requires this plan, once approved, to be reviewed as often as necessary but at intervals not greater than 12 months to ensure that it takes into account changes in use of the building, any renovations or other characteristics of the building.

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 approved location for the fire safety plan is: **FRONT DESK/OFFICE.**

Additionally, copies of the current fire safety plan will be provided to: **OTTAWA FIRE SERVICES AND FABIAN POULIN (APOLLO PROPERTY MANAGEMENT LTD)**

RECORDS

A written record shall be kept of all test and corrective measures for the period of two years after they are made. The record shall be made available upon request of the Chief Fire Official.

TABLE OF CONTENTS

Contents

INTRODUCTION	3
BUILDING FEATURES QUICK REFERENCE	6
SECTION 1 BUILDING RESOURCE AUDIT	6
SECTION 2 HUMAN RESOURCE AUDIT	11
SECTION 3 PERSONS REQUIRING ASSISTANCE	13
SECTION 4 EMERGENCY PROCEDURES FOR OCCUPANTS	14
SECTION 5 EMERGENCY PROCEDURES FOR SUPERVISORY STAFF	16
SECTION 6 RESPONSIBILITY OF SUPERVISORY STAFF	17
SECTION 7 RESPONSIBILITIES OF THE OWNER	18
SECTION 8 CONTROL OF FIRE HAZARDS	20
SECTION 9 FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT	23
SECTION 10 FIRE DRILLS	25
SECTION 11 ALTERNATE MEASURES FOR SAFETY OF OCCUPANTS.....	26
SECTION 12 MAINTENANCE REQUIREMENTS OF BUILDING FIRE & LIFE SAFETY SYSTEMS.....	28
SECTION 13 BUILDING SCHEMATICS	37
APPENDIX.....	40
A1 Fire Drill Record Form.....	40
A2 Fire Watch Duties and Record Form	42
A4 Sample Tenant/Landlord Fire Protection Equipment Responsibilities Form.....	48
A5 Additional Information for Schools	52
A6 Additional Information for Motels and Hotels	56

BUILDING FEATURES QUICK REFERENCE

SECTION 1 BUILDING RESOURCE AUDIT

Building Name: **KANATA GYMNOSPHERE**

Municipal Address: **430 HAZELDEAN ROAD, UNIT 7, KANATA, OTTAWA, ONTARION, K2L 1T9**

Business Phone Number: **(613) 518-1128**

Business Fax Number: **N/A**

Occupancy Type: **A2**(Residential, Assembly, Mixed, etc)

Occupant Load: **200** (maximum number of occupants, if there is a large fluctuation between daytime, evening and weekends please describe)

Residential Properties Only: # of apartments **N/A**

Building Height in Storeys: **2** Storey(s) Below Grade: **0**

Gross Building Area in m2: **4362.7** Gross Building Area in m2: **4362.7**

Year Built: **1977** Additions/Renovations: **1980**

Building Construction: **NON-COMBUSTIBLE**

Access

Lock Box: No Yes Location: **ABOVE FRONT DOOR ENTRANCE**

Contents: **2 KEYS**

Designated Fire Route: No Yes

Water Supply

Nearest Municipal Hydrant Location: **ON HAZELDEAN ROAD**

Private Hydrants: No Yes

(Location(s)): **N/A**

Other Water Supplies for Fire Fighting

No Yes (location)

SIAMEESE CONNECTION (BESIDE SPECTRUM KITCHENS- AJACENT GAS METER)

Heating

Natural Gas Electric Other

Shut off Location(s):

SIAMEESE CONNECTION (BESIDE SPECTRUM KITCHENS)

Electrical

Main Electrical Shut-off Location: **ELECTRICAL ROOM INSIDE TENANT SPACE**

Other Electrical Shut-off Locations: **1: PANELS LOCATED: SECOND STAIRWELL REAR HALLWAY
2: PANEL ROOM (ACESSED THROUGH REAR HALLWAY BESIDE KUMON)
3: MAIN ELECTRICAL ROOM, 2ND FLOOR BEHIND CAFFETERIA**

Domestic Water

Main Domestic Water Shut-off Location: **SPRINKLER ROOM LOCATED BESIDE SPECTRUM KITCHEN MAIN ENTRANCE**

Fire Alarm System

Make: **EST**
Model: **3**
Main Panel Location: **UPSTAIRS, SECOND FLOOR**

(BEHIND CAFFETERIA LUNCH ROOM)

Annunciator Panel Location: **ENTRANCE TO MINI OFFICES (NEXT TO UNIT 6, HEAD OFFICE)**

Fire Alarm Description: **SMOKE DETECTORS, SPRINKLERS, PULL STATIONS, FIRE HOSE CABINETS AND FIRE EXTINGUISHERS**

Sprinkler System No Yes

Full or Partial Coverage: Full Partial

Description of Partial Areas if applicable: **N/A**

Type: Wet Dry Both Other

Connected to the Fire Alarm System: No Yes

Location of Sprinkler Room/Shut Off Valves: **NEXT TO SPECTRUM KITCHEN, MAIN ENTRANCE**

Standpipe System No Yes

Locations: **PLEASE SEE "SCHEDULE A"**

Location of Shutoff/Isolation Valves: **(AS NOTED ABOVE)**

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

Fire Pump

No Yes (Location(s):

OUTSIDE SPECTRUM KITCHEN (MAIN ENTRANCE)

Fire Pump Description: **N/A**

Smoke Control Measures

- Are there pressurized stairwells? No Yes **N/A**
- Elevator Shaft Pressurized? No Yes **N/A**
- Smoke Shafts? No Yes **N/A**
- Fire Doors on Magnetic Release No Yes **N/A**
- Fire shutters/doors on fire alarm? No Yes **N/A**
- Other Smoke Control Measures? No Yes **N/A**

(if yes provide description:

N/A (ALL WITHIN TENANT SPACE)

Fixed Extinguishing System for Commercial Cooking Equipment

No Yes Type: **N/A** (i.e. Wet Chemical, Dry Chemical, CO²)

Connected to F/A System: No Yes

Protected by Fixed System: No Yes

Fuel Source: Natural Gas Electric Other ____

Fuel Shut Off for Appliances: Location: ____

Extinguisher Type: Location: ____

Other Fixed Extinguishing Systems: **N/A**

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

Portable Fire Extinguishers

Type(ABC, Pressurized Water, Pump Tank): **YES**
(TYPE ABC)

(Locations: Refer to schematic drawings)

Emergency Lighting

No Yes Battery Packs Generator

Location(s): **SEE DRAWINGS**

Emergency Power to Building

No Yes Battery Generator

Generator

Diesel Natural Gas **N/A**

Fuel Supply Location: **N/A**

Transfer Switch Location: **N/A**

Durations / Total Run Time: **N/A**

Equipment Powered by Generator: **N/A**

Electromagnetic Locking Devices

No Yes

Manual release switch location: _____

Proper signage in place on doors: No Yes

Location(s) throughout building: _____

Hazardous Areas

Are there hazardous materials on site? No Yes

Does the building contain Asbestos? No Yes

Does the building contain PCB's? No Yes

If YES, please list the material and quantity:

N/A

N/A

N/A

N/A

Location of MSDS binder(s): **N/A**

Location of Designated Substance Report (*please attach to plan if available; it is acceptable to copy and paste the appropriate sections versus the entire report*): **N/A**

Roof Access

Location: **MECHANICAL ROOM, SECOND FLOOR, BEHIND CAFFETERIA (LUNCH ROOM)**

Elevators **N/A (NONE)**

Firefighter (FF) Elevator

Firefighter Service

(red helmet designation)

(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: _____

Operating Instructions: (copy and paste from Appendix 3) _____

Smoke Alarms

Each residential suite is equipped with a smoke alarm in location: **N/A** type: **N/A**

Carbon Monoxide Alarms

Carbon monoxide detectors are located in the following areas **N/A**

Alternative Compliance Solutions Accepted for the Building(s)/Property

Provide a description of any alternative compliance solutions which have been approved by the Chief Building Official or Chief Fire Official **N/A**

Solar Panels

Location: **N/A**

Emergency shut offs: **N/A**

SECTION 2 HUMAN RESOURCE AUDIT

Building Name: **KANATA GYMNOSPHERE**
Building Address: **430 HAZELDEAN ROAD, UNIT 7, KANATA, OTTAWA, ONTARIO, K2L 1T9**
Building Phone Number(s): Office: **(613)518-1128** Fax No: **N/A**
Cell: **(613) 996-6759** Email: **INFO@KANATAGYMNASTICS.CA**

Building Owner: **URIGOLD HOLDINGS LTD**
Mailing Address: **70 BENTLEY AVENUE, NEPEAN, OTTAWA, ONTARION, K2E 6T8**
Phone Number(s): Work: **(613) 226-2416** Fax No: **N/A**
Cell: **N/A**
Home: **N/A** Email: **N/A**

Property Management Company: No Yes

Company Name: **APOLLO PROPERTY MANAGEMENT LTD**
Address: **1200 PRINCE OF WALES DRIVE, SUITE D, OTTAWA, ONTARION, K2C 3Y4**

Phone Number(s): **Work: (613) 255-7969** Fax No: **(613) 727-0378**

Contact Person: **Fabian Poulin** Cell: **(613) 255-7969**
Home: **N/A** Email: **fabian@apollomgt.com**

For site staff see following page.

On Site or After Hours Emergency Contacts (24 hour telephone numbers)

(Contacts normally called in order of proximity to the property for quickest response. Home address and phone number required to fulfil responsibilities. Include all supervisory staff.)

Name: **MADALINA GOZU**

Home : **(613) 355-597** Cell: **(613) 355-597**

Position: **BUSINESS OWNER**

Pager : **N/A** Other: **N/A**

Address: **101 GUELPH PRIVATE, UNIT 101,
KANATA, OTTAWA, ONTARIO, K2T 0J4**

Name: **CHERYL WALECKI**

Home : **(343) 996-6759**

Position: **ADMINISTRATION
ASSISTANT/PARTNER**

Cell: **(343) 996-6759**

Pager : **N/A** Other: **N/A**

Address: **101 GUELPH PRIVATE, UNIT 101,
KANATA, OTTAWA, ONTARIO, K2T 0J4**

SECTION 3 PERSONS REQUIRING ASSISTANCE

List shall be maintained and updated as necessary by supervisory staff. Following is a list of people requiring assistance. Please assume these individuals require assistance in case of fire or fire alarm. If a person should no longer be on the list (i.e. they have moved away, regained mobility, etc.)

Unit # / Location	Name	Assistance Required
N/A	N/A	N/A

SECTION 4 EMERGENCY PROCEDURES FOR OCCUPANTS

Emergency procedures are required to be posted on each floor area. The recommended location for emergency procedure signage is affixed to the wall at all fire alarm pull stations and at elevator lobbies or in elevator cars.

*The building is equipped with a Choose an item. 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. Where a Fire Alarm system has been installed with no provisions to transmit a signal to the Fire Department, a legible notice that is not easily removed, shall be affixed to the wall near each manual pull station with wording that the Fire Department shall be notified in the event of a fire emergency. The Fire Department is to be notified by dialing **911** and given the correct address and exact location of the fire (floor level, and suite number).*

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave fire area immediately and close doors
- Sound Fire Alarm (use a pull station)
- Leave the Building via the nearest Exit
- Do not use elevators
- Call Ottawa Fire Services at 9-1-1 - provide your building address _____ and location of fire.

Upon Hearing Fire Alarm:

- Leave building via nearest Exit
- Close doors behind you
- Do not use elevator
- Ensure Ottawa Fire Services has been notified.

CAUTION

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

Do not return to the building until it is declared safe to do so by the Ottawa Fire Services Officer in-charge.

Remain Calm

IF YOU ARE IN A SUITE AND A FIRE ALARM IS HEARD

- Before opening door, feel door and door knob for heat. If not hot, brace yourself against door and open slightly, if you feel hot draft or see smoke, close door quickly.
- If you find no smoke or fire in corridor, take suite key, close door behind you and leave by the nearest exit stairwell.
- If you encounter smoke in a corridor or stairwell, consider taking corridor to the other side of the building where another stairwell may be clear, or return to your suite.

IF YOU CANNOT LEAVE YOUR SUITE OR HAVE RETURNED TO IT BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN YOUR SUITE AND:

- Close the door.
- Unlock door for possible entry of firefighters.
- Dial 911 and tell the Ottawa Fire Services where you are.
- Seal all cracks where smoke can get in by using wet towels or sheets.
- Crouch low to the floor if smoke enters the room.
- Move to the balcony or most protected room and partially open the windows for air. (Close the windows if smoke comes in).
- Wait for instructions **Remain calm**. Do not panic or jump.

Listen for instructions or information which may be given by authorized personnel over a loudspeaker.

SECTION 5 EMERGENCY PROCEDURES FOR SUPERVISORY STAFF

The following procedures are generic and work well in smaller buildings consisting of a single supervisory staff member. For Larger facilities with multiple supervisory staff members, list each member's position and detail their responsibilities.

Supervisory staff includes the owner(s) of a property and all other persons who have assigned responsibilities for fire and life safety under the fire safety plan. Supervisory staff titles can include but not limited to the owner, property / facility manager, superintendent, maintenance staff, security, administrative assistants etc.

IN THE EVENT OF FIRE OR FIRE ALARM:

- Remain Calm
- Leave fire area immediately and close doors. Alert occupants.
- Ensure the fire alarm has been activated.
- **Notify Ottawa Fire Services from a safe place at 911** and inform them of the address of building and emergency condition.
- Supervise the evacuations of occupants. Emergency voice communication systems should be used where available.
- Evacuate the building using the closest exit, if you encounter smoke use an alternate exit.
- Upon arrival of the Ottawa Fire Service, provide access and vital information of the emergency to the Fire Officer in charge. (e.g. master keys for suites, service rooms, elevators, etc; when requested, provide a copy of the fire safety plan including list of persons requiring assistance.
- Do not accompany fire service personnel onto an elevator.
- **The fire alarm may only be silenced in the event of a confirmed false alarm. The fire alarm may not be reset until authorized by the Ottawa Fire Services officer in-charge.**
- Make every reasonable effort to ensure that the occupants do not re-enter the building until authorized by the Fire Services or until supervisory staff have confirmed the alarm is false.

SECTION 6 RESPONSIBILITY OF SUPERVISORY STAFF

Effectiveness of the Fire Safety Plan depends largely upon the ability, energy and experience of the supervisory staff. Supervisory staff should be given clearly defined authority, so that the building and occupants may be safeguarded against fire. This staff shall be instructed in fire emergency procedures as described in the Fire Safety Plan before they are given any responsibility for fire safety.

The Owner is responsible to ensure the following duties are completed as required in the Ontario Fire Code. For buildings with multiple supervisory staff members, in this Section list each supervisory staff by position title and under each Title, detail their responsibilities.

Supervisory staff includes the owner(s) of a property and all other persons who have assigned responsibilities for fire and life safety under the fire safety plan. Supervisory staff titles can include but not limited to the owner, property / facility manager, superintendent, maintenance staff, security, administrative assistants, receptionist, on duty Manager, cook, bartender etc.

IN GENERAL:

- Be aware of their responsibilities upon discovery of fire, or upon hearing of a fire alarm or fire condition.
- Keep fire separation doors closed at all times.
- Ensure fire separations are undamaged (example: do not penetrate or damage fire separations).
- Keep stairways, landings, hallways, passageways and exits (inside and outside) clear of any obstruction(s).
- Do not permit combustible materials to accumulate in any part of a stairway, fire escape or other means of egress or elevator and ventilation shafts.
- Do not permit combustible waste materials to accumulate in quantities or locations which will constitute a fire hazard.
- Promptly remove all combustible waste from all areas where waste is placed for disposal.
- Keep access roadways, fire routes and fire department connections clear and accessible for Ottawa Fire Services use.
- Have a working knowledge of the fire alarm system and how it is reset.
- Maintain the fire alarm system and other fire protection equipment in good operating condition at all times.
- In the event of any shutdown of fire protection equipment, notify the Ottawa Fire Services and immediately implement a fire safety watch in all affected areas of the building.
- In the event of any shutdown of fire protection equipment longer than 24 hours in duration, notify the Ottawa Fire Services 613-232-1551 and immediately implement a fire safety watch in all affected areas of the building.
- Arrange for a substitute in your absence.
- Participate in fire drills.

- Update the Persons Requiring Assistance List as often as necessary.

SECTION 7 RESPONSIBILITIES OF THE OWNER

The Fire Code: Ontario Regulation 213/07 is a provincial regulation made under Section 12 of the Fire Protection and Prevention Act 1997. The regulation requires the owner to be responsible for carrying out the provisions in the Ontario Fire Code, and defines “owner” as “any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.” The “owner” is ultimately responsible but may delegate certain responsibilities to various supervisory staff. These delegated duties shall be listed under the supervisory staff’s job Title in Section 8. It is up to the Owner to ensure the delegated staff are performing the duties assigned to them.

- Development 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. The size of the organization and number of personnel required to carry out the requirements of the Fire Safety Plan will depend on the size of the building, specific hazards (oxygen use, flammable and combustible gases or liquids...) and fire safety equipment provided.*
- Supervisory staff shall be instructed on all duties specified in this plan before any duties within the plan are assigned to them.
- A copy of the fire emergency procedures and other staff duties as detailed in this plan shall be given to all supervisory staff.
- Ensuring that all staff receives the appropriate training related to fire prevention, suppression and safety that is dictated by the needs and circumstances of the building and/or business. All staff training will be recorded and a copy of the record will be kept on file.
- Instruction to occupants so that they are aware of their responsibilities of fire safety.
- Scheduling and coordinating of regular 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 shutdown of fire protection equipment.
- Ensuring that checks, tests and inspections of building fire protection equipment and devices, as required by the Fire Code, are completed on schedule and that records are retained for a minimum of two years.
- Ensuring that any person performing or supervising the annual tests or annual inspections on the fire alarm system have successfully completed a program or course acceptable to the Fire Marshal.

- Change the batteries in smoke alarm(s) and carbon monoxide alarm(s) at least once per year or immediately if notified by a tenant.
- Ensuring that emergency procedures are posted on each floor.
- Notifying the Chief Fire Official regarding changes in the Fire Safety Plan.
- Ensure the fire safety plan remains current and is reviewed annually.
- Where required, designate and train sufficient alternates to replace supervisory staff during any absence.
- Before demolition / construction, including hot surface applications, commences in or on the building or premises, the fire safety plan shall be revised to incorporate:
 - a) Temporary alternative measures for the fire safety of occupants during demolition / construction; and
 - b) Temporary procedures to control fire hazards associated with the demolition / construction, including procedures to mitigate risks to adjacent buildings.

SECTION 8 CONTROL OF FIRE HAZARDS

INSTRUCTIONS TO OCCUPANTS ON FIRE PREVENTION

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. It is the collective responsibility of all staff and building occupants.

In order to avoid fire hazards in the building, occupants are advised to:

- Not put burning material such as cigarettes and ashes into the garbage or garbage chutes.
- Not dispose of flammable liquids or aerosol cans in garbage or garbage chutes.
- Properly dispose of any oily rags.
- Properly store any flammable or combustible liquids / gases.
- Avoid unsafe cooking practices (deep fat frying, too much heat, unattended stove, wearing loose fitting clothing, etc.).
- Not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or extension cords for permanent wiring.
- Avoid careless smoking. Use deep ashtrays. Never smoke in bed. Ensure cigarette butts are out. Do not discard smokers materials from decks/balconies or windows. Thoroughly wet prior to disposing of smokers materials in garbage cans.
- Never leave candles unattended; use candle holders that have a glass cylinder which covers the flame.
- Keep hallways, stairwells, passageways and exits clear of obstructions, combustible refuse and other items at all times.
- Always keep laundry, furnace and electrical rooms/panels clear of combustible materials.
- Maintain 1 meter (3 feet) between space heaters and combustible material.
- Do not wedge open or obstruct any fire doors or disengage the self-closing devices (where installed).
- Test your smoke alarm(s) monthly.
- Test your carbon monoxide alarm(s) monthly (*where installed*).
- Develop, implement, & practice a fire escape plan.
- Always clean out clothes dryer lint collector before and after each use.
- Avoid washing clothing or rags saturated with flammable or combustible liquids in laundry facilities.

- Storage, handling and use of portable oxygen systems shall be in conformance with CSA-Z305.12. “Safe, Storage, Handling, and Use of Portable Oxygen Systems in Residential Buildings and Health Care Facilities”.
- Restrict ignition sources when oxygen is in use.
- Clean kitchen hoods and filters frequently to avoid buildup of grease. Ensure cleaning rags / paper towels that contain grease are disposed of in a metal container outside and away from the building.
- Where solid fuel (wood) is used for cooking / heating, this plan shall contain approved procedures for ash control, safe fuel limits and restrictions against using flammable or combustible liquids to ignite the fire.
- Notify your landlord if you are aware that your smoke alarm is disconnected or not operational.
- Notify your landlord if you are aware that your carbon monoxide alarm is disconnected or not operational.
- Do not store anything in the parking garage.
- Do not store anything in public corridors and hallways. Including but not limited to bikes, shopping carts, furniture, clothing articles.
- Notify your landlord if you are aware of any fire safety concerns.

Additionally Occupants are advised to:

- Know how to alert building occupants of a fire condition.
- Know where exits are located.
- Call Ottawa Fire Services immediately (911) whenever you have an emergency.
- 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 alarm 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).

- Ensure that visitors are familiar with the fire safety rules and emergency procedures.
- Do not park vehicles in fire routes.

Please list any other fire prevention instructions that are specific for your building and/or business.

N/A

SECTION 9 FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

Confining a fire in an enclosed space can keep the fire, smoke and fumes from entering into a means of egress (exit) or other portions of the building if one remembers to close the door when leaving the fire area.

Only after ensuring that the fire alarm has been activated, and the fire service is notified by dialing 911, should an attempt be made to extinguish a small fire.

If a small fire cannot be extinguished with the use of a portable extinguisher or a fixed extinguishing system, or the smoke presents a hazard to the operator, exit and close the door to the area to confine and contain the fire. Leave the fire area, ensure the fire department has been notified and wait in a safe area for the Ottawa Fire Service.

ATTEMPTING TO EXTINGUISH A FIRE IS A VOLUNTARY ACT

Only persons who are properly trained and feel confident in the use of a portable extinguisher should contemplate their use. Improper use of a portable fire extinguisher can lead to severe injury or death.

USE OF PORTABLE FIRE EXTINGUISHER

Portable fire extinguishers can be a lifesaving tool and prevent the spread of fire, saving lives and property. There are fire extinguishers for each class of fire listed below. Ensure you know where and what type of extinguisher is needed to fight the fire.

THERE ARE FOUR CLASSES OF FIRE:

- A** – Ordinary combustibles (wood, paper, plastics, etc.)
- B** – Combustible liquids (oils, gas, cooking oil, etc.)
- C** – Electrical (energized equipment – appliances, wiring, etc.)
- D** – Combustible metals (Aluminium, Magnesium, Zinc, etc.)

It is extremely important to choose the proper rated fire extinguisher for the class of fire that is burning.

BASIC OPERATION (PASS)

- P** - **PULL** the safety pin (usually a twist-pull action)
- A** - **AIM** the nozzle, horn or hose at the base of the fire
- S** - **SQUEEZE** the trigger handle
- S** - **SWEEP** from side to side

As soon as the fire is extinguished, back away from the area carefully. Always watch the fire in case it re-ignites. Never turn your back to the fire area. Always keep a clear path between yourself and the exit. Call the Ottawa Fire Service (911) to have them ensure that the fire is totally extinguished.

NEVER re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds). Have it recharged by a qualified service technician.

**** ALWAYS KEEP AN EXIT AT YOUR BACK. DO NOT GET TRAPPED! ****

SECTION 10 FIRE DRILLS

The purpose of fire drills is to ensure that supervisory staff and occupants and staff are familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities. Fire drills are mandatory for supervisory staff and all building occupants should be encouraged to participate.

Ideally, fire drills should begin with practices on each floor or area. The voice communication system should be used where available.

Advance notice should be posted advising the occupants of the time and date of these practice drills.

Following each drill, all persons of delegated responsibility shall attend a debriefing, to report on their actions and the reactions of the occupants.

Prior to and upon completion of the drill, make sure to contact the Ottawa Fire Services Communications Division at 613-232-1551 and the fire monitoring company.

Frequency

Fire drills will be conducted in accordance with the frequencies stated in Sentence Div. B - 2.8.3.2. (1) of the Ontario Fire Code:

Fire drills shall be held once during each 12-month period for the supervisory staff, except that

- a) in day-care centres and Group 'B' occupancies, fire drills shall be held at least monthly;
- b) in schools attended by children, total evacuation fire drills shall be held 3 times in each of the fall and spring school terms and where applicable, a minimum once a month during the summer term; and
- c) in buildings within the scope of Subsection 3.2.6. of the Building Code, fire drills shall be held every 3 months. (This is for high buildings).

Records of the fire drill will be kept for a 12 month period as is required by Div. B - 2.8.3.2. (3).

Refer to appendix form 1A "Record of Fire Drill".

SECTION 11 ALTERNATE MEASURES FOR SAFETY OF OCCUPANTS

Supervisory staff shall be notified when fire protection systems are shut down or temporarily out of service.

In the event of a shutdown of the FIRE ALARM SYSTEM, VOICE COMMUNICATION SYSTEM, EMERGENCY GENERATOR OR SPRINKLER/SYSTEMS (Where applicable), Ottawa Fire Services Communications Division shall be notified immediately at #613-232-1551 as well as the building supervisory staff and monitoring service. They must be informed of the extent and expected duration of the shutdown.

A fire watch shall be implemented to cover the affected area of the shutdown or impairment as detailed in Appendix "A2 Fire Watch Duties and Record Form".

All occupants will be notified of the extent and duration of the system shutdown by posting notices at each entrance/exit to the building, at elevator locations and or fire alarm pull stations on each level. During shutdowns the owner will provide building or security personnel to patrol all unprotected areas every hour until such time as the system is again operational.

Occupants will be instructed to advise Ottawa Fire Services immediately via 911 of any fire situation and to verbally warn other occupants of imminent danger.

Call the appropriate service company for immediate repairs.

The occupants will be notified when the defective system or equipment has been repaired and is operated by removal of notices.

Ottawa Fire Services and the monitoring station will be notified when the work is complete and the Life Safety Systems(s) is/are re-activated.

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

OTTAWA FIRE SERVICES SHALL BE NOTIFIED OF A SHUTDOWN LASTING LONGER THAN 24 HOURS.

Alternative Measures for Portable Extinguishers:

- Replace portable fire extinguisher(s) with a spare one of the same rating, or post a notice at the portable extinguisher location indicating the location of the next closest portable extinguisher.

Alternative Measures for Fixed Extinguishing System:

- Call a qualified service company for immediate repairs.
- Notify the staff.

- The cooking equipment protected by the extinguishing system will be shutdown until the system has been repaired and is operative.

HOT WORK/PAINTING/CARPET CLEANING ETC.

- During periods of work, which involves soldering, pipe or wood cutting, grinding or any other work where there is a chance that the fire alarm system may be activated by smoke or dust, smoke detection devices (smoke detector) must be covered with an appropriate cover for that unit. The building superintendent must be made aware of which devices have been covered.
- The workers must be given instruction that in the event of a fire emergency they are to immediately activate the nearest pull, evacuate the area and call 911 from a safe place.
- The workers must notify the building superintendent if they leave the area for more than an hour. The building superintendent will then conduct a one hour fire watch and record the patrols.
- After completion of the work all covers must be carefully removed by the workers and verified by the building superintendent. A post "Hot Work" fire watch and area inspection shall be carried out and logged by supervisory staff no later than one hour after all work has been completed.

SECTION 12 MAINTENANCE REQUIREMENTS OF BUILDING FIRE & LIFE SAFETY SYSTEMS

CHECK - Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

TEST - Means operation of 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.

A record of all tests and corrective measures as required by the Ontario Fire Code will be retained for period of two years after they are made. These records are to be made available to the Chief Fire Official when asked.

The owner is responsible to ensure the following requirements are completed and where required they shall utilize qualified contractors.

Frequency Intervals	Function	O.F.C. Reference	Responsibility
	<u>PORTABLE EXTINGUISHERS</u>		
Annually	Maintenance and testing of portable extinguishers shall be in conformance with NFPA 10, "Portable Fire Extinguishers". ** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	Div B - 6.2.7.1.	LANDLORD
Monthly	Portable extinguishers shall be inspected monthly. ** A record of this inspection shall be recorded on the tag located on the portable extinguisher or in a maintenance log book. **	Div B - 6.2.7.2.	TENANT
Every 5 Years	Pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested ** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	Div B - 6.2.7.1.	LANDLORD
Every 6 Years	Stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures. ** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	Div B - 6.2.7.1.	LANDLORD
	<u>FIRE ALARM SYSTEM</u>	O.F.C. Reference	Responsibility
Daily	The central alarm and control facility shall be checked daily for indication of trouble in the system.	Div B - 6.3.2.3.	LANDLORD
Monthly	A fire alarm system with or without voice communication shall be inspected and tested in conformance with CAN/ULC –S536 "inspection and testing of Fire alarm systems	Div B – 6.3.2.2.(1)	LANDLORD
Monthly	Voice communication systems that are not integrated with a fire alarm system shall be tested monthly in compliance with Sentences (2) and (3)	Div B - 6.3.2.5.(1)	N/A

	** Voice communication systems are not required to be tested in conformance with Sentences (1) and (2) where the systems are regularly used as part of a paging system. **		
Monthly	Loudspeakers described in Sentence (1) shall be tested monthly as an all-call signal to ensure they function as intended.	Div B - 6.3.2.5.(2)	N/A
Monthly	Communication from at least one remote firefighter emergency telephone location to the control unit shall be tested monthly on a rotational basis so that communication from all remote firefighter emergency telephone locations are tested at least once per year.	Div B - 6.3.2.5.(3)	LANDLORD
Annually	A fire alarm system, with or without voice communication capability, shall be inspected and tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems". ** The fire alarm system must be inspected and tested by a qualified technician. A copy of the inspection certificate must be available to the fire department. **	Div B - 6.3.2.2.	LANDLORD
Frequency Intervals	<u>STANDPIPE AND HOSE SYSTEMS</u>	O.F.C. Reference	Responsibility
As Needed	Dry-pipe valve rooms or enclosures in unheated buildings shall be checked as often as necessary when the outside temperature falls below 0°C to ensure that the system does not freeze.	Div B - 6.5.3.4.	LANDLORD
As Needed	Auxiliary drains shall be inspected to prevent freezing.	Div B - 6.5.4.1.	LANDLORD
Weekly	Valves, except for electrically supervised valves, controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they are in the open position.	Div B - 6.5.3.1.	LANDLORD
Weekly	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.	Div B - 6.5.3.3.	LANDLORD
Monthly	Except as provided in Article Div B-6.5.5.7., the alarm on all sprinkler systems shall be tested monthly by flowing water through the test connection located at the sprinkler valve. An alarm line subject to freezing shall be cleared of all obstructions susceptible to freezing after the test specified in Sentence (1).	Div B - 6.5.5.2.(1) Div B - 6.5.5.2.(2)	LANDLORD
Monthly	Hose stations shall be inspected monthly to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.	Div B - 6.4.2.1.	LANDLORD
Every 2 Months	Where an electrical supervisory signal service is provided for a sprinkler system, it shall be tested by operating the supervisory signal devices in conformance with Sentence (2) Transmitters and waterflow actuated devices shall be tested every 2 months.	Div B - 6.5.5.7.(1) Div B - 6.5.5.7.(2)	LANDLORD

Frequency Intervals	<u>STANDPIPE AND HOSE SYSTEMS</u>	O.F.C. Reference	Responsibility
Every 3 Months	The priming water for dry-pipe systems shall be inspected at least every three months to ensure that the proper level above the dry-pipe valve is maintained.	Div B - 6.5.4.3.	LANDLORD
Every 6 Months	Where an electrical supervisory signal service is provided for a sprinkler system, it shall be tested by operating the supervisory signal devices in conformance with Sentence (3) Valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be tested at least every 6 months.	Div B - 6.5.5.7.(1) Div B - 6.5.5.7.(3)	LANDLORD
Annually	Hose valves shall be inspected annually to ensure that they are tight so that there is no water leakage into the hose.	Div B - 6.4.2.4.	LANDLORD
Annually	Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair.	Div B - 6.5.3.2.	LANDLORD
Annually	Standpipe hose shall be inspected and re-racked annually and after use, and any worn hose or gaskets in the couplings at the hose valves and at the nozzle replaced. When hose is re-racked as required in Sentence (1), it shall be done so that any folds will not occur at the same places.	Div B - 6.4.2.5.(1) Div B - 6.4.2.5.(2)	LANDLORD
Annually	Except when in use or being inspected in accordance with Sentence (2), fire department connections shall be equipped with plugs or caps that are secured wrench tight. Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed. If plugs or caps are missing, the fire department connections shall be examined for obstructions, back flushed when conditions warrant and the plugs or caps replaced.	Div B - 6.4.1.3.(1) Div B - 6.4.1.3.(2) Div B - 6.4.1.3.(3)	LANDLORD
Annually	Dry-pipe valves shall be trip tested by means of the inspector's test valve in accordance with Sentences (2) and (3) to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. Dry-pipe valves shall be trip tested annually. During the test referred to in Sentence (2), the control valve is not required to be in the fully open position.	Div B - 6.5.5.4.(1) Div B - 6.5.5.4.(2) Div B - 6.5.5.4.(3)	LANDLORD
Annually	Sprinkler system water supply pressure shall be tested annually with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply.	Div B - 6.5.5.5.	LANDLORD

	The test prescribed in Article Div B - 6.5.5.5. shall be conducted after any sprinkler system control valve has been operated.	Div B - 6.5.5.6. LANDLORD	
Annually	Waterflow alarm tests using the most hydraulically remote test connection shall be performed annually on wet sprinkler systems.	Div B - 6.5.5.3.	LANDLORD
Annually	Except when in use or being inspected in accordance with Sentence (2), fire department connections shall be equipped with plugs or caps that are secured wrench tight. Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed. If plugs or caps are missing, the fire department connections shall be examined for obstructions, back flushed when conditions warrant and the plugs or caps replaced.	Div B - 6.5.4.4.(1) Div B - 6.5.4.4.(2) Div B - 6.5.4.4.(3)	LANDLORD
Annually	Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash.	Div B - 6.5.3.5.	LANDLORD
Every 3 Years	Dry-pipe valves shall be trip tested at least once every 3 years with the control valve fully open. The trip time for the tests described in Sentences (2) and (4) may exceed the acceptance trip time by not more than 10 per cent.	Div B - 6.5.5.4.(4) Div B - 6.5.5.4.(5)	LANDLORD
Every 5 Years	Standpipe system piping which normally remains dry shall be tested in conformance with Article Div B - 6.4.3.2. at intervals of not more than 5 years.	Div B - 6.4.3.6.	LANDLORD
Every 15 Years	Dry-pipe systems shall be inspected every 15 years for obstructions in the sprinkler piping and, if necessary, the entire system flushed of foreign material.	Div B - 6.5.4.2.	LANDLORD
Frequency Intervals	<u>WATER SUPPLIES FOR FIRE PROTECTION</u>	O.F.C. Reference	Responsibility
As Needed	Water supply systems used for fire protection shall be kept free of ice accumulations that may interfere with flow.	Div B - 6.6.1.3.	N/A
Daily	A daily check of the temperature of the water contained in tanks shall be carried out during freezing weather to ensure that it does not fall below the freezing temperature.	Div B - 6.6.2.3.	N/A
Daily	Tank heating equipment and accessories shall be checked daily during freezing weather to ensure that they are in operating condition and that heater valves are open.	Div B - 6.6.2.2.	N/A
Daily	A daily check of the temperature of the tank enclosure for tanks in buildings shall be carried out during freezing weather to ensure that the temperature of the tank enclosure does not fall below 0°C.	Div B - 6.6.2.4.	N/A

Daily	The temperature of pump rooms shall be checked daily during freezing weather.	Div B - 6.6.3.2.	N/A
Frequency Intervals	<u>WATER SUPPLIES FOR FIRE PROTECTION</u>	O.F.C. Reference	Responsibility
Weekly	Pressure tanks shall be checked weekly during which the water level shall be observed and the air pressure shall be read. Corrective action shall be taken immediately if the observed water level or air pressure are outside the designed operating range for the tank.	Div B - 6.6.2.12.(1) Div B - 6.6.2.12.(2)	N/A
Weekly	The water level in the fire pump reservoir shall be checked weekly.	Div B - 6.6.3.1.	N/A
Weekly	Relief valves on the air and water supply lines of pressure tanks shall be inspected weekly.	Div B - 6.6.2.13.	N/A
Weekly	Valves controlling water supplies used exclusively for fire protection systems shall be inspected weekly to ensure that they are wide open and are sealed or locked in that position.	Div B - 6.6.1.2.	N/A
Weekly	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 during the weekly operation of fire pumps.	Div B - 6.6.3.3.(1) Div B - 6.6.3.3.(2)	N/A
Weekly	Internal combustion engine fire pumps shall be operated once a week for a sufficient time to bring the engine up to normal operating temperature.	Div B - 6.6.3.4.(1)	N/A
Weekly	The storage batteries, lubrication systems, oil and fuel supplies shall be inspected once a week.	Div B - 6.6.3.4.(2)	N/A
Monthly	The water level in gravity tanks shall be inspected monthly.	Div B - 6.6.2.8.	N/A
Annually	Gravity tanks shall be inspected annually to ensure that the tank roof is tight and in good repair, that hatches or doors are kept closed and properly secured and that the frostproof casing of the tank riser makes a tight joint with the bottom of the tank.	Div B - 6.6.2.9.	N/A
Annually	An annual inspection shall be made of 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.	Div B - 6.6.2.1.	N/A
Annually	Where cathodic protection equipment is installed to prevent corrosion of steel tanks, the equipment shall be inspected annually.	Div B - 6.6.2.7.	N/A
Annually	Fire pumps shall be tested annually at full rated capacity to ensure that they are capable of delivering the rated flow.	Div B - 6.6.3.5.	N/A
Every 2 Years	Steel and iron work including the inside and outside of steel tanks and hoops and grillages for wooden tanks shall be checked for corrosion at intervals not exceeding 2 years and scraped and repainted as required.	Div B - 6.6.2.5.	N/A

Every 2 Years	Tanks, other than tanks supplied by a potable water supply, shall be inspected for accumulations of sediment at least every 2 years and cleaned as required.	Div B - 6.6.2.6.(1)	N/A
Every 5 Years	Tanks supplied by a potable water supply shall be inspected every 5 years and scraped and repainted as required.	Div B - 6.6.2.6.(2)	N/A
Frequency Intervals	<u>Hydrants</u>	O.F.C. Reference	Responsibility
Annually	Fire hydrants shall be inspected annually and after each use in accordance with articles 6.6.5.2. to 6.6.5.5.	Div B- 6.6.5.1.	N/A
Annually	Hydrant water flow shall be inspected annually. The main water valve shall be fully opened and the hydrant operated with one port open and the water flow checked. This record shall be kept for a period of two years	Div B – 6.6.5.	N/A
Frequency Intervals	<u>EMERGENCY POWER SYSTEMS</u>	O.F.C. Reference	Responsibility
Weekly/Monthly/ Annually	Emergency power systems shall be inspected, tested and maintained in conformance with CSA-C282 “emergency Electrical Power Supply for Buildings”	Div B- 6.7.1.1	N/A
Annually	Liquid fuel tanks shall be drained and refilled with a fresh supply at least once a year.	Div B - 6.7.1.5.(1)	More on generators

Frequency Intervals	<u>MEANS OF EGRESS</u>	O.F.C. Reference	Responsibility
As Needed	Doors in fire separations in occupied buildings shall be checked as frequently as necessary to ensure that they remain closed. Sentence (1) does not apply to: (a) doors designed to close automatically in the event of a fire, or (b) doors for which an approved fire safety plan contains provisions for closing in the event of a fire.	Div B - 2.2.3.5.(1) Div B - 2.2.3.5.(2)	TENANT
As Needed	Access to exits , including corridors used by the public and exits , including outside areas, shall be maintained free of obstructions.	Div B - 2.7.1.7.(1)	TENANT
As Needed	Required exit signs shall be clearly visible and maintained in a clean and legible condition.	Div B - 2.7.3.1.	TENANT
Monthly	Doors in fire separations shall be inspected monthly.	Div B - 2.2.3.4.	TENANT
Monthly	Pilot lights on emergency lighting unit equipment shall be checked monthly for operation.	Div B - 2.7.3.3.(1)	TENANT
Monthly	Emergency lighting unit equipment shall be inspected monthly to ensure that: (a) the terminal connections are clean, free of corrosion and lubricated when necessary,	Div B - 2.7.3.3.(2)	TENANT

	(b) the terminal clamps are clean and tight as per manufacturer's specifications, (c) the electrolyte level and specific gravity are maintained as per manufacturer's specifications, and (d) the battery surface is kept clean and dry.		
Frequency Intervals	<u>MEANS OF EGRESS</u>	O.F.C. Reference	Responsibility
Monthly	Emergency lighting unit equipment shall be tested monthly to ensure that the emergency lights will function upon failure of the primary power supply.	Div B - 2.7.3.3.(3)(a)	TENANT
Yearly	Emergency lighting unit equipment shall be tested annually to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions. After completion of the test required in Clause (3)(b), 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.	Div B - 2.7.3.3.(3)(b) Div B - 2.7.3.3.(4)	LANDLORD
Frequency Intervals	<u>FLAMEPROOFING TREATMENTS</u>	O.F.C. Reference	Responsibility
As Needed	Flameproofing treatments shall be renewed as often as required to ensure that the material will pass the match flame test in NFPA 701, "Standard Methods of Fire Tests for Flame-Resistant Textiles and Films".	Div B - 2.3.2.2.	N/A
Frequency Intervals	<u>SERVICE EQUIPMENT</u>	O.F.C. Reference	Responsibility
Weekly	Hoods, filters and ducts that are subject to accumulations of combustible deposits shall be checked weekly.	Div B - 2.6.1.3.(1)	N/A
Annually	Chimneys, flues and flue pipes shall be inspected (a) annually, (b) when any appliance is added to it, and (c) after any chimney fire.	Div B - 2.6.1.4.(1)	N/A
Annually	Except for self-contained systems within dwelling units , disconnect switches for mechanical air-conditioning and ventilating systems shall be operated annually to establish that the system can be shut down.	Div B - 2.6.1.8.	N/A

Frequency Intervals	<u>FIRE DAMPERS</u>	O.F.C. Reference	Responsibility
Annually	Fire dampers and fire-stop flaps shall be inspected annually, or on an approved time schedule.	Div B - 2.2.3.7.	N/A

	<u>SMOKE ALARMS</u>	O.F.C. Reference	Responsibility
As Needed	Ensure dwelling unit smoke alarms are maintained in operating condition.	Div B – 6.3.3.2.(1)	N/A
As Needed	Ensure a copy of the smoke alarm manufacturer’s Maintenance instructions or approved alternative has been provided to each rental dwelling unit .	Div B – 6.3.3.3.(1)	N/A

	<u>CARBON MONOXIDE ALARMS</u>	O.F.C. Reference	Responsibility
As Needed	Ensure carbon monoxide alarms are maintained in operating condition.	Div B – 6.3.4.3.(1)	N/A
As Needed	Ensure a copy of the carbon monoxide alarm manufacturer’s Maintenance instructions or approved alternative has been provided to each rental dwelling unit .	Div B – 6.3.3.4	N/A

Frequency Intervals	<u>INTERCONNECTED SMOKE ALARMS</u>	O.F.C. Reference	Responsibility
Annually	Interconnected smoke alarms shall be tested and maintained in conformance with CAN/ULC-S552, “Standard for Maintenance and Testing of Smoke Alarms”. as required by this article. <small>** The interconnected smoke alarm system must be tested by a qualified technician. A copy of the inspection report must be submitted to the fire department. **</small>	Div B - 6.3.2.6.(2)	LANDLORD
Weekly	The power supply shall be checked weekly.	Div B - 6.3.2.6.(3)	LANDLORD
Monthly	The operability of the interconnected system shall be confirmed monthly, by testing at least one smoke alarm using its test function, on a rotational basis.	Div B - 6.3.2.6.(4)	LANDLORD
Annually	Where installed, each manual pull station shall be tested to ensure activation of the interconnected smoke alarms on an annually basis.	Div B - 6.3.2.6.(5)	LANDLORD
Weekly	Written records shall be kept of weekly checks of the power supply for at least six months after they are made, and be available upon request to the Chief Fire Official .	Div B - 6.3.2.6.(6)	LANDLORD
Annually	Monthly and annual tests shall be recorded and kept in accordance with Article Div B - 1.1.2.1.	Div B - 6.3.2.6.(7)	LANDLORD

Frequency Intervals	<u>COMMERCIAL COOKING EQUIPMENT</u>	O.F.C. Reference	Responsibility
---------------------	-------------------------------------	------------------	----------------

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.	Div B - 2.6.1.3.	N/A
Every 6 Months	Commercial cooking equipment exhaust systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".	Div B - 2.6.1.13.	N/A
Every 6 Months	Commercial cooking equipment fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".	Div B - 2.6.1.13.	

Frequency Intervals	<u>FIRE DEPARTMENT ACCESS TO BUILDINGS</u>	O.F.C. Reference	Responsibility
As Needed	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	Div B – 2.5.1.2.(1)	LANDLORD
As Needed	Fire department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times.	Div B - 2.5.1.2.(2)	LANDLORD
As Needed	Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles.	Div B - 2.5.1.3.	LANDLORD

Frequency Intervals	<u>FIRE SAFETY PLAN</u>	O.F.C. Reference	Responsibility
As needed	Update Persons requiring assistance list	Div B- 2.8.2.1.(2)	TENANT
Annually	The fire safety Plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building and premises.	Div B- 2.8.2.1.(4)	TENANT

Frequency Intervals	<u>FIRE DRILL</u>	O.F.C. Reference	Responsibility
Monthly	A fire drill shall be held for the supervisory staff at least monthly in care and treatment occupancy, detention occupancies day cares, schools – with conditions	Div B- 2.8.3.2(2)	TENANT
Annually	Subject to Sentences (2),(3), (4) and (5), a fire drill shall be held for the supervisory staff at least once during each 12 month period.	Div B – 2.8.3.2	TENANT

















SECTION 13 BUILDING SCHEMATICS



SCHEMATIC DIAGRAM(S)

Fire safety schematic diagram(s) are designed to provide greater detail to your building's supervisory staff and firefighters regarding the fire safety features, provisions and hazards for firefighting associated with your building.

To develop your fire safety schematic diagram(s) produce a representational drawing of each floor area of the building. Although drawings can be to scale, proportional drawings are also accepted if basic building dimensions are shown. You must identify the direction north in the top right hand corner of each diagram as it relates to your building. Use a separate 8.5" X 11" page for each storey of your building.

LEGEND FOR THE BUILDING FIRE EMERGENCY SYSTEMS

X	Fire Safety Plan Location(s)
E#	Entrance / Exit (Numbered Sequentially – E1, E2, E3, etc)
	Water Shut Off
	Natural Gas Shut Off
	Sprinkler Valve Shut Off
Ω	Main Electrical Disconnect
	Exit Sign
	Emergency Light
	Fire Extinguisher - ABC Type
	Fire Extinguisher - BC Type
	Fire Extinguisher - A Type
	Fire Extinguisher - K Type
	Smoke Alarm (Not part of a Fire Alarm System)
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Pull Station
	Heat Detector
	Smoke Detector
	Fire Department Connection
FHC	Hose Cabinet

	Sprinkler Riser, indicate whether Wet or Dry System
	Hydrant

Site Plan **(Include Features From Legend)**

Insert Site Plan. Site plan is to show location of building, surrounding street(s)/access routes, fire hydrant locations, principal address, fire department connection, gas shut off, and any other important information.

Floor Plan **(Include Features From Legend)**

Insert Floor Plan(s)

APPENDIX

A1 Fire Drill Record Form

Fire Drill Record Form

Date: _____ Time: (Start) _____
(Finish) _____

Address of Building: _____

Conducted By: _____

Describe Scenario:

Staff Attending

Outside Agency Attending

Fire Drill Results



Satisfactory ____

Unsatisfactory ____

Comments/Recommendations

Signature: _____

Personnel in Attendance:

A2 Fire Watch Duties and Record Form

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 has 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 the fire service;
 - 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; and
 - 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 service 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 Report”. The person completing the rounds will record the time each round was completed.
- (4) Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
- (5) If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn or another device approved by the Chief Fire Official.
- (6) A telephone must be readily available at all times to notify the fire service 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 completed, 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 service.
- (9) "Hot Works" such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired or be limited to areas where approved precautions have been put into place.

- (10) While the sprinkler and/or fire alarm system(s) are shut down, assigned fire watch personnel shall patrol the area until both the fire alarm system and the sprinkler system has been restored.
- (11) Exit doors, access to exits and corridors are to be checked periodically for proper operation and obstructions while performing Fire Watch duties.

FIRE WATCH LOG REPORT

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

System Back in Service	Date:	Time:
System Back in Service-Notification to Fire Department	Date:	Time:

PERSONS ASSIGNED TO FIRE WATCH DUTIES SHALL FOLLOW THE REQUIREMENTS LISTED ON THE FIRE WATCH DUTIES SHEET AND SHALL PATROL ALL AREAS OF THE DEWELLING EVERY HOUR TO CHECK FOR SIGNS OF FIRE OR SMOKE CONDITIONS. ALL PATROLS ARE TO BE RECORDED ON THIS LOG REPORT IMMEDIATELY FOLLOWING EACH ROUND. RECORDS OF FIRE WATCH SHALL BE KEPT FOR 2 YEARS AFTER THEY ARE MADE, AND SHALL BE MADE AVAILABLE UPON REQUEST TO THE CHIEF FIRE OFFICIAL.

Fire Watch Duties Conducted By: _____

Fire Watch Commenced: Date: _____ Time: _____

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

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				

FIRE WATCH IN PROGRESS

REASON: _____

INSTRUCTIONS FOR USE OF THE VOICE COMMUNICATION SYSTEM

Typically the fire alarm must sound for 1 minute before the voice communication system will work.

VOICE COMMUNICATIONS SYSTEM OPERATING INSTRUCTIONS

Prior to the arrival of Ottawa Fire Services, the voice communication system may be used by supervisory staff.

Check the fire alarm annunciator and determine the location of the fire alarm activation. After the fire alarm has sounded for one (1) minute, make the appropriate announcement.

“Your attention please, we have an alarm activation on the _____ floor. Ottawa Fire Services have been notified and are responding.”

“If possible, all tenants are advised to leave the building by the stairwells, if conditions permit.”

“Do not use the elevators.”

“Please remain calm.”

(Repeat twice)

Upon Arrival of Ottawa Fire Services

Advise Ottawa Fire Services officer what messages have been broadcasted.

Ottawa Fire Services will approve or direct supervisory staff to broadcast any subsequent messages or may take over operation of the system.

If it is determined by Kingston Fire & Rescue that no emergency condition exists, announce the following message.

“Your attention please, Ottawa Fire Services has declared this has been confirmed as a false alarm. You may resume normal activities. Clear.”

(Repeat twice)

If it is determined by Ottawa Fire Services that an emergency condition exists, announce the following message.

“Your attention please, Ottawa Fire Services has confirmed we have a (fire, gas leak, etc.) emergency on the ____ floor. If you cannot safely leave your location at this time, remain calm and stay in your unit until a firefighter comes to your door or further instructions are received. Do not use elevators. Dial 911 if you require assistance. Standby for further information.”

(Repeat twice)

If it is determined by Ottawa Fire Services that an evacuation is required, announce the following message.

"Your attention please, Ottawa Fire Services is evacuating the _____ floor(s) at this time. Leave the _____ floor(s) immediately using the _____ stairwell(s). Close all doors behind you. Do NOT use the elevator. People on all other floors are to remain calm and stay in their units, standby for further instructions. Dial 911 if you require immediate assistance."

FIRE DRILL & SYSTEM TEST MESSAGES

FIRE DRILL

"ATTENTION, ATTENTION, ATTENTION"

"Building occupants, we are about to commence/practice a fire drill. this is a fire drill. If you plan to participate, please evacuate when the alarm is activated. Use the stairways to leave the building. Do not use the elevator. Please remain outside of the building until you are advised to return".

[Give message twice wait 3 minutes and give message twice again]

SYSTEM TEST

"MAY I HAVE YOUR ATTENTION PLEASE"

**"The alarm system is presently being tested. The alarm will be sounding for short durations".
Should an actual emergency arise during the test, the alarm will sound continuously and a voice announcement will be made. We will advise you when the test is completed".**

[Give message twice, wait 2 minutes and give message again]

A4 Sample Tenant/Landlord Fire Protection Equipment Responsibilities Form

FIRE SAFETY INFORMATION **FOR LANDLORDS & TENANTS IN RENTAL UNITS**

RESIDENTIAL FIRE STATISTICS

- Over 90% of residential fires are preventable.
- In Ontario we average 6,000 residential fires per year – 50% are from unattended cooking.
- An injury is reported in 1 out of every 17 preventable residential fires.
- 1 out of every 100 preventable residential fires is a fatal fire.
- During an examination of 609 fatal fires in Ontario there were no working smoke alarms in 50% of the fatalities.

SMOKE ALARMS

- Every home (including apartments) in Ontario must have a working smoke alarm on every storey and outside all sleeping areas. IT'S THE LAW. For your protection, you are encouraged to take part in ensuring that the smoke alarms are operational and to co-operate with the landlord in carrying out the necessary testing and maintenance.
- Test the smoke alarm(s) in your unit every month or when no one has been in the house for several days by using the test button.
- Notify the landlord if the "power on" indicator goes out (on electrically wired smoke alarms only) and provide access to your landlord for repairs.
- Notify the landlord whenever the low battery warning chirps and provide access to your landlord to replace the battery.
- Do not turn off the breaker which supplies electrical power to smoke alarms.
- Notify the landlord if the smoke alarm is damaged, missing or fails to operate when tested and provide access to your landlord for the repair or replacement of the unit.

--- More information available on back of page.---

PLAN YOUR ESCAPE

Make sure that everyone knows the sound of the smoke alarm and what to do if it activates. Create an escape plan with the entire household and practice it. Know two ways out, have a meeting place, never re-enter a burning build and call 911 from outside the residence.

FIRE PREVENTION

- To reduce the risk and impact of a fire, tenants should practice the following fire safety practices:
- Always keep a close watch on items being cooked or heated.
- Avoid careless smoking. Never smoke in bed. Do not throw cigarette butts of a balcony.
- 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.
- Ensure that doors to apartments and other rooms are not wedged open.
- Do not use extension cords as permanent wiring or for items that draw a lot of power (fans, air-conditioners, space heaters, appliances).
- Replace a blown fuse with the correctly rated fuse.
- Maintain a minimum of one meter of clearance from space heaters to combustible materials.
- Report any fire hazard in the building to supervisory staff.

TENANT FIRE SAFETY ACKNOWLEDGEMENT FORM

Your landlord is responsible for installing and maintaining various fire safety components for your unit including testing, repairs and replacement as necessary. The requirements vary based on several factors including number of units, number of occupants, age of building, height of building and year constructed etc. Following is a checklist of common fire safety components; however your unit may not require all items.

FIRE PROTECTION EQUIPMENT PROVIDED WITH YOUR UNIT:

Smoke Alarm(s) Quantity 0 Location(s) _____

battery operated, hard wired, not painted, screwed to ceiling or wall

Carbon Monoxide Alarm(s) Quantity 0 Location(s) _____

Heat Detector(s) Quantity 0 Location(s) _____

In-Suite Audible Horn **Sprinklers** Quantity _____ Location(s) ENTIRE GYM CEILING
Quantity 0 Location(s) _____

Self-closing door operator Quantity 0 Location(s) _____

Fire Extinguisher Quantity 0 Location(s) _____

Your landlord must also correct any problem or concern you report about the operation of your smoke or carbon monoxide alarm(s). Your landlord is required to provide the tenant with a copy of the manufacture's operating instructions.

Persons who tamper with fire protection equipment may face criminal prosecution.
Persons who remove or disable smoke alarms may be charged under the Fire Protection and Prevention Act.

I acknowledge the presence and operation of the above fire protection equipment and smoke alarm(s).

I further acknowledge that I may not disable or tamper in any way the fire protection equipment including smoke alarms.

Unit #

7

Address

430 HAZELDEAN ROAD, KANATA, OTTAWA, ONTARIO, K2L 1T9

Name: MADALINA GOZU **Signature:**



Date: April 11 2019

Name: _____ **Signature:** _____ **Date:** _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

ADDITIONAL SMOKE ALARM INFORMATION FOR LANDLORDS

- When installing smoke alarms, refer to the manufacturer's instructions for information about correct placement. A smoke alarm is required to be installed between each sleeping area and the remainder of the dwelling unit. Where the sleeping areas are served by hallways, the smoke alarms must be installed in the hallways. Additionally, at least one smoke alarm is required to be installed on each story that does not contain a sleeping area i.e. loft or basement.
- Replace smoke alarm batteries at least once a year, and whenever the low-battery warning chirps.
- Vacuum smoke alarms annually. Dust can clog your smoke alarms. Battery-powered smoke alarms should be cleaned by opening the cover of the alarm and gently vacuuming the inside with a soft bristle brush. Electrically connected smoke alarms are cleaned by turning off the power, gently vacuum the outside vents and sides of the alarm only then turn the power back on and test the smoke alarm.
- Smoke alarms don't last forever. Replace smoke alarms with new ones if they are more than ten years old. Inter-connected or standalone electrical smoke alarms may not be replaced with battery operated smoke alarms. Where additional smoke alarms are installed in rental units they may be battery operated.
- Steam from the shower or cooking in the oven, stove or toaster can cause smoke alarms to activate. If tenants complain regarding frequent false alarms try moving the alarm to a different location, or purchase a smoke alarm with a hush feature that will temporarily silence the alarm. Consider replacing alarms located near kitchens with photoelectric types, which may be less susceptible to false alarms.
- For further information about dealing with nuisance alarms, visit the OFM website: www.ofm.gov.on.ca
- Smoke alarms should be installed as per the manufactures instructions.

TENANT FIRE PROTECTION EQUIPMENT INSPECTION, MAINTENANCE AND TEST RECORD

(Delete sections which do not apply to your building.)

Unit #

Address

Smoke Alarm(s)

Tested as a result of: new tenant, routine test and maintenance, complaint, other.

Present: Yes / No Location(s)

_____.

battery operated, hard wired, not painted, screwed to ceiling or wall on every storey,
 no physical damage, free of dust and grease accumulation, vacuumed, screwed to ceiling or
wall on every storey, battery replaced on date _____. Smoke alarm replacement
date_____.

Smoke alarm has been replaced as a result of:

failure to sound alarm during test, physical damage, painted exterior case, stains, grease or
dirt accumulation, frequent false alarms, improper installation, missing, removed by tenant.

Carbon Monoxide Alarm(s) Present _____ Location _____
Replacement Date _____

Heat Detector(s) Present _____ Location(s) _____

Sprinklers Present _____ Location(s) _____

In-Suite Audible Horn Present _____ Location(s) _____

Self-closing door operator Present _____ Location(s) _____

Fire Extinguisher Present _____ Location(s) _____

Comments:

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

A5 Additional Information for Schools

FIRE SAFETY PLAN ADDENDUM

Daycare / Before & After School Program - Located within a School

All daycare operators and staff located within a school must be familiar with the school's approved fire safety plan. The following is an addendum to the school's approved fire safety plan.

In case of emergency evacuation, the first priority is to get the children safely out of the building in a calm, organized and quick fashion. Smoke alarms must be tested monthly (where applicable), and monthly emergency drills should be conducted with the children, showing them the closest exits from various parts of the home. Fire drills are to be completed monthly for daycare / before and after programs. Additionally the daycare is to participate in school fire drills.

PROVIDERS NAME: _____ PHONE #: _____

ADDRESS: _____ ROOM: _____

CARE PROVIDER MUST FOLLOW THESE PROCEDURES

Where more than one employee(s) are present, this plan must reflect which person(s) are responsible for each of the activities below:

*Director
Assistant Director
Lead Teacher
Assistant Teacher
School Age Staff*

UPON DISCOVERY OF A FIRE:

- 1) Alert the children of fire. Signal to be used (Yell FIRE, FIRE, FIRE, or a whistle etc.)

- 2) Assist anyone in immediate danger.
- 3.) Try to contain the fire by closing any applicable doors.
- 4.) Activate the manual fire alarm pull station.
- 5.) Evacuate the children outside to safety, & if it is safe to do so take along the children's emergency information.
- 6) Call Ottawa Fire Services at 9-1-1 & give your name, address & nature of the problem
- 7) Once outside check that all the children are present (roll call):
- 8) Relocate children to emergency shelter and notify parents.

UPON HEARING A FIRE ALARM

- 1) Have children stop what they are doing and move to the closest exit.
- 2) Perform a head count (ensuring it tallies with the day's attendance). Search for missing children if required.
- 3.) Evacuate the children outside to safety, & if it is safe to do so take along the children's emergency information.
One staff member at the front, middle (where possible) and back of the line.
- 4.) Turn off all stoves and appliances if it is safe to do so (evacuating children is first priority).
- 5.) Close windows and doors if it is safe to do so (evacuating children is first priority).
- 6) Once outside check that all the children are present (roll call):
- 8) Relocate children to emergency shelter and notify parents if the conditions warrant.

LOCATIONS & EXITS:

Fire Extinguisher Location (s): _____

Smoke Alarm Locations: _____

CO Alarm Locations: _____

PRIMARY EXIT: _____

ALTERNATE EXIT: _____

Emergency care location for the children: _____

SIGNATURE OF FIRE INSPECTOR'S APPROVAL: _____ DATE: _____

OTTAWA FIRE SERVICES FIRE PREVENTION OFFICE 613-580-2860 Ext 15371

Additional Information for schools added to Section 1???

- Combustible materials are not permitted to accumulate in quantities or locations which will constitute a fire hazard.
- Ensure combustible materials are not permitted to accumulate in stairwells, landings, fire escapes, and hallways or other means of egress.
- Free standing garbage containers are not permitted in stairwells or landings
- Greasy or oily rags or materials subject to spontaneous heating are deposited in a safety container (s) or removed from the premises.
- Combustible materials are not stored on a roof or adjacent to the buildings so as to create a fire hazard to the building or its occupants.
- Smoking is not permitted on school property.
- Combustible materials or artwork shall not be displayed on exit doors in corridors, stairwells or other means of egress. Combustible displays shall not cover more than 20% of the area of the wall in exit corridors; such combustible material or art work should be confined to designated bulletin boards. Where bulletin boards are not provided, artwork should be arranged to provide 3'-0" (1 meter) breaks not exceeding 12'-0" (4 meters). A classroom door with no combustible material above it can provide such natural work.
- Combustible materials are not permitted to hang, suspend, or attach to any hallway stairwell or classroom ceiling.
- Any activities that produce combustible dust (i.e. Wood shops etc.) shall be conducted in accordance with the requirements of the Ontario Fire Code; subject to approval by Ottawa Fire Service. Dust collectors, exhaust fans and portable units, where approved, must be on whenever dust producing equipment is utilized in wood shops.
- Spray painting activities using flammable or combustible liquids shall only be done in the fire rated spray booths subject to approval by the local fire Ottawa Fire Services.
- Cooking/frying with grease or oil is not permitted unless it is in a designated food preparation area with an approved automatic fire suppression/extinguishing system (i.e. use of deep fryers or stove top frying not permitted in family studies rooms or staff rooms.)
- No propane cylinder storage or propane cooking is permitted within any school building.
- Natural Christmas trees are not permitted in any part of the building.

- Combustible material shall not be stored closer than 3 feet or 1 meter near a kiln. There shall be a posted warning sign near the kiln.
- The use of candles and/or flame is prohibited unless approved by the Ottawa Fire Services.
- The use of pyrotechnic devices is prohibited unless approved by the Ottawa Fire Services.
- Do not use portable space heaters unless they are CSA approved and have tip over / shut off protection. Follow manufacturer's directions for proper use.
- Ensure that coffee makers, kettles, stoves or other similar devices are not left unattended and are turned off/ unplugged before leaving an area.
- Store overhead projectors and glass containers away from direct sunlight and combustible materials.
- Automobile shop trouble lights must be "fluorescent" type. "Incandescent" bulbs are not allowed.
- Store oxidizing chemicals (e.g. chlorine, bleach, nitric acid) separate from organic solvents and combustible materials.

SAFE EGRESS AND EXIT ROUTES:

- Keep exits, stairwells, landings, and hallways clear of obstructions
- Keep external exits free from obstructions such as snow and ice accumulations, vegetation, vehicles, bikes, etc.
- Maintain doors in fire separations (such as stairwells, mechanical/electrical rooms, hallway smoke separation doors) closed at all times. These doors are not to be wedged open.
- Ensure that exit doors are not locked, bolted or chained in such a manner so as to prevent evacuation.
- Maintain clear access to fire protection equipment, sprinkler controls, sprinkler heads, and alarm pull stations.
- Ensure occupant load (in all assembly areas) does not exceed the posted limits.
- Keep roadways and fire routes clear and accessible for the Ottawa Fire Services use.
- Ensure exit lights and emergency lighting are functioning.
- Know the sound of the fire alarm.
- Participate in fire drills.
- Localize primary grade students and those students, staff and other persons requiring specialized assistance on the ground floor of the school whenever possible.

A6 Additional Information for Motels and Hotels

Employees in a hotel establishment shall be instructed on:

- Emergency Procedures.
- The use of firefighting equipment, including portable extinguishers and, where applicable standpipe and hose systems.

Staffing in Hotels / Motels:

- There shall be sufficient supervisory staff available to carry out the duties as required in the fire safety plan.
- In buildings > than 3 storeys in building height or having a total area > than 4000m², supervisor staff shall be on duty whenever the building is occupied.

Fire safety plan location:

- One copy of the approved fire safety plan shall be posted in the main reception area.
- Fire evacuation procedures shall be posted on the inside of each guest suite.



















SECTION 13 BUILDING SCHEMATICS

SCHEMATIC DIAGRAM(S)

Fire safety schematic diagram(s) are designed to provide greater detail to your building's supervisory staff and firefighters regarding the fire safety features, provisions and hazards for firefighting associated with your building.

To develop your fire safety schematic diagram(s) produce a representational drawing of each floor area of the building. Although drawings can be to scale, proportional drawings are also accepted if basic building dimensions are shown. You must identify the direction north in the top right hand corner of each diagram as it relates to your building. Use a separate 8.5" X 11" page for each storey of your building.

LEGEND FOR THE BUILDING FIRE EMERGENCY SYSTEMS

X	Fire Safety Plan Location(s)
E#	Entrance / Exit (Numbered Sequentially – E1, E2, E3, etc)
 W	Water Shut Off
 NG	Natural Gas Shut Off
 SPR	Sprinkler Valve Shut Off
Ω	Main Electrical Disconnect
	Exit Sign
	Emergency Light
 ABC	Fire Extinguisher - ABC Type
 BC	Fire Extinguisher - BC Type
 A	Fire Extinguisher - A Type
 K	Fire Extinguisher - K Type
 SA	Smoke Alarm (Not part of a Fire Alarm System)
 FCP	Fire Alarm Control Panel
 FAA	Fire Alarm Annunciator
	Pull Station
 HD	Heat Detector
 SD	Smoke Detector
	Fire Department Connection
FHC	Hose Cabinet
	Sprinkler Riser, indicate whether Wet or Dry System
	Hydrant

Site Plan

(Include Features From Legend)

Insert Site Plan. Site plan is to show location of building, surrounding street(s)/access routes, fire hydrant locations, principal address, fire department connection, gas shut off, and any other important information.

Floor Plan

(Include Features From Legend)

Insert Floor Plan(s)

