

Fire Safety Plan

(Single-Stage Fire Alarm System)

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

North Hastings Children's Services

(Business Name)

**20 Hastings Heritage Way Box 1232
Bancroft, Ontario**

(Business Address)

Della Rogers/Jessica Anderson

Prepared By
(Person Completing Form)



Reviewed By
(Fire Inspector)

July 16, 2019

Date of Approval

Part 1 Introduction

The Ontario Fire Code, Section 2.8 of Division B, 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 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 Main Entrance at Panel.

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)): _____
Fire Pump Description: _____

Fixed Extinguishing System for Commercial Cooking Equipment

No Yes Type: _____
(i.e. Wet Chemical, Dry Chemical, CO²)

Connected to F/A System: No Yes

Ecology Unit: No Yes Protected by Fixed System: No Yes

Fuel Source: Natural Gas Electric Other _____

Fuel Shut Off for Appliances: Location: _____

40BC Extinguisher: Location: _____

K Type (wet) Extinguisher (if applicable): Location: _____

Other Extinguishing Systems:

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

Portable Fire Extinguishers: (Refer to schematic drawings)

Extra Hazardous Area:

Is there hazardous materials on site? No Yes

If YES, please list the material and quantity:

Snap Enviro Chem Neutral Disinfectant-4bottles (4x4l)

All Purpose Cleaner (Window) 1 Bottle 4l

Fast Acting Drain Opener 1 Bottle 1l

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: _____

Operating Instructions: _____

Part 2(b) Audit of Human Resources

Business/Building Name: North Hastings Children's Services

Address: 20 Hastings Heritage Way Box 1232 Unit No. ____

Postal Code: K0L1C0 Business Phone No. 613-332-0179

Business Owner: ____

Address: ____

Postal Code: ____

Phone Number(s): ____

After Hour Contacts (24 hour telephone numbers)

Manager/Supervisor: Jessica Anderson Phone No. 613-318-8933

Employee/Title: Debbie Risdahl/ Finance Administration Phone No. 647-225-6350

Employee/Title: Sarah Phoenix/ Coordinator-Family Support/Youth/Intersections Phone No. 613-334-1262

Other: Della Rogers/ Child Care Coordinator Phone No. 613-334-6187

Building Owner: ____

Address: ____

Postal Code: ____ Phone No. ____

Fire Alarm Monitoring Company: Northern Fire and Safety Phone No.: 613-334-9310

Sprinkler Monitoring Company: ____ Phone No.: ____

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 North Hastings Fire Service of the emergency condition. Dial 9-1-1 and ask for fire.
- 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 access and vital information to the firefighters as to location of persons, master keys for this occupancy and service rooms, etc.

Related Duties

In general:

- Keep the doors in fire separations closed at all times.
- 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.

Emergency Procedures Additional Information/Comments

Harvest Moon Whole Foods at 33 Station St. Bancroft, On is our designated place for shelter for the use of NHCS in the event of an emergency.

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.
- Instruction of 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.

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 North Hastings Fire 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).

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 North Hastings Fire Service. Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify North Hastings Fire Service. Dial (613)332-2442 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. North Hastings Fire Service is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify North Hastings Fire Service 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 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 that 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.

Portable Fire Extinguishers

General

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

Health and Safety
Committee Members

Executive Director

Health and Safety
Committee Members

Health and Safety
Committee Members

Health and Safety
Committee Members

Contractor

N/A

Fire Alarm

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

Health and Safety
committee members

Health and Safety
Committee Members

Contractor

Health and Safety
Committee Members

Health and Safety
Committee Members

Health and Safety
Committee Members

Health and Safety
Committee Members

Health and Safety
Committee Members

Health and Safety
Committee Member

Custodian

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

Health and Safety
Committee Members

Health and Safety
Committee Member

Sprinkler Systems (Wet) (N/A)

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. _____

Sprinkler Systems (Dry) (N/A)

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

15 Years

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.

Private Fire Hydrants (N/A)

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 water flow shall be **inspected** annually and a record shall be kept. _____

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.

Health and Safety
Committee Member

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.

N/A

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

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.

N/A

5 Years

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

N/A

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".

N/A

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.

Custodian

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 NFPA 96.

Elevators (High Buildings) (N/A)

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 _____

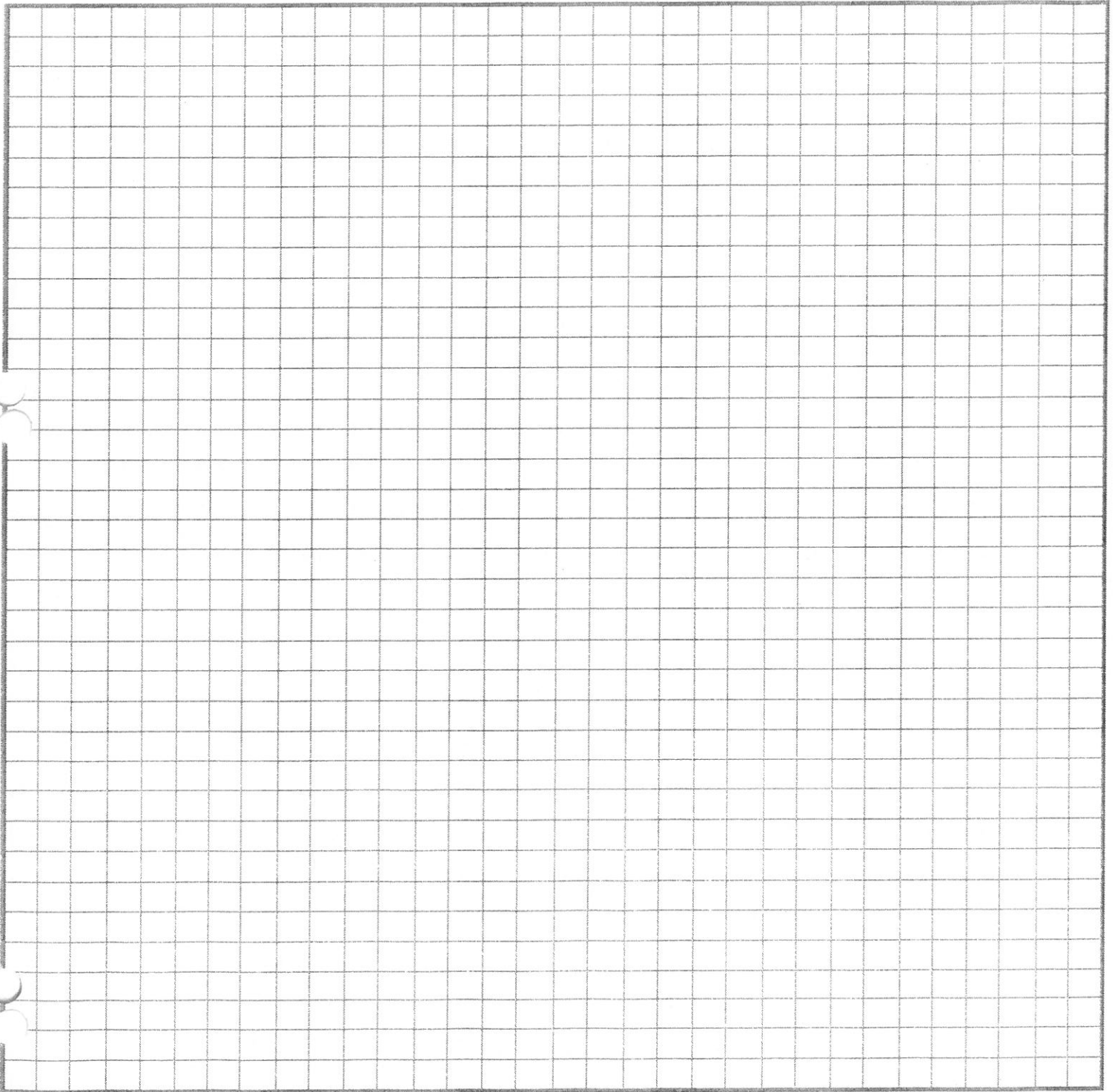
**Maintenance
Additional Comments**

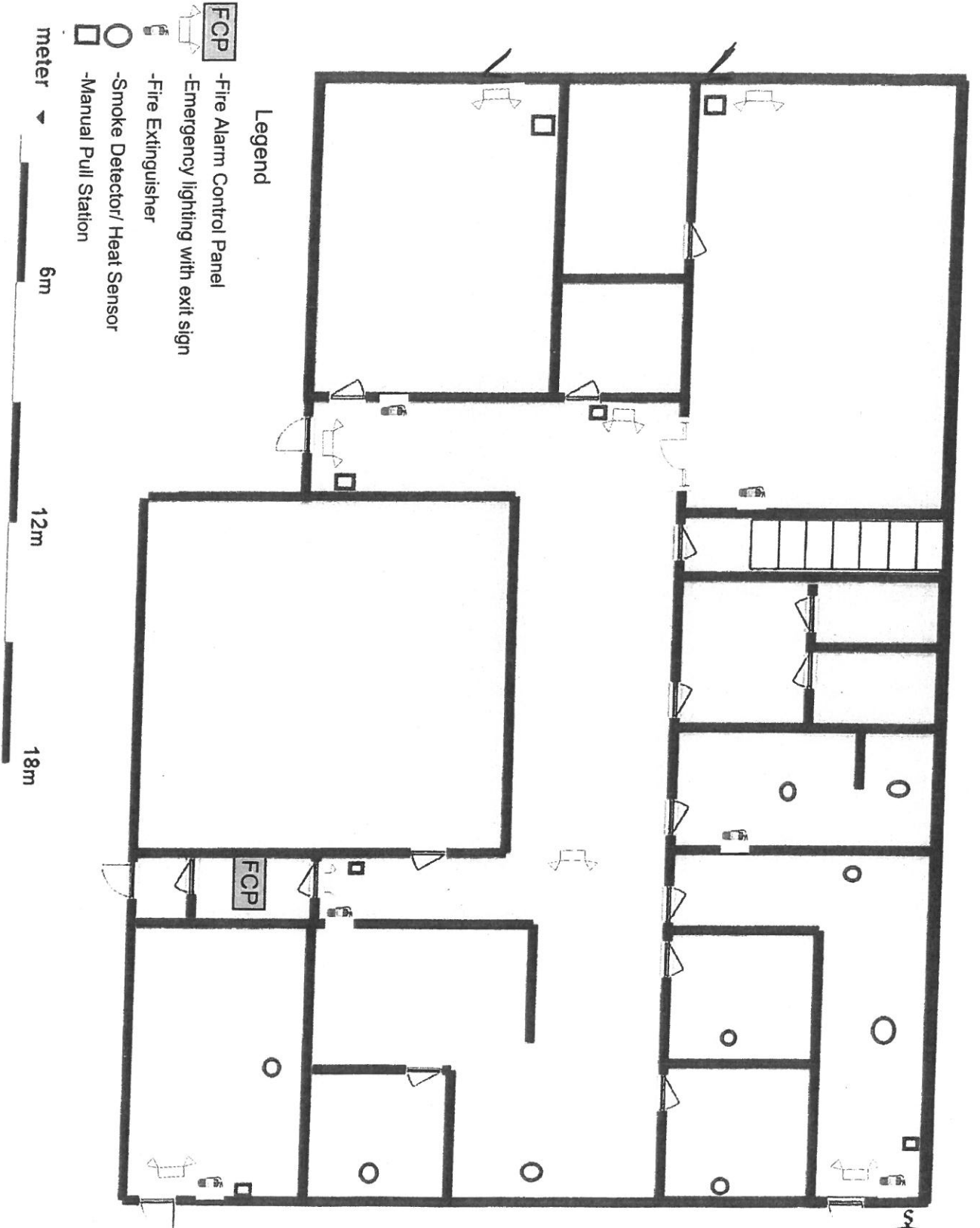
[Empty rectangular box for additional comments]

Site Plan





(Include Legend)

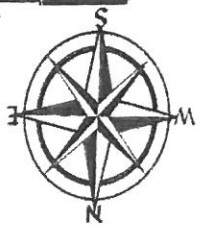
Please attach to e-mail, fax at 613-332-2222 or email to mmusclow@nhfire.ca. Please indicate your company name so the plan can be attached to your submission.

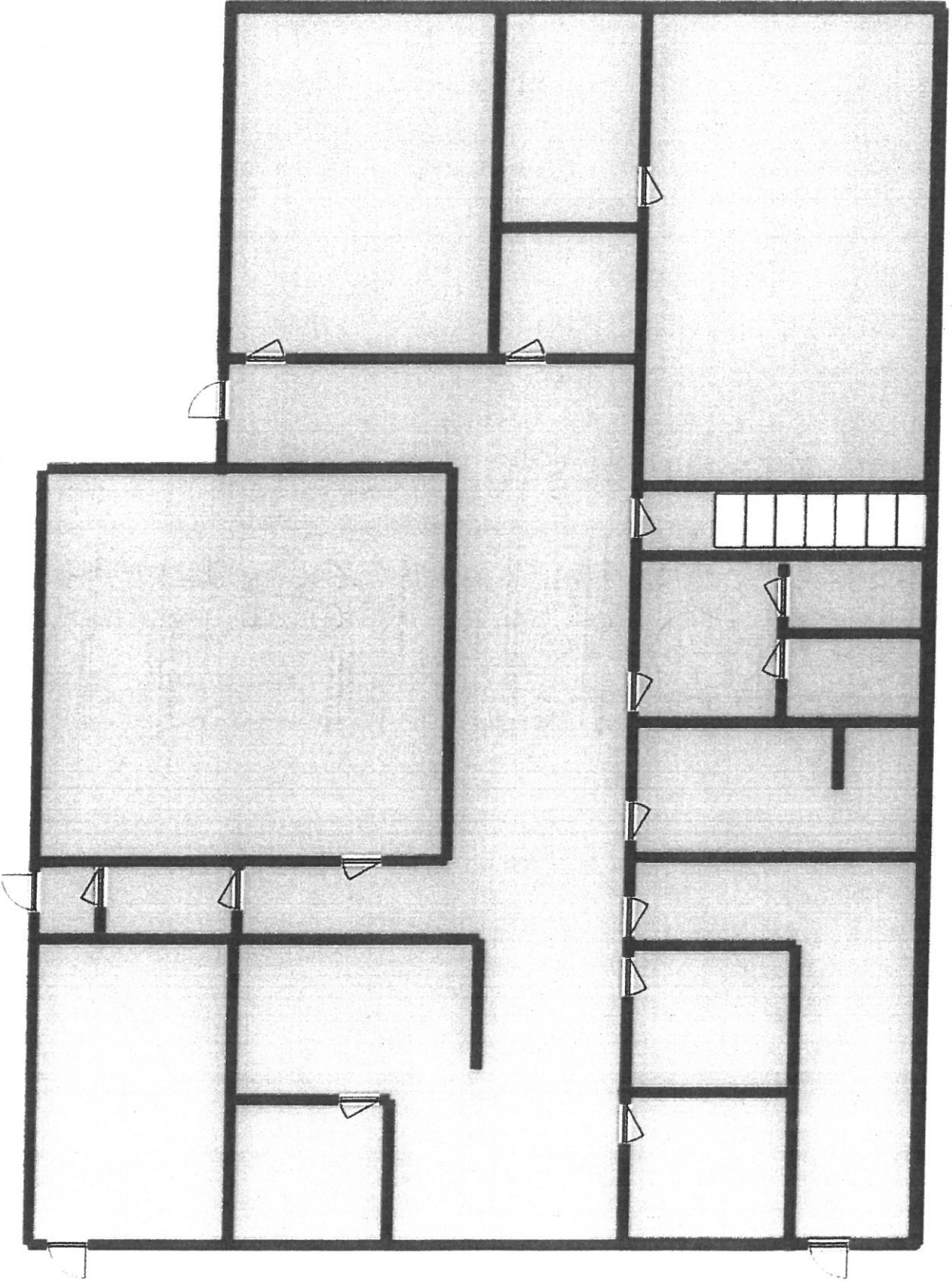




Legend

-  -Fire Alarm Control Panel
-  -Emergency lighting with exit sign
-  -Fire Extinguisher
-  -Smoke Detector/ Heat Sensor
-  -Manual Pull Station

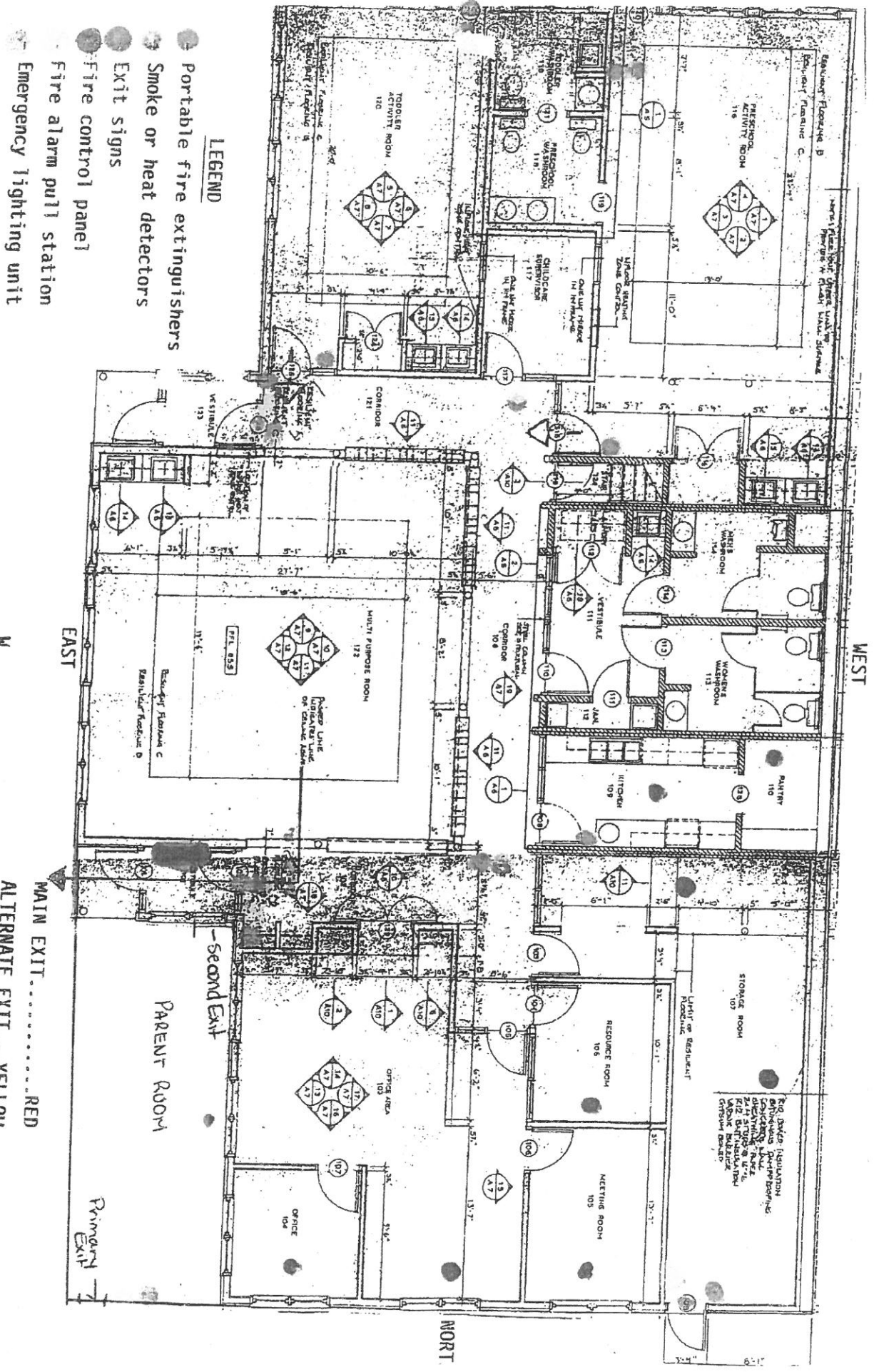




meter



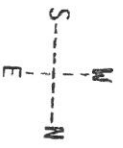
North Hastings Children's Services



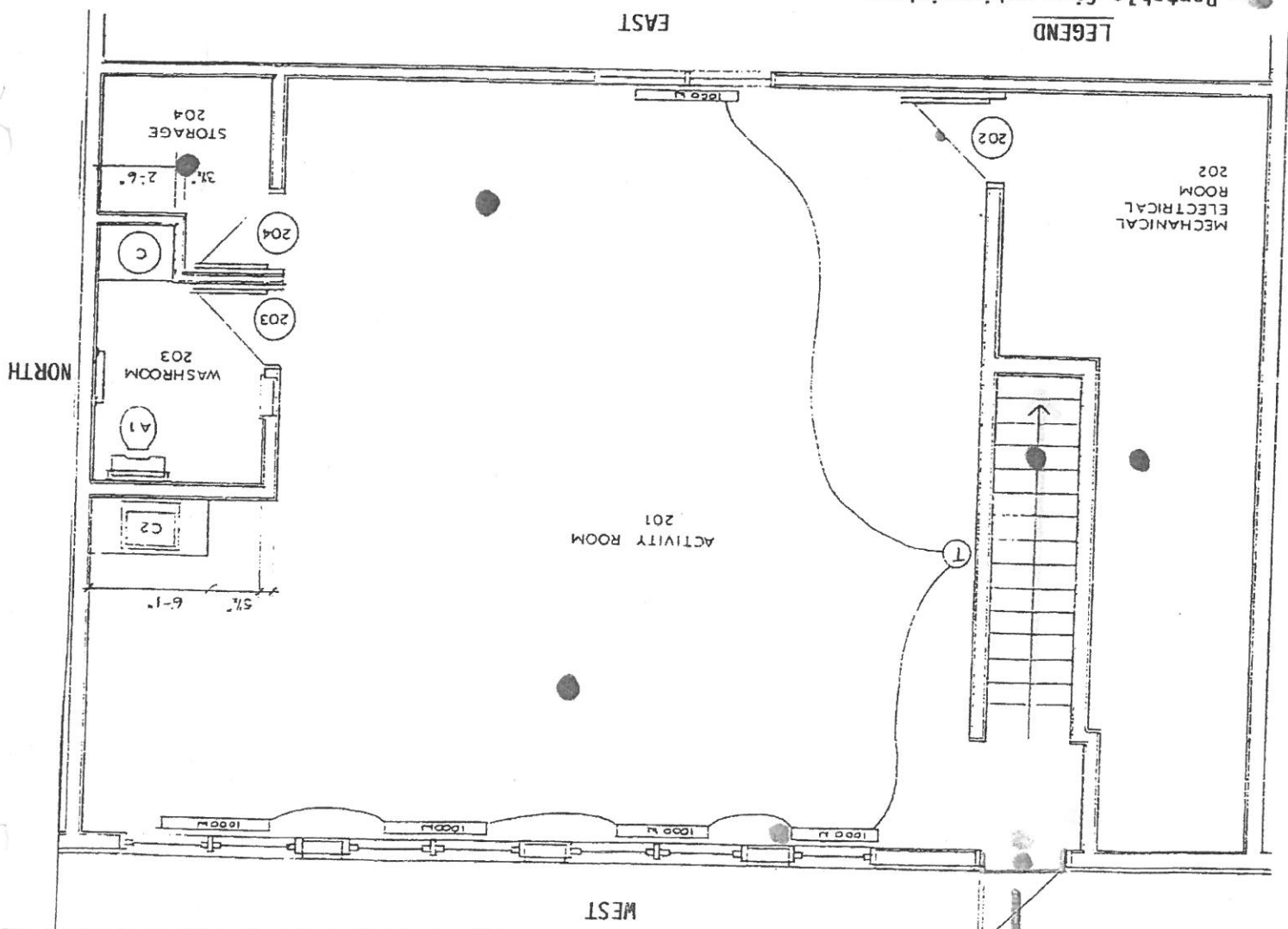
LEGEND

- Portable fire extinguishers
- Smoke or heat detectors
- ◆ Exit signs
- Fire control panel
- Fire alarm pull station
- Emergency lighting unit

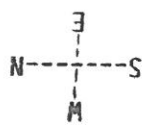
MAIN EXIT.....RED
 ALTERNATE EXIT...YELLOW



North Hastings Children's Services



- LEGEND**
- - Portable fire extinguishers
 - - Smoke or heat detectors
 - - Exit signs
 - - Fire control panel
 - - Fire alarm pull station
 - - Emergency lighting unit



MAIN EXIT.....RED
ALTERNATE EXIT...YELLOW