

S A M P L E

FIRE SAFETY PLAN

**123 TOWER STREET
CAMBRIDGE, ONTARIO**

This sample Fire Safety Plan can be used to assist in developing a Fire Safety Plan for your building.

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HUMAN RESOURCES AUDIT

BUSINESS NAME

Good Owners Inc.

Address

12 Towers Street, Cambridge, Ontario

Telephone

Super (Mark) 226-1234

OWNER(S) OR PROPERTY MANAGEMENT

Title

Fire Safe Property Management

Name

M. Smith

Home Address

10 Neverland Blvd., Cambridge, Ontario

Telephone

(w) 227-1234 (h) 228-1234

Title

Name

Home Address

Telephone

(increase list as required)

SUPERVISORY STAFF

Mark, Super 226-1234 Unit #101

Mary, Backup Super 212-1235

FIRE SAFETY EQUIPMENT AUDIT

GENERAL DESCRIPTION

BLDG AREA (m ²)	600	CONSTRUCTION (date)	1948	BUILDING HEIGHT (storeys)	4
NUMBER OF SUITES	10	NUMBER OF BEDROOMS	22		
NO. OF EXITS/TYPICAL FLOOR	2	ELECTRICAL RM LOCATION	<i>basement/laundry room</i>		
CLOSEST HYDRANT	<i>in front of #44 Tower Street</i>		STORAGE/UTILITY/LAUNDRY RM LOCATION	<i>basement</i>	

FIRE SAFETY EQUIPMENT

FIRE ALARM SYSTEM	<i>Edwards 1201 single stage</i>	SMOKE ALARMS (suites)	<i>single station battery powered</i>		
LOCATION OF MAIN PANEL	<i>in electrical room in basement</i>				
PORTABLE FIRE EXTINGUISHERS	<i>all ABC located at end of each corridor on each floor</i>				
SPRINKLER SYSTEMS	<i>located in storage locker room only</i>				
STANDPIPE AND HOSE SYSTEM	<i>wet standpipe system 2 hose cabinets on each floor</i>				
EMERGENCY LIGHTING	<i>battery backup emergency lighting units in all corridors & exit stair shafts</i>				
EXIT SIGNS	<i>battery backup installed over all exit doors</i>				

EMERGENCY PROCEDURES

FIRE PROCEDURES FOR OCCUPANTS (to be given to all tenants)

IF YOU DISCOVER FIRE

- Leave the fire area, take key
Close all doors behind you
Activate the fire alarm, use pull station
Telephone the Fire Department, dial 911 (never assume this has been done)
Know and give the correct address and location of fire in the building
Use exit stairwells to leave the building immediately
Do **NOT** use elevators
Do not return until it is declared safe to do so by Fire Official

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

- Before opening door, feel door knob for heat
If not hot, brace yourself against door and open slightly
If you feel air pressure or hot draft, close door quickly

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

If you encounter smoke in corridor or stairwell, consider taking corridor to other side of 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 or firefighter

Dial 911 - tell Fire Dept. where you are, then signal to firefighters by waving a sheet

Seal all cracks where smoke can get in by using wet towels or sheets to seal mail slots, transoms and central air conditioning outlets if necessary (roll of wide strong masking tape is useful)

Crouch low to the floor if smoke enters the room & move to the balcony or most protected room & partially open the window for air (close window if smoke comes in)

Wait to be rescued – remain calm – do not panic or jump
Listen for instructions or information which may be given by authorized personnel or over loudspeakers

EMERGENCY PROCEDURES

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

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

FIRE HAZARDS

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

- not put burning material such as cigarettes and ashes into garbage chutes
- not dispose of flammable liquids or aerosol cans in these chutes
- never force cartons, coat hangers, bundles or paper into chute because it may become blocked
- avoid unsafe cooking practices (deep fat frying – too much heat- unattended stoves – loosely hanging sleeves)
- not use unsafe electrical appliances, frayed extension cords, overloaded outlets or lampwire for permanent wiring
- avoid careless smoking – use ashtrays – never smoke in bed
- keep matches and lighters away from children

In general, occupants are advised to:

know where the alarm pull stations and exits are located

call your local Fire Department immediately whenever you need assistance

know the correct building address

EMERGENCY PROCEDURES

The actions to be taken by occupants in emergency situations are required to be posted on each floor.

A sample sign which could be posted in buildings equipped with a SINGLE STAGE FIRE ALARM SYSTEM is (RED lettering on WHITE background is an effective colour combination for this sign).

IN CASE OF FIRE
IF YOU DISCOVER FIRE
LEAVE FIRE AREA IMMEDIATELY AND CLOSE DOORS SOUND FIRE ALARM CALL FIRE DEPARTMENT 911 LEAVE BUILDING VIA NEAREST EXIT
DO NO USE ELEVATORS
IF YOU HEAR THE FIRE ALARM
LEAVE BUILDING VIA NEAREST EXIT TAKE ROOM KEY CLOSE DOORS BEHIND YOU
CAUTION
IF SMOKE IS HEAVY IN THE CORRIDOR IT MAY BE SAFER TO STAY IN YOUR AREA. CLOSE DOOR AND PLACE WET TOWEL AT BASE OF DOOR
IF YOU ENCOUNTER SMOKE IN STAIRWAY, USE ALTERNATE EXIT
REMAIN CALM

The fire alarm system is to be activated to alert the other occupants of an emergency and to put into operation the approved Fire Safety Plan. The Fire Department is to be notified by telephone 911 giving the correct address and the exact location of the fire (floor number and/or suite number).

BUILDING OWNER RESPONSIBILITIES

The Fire Code is a provincial regulation. The Code requires the owner to be responsible for carrying out the provisions of this Code and defines “owner” as “any person, firm or corporation controlling the property under consideration”.

It is advisable that you obtain your own copy of the Fire Code. These may be purchased from the Government of Ontario Bookstore at 880 Bay Street, Toronto, M7A 1N8.

RESPONSIBILITIES OF OWNER

The owner of a building is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code.

In most cases a Fire Safety Plan may be prepared by a competent building manager or superintendent, however, in buildings provided with elaborate emergency systems (ie. smoke control measures, diesel generators etc.) the services of a trained technician or fire protection consultant may be useful. In many cases, such buildings employ skilled technical staff who are competent in preparing a Fire Safety Plan.

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

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out fire safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding fire drills.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shutdown of fire protection equipment.
- Assuring that checks, test and inspections, as required by the Fire Code, are completed on schedule and that records are retained.
- Posting and maintaining a copy of the Fire Safety Plan on each floor area.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.

SUPERVISORY STAFF RESPONSIBILITIES

APPOINTMENT AND ORGANIZATION OF SUPERVISORY STAFF

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 that may become involved and the fire safety equipment provided. This may require designation of supervisory staff. Where in-house staff is not available, supervisory staff may refer to the local Fire Department, where it assumes these responsibilities.

Any practical and effective organization must promote prompt and intelligent action of the occupants at the time of an emergency.

Larger buildings should have a nucleus of key personnel who are prepared, through training, to react positively to conditions, which may arise during an emergency.

The need for complete co-operation and understanding between management and participating employees in providing the necessary time to train personnel and in placing a Fire Safety Plan in effect cannot be overemphasized. In return, employees and occupants must realize that what is being provided is for the security of their livelihood, the prevention of loss of life or serious injury through fire.

RESPONSIBILITIES OF SUPERVISORY STAFF

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

Supervisory Staff Should:

- 1) Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.
- 2) Designate and train sufficient assistants to act in this position during any absence from the building.
- 3) Educate and train all building personnel and occupants in the use of the existing fire safety equipment and in the actions to be taken under the approved Fire Safety Plan.
- 4) Survey the building to determine the number of exits available from each floor or area.
- 5) Prepare and post on each floor or area a schedule for use by the occupants of such exits (primary and secondary) in case of an evacuation.
- 6) Ensure that a schematic diagram showing type, location and operation of all building fire emergency system (ie. location of fire alarm control panel, fire hose cabinets, water control valves) are maintained.

SUPERVISORY STAFF RESPONSIBILITIES

In the Event of Fire:

- Ensure the fire alarm system has been activated.
- Notify the Fire Department of the emergency condition.
- Supervise the evacuation of the occupants. Emergency voice communication system should be used where available.
- Upon arrival of fire fighters, inform the Fire Officer regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the Fire Department.
- Provide access and vital information to fire fighters (ie. master keys for suites, service rooms, elevators, etc. when so informed provide record of location of handicapped persons).
- See that the fire alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated.

In General:

- Keep the doors to stairways closed at all times.
- Keep stairways, landings, hallways, passageways and exits (inside and outside) clear of any obstructions at all times.
- 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 place for disposal.
- Keep access roadways, fire routes and fire pumper connections clear and accessible for Fire Department 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 Fire Department and patrol the hallways once every hour.
- Arrange for a substitute in your absence.
- Participate in fire drills, occupant participation is optional.
- Have and know the Ontario Fire Code.
- Distribute to occupants fire safety procedures which apply to them (also post in lobby, laundry rooms, attach to lease agreement, etc.)

TRAINING OF SUPERVISORY STAFF

All supervisory staff are to be supplied with a copy of the Fire Safety Plan and are to become familiar with its contents.

All supervisory staff are to be shown:

- 1) How to reset the fire alarm system (an activated system must not be reset until authorized by the Fire Department).
- 2) The location of keys to provide access to all locked areas and the location of equipment which may be used in an emergency (extra fire extinguishers, etc.).
- 3) How to use the first aid fire fighting equipment installed within the building.

Note: The instructions of the superintendent will be responsibility of the Property Manager or owner. All aspects of the Fire Safety Plan (as it applies to the Fire Code) will be discussed. Emphasis will be placed on how the plan and code apply specifically to this building. Instruction is to be ongoing and changes in the equipment will result in updating of the superintendent's instructions.

Training shall be done on a yearly basis with records kept of names, time, date and content of training.

FIRE DRILLS

The purpose of fire drills is to ensure that the supervisory staff and occupants are totally familiar with emergency evacuation procedures so that orderly evacuation with efficient use of the exit facilities results.

Ideally, fire drills should begin with practices on each floor or area. The Voice Communication System should be used where available. The operation of fire emergency systems should be incorporated into fire drills.

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

Following each drill all persons of delegated responsibilities should attend a debriefing to report on their actions and the reactions of the occupants as well as the performance of fire safety systems such as the fire alarm system. Fire drills must be conducted annually, except in high buildings, as defined in the Ontario Fire Code, where drills must be conducted every three months.

ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

In the event of any shutdown of fire protection equipment and systems or part thereof, the Fire Department and occupants must be notified and instructions must be posted as to alternative provisions or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the Chief Fire Official.

An attempt to minimize the impact of the malfunctioning equipment must be indicated (ie. where portions of a sprinkler, fire alarm or standpipe system is placed out of service, service to remaining portions be maintained) and where necessary, the use of watchmen, bullhorns, walkie talkies, etc should be employed to notify concerned parties of emergencies. Assistance and direction for specific situations may be sought from the Fire Department.

FIRE ALARM SHUTDOWN

In the event of a shutdown of the fire alarm system, phone the Fire Department at 621-6001. If the fire alarm system is monitored, the monitoring company must be notified. They must be informed of the extent and expected duration of the shutdown. They must also be informed immediately upon reactivation of the system.

The building entrances and exits will be posted with a notice stating that the fire alarm system is not operating. All occupants will be notified by posting notices describing the work being performed, the areas affected and the duration of the work to be performed.

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

Note: All shutdowns will be confined to as limited an area and duration as possible. During the shutdown of the fire protection equipment the property manager will provide personnel to patrol all unprotected areas every hour until such time as the system is again operational.

MAINTENANCE PROCEDURES FOR FIRE PROTECTION

These procedures are the minimum required maintenance requirements for the fire safety systems in your building. The following pages (12-16) contain a list of checks, tests and inspections. Systems that do not exist in your building can be eliminated from this list.

CHECK/TEST/INSPECT REQUIREMENTS OF THE FIRE CODE

To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code, which require that checks, inspections and/or tests made of equipment and facilities from time to time. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items, which may apply to your property. Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections. The 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 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.

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.

Note: If a system listed below is not present in your building it must not be included in this section.

PORTABLE FIRE EXTINGUISHERS

(reference should be made to NFFA 10-1978 for exact details)

<u>Fire Code Reference</u>		<u>Inspection Frequency</u>
6.2.7.2.	inspect all portable extinguishers	monthly
6.2.7.1.	subject to maintenance	annually
6.2.7.1.	hydrostatically test carbon dioxide & water type extinguishers	every 5 yrs
6.2.7.1.	empty stored pressure type extinguishers & subject to mtce	every 6 yrs
6.2.7.1.	hydrostatically test dry chemical & vapourizing liquid type extinguishers	every 12 yrs
6.2.7.6. & 6.2.7.1.	recharge extinguisher after use or as indicated by an inspection or when performing maintenance	as required

MAINTENANCE PROCEDURES FOR FIRE PROTECTION

FIRE ALARM AND VOICE COMMUNICATION SYSTEM

(reference should be made to ULC S-5636-1979 for exact details)

<u>Fire Code Reference</u>		<u>Inspection Frequency</u>
6.3.2.1.	check fire alarm AC power lamp and trouble light	daily
6.3.2.1.	check trouble conditions	daily
6.3.2.2.	check central alarm and control facility	daily
6.3.2.1.	check all fire alarm components including standby power batteries	monthly
6.3.2.1.	test fire alarm system	monthly
6.3.2.3.	test voice communication to and from floor areas to the central alarm and control facility	monthly
6.3.2.1.	test fire alarm system by persons acceptable to the authority having jurisdiction for service	annually
6.3.2.3.	test voice communication to and from floor areas to the central alarm and control facility	annually

STANDPIPE AND HOSE SYSTEMS

<u>Fire Code Reference</u>		<u>Inspection Frequency</u>
6.4.2.1.	inspect hose cabinets to ensure hose position and that equipment is in place and operable	monthly
6.4.2.4.	inspect hose valves to ensure tightness to ensure no water leakage	annually
6.4.2.5.	remove and re-rack hose and replace worn gaskets	annually
6.4.1.2.	remove plugs or caps on fire department connections and inspect for wear, rust or obstructions	annually
6.4.3.6.	hydrostatically test standpipe system piping which normally remains dry	every 5 yrs
6.4.3.1.	hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding 1 year	as required

MAINTENANCE PROCEDURES FOR FIRE PROTECTION

SPRINKLERS

<u>Fire Code Reference</u>		<u>Inspection Frequency</u>
6.5.3.1.	check that unsupervised sprinkler system control valves are open	weekly
6.5.3.3.	check that air pressure on dry pipe systems is being maintained	weekly
6.5.5.2.	test sprinkler alarms using alarm test connection	monthly
6.5.5.7.	test sprinkler supervisory transmitters and water flow devices	every 2 mths
6.5.5.7.	test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices	every 6 mths
6.5.3.2.	check exposed sprinkler system pipe hangers	annually
6.5.3.5.	check all sprinkler heads	annually
6.5.4.3.	inspect dry pipe valve priming level	annually
6.5.4.4.	remove plugs or caps on fire department connections and inspect for wear, rust or obstructions	annually
6.5.5.3.	test water flow on wet sprinkler systems using most remote test connection	annually
6.5.5.4.	trip-test dry pipe trip system	annually
6.5.5.5.	test flow of water supply using main drain valve	annually
6.5.4.2.	inspect dry pipe system for obstructions and flush where necessary	every 15 yrs
6.5.3.4.	check dry pipe valve rooms or enclosures during freezing weather	as required
6.5.4.1.	inspect auxiliary drains to prevent freezing	as required

WATER SUPPLY FOR FIRE FIGHTING

<u>Fire Code Reference</u>		<u>Inspection Frequency</u>
6.6.3.2.	check fire pump room temperature during freezing weather	daily
6.6.2.2. & 6.6.2.3.	check tank heating equipment & water temperature of fire protection water	daily
6.6.2.4.	tanks during freezing weather	daily
6.6.1.2.	inspect valves controlling fire protection water supply	weekly
6.6.2.12.	check water level and air pressure for pressure water tanks	weekly
6.6.2.13.	inspect relief valves on air and water supply lines of pressure tanks	weekly
6.6.3.1.	check water level in fire pump reservoirs	weekly

MAINTENANCE PROCEDURES FOR FIRE PROTECTION

WATER SUPPLY FOR FIRE FIGHTING

<u>Fire Code Reference</u>		<u>Inspection Frequency</u>
6.6.3.3. & 6.6.3.4.	operate and inspect fire pump	weekly
6.6.2.8.	inspect water level in gravity tanks	monthly
6.6.2.1.	inspect fire protection water supply tanks	annually
6.6.2.7.	inspect cathodic protection on fire protection water supply tanks	annually
6.6.2.9.	inspect all parts of gravity tanks	annually
6.6.3.5.	test fire pump full rated capacity	annually
6.6.5.1.	inspect all fire hydrants	annually
6.6.5.7.	inspect all fire hydrant water flow	annually
6.6.2.5.	check for corrosion on fire protection water supply tanks	every 2 yrs
6.6.2.6.	inspect fire protection water tanks connected to non-potable water supply for sediment	every 2 yrs
6.6.2.6.	inspect fire protection water tanks connected to potable water supply for sediment	every 5 yrs

EMERGENCY POWER SYSTEMS

(reference should be made to CSA C282-1977 for exact details)

<u>Fire Code Reference</u>		<u>Inspection Frequency</u>
6.7.1.1.	check all components of the system, operate the generator set under at least 50% of rated load for 30 mins	weekly
6.7.1.1.	check and clean crankcase breathers, governors and linkages on emergency generators	every 6 mths
6.7.1.1.	inspect and service generator and generator set	annually
6.7.1.1.	check torque heads and valve adjustments for engines	every 2 yrs
6.7.1.1.	inspect and service injector nozzles and valves adjustments on diesel engines	every 3 yrs
6.7.1.1.	check insulation of generator windings	every 5 yrs

MAINTENANCE PROCEDURES FOR FIRE PROTECTION

MEANS OF EGRESS

<u>Fire Code Reference</u>		<u>Inspection Frequency</u>
2.2.3.4.	inspect all doors in fire separations	monthly
2.2.3.5.	check all doors in fire separations to ensure they are closed	as required
2.7.3.1.	maintain exit signs to ensure they are clear and legible	as required
2.7.3.2.	maintain exit lights to ensure they are illuminated & in good repair	as required
2.7.1.7.	maintain corridors free of obstructions	as required
2.7.3.3.(2)	inspect emergency lighting units	monthly
2.7.3.3.(3)(a)	inspect emergency light function	monthly
2.7.3.3.(3)(b)	test emergency light function	annually

FIRE DEPARTMENT ACCESS

<u>Fire Code Reference</u>		<u>Inspection Frequency</u>
2.5.1.5.	ensure streets, yards and private roadways provided for fire department access are kept clear	as required

SERVICE EQUIPMENT, DUCTING, CHIMNEYS

<u>Fire Code Reference</u>		<u>Inspection Frequency</u>
2.6.1.4.	check hoods, filters and ducts subject to accumulation of combustible deposits and clean as necessary	weekly
2.2.3.7.	inspect all fire dampers and fire stop flaps	annually
2.6.1.5.	inspect chimneys, flues and fluepipes & clean as necessary	annually
2.6.1.8.	inspect disconnect switch for mechanical air conditioning and ventilation	annually
7.2.3.1.	inspect controls for air-handling systems used for venting	annually
2.6.3.3.	clean incinerator spark arrestors	annually
2.4.1.5.	clean lint traps in laundry equipment	as required
2.6.1.7.	heating, ventilation/air conditioning units shall be maintained	as required

FIRE PROTECTION MEASURES

This is a brief description of a number of fire protection measures, which may be present in your building.

Note: Eliminate systems from this list that are not present in your building.

1) Fire Alarm Systems

The purpose of a fire alarm system is to alert all the occupants of the building that an emergency of fire exists so that such occupants may put into practice the measures required by the Fire Safety Plan. All fire alarm systems shall be maintained in full operation condition at all times. There are two main types of fire alarm systems namely, single-stage systems and two-stage systems.

- A) A single-stage system sounds a general alarm throughout the facility that may require total evacuation of the building. Operation of the fire alarm is activated by a manual pull station, heat detector, smoke detector or a sprinkler head.
- B) A two-stage fire alarm system is designed to allow staff to investigate and take appropriate action and may require evacuation of the fire affected area. The general alarm or second signal is reserved as a clear indication for complete evacuation of the building where this proves necessary.

2) Exits

An exit is that part of a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge. Vertical shafts accessed from above or below grade are protected from the remainder of the building provided the doors leading to the shaft are kept closed.

3) Fire Department Access

Fire Department access allows fire fighters and their equipment to gain access to the building. Vehicles parked in the fire route, excessive vegetation, snow and other forms of obstructions to access routes, fire hydrants and fire department connections are not permitted by the Fire Code. Maintaining fire department access is an ongoing matter, in addition, access into a building requires consideration (ie. with a key box, through preplanning, etc.).

4) Portable Extinguishers

Portable extinguishers are intended as a first-aid measure to cope with fires of limited size. The basic types of fires are Class A, B and C. Portable extinguishers are rated for the corresponding classes of fire.

5) Standpipe and Hose Systems

A standpipe system is an arrangement of piping, valves and hose outlets installed in a building or structure in such a manner that water can be discharged through a hose and nozzle for extinguishment of fire. The system is connected to a water supply, which permits an adequate supply of water to the hose outlets.

FIRE PROTECTION MEASURES

6) Automatic Sprinkler Systems

An automatic sprinkler system is a series of underground and overhead piping designed in accordance with the fire protection engineering standards. The system is connected to a water supply such as a storage tank or municipal water supply. The system includes a controlling valve, a series of sprinkler heads and a device for actuating an alarm when the system is in operation. The system is usually activated by heat from a fire and discharges water over the fire area.

7) Water Supply

The total water supplies required for fire fighting purposes may be supplied from various sources such as a municipal water supply, storage tanks (elevated or underground), lakes, rivers, wells, swimming pools or a combination of sources, and should be obtained within practical distances. Water supplies must be accessible to fire fighting equipment.

8) Fire Pumps

Fire pumps are used to ensure that the water required for fire fighting and automatic sprinkler and standpipe and hose systems is available.

9) Emergency Power

Emergency power is required to ensure the continued operation of fire and life safety equipment and systems in case of loss of normal hydroelectric power.

10) Emergency Lighting

Emergency lighting ensures that exits, corridors and principal routes providing access to exits are illuminated in the event of loss of power.

11) Voice Communication Systems

A voice communication system is used primarily to provide information and instructions for occupants during an emergency.

12) Smoke Control Measures

Smoke control measures consist of special construction and equipment to limit the volume of contaminated air on all floor areas from the fire floor.

13) Elevators

All elevators should be returned to and kept at street level in fire emergency situations. Subsection 3.2.6. of the OBC specifies detailed size, capacity and operation regulations for fire fighters elevators.

SCHEMATIC DIAGRAMS

IN CASE OF FIRE

IF YOU DISCOVER FIRE

**LEAVE FIRE AREA IMMEDIATELY
AND CLOSE DOORS
SOUND FIRE ALARM
CALL FIRE DEPARTMENT**

911

LEAVE BUILDING VIA NEAREST EXIT

DO NOT USE ELEVATORS

IF YOU HEAR THE FIRE ALARM

**LEAVE BUILDING VIA NEAREST
EXIT
TAKE ROOM KEY
CLOSE DOORS BEHIND YOU**

CAUTION

**IF SMOKE IS HEAVY IN THE CORRIDOR
IT MAY BE SAFER TO STAY IN YOUR
AREA**

**CLOSE DOOR AND PLACE WET TOWEL
AT BASE OF DOOR**

**IF YOU ENCOUNTER SMOKE IN
STAIRWAY, USE ALTERNATE EXIT**

REMAIN CALM

