FIRE SAFETY PLAN
FOR

WALKERTON, ONTARIO

.

Before submission, please read and change all sections to address your building. Failure to customize the plan to fit your building will result in the plan being returned to you.

When you are ready to submit your plan for review, it may be sent by email to mmurphy@brockton.ca . Be dropped off at the Municipal Office.

Paper copies may be sent to:
510 Napier Street,
Walkerton, ON N0G 2V0

Electronic copies will be required prior to plan approval.

This official document is kept on site and is readily available in the building at all times for use by Fire Department Officials in the event of emergency.

The property owner is responsible for all aspects of fire safety within their buildings.

BUILDING PROFILE

Building Information			
Common Name of Bldg.:		Doc. File # (Fire Department use)	
Address:			
City		Postal Code:	
Number of Stories:	Number of Units:	Building Area:	Meters Square:
Indicate which of the following activities take place in your building: ☐ Public Assembly ☐ Institutional (Hospital, Nursing/Group Home) ☐ Residential ☐ Office (includes medical offices) ☐ Mercantile/Retail ☐ Industrial			
Indicate which of the above is the major part of your building.			
Describe in your own words the business operations taking place in your building:			

Building Facilities		
Do you have a parking garage? Yes ☐ No ☐	Do you have an elevator? Yes ☐ No ☐	Is there a firefighter elevator? Yes ☐ No ☐
Do you have smoke control devices? Yes ☐ No ☐	Do you have pressurized stairwells? Yes ☐ No ☐	Is there interior roof access? Yes ☐ No ☐ Where?
Do all stairwells exit to the exterior? Yes ☐ No ☐ If no explain?		
Do you have hazardous materials stored on site? Yes ☐ No ☐ If yes, list the materials below:		

Building Access		
☐ Lock Box	☐ Chubb	Location:
☐ Knox	☐ Other Type	
☐ Entry Code		

Onsite Building Information		
☐ Fire Safety Plan	Revised Date:	Location:
☐ WHMIS Information		Location:
☐ Other		Location:

Occupants		
Residents/Tenants:	Total Number:	Daytime approx. Number:
		Evenings approx. Number:

EMERGENCY LISTINGS & ONSITE INFORMATION

Ownership				
Building Owner:		Phone:	Res: ( )	Cell: ( )
Address:			Bus:( )	Ext:
City:	Postal Code:		Fax:( )	Pager:( )
			Email:	
			Email:	
Keyholders (Enter keyholder information in the order of priority for contacting.)				
1.				
Name:		Phone:	Res: ( )	Cell:( )
Position:			Bus:( )	Ext:
Address:			Fax:( )	Pager:( )
2.				
Name:		Phone:	Res: ( )	Cell:( )
Position:			Bus:( )	Ext:
Address:			Fax:( )	Pager:( )
3.				
Name:		Phone:	Res: ( )	Cell:( )
Position:			Bus: ( )	Ext:
Address:			Fax: ( )	Pager:( )

Contractors – Service Company These are **<u>your</u>** contractors or fire alarm company personnel to be contacted in the event of problem requiring fire alarm or other maintenance at this building.			
Name:	Phone:	Res: ( )	Cell:( )
Position:		Bus:( )	Ext:
Address:		Fax:( )	Pager:( )
Name:	Phone:	Res: ( )	Cell:( )
Position:		Bus:( )	Ext:
Address:		Fax:( )	Pager:( )
Name:	Phone:	Res: ( )	Cell:( )
Position:		Bus:( )	Ext:
Address:		Fax:( )	Pager:( )

ALARMS & EVACUATION SYSTEMS

Alarm Systems (If no fire alarm is present in the building, leave this blank and go to the Fire Protection Devices section.)		
☐ Main Fire Alarm Control Panel		Location:
☐ Remote Annunciator		Location(s):
Type of Alarm (Check the appropriate box below.)		
☐ Single Stage	☐ Two Stage	☐ Interconnected Smoke Alarms
☐ Security/Intrusion	☐ Partial System	☐ Sprinkler System used as Fire Alarm

Fire Protection Devices (Check any that are present in your building)	
☐ Smoke Alarms (Battery or hardwire in units)	☐ Emergency Lighting (Battery powered)
☐ Smoke Detectors (Alarm System)	☐ Carbon Monoxide Detectors
☐ Heat Detectors	☐ Fire Extinguishers
☐ Evacuation Communications System (PA)	☐ Firefighters Voice Communication (Phones)
☐ Kitchen Hood Suppression System	☐ Other

Evacuation Information	
☐ Areas of Refuge	Interior Location:
☐ Meeting Place (Location tenants assemble after leaving building during evacuation.) Location:	
Re-Entry Procedures:	

FIRE PROTECTION

Water Supply
Is there a fire hydrant within 90meters of your buildings front door? Yes ☐ No ☐
If you answered no, is there another year round source of water on your property (swimming pool, reservoir, pond, etc…)? Yes ☐ No ☐
If you answered no to both questions, contact your Fire Prevention Officer at 519-881-0642.

Sprinkler System
Do you have a sprinkler system in your building? Yes ☐ No ☐ (If no, go to Standpipe Systems.)
If yes, does it cover your whole building? Yes ☐ No ☐
If no, what areas are sprinklered?
If you have a sprinkler system in your building, the following devices must be indicated on the diagram of your building: Fire Department Connection (Siamese) Connection, Sprinkler Control Room, Fire Pump(s), Main Control Valve, Isolation Control Valve(s), and Post Indicator Valve(s).
Is your sprinkler connected to the Fire Alarm? Yes ☐ No ☐
If no, is there a water gong or other alerting device to indicate water flow? Yes ☐ No ☐
If no, contact your Fire Prevention Officer at 519-881-0642 .

Standpipe System
Do you have a standpipe system in your building? Yes ☐ No ☐ (If no, go to Fixed Extinguishing Systems.)
If yes, does it cover your whole building? Yes ☐ No ☐
If no, what areas are covered?
Do your fire hose cabinets have fire extinguishers? Yes ☐ No ☐
How are the hose cabinet doors opened if they are locked or fastened?
If you have a standpipe system in your building, the following devices must be indicated on the diagram of your building: Fire Department Connection (Siamese) Connection, Hose Cabinets, and Main Shut Off Valve.

Fixed Extinguishing Systems	Do you have one? Yes ☐	No ☐ (If no, go to Utility Provisions.)
Area Protected	Type	Specify Details
☐ Kitchen (NFPA 96)		
☐ Spray Booth		
☐ Other		
Extinguishing System connected to Fire Alarm	Yes ☐ : No ☐	

UTILITY PROVISIONS

Electrical, Utility & Fuel Supplies (check all that apply)		
☐ Water Main Shut off	☐ Main Electrical Shut off	
☐ Natural Gas Shut off	☐ Fuel Oil/Diesel Shut off	
☐ Emergency Generator	Location:	
All the above items must be indicated on your building diagram.		

Refuse		
		Sprinkler Coverage
☐ Garbage Room	Location:	☐ Yes
☐ Garbage Chute	Location:	☐ Yes
☐ Garbage Compactor	Location:	☐ Yes
☐ Garbage Exterior Storage	Location:	
All the above items must be indicated on your building diagram.		

Posted Emergency Procedures

(These procedures are to be posted to assist occupants at the time of a fire. The owner must customize the procedures to fit the building and its facilities. These are intended to be provided in public areas.)

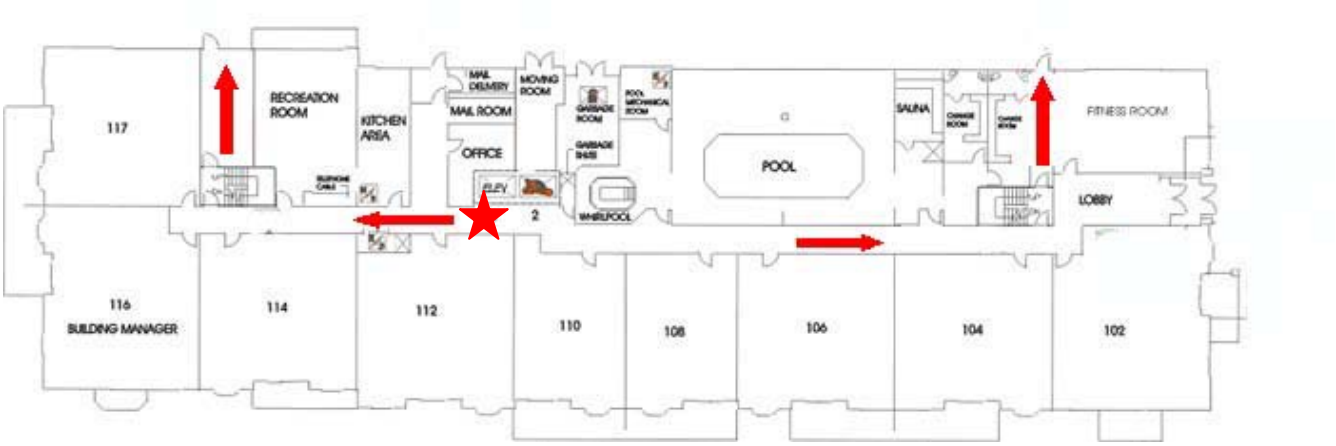
What are they?

Diagrams that provide instructions to occupants & visitors, highlighting exit facilities and other fire safety provisions for their use. They should include an orientation tool *"You Are Here"* as well as directional arrows leading to all exits. "Approved" diagrams are then permanently affixed to the wall near elevators and exits. A copy may be provided to the occupants as part of their fire safety instructions.

What symbols must be shown?

Designated Exits, Portable Fire Extinguishers, Pull Stations & Fire Hose Cabinets, & any other symbols as practicable.

Below is a sample of what we are looking for in a posted emergency procedure/evacuation diagram.



Path to Exit

You are here.

IF YOU DISCOVER FIRE

- **LEAVE THE FIRE AREA IMMEDIATELY**
- **CLOSE DOORS**
- **SOUND THE FIRE ALARM**
- **LEAVE BUILDING VIA NEAREST EXIT**
- **CALL 911**

IF YOU HEAR THE FIRE ALARM

- **LEAVE THE BUILDING VIA THE NEAREST FIRE EXIT**
- **CLOSE DOORS**
- **TRY TO BRING YOUR KEYS IF YOU LOCK YOUR DOOR**

IF YOU ENCOUNTER HEAVY SMOKE

- **IT MAY BE SAFER TO STAY IN YOUR AREA.**
- **CLOSE DOOR AND PLACE WET TOWEL AT BASE OF DOOR**
- **CROUCH LOW TO THE FLOOR IF SMOKE ENTERS THE ROOM**
- **IF TRAPPED CALL 911 AND WAIT TO BE RESCUED.**
- **REMAIN CALM – DO NOT PANIC OR JUMP**

- **IF YOU ENCOUNTER SMOKE IN STAIRWAY USE AN ALTERNATE EXIT**

REMAIN CALM

Instructions to Occupants

(These instructions are intended to be given to building occupants, once they are customized by the owner to fit the building. These instructions may be given during training sessions, posted in individual suites or given in written form to each tenant.)

IN THE EVENT OF FIRE, OCCUPANTS WILL

- **LEAVE THE FIRE AREA, TAKE KEY**
- **CLOSE ALL DOORS BEHIND YOU**
- **TELEPHONE WALKERTON FIRE DEPARTMENT. DIAL 9-1-1. NEVER ASSUME THAT THIS HAS BEEN DONE. KNOW AND GIVE THE CORRECT ADDRESS AND LOCATION OF THE FIRE IN THE BUILDING**
- **ACTIVATE THE FIRE ALARM SYSTEM, USE PULL STATION**
- **USE EXIT STAIRWELLS TO LEAVE THE BUILDING IMMEDIATELY**
- **DO NOT RETURN UNTIL IT IS DECLARED SAFE TO DO SO BY A FIRE OFFICIAL**

IF YOU ARE IN A ROOM AND THE FIRE ALARM IS HEARD

- **BEFORE OPENING DOOR, FEEL DOOR AND DOORKNOB FOR HEAT. IF NOT HOT, BRACE YOURSELF**
- **AGAINST DOOR AND OPEN IT SLIGHTLY. IF YOU FEEL AIR PRESSURE OR HOT DRAFT, CLOSE DOOR QUICKLY**
- **IF YOU FIND NO FIRE OR SMOKE IN CORRIDOR, CLOSE DOOR BEHIND YOU AND LEAVE BY THE 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 ROOM**

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

- **CLOSE THE DOOR**
- **UNLOCK DOOR FOR POSSIBLE ENTRY OF FIRFIGHTERS**
- **DIAL 9-1-1 AND TELL THE Walkerton FIRE DEPARTMENT WHERE YOU ARE, THEN SIGNAL FIRE FIGHTERS**
- **SEAL ALL CRACKS WHERE SMOKE CAN ENTER USING WET TOWELS OR SHEETS TO SEAL VENTS. A ROLL OF WIDE STRONG MASKING TAPE IS USEFUL**

Owner's Responsibilities

The Ontario Fire Code (O. Reg. 388/97) is a provincial regulation made under the Fire Protection and Prevention Act 1997. The Code requires the owner to be responsible for carrying out the provisions of the 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 and the Fire Protection and Prevention Act 1997. It is available online at the Ontario Fire Marshal's website: http://www.ofm.gov.on.ca/english/default.asp **.**

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

1. **Establishment of emergency procedures to be followed at the time of an emergency**
2. **Appointment and organization of designated supervisory staff to carry out fire safety duties**
3. **Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety**
4. **Holding of fire drills**
5. **Control of fire hazards in the building**
6. **Maintenance of building facilities provided for the safety of the occupants**
7. **Provisions of alternative measures for safety of occupants during shutdown of fire protection equipment**
8. **Assuring that checks, tests, and inspections as required by the Fire Code are completed on schedule and that records are retained and maintained**
9. **Posting and maintaining a copy of the Fire Safety Plan and ensuring that floor diagrams and instructions are posted on each floor area**

Instructions to Supervisory Staff

These are provided as a guide to the owner. The owner should identify each supervisory position and describe the individual responsibilities of that position. For example, the property manager is not going to have the same responsibilities as the head of maintenance. Take some time and think through what you want to have your staff do when the fire alarm sounds

Example

The Building Owner will:

1. **Ensure the Fire Alarm system has been activated. Call 911 to ensure fire alarm received by Fire Department**
2. **Supervise the evacuation of the occupants. Emergency voice communication systems should be used wherever available.**
3. **Upon arrival of Firefighters, inform the Fire Officer regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the Fire Department.**
4. **Provide access and vital information to Firefighters (e.g. master keys for offices, service rooms, elevators, location of disabled persons, etc…).**
5. **See that the fire alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated.**
6. **Ensure disabled persons are evacuated to a safe location.**

The Custodial Staff will:

1. **Proceed to the main Annunciator panel.**
2. **Provide technical assistance to the owner and fire department personnel on building systems.**

The Security Staff will:

1. **Investigate the cause of the alarm. Initiate second stage as appropriate.**
2. **Assist the evacuation of occupants.**
3. **Confirm all occupants evacuated and report all clear to owner.**
4. **Provide technical assistance to Fire Department as required.**

Fire Control

(These are provided as a guide to you. If you have not provided instruction to your staff and tenants on how to control and extinguish fires, you may wish to concentrate on occupant evacuation. Think through this part very carefully.)

(Example instruction to staff or occupants)

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 FIRE 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 THEM

Fire Drills

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities, as required by the Ontario Fire Code.
Fire drills must be conducted annually. In some buildings they must be conducted more often, a daycare for example must have fire drills conducted on a monthly basis. While occupant participation is highly recommended, it is not necessarily mandatory. However, when providing notification of the fire drill it is beneficial to recommend occupants review their own fire safety instructions, etc. and provide them with updates & fire safety educational literature.

Fire drills may be conducted at the request of the tenants. Brockton Fire Prevention's Public Education Officers are able to offer Fire Safety Lectures & Fire Extinguisher Training, if requested and pending availability, location, attendance & other pertinent conditions. They can be contacted at (519) 881-0642.

The requirements for fire drills can be found in the Ontario Fire Code Section 2.8.

Who is responsible for coordinating fire drills?

When are they going to be held?

How frequently?

Who is going to participate?

Where is the record of fire drills going to be kept?

Alternative Measures

What happens during a power outage and your fire alarm ceases to function?
What happens when the power has been out for more than 30-minutes and your emergency lighting no longer functions?
What do you do if your alarm is damaged during a fire?
What happens when your fire route is blocked due to construction?

(All these questions need to be answered by you and procedures put into place before the problem occurs. Failing to do so will place a huge burden of liability on you, so take the time now and think through what needs to be done and write down how you are going to do it.)

Maintenance Procedures

(To assist you in fulfilling your obligations, included is a list of some portions of the Ontario Fire Code which require that periodic checks, inspections and /or tests to be made on equipment and systems within facilities. You must read over this list and identify the required checks, inspections and/or tests and identify who is going to perform them. All the procedures that do not apply to your building must be deleted.)

When conducting their inspections, Fire Prevention Officers will check to ensure that the required checks, inspections and/or tests are being done. It is stated in the Ontario Fire Code that records of all test and corrective measures are required to be retained on site for a period of two (2) years after they are made.

DEFINITIONS FOR KEY WORDS ARE AS FOLLOWS:

CHECK — **Means a *visual* observation to ensure that devices or systems are in place, and no obvious damage or obstructions to proper operation exist.**

INSPECT — **Means a *physical* examination to determine that the devices or systems will apparently perform in accordance with it's intended function.**

TEST — **Means *operation* of the devices or systems to ensure that it will perform in accordance with it's intended operating functions. It is generally required to have a certified system technician perform tests.**

PORTABLE FIRE EXTINGUISHERS

(reference should be made to NFPA 10-1990 for exact details)

Reference Number	Action	Inspection Frequency
6.2.7.2.	- Inspect all portable extinguishers	Monthly (Staff)
6.2.7.1.	- Subject to maintenance	Annually (Contractor)
6.2.7.1.	- Hydrostatically test carbon dioxide and water extinguishers	Every five years (Contractor)
6.2.7.1.	- Empty stored pressure type extinguishers and subject to maintenance	Every six years (Contractor)
6.2.7.1.	- Hydrostatically test dry chemical and vaporizing liquid type extinguishers	Every twelve years (Contractor)

FIRE ALARM SYSTEMS

(reference should be made to CAN/ULC-S536-M97 for exact details)

Reference Number	Action	Inspection Frequency
6.3.2.2.	- Check fire alarm AC power lamp and trouble light	Daily (Custodian)
6.3.2.2.	- Check trouble conditions	Daily (Custodian)
6.3.2.3.	- Check central alarm and control facility	Daily (Custodian)
6.3.2.2.	- Check all fire alarm components including standby power batteries	Monthly (Custodian)
6.3.2.2.	- Test fire alarm system by persons acceptable to the authority having jurisdiction	Annually (Contractor)

	for service of Fire Alarm Systems	
6.3.2.4.	- Test voice communication systems that are integrated with a Fire Alarm System	Annually (Contractor)
6.3.2.5.	- Test voice communication systems that are not integrated with a Fire Alarm System	Monthly (Staff)

STANDPIPE AND HOSE SYSTEMS

(reference should also be made to NFPA 14-1993 for exact details)

Reference Number	Action	Inspection Frequency
6.4.2.1.	Inspect all hose cabinets to ensure hose position and that equipment is in place and operable	Monthly (Staff)
6.4.2.4.	Inspect hose valves to ensure tightness and no water leaks into the hose	Annually (Staff)
6.4.2.5.	Remove and rerack hose and replace worn gaskets	Annually
6.4.1.2.	Remove plugs or caps on fire department connections and inspect for wear, rust and obstructions	Annually
6.4.3.6.	Hydrostatically test standpipe piping which normally remains dry	Every 5 years
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

SPRINKLER SYSTEMS

(reference should be made to NFPA13 for exact details)

Reference Number	Action	Inspection Frequency
6.5.3.1.	-Check that unsupervised sprinkler system control valves are open	Weekly (Staff)
6.5.3.3.	-Check that air pressure on dry pipe systems is being maintained	Weekly (Staff)
6.5.5.2.	-Test sprinkler alarms using alarm test connection	Monthly (Contractor)
6.5.5.7.	-Test sprinkler supervisory transmitters and waterflow devices	Every 2 Months (Contractor)
6.5.5.7.	-Test gate valve supervisory switches and other sprinkler and protection system supervisory devices	Every 6 Months (Contractor)
6.5.3.2.	-Check exposed sprinkler system pipe hangers	Annually (Contractor)
6.5.3.5.	-Check all sprinkler heads are free of damage, corrosion, grease,dust, paint	Annually (Contractor)
6.5.4.3.	-Inspect dry pipe valve priming levels	Annually (Contractor)
6.5.4.4.	-Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions	Annually (Contractor)
6.5.5.3.	-Test waterflow on wet sprinkler systems using the most hydraulically remote test connection	Annually (Contractor)
6.5.5.4.	-Trip-test dry pipe valves to ensure proper operation of system	Annually (Contractor)
6.5.5.5.	-Test flow of water supply using main drain valve	Annually (Contractor)
6.5.4.2.	-Inspect dry pipe systems for obstructions and flush as necessary	Every 15 years (Contractor)
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

EMERGENCY LIGHTING SYSTEMS

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

Reference Number	Action	Inspection Frequency
6.7.1.1.	-Check all components of the system	Monthly (Custodian)
6.7.1.1.	-Test	Annually (Contractor)

MEANS OF EGRESS

Reference Number	Action	Inspection Frequency
2.2.3.4.	-Inspect all doors in fire separations	Monthly (Custodian)
2.2.6.5.	-Check all doors in fire separations to ensure they are closed	As required (Custodian)
2.7.3.1.	-Maintain exit signs to ensure they are clear and legible	As required (Custodian)
2.7.3.2.	-Maintain exit lights to ensure they are illuminated and in good repair	As required (Custodian)
2.7.1.7.	-Maintain corridors are free of obstructions	As required (Custodian)

FIRE DEPARTMENT ACCESS

Reference Number	Action	Inspection Frequency
2.5.1.5.	- Ensure streets, yards and private roadways provided for fire department access are kept clear	Daily (Staff)

Building Diagrams

What are they?

Building Diagrams provide greater detail to your building managers & fire fighters to aid them in the locations & identity of fire safety features, provisions & hazards for firefighting, etc.

The "*Approved*" Fire Safety Plan Building diagrams are then laminated/protected and installed within the Fire Alarm Annunciator Panel or other *"approved"* location. It is required that additional copies are provided to building managers to familiarize themselves with the building & maintain it accordingly. Two copies of the Building Diagrams shall be provided with your submission of the Fire Safety Plan.

What part of the building must be shown?

Site Plans, Basements, Parking Garages, and Floor Plans of all levels including Typical Floors, Penthouses, Mezzanines & Partial Floor Levels, Roof Plans. Building Sections may also be necessary.

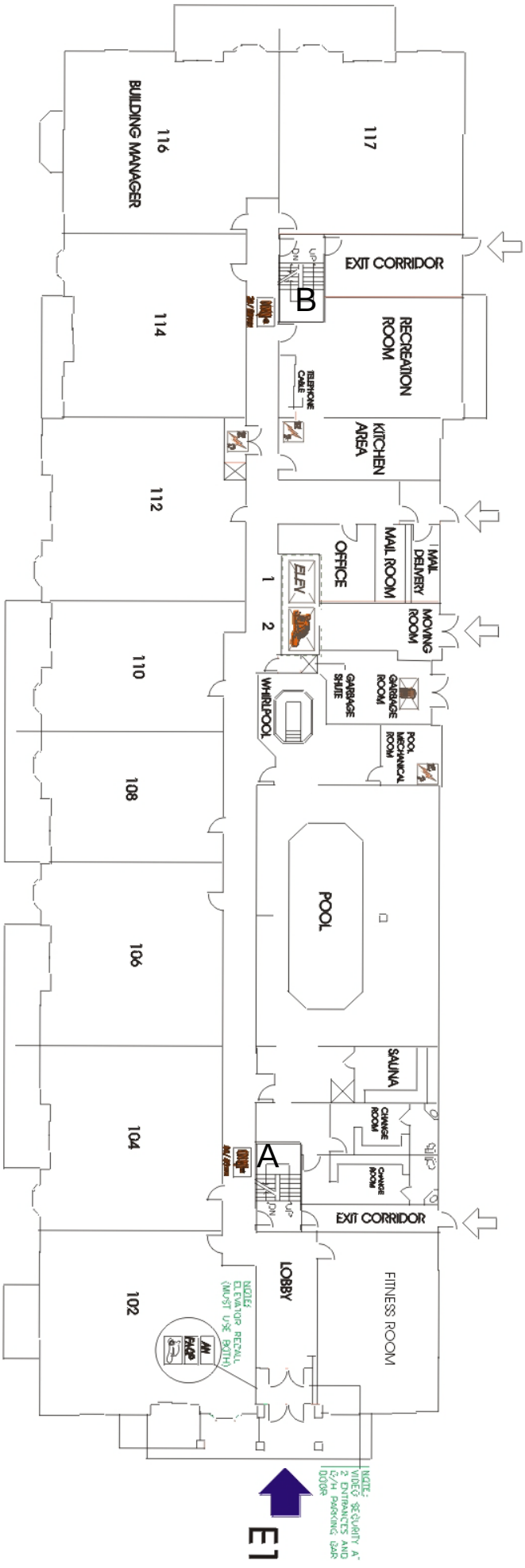
What symbols must be shown?

Refer back to the information part of the FSP, you will find that a number of things have been indicated in that section for inclusion in the drawing. Typical symbols to be excluded are Pull Stations, Designated Exits, and Portable Fire Extinguishers.

Additional Plans?

Fire Alarm Zone Diagrams, Fire Protection Zone & Valve Diagrams are necessary.

If your building is not straightforward in design, consultation with Fire Prevention prior to the creation of plans is recommended.



This is an example of a typical first floor layout in a residential building.

Large black arrow indicates the primary entrance for firefighters.

AN Indicates the location of the annunciator panel.

Indicates where hose cabinets are located.

WET Indicates a wet sprinkler head is located in this area or room.

Indicates the location of a pressurized fan.

FACP Indicates the location of the main fire alarm control panel.

Indicates location of garbage chute or room.

Indicates a retrofit firefighter elevator.

Indicates the electrical panel or main switch.

STP Indicates the location of the fire department connection for the standpipe system.

Stairway A
Basement to 9th Floor

Stairway B
1st Floor to 9th Floor