

FIRE SAFETY PLAN

INNISFIL FIRE AND RESCUE SERVICES

For:

Address:

Approved location of Fire Safety Plan is to be kept:

Submission Date:

RESERVED FOR APPROVAL STAMP

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(please list document title if applicable)

Attach as required

Part 1: Introduction

As per the Ontario Fire Code Sentence 2.8.2.1.(4), “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 or premises.”

It is the responsibility of the owner (defined by the Ontario Fire Code 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) 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, outlines that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$500,000 for a first offence and not more than \$1,500,000 for a subsequent offence. An individual is liable to a fine of \$50,000 for a first offence and not more than \$100,000 for a subsequent offence or imprisonment for a term of not more than one year or both.

The Ontario Fire Code and the Fire Protection and Prevention Act 1997 can be viewed online via the following link <https://www.ontario.ca/laws/regulation/070213>.

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.

Submission Procedures

One (1) copy of this plan (8 ½ x 11 format) must be submitted electronically to Innisfil Fire and Rescue Services – Fire Prevention Division. Upon approval, the cover page will show the approval details, and a 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.

Part 2: Audit of Human Resources

Building/Business Name: Click or tap here to enter text.

Full Address: Click or tap here to enter text.

Business Phone No. Click or tap here to enter text.

Business Owner Name: Click or tap here to enter text.

Full Address: Click or tap here to enter text.

Business Owner Phone No. Click or here to enter text.

After Hours Contacts

Manager/Supervisor Name: Click or tap here to enter t
Phone Number: Click or tap here to enter text.

Employee Name, Title: Click or tap here to enter text.
Phone Number: Click or tap here to enter text.

Employee Name, Title: Click or tap here to enter text.
Phone Number: Click or tap here to enter text.

Property Owner (if different than business owner):
Name, Title: Click or tap here to enter text.
Phone Number:

Other, Title:
Phone Number:

Fire Alarm Monitoring Company: N/A
Name:
Contact Number:

Sprinkler Monitoring Company N/A
Name:
Contact Number:

Part 3: Audit of Building Resources

Occupancy Type: Choose an item.

Occupant Load: Click or tap here to enter text.

Fire Department Access:

Designated Fire Route: Yes No Private Hydrants: Yes No

Closest Municipal Hydrant: Click or tap here to enter text.

Fire Department Lock Box: Yes No Location

Utilities:

Heating: Natural Gas Electric Other: Click or tap here to

Gas shut off location: Click or tap here to enter text.

Main electrical shut off location: Click or tap here to enter text.

Main domestic water shut off location: Click or tap here to enter text.

Other shut off location: Click or tap here to enter text.

Fire Alarm: N/A

Type: Choose an item.

Make: Click or tap here to enter text.

Model: Click or tap here to enter text.

Main Panel Location: Click or tap here to enter text.

Annunciator Panel Location: Click or tap here to enter text.

Does the building have magnetic locks or door release devices? Yes No

If yes, are they activated by the fire alarm system? Yes No

Sprinkler System: N/A

Type: Choose an item.

Connected to fire alarm system? Yes No

Location of Sprinkler room/Shut off valves: Click or tap here to enter text.

Standpipe System: N/A

Location of shutoff/Isolation valves: Click or tap here to enter text.

Fire Department Connection (Siamese Connection): N/A

Location: Click or tap here to enter text.

Fire Pump: N/A

Location: Click or tap here to enter text.

Model: Click or tap here to enter text.

Pump rating: Click or tap here to enter text.

Commercial Cooking Equipment: N/A

Connected to fire alarm? Yes No

Type of system: Click or tap here to enter text.

Fuel source: Choose an item.

Fuel shut off location for appliances: Click or tap here to enter text.

K Class extinguisher location: Click or tap here to enter text.

Fixed Extinguishing System for Spray Booth: N/A

Type Click or tap here to enter text.

Connected to the fire alarm system? Choose an item.

Does it have audible bell(s)? Choose an item.

Does it have visual indicator(s)? Choose an item.

Special Extinguishing Systems (i.e. Pre-action, Sprinkler, Halon, Inergen, Dry chemical) as required under OFC Section 6.8.

Yes No

If yes, please enter details: Click or tap here to enter text.

Portable Fire Extinguishers: Yes No (locations to be shown on schematic drawings)

Emergency Lighting: Yes No (locations to be shown on schematic drawings)

Emergency Power: Yes No Type: Choose an item.

Generator: Yes No Type: Photovoltaic Energy

Elevators/Lift System: Yes No How Many?

If yes, select designation: Choose an item.

Location of recall/operating keys: Click or tap here to enter text.

Special operating instructions: Click or tap here to enter text.

Provide procedures for the use of elevators in the event of a fire:

Click or tap here to enter text.

Photovoltaic Energy: Yes No Location:

Transfer Switch: Yes No N/A

Hazardous Areas:

Are there hazardous materials on site? Yes No

If yes, list the materials and quantities: [Click or tap here to enter text.](#)

Do you require spill control measures? Yes No

Location of SDS sheets: [Click or tap here to enter text.](#)

Exits: Locations to be shown on schematic drawings

Dangerous Goods:

Are there dangerous goods stored or handled on site? Yes No

If dangerous goods are applicable, the following requirements must be addressed in an Appendix and included with the Fire Safety Plan submission:

 Emergency Contact Information

The Fire Safety Plan includes the names, addresses, and telephone numbers of persons to be contacted during fire emergencies during non-operating hours.

 Radioactive Materials (If Applicable)

Where radioactive materials are stored or handled, the Fire Safety Plan includes procedures for emergency control and recovery, radiation safety contact information, locations of radiation survey instruments, and identification of storage/use areas.

 Indoor Storage Requirements

The Fire Safety Plan identifies product classifications, storage methods (including aisle widths), maximum storage heights, maximum storage area sizes, sprinkler design criteria (if applicable), and the location and maximum quantity of each dangerous good stored.

 Spill Management Plan

The Fire Safety Plan includes a spill management plan describing measures to control and direct spilled liquids and firefighting water away from buildings, adjacent properties, egress routes, fire protection equipment, utilities, access routes, and process/valve control areas.

Part 4: Emergency Procedures

Emergency procedures signage must be posted at every fire alarm pull station where the fire alarm system is not monitored or, for monitored systems, at least one sign per floor area, in accordance the Ontario Fire Code.

In the event of a fire, the safest action is usually to leave the building immediately. However, there may be situations where evacuation is not possible, and you must remain inside and shelter in place.

Whether you stay or go, you must act quickly and take steps to protect yourself from smoke.

Further direction is available from the Ontario Fire Marshal's Office at www.ontario.ca/firemarshal.

Emergency Procedures for Occupants:

IN CASE OF FIRE (BUILDING WITHOUT A FIRE ALARM)

Upon Discovery of Fire:

- ✓ Leave fire area immediately and close doors.
- ✓ Yell "FIRE! FIRE! FIRE!" to alert other occupants.
- ✓ Leave building via the nearest exit. If you are unable to exit and require assistance, move to the nearest safe area of refuge.
- ✓ Call Innisfil Fire & Rescue Services at 9-1-1 from a safe location and report the address and nature of the emergency.
- ✓ Do not use elevators.

Upon Hearing of a Fire Condition

- ✓ Exit the building via the nearest exit. If you are unable to exit and require assistance, move to the nearest safe area of refuge.
- ✓ Close doors behind you (if possible)
- ✓ Do not use elevators.
- ✓ If smoke is heavy in corridors, it may be safer to stay in your area. Close the door and place a wet towel or other object at the base of the door. Call Innisfil Fire & Rescue Services at 9-1-1 and report your location.
- ✓ If you encounter smoke in stairwells, use an alternate exit or find refuge in nearest area.

REMAIN CALM!

IN CASE OF FIRE (BUILDING WITH A FIRE ALARM)

Upon Discovery of Fire:

- ✓ Leave fire area immediately and close doors if possible.
- ✓ Activate the fire alarm.
- ✓ Leave building via the nearest exit. If you are unable to exit and require assistance, move to the nearest safe area of refuge.
- ✓ Call the fire department at 9-1-1 from a safe location and report the address and nature of the emergency.
- ✓ Do not use elevators.

Upon Hearing of a Fire Condition

- ✓ Exit the building via the nearest exit. If you are unable to exit and require assistance, move to the nearest safe area of refuge.
- ✓ Close doors behind you if possible.
- ✓ Do not use elevators.
- ✓ If smoke is heavy in corridors, it may be safer to stay in your area. Close the door and place a wet towel or other object at the base of the door. Call Innisfil Fire & Rescue Services at 9-1-1 and report your location.
- ✓ If you encounter smoke in stairwells, use an alternate exit or move to the nearest safe area of refuge.

REMAIN CALM!

FIRE SAFETY IN HIGH-RISE BUILDINGS

FIRE SAFETY BEGINS WITH YOU!

Learn what to do if a fire happens in your building!

Know the fire safety features in your building and the emergency procedures outlined in the building's fire safety plan!

Know the locations of all available exit stairs from your floor in case the nearest one is blocked by fire or smoke!



IF THERE IS A FIRE IN YOUR UNIT:

- Tell everyone in the unit to leave. **Close all doors behind you.**
- Pull the fire alarm on your floor and yell "FIRE".
- Leave the building using the nearest stairway.
- Call **9-1-1** when you are safe.
- Meet the firefighters and tell them where the fire is.

TO STAY OR GO?

Most of the time, the best thing to do in a fire is leave the building as soon as possible. But in some cases you may not be able to leave and you may have to stay in your apartment. **WHETHER YOU DECIDE TO STAY OR GO, YOU MUST ACT QUICKLY AND PROTECT YOURSELF FROM THE SMOKE.**

IF YOU DECIDE TO LEAVE THE BUILDING, WHEN YOU HEAR THE FIRE ALARM:

- Feel the door to your unit before opening it. If it is hot, use another way out. If it is cool, leave the building immediately, using the closest stairway. **Close all doors behind you.**
- **DO NOT** use the elevator.
- If you encounter smoke in the stairway, use another stairway.
- If this is not an option, return to your unit, or seek shelter in another unit.
- If an announcement is made throughout the building, listen carefully and follow the directions.
- Call **9-1-1** and let them know where you are.

IF YOU CAN'T GET OUT OF YOUR UNIT OR YOU DECIDE TO STAY IN YOUR UNIT:

- Stay in your apartment until you are rescued or until you are told to leave. *This may take a long time.*
- **DO NOT** try to leave your apartment a long time after the alarm has sounded. The longer you wait, the more risk there is that heavy smoke will have spread into stairways and corridors. Your chances of survival are less.
- Keep smoke from entering your apartment. Use duct tape to seal cracks around the door and place wet towels at the bottom. Seal vents or air ducts the same way.

IF SMOKE ENTERS YOUR APARTMENT:

- Call **9-1-1** and tell them where you are and then move to the balcony. **Close the doors behind you.**
- If you don't have a balcony, go to the most smoke-free room, close the door and seal it with tape and towels. If necessary, open the window for fresh air. Show emergency personnel where you are by hanging a sheet from the window or balcony.
- Keep low to the floor where the air is cleaner.
- Listen for instructions from authorities.

FOR MORE INFORMATION CONTACT YOUR LOCAL FIRE DEPARTMENT OR VISIT ONTARIO.CA/FIREMARSHAL

Emergency Procedures for Supervisory Staff:

As per the Ontario Fire Code, supervisory staff shall be provided with a copy of the fire emergency procedures and their respective duties.

The following is a list of positions who are considered supervisory staff:

As required by the Ontario Fire Code, supervisory staff must receive instruction in the fire emergency procedures outlined in the fire safety plan before assuming any fire safety responsibilities.

How are the supervisory staff trained? (*required)

[Click or tap here to enter text.](#)

Duties of supervisory staff:

[Click or tap here to enter text.](#)

In the case of a care occupancy, care and treatment occupancy and retirement home, any training of supervisory staff carried out under a fire safety plan shall be recorded and retained in the building for a period of at least 2 years.

Persons Needing Assistance:

Do any occupants require help evacuating during an emergency? [Choose an item.](#)

If yes, please complete the “Persons Requiring Assistance” form at the end of this document and keep it with your Fire Safety Plan.

Will supervisory staff receive training on the voice communication systems and smoke control procedures? (High buildings)

The owner confirms that keys or special devices needed to operate the fire alarm system and or to any fire protection systems or equipment within the building or property shall be readily available to the on-duty supervisory staff.

A copy of the fire emergency procedures and other duties for supervisory staff as laid down in the fire safety plan shall be given to all supervisory staff

IN CASE OF FIRE (BUILDING WITHOUT A FIRE ALARM)

Upon Discovery of Fire:

- ✓ Leave fire area immediately and close doors.
- ✓ Yell "FIRE! FIRE! FIRE!" to alert other occupants.
- ✓ Leave building via the nearest exit.
- ✓ Call Innisfil Fire & Rescue Services at 9-1-1 from a safe location and report the address and nature of the fire.
- ✓ Do not use elevators.
- ✓ Await the arrival of the Fire Department at the main entrance with the approved fire safety plan and keys to the building.

Upon Hearing of a Fire Condition

- ✓ Ensure other occupants have been notified of the emergency.
- ✓ Call 9-1-1 from a safe location and report the address and nature of the fire.
- ✓ If safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- ✓ Do not use elevators.
- ✓ Await the arrival of the Fire Department at the main entrance with the approved fire safety plan and keys to the building.

IN CASE OF FIRE (BUILDING WITH A FIRE ALARM)

Upon Discovery of Fire:

- ✓ Leave fire area immediately and close doors.
- ✓ Activate the fire alarm and follow supervisory procedures.
- ✓ Call Innisfil Fire & Rescue Services at 9-1-1 from a safe location and report the address and nature of the fire.
- ✓ Do not use elevators.
- ✓ Await the arrival of the Fire Department at the main entrance with the approved fire safety plan and keys to the building.

Upon Hearing of a Fire Condition

- ✓ Ensure other occupants have been notified of the emergency.
- ✓ Call Innisfil Fire & Rescue Services at 9-1-1 and report the address and nature of the fire.
- ✓ If safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- ✓ Do not use elevators.
- ✓ Await the arrival of the Fire Department at the main entrance with the approved fire safety plan, keys to the building, and a list of any occupants that require assistance, if applicable.

Confine, Control and Extinguish

In the event of a fire, the ability to either control or confine the fire can greatly impact fire service operations.

Do not attempt to fight a fire if:

- The fire could block your only exit
- The fire is spreading quickly
- The fire is too large
- The type or size of extinguisher is incorrect
- You do not know how to use a fire extinguisher

Suggested Operation of Portable Fire Extinguishers

Remember the (PASS) acronym for operating a portable fire extinguisher.

- P - Pull the safety pin
- A - Aim the nozzle at the base of the flames
- S - Squeeze the trigger handle while standing at a safe distance
- S - Sweep from side to side, watching for fire restarting

Never re-hang extinguishers after use. Ensure they are properly recharged by a qualified person, and that a replacement extinguisher is provided.

Keep extinguishers in a visible area, free of obstructions. Remember that using a portable fire extinguisher is strictly voluntary.

Emergency Procedures for Persons Requiring Assistance:

Occupants who may need help evacuating the building are asked to inform management so that assistance can be arranged. They should also follow the “To Stay or Go” directions on page 10.

Management is responsible for keeping the list of persons requiring assistance up to date. A copy of the list must be provided to arriving firefighters in the event of an emergency and stored with the approved Fire Safety Plan in the building.

Supervisory staff must be trained in Part 4 – Emergency Procedures for Supervisory Staff and provide assistance whenever possible.

Part 5: Responsibilities

In the Ontario Fire Code, the term “**Owner**” is intentionally defined broadly so that responsibility for fire safety applies to anyone controlling a property, not only the legal titleholder. According to Division A, Section 1.4.1.2 of the Code: “Owner” means 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.”

This broad definition ensures that accountability for fire safety extends to landlords, tenants, property managers, and others who exercise control over the premises.

Owner Responsibilities:

- Establish and maintain emergency procedures to be followed in an emergency.
- Appoint and train designated supervisory staff to carry out assigned duties.
- Instruct supervisory staff and occupants on their fire safety responsibilities.
- Conduct fire drills in accordance with the Fire Code.
- Control fire hazards in the building.
- Maintain building systems and facilities provided for occupant safety.
- Implement alternate measures for occupant safety during shutdowns or impairments of fire protection systems.
- Ensure all required tests under the Ontario Fire Code are completed on schedule, and records are retained for a minimum of two (2) years.
- Post and maintain fire emergency procedures at required locations.
- Keep an approved Fire Safety Plan on site and ensure it remains current.
- Notify the Chief Fire Official of any changes to the Fire Safety Plan.
- Designate and train sufficient alternates to replace supervisory staff during any absence.

Smoke Alarm Requirements in Residential Occupancies

- Smoke alarms shall be installed in accordance with the Ontario Building Code.
- Smoke alarms shall be maintained in operating condition by the owner.
- Property owners shall provide occupants with a copy of the smoke alarm manufacturer’s maintenance instructions, or approved alternate.
- Smoke alarms shall be replaced according to the manufacturer’s instructions.

Supervisory Staff Responsibilities:

- Ensure fire emergency procedures are implemented during an alarm or an emergency.
- Supervise the safe and orderly evacuation of occupants.
- Ensure the fire department is notified immediately upon confirmation of a fire emergency.
- Ensure fire protection equipment is not obstructed, tampered with, or rendered inoperative.

- Keep access roadways, fire routes and fire department connections clear and accessible at all times.
- Participate in fire drills.
- Familiarize yourself with the Fire Safety Plan and understand assigned responsibilities.
- Maintain a working knowledge of the building's fire and life safety systems.
- Comply with the Ontario Fire Code
- In the event of any shutdown or impairment of fire protection systems, notify Innisfil Fire and Rescue Services (where required) and implement approved initiate alternative measures.

Part 6: Fire Hazards

Residential Properties

Acknowledgment
of understanding.

To avoid fire hazards in the building, occupants must:

- ✓ Always clean the clothes dryer lint collector before and after use.
- ✓ Smoke only in designated areas and never smoke in bed.
- ✓ Avoid unsafe cooking practices - including deep fat frying, cooking at excessive heat, leaving stoves unattended and wearing loose or dangling clothing.
- ✓ Do not use unsafe electrical appliances, frayed extension cords, overloaded outlets or temporary wiring for permanent use.
- ✓ Never dispose of flammable liquids, aerosol cans or burning materials (cigarettes/ashes) in garbage chutes.
- ✓ Never force cartons, coat hangers, bundles of paper, or any oversized item into garbage chutes to prevent blockage.
- ✓ Never leave anything that may burn or cause a trip hazard in halls, corridors or stairways.
- ✓ Do not add combustible materials, decorations, or hangings to the exterior of apartment or unit doors.
- ✓ Know the building's evacuation routes, exits, and how to activate the fire alarm (if applicable) in an emergency
- ✓ Report fire hazards or unsafe conditions to building management immediately.
- ✓ Properly store and monitor lithium-ion batteries during charging.
- ✓ Do not leave any combustible items within egress routes or stairwells.

Commercial, Retail and Industrial Properties

A high standard of housekeeping and building maintenance is critical to fire prevention. Ensure the following:

- ✓ Maintain clear access to all exits, exit doors, stairwells, and emergency equipment at all times.
- ✓ Do not block fire alarm pull stations, fire extinguishers, sprinkler control valves or emergency equipment.
- ✓ Store combustible materials safely and away from any ignition sources.
- ✓ Dispose of oily rags in proper containers.
- ✓ Do not use unsafe electrical appliances, frayed extension cords, overloaded outlets or temporary wiring for permanent use.
- ✓ Clean clothes dryer lint collectors after each use and ensure proper venting.
- ✓ Ensure fire and smoke barrier doors function properly and are never wedged or propped open.
- ✓ Smoke only in designated areas and avoid careless smoking.
- ✓ Clean kitchen hoods and filters regularly.
- ✓ Follow established emergency procedures and participate in fire drills or training, as required.

Part 7: Alternative Measures for Occupant Safety

In the event of any shut-down of fire protection systems or part thereof lasting more than 24 hours, Innisfil Fire & Rescue Services shall be notified in writing. Occupants will be informed, and instructions for alternative measures or emergency actions will be posted. These provisions and actions must be acceptable to the Chief Fire Official.

All reasonable steps will be taken to minimize the impact of malfunctioning equipment. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained. Use of guards, bullhorns, walkie talkies, or other communication devices will be used to notify concerned parties of emergencies. Assistance and direction for specific situations will be obtained from Innisfil Fire & Rescue Services.

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

- i. Notify Innisfil Fire & Rescue Services by dialing (705) 456-2318 (DO NOT USE 911). Provide your name, address, a description of the problem and the expected correction time. For shutdowns longer than 24 hours, also provide written notice.
- ii. Post Fire Watch notices at all exits and the main entrance, stating the problem and expected correction time.
- iii. Assign staff or other reliable persons to patrol the affected areas at least once every hour and document each patrol.
- iv. Notify Innisfil Fire & Rescue Services and building occupants when repairs are completed and systems are fully operational.
- v. Retain logs for a minimum of two (2) years

Note: All shutdowns should be confined to as small an area and duration as possible. Cooking operations must be suspended until any commercial cooking fixed extinguishing system is restored.

Duties under a fire watch

- Assign a staff member or supervisory person to patrol the affected area at least once per hour. The area of shutdown shall be confined to as small an area as possible, with the rest of the system remaining operational.
- Document hourly patrols immediately upon completion.
- Fire Watch personnel must be familiar with the building and procedures for alerting the fire department and occupants in the event of a fire.
- Notify Innisfil Fire & Rescue Services and occupants when repairs are completed and the system returns to normal operational status.

Sample Fire Watch Log and Out of Service Signage provided on next page.

Fire Watch Log

Facility: _____ Address: _____

Date: _____ Time: _____

Notice to occupants posted. Yes No

Persons assigned to fire watch duties shall follow the requirements listed in the Fire Safety Plan and shall patrol all unprotected areas of the building every hour to check for signs of fire or smoke conditions. All patrols are to be recorded on this log report immediately following each round.

Person Conducting Fire Watch Duties:
(Name and Title) _____

Person Conducting Fire Watch Duties:
(Name and Title) _____

| <i>Round</i> | <i>Start time</i> | <i>Finish time</i> | <i>Comments</i> | <i>Signature</i> |
|--------------|-------------------|--------------------|-----------------|------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |

Innisfil Fire and Rescue Services notified? Yes No

Out of Service Signage

INSTRUCTIONS: Note what fire protection system is out of service and post copies of this sign at the main entrance and on all floor areas, if applicable.

OUT OF SERVICE

**A FIRE WATCH IS PATROLLING
THE AFFECTED AREAS OF THE
BUILDING**

IN CASE OF FIRE – CALL 911

**FOLLOW POSTED EMERGENCY
PROCEDURES**

Part 8: Fire Drills

Fire drill frequency is determined by occupancy type. Fire drill records must be retained for a minimum of 12 months. A sample fire drill record has been provided on the next page and can be printed and used as required.

A fire drill for supervisory staff must be held at least once every 12 months in most buildings - unless the occupancy falls into one of the special categories below.

Required every month in:

- Supported group living/intensive support residences
- Care occupancies*
- Care and treatment occupancies*
- Detention occupancies
- Childcare premises (except for certain school-based or third-party programs)
- Retirement homes

Schools / Private Schools, Extended Day & Certain Child Care Programs

(Total evacuation):

- Fall term - Minimum 3 drills
- Spring term - Minimum 3 drills
- Summer operation - 3 drills total OR once per month (whichever is less)

Every 3 months (Quarterly):

- Buildings subject to Building Code Div. B, 3.2.6. (High Buildings)
- Laboratories

*Care occupancies, care and treatment occupancies, and retirement homes are required to conduct one fire drill annually, approved by the Fire Department, based on a scenario reflecting the lowest staffing level.

The Chief Fire Official **must** be notified in advance of any drill conducted under the low-staffing scenario requirement.

Fire drills at this location will be conducted:

Every employee in a hotel establishment shall take part in at least one fire drill during each 12-month period.

Part 9: Maintenance Requirements

The owner is responsible for ensuring that all applicable inspections and tests required by the Ontario Fire Code are carried out as specified in the Code or its referenced documents. Records of inspections and tests shall be retained for a minimum of two (2) years. The owner shall assign qualified staff and/or contractors to carry out maintenance requirements. For clarity, the term 'tenant' may refer to the business owner.

Definitions for key words are as follows:

Check - C: Means a visual observation, to ensure the device or system is in place and is not obviously damaged or obstructed.

Inspect- I: Means a physical examination, to determine that the device or system will apparently perform in accordance with its intended function.

Test- T: Means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

Please note: This list is provided for convenience only. For accurate and applicable code references specific to your building, consult the Ontario Fire Code. The code is available online at: www.ontario.ca/laws/regulation/070213

Please select the applicable responsibility - one option must be selected.

Fire Department Access:

N/A

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|---|-----------------------|
| C | As required | Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles | Choose an item. |

Closures and Means of Egress:

N/A

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|--|-----------------------|
| C | As required | Closures in fire separations shall be maintained to ensure they are operable at all times | Choose an item. |
| C | As required | Doors in fire separations shall be checked to ensure they remain closed | Choose an item. |
| C | As required | Means of egress shall be maintained in good repair and free of obstructions | Choose an item. |
| I | Monthly | A door in a fire separation shall be inspected monthly | Choose an item. |
| I | Annually | Fire dampers and fire stop flaps shall be inspected annually, or an approved time schedule | Choose an item. |

Portable Fire Extinguishers:

N/A

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|---|-----------------------|
| I | Monthly | Portable extinguishers shall be inspected | Choose an item. |
| I | Annually | Maintenance and testing of portable extinguishers shall be in conformance with NFPA10 | Choose an item. |
| T | Every 5 years | Hydrostatically test carbon dioxide and water extinguishers | Choose an item. |
| T | Every 12 years | Hydrostatically test dry chemical and vaporizing liquid type extinguishers | Choose an item. |

Exit and Emergency Lighting:

N/A

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|--|-----------------------|
| C | As required | Required exit signs shall be clearly visible and maintained in a clean and legible condition | Choose an item. |
| C | As required | Exit signs shall be illuminated externally or internally, as appropriate for the signs design, while the building is occupied | Choose an item. |
| C | Monthly | Pilot lights on emergency lighting unit equipment shall be checked monthly for operation | Choose an item. |
| T | Monthly | Emergency lighting unit equipment shall be tested to ensure that the emergency lights will function upon failure of the primary power supply. | Choose an item. |
| T | Annually | Equipment shall be tested to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions | Choose an item. |
| T | Annually | 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 | Choose an item. |

Fire Alarm System:
Refer to CAN/ULC S536

N/A

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|--------------------|---|-----------------------|
| C | Daily | Access to fire alarm and voice communication system components requiring inspection or servicing shall be kept unobstructed. | Choose an item. |
| C | Daily | The central alarm and control facility shall be checked for indication of trouble in the system. | |
| T | Monthly | Test all fire alarm system components while on emergency power supply. | Choose an item. |
| I / T | Annually | Inspect and test all fire alarm system components by persons certified for service of Fire Alarm Services. | Qualified Contractor |
| I / T | Monthly / Annually | A record of each device, component and circuit of the fire alarm system that is inspected and tested in accordance with Sentence (1) shall (a) indicate whether the device, component or circuit is in proper working order, and (b) be kept in accordance with Subsection 1.1.2. | Choose an item. |
| T | Annually | Voice communication systems that are integrated with a fire alarm system shall be tested in conformance with CAN/ULCS536, "Inspection and Testing of Fire Alarm Systems". | Choose an item. |
| T | Monthly | Voice communication systems that are not integrated with a fire alarm system shall be tested monthly in compliance with Sentences (2) and (3). | Choose an item. |
| T | Monthly | Loud speakers shall be tested monthly as an all-call signal to ensure they function as intended. | Choose an item. |

Smoke Alarms:

N/A

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|---|-----------------------|
| T | Annually | Alarms shall be tested annually and after every change in tenancy. | Choose an item. |
| T | As required | Battery-operated alarms shall be tested after the battery is replaced. | Choose an item. |
| I | Annually | Alarms shall be maintained in operating condition. (For example, ensuring cleaning of alarm and smoke chamber, proper installation, installation of fresh batteries and testing of alarm function.) | Choose an item. |

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| I | As required | Alarms shall be replaced within the time frame indicated in the manufacturer's instructions. | Choose an item. |
| C | Annually | Alarms shall be installed in each sleeping room not located within a dwelling unit, in each dwelling unit, and on every storey. | Choose an item. |
| | As required | Tenants shall be supplied a copy of the manufacturer's maintenance instructions. | |

Carbon Monoxide Alarms:

N/A

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|--------------------------|---|-----------------------|
| I | Annually | CO alarms shall be maintained in operating condition | Choose an item. |
| I | As required/ Annually | CO alarms shall be replaced as per the manufacturer's instructions and tested annually and after every change in tenancy. | Choose an item. |
| C | As required/ | CO alarms shall be installed outside of sleeping areas, and on every storey without a sleeping area. | Choose an item. |

Sprinkler Systems:

N/A

Refer to NFPA13, 13D, 13R and 25

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|---|-----------------------|
| I | As required | Auxiliary drains shall be inspected to prevent freezing | Choose an item. |
| I | Weekly | Unsupervised valves controlling sprinkler water supplies or alarms shall be sealed in the open position. | Choose an item. |
| I | Monthly | Electronically supervised valves or valves that are locked open shall be inspected. | Choose an item. |
| C | Weekly | Water supply pressure and system air or water pressure shall be checked by using gauges to ensure that the system is maintained at the required operating pressure. | Choose an item. |
| T | Monthly | On all unsupervised sprinkler systems, sprinkler alarms shall be tested using the alarm test connection located at the sprinkler valve. | Choose an item. |
| T | Every 2 months | If electrical supervision is provided for a sprinkler system, transmitters and water-flow-actuated devices shall be tested. | Choose an item. |
| T | Every 6 months | If electrical supervision is provided for a sprinkler system, valve supervisory switches, tank water level devices, building and tank | Contractor |

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|---|----------------|---|-----------------|
| | | water temperature supervisory devices and other sprinkler system supervisory devices shall be tested. | |
| T | Annually | On wet sprinkler systems, waterflow alarm test using the most hydraulically remote test connection shall be performed. | Contractor |
| T | Annually | Sprinkler system water pressure shall be tested annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply. | Contractor |
| I | Annually | Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction and corrective action shall be taken as needed. Re-secure plugs or caps, wrench tight | Contractor |
| C | As required | Dry-pipe valve rooms or enclosures in unheated buildings shall be checked as often as necessary when the outside temperature falls below 0o Celsius to ensure that the system does not freeze. | Choose an item. |
| I | Every 3 months | The priming water supply for dry-pipe systems shall be inspected to ensure that the proper level above the dry pipe valve is maintained. | Choose an item. |
| T | Annually | Dry-pipe valves shall be trip tested annually. A full flow trip test, with the control valve fully open, shall be conducted at least every 3 years. | Contractor |
| I | Every 15 years | Dry-pipe systems shall be inspected for obstructions in the sprinkler piping and, if necessary, the entire system flushed of foreign material. | Choose an item. |

Standpipe and Hose Systems

N/A

Refer to NFPA25

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|---|-----------------------|
| | | | |
| I | Monthly | Hose stations shall be inspected to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition. | Choose an item. |
| I | Annually | Standpipe hose shall be unracked, unreeled or unrolled and inspected annually and after use, and any worn hose or gaskets in the couplings at the hose valves and at the nozzle replaced. If the hose is replaced on the rack, reel or storage area, it shall be re-racked, re-reeled or rerolled | Contractor |

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| | | so that any folds do not occur at the same position they were previously on the hose. | |
| T | Every 5 years | Standpipe system piping which normally remains dry shall be hydrostatically tested at intervals not greater than 5 years per OFC. | Contractor |
| T | As required | Standpipe systems that have been modified, extended or are being restored to service after a period of disuse exceeding one year shall be tested. | Contractor |
| T | Every 5 years | The dry portion of the fire department connection piping of a standpipe system shall be hydrostatically tested at a pressure of not less than 1050 kPa (gauge) for 2 hours where: (a) the fire department connection piping has been in service for more than thirty years, or (b) the age of the fire department connection piping cannot be determined. | Contractor |
| I | Annually | Fire department connection piping shall be inspected annually with any plugs or caps removed to ensure that: (a) the fire department connection is physically unobstructed and readily accessible, (b) the fire department connection identification sign is in place and visible, (c) the fire department connection is free of wear, rust or obstruction, (d) couplings or swivels are not damaged and rotate smoothly, (e) gaskets are in place and in good condition, (f) the check valve is not leaking, (g) the automatic drain valve is in place and operating properly, and (h) fire department connection clappers are in place and operating properly | Contractor |

Fire Pumps

N/A

Refer to NFPA25

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|---|-----------------------|
| C | Weekly | The water level in the fire pump reservoir shall be checked. | Choose an item. |
| T | Weekly | Fire pumps shall be operated at rated speed. | Choose an item. |
| T | Weekly | Internal combustion engine fire pumps shall be operated for a sufficient time to bring the engine up to normal operating temperature. | Choose an item. |

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| T | Annually | Fire pumps shall be tested at full rated capacity to ensure that they are capable of delivering the rated flow. | Choose an item. |
|---|----------|---|-----------------|

Hydrants:

N/A

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|---|-----------------------|
| C | As required | Hydrants shall be readily available and unobstructed for use at all times. | Choose an item. |
| I | Annually | Hydrants shall be inspected annually and after each use. | Choose an item. |
| I | Annually | Hydrants shall be equipped with port caps that are secured wrench tight. | Choose an item. |
| I | Annually | Hydrant water flow shall be inspected. | Choose an item. |
| C | Annually | The main valve of the hydrant shall be fully opened, and the hydrant operated with one port open, and the water flow checked. | Choose an item. |

Commercial Cooking Equipment:

N/A

Refer to NFPA96

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|-------------------------------------|--|-----------------------|
| | | Exhaust and fire protection systems required under Article 2.6.1.12. shall be maintained per NFPA 96, "Standard for Ventilation Control and Fire Protection of Commercial Cooking | Choose an item. |
| | | Extinguishers suitable for Class K fires shall be provided to protect cooking operations. | Choose an item. |
| C | Weekly | Hoods, ducts and filters subject to accumulations of combustible deposits shall be checked and shall be cleaned if the accumulation of combustible deposits creates a fire hazard. | Choose an item. |
| I | As necessary, but at least annually | The entire exhaust system shall be inspected for grease buildup and cleaned by a properly trained, qualified, and certified person. | Choose an item. |

Special Fire Suppression Systems:

N/A

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|--|--|-----------------------|
| I | As necessary, but at least semi-annually | Except as otherwise provided in this Section, where special fire suppression systems have been installed, inspection and maintenance shall be provided in conformance with the appropriate standards set out in Sentences 6.8.1.1. (3), (4) and (5). | Choose an item. |

Elevators and/or Lifts:

N/A

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|---|-----------------------|
| C | | The keys required to recall elevators and to permit independent operation of each elevator shall be kept in an approved location. | Choose an item. |
| C | As required | The firefighters' elevator symbol shall be maintained in identifiable condition. | Choose an item. |
| T | Every 3 months | 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. | Choose an item. |
| T | Every 3 months | Key-operated switches located outside an elevator shaft shall be tested to ensure that actuation of the switch will render the emergency stop switch 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. | Choose an item. |
| T | Every 3 months | Key-operated switches in each elevator car shall be tested to ensure that actuation of the switch will: (a) enable the elevator to operate independently of other elevators, allow operation of the elevator without interference from floor call buttons, render door protective devices inoperative, and control the opening of power-operated doors only by continuous pressure on the door-opening buttons or switches, to ensure that if the "OPEN" button or switch is released while the door is opening, the doors will automatically close. | Choose an item. |

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Emergency Power Systems:

N/A

Refer to CSA C282, "Emergency Electrical Power Supply for Buildings" and CSA-Z32, "Electrical Safety and Essential Electrical Systems in Health Care Facilities"

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|---|---|-----------------------|
| I / T | Weekly, Monthly, Semi-Annually, Annually, Every 5 years | Except as provided in Sentence (2), and Articles 6.7.1.2. to 6.7.1.5., emergency power systems shall be inspected, tested and maintained in conformance with CSA-C282, "Emergency Electrical Power Supply for Buildings". | Choose an item. |
| C | As required | Written records of the inspection, testing and maintenance of the emergency power supply system shall be maintained in accordance with the manufacturer's manual of operating and maintenance instructions and cover the items inspected and tested weekly, monthly, every six months, annually and every five years. | Choose an item. |
| I | Annually | Liquid fuel storage tanks shall be drained and refilled with fresh fuel at intervals not greater than 12 months. | Choose an item. |

Smoke Control Measures:

N/A

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|--|-----------------------|
| I / T | | Where smoke control measures contained in Commentary C of NRC, User's Guide –NBC 1995, "Fire Protection, Occupant Safety and Accessibility (Part 3)" are used, the inspections and tests shall be carried out as outlined in Section 7.3 of Division B of NRC, "National Fire Code of Canada". | Choose an item. |
| I / T | | Where a smoke control system is designed to meet the requirements of the Building Code, the inspections and tests for equipment shall be carried out in accordance with procedures established by the designer of the system. | Choose an item. |

Smoke Shafts and Venting Equipment:

N/A

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|--|-----------------------|
| I | Every 5 years | Closures in vent openings into smoke shafts from each floor shall be inspected sequentially over a period not to exceed five years. | Choose an item. |
| I | Annually | Every closure in an opening to the outdoors at the top of a smoke shaft, shall be inspected to ensure that it will open: a) manually from outside the building b) on a signal from the smoke or heat actuated device in the smoke shaft, and c) when a closure in an opening between a floor area and the smoke shaft opens. | Choose an item. |
| I | Every 6 months | All elevators in an elevator shaft, which is intended for use as a smoke shaft, shall be inspected to ensure that on activation of the fire alarm system, the elevators will return to the street floor and remain inoperative. | Choose an item. |
| I | Annually | Where an air-handling system is used for venting floor areas in the event of a fire to comply with the requirements of the Building Code, the system shall be inspected to ensure that air is exhausted to the outdoors. | Choose an item. |
| I | As required | Access to windows and panels required to vent floor areas and vents to vestibules that are permitted to be manually openable shall be kept free of obstructions. | Choose an item. |

Water Supplies for Fire Protection (Water Tanks):

N/A

Refer to NFPA25

| <u>Action</u> | <u>Frequency</u> | <u>Required Action</u> | <u>Responsibility</u> |
|---------------|------------------|--|-----------------------|
| I | Annually | Private and public water supplies for fire protection installations shall be maintained to provide the required flow under fire conditions. | Choose an item. |
| I | Weekly | Valves controlling water supplies used exclusively for fire protection systems or combined domestic water supplies and fire protection systems shall be sealed in the open position. | Choose an item. |
| I | Monthly | Valves that are locked open or electrically supervised shall be inspected. | Choose an item. |
| I | As required | After any alterations or repairs, an inspection shall be made to ensure valves are returned to | Choose an item. |

| | | | |
|---|---------------|--|-----------------|
| | | the fully open position and are sealed, locked or electrically supervised. | |
| I | As required | Water supply systems used for fire protection shall be kept free of ice accumulations that may interfere with flow. | Choose an item. |
| C | Daily | A 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. | Choose an item. |
| C | Weekly | Pressure tanks shall be checked, and the water level shall be observed, and the air pressure shall be read. | Choose an item. |
| I | Annually | An 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. | Contractor |
| I | Every 5 years | Tanks shall be inspected and scraped and repainted as required. | Choose an item. |
| I | Monthly | Water level in gravity tanks shall be inspected. | Choose an item. |

Part 10: Building Schematics

Floor Plan: Please provide a schematic (floor plan) for each floor of your building. The following **must** be indicated on the plans, with accurate locations shown and a compass identifying North. Symbols provided are to be used for consistency, and a legend is required. The accompanying document will allow you to copy/paste symbols.

| Symbol | Meaning | Symbol | Meaning |
|---|---------------------------------------|---|--|
|  | Fire alarm control panel |  | Fire alarm annunciator |
|  | Fire safety plan box |  | Lock Box |
|  | Main electrical shut off |  | Main water shut off |
|  | Sprinkler room shut off valves |  | Natural gas shut off valve |
|  | Standpipe |  | Fire pump |
|  | Portable fire extinguisher |  | K-class fire extinguisher |
|  | Manual pull station |  | Fuel supply location |
|  | Smoke detector (stairwells/corridors) |  | Heat detector (elevator shafts, storage and service rooms) |
|  | Duct type smoke detector |  | Firefighter elevator |
|  | North symbol |  | Emergency light |
|  | Exits | | |

Site Plan: Please provide a site plan of your property.

The following **must** be indicated on the plan, with accurate locations shown and a compass identifying North. Symbols provided are to be used for consistency, and a legend is required to accompany the plans. The accompanying document will allow you to copy/paste symbols.

- Location of the property on the city street, including street name
- Location of any cross streets, including names
- Fire access route from street to building's principal entrance.

| Symbol | Meaning | Symbol | Meaning |
|---|-------------------------------------|---|----------------------------|
|  | Hydrants (municipal and/or private) |  | Designated gathering area |
|  | Approved smoking areas |  | Electrical shut off |
|  | Natural gas |  | Fire department connection |
|  | North symbol |  | Hazardous area or storage |

Part 11: Additional Information and/or Appendices
(attach as required)

