

FIRE SAFETY PLAN FOR ASSEMBLY FACILITIES

INTRODUCTION

The Ontario Fire Code, Section 2.8, requires the establishment and implementation of a Fire Safety Plan for every building containing a Group A or B occupancy, and to every building required by the Building Code to have a fire alarm system.

This plan is required to be acceptable to the Chief Fire Official.

The implementation of a Fire Safety Plan helps to assure effective utilization of life safety features in a building, to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or building complex.

Fire Safety Plans are intended to assist the owners of all buildings with the basic essentials for the safety of the occupants, to ensure an orderly evacuation at the time of an emergency and to provide a minimum degree of flexibility to achieve the necessary fire safety for the building.

INFORMATION FOR BUILDING OWNERS PROPERTY MANAGERS & OTHER PERSONS CONTROLLING PROPERTIES

The Fire Protection and Prevention Act 1997 states that 'every person' who contravenes any provisions of the Fire Code; and every Director or Officer of a Corporation who knowingly concurs in such Contravention, is guilty of an offence and on a conviction is liable to a fine of not more than \$50,000 for an individual or \$100,000 for a Corporation or to imprisonment for a term of not more than one year or both.

Directors and officers who know the company has committed a violation of the fire code are guilty of an offence; and on conviction is liable to a fine of not more than \$50,000.

Failure to comply with an inspection order can result in a fine of \$20,000 per day.

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, and M7A 1N5.

TABLE OF CONTENTS

		Page Number
SECTION 1	AUDIT OF RESOURCES	
	Emergency Contacts	3
	Description of Building	4
	Building Resources	5
SECTION 2	EMERGENCY PROCEDURES	
	In Case of Fire and Evacuation Procedures	
	Procedure when Alarm Sounds	6-7
SECTION 3	APPOINTMENT, ORGANIZATION & RESPONSIBILITIES OF STAFF	
	Responsibility of Building Owner	8
	Responsibility of Building Manager	9-10
	Procedures for Evacuation of Non-Ambulatory or Special Needs' Persons	11
	Distribution of Fire Safety Plans	12
SECTION 4	FIRE DEPARTMENT NOTIFICATION	
	Discovery of Fire	13
	Notifying Fire Department	13
	Evacuation Cancellation	13
	Instructions to Occupants	13
SECTION 5	FIRE DRILLS	
	Holding Fire Drills	14
	Records	14
SECTION 6	CONTROL OF FIRE HAZARDS IN THE BUILDING	
	Provisions to Prevent Fires	15
	Prevention	15-16
	Electrical Equipment & Wiring	16

SECTION 7	MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS	
	Key Words	17
	Emergency Lighting Unit Equipment	17
	Fire Separations	18
	Portable Fire Extinguishers	18-19
	HVAC Systems	20
	Commercial Cooking Equipment	21
	Means of Egress	21
	Fire Department Access	22
SECTION 8	ALTERNATIVE MEASURES FOR SAFETY OF OCCUPANTS	
	Temporary Blockage of Fire Services Access	23
	Routes or Building Exits	
	Fire Extinguisher Service	23
	Fixed Extinguishing System	23
SECTION 9	LIST OF NON-AMBULATORY OCCUPANTS	24
SECTION 10	SCHEMATICS	25

Note: Sections of this Plan can be copied for distribution to designated staff.

SECTION 1: AUDIT OF RESOURCES

EMERGENCY CONTACTS

Building Owner:

Manager:

Supervisory Staff:

Description of Building

Address:

Type:

Assembly

Occupancy:

“A” Occupancy

Building Consists of:

(Type of
Construction)

Occupancy Numbers:

Approximate # of
Occupants:

Approximate # of
Staff:

Building Resources

Hydrant Locations:

Fire Services Access:

Supra Key Box Locations:

Key Availability: (in Supra Box)

Exits: (list all exits)

Portable Extinguishers:

(list locations)

Gas Shut-Off:

Interior location:

Exterior location:

Emergency Lights:

Make & Model:

Batteries or Generator:

Location:

Supplies Power to:

Fixed Extinguishing System:

Make & Model:

Audible Alarm Provided:

SECTION 2: EMERGENCY PROCEDURES

In Case of Fire & or when Alarm Sounds

THE ACTIONS TO BE TAKEN BY OCCUPANTS IN EMERGENCY SITUATIONS

UPON DISCOVERY OF FIRE:

- Leave fire area immediately and always remain calm, move quickly and quietly out the appropriate exit.
- Close all doors behind you.
- Yell “FIRE, FIRE, FIRE!”
- Use closest Exit Door or Stairway to leave building immediately
- Phone 911. (State there is a fire and indicate the correct address and location of the fire in the building).
- Initiate evacuation procedures.

Evacuation Procedures when Alarm Sounds or when (FIRE, FIRE, FIRE!) is Heard

- If you are in an enclosed room, before opening the door; feel the doorknob for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or heat close the door quickly.
- If you do not find fire or smoke in corridor, close door behind you and evacuate building using the nearest exit or exit stairs. Always check stairway for heat & smoke before entering; use alternate exit if necessary. (Always remain calm).
- Follow Supervisor's & Staff's instructions
- Assist handicapped, as required.
- Go to designated Initial Assembly Area. (**INDICATE LOCATION**)
- Do not return until it is declared safe to do so by Fire Officer

IN CASE OF FIRE

UPON DISCOVERY OF FIRE
LEAVE FIRE AREA IMMEDIATELY
AND CLOSE DOORS.
YELL "FIRE, FIRE, FIRE"
CALL FIRE DEPARTMENT
DIAL **911**
LEAVE BUILDING VIA NEAREST EXIT

UPON HEARING "FIRE, FIRE,
FIRE"
LEAVE BUILDING VIA NEAREST EXIT.
CLOSE DOORS BEHIND YOU
CAUTION
IF SMOKE IS HEAVY IN THE CORRIDOR,
USE AN ALTERNATE EXIT
IF YOU ENCOUNTER SMOKE IN STAIRWAY,
USE ALTERNATE EXIT.

REMAIN CALM

NOTE:

1. A sticker or sign as shown above shall be affixed firmly to the wall at all exits.

SECTION 3: APPOINTMENT ORGANIZATION & RESPONSIBILITIES OF STAFF

Responsibility of Owner

1. Appoint a Building Manager responsible for fire safety.
2. Establish emergency procedures to be followed at the time of an emergency.
3. Appoint and organize designated staff to carry out fire safety duties.
4. Instruct staff and other occupants of their responsibilities for fire safety.
5. Ensure maintenance of building fire and life safety systems.
6. Provide alternate measures for the safety of occupants during shutdown of fire protection equipment.
7. Assure that checks, tests and inspections, as required by the Fire Code, are completed on schedule and that records are retained.

Responsibility of Building Manager

1. Maintain a current approved Fire Safety Plan.
2. Ensure that all provisions set out in the Fire Safety Plan are carried out.
3. Know and comply with all appropriate regulations, codes or acts.
4. Designate and train sufficient staff to fulfil these fire safety duties, during the possible absence of the Building Manager from the building, and ensure vacant positions are re-assigned immediately.
5. Notify the Chief Fire Official for approval of changes in the Fire Safety Plan.
6. Provide access and vital information to firefighters (e.g. master keys for suites, service rooms, elevators etc.). When so requested provide the locations of handicapped persons to firefighters.
7. Ensure stairway fire doors are closed and operate appropriately.
8. Maintenance of building facilities is provided for the safety of the occupants.
9. Keep stairways, landings, hallways, passageways and exits (inside and out) clear of obstructions at all times.
10. Do not permit combustible materials to accumulate in any part of a stairway or other means of egress, as well as elevator and ventilation shafts.
11. Do not permit combustible waste materials to accumulate in quantities or locations that will constitute a fire hazard.
12. Promptly remove all combustible waste from all areas where waste is placed for disposal. Refuse containers & grease storage containers to be located a minimum of 3 metres from combustible walls or from openings. (Doors & Windows)
13. Keep access to roadways, fire routes and fire department connections clear and accessible for Fire Services.
14. Educate and train building personnel in the use of the existing fire safety equipment and their responsibilities under the approved Fire Safety Plan.
15. Hold and participate in fire drills. Occupant participation is optional.
16. Complete the Record of Fire Drill (see Section 5 re Drill Records).
17. Supervise evacuation of occupants in an emergency situation.
18. Notify Fire Department, on their arrival, of any non-ambulatory or handicapped occupants.
19. Inform occupants, upon Fire Service's instructions, that they can return to building.
20. Provide staff with a copy of the appropriate section of the Fire Safety Plan.
21. Know 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).

22. Know how to use the first aid firefighting equipment installed within the building.
23. In the event of any shutdown of fire protection equipment (See page 26), notify the Fire Services and provide for a continual fire patrol while the building is occupied, or other approved alternate practice.
24. Assure that checks, inspections and tests as required by the Fire Code, are completed on schedule and that records are retained.
25. Refurbish any fire equipment used to fight the fire.

Procedures for Evacuation of Non-Ambulatory or Special Needs' Persons

- Building Manager to request volunteers (two or more if possible) to assist special needs' persons on the floor.
- Volunteers should assess whether or not there is imminent danger from fire or smoke on their floor.
- If there is not imminent danger on the floor, the volunteers should:
 - a) Move the special needs' person out into the safest emergency exit or stairwell.
 - b) One volunteer should remain with the person on the floor.
 - c) One volunteer should notify staff of the situation.
 - d) When the floor is clear, move the person to the nearest exit or into the nearest safe stairwell and to the exterior.
 - e) If there is imminent danger on the floor, the volunteers should move the special needs' person outside when possible or into the safest emergency exit or stairwell if unable to evacuate him/her to the exterior.
 - f) One volunteer should remain with the person if he/she can not be evacuated safely.
 - g) One volunteer should exit the floor and notify the Fire Official of the location and condition of the special needs' person.
- If necessary, for safety reasons, the volunteers may consider transporting the special needs persons down to the next safe floor level if it is not safe to move them outside.
- Whenever possible, special needs' people should be moved to the exit with their assertive devices; for example, wheelchairs, crutches or scooters, as they will require these devices once outside the building. The device(s) should remain on the floor if it is too heavy or large to be safely, quickly and easily transported, or if it is likely to block the emergency exit stairwell.

DISTRIBUTION OF FIRE SAFETY PLANS

Oshawa Fire Services
Building Owner
Manager

Partial Plans Distributed to Staff/Event Holders
Emergency Procedures from plan to be posted for occupants at all Exits

NOTE: Any revisions to the Fire Safety Plan shall be forwarded to Oshawa Fire Services, Building Owner, Administrator.

SECTION 4: FIRE DEPARTMENT NOTIFICATION

UPON DISCOVERY OF A FIRE:

- Leave fire area immediately and take your key; always remain calm, move quickly and quietly out the appropriate exit.
- Close all doors behind you.
- Yell, “fire, fire” notifying all occupants.
- Use closest Exit Stairways to leave building immediately

NOTIFYING FIRE DEPARTMENT:

- Phone *911*. (State you have a fire and indicate the correct address and location of the fire in the building).
- Initiate evacuation procedures.

EVACUATION CANCELLATION:

Once an evacuation procedure has begun, only the Fire Officer at the scene may cancel the evacuation.

INSTRUCTIONS TO OCCUPANTS:

All Event Organizers shall inform occupants of emergency and evacuation procedures, any fire protection equipment present in the building, and the designated assembly area.

SECTION 5: FIRE DRILLS

Holding Fire Drills

The purpose of a fire drill is to ensure that the staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities. Ideally, fire drills should begin with practices on each floor or area.

Advance notice should be posted advising the occupants of the time and date of these practice drills. The drill will be reported to the Fire Department and monitoring company, but will be dealt with internally within the building.

- Fire drills shall be held at least annually and when large staff turnover occurs.
- At the advised time, the predetermined pull station or detector will be activated by the Building Manager or designate.
- After the drill, the alarm will be reset by the Building Manager or designate.
- The Fire Department and monitoring company is to be notified when tests are completed.
- Following each drill, all persons of delegated responsibility should attend a debriefing, to report on their actions and the reactions of the occupants.

Records

1. A written record shall be kept of all tests and corrective measures for a period of two years, after they are made, and the record shall be made available upon request to the Chief Fire Official.
2. A permanent record containing the maintenance date, the examiner's name and a description of any maintenance work or hydrostatic testing carried out, shall be prepared and maintained for each portable extinguisher.
3. Schematic diagrams, acceptable to the Chief Fire Official, shall be prepared and maintained, showing the type, location and operation of all the building fire emergency systems.

SECTION 6: CONTROL OF FIRE HAZARDS IN THE BUILDING

Provisions to Prevent Fires

1. Staff is responsible to assist in the reduction of clutter and the unnecessary collection of combustible materials.
2. Precautions for Occupants:
 - Follow posted instructions to reduce risk and /or life-safety hazards.
 - Do not put burning materials such as cigarettes and ashes into garbage.
 - Do not dispose of flammable liquids or aerosol cans in regular garbage.
 - Avoid unsafe cooking practices, deep fat frying with out proper training, unattended stoves, and loosely hanging sleeves.
 - Do not use unsafe electrical appliances, frayed extension cords, or over-loaded outlets or lamp cords for permanent wiring.

Prevention

1. Storage

- Storage areas shall be kept clean and tidy.
- A minimum clearance of 18 inches from sprinkler heads and heat/smoke detectors shall be maintained.
- Never block fire exit doors.
- Fire extinguishers shall remain accessible and in open view.
- Electrical panels and sprinkler system controls shall be kept clear of obstructions.
- Never store combustibles within 3 feet of refrigeration equipment, electrical equipment or in the furnace/ boiler room.

2. Flammable & Combustible Liquids

- All flammable liquids shall be stored in approved containers or cabinets.
- Flammable/ combustible liquids are to be stored in accordance with the Ontario Fire Code Part 4.

3. Combustible Materials

- Shall be kept a minimum of 3 feet away from electrical or heating equipment.
- If applicable, shall be stored in approved containers.

Electrical Equipment & Wiring

1. All electrical equipment must be Canadian Standards Association and /or Underwriters Laboratories approved (labeled).

2. **Extension Cords Must Be:**
 - For temporary use or be an appropriately approved power bar.
 - Continuous runs or spliced in junction boxes.
 - Kept from under rugs.
 - Free of cuts, significant abrasions or damage.
 - Connected directly to a junction box or outlet (no extension cord or octopus wiring).
 - Grounded appropriately (ground pin must be in place).

3. **Permanent Wiring:**
 - Junction boxes and panels must have protective cover plates.
 - Electrical panels must have appropriately-sized fuses or breakers
 - All wiring must have proper splices and joints.
 - Damaged or exposed wiring shall be repaired immediately.

SECTION 7: MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS

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 a device or system to ensure that it will perform in accordance with its intended operation or function.

INSPECT: Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

It is the responsibility of the owner to have the following required checks, tests and inspections completed, and it is the duty of the Building Manager to ensure that checks, tests and inspections are carried out.

Emergency Lighting Unit Equipment

1. Monthly

Each emergency lighting unit shall be checked monthly to ensure the emergency lights will function when primary power is lost.

2. Annual

- Each emergency lighting unit shall be tested annually to ensure that the unit will provide emergency lighting for duration equal to the design criteria using simulated power failure conditions.
- Records must be maintained for a period of at least two years with respect to all inspections and testing of the emergency lighting equipment.

Fire Separations

1. Monthly

Inspect all doors in fire separations to ensure that;

- The closures are not blocked or wedged open.
- Door hardware and other ancillary components are adjusted to ensure proper closing and latching.
- Door openings and the surrounding areas are to be kept clear of obstructions that may interfere with the door operation.
- Heat or smoke activated devices are undamaged and free of paint and dirt.

2. Annual Inspection

- Inspect fire dampers and fire-stop flaps annually or on an approved schedule.
- Ensure closures are maintained and operable by:
- Repairing or replace inoperative parts of hold-open devices and automatic releasing devices whenever necessary.
- Closures in fire separation are not to be blocked or wedged open.
- Correct defects that interfere with the operation of closures in fire separations.

Notes:

1. Where fire separations between major occupancies, fire walls, rooms, corridors, shafts and other spaces or closures are damaged, so as to affect their fire resistance rating, the damage shall be repaired so that the integrity of the fire separation wall or closure is restored.
2. Correct defects that interfere with the operation of closures in fire separations.
3. Written records of all tests and corrective measures shall be kept for a period of two years after they are made.

Portable Fire Extinguishers

1. Monthly Inspection

- Check nozzle for operation and any obstructions.
- Check to see if seal or tamper indicators are in place.
- Check to see if pressure gauge reads satisfactory. (In Green)

- Check for any apparent physical or mechanical damage.
- Check that the instructions for use on nameplate are legible and face outwards.

Notes:

1. Ensure extinguisher is conspicuously located.
2. Ensure extinguisher is readily accessible in case of fire.
3. Ensure extinguisher is set on hanger, shelf or bracket.
4. Ensure extinguisher is installed so that the top of the extinguisher is not more than:
 - 1.1 m (4 ft.) above the floor, where the gross weight of the extinguisher is greater than 18 kg. (40 lbs.).
 - 1.5 m (5 ft.) above the floor, where the gross weight of the extinguisher is 18 kg. (40 lbs.) or less.
5. Extinguisher shall have an inspection tag attached, showing maintenance or recharge dates, the servicing agency and signature of person who performed service.
6. Extinguisher shells, cartridges or cylinders that rupture or show leakage or permanent distortion, in excess of specified limits, are to be removed from service.
7. A permanent record of the inspection and maintenance record of all portable fire extinguishers shall be maintained for at least two years
8. Defective portable fire extinguishers are repaired, replaced, or recharged as necessary.
9. Portable fire extinguishers are maintained in accordance with the recommendations of the manufacturers.
10. After use, portable fire extinguishers are replaced and recharged according to the instructions given on the extinguisher's nameplate.
11. All portable fire extinguishers are subjected to hydrostatic testing, at the intervals and test pressures indicated on the extinguisher's nameplate.
12. A label must be fixed to the extinguisher, indicating month and year of hydrostatic test, including test pressures and signature of the person or agency performing the test.
13. For complete details, refer to NFPA 10, "Portable Extinguishers".

2. Annual Inspection

- Subject to Maintenance.
- Hydrostatically test carbon dioxide and water-type extinguishers (every 5 years).
- Stored pressure-type extinguishers require changing of dry powder (every 6 years).
- Hydrostatically test dry chemical and vapourizing liquid-type extinguishers (every 12 years).

Heating, Ventilation and Air Conditioning Systems

1. Weekly

Check filters and ducts, subject to the accumulation of combustible deposits, and ensure they are cleaned when deposits create an undue hazard.

2. Annual

- Inspect every chimney, flue and flue pipe and clean as often as necessary to keep them free of accumulation of combustible deposits.
- Inspect disconnect switches for mechanical air conditioning and ventilation systems to ensure the system is integrated appropriately with the fire alarm system.

Notes:

1. Every defective heating appliance shall be removed, repaired or replaced when it creates a hazardous condition.
2. Where flue pipes are removed, every flue-pipe hole shall be closed with a tight-fitting non-combustible cover, compatible to the chimney flue construction.
3. Flue pipes and breaching shall be maintained in a safe operating condition.
4. Ventilation shafts shall be used only for ventilation purposes.
5. Any work on ducts, involving the use of heat-producing devices for cutting, welding or soldering, shall not be undertaken before the system has been shut down, the duct cleaned of any accumulation of combustible deposits and any combustible lining and covering material, that could be ignited by such work, has been removed.
6. A permanent record shall be kept of all inspections, tests and maintenance for at least two years.

Commercial Cooking Equipment

1. General

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, “Ventilation Control and Fire Protection of Commercial Cooking Operations”

Ensure wet chemical, alkali-based chemical or “K” rated portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.

Daily

Check cylinder gauges to ensure pressure is in operating range (within green area).

Check to ensure seal (tie) has not been removed from pull out security pin.

Weekly

Hoods, grease removal devices, fan, ducts and other equipment shall be checked and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.

Every 6 Months

Trained and qualified persons in conformance with the Ontario Fire Code, Section 6.8.1.1, shall perform inspection and servicing of fire extinguishing system.

Means of Egress

1. Monthly

Inspect all doors in fire separations.

2. As Required

- Check all doors in fire separations to ensure they are closed.
- Maintain exit signs to ensure they are clear and legible.
- Maintain exit lights to ensure they are illuminated and in good repair.
- Maintain corridors free of obstructions.

Fire Department Access

- As Required - Ensure streets, yards and private roadways and designated fire routes, provided for Fire Department access, are kept clear.

SECTION 8: ALTERNATIVE MEASURES FOR SAFETY OF OCCUPANTS

Temporary Blockage of Fire Department Access Routes or Building Exits.

Fire Department access allows fire fighters (as well as ambulance or police), and their equipment, to gain access to and inside the buildings. Vehicles parked in a 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 on going matter. In addition, access into a building requires consideration (e.g. with a key box, through preplanning, etc.).

When there is a temporary blockage of Fire Services Access, it is the Building Manager's responsibility to, when appropriate, advise Occupants, Fire Services and Staff naming:

The location, length of time, and nature of the blockage.

Also, notify all parties above when the temporary blockage has been removed.

Fire Extinguisher Service

When a fire extinguisher requires service, the Building Manager will:

- Contact the Extinguisher Company.
- Arrange for a replacement extinguisher.

Fixed Extinguisher Systems

Ensure that the staff has been notified the fixed extinguishing system or the ventilation system for the commercial cooking equipment is out of service.

The cooking equipment shall be shut down immediately until the defective or inoperative system has been repaired and is operative.

SECTION 9: LIST OF NON-
AMBULATORY OCCUPANTS

NAME **SEX** **AGE** **PROBLEM**

SECTION 10: SCHEMATICS

The following list of equipment or facilities are shown in the diagrams:

1. FIRE ALARM PANEL
2. SPRINKLER SHUT-OFF VALVES
3. FIREPUMP
4. FIRE DEPARTMENT SIAMESE CONNECTIONS
5. BOILER ROOM
6. ELECTRICAL ROOM
7. COMPACTOR ROOM
8. ALL EXITS
9. GAS SHUT-OFFS (INTERIOR & EXTERIOR)
10. FIRE HOSE CABINETS
11. PULL STATIONS
12. ALARM BELL
13. FIRE DETECTORS
14. FIRE EXTINGUISHERS
15. OTHER MAJOR FIRE PROTECTIVE EQUIPMENT, IF ANY