

# **FIRE SAFETY PLANS FOR APARTMENTS**

## **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.

The Fire Protection and Prevention Act 1997 states that "every person who contravenes any provision of the fire code, and every Director or Officer of any Corporation who knowingly concurs in such contravention, is guilty of an offence and upon Conviction is liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both".

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 Ontario Fire Code Revision 213/07 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 is 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 Book Store at 880 Bay Street, Toronto, M7A 1N5.

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**Note: Sections of this Plan can be copied for distribution to designated staff and / or occupants .**

# **SECTION 1: AUDIT OF RESOURCES**

## **EMERGENCY CONTACTS**

*Building Owner:* (Name)  
(Address)  
(Postal Code)  
(Cell Phone)  
(Home Phone)

*Manager:* (Name)  
(Address)  
(Postal Code)  
(Cell Phone)  
(Home Phone)

*Supervisory Staff:* (Name)  
(Address)  
(Postal Code)  
(Cell Phone)  
(Home Phone)

## **Description of Building**

**Address:** (address + postal code)

**Type of Construction:** (eg. Bldg. Description, construction, roof type & size)

**Occupancy:** C – Residential

**Building Consists of:** (eg. Dwelling units, laundry room, furnace room, service rooms, storage rooms)

**Number of Suites:**

**Approximate # of**

**Occupants:**

**Fire Hydrant Locations** (location of closest hydrant to building)

## **Building Resources**

<b><u>Fire Services Access:</u></b>	(where do fire crews respond?)
<b><u>Lock Box Locations:</u></b>	(is there a locked key box outside the building?)
<b><u>Key Availability:</u></b>	(what do the keys in the box provide access to?)
<b><u>Fire Alarm System:</u></b>	Single Stage Fire Alarm System
<b>Description &amp; Verification No.</b>	Ver. # -
<b>Model #:</b>	
<b>Serviced By:</b>	(alarm company who services system)
<b>Activated by:</b>	(eg. Pull stations, heat detectors, smoke detectors, sprinkler heads)
<b><u>Main Annunciator Panel:</u></b>	(location)
<b><u>Fire Alarm System Monitored by:</u></b>	(company that monitors fire alarm system if applicable)
<b><u>Exits:</u></b>	(location of exits in the building), also see schematics
<b><u>Heat Detectors:</u></b>	(location)
<b><u>Pull Stations:</u></b>	(# & locations)
<b><u>Portable Extinguishers:</u></b>	(size, type and location),also see schematics
<b><u>Gas Shut-Offs:</u></b>	
<b>Interior:</b>	(location)
<b>Exterior:</b>	(location)
<b><u>Emergency Lights:</u></b>	(Make & Model)
<b>Batteries:</b>	
<b>Location of power supplies:</b>	
<b>Supplies Power to:</b>	(eg. Emergency lighting and exit signs)
<b>Serves:</b>	All exits and access to exits

## **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 take your key; always remain calm, move quickly and quietly out the appropriate exit.
- Close all doors behind you.
- Activate the fire alarm; using pull stations.
- Use closest Exit Stairways to leave building immediately (DO NOT USE ELEVATORS) – omit elevator information if not applicable
- Phone 911. (State you have a fire and indicate the correct address and location of the fire in the building).
- Initiate fire alarm procedures.

#### **Procedure when Alarm Sounds**

##### **IF YOU ARE IN A SUITE:**

- Before opening door, feel doorknob for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or heat close door quickly.
- If you don't find fire or smoke in corridor; take room key, close door behind you and evacuate building using the nearest exit stairway. Check stairway for heat & smoke before entering; use alternate exit if necessary. (Always remain calm).
- Follow Supervisor's instructions (is there a supervisor on site?)
- 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

##### **Caution: If smoke is heavy in corridor, it may be safer to stay in your suite and:**

- Close door and place wet towel at base of door; or seal edges with masking or duct tape.
- Leave door unlocked for possible entry of firefighter.
- Dial 911 and tell the Fire Department where you are; then signal to firefighters by waving a sheet out window.
- Crouch low to the floor
- Move to the balcony or most protected room, and partially open the window for air. Close the window if smoke comes in.

- Wait to be rescued. Remain Calm. Do not panic or jump.

**IN CASE OF FIRE**

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

UPON HEARING FIRE ALARM  
LEAVE BUILDING VIA NEAREST EXIT.  
CLOSE DOORS BEHIND YOU  
**CAUTION**  
IF SMOKE IS HEAVY IN THE CORRIDOR, IT  
MAY BE SAFER TO STAY IN YOU AREA.  
CLOSE DOOR AND PLACE WET TOWEL  
AT BASE OF DOOR.  
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 fire alarm pull stations and elevators.
2. Where floor layouts are complex, a diagram of the floor plan will be required alongside the above sticker

## **SECTION 3: APPOINTMENT ORGANIZATION & RESPONSIBILITIES OF STAFF**

### **Responsibility of Owner**

1. Appoint a Building Manager (Housing Administrator) 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 all 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. To designate and train sufficient staff to complete all the required fire safety duties during the absence of the Building Manager from the building, and to 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 informed, record and provide current list of locations of handicapped persons to firefighters.
7. Have a full, working knowledge of the Fire Alarm System.
8. Ensure stairway fire doors are closed and operate appropriately.
9. Maintenance of building facilities is provided for the safety of the occupants.
10. Keep stairways, landings, hallways, passageways and exits (inside and out) clear of obstructions at all times.
11. 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.
12. Do not permit combustible waste materials to accumulate in quantities or locations that will constitute a fire hazard.
13. Promptly remove all combustible waste from all areas where waste is placed for disposal.
14. Keep access to roadways, fire routes and fire department connections clear and accessible for Fire Services.
15. Educate and train building personnel in the use of the existing fire safety equipment and their responsibilities under the approved Fire Safety Plan.
16. Hold and participate in fire drills. Occupant participation is optional.
17. Complete the Record of Fire Drill (see Section 5 re: Drill Records).
18. Supervise evacuation of occupants in an emergency situation.
19. Notify Fire Department, on their arrival, of any non-ambulatory or handicapped residents - Unit numbers and their Names.
20. Inform residents, upon Fire Department's instructions, that they can return to their suites.
21. Provide staff with a copy of the appropriate section of the Fire Safety Plan.
22. Know how to reset the fire alarm system. (An activated system must not be reset until authorized by a Fire Services Officer).

23. 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, spare sprinkler heads, etc.)
24. Know how to use the first aid firefighting equipment installed within the building.
25. In the event of any shutdown of fire protection equipment (See Page 26), notify the Fire Services and provide for a continual fire patrol hourly and document times. Be prepared to provide the Fire Services with this information where requested.
26. Assure that checks, inspections and tests as required by the Fire Code, are completed on schedule and that records are retained.
27. Refurbish any fire equipment used to fight the fire, including replacement of affected sprinkler heads.

## *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**

(Examples:)

Oshawa Fire Prevention Division  
Supervisory Staff  
Partial Plan to Occupants

NOTE: Any revisions to the Fire Safety Plan shall be forwarded to Oshawa Fire Services and supervisory staff.

## SECTION 4: FIRE ALARM ACTIVATION RESET PROCEDURES

### **Fire Alarm Activation**

A single-stage alarm system: Alarm will sound if a pull-station, sprinkler head or heat/smoke detector is activated.

### **Fire Alarm Reset**

1. The fire alarm system can only be reset or silenced on the direction of an 'all clear' provided by the Fire Officer on location.
2. When an "all clear" is given by the Fire Officer, the system may be reset at the annunciator panel.
3. Procedure for Reset: (Indicate reset procedures eg. - Reset or clear all alarm zones  
Activate reset button)

### **Evacuation Cancellation**

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

## SECTION 5: FIRE DRILLS

### *Holding 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. 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 once per year.
- 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 chutes.
  - Do not dispose of flammable liquids or aerosol cans in garbage chutes.
  - Never force cartons, coat hangers, or bundles of paper into garbage chute because it may become blocked.
  - Avoid unsafe cooking practices, deep fat frying, too much heat, 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 shall be maintained.
- Never block fire exit doors.
- Fire extinguishers shall remain accessible.
- Electrical panels, sprinkler system controls and space heaters shall be kept clear of obstructions.
- Never store combustibles within 3 feet of refrigeration equipment or in the furnace room.

#### **2. Flammable & Combustible Liquids**

- All flammable liquids shall be stored in approved containers or cabinets.
- Store 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**

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

### **Extension Cords Must Be:**

- For temporary use or be an appropriately approved power bar.
- Continuous runs.
- Kept from under rugs.
- Free of cuts, significant abrasions or damage.
- Connected directly to an outlet (no extension cord or octopus wiring).
- Grounded appropriately (ground pin must be in place).

### **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.

### **Fire Alarm Systems - General**

A person responsible for ensuring the proper operation of the fire alarm systems shall conduct all checks and monthly tests.

Yearly tests shall be conducted by a certified person or company designated by the Building Manager.

#### **1. Daily:**

- All fire panels shall be checked daily for trouble indication, and that the AC power-on light is on. If the trouble light is activated or the AC power-on light is off, the Building Manager or designate will be notified immediately.

## **2. Monthly:**

Every month, the following tests shall be conducted and, if a fault is established, appropriate corrective action shall be taken:

- One manual alarm-initiating device shall be operated on a rotation basis and shall initiate an alarm condition.
- The proper function of all alarm signal appliances shall be ensured.
- The annunciator panel shall be checked to ensure that the tested devices annunciate correctly.
- The proper function of the audible and visual trouble signals shall be ensured.
- The fire alarm and standby power batteries shall be checked to ensure that:
  - a) Terminals are clean and lubricated where necessary.
  - b) Terminal clamps are clean and correct where necessary.
  - c) Electrolyte level and specific gravity, where applicable, are as specified by the manufacturer.

## **3. Annual Inspection Test:**

All components of the Fire Alarm System should be tested at least once per year.

- Test Fire Alarm System by certified persons acceptable to the authority having jurisdiction for service.
- If a fault is found during testing, appropriate corrective action shall be taken.
- The fire alarm system shall be operated under general alarm conditions.
- A minimum of six manual alarm-initiating devices, most remote from the standby power supply, shall be activated individually, with the main power supply disconnected.
- Each manual alarm initiating device on each floor, including sub-grade areas, shall be activated on the main power supply.
- Operation of every audible and visual signal appliance shall be ensured during the testing of alarm initiating devices.
- Each automatic alarm-initiating device shall be tested for its intended function.
- Each alarm signalling, alarm initiating circuit and annunciator shall be checked for electrical supervision and trouble indication.
- Correct annunciation shall be ensured for each initiating device tested.
- The fire alarm system control unit shall be visually checked to ensure that the control unit has not been altered other than as specified.

## **Smoke Alarms – Maintenance**

The Ontario Fire Code requires that smoke alarms located inside dwelling units be maintained in operating condition at all times.

It is the responsibility of the Owner to have the following tests and inspections completed, and is the duty of the building manager to ensure that monthly tests and inspections are carried out.

Smoke alarms should be maintained in accordance with the manufacturer's instructions. Consult with operating instructions provided with each type of smoke alarm.

### **1. Monthly**

- The occupant or tenant of each dwelling unit shall test the smoke alarm using the test button located on the smoke alarm or another test method recommended by the manufacturer. The alarm signal should sound during this test. If interconnected smoke alarms are installed within the dwelling unit, all smoke alarms should sound the alarm when any one of the smoke alarms is tested.

### **2. Annual**

- Battery powered smoke alarms shall have their battery replaced with a new battery at least annually.
- Battery powered smoke alarms should be checked to ensure that battery terminals have not corroded and batteries have not leaked. Where batteries show evidence of leakage or corrosion, the smoke alarm should be replaced.
- Vacuum the exterior of the smoke alarm with a household vacuum cleaner. A brush attachment may assist in removing accumulated dust on the cover of the device.
- Do a visual check to ensure that the smoke alarm is securely fastened to the ceiling or wall.

### **3. As Required**

- Smoke alarms should be inspected and tested, as described in Article 2 above, during a change in tenancy in rental units.
- Records should be maintained for a period of at least two years with respect to all inspection and testing of smoke alarms installed in dwelling units.

#### **4. Ten Years**

- Smoke alarms should be replaced with similar type smoke alarms with a ULC certification label attached.

## **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 a 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).

# **ELEVATORS**

## **1) General**

Ensure all keys required for the recalling of elevators and those required to permit independent operation of the elevator are stored in their approved location for Fire Department use.

# **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.  
Clean lint traps in laundry equipment (as required).

## **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.

### **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, provided for Fire Department access, are kept clear.

## **Carbon Monoxide Detector**

- Follow the manufacturers instructions for installation and maintenance.
- Test detector at least monthly by using Test/Reset button
- A continuing intermittent single beep and flashing light (green/red on some models) normally indicate a malfunctioning unit. If this occurs, reset the detector and if the unit again beeps intermittently, have it checked out and replace the unit.
- Vacuum the air vents monthly or more often if there is dust, dirt or kitchen grease that can accumulate. Use a soft brush or wand attachment and vacuum all slots in the cover and sides. For your safety you must properly clean and maintain your Carbon Monoxide Detectors, since a dirty or malfunctioning unit may fail to alarm or cause unwanted nuisance alarms. The failure to provide and maintain carbon monoxide detectors is in violation of the City of Oshawa's Carbon Monoxide Bylaw, Bylaw # 54-99.

## SECTION 8: ALTERNATIVE MEASURES FOR SAFETY OF OCCUPANTS

### **Fire Alarm Shutdown**

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

Procedures to minimize the impact of the malfunctioning equipment must be implemented and where necessary, the use of additional personnel and communication equipment should be utilized in an emergency.

The Fire Department may be sought for assistance and specific directions.

1. When the alarm system is shut down, it is the Building Manager's responsibility to advise:
  - Fire Services by telephone. (433-1234) and the monitoring company if applicable.
  - Staff
  - Occupants via posting notices on all floors. The notices will explain the extent and duration of the shutdown. Notices will also be posted when the system is reactivated.
  - Occupants will be instructed to advise the Fire Department immediately via 911 of any fire situation, and to warn other occupants of imminent danger verbally.
  - Fire alarm monitoring company
  - All parties above when repairs have been completed and system is operational.
  
2. When the alarm system is shut down, the Building Manager will:
  - Arrange a fire watch to patrol building every hour and have fire watch documented.
  - Conduct an alarm test (or flow test) when work is complete.

## **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.

SECTION 9: LIST OF NON-AMBULATORY  
OCCUPANTS

*APT.#*   *NAME*                      *SEX*    *AGE*    *PROBLEM*

## SECTION 10: SCHEMATICS

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

1. FIRE ALARM CONTROL PANEL
2. PULL STATIONS
3. ALARM BELL
4. FIRE DETECTORS
5. EMERGENCY LIGHTING BATTERY PACK
6. EMERGENCY LIGHTING HEADS
7. EXIT SIGNS
8. FIRE EXTINGUISHERS / CABINETS
9. ELECTRICAL / LAUNDRY ROOM
10. SUPRA KEY SECURITY BOX
11. HANDICAP CHAIR LIFT
12. SUITE BALCONY
- A. ENCLOSED STAIRWELL
- B. ALTERNATE ENCLOSED STAIRWELL