FIRE SAFETY PLAN GUIDELINES

Fire Prevention & Life Safety Division

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Preface

The purpose of a Fire Safety Plan is to ensure the effective utilization of life safety features in a building to protect persons from fire, and to provide for the efficient and safe evacuation of building occupants in the event of fire or other emergency. These guidelines are intended to assist the property owner in the preparation of a Fire Safety Plan for a particular building. It should be noted that the Fire Safety Plan should be designed to suit the needs and resources of each individual building.

Note: This document is intended to serve as a guideline only. It is the responsibility of the property owner to ensure that all requirements of the Fire Safety Plan are met.

The Law

Under Division B Section 2.8 of the National Fire Code of Canada, any building required by the National Building Code to have a fire alarm system, must also have an approved Fire Safety Plan.

In addition, Halifax Regional Municipality By-law F-100 states: “every person who contravenes or fails to comply with these regulations or fails to carry out an order made under these regulations, is guilty of an offence and is liable on summary conviction, to a fine of not more than $5000.00, or in default of payment of the fine, to imprisonment for a term not exceeding six (6) months”.

Legal requirements notwithstanding, it is clear that the preparation and implementation of a Fire Safety Plan is in the best interest of both the building occupants and the management team and/or owners of the property, and should be taken seriously.

Reference Sources

The National Fire Code of Canada (2015) is published by the National Research Council and is written in a form suitable for adoption by the appropriate legislative authorities in Canada. Division B, Section 1.1.1.1. of this Code requires the owner of a building, or his authorized agent, to be responsible for carrying out the provisions of this Code. Additionally, the National Fire Code references source documents from other agencies (i.e. ULC, CSA, NFPA etc.) for more precise specifications.

It is advisable that you obtain your own copy of the National Fire Code of Canada. A copy may be purchased by contacting the National Research Council toll free at 1-800-672-7990, or by mail at 1200 Montreal Road, Ottawa, Ontario, K1A 0R6.

A copy of Halifax Regional Municipal By-law F-100, may be obtained by contacting the Fire Prevention and Life Safety Division of Halifax Regional Fire and Emergency, or by visiting the HRM website at http://www.halifax.ca/legislation/bylaws/hrm/index.html. Also, visit our Fire and Emergency website at http://www.halifax.ca/fire for fire safety information and seasonal messages.

Submission

Within Halifax Regional Municipality, the authority having jurisdiction must approve Fire Safety Plans (the Fire Department or its designate). The Fire Safety Plan should be prepared and consolidated prior to submission and should deal only with matters pertaining to a particular building.

Note: For properties containing more than one building. Fire Safety Plans should be prepared for each individual building. The individual plans may then be combined to create one master plan.

All Fire Safety Plans for buildings within Halifax Regional Municipality shall be submitted to Halifax Regional Fire and Emergency, Fire Prevention and Life Safety Division at the following address:

PO Box 1749
Halifax, Nova Scotia
B3J 3A5

Or maybe hand delivered to the office at 7 Mellor Ave., suite 10, Dartmouth, Nova Scotia.

Introduction

As stated in the preface, the purpose of a Fire Safety Plan is to assure the effective utilization of life safety features in a building to protect persons from fire, and to provide for the efficient and safe evacuation of building occupants in the event of fire. This guide is designed to walk you through the step-by-step process of developing your plan. Again, this is only a guide. While it is recommended that these steps be approached in order, it is not imperative. However, you may find it easier to conduct a complete audit of available resources before undertaking the development of a fire warden system.

Remember, every building is unique and presents a variety of challenges. If you have questions at any time, please do not hesitate to contact your local Fire Prevention Officer, who will be pleased to consult with you and assist in preparing the best possible plan for your property.

Note: In certain cases, tenants with large leaseholds may want to prepare a Plan for their own workplace. Typically, this is done in conjunction and in coordination with the overall Fire Safety Plan for the site or building. For example, an office tower will likely have one comprehensive Plan, while a tenant occupying multiple floors may prepare their own Plan. This is an acceptable (and encouraged) practice. However, it is important that the tenant's Plan fit well within the overall Fire Safety Plan to the site or building. Consultation with building management is highly recommended in this case.

Responsibilities of the Owner/Management

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

In most cases, a competent building manager or superintendent may prepare a Fire Safety Plan. However, in buildings provided with elaborate emergency systems (i.e. smoke control measures, fire pumps etc.) the services of a trained technician or fire protection consultant may be useful. In many cases, such buildings employ technical staffs that are capable of preparing a Fire Safety Plan.

With respect to fire safety, the owner has numerous responsibilities, and must ensure that the following measures are included in the Fire Safety Plan.

- Establishment of appropriate emergency procedures
- Appointment and organization of supervisory staff under the Fire Safety Plan
- Training of supervisory staff with regard to their duties under the Fire Safety Plan
- Train a sufficient number of personnel and occupants in the use of existing fire safety equipment (i.e. portable fire extinguishers) and ensure all building occupants are aware of actions to be taken in the event of an emergency, under the Fire Safety Plan
- Ensure that a diagram indicating the location and type of all building fire emergency systems (i.e. fire alarm control panel, fire hose cabinets, water control valves etc.) is maintained
- Conduct fire drills as required by the Fire Code
- Control of fire hazards
- Proper maintenance of building facilities and fire safety systems, for the safety of the occupants
- Provisions of alternate measures for safety of occupants in the event of a shutdown of fire protection equipment (i.e. during sprinkler maintenance). (Fire Watches)
- Ensuring that checks, tests and inspections (as required by the Fire Code) are completed on schedule and that proper records are maintained
- Posting and maintaining floor plans (including both primary and secondary escape routes) and emergency evacuation procedures on each floor area
- Notification to the Authority Having Jurisdiction regarding changes to the Fire Safety Plan

Audit of Resources

An audit of existing fire safety systems, equipment and human resources should be conducted prior to preparing a Fire Safety Plan. The audit of building systems should indicate the availability of existing features such as:

- Fire alarm systems
- Exit locations
- Access for Fire Department equipment
- Portable fire extinguishers
- Standpipe and hose systems
- Automatic sprinkler systems
- Fire pumps
- Emergency power
- Emergency lighting
- Emergency voice communication systems

An audit of human resources may include the following:

- Building owner
- Building manager
- Security personnel
- Supervisory staff
- Maintenance personnel
- Building occupants

Having determined the existence of fire safety systems and evaluated human resources, steps can now be taken to begin the development for the Fire Safety Plan.

Appointment and Training of Supervisory Staff

The size of the organization and the number of personnel needed to carry out the requirements of the Fire Safety Plan will depend on; the size of the building, specific hazards, and the fire safety equipment/systems provided. This will require appointment of supervisory staff.

Any practical and effective organization must have prompt and intelligent action by the occupants during an emergency. Larger buildings should have a nucleus of key personnel who are prepared, through proper training, to react positively to conditions, which may arise during an emergency.

It should be noted that supervisory staff under the Fire Safety Plan, **need not be supervisory staff within the business or organization**. With proper training and clearly defined authority, anyone may be designated as supervisory staff under the Fire Safety Plan.

The training of persons with designated responsibilities under the Fire Safety Plan will require the cooperation of management and those persons involved. The co-operation of building occupants is also essential, and they should be made aware that the Fire Safety Plan has been designed to ensure their safety. In either case, training should be considered as an integral component of the Fire Safety Plan. Your local Fire Department can assist and/or provide direction with the training of supervisory staff.

Responsibilities of Supervisory Staff

The effectiveness of the Fire Safety Plan relies largely upon the ability of the supervisory staff to manage the emergency situation. Supervisory staff should be given clearly defined authority, for the protection of the building and its occupants. In addition, supervisory staff should be easily identifiable. This may be accomplished through the use of armbands, vests or other such measures. Listed below are some of the duties supervisory staff should be responsible for.

Supervisory staff should:

- Be in complete charge of the approved Fire Safety Plan
- Designate and train a sufficient number of assistants to act in the absence of regular supervisory staff

In the event of an alarm of fire:

- Ensure that the fire alarm has been activated
- Ensure that 911 has been notified
- Supervise evacuation of occupants (emergency voice communication systems should be used where available; however caution should be exercised to ensure voice communication system is in working order)
- Upon arrival of Fire Department, inform the Fire Officer of conditions within the building (including an accounting of building occupants) and co-ordinate efforts of supervisory staff with those of the Fire Department
- Provide access and vital information to fire fighters (i.e. master keys, locations of mobility impaired persons, etc.)
- Ensure that the fire alarm system is not silenced until the Fire Department has arrived and the cause of the alarm has been investigated.
- Note: It is an offence to silence a fire alarm prior to arrival of the Fire Department, regardless of the cause. Second stage alarm systems allow for supervisory personnel to silence the first stage after checking to ensure there is a fire or smoke.

Supervisory staff should also be utilized in the conduct of routine fire prevention activities. Such activities generally take only minutes and will contribute to a much safer environment and to a higher state of readiness in the event of an emergency. In fact, general fire prevention duties are a fundamental component of the Fire Safety Plan. (See sample checklists)

Listed below are some key areas of concern:

- Keep doors to stairways closed at all times
- Keep stairways, landings, hallways, passageways and exits (inside and outside) clear of obstructions at all times Do not permit combustible materials to accumulate in any part of a stairway, fire escape or other means of egress, or elevator or ventilation shaft
- Do not permit combustible waste materials to accumulate in quantities or locations where they will create a fire hazard
- Promptly remove all combustible waste from areas where it is placed for disposal
- Keep access roadways, fire routes and Fire Department connections clear and accessible for Fire Department use
- Have a working knowledge of the fire alarm system for your building (Note: Only to be reset upon advice of Fire Department)
- Maintain fire alarm system and other fire protection equipment in satisfactory operating condition at all times

- Provide alternate measures for life safety during any shutdown of fire protection equipment (Note: in the event of any shutdown of fire protection equipment, the Fire Department and the building occupants must be notified
- In order to assist in the orderly movement of occupants and the efficient operation of the Fire Safety Plan, the following suggestions are offered
- Identify each stairway by designation (i.e. north, south, stairway 1, 2 etc.) so that confusion may be avoided when referring to a stairway during an emergency
- Clearly identify each floor level within each stairway

The Fire Warden System

An effective Fire Safety Plan requires one very critical component; the ability to manage people under adverse and stressful conditions. In addition, you may be required to assist persons who are injured or are suffering from a medical condition, such as asthma or heart failure. These are very real possibilities and your organization must be prepared to handle them effectively.

One of the first questions you will be asked upon arrival of the Fire Department is whether or not there are occupants still in the building. This is a very important question and your answer will determine the immediate actions of the Fire Department; whose first priority is life safety. With this in mind, it is extremely important to ensure an accountability system is integrated into the Fire Safety Plan. One very effective way to accomplish this is through the use of a Fire Warden System.

The Fire Warden System is a simple, yet efficient way of ensuring accountability for all occupants within the building. It is designed to establish a manageable span of control for each of the supervisory personnel under the Fire Safety Plan, and is particularly effective in larger buildings where there are a significant number of individual or isolated work areas; or large numbers of people to account for (i.e. museums, industrial complexes, schools, etc.). In addition, it can be scaled to fit the needs of most buildings, large or small.

One of the chief benefits of the Fire Warden System is its simplicity. There are two roles: the Fire Warden and the Chief Fire Warden. Fire Wardens are each responsible for the occupants in a specified area of the building. In the event of an emergency evacuation, the Fire Warden visually checks all of the designated area, including washrooms, storage rooms etc. When the Fire Warden is confident the area is clear, he/she reports to the Chief Fire Warden, who in turn will report to the first arriving Fire Officer. In this way, occupants are accounted for very quickly be dividing the building into manageable areas or zones.

If you are planning to use a Fire Warden System, there are a few items that should be taken into consideration:

- Ensure areas of responsibility are manageable in size, so as to allow the Fire Wardens adequate time to thoroughly check their areas and to evacuate themselves
- Ensure all building occupants are aware of who the Fire Warden is for their specific work area
- Ensure Fire Wardens are given adequate authority under the Fire Safety Plan
- Provide a means of identification such as an armband, vest, etc.
- In particularly large buildings or complexes, it would be advisable to provide Fire Wardens with a means of communication (i.e. two-way radio, cellular telephone, etc.)

As discussed, the Fire Warden System can easily be integrated into the overall Fire Safety Plan. Fire Wardens may also carry out the day-to-day fire prevention activities as described earlier. In addition, when fire drills are conducted, the Fire Warden System will allow for important feedback during the debriefing. (See fire drills)

Occupant Safety and the Mobility Impaired

Your Fire Safety Plan must include provisions for the evacuation of persons requiring assistance. For the purposes of these guidelines, mobility impaired persons may be defined as:

- **Persons who are permanently or temporarily afflicted with physical, or other conditions which could impede their progress to safety without adequate assistance**

* These conditions could include a broken leg, heart condition, loss of balance or any other condition that would prevent them from escaping at a reasonable pace.

Precautionary Measures

Mobility impaired persons should be encouraged to discuss with their Fire Wardens the nature of their impairment, and in particular, any special care or procedures required for their evacuation. In addition, monitors should be appointed to assist in the evacuation of mobility impaired persons (subject to agreement of the monitors, their departments of supervisors, and the mobility impaired person).

A buddy system arranged between the monitors and the mobility impaired person should be encouraged and should include comprehensive discussion about the nature of the impairment, the method of evacuation and evacuation drills (practice). Drills should be arranged through the Chief Fire Warden or safety officer.

Requirements

1. A register shall be maintained in every building, listing the location of each mobility impaired person, their names and the nature of the impairment. In high buildings, the register shall be located in the control room. In other buildings it shall be kept in a central location.
2. At least two (2) monitors shall be assigned to each mobility impaired person.
3. Evacuation measures shall be discussed with the mobility impaired person.
4. Evacuation drills for the mobility impaired shall be carried out to the extent practicable.

* In addition, measures should be taken to ensure the safe evacuation of mobility impaired persons visiting your building. This may be accomplished by having all visitors sign in (where practicable).

Areas of Refuge

If it is not practicable to evacuate the mobility impaired person, steps must be taken to ensure that person has a designated area of refuge. Areas of refuge may include rooms with a fire separation of not less than one (1) hour, or a room which is fully sprinklered. For more information, refer to section 3.3.3.6.(1) of the National Building Code, Division B, or contact your local Fire Prevention Officer.

If directed to an area of refuge, mobility impaired persons should be provided with adequate means of communication (i.e. two-way radio, cellular telephone, etc.)

Fire Drills

The purpose of conducting fire drills is to familiarize building occupants with the procedures to be taken in the event of an emergency, and to evaluate their performance. Fire drills should begin with practices on each floor or designated area, and should include all building occupants. Where available, the building's emergency voice communication system should be utilized. This will allow for the dissemination of additional pertinent information.

Advance notice should be given to building occupants, regarding the time and dates of fire drills. Following each drill, all person's delegated responsibilities under the Fire Safety Plan should attend a debriefing. During the debriefing, participants will have an opportunity to report on their actions and the actions of the building occupants. The purpose is to focus attention on and reinforce good performance, and to identify areas in need of improvement. (See sample fire drill planning and evaluation forms)

In addition to the notification of building occupants, it is also appropriate to notify your local Fire Service and your alarm company. This will prevent an unwanted response. Fire drills shall be conducted according to the frequencies stated in Division B, Section 2.8.3 of the National Fire Code.

* Fire Equipment Inspection and Testing - references to the National Fire Code of Canada (2015) (NFC)

1. FACILITY OVERVIEW

1.1 BUILDING & MANAGEMENT

Address: ?

Building: ? i.e. 3 story residential apartments with 12

The building is divided into two separate sections - East and West sections. The sections are identical but reversed in layout. There is a firewall between the two sections.

Building Construction: ? The buildings are non-combustible construction.

Building Area: ? 3500 square feet

Occupancies: ? Residential

Building Owner: ?

Coordinator ?

Office Phone: ?

1.2 FIRE DEPARTMENT ACCESS & EQUIPMENT LOCATIONS

1.2.1 FIRE DEPARTMENT ACCESS

Fire department can access property from: ?

Fire Safety Plan Box: ? Fire safety plan box shall be located at ?

List of Physically Challenged Persons: ? List is inside fire safety plan box inside main entrance

1.3 FIRE DEPARTMENT TELEPHONE #'s

1.3.1 Emergency: Dial 911

1.3.2 Fire Prevention Office: 490-5546

1.3.3 Communications: ? Call before testing alarm signals or for alternative measures. Notify your monitoring company and fire dispatch at 902-490-5020

2. FIRE PROTECTION & LIFE SAFETY EQUIPMENT

2.1 FIRE ALARM SYSTEM - ? Two Edwards 1526 Single Zone

Fire Alarm Control Panel Locations: ? The building is divided into two separate sections - East and West sections. The sections are identical but reversed in layout. Each section of the building has a fire alarm panel and is independent from the other. Each panel is located in the ground floor lobby in the Fire Alarm Control Room (closet) next to the parking garage door.

Fire Alarm Function: ? Single Stage

System Activation: ? The single stage alarm is activated by the initiation of a manual pull station, or heat detector.

Main Building Power Supply Location: ? Fire Alarm Control Room (closet), ground floor lobby

Stand-by Power Supply: ? Batteries located in fire alarm control panel

Signaling Alarm Devices: ? Bells throughout

Service Company: ?

Heat Detector Locations: ? In furnace rooms, stairwells, lobbies and in the parking garage

Independent Smoke Detector Locations: ? On each level in each suite

Pull Station Locations: ? At each exit door

2.2 EMERGENCY LIGHTING UNITS

Location: ? In each stairwell and in each lobby on each floor

2.3 EXIT LIGHTS

Location: ? At each exit to a stairwell

2.4 FIRE SEPARATION AREAS - ? All buildings

Location: ? Fire Wall between East and West sections of building
Hallways
Suites
Stairwells
Service Rooms - This includes storage rooms, furnace rooms, laundry rooms, fire alarm control closet, etc.
Door closures for the above areas

2.5 STAIRS

? The building is divided into two separate sections - East and West sections. The sections are identical but reversed in layout.

Each section has a front stairwell that travels from the ground floor to the second floor and exits into the entrance vestibule.

Each section also has a rear fire escape stairwell that travels from the second floor to the ground level and exits directly to outside.

2.6 EXIT LOCATIONS

? The building is divided into two separate sections - East and West sections. The sections are identical but reversed in layout.

? Ground Floor - Main Entrance - Each suite has alternate exit routes such as patio doors

? 2nd Floor - Front exit stairwell - Rear fire escape stairwell

2.7 GAS SHUT OFF

? Location

3. OCCUPANT EMERGENCY PROCEDURES

3.1 SIGNS

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

A sample of the existing signs that must be posted at all fire alarm pull stations in buildings equipped with a SINGLE STAGE FIRE ALARM SYSTEM is: (Red lettering on white background is an effective color combination for this sign)

IN CASE OF FIRE

UPON DISCOVERY

- Leave fire area immediately and close door
- Sound the fire alarm, pull the manual alarm
- Leave the building by the nearest exit
- Call the fire department **DIAL 911**

UPON HEARING FIRE ALARM

- Leave the building by the nearest exit
- Close doors behind you, take door key

CAUTION

- **If you encounter smoke, use alternate exit.**

REMAIN CALM

The fire department is to be notified by telephoning 911 and giving the correct address and the exact location of the fire.

4. SPECIFIC INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

Occupants include people who live work and visit the building and have no supervisory staff responsibilities. Contractors who work in the building are also considered occupants. These occupants must be informed of fire safety responsibilities and emergency procedures.

The emergency procedure sign is your way of informing non-resident occupants emergency procedures.

4.1.1 IN THE EVENT OF FIRE OR SMOKE OCCUPANTS WILL:

- **LEAVE** the fire area, taking any persons in the immediate vicinity with you
- **CLOSE** doors behind you to limit fire and smoke spread
- If possible, notify the persons in the suites in the immediate vicinity of the fire
- If area is clear of smoke, fumes, and fire; pull the manual pull station alarm to notify other occupants in the building of the fire
- **GO** to a safe area or outside the building and **TELEPHONE** the Fire Department - **DIAL 911**. Never assume this has been done. Give the fire department your building address, name, telephone number and the location of the fire in the building. Know the correct address of the building Unit # __?__
- **EXIT** the building **IMMEDIATELY** -**DO NOT USE ELEVATORS!**
- Assist other occupants as necessary
- **DO NOT RE-ENTER** the building until the Chief Fire Official declares it **SAFE** to do so
- Go to the grouping area outside the building
- Follow directions of Fire Department

4.1.2 IF YOU HEAR THE FIRE ALARM SIGNAL:

- Immediately proceed to exit the building
- Turn off any appliances that are being used for cooking or heating that may cause a fire if left unattended
- Before opening any door, feel door and doorknob for heat. If the door is hot use an alternate exit. If is cool to the touch, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, or the corridor is filled with smoke, close door quickly. If possible, use an alternate exit. At the alternate exit repeat this process. If there are no safe exits or you are physically challenged follow instructions in **4.1.4**
- **EXIT** the building by the nearest exit, if the route is not clear of smoke or fumes use the alternate exit route
- Follow directions of Supervisory Staff or Fire Department
- Report to grouping area
- Remain Calm

4.1.3 EVACUATION HINTS

- **DO NOT DELAY WHEN YOU HEAR THE FIRE ALARM SIGNALS**
- **WALK, DO NOT RUN**
- Do not retrieve personal belongings
- Keep calm, assist others to exit
- Reassure others and stay calm
- Once outside, go to your grouping area and stay there, unless otherwise directed by persons in command
- **DO NOT** return to the building unless authorized by the Fire Department

4.1.4 IF YOU CANNOT LEAVE THE BUILDING BY ANY EXITS BECAUSE OF FIRE OR HEAVY SMOKE OR YOU ARE PHYSICALLY CHALLENGED, REMAIN AND:

- Close any doors to reduce fire and/or smoke spread
- Unlock door for possible entry of firefighter
- **Dial 911** and tell the Fire Department where you are then signal to firefighters by waving at the window or from balcony. You are at: Unit #_____. Also give your location in the building, such as suite number
- Seal all cracks where smoke can get in, especially around doorframe and heating and air conditioning outlets. Use available material or clothing and wet if possible, a roll of wide strong masking tape is also useful
- Alert others to your location
- Move to the most protected area. Use balcony if safe to do so.
- A small window can be opened for fresh air, but if smoke enters, close window
- Crouch low to the floor if smoke enters the room
- Wait to be rescued. Remain calm. Do not panic.
- Listen for instructions or information that may be given by authorized personnel over speakers or megaphones.
- The fire department is on the scene within minutes of the alarm. If the fire is in your suite and you cannot go down the stairs, exit your suite and **close the door**. Enter another suite or a stairwell that is clear of smoke (preferably the main stairwell that exits to the front of the building).

4.1.5 REMEMBER

A fire establishes itself within the first few minutes. To save your life, you must know what to do.

It is extremely important to recognize the early visible signs of a fire and to have rehearsed the emergency procedures of your building. Early detection and alarm could give you the extra time that could save your life.

Remember your initial reaction and the time involved may determine your safety.

At the first sign of smoke, noxious fumes or strange odors, immediately leave the area taking other occupants in that area with you. Remain Calm. Close the doors behind you. Alert other building occupants in your building BY ACTIVATING THE FIRE ALARM. PULL THE MANUAL ALARM. Manual alarm stations are located in the hallways of each building. For your safety, go to a safe area and call the Fire Department IMMEDIATELY, DIAL 911. Do not assume that someone else has called.

The emergency phone number (police, fire, ambulance) is 911. It is also a good idea to write down your building address next to your telephone. In a state of panic, it is possible that you or a visitor will forget. Fast reporting of a fire can make the difference.

It is crucial for you to be familiar with your surroundings and emergency procedures. Know the location of all possible exits from your suite and your building. Be sure you know the location of fire and safety equipment and how to operate the equipment. It is critical to know what to do in the event of fire or smoke.

When you exit the building in the event of an alarm or fire take other persons in your area with you, especially physically challenged persons and persons who are not familiar with the building. Go to the grouping area to meet other occupants. This may eliminate confusion if you become separated when leaving the building.

A list of names and location of persons with disabilities or any other persons who require special assistance to evacuate the building must be updated as necessary by the Coordinator. If you require assistance ensure your name is on this list.

Remember: Smoke is the first sign of a fire.

5. CONFINING, CONTROLLING AND EXTINGUISHING A FIRE

5.1 CONFINING, CONTROLLING & EXTINGUISHING

Confining a fire in an enclosed space will keep the fire, smoke and fumes from entering into a means of exit. In many cases this can be accomplished if one remembers to close the door when leaving the fire area.

Controlling a fire or preventing its spread, by closing the door, will permit a reasonable period of time necessary for escape from the building.

In the event of a fire, judgment may be necessary in deciding which action is appropriate in a given situation.

NOTE: The production of noxious fumes in modern buildings makes any attempt at firefighting extremely dangerous to untrained personnel, particularly if a large amount of smoke is being generated.

Fire extinguishment, control and confinement are primarily the responsibility of the Fire Department. Your primary responsibility when you detect smoke or fire is to leave the fire area, taking other occupants with you, close doors behind you, pull the manual alarm and Dial 911 and notify the fire department of the fire emergency.

DO NOT fight fire unless you are trained, properly equipped and confident of your ability to do so - life safety is priority. Make sure you have an escape route at all times and a backup person.

5.2 FIRE EXTINGUISHERS

The fire extinguishers located in the building are classed ABC. ABC fire extinguishers are dry chemical extinguishers.

Learn how to operate the extinguishers in your building. Learn the classifications of fires.

CLASSIFICATION OF FIRES
A = ORDINARY COMBUSTIBLES - e.g. wood paper, trash, etc.
B = FLAMMABLE LIQUIDS - e.g. oil, grease, etc.
C = ENERGIZED ELECTRICAL EQUIPMENT - e.g. electrical panel, etc.

5.2.1.1 Note: Never use water on class B or C fires

5.2.2 FIRE EXTINGUISHER PROCEDURES

5.2.2.1 Before Extinguishing Fire:

- Pull the manual alarm to notify occupants
- Call fire department immediately
- Preferably, work with a partner
- Always have a safe exit route. Never let fire come between you and your exit

5.2.2.2 To Extinguish a Fire:

Choose an extinguisher. All fire extinguishers in the building are ABC and can be used on any type of fire. Do not use water on energized electrical or grease fires.

Pull safety pin
Aim at the base of the fire
Squeeze handles together
Sweep the extinguishing agent across the base of the fire

If there is any physical danger, leave the area and close the door.

6. FIRE HAZARDS, PRECAUTIONS & OCCUPANT RESPONSIBILITIES

6.1 FIRE HAZARDS & PRECAUTIONS

6.1.1 GENERAL

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific directions to avoid fire hazards:

Combustible waste materials shall not be stored in any other area than designated areas.

Combustible materials shall not be permitted to accumulate in any part of stairways, basement or other routes to exits.

Combustible materials shall not be used to absorb flammable or combustible liquid spills within buildings.

Rags or materials that have greasy, oily or flammable substances must have special handling as they may be subject to spontaneous heating. The heat is created when rags are crumbled or missing oxygen and the heat may be sufficient to cause a fire. Do not crumple wet or damp rags that have greasy, oily or flammable substances. Do not put them into garbage cans. Dry cloths thoroughly in a well-ventilated area (preferably outside) and remove from building or place it in an approved safety container.

Flammable liquids shall not be used for cleaning purposes.

Do not fuel equipment inside the building - e.g. lawn mowers, snow blowers, etc.

DO NOT use unsafe electrical equipment, frayed extension cords, over-loaded outlets.

Do not cover electrical cords with carpeting.

All ashes shall be stored in proper safety containers and combustible materials shall not be stored with ashes in the same container. Dispose of cigarette ashes safely. Do not place ashes in garbage cans.

Use extreme caution when using items with open flames.

Avoid careless smoking. Use ashtrays.

Do not put burning materials such as cigarettes and ashes into garbage cans.

Turn off office equipment, etc., when not in use.

Unplug coffee pots, toasters and other small appliances when not in use.

Keep stairwell doors closed at all times and access routes to exits clear.

6.2 OCCUPANT RESPONSIBILITIES

- Be familiar with and follow occupant emergency procedures in the event of alarm or fire
- Assist persons not familiar with the building in the event of an emergency
- Know all exit routes from building and alternate escape routes from your suite
- Know the location of fire protection equipment in the common areas of the building. (E.g. fire extinguishers and manual pull stations)
- Be familiar with fire hazards and control fire hazards in your area
- Do not block exit doors or stairs. Exit doors must be accessible from the inside and must not be blocked from inside or outside and may not be fastened. Keep exit routes clear of all obstructions.

7. OCCUPANT INFORMATION ON FIRE PROTECTION AND LIFE SAFETY EQUIPMENT FEATURES IN THE BUILDING

The following is a brief description of a number of fire protection equipment and life safety features, which are present in this building, and as an occupant you should know their purpose or life safety in the event of an emergency:

7.1 FIRE ALARM SYSTEM

The purpose of a fire alarm system is to alert all the occupants of the building that an emergency of fire exists, so that such occupants may put into practice the measures required by the FIRE SAFETY PLAN. This building is equipped with a single stage fire alarm system. Upon activation of the alarm signal complete evacuation is required throughout the building. The fire alarm may be activated manually by the use of a manual pull station. It may activate automatically by the initiation of a heat detector. The in-suite smoke detectors are local alarms only. They are not connected to the fire alarm system and will not activate the signaling devices throughout the building. If your smoke alarm(s) activate because of a fire exit the suite, close the door and pull the manual pull station to initiate the fire alarm system throughout the building.

7.2 EXITS

An exit is the route or path that leads to the outside. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to the outside. Know the location of all exits from the building.

7.3 FIRE DEPARTMENT ACCESS

Fire department access allows firefighters and their equipment to gain access to the building. Vehicles parked in a fire route, the FIRE CODE does not permit excessive vegetation, snow and other forms of obstructions to access routes and fire hydrants.

7.4 PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers are intended as a first aid measure to cope with fires of limited size. Portable extinguishers are rated for the corresponding classes of fire. Only use extinguishers if trained and there is a safe route of escape from the area.

7.5 EMERGENCY LIGHTING

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

7.6 EXIT LIGHTS

Exit lights indicate the location or access route of an exit. Exits lights must be illuminated at all times that building is occupied.

8. HUMAN RESOURCES AND AVAILABILITY

8.1 BUILDING OWNER

Company/Persons Name & Address: ?

President: ?

Home Phone: ?

Work Phone: ?

8.2 SUPERVISORY STAFF

Coordinator ?

Phone: ?

Office Hours: ? Monday, Thurs, Fri.. - 8:30 a.m. - 4:30 p.m.
? Tuesday 11:00 a.m. - 7:00 p.m.
? Wednesday 12:30 a.m. - 4:30 p.m.

President: ?

Maintenance Person: ?

9. - Not applicable to this fire safety plan.

9. RESPONSIBILITIES OF THE HOUSING CO-OPERATIVE

The housing co-operative has numerous responsibilities related to fire safety.

- They must ensure the following measures are incorporated in the Fire Safety Plan:
  - Emergency procedures to be used in case of fire including:
    - Sounding the fire alarm
    - Notifying the fire department
    - Provisions for access for fire fighting
    - Instructing occupants on procedures to be followed when the fire alarm sounds
    - Evacuating endangered occupants
    - Confining, controlling and extinguishing the fire
  - The appointment and organization of designated supervisory staff
  - The instruction of supervisory staff and other occupants
  - The holding of fire drills
  - The control of fire hazards in the building
  - The maintenance of building facilities provided for the safety of occupants
  - The provisions of alternative measure for safety of occupants during any shutdown of fire protection equipment and systems or part thereof
- Ensure the fire safety plan is approved by the Chief Fire Official and review the plan annually and updated as necessary
- Supervisory staff and occupants shall be trained and the fire safety plan shall be implemented
- Schematic diagrams shall be prepared, approved and maintained showing the type and location of building fire emergency systems
- Instructions for operation of building fire emergency systems available for use
- 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
- Occupants shall be given the appropriate sections of the fire safety plan. Ensure continued fire safety awareness within the building. Do occupant training or review as necessary.
- Fire emergency procedures shall be prominently posted and maintained
- Perform fire drills and assess performance
- Maintain the fire protection and life safety equipment in good operating condition at all times. Complete maintenance schedule, keep records for a minimum of two years. Have available records upon request of the Chief Fire Official.
- Follow alternative measures (Fire Watches) in the event of shut down of all, or part of fire protection equipment.
- Ensure Fire Safety Plan is easily accessible to Fire Crews

10. SPECIFIC SUPERVISORY STAFF RESPONSIBILITIES AND FIRE & ALARM EMERGENCY INSTRUCTIONS

10.1 RESPONSIBILITIES

10.1.1 RESPONSIBILITIES OF THE CO-ORDINATOR

- In the event of fire, judgment may be necessary in deciding which action is appropriate in a given situation. It is your responsibility to make the selection that achieves the greatest protection for the occupants.

- Maintain the fire protection equipment in good operating condition at all times. Ensure maintenance as per the Fire Code is completed on schedule for fire protection and life safety equipment. Perform in-house maintenance duties and keep records as required. Schedule contractor inspections and tests and keep records as required.

- Ensure maintenance records are maintained for a minimum of two years and are available upon request of the Chief Fire Official.

- In the event of any shutdown of fire protection equipment, follow the alternative measures as outlined in the Fire Safety Plan.

- Train assistants to act in your position during your absence.

- Know emergency procedures. Know the operation of fire protection and life safety equipment within the building.

- Participate in fire drills.

- Post at each exit an "Emergency Procedure" sign. Maintain a copy of the fire safety plan for easy Fire Department access.

- Identify each service room. Assure identification names

correspond in the building and in the Fire Safety Plan.

- Prepare and maintain a list of physically challenged persons who reside in the building. Have list available in the event of alarm or fire.

- Control fire hazards in the building.

- Ensure fire protection equipment is kept clear of any obstructions at all times.

- Notify the Fire Department of any changes that will affect the Fire Safety Plan.

10.1.2 RESPONSIBILITIES OF THE OTHER SUPERVISORY STAFF

- In the event of fire or alarm, judgment may be necessary in deciding which action is appropriate in a given situation.

- It is your responsibility to make the selection that achieves the greatest protection for the occupants.
- Know occupant emergency procedures.

- Participate in fire drills.

- Know the operation of the fire protection and life safety equipment within the building.

- Control fire hazards in the building. Be familiar with duties of the other supervisory staff.

- Fulfill duties in the event of fire or alarm in the building.

- Advise the Coordinator immediately if you notice that any building fire protection equipment requires repair or service.

- The Maintenance Person will perform the in-house maintenance duties as outlined in the Fire Safety Plan.

10.2 FIRE & ALARM EMERGENCY INSTRUCTIONS

10.2.1 UPON DISCOVERY OF FIRE OR NOTIFICATION OF A FIRE ALARM THE PRIMARY DUTIES OF THE SUPERVISORY STAFF ARE:

1. Supervisory Staff designated under the fire safety plan must perform the following primary functions in the event of fire or alarm:
    a. Call 911 when the building fire alarm has been activated
    b. Respond to the building main entrance to meet arriving fire crews
    c. Provide access keys for Fire Department use (e.g. fire alarm room key)
    d. Provide an approved copy of the building fire safety plan complete with floor plans for Fire Department use
    e. Provide a list and the location of physically challenged persons
    f. Ensure the safety of the occupants
    g. Do not shut off the fire alarm system or reset the fire alarm panel until authorized by the Chief Fire Official. Follow the instructions of the Chief Fire Official once they are on the premise but continue to aid in the safety of the occupants.

2. Do not allow occupants to enter or renter the building until the Fire Department arrives, investigates and determines that no fire emergency exists or says that the area is safe to enter the building.

11. ALTERNATIVE MEASURES FOR FIRE ALARM SYSTEM

The established procedure when any part of the FIRE ALARM SYSTEM is inoperative is as follows:

- In the event of any shutdown of the above listed equipment or any part of it, the fire department, supervisory staff and occupants must be notified

- The Coordinator must be directly notified immediately and alternative measures should be established. The occupants can be notified by posting notices in the building. Post notices at all exit locations and in the office. POST a **"Fire Watch"**

- An attempt to minimize the impact of malfunctioning equipment is necessary. (E.g. where portions of a sprinkler or fire alarm system is placed out of service; service to remaining portions will be maintained)

- Have systems repaired or re-instated to normal operation as soon as possible

- Assistance and direction for specific situations will be sought from the Fire Department

- Alternate provisions or actions to be taken in case of an emergency must be acceptable to the Chief Fire Official

- Notify the Fire Department

- When the defective system or equipment has been repaired and once again operational:
  - Notify the Coordinator and remove the posted notices
  - Notify the Fire Department when repairs have been completed and the system or equipment is operational

NOTE: The Fire Department is to be notified in of shutdowns longer than 2 hours.

12. TRAINING

The Supervisory Staff must be made familiar with all emergency procedures as detailed in the fire safety plan that applies to their particular position. Drills and inspections should be arranged, as necessary, to assure the effective continuance of the program. The implementation is the responsibility of the Housing Corporation. Responsibility for the continuance of the program is that of all the Coordinator and all supervisory staff. The responsibility for fire drills assessment is the responsibility of Coordinator.

Emergency procedures must form a part of the in-house training program. It is presumed that such training will include certain basic items such as:

- Prompt reporting of fire
- Location and operation of the manual pull alarm bells and fire extinguishers
- Limiting fire and smoke spread by closing doors
- Taking measures as may be necessary to protect occupants, including evacuation, and above all, concealment from occupants, of any apprehension that may be felt by the staff

It is important that all Supervisory Staff survey the building to determine the number and locations of exits and means of egress available from each floor area. They must be trained to recognize fire hazards. They must know occupant emergency procedures as well as their own specific duties and responsibilities.

The Supervisory Staff must be trained before they are given any fire safety responsibilities.

13. THE HOLDING OF FIRE DRILLS

13.1 METHOD AND FREQUENCY OF HOLDING FIRE DRILLS:

- Fire Drills are to be held at least once each year. (See NFC)

- The participation of the supervisory staff is required. Occupant participation is not mandatory but is strongly recommended

- Occupants are to be notified of the exact time and date of the fire drill. Occupants are to be advised not to phone the fire department during the fire drill. Post notices.

- Notify the Alarm Company before and after the drills so that they do not contact the Fire Department to send out trucks should anyone call during the fire alarm drill. Give approximate time duration of the drill.

- The supervisory staff is to meet ten minutes prior to the drill for a briefing meeting. Designate supervisory staff to pull manual pull alarm at the designated alarm time.

- The floor areas are to be covered by the supervisory staff.

- Instruct the supervisory staff, who are covering the floor areas, to do the following checks prior to the fire drill:
  - Ensure all fire doors are closed
  - Ensure all exits, means of egress and fire doors are clear of any obstruction.

- The Supervisory staff will proceed to their designated zones 5 minutes before the drill begins and check exits.

- The Alarm Company shall be notified by the Coordinator.

- The fire alarm will be activated at the designated time.

- The supervisory staff during the fire drill will follow their alarm procedures, but will not dial 911, and will observe and note response of occupants.

- The Coordinator will assess the fire drill for:
  - Supervisory staff's knowledge of emergency procedures
  - Supervisory staff performance during fire drills
  - Occupant performance and knowledge
  - Training requirements

- The Alarm Company will be notified by the Coordinator that the fire alarm drill is complete and the alarm has been reset.

- All Supervisory Staff will return to the meeting area to discuss any noted deficiencies.

- Remove all the notices.

! **Keep a record of the fire alarm drill**.

RECORD OF FIRE ALARM DRILL
Date of fire alarm drill:
Names of supervisory staff participating in fire drill (do not include occupants):
Time of fire alarm drill:
Location of posted signs:
Contact person at fire department communications notified before drill:
Location of manual pull station activated:
Deficiencies noted in fire protection and life safety equipment:
Training requirements:
General comments:
Contact person at fire department communications notified after drill:

Name of Person Completing Form	Signature of Person Completing Form

14. DISTRIBUTION OF THE FIRE SAFETY PLAN

- FIRE DEPARTMENT
- BUILDING OWNER
- CO-ORDINATOR
- OTHER SUPERVISORY STAFF
- OCCUPANTS - Sections 3, 4, 5, 6 & 7

15. MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS AND EQUIPMENT

- Regular maintenance must be performed on the fire and life safety equipment in the building in accordance with the Fire Code.
- A written record shall be kept for all tests, corrective measures performed by Contractors. All records must be kept for a period of two years after they are made, and the records shall be made available upon request to the Chief Fire Official.
- Fire Prevention Officers/Inspectors may check to ensure that the necessary checks, inspections and/or tests are being done, during the course of a fire inspection.
- Included is a list of maintenance requirements that apply to your building.
- The first section (14.1) of inspection can be completed by an in-house maintenance person if properly trained, otherwise a contractor should be contracted to complete the work.
- The second section (14.2) is the maintenance that is technical and is to be completed by competent outside agencies. Refer to the Fire Code for detailed maintenance information.

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.

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

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

15.1 IN-HOUSE MAINTENANCE, SUMMARY

15.1.1 DAILY - to be completed by Maintenance Person:

- Check principal lights for indication of trouble and inspect AC “power on” light or equivalent indicator for normal operation.
- Check as often as necessary to ensure fire doors are closed and exit stairwells and doors are clear and unobstructed.
- Check as often as necessary laundry equipment for accumulation of lint or other combustible deposits.
- Check as often as necessary to ensure fire routes signs are posted and fire routes are maintained free of obstructions.

15.1.2 WEEKLY - to be completed by Maintenance Person:

- Visually check all hoods, filters and ducts of heating, ventilating, air equipment that is subject to accumulations of combustible deposits and clean as required to keep clear of fire hazardous deposits. Check exit signs to ensure they are illuminated.

15.1.3 MONTHLY - to be completed by Maintenance Person:

- Test the fire alarm system by pulling a manual pull station.
- Check the signaling devices to ensure they are operational.
- Check the fire alarm panel to ensure the correct zone annunciated correctly.
- Use panel light test to ensure all fire alarm panel and annunciator lights activate.
- Check the batteries to ensure terminals are clean and lubricated and terminal clamps are secure.
- Check pilot lights on self-contained emergency lighting units to ensure proper operation of lamps. Inspect units to ensure terminal connections are clean, free of corrosion, lubricated and tight. Check the batteries at battery bank to ensure terminals are clean and lubricated and terminal clamps are secure.
- Inspect and check doors in fire separations. Inspect door hardware and other ancillary components and make adjustments or repairs as necessary. Also ensure doors are unobstructed and/or closed.
- Check fire extinguishers and ensure the pressure gauge reading is in the operable range. Also, check nozzle for obstruction and ensure seal or tamper indicators are in place. Ensure extinguishers have not been tampered with, are undamaged and in place.

15.1.4 ANNUALLY - to be completed by Maintenance Person:

- Inspect flues and flue pipes for dangerous conditions. Verify shut down

15.2 CONTRACTOR MAINTENANCE - SUMMARY

- The Coordinator shall be responsible for contracting the annual maintenance.

- The Coordinator must ensure that any person performing the annual tests or annual inspections required by the Fire Code and any person performing repair, replacement or alternations must be in compliance with the requirements of the Fire Code.

- The contractor must give a report of the inspection, tests and corrective measures and the records must be maintained for the Chief Fire Official.

15.2.1 EVERY 6 MONTHS

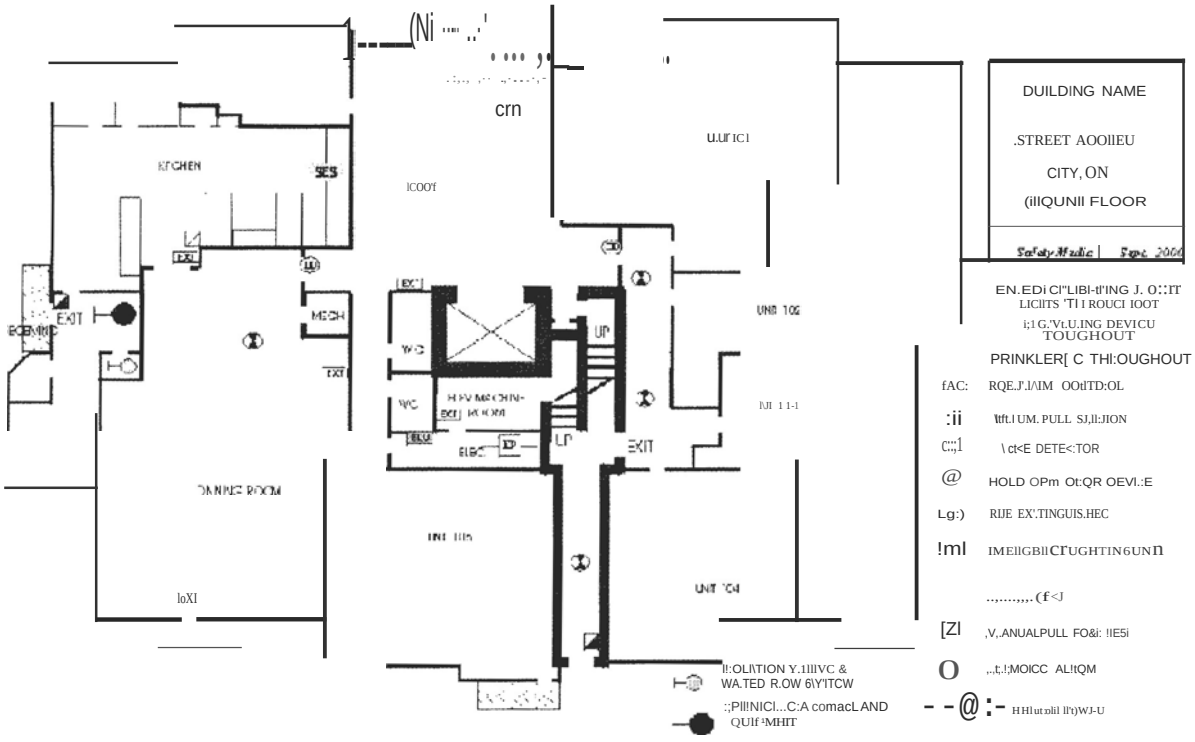
- Inspect and test all private fire hydrants.

15.2.2 ANNUALLY

- Emergency lighting equipment must be tested to ensure it will provide emergency lighting for ½ hour under simulated power failure conditions.

- The fire alarm system must be tested. Persons must be acceptable to the authority having jurisdiction for service. Portable fire extinguishers are to be inspected for maintenance requirements and the necessary maintenance performed.

16. SCHEMATIC DIAGRAMS (Sample)



FORMS AND INSPECTION TABLES SECTION

To assist you in fulfilling your obligations as property owner/manager, the following tables, list those portions of the Nation Fire Code, which require checks, inspections, and/or tests of Fire and Related Equipment. We recommend you familiarize yourself with this list and perform those checks, inspections and/or tests, which apply to your property.

A Fire Prevention Officer may perform site visits to ensure the necessary checks; inspections and/or tests are being completed.

For your convenience, we offer the following definitions:

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 it will perform in accordance with its intended operation or function.

Inspect - means physical examination to ensure that the device or system will apparently perform in accordance with its intended operation or function.

The National Fire Code requires that written records of tests and corrective measures be retained and made available upon request of the Authority Having Jurisdiction.

Note: These tables have been prepared for the purposes of convenience only. For accurate specification, please refer to the National Fire Code of Canada - 2005.

The primary reference source for these tables is the National Fire Code. However, in certain instance, the NFC references source documents from other agencies (i.e. ULC, CSA, NFPA etc.) for further detail.

NFC - Division B - 6.2.1.1 - Portable Fire Extinguishers	**Frequency**
Inspect all Portable Extinguishers	Monthly
Subject to Maintenance	Annually
Hydrostatic test carbon dioxide and water type Extinguishers	5 Years
Empty stored pressure type extinguishers and subject to maintenance	6 Years
Hydrostatic test dry chemical and vaporizing liquid type extinguishers	12 Years
Recharge extinguisher after use or as indicated or when performing maintenance	As Required

NFC - Division B - 6.3.1.2 - Fire Alarm and Detection Systems	**Frequency**
Check fire alarm AC power 1 amp and trouble Light	Daily
Check all fire alarm components including standby power batteries. Test fire alarm system.	Monthly
Test fire alarm system by persons acceptable to the Authority having Jurisdiction	Annually

NFC - Division B - 6.3.1.4 - Central Alarm and Control Facility and Voice Communication Systems	**Frequency**
Test voice communication to and from floor areas to the Central Alarm and Control facility	Annually

NFC - Division B - 6.4.1.1 - Standpipe and Hose Systems	Frequency
Inspect hose cabinets to ensure hose position and that equipment is in place and operable	Monthly
• Inspect hose valves to ensure tightness to ensure no water leakage • Remove and re-pack hose and replace worn gaskets • Remove plugs or caps on Fire Department connections and inspect for wear, rust or obstructions	Annually
Hydrostatic test standpipe system piping which normally remains dry	5 Years
Hydrostatic, flow and pressure test standpipe systems that have been modified, extended and have undergone a period of disuse exceeding 1 year	As required

NFC- Division B - 6.4.1.1 - Sprinklers	Frequency
Check that unsupervised sprinkler control valves are open	Weekly
Check that air pressure on dry pipe systems is being maintained	Weekly
Test sprinkler alarms by using alarm test connection	Annually
Test sprinkler supervisory transmitters and water flow devices	2 Months
Test gate valve supervisory switches and other sprinkler/fire protection supervisory devices	6 Months
Check exposed sprinkler system pipe hangers	Annually
Check all sprinkler heads	Annually
Inspect dry pipe valve priming level	Annually
Remove plugs or caps from Fire Department connections and inspect for wear, rust or obstructions	Annually
Test water flow on wet sprinkler systems using remote test connection	Annually
Trip test dry pipe	Annually
Test flow of water supply using main drain valve	Annually
Inspect dry pipe system for obstructions and flush where necessary	15 Years
Check dry pipe valve rooms in unheated buildings or enclosures during freezing weather	Daily
Inspect auxiliary drains to prevent freezing	Daily

NFC - Division B - 6.4.1.1 - Water Supplies for Firefighting	Frequency
Check fire pump room temperature during freezing weather	Daily
Check tank heating equipment and water temperature of fire protection water tanks during freezing weather	Daily
Inspect valves controlling fire protection water supply	Weekly
Check water level and air pressure for water tanks	Weekly
Inspect relief valves on air and water supply lines of pressure tanks	Weekly
Check water level in fire pump reservoirs	Weekly
Operate and inspect fire pump	Weekly
Inspect water level in gravity tanks	Monthly
Inspect all hydrants	6 Months
Inspect fire protection water supply tanks	Annually
Inspect cathodic protection on fire protection water supply tanks	Annually
Inspect all parts of gravity tanks	Annually
Test fire pump at full rated capacity	Annually
Test all fire hydrants (water flow)	Annually
Check for corrosion and sediment on/in fire protection water supply tanks	2 Years

NFC - Division B - 6.5.1.6(1) - Emergency Power Systems	Frequency
Check all components of the system, operate the generator...set under at least 30% of rated load for 60 minutes	Monthly
Inspect and service generator and generator set	Annually
Check torque heads and valve adjustments for engines	2 Years
Inspect and service injector nozzles and valve adjustments on diesel engines	3 Years
Check insulations of generator windings	5 Years

NFC - Division B - 6.5.1 - Emergency Power Systems and Unit Equipment for Emergency Lighting	Frequency
Inspection of Unit Equipment 1) Self-contained emergency lighting unit equipment shall be inspected at intervals not greater than one month to ensure that: A. Pilot lights are functioning and not obviously damaged or obstructed, B. The terminal connections are clean, free of corrosion and lubricated when necessary, C. The terminal clamps are clean and tight as per manufacturer's specifications, and D. The battery surface is kept clean and dry 2) Self-contained emergency lighting unit equipment shall be tested: A. At intervals, not greater than one month to ensure that the emergency lights will function upon failure of the primary power supply, and B. At intervals not greater than 12 months to ensure that the unit will provide emergency lighting for a duration equal to the design criterion under simulated power failure conditions. 3) After completion of the test required in Clause 2(B), the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is functioning in accordance with the manufacturer's specifications.	Monthly
Inspection of Emergency Lights	Annually

NFC - Division B - 2.7.2.1 - Means of Egress	Frequency
Inspect all doors in fire separations	Monthly
Check all doors in fire separations to ensure they are closed	Daily
• Maintain exit signs to ensure they are clear and legible • Maintain exit signs to ensure they are illuminated and in good repair	Daily
Maintain corridors (free of obstructions)	Daily

NFC - Division B - 2.5.1.5 - Fire Department Access	Frequency
Ensure street, yards and private roadways provided for Fire Department access are kept clear	At all times

NFC - Division B - Service Equipment, Duct work, Chimneys		Frequency
2.6.1.3	Check hoods, filters and dust subject to accumulation of combustible deposits and clean as necessary	Weekly
2.2.2.4(5)	Inspect all fire dampers and fire stop flaps	Annually
2.6.1.4	Inspect chimneys, flues and fluepipes and clean as necessary	Annually
2.6.1.6(2)	Inspect disconnect switch for mechanical are conditioning and ventilation	Annually
2.6.1.6(1)	Inspect controls for air handling systems used for venting	Annually
2.6.2.3	Clean incinerator spark arresters	Annually
2.4.1.4	Clean lint traps in laundry equipment	As Required

Fire Drill Planning Form

Drill Coordinator:

Date/Time of Planned Drill:

Drill Objective:

Warden assignments are current and list is up to date?	Yes	No
Comments:		
List of occupants requiring assistance is current?	Yes	No
Comments:		
Fire Department has been notified and invited to participate?	Yes	No
Comments:		
Building management has been notified?	Yes	No
Comments:		
Building security has been notified?	Yes	No
Comments:		
Emergency plan has been reviewed and verified to be current?	Yes	No
Comments:		
Building occupants/tenants have been trained on the emergency plan?	Yes	No
Comments:	Yes	No
Means of egress have been verified as safe for use during drill?		
Date inspection was conducted:		
Comments:		

Drill Coordinator Signature: _____ **Date:** _____

Comments:

Building Manager Approval: **Yes** **No**

Signature: _____ **Date:** _____

Fire Drill Evaluation

Drill Monitor: _____

Date: Time of Alarm:

Fire Warden Response	**Yes**	**No**
Fire Wardens and evacuation staff were properly identified.		
Fire Wardens reported to proper locations on floor.		
Aides for mobility impaired occupants were available and assisted occupants to a safe location to await evacuation.		
All areas of floor were searched and occupants were in process of evacuation before the Fire Warden personally evacuated the area.		
Comments on Fire Warden response:		

Occupant Response	**Yes**	**No**
Reacted to alarm immediately.		
Did not attempt to use elevators for evacuation.		
Evacuated area in an orderly manner.		
Responded appropriately to, and directed to evacuate.		
Visitors in area were directed to evacuate.		
Interior doors closed on evacuation.		
Occupants reported to assigned assembly point.		
Names of occupants who did not evacuate recorded.		
Comments on occupant response:		

Over (

Fire Drill Evaluation (continued)

Fire Protection	Yes	No
Alarm was audible on floor.		
Visual alarm indicators operated.		
Voice notification was audible and understandable.		
Doors, corridors and stairways were unobstructed.		
Automatic door closures operated.		
Automatic equipment shutdown activated as required.		

Comments on building fire protection:

Evaluator comments:

Recommendations:

Signature: _____ **Date:** _____

Sample Fire Safety Checklists

Daily Fire Safety Checklist

Aisles/Hallways free of obstructions	Yes	No
Comment:		
Exits functioning properly and unobstructed	Yes	No
Comment:		
Fire Doors closed	Yes	No
Comment:		
Portable Fire Extinguishers in proper locations and clearly visible	Yes	No
Comment:		
Electrical Appliances (toasters, coffee machines, kettles) unplugged when not in use	Yes	No
Comment:		
Fire Wardens (and/or designate) identified for the day	Yes	No
Comment:		
Fire Warden identification (armband, vest etc.) in proper location	Yes	No
Comment:		

Weekly Fire Safety Checklist

EGRESS:

Aisles/Hallways free of obstructions	Yes	No
Comment:		
Exits functioning properly and unobstructed	Yes	No
Comment:		
Fire Doors closed	Yes	No
Comment:		

PORTABLE FIRE EXTINGUISHERS:

Extinguishers are in proper locations and clearly visible	Yes	No
Comment:		
Gauge at proper operating pressure	Yes	No
Comment:		
Pin and seal intact	Yes	No
Comment:		
Label intact	Yes	No
Comment:		
Service provider's inspection tag up to date	Yes	No
Comment:		
Nozzle free of obstructions	Yes	No
Comment:		

Over (

Weekly Fire Safety Checklist (continued)

CONTROL OF FIRE HAZARDS:

Electrical Appliances (toasters, coffee machines) unplugged when not in use Comment:	Yes	No
Kitchen areas/appliances clean Comment:	Yes	No
Adequate clearance for circulation of air between combustible materials (wood, paper, cloth, upholstery etc.) and hot surfaces or heat sources such as copy machines, computers, etc. Comment:	Yes	No
Electrical devices (extension cords, power bars etc.) being used according to manufacturer's guidelines... (no overloading) Comment:	Yes	No
Combustible waste (cartons, paper, refuse) removed on a timely basis limit over accumulation. Comment:	Yes	No
Smoking materials disposed of in proper manner (non-combustible container) Comment:	Yes	No

Inspector's Signature: _____ Date: _____

Follow-up Required:

Comment:

Building Manager Signature: _____ Date: _____