



Fire Safety Plan

Name of Premise: _____

Address: _____

This Fire Safety Plan is to be located _____ and be available for fire department use.

Date of Submission: _____

Date of Revision: _____

Submitted by: (Name, address, contact #) _____

Purpose of the Fire Safety Plan

A Fire Safety Plan is designed by the building owner to identify the actions that should be taken by the occupants and building management in the event of a fire or similar emergency situation. In addition, actions are identified which must be implemented and documented, where required, in order to maintain fire protection systems and assist in the prevention of fire on the premises. The Fire Safety Plan therefore covers fire prevention, evacuation and emergency response.

A copy of this plan is to be made available to all supervisory staff and employees. All recipients of this plan are required to study the procedures outlined and be prepared to follow these procedures in case of fire or any other emergency.

This Fire Safety Plan Template has been created to assist building owners and supervisory staff in preparing a Fire Safety Plan, to achieve compliance with the Ontario Fire Code. Please use the enclosed information as a guide only and customize the information to reflect your property and existing fire protection systems installed and existing fire hazards.

***The document must be customized to fit the requirements of your building.
Plans that are not customized to be site specific will not be approved.***

Should you require assistance while preparing your plan, please call the Fire Prevention Division at 807-223-1176.

Objectives of the Fire Safety Plan

A Fire Safety Plan is a detailed document designed to deal with all aspects of fire safety relating to a specific building or property. The document is intended to be a reference manual outlining the fire safety practices to be routinely used.

Fire Prevention and Control

To prevent the occurrence of the fire through the control of fire hazards and the proper maintenance of the building safety systems and facilities, establish procedures that will maximize the probability of controlling and extinguishing a fire in the safest and most efficient manner.

Occupant Safety

To establish a systematic method including Emergency Procedures for safe and orderly evacuation of the building in the case of a fire or other emergency and training for responsible supervisory staff.

Responsibility for the Fire Safety Plan

The owner is responsible for ensuring that the plan is correct and complete and that it is implemented and maintained in order to achieve the above purpose and objectives.

The Ontario Fire Code Division A, Article 1.2.1.2. defines "OWNER" as.....

Any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building property.

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Building Audit

FIRE PROTECTION MEASURES

Building Description

Location: _____

Year built: _____ Year of any Additions/alterations: _____

Size (footprint): _____ # of stories: _____

Construction: Combustible Non-Combustible Combination

Occupancy Type: _____ Occupant Load: _____

Please find below brief descriptions of fire protection systems, which may be present in existing buildings:

Fire Department Access

Operation:

Fire department access allows fire fighters and their equipment to gain access to the building. Municipal roads, driveways, paths, doors, windows, panels and landscaped area have a direct relationship to how a building is accessed. In addition, access into a building requires consideration (e.g. with a key box, through preplanning etc.) or at a designated meeting place.

Type: _____

Instructions: Fire routes are designated by the Ontario Building Code and must comply with stringent regulations. Access to the building is provided through doors, windows, panels and hatches, according to the Ontario Building Code requirements.

Location: _____

Exits

Operation:

An exit is that part of a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space and includes the exit doorway. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to the outside. Required exits are stipulated by the Ontario Building Code and are designed for travel distance, occupancy and occupant load.

Type: _____

Instructions: Exits and access to exits are operated by manually pushing on a door that swings on a vertical axis, in the direction of exit travel.

Location: _____

Portable Extinguishers

Operation:

Portable extinguishers are intended as a first aid measure to cope with fires of limited size. The basic types of fires are Class A, B, and C. Portable extinguishers are rated for the corresponding class of fire. Extinguishing agents are dry chemical, water type, CO² and gaseous agents. They work to limit the air supply, cool the item burning or suppress the burning process. (Portable fire extinguishers are operated by using the PASS method. Refer to page 18).

Type: _____

Instructions: See page 18.

Location: _____

Emergency Lighting

Operation:

Emergency lighting ensures that exits, corridors and principal routes providing access to exits are illuminated in the event of loss of main electrical power to the building. Duration is normally 30 minutes and activation occurs automatically. Back up power is usually provided by dry cell batteries contained in a pack unit.

Type: _____

Instructions: Emergency lighting operates automatically upon failure of the main power supply and is designed to last 30 minutes.

Location: _____

Fire Alarm System

An automatic **fire alarm system** is an active fire protection system designed to detect the unwanted presence of fire by monitoring environmental changes associated with combustion.

Type: _____

Instructions: Automatic fire alarm systems can be used to notify people of the need to evacuate in the event of a fire or other emergency, to summon emergency forces aid, and to prepare the structure and associated systems to control the spread of fire and smoke.

Location: _____

Fire Separations

Operation:

Separations are provided to limit the spread of fire and smoke and maintain occupant safety. Fire separations are usually walls, floor, ceilings, openings such as doors, shutters and dampers and are found around stairwells and exit corridors, between occupancies and separate hazardous locations, such as electrical rooms. Separations can be given a fire-resistance rating, specified in the number of hours it can resist the passage of fire, and as such these ratings must be maintained.

Type: _____

Instructions: Fire separations are a passive fire protection system and do not need instructions.

Location: _____

Commercial Cooking Suppression Systems

Operation:

A Commercial Cooking Suppression System is provided for exhaust hood systems for protection over cooking appliances. Normally a series of piping, nozzles, extinguishment, manual and automatic activation methods and an activation indicator (visual or audible) is provided to suppress fire on the cooking surface in the plenum and into the exhaust duct(s).

An appropriate portable fire extinguisher is required to be available nearby to use after the system has been activated, to extinguish any remaining fires. **This is a voluntary action.** Refer to Fire Extinguishment, Control and Confinement (page 17)

Type: _____

Instructions: Manual operation involves pulling a manual station to mechanically release the suppression agent. Automatic operation involves the fusing of a detector (fusible link) that is strategically placed over the appliance.

Location: _____

Automatic Sprinkler System

Operation:

An automatic sprinkler system is a series of underground and overhead piping designed in accordance with fire protection engineering standards. The system is connected to a water supply such as a storage tank or municipal water supply. The system includes a controlling valve, a series of sprinkler heads and a device for actuating an alarm.

Type: _____

Instructions: The system is self-operated by heat from a fire, thereby discharging water over the fire area.

Location: The sprinkler room is located _____

Standpipe System

Operation:

A system that contains standpipes, pumps, siamese connections, piping, and equipment with hose outlets and is provided with an adequate supply of water for fire fighting.

Type: _____

Instructions: The system is operated by extending the hose from the cabinet and opening the valve in the cabinet to supply water to the nozzle. The nozzle is then opened and water is applied to the fire.

Location: _____

Water Supply

Operation:

The total water supplies required for fire fighting purposes may be supplied from various sources such as a municipal water supply or storage tanks (elevated or underground) etc., and should be obtained within practical distances. Water supply must be accessible and compatible to fire fighting operations.

Type: _____

Instructions: Water supplies are accessed by trained fire fighting personnel knowledgeable in the operation of hydrants, drafting techniques and connection to other sources. Unusual water sources are the subject to pre-planning with the fire service.

Location: _____

Emergency Power (if applicable)

Operation:

Emergency power is required to ensure the continued operation of fire and life safety systems in case of loss of normal hydroelectric power. This may entail batteries, generator, inverter or other alternative energy resources.

Type: _____

Instructions: _____

Location: _____

HUMAN RESOURCES AND EMERGENCY CONTACTS

	Name	Phone #
Building Owner	_____	_____
Business Operator	_____	_____
Manager	_____	_____
Staff	_____	_____
	_____	_____
Commercial Cooking System	_____	_____
Fire Extinguisher Service Co:	_____	_____
Other Emergency Service Co.	_____	_____
Emergency Lighting/Electrician:	_____	_____

	Day	Time
Times and dates of Operation;	_____	_____
	_____	_____
	_____	_____
Indicate Staff Schedule	_____	_____
	_____	_____
	_____	_____

ORGANIZATION & APPOINTMENT OF SUPERVISORY STAFF

The size of the organization and number of personnel required to carryout the requirements of the Fire Safety Plan will depend on the size of the building, specific hazards that may become involved and the fire safety equipment provided. This may require designation of supervisory staff, which must be available upon notification of a fire emergency to fulfill their obligations as described in the Fire Safety Plan.

Any practical and effective organization must promote prompt and intelligent action of the occupants at the time of an emergency.

In this premise, the key personnel who are prepared through training to react positively to conditions which may arise during an emergency will result in a coordinated program involving building management and tenant representation.

Establishment of an organizational system, as noted below, may be appropriate.

ORGANIZATIONAL CHART OF RESPONSIBILITIES

Building Owner

Business Operator

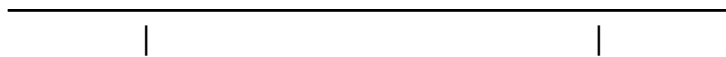
(Title, Full name, contact phone number)

|

Supervisory Staff

(Full name, contact number)

Employees



Other persons (cleaners, contractors, temp. staff)

(Full name and number)

Occupants

EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS

THE ACTIONS TO BE TAKEN BY OCCUPANTS IN EMERGENCY SITUATION WILL BE POSTED ON EACH FLOOR AREA. SIGNAGE WILL BE SIMILAR TO THE ONE SHOWN BELOW.

IN CASE OF FIRE

LEAVE THE AREA IMMEDIATELY

CLOSE ALL DOORS BEHIND YOU

NOTIFY STAFF AND OCCUPANTS-VERBAL ALARM

CALL THE DRYDEN FIRE DEPARTMENT

GIVE BUILDING ADDRESS:

DRYDEN FIRE DEPARTMENT 9-1-1

UPON HEARING THE ALARM OF FIRE

LEAVE THE BUILDING USE NEAREST FIRE EXIT

CLOSE ALL DOORS BEHIND YOU

ENSURE DRYDEN FIRE DEPARTMENT HAS
BEEN CALLED

EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS

THE ACTIONS TO BE TAKEN BY OCCUPANTS IN EMERGENCY SITUATION WILL BE POSTED ON EACH FLOOR AREA. SIGNAGE WILL BE SIMILAR TO THE ONE SHOWN BELOW.

IN CASE OF FIRE

LEAVE THE AREA IMMEDIATELY

CLOSE ALL DOORS BEHIND YOU

PULL FIRE ALARM "PULL STATION" AT EXIT

CALL THE DRYDEN FIRE DEPARTMENT

GIVE BUILDING ADDRESS:

DRYDEN FIRE DEPARTMENT 9-1-1

UPON HEARING THE ALARM OF FIRE

LEAVE THE BUILDING USE NEAREST FIRE EXIT

CLOSE ALL DOORS BEHIND YOU

ENSURE DRYDEN FIRE DEPARTMENT HAS
BEEN CALLED

Fire Emergency Procedures

In the Event of fire:

Sound a verbal alarm and/or alert other staff.

Leave the fire area immediately and assist anyone in immediate danger to evacuate.

Communicate clearly and distinctly when giving instructions.

Close all doors behind you to confine the fire; turn off or power down heat source equipment and appliances

Notify the Dryden Fire Department. (Do this from a safe location.) Call 9-1-1.

Meet the fire crews and inform the Fire Officer regarding conditions in the building. Provide access and assistance to fire crews as directed.

Stay clear of the building until the "All Clear" has been given from fire officials.

If designated with fire emergency duties, carry out pre-planned procedures.

Upon Hearing an Alarm of Fire:

Leave the building immediately, use the nearest exit.

Shutdown heat source equipment where applicable.

Close all doors behind you to confine the fire.

Ensure the Dryden Fire Department has been notified. (Do this from a safe location) If designated with fire emergency duties, carry out pre-planned procedures.

NOTE:

Do not re-enter the building until the "ALL CLEAR" has been give from the fire officials.

Do not shut off the fire protection facilities until instructed to do so by the Dryden Fire Department.

Evacuation of Endangered Occupants

- Follow the emergency procedures posted on each floor. Take the exit routes and evacuate in an orderly way.

REMAIN CALM

- If smoke presents a hazard, it may be safer to try an alternate exit.
- If you are trapped by smoke or fire, it may be safer to stay in your area; close the door and seal all openings against smoke.
- Move to the most protected room and if possible, partially open the window for air. Close the window if smoke comes in.
- Stay low to the floor if smoke enters the room.
- Try signaling from windows or call for help.
- If a phone is available, call the Dryden Fire Department, using 9-1-1; tell the communications operator exactly where you are located.
- Wait to be rescued – remain calm. Listen for instructions or searching fire fighters.
- Protect yourself from smoke at all times.

The Ontario Fire Code (O. Reg. 213/07) as amended is a Provincial Regulation made under the Fire Protection and Prevention Act 1997. The Code requires the owner to be responsible for carrying out the provisions of the Code.

RESPONSIBILITIES OF OWNER

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

1. Establishment of emergency procedures to be followed at the time of an emergency.
2. Appointment and organization of designated supervisory staff to carry out fire safety duties.
3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
4. Notification of the Chief Fire Official regarding changes to the Fire Safety Plan.
5. Maintenance of building facilities provided for the safety of the occupants.

RESPONSIBILITIES OF THE SUPERVISORY STAFF

1. Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.
2. Educate and train all building personnel and occupants in the use of the existing fire safety equipment and in the actions to be taken under the approved Fire Safety Plan including emergency procedures.
3. Know the location and number of exits.
4. Ensure that a schematic diagram, showing type, location and operation of all building fire systems & instructions.
5. Control of fire hazards in the building.
6. Provisions of alternative measures for safety of occupants during shutdown of the fire protection equipment.
7. Ensure that fire drills are carried out regularly, as required. Approved location – put up front. Prepared approval inspection.
8. Assuring that checks, tests and inspections as required by the Fire Code are completed on schedule and records are retained and maintained.

TRAINING OF STAFF

Designated supervisory staff will conduct training

Training Criteria:

- Be able to implement and carry out the emergency procedures as listed in this fire safety plan.
- Know the location and operation of the fire protection equipment and exits.
- Actions, including responsibilities and duties to be taken by supervisory staff and occupants upon discovery of a fire and when an alarm is heard.
- Understand what is a fire hazard and to avoid those situations.
- The method of evacuating occupants to a safe location.
- Procedure for calling the fire department using 9-1-1 whenever assistance is needed.
- Know the correct building address.
- Understand the contents of the fire safety plan.

FIRE EXTINGUISHMENT – CONTROL OR CONFINEMENT

Fires present a danger of smoke inhalation and should be left for the fire service or the fire protection systems to extinguish. However, if a **small** fire is encountered, **trained** persons with sufficient knowledge in the operation of a fire extinguisher may attempt to extinguish the fire.

This is a voluntary action.

- In the event a fire is detected, all doors to the area shall be closed. This will initially limit the spread of toxic smoke and confine the fire.
- Ensure the alarm is sounded and evacuation is initiated.
- Ensure the Dryden Fire Department has been notified.
- Supervisory staff or a designated assistant shall be dispatched to meet the fire department.

When using a fire extinguisher, use the **P.A.S.S.** method.

P = Pull the pin; use a twisting motion to break the seal. Do not lean on the trigger handle; keep the nozzle pointing away from you.

A= Aim the nozzle at the base of the fire, the edge closest to you. Keep a distance of 6-10 feet away from the fire. Hold the extinguisher under the handle in a vertical position.

S= Squeeze the trigger or handle of the fire extinguisher. Do not release the trigger until after the flames have ceased.

S= Sweep from side to side slowly to extinguish the fire. Watch for re-ignition.

If smoke or heat conditions are too severe, or the extinguisher is insufficient to extinguish the fire, back out of the area away from the fire, close the door, leave the extinguisher on the floor and leave the building.

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire.

Leave the fire area, and alert staff and occupants (verbal alarm)

Ensure the fire department has been notified and wait for them.

FIRE DRILLS

Fire Drills ensure that the occupants and staff are totally familiar with emergency evacuation procedures, fire protection systems, egress routes and accounting for all occupants in a coordinated and systematic method.

Fire drills in this facility are to be conducted:

- Annually
- Monthly
- Three times in the fall and spring semesters

While occupant participation is highly recommended, it is not necessarily mandatory except for schools. Fire Drills are to be conducted annually, monthly and 3x's fall and 3x's spring semester. When providing fire drill training it is beneficial to recommend occupants review their own fire safety instructions, and provide them with updates and fire safety educational literature.

When conducting fire drills, the procedure of holding fire drills including the emergency procedures appropriate to the building shall also take into consideration the building occupancy and its fire hazards; the safety features provided in the building; and the desirable degree of participation of occupants other than supervisory staff.

Fire drill procedures shall be prepared in consultation with the Chief Fire Official.

Records of a fire drill shall be kept for 12 months after the fire drill.

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

For more information on Fire Drill Guidelines please contact the OFM website at www.ofm.gov.on.ca.

Dryden Fire Department staff are able to offer Fire Safety Seminars and Fire Extinguisher training if requested pending availability, location, attendance and other pertinent conditions. They can be contacted at 807-223-1178.

FIRE DRILL REPORT

Date of Drill: _____

Name of observer: _____

Your location when the alarm signal was given: _____

Did you hear the alarm signal clearly? Yes No

Was notification given to the Fire Service? _____

Was fire department access adequate? _____

Did occupants respond appropriately to the fire alarm signal? _____

Were endangered occupants evacuated using evacuation techniques, safe areas, internal evacuation and/or teams? _____

Was the attempt made to confine, control or extinguish the fire in the scenario? _____

Was designated equipment or machinery shut down? _____

Periodically fire drills should involve the use and assessment of the alternative measures outlined in the fire safety plan, for any shutdown of fire protection equipment and systems or part thereof.

Did persons respond favourably to the drill?

GENERAL OBSERVATIONS:

DEFICIENCIES NOTED:

CONTROL OF FIRE HAZARDS/GENERAL PRACTICES

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:

Do not use the stairwells for storage or accumulating of garbage. Assure proper management of garbage and refuse including packaging and storage materials.

Keep any stairwell, smoke and fire doors closed at ALL times and maintained in proper working order.

ENSURE clearance is maintained at ALL times to 'fire protection equipment', (e.g. hydrants, standpipe connection, fire routes, hose cabinets, portable fire extinguishers, sprinkler heads.

Store and use flammable and combustible liquids and gases in approved quantities and only in approved containers and locations. (Combustible materials shall not be used to absorb flammable or combustible liquid spills within buildings.)

Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises.

Flammable liquids shall not be used for cleaning purposes.

Do not use extension cords for permanent wiring.

Do not use unsafe electrical equipment, frayed extension cords or over-loaded outlets,

Do not use candles or other items with open flames unless approved.

Do not use decorating materials which burn easily.

Keep cigarette lighters and matches out of the reach of children.

Turn off coffee pots, stove burners, ovens, etc., when not in use.

Avoid unsafe cooking practices (deep frying – too much heat or loosely hanging clothes).

Do not use a barbeque inside building.

Do not permit combustible waste materials to accumulate in quantities or locations, which will constitute a fire hazard.

If 'No Smoking' policy is established, avoid careless smoking, use large deep ash trays, do not put burning materials such as cigarettes and ashes into garbage cans and ensure full extinguishment of smoking materials.

ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

In the event of any shut down of fire protection equipment and systems, the Dryden Fire Department and the occupants will be notified and instructions will be posted as to alternate provisions or actions to be taken in case of an emergency.

Examples of when alternative measures would be required:

Failure of Electrical Systems

Fire Route and Fire Fighter access when temporarily obstructed

When interior renovations may partially or temporarily obstruct access to exits.

Alternative measures for special extinguishing systems will not be approved by Dryden Fire Department

Temporary shutdown of fire protection systems for maintenance or repair.

Procedures to be followed in the event of system shutdown are as follows:

1. Notify the Dryden Fire Department at 807-223-1178 extension 8 to reach the on call employee, do not use 9-1-1. Give your name, address and description of the problem and when you expect it to be corrected. The Dryden Fire Department will be notified in writing if shutdowns are expected to be longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when you expected it to be corrected.
3. All shutdowns will be confined to as limited an area and duration as possible.

FIRE PROTECTION SYSTEM MAINTENANCE

ROUTINE MAINTENANCE SCHEDULES

The Ontario Fire Code sets out specific requirements for checking, inspecting and testing of fire safety and protection equipment in existing buildings. To assist you in fulfilling your obligations the Dryden Fire Department has developed the attached checklists. These checklists include a list of Ontario Fire Code required checks, inspections and/or tests to be made of fire protection equipment and can be included in your fire safety plan.

Please note that these attached checklists have been prepared for purposes of convenience only – resubmission of the original document will not be accepted. The Fire Code and other documents referenced in the Fire Code must be consulted for a complete and accurate explanation.

The Fire Code also contains several specific requirements for the keeping of records of routine maintenance tests and corrective measures

During routine inspections Fire Prevention Officers may request records to ensure that the necessary checks, inspections and/or tests are being done and records are in order.

EXCERPTS AND DEFINITIONS FROM THE ONTARIO FIRE CODE

Division A, Article 1.1.2.1.

Unless otherwise specified, the **owner** is responsible for carrying out the provisions of this Code.

Division B, Article 1.1.1.1.

Where tests, repairs or alterations are made to fire protection installations, including sprinkler and standpipe systems, a procedure of notification shall be established, and the procedure shall include notifying the fire department and the building occupants where necessary for safety in the event of a fire emergency.

Check

Means visual observation to ensure the device or system is in place and is not 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 the device or system to ensure that it will perform in accordance with its intended operation and function.

Chief Fire Official

Means the Municipal Fire Chief or a member of the Fire Department designated by such.

Fire Department Access

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
<i>Division B 2.5.1.2.(1)</i>	<i>Fire access routes and access panels or windows provided to facilitate access by fire fighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.</i>	<i>As required</i>	<i>Owner</i>
<i>Division B 2.5.1.3.</i>	<i>Fire access routes – streets, yards, private roadways, shall be maintained so as to be immediately ready for use at all times by fire department vehicles</i>	<i>As required</i>	<i>Owner</i>

Means of Egress and Exit Signs

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
<i>Division B 2.7.3.1.</i>	<i>required exit signs shall be maintained to ensure they are clearly visible, clean and legible</i>	<i>as required</i>	
<i>Division B 2.7.3.2.</i>	<i>maintain exit lights to ensure they are illuminated and in good repair</i>	<i>as required</i>	
<i>Division B 2.7.1.7.</i>	<i>maintain access to exits, including corridors and outside areas free from obstruction</i>	<i>as required</i>	

Portable Fire Extinguishers

Reference should be made to NFPA 10-2002 for exact details.

(in accordance with Subsection 6.2.7. – Inspection, Testing and Maintenance)

Fire Code	Maintenance Measures	Inspection Frequency	Responsibility
<i>Division B 6.2.7.2</i>	<i>Inspect all portable extinguishers</i>	<i>monthly</i>	
<i>Division B 6.2.7.1</i>	<i>Maintain and test all portable extinguishers in conformance with NFPA 10</i>	<i>Annually</i>	
<i>Division B 6.2.7.1</i>	<i>Hydrostatically test carbon dioxide and water type extinguishers</i>	<i>Every 5 years</i>	
<i>Division B 6.2.7.1</i>	<i>Empty stored pressure type extinguishers and subject to maintenance</i>	<i>Every 6 years</i>	
<i>Division B 6.2.7.1</i>	<i>Hydrostatically test dry chemical type extinguisher</i>	<i>Every 12 years</i>	
<i>Division B 6.2.7.6 Division B 6.2.7.1</i>	<i>Portable fire extinguishers shall be replaced or recharged after use in conformance with instructions given on the extinguisher nameplate or as indicated by an inspection or when performing maintenance.</i>	<i>As required</i>	
<i>Division B 6.2.7.4.</i>	<i>Each portable fire extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service or have another approved record showing the same information.</i>	<i>As required</i>	

Emergency Lighting Systems

Fire Code	Maintenance Measures	Inspection Frequency	Responsibility
<i>Division B 2.7.3.3.</i>	<i>pilot lights checked for operation</i>	<i>monthly</i>	
<i>Division B 2.7.3.3.</i>	<i>test emergency lighting units to ensure emergency lights will function upon failure of the primary power supply</i>	<i>monthly</i>	
<i>Division B 2.7.3.3.(3)(b)</i>	<i>test system</i>	<i>annually</i>	
<i>Division B 2.7.3.3.</i>	<i>test emergency lighting units to ensure unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions (After completion of the test, the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.)</i>	<i>annually</i>	

Fire Alarm Systems

Reference should be made to CAN/ULC-S536.
(in accordance with Subsection 6.3.2. – Check, Inspect and Test)

Fire Code	Maintenance Measures	Inspection Frequency	Responsibility
<i>Division B 6.3.2.3.</i>	<i>The central and alarm control facility shall be checked daily for a trouble signal</i>	<i>daily</i>	<i>Owner</i>
<i>Division B 6.3.2.2.</i>	<i>Inspect remote trouble signal indicators & status of the primary power 'on' indicator</i>	<i>daily</i>	<i>Owner</i>
<i>Division B 6.3.2.2.</i>	<i>Inspect & test one initiating field device or manual pull station on a rotational basis while in emergency power</i>	<i>monthly</i>	
<i>Division B 6.3.2.2.</i>	<i>While in emergency power check & test the operation of the common audible & visual trouble signals</i>	<i>monthly</i>	
<i>Division B 6.3.2.2.</i>	<i>Inspect batteries</i>	<i>monthly</i>	
<i>Division B 6.3.2.2.</i>	<i>Test one emergency telephone</i>	<i>monthly</i>	
<i>Division B 6.3.2.2.</i>	<i>Test voice paging system to one zone</i>	<i>monthly</i>	
<i>Division B 6.3.2.2.</i>	<i>Test & Inspect complete system as required in CAN/ULC-S536</i>	<i>yearly</i>	

Fire Separations

Fire Code	Maintenance Measures	Inspection Frequency	Responsibility
<i>Division B 2.2.3.4.</i>	inspect all doors in fire separations	<i>monthly</i>	<i>Owner</i>
<i>Division B 2.2.3.5.</i>	check doors in fire separations to ensure that they are closed	<i>As required</i>	<i>Owner</i>
<i>Division B 2.2.1.1.</i>	Maintain the integrity of damaged fire separations between major occupancies	<i>As required</i>	<i>Owner</i>
<i>Division B 2.2.2.1.</i>	Maintain the integrity of damaged fire separations between rooms, corridors, shafts and other spaces.	<i>As required</i>	<i>Owner</i>
<i>Division B 2.2.3.1.</i>	Maintain the fire-protection rating of damaged closures	<i>As required</i>	<i>Owner</i>
<i>Division B 2.2.3.2.(1)</i>	Maintain closures in fire separations to be operable at all times by keeping fusible links and heat or smoke actuating devices undamaged and free of paint and dirt; keeping guides, bearings and stay rolls clean and lubricated; making necessary adjustments and repairs to door hardware and accessories to ensure proper closing and latching, and; repairing or replacing inoperative parts of hold-open devices and automatic releasing devices.	<i>As required</i>	<i>Owner</i>

Fire Protection System for Commercial Cooking Equipment

Reference should be made to NFPA 96 for exact details

Fire Code	Maintenance Measures	Inspection Frequency	Responsibility
<i>Division B 2.6.1.3.</i>	<i>Check hoods, filters and ducts in ventilation systems subject to the accumulation of combustible deposits.</i>	<i>weekly</i>	
<i>Division B 6.8.2.1</i>	<i>Inspect system for obvious or mechanical damage</i>	<i>monthly</i>	
<i>Division B 6.8.2.1</i>	<i>Visually check to ensure seals and lock pins are in place and the system is ready to operate</i>	<i>monthly</i>	
<i>Division B 6.8.2.1</i>	<i>Visually check all pressure gauges to ensure system is properly charged.</i>	<i>monthly</i>	
<i>Division B 6.8.2.1</i>	<i>Visually check fusible links and detector assembly for any accumulation of grease or deposits.</i>	<i>monthly</i>	
<i>Division B 2.6.1.13</i>	<i>Inspect and maintain exhaust and fire protection system for commercial cooking equipment.</i>	<i>Every 6 months</i>	
<i>Division B 2.6.1.3.</i>	<i>Hoods, filters, ducts subject to accumulation of combustible deposits shall be cleaned when deposits create a fire hazard.</i>	<i>As required</i>	

Automatic Sprinkler System

Reference should be made to NFPA 13 for exact details

Fire Code	Maintenance Measures	Inspection Frequency	Responsibility
Division B 6.5.3.1.	valves that are not electrically supervised and control water supplies to sprinklers and alarm connections (e.g. control valves), shall be checked to ensure they are in the open position	weekly	Owner
Division B 6.5.3.3.	water supply pressure and system air or water pressure shall be checked (by using gauges) to ensure the system is maintained at the required operating pressure	weekly	Owner
Division B 6.5.5.2.	test the sprinkler system alarm using alarm test connection located at the sprinkler valve	monthly	
Division B 6.5.5.7.	test the sprinkler supervisory transmitters and water flow devices	every 2 months	
Division B 6.5.4.3.	inspect the priming water level for dry-pipe systems to ensure proper levels are maintained	every 3 months	
Division B 6.5.5.7.	test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices	every 6 months	
Division B 6.5.3.2.	check exposed sprinkler system pipe hangers to ensure they are in good repair	annually	
Division B 6.5.3.5.	check all sprinkler heads to ensure they are free from damage, grease, dust, paint or corrosion	annually	
Division B 6.5.4.4.	remove plugs or caps on fire department connections and inspect for wear, rust or obstructions - necessary corrective actions shall be taken as needed	annually	
Division B 6.5.5.3.	test waterflow on wet sprinkler systems using the most hydraulically remote test connection	annually	
Division B 6.5.5.4.	trip test of dry pipe valves to ensure proper operation of system	annually	
Division B 6.5.5.5.	sprinkler system water supply pressure shall be tested with the main drain valve fully opened to ensure there are no obstructions or deterioration of the main water supply	annually	
Division B 6.5.4.2.	dry pipe systems shall be inspected for obstructions and the entire system flushed where necessary	every 15 years	
Division B 6.5.3.4.	check dry pipe valve rooms or enclosures during freezing weather to ensure the system does not freeze	as required	
Division B 6.5.4.1.	inspect auxiliary drains to prevent freezing	as required	

Standpipe & Hose Systems

Reference should be made to NFPA 25 for exact details

Fire Code	Maintenance Measures	Inspection Frequency	Responsibility
Division B 6.4.1.1.	Plugs and caps to be removed annually and the fire department connections inspected for wear, rust, or obstruction	annually	
Division B 6.4.2.1.	Hose stations are to be checked to ensure they are in the proper location all the equipment is in place and operable	monthly	
Division B 6.4.2.4.	Hose valves are to be inspected annually to ensure there is no leakage	annually	
Division B 6.4.2.5.	inspect hose annually and replaced on the rack	annually	
Division B 6.4.3.5.	Flow and pressure tests shall be conducted at the highest and most remote hose valve or hose connection to ensure that the water supply for standpipes is provided as originally designed.	annually	
Division B 6.4.2.5.	inspect hose after each use and replace on the rack	After each use	
Division B 6.4.2.5.	inspected hose shall be replaced so that the folds are not in the same places	Annually & after each use	
Division B 6.4.2.6.	Each hose connection shall be provide with a legible sign reading "FIRE HOSE FOR USE BY TRAINED PERSONS ONLY"	annually	
Division B 6.4.1.6.	Inspection, testing & maintenance shall conform to NFPA 25 "Standard for the Inspection, Testing & Maintenance of Water- Based Fire Protection Systems"	Various	

Water Supply for Fire Fighting

Fire Code	Maintenance Measures	Inspection Frequency	Responsibility
Division B 6.6.3.2.	check the temperature of pump room during freezing weather	daily	Owner
Division B 6.6.2.2.	tank heating equipment and accessories shall be checked daily during freezing weather to ensure that they are in operating condition and that heater valves are open	daily	Owner
Division B 6.6.1.2.	inspect valves controlling fire protection water supply to ensure they are wide open and sealed or locked in that position	weekly	Owner
Division B 6.6.2.12.	check water level and air pressure for pressure water tanks	weekly	
Division B 6.6.2.13.	inspect relief valves on air and water supply lines of pressure tanks	weekly	
Division B 6.6.3.1.	check water level in fire pump reservoirs	weekly	
Division B 6.6.3.3.	operate fire pump at rated speed and inspect component parts, as required	weekly	
Division B 6.6.2.8.	inspect water level in gravity tanks	monthly	
Division B 6.6.2.1.	inspect fire protection water supply tanks, supporting structures and supply systems	annually	
Division B 6.6.2.7.	inspect the cathodic protection of steel fire protection water supply tanks	annually	
Division B 6.6.2.9.	inspect all parts of gravity tanks to ensure good repair	annually	
Division B 6.6.3.5.	test fire pump at full rated capacity	annually	
Division B 6.6.5.1.	inspect all fire hydrants (and after each use)	annually	
Division B 6.6.5.7.	Fire hydrants water flow tested – main valve opened and water flow checked	annually	
Division B 6.6.2.5.	check steel on inside and outside of fire protection water supply tanks for corrosion	every 2 years	
Division B 6.6.2.6.	inspect fire protection water tanks connected to non-potable water supply for sediment	every 2 years	
Division B 6.6.2.6.	inspect fire protection water tanks connected to potable water, scrape and repaint as required	every 5 years	

Emergency Power Systems

Reference should be made to CAN/CSA C282-05 for exact details.

Fire Code	Maintenance Measures	Inspection Frequency	Responsibility
<i>Division B 6.7.1.1.</i>	Check, inspect, test all components of the system as stated in Table 2 in the standard	<i>weekly</i>	Owner
<i>Division B 6.7.1.1.</i>	Check, inspect, test all components of the system as stated in Table 3 in the standard	<i>monthly</i>	Owner
<i>Division B 6.7.1.1.</i>	Check, inspect, test all components of the system as stated in Table 4 in the standard	<i>every 6 months</i>	Owner
<i>Division B 6.7.1.1.</i>	Check, inspect, test all components of the system as stated in Table 5 in the standard	<i>annually</i>	Owner
<i>Division B 6.7.1.1.</i>	Check, inspect, test all components of the system as stated in Table 6 in the standard	<i>every 5 years</i>	Owner

SCHEMATIC DIAGRAMS

Fire Safety Schematic Diagrams provide greater detail to your building managers and firefighters to aid them in the locations and identity of fire safety features, provisions and hazards for firefighting, etc.

Normally, site plans and location plans, seating floor plans, detailed kitchen plans of restaurants are staple drawings of any fire safety plan.

Additional plans of basements, typical floors of multi-storied buildings, parking garages, mezzanines and partial floor levels, roof plans, and hazardous areas may also be necessary.

Use a grid or blank page to produce a representational drawing. See example. Although drawings can be to scale, proportional drawings are also accepted if basic building dimensions are shown.

While symbols used may vary, it's important to keep some consistency and have a legend on each diagram indicating only the items on the plan to be identified. The building audit identified fire protection equipment that must be indicated on the drawings. These may include fire route and fire department access; exits; fire extinguishers; emergency lighting; fire separations; sprinkler system riser; emergency power; water supply; commercial cooking suppression system; meeting areas; parking areas; gas and water shut offs; landscaped areas including grassed areas; fire hydrants both municipal and private; fire department connections; cross streets.

While composing drawings, it's preferable to keep north to the top of the page and the page must fit into a 8.5" X 11" page. The drawing may be folded so long as it's identifiable from the outside page of what it entails, i.e. title block, drawing name, etc.