

<b>POLICY MANUAL</b>	<b>Policy No. 1-18</b>
<b>For Municipality of South Dundas</b>	<b>Effective Date: October 1, 2019</b>
<b>Subject: Fire Safety Plan</b>	<b>DEPARTMENT: All Departments</b>

## **INTRODUCTION**

The Ontario Fire Code requires the establishment and implementation of a **FIRE SAFETY PLAN (FSP)** for this building. The FSP is required to be kept in the building in an approved location.

This Fire Safety Plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. This Plan discusses what occupants do in the event of fire. It also discusses the Owners/Supervisory Staff and their related duties as well as other related issues.

It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. As required by the Fire Code, the Fire Safety Plan must be reviewed as often as necessary, but at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building (*Ontario Fire Code 2.8.2.1.(4) of Division B*). As defined in the Ontario Fire Code, "Owner" means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property. Consequently, the owner may be any one of or a combination of parties, including building management, maintenance Staff and tenant groups.

The Fire Protection and Prevention Act, 1997, Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual person, a director or officer of a corporation is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

This official document is always to be kept readily available for use by Staff and fire officials in the event of an emergency.

The Fire Safety Plan is also used to provide training to the building's supervisory Staff who must have received instructions in the fire safety procedures as described in the plan before they are given any responsibility for fire safety. Supervisory Staff shall be available on notification of a fire emergency to fulfil their obligation as described in the Fire Safety Plan, although it is not necessary that supervisory Staff be in the building on a continual basis.

The Fire Department may require this plan, once approved, to be resubmitted if there are any changes to occupancy or use, if there are any changes in standards, if the fire plan has not been kept current or up to date, or because the Chief Fire Official judges the current Fire Safety Plan as no longer being acceptable.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

The Ontario Fire Code can be purchased at:

The Ontario Government Bookstore

880 Bay Street

Toronto, Ontario

M7A 1N8

The Ontario Fire Code is also accessible on the Internet at:

[www.attorneygeneral.jus.gov.on.ca/legis.htm](http://www.attorneygeneral.jus.gov.on.ca/legis.htm)

## TABLE OF CONTENTS

<b>Section 1</b> -Audit of Human Resources .....	1
<b>Section 2</b> -Audit of Building Resources .....	2-1
<b>Section 3</b> -Administration of the Fire Safety Plan.....	3-1
<b>Section 4</b> -Occupant Fire Procedures/ Persons Requiring Assistance .....	4-1
<b>Section 4</b> -Fire Warden Occupant Procedures .....	4B-1
<b>Section 5</b> Fire Hazards.....	5-1
<b>Section 6</b> -Fire Safety Duties For All Staff.....	6-1
<b>Section 7</b> -Fire Extinguishment, Control or Confinement.....	7-1
<b>Section 8</b> Fire Drills .....	8-1
<b>Section 9</b> Alternate Measures .....	9-1
<b>Section 10</b> -Maintenance Requirements of the Ontario Fire Code .....	10-1
<b>Section 11</b> Fire Equipment Definitions .....	11-1
<b>Appendix A</b> .....	Schematic Diagrams
<b>Appendix B</b> - .....	Floor Wardens
<b>Appendix C</b> - .....	Assistant Floor Wardens
<b>Appendix D</b> .....	Procedures for Staff/Occupants
<b>Appendix E</b> .....	Procedures for Community Activity Room Use

## **SECTION 1 - AUDIT OF HUMAN RESOURCES**

**Building Address:** 34 Ottawa Street  
Morrisburg ON K0C 1X0

**Building Owner:** The Municipality of South Dundas  
C.A.O. Shannon Geraghty  
34 Ottawa Street  
Morrisburg ON

**Property Maintenance:** Director of Recreation & Facilities  
Ben Macpherson  
34 Ottawa Street  
Morrisburg ON  
[bmacpherson@southdundas.com](mailto:bmacpherson@southdundas.com)  
(613)868-5060

**Chief Fire Warden:** C.A.O. Shannon Geraghty  
(613)543-2673 office  
(613)223-0862 cell

### **Contact if alarm sounds or any emergency after regular hours:**

Ben Macpherson (613)868-5060  
Cameron Morehouse (613)223-0861  
Shannon Geraghty (613)223-0862

**Monitoring Co:** Ranguard Security  
433 Tollgate Road  
Cornwall ON  
(613)209-2133

**Maintenance Co:** Tremblay Fire Solutions  
**Fire Alarm System** 2047 Carp Road  
**Sprinkler, Emergency** Carp ON  
**Lighting** (613)612-7265  
**Extinguishers**

**Maintenance Co:** Otis  
**Elevators** 2480 Lancaster Road  
Ottawa ON  
(613)737-7670

## **SECTION 2 - AUDIT OF BUILDING RESOURCES**

**Occupancy:** Class D – Offices, 1<sup>st</sup> & 2<sup>nd</sup> floor  
Medical Clinic on 1<sup>st</sup> floor

Class A – Library on 1<sup>st</sup> floor  
Council Chambers, Community Activity Room on 3<sup>rd</sup> floor

**Year Built:** 2013, combustible, building comprised of 3 storeys above grade plus rooftop

**Building Hours:** This facility is Staffed 8:30 to 4:30p.m. Monday to Friday  
After hours use of Council Chambers, Community Activity Room, Library, Medical Clinic, may occur  
(other meeting rooms/offices may be used in the evening)

**Fire Department:** **South Dundas Fire & Emergency Services**

Emergency: **9-1-1**  
(613)543-2673 Fire Prevention  
(613)223-0861 Fire Chief

### **Fire Department Access:**

To Site: Main access point from Ottawa Street to the Main Entrance and Fire Department connection (East) and the Fire Alarm Annunciator Panel and Fire Safety Plan Box.

### **Access:**

Persons designated to meet the Fire Department upon arrival (Chief fire Warden or designate) will have with them a master key giving access necessary to allow for Fire Department access. Master key in possession of fire department.

**Elevators:** (1) Passenger elevators (15 person) manual recall to Ground Level upon activation of the fire alarm. Serve all floors. Elevator Machine room at 1<sup>st</sup> (Ground floor) floor level.

**Municipal Hydrant:** 1 Private Hydrant located on East side of the building adjacent the Main Entrance.

**Fire Department Connections:** Sprinkler connection located East side of the building adjacent main entrance.

### **Sprinkler System: Wet System: Yes: coverage – Entire Building**

This system has been installed in order to assist in the safe evacuation of endangered occupants out of the building in the event of a fire emergency.

Supervised for: Tampering      Trouble  
   Low Pressure    Sprinkler Flow

Main Pressure only.

Main Shut-off: Utility Room, Ground floor (East)

Jockey Pump: Auto start on pressure drop.

**Sprinkler Valve Isolation and shut-off:** Sprinkler shut-off valves are located throughout the ground floor. These valves can be shut-off to isolate a portion of the sprinkler system.

- Do not attempt isolation and shut-off of any sprinkler valve unless directed to do so by the Fire Department OR
- If trained personnel have ensured that a fire condition does not exist in the building before shut-off of a sprinkler valve takes place. One (1) trained Staff will remain at the fire alarm panel and have two-way communication with the trained Staff member performing the shut-off and isolation.
- The Fire Department will be notified of the shut-off, the reason for it and the duration of time that the system will be by-passed. For shut offs of a duration longer than 24hrs the Fire Department shall be notified in writing and specific advice will be sought.

**Procedures for isolation and shut-off of a sprinkler valve.**

- Follow all directions given above.
- Proceed to Supervisory Valve shut-off location.
- Open cabinet and turn valve to off position

**Fire Alarm System: Type: Edwards** – Single Stage, Multi Zone

**Signal:**                    Continuous Strobe/Horns

**Activation:**            Pull Stations, Sprinklers, Smoke/Heat Detectors

**Located: Main Fire Alarm Panel – Ground Floor South Entrance, Annunciator Panel located East Entrance.**

**Electric Strikes:** Will release upon activation of the Fire Alarm System. Reset upon reset of the Fire Alarm Panel.

**Emergency Lighting:** Emergency lighting system is a battery type, 24 volts, rated for 30 minutes and which is activated upon primary power loss and is located throughout the entire building.

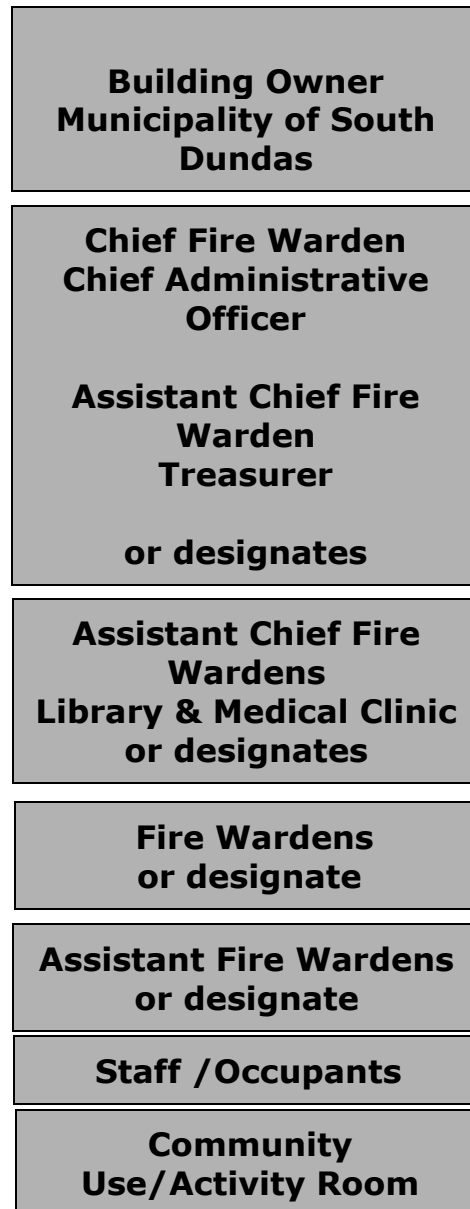
**Emergency Generator:** Activates upon loss of power and supplies power to fire alarm system, emergency lighting, elevator. Located on the West side of the building.

**Gas Shut Off:** West side of building.

### **SECTION 3 -ADMINISTRATION OF FIRE SAFETY TEAM**

#### **Fire Safety Team:**

**The Fire Safety Team** will comprise of the following structure:



The order denotes the chain of command.

Each member of the Fire Safety Team will be responsible for certain administrative duties as outlined in the Fire Safety Plan. In the event of an emergency, each member of the team will be required to perform his or her duties as outlined in the Fire Safety Plan.

## **Fire Safety Plan Administrative Procedures Chief Fire Warden (C.A.O.) (Supervisory Staff)**

The Chief Administrative Officer is responsible for the overall implementation of the Fire Safety Plan including the day to day duties required to ensure that fire safety systems and other measures are in place and operable.

The Chief Administrative Officer will be designated as the **Chief Fire Warden**. The Chief Fire Warden will assign some or all the following administrative procedures to the Assistant Chief Fire Warden (**Treasurer**). The assignment of responsibilities will be based on maximizing the fire safety for the occupants and building. Supervisory Staff are to receive training prior to being given any responsibilities for fire safety.

Instruction of Supervisory Staff and other occupants so that they are aware of their responsibilities for fire safety.

Implement the Fire Safety Plan including inspections, maintenance and testing of the fire protection systems as required by the Ontario Fire Code and as summarized in this plan. Keep records of Maintenance for at least 2 years. Maintenance of building facilities provided for the safety of occupants.

A copy of the approved Fire Safety Plan must be kept in the Fire Safety Plan Box and reviewed as necessary but at least every 12 months. Ensure that any revisions to the plan are approved by the Fire Department.

Advise the Fire Department of the temporary shutdown of fire protection systems in the building and arrange for alternative measures for fire safety as indicated in the Alternate Fire Safety Measures section. Records must be kept of any fire watch or alternate measure.

Ensure fire emergency instructions are posted on each floor, as indicated in the instructions to be posted Section.

Conduct fire drills as outlined in this Plan under Fire Drills section.

Designate and train an assistant to carry out Fire Safety Plan duties during his/her absence.

Instruction to all Staff so that they are aware of their responsibilities for fire safety. Know the Fire Safety Duties for All Staff.

Control of fire hazards in the building.

Ensure all surfaces requiring flame-retarding treatment have been treated according to the manufacturer's frequency and recommendations.



**Fire Safety Plan Administrative Procedures  
Assistant Chief Fire Warden (Treasurer):  
(Supervisory Staff)**

The duties of the Treasurer include the following:

To perform all duties as assigned by the **Chief Fire Warden**.

Ensure all employees are aware of their fire safety duties.

**Designate an assistant to perform all duties as required in the event of an absence.**

Be familiar with floor areas, exits and the locations of firefighting equipment.

Restore the fire protection systems and fire alarm system back to normal operation as soon as the Fire Department has determined the building safe. Resetting instructions to be posted inside the Fire Alarm Panel.

Assist in the evacuation of building occupants as described under emergency procedures.

Assist in fire prevention by correcting or noting and reporting to the **Chief Fire Warden** where fire hazards exist.

Implement the Fire Safety Plan including inspections, maintenance and testing of the fire protection systems as required by the Ontario Fire Code and as summarized in this plan. Keep records of Maintenance for at least 2 years. Maintenance of building facilities provided for the safety of occupants.

A copy of the approved Fire Safety Plan must be kept in the Fire Safety Plan Box and reviewed as necessary but at least every 12 months. Ensure that any revisions to the plan are approved by the Fire Department.

Advise the Fire Department of the temporary shutdown of fire protection systems in the building and arrange for alternative measures for fire safety as indicated in the Alternate Fire Safety Measures section. Records must be kept of any fire watch or alternate measure.

Ensure fire emergency instructions are posted on each floor, as indicated in the Instructions to be posted Section.

Conduct fire drills as outlined in this plan under Fire Drills section.

Designate and train an assistant to carry out Fire Safety Plan duties during his/her absence.

Instruction to all Staff so that they are aware of their responsibilities for fire safety.

Control of fire hazards in the building.

Know the Fire Safety Duties for All Staff.

**Fire Safety Plan Administrative Procedures  
Assistant Chief Fire Wardens for Library, Medical Clinic (Tenants):**

The duties of the Assistant Chief Fire Wardens for the Tenants include the following:

To perform all duties as assigned by the **Chief Fire Warden.**

Ensure all employees are aware of their fire safety duties.

Designate an assistant to perform all duties as required in the event of an absence.

Be familiar with floor areas, exits and the locations of firefighting equipment.

Assist in the evacuation of building occupants as described under emergency procedures.

Assist in fire prevention by correcting or noting and reporting to the Chief Fire Warden where fire hazards exist.

Control of fire hazards in the building.

Know the Fire Safety Duties for All Staff.

**Participate in Fire Drills as described in this Plan.**

## **SECTION 4 - OCCUPANT FIRE PROCEDURES**

Sample signage as shown below will be attached to the wall at all fire alarm pull stations and in elevator lobbies (single stage alarm).

<p style="text-align: center;"><b>IN CASE OF FIRE</b></p> <p style="text-align: center;"><b><u>UPON DISCOVERY OF FIRE</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> LEAVE THE FIRE AREA IMMEDIATELY</li><li><input type="checkbox"/> CLOSE ALL DOORS BEHIND YOU.</li><li><input type="checkbox"/> SOUND FIRE ALARM</li><li><input type="checkbox"/> CALL THE FIRE DEPARTMENT - <b>911</b> (from a safe location).</li><li><input type="checkbox"/> LEAVE BUILDING VIA NEAREST EXIT</li></ul> <p style="text-align: center;"><b>DO NOT USE ELEVATORS</b></p> <p style="text-align: center;"><b><u>UPON HEARING ALARM</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> LEAVE BUILDING VIA NEAREST EXIT</li><li><input type="checkbox"/> CLOSE ALL DOORS BEHIND YOU.</li></ul> <p style="text-align: center;"><b><u>CAUTION</u></b></p> <p style="text-align: center;">IF YOU ENCOUNTER SMOKE IN STAIRWAY USE ALTERNATE EXIT</p> <p style="text-align: center;"><b>REMAIN CALM</b></p>
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The fire alarm is to be activated to alert other occupants of an emergency and to put into operation the approved Fire Safety Plan. Notify the Fire Department by telephoning 911.

## **PERSONS REQUIRING ASSISTANCE**

### **Memorandum to Staff**

In order to ensure the safety of Staff during an emergency, the co-operation of all Staff is requested to complete the information below for any person(s) who may require assistance in an evacuation. This confidential information is to be made available only to the Fire Department who, upon their arrival at the Building, will undertake to evacuate the persons concerned.

All such information is to be kept strictly confidential and will enable us to be of assistance in the event of any emergency evacuation (i.e. fire).

Please return the completed form, if applicable, to your Fire Warden or the Chief Fire Warden (C.A.O. S. Geraghty)

<b>Name</b>	<b>Business/ Floor</b>	<b>Type of assistance required</b>

### **Additional information:**

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## **FIRE WARDEN OCCUPANT FIRE PROCEDURES**

### **FIRE WARDENS**

A minimum of one person from each floor and/or each Tenant space will be selected and designated as being responsible for the implementation of this portion of the Fire Safety Plan for his/her area. This person will be the **Fire Warden** for their area and will be responsible for the successful evacuation of their area in a fire emergency.

### **FIRE WARDEN EMERGENCY PROCEDURES UPON DISCOVERY OF SMOKE OR FIRE**

Leave the fire area, taking any persons in the immediate vicinity with you.

Close all doors behind you.

Sound the fire alarm by activating the nearest Pull Station.

If YOU have discovered the Fire, call the Fire Department by dialing **9-1-1**. Never assume that this has been done. Give the correct address of the building, 34 Ottawa Street, Morrisburg, the location of the fire, and your name. Call from a safe location.

Proceed to the building fire exit via the stairs **DO NOT USE THE ELEVATORS**. Take your list with you if safe to do so. Direct Assistant Wardens and Buddies to their duties if safe to do so. Prepare to receive reports from Assistant Wardens and have Staff check in with you at the designated meeting area (West parking lot) of Building – away from Fire Department Access). Report to the Chief Fire Warden.

If you encounter fire or smoke as you evacuate, try an alternate route.

Upon arrival of the Fire Department, the Chief Fire Warden will inform the Chief Fire Official regarding the conditions in the building.

Ensure that occupants/Staff **DO NOT** re-enter the building until authorized to do so by the Fire Department.

## **FIRE WARDENS UPON HEARING THE FIRE ALARM**

Ensure Assistant Wardens and buddies have checked in with you and have begun their duties if safe to do so.

Proceed to the building fire exit via the stairs. **DO NOT USE THE ELEVATORS.** Prepare to receive reports from Assistant Fire Wardens and have Staff check in with you at the designated meeting area (West side of Building – away from Fire Department Access). Report to the Chief Fire Warden. (Building Operator or designate)

If you encounter fire or smoke as you evacuate, use an alternate exit.

Ensure that occupants **DO NOT** re-enter the building until authorized to do so by the Fire Department.

## **FIRE WARDEN RESPONSIBILITIES**

Read and understand the applicable sections of the Fire Safety Plan.

Oversee implementing the approved Fire Safety Plan for your area.

Designate and train enough assistants to act in this position during your absence.

Educate employees about their responsibilities under this Plan.

Know where all fire protection equipment and appropriate fire exit routes are located for your occupants.

Encourage participation in fire drills held ONCE every year. Advance notice shall be posted to advise all occupants of the time and date of fire drills. After each drill, all persons with delegated responsibility shall attend a debriefing to report on their actions.

Provide your name, regular and emergency telephone numbers to the Chief Fire Warden for their records.

**Call 9-1-1** whenever you need assistance in an emergency.

Ensure a copy of the accepted emergency procedures is given to each employee.

Ensure all means of egress are always unobstructed.

Notify Chief Fire Warden of any changes to Fire Warden or Assistant Fire Warden names or telephone numbers immediately.

Know your correct building address is 34 Ottawa Street, Morrisburg.

Know the audible fire alarm signals and the procedures established to implement safe evacuation.

Repair or rectify any condition such as blocked exits or blocked access to fire alarm pull stations or extinguishers immediately.

Complete Staff Information form for all persons Requiring Assistance to Evacuate and return to the Chief Fire Warden.

## **ASSISTANT FIRE WARDENS**

This Section applies to individuals designated as Assistant Fire Wardens who have the responsibility of assisting the Floor Warden in the evacuation of occupants under emergency conditions.

### **UPON DISCOVERY OF SMOKE OR FIRE**

Leave the fire area, taking any persons in the immediate vicinity with you.

Close all doors behind you.

Sound the alarm by activating the nearest Pull Station, if safe to do so.

Assistant Fire Wardens check offices and washrooms on their way to the closest safe exit to ensure they are clear of personnel if safe to do so.

Assistant Fire Wardens accompany persons requiring assistance to the exit stairwells if safe to do so. Assistant Fire Wardens proceed to assist with evacuating personnel via the exit stairwells if safe to do so.

Assistant Fire Wardens take up respective positions at assigned stairwell doors to ensure orderly and safe evacuation of personnel.

Persons Requiring Assistance who cannot evacuate using the stairwell are to be assigned a "Buddy" and the "Buddy" is to ensure that they are to be placed outside the elevator (if safe to do so) for rescue by the Fire Department. The alternate area to be used for placement of Persons Requiring Assistance in this building is the stairwell, the stairwell is to be used after persons from the above floors have exited using this stairwell.

The Buddy will then evacuate the building and go directly to the Fire Department at the scene and report the location of the person requiring assistance. It is helpful if two-way communications can be maintained with the person requiring assistance.

Follow instructions given to you by your Fire Warden.

Once all occupants have evacuated, proceed to the building fire exit via the stairs.

### **DO NOT USE ELEVATORS.**

Report to Fire Warden at the designated meeting area. (West side of the building away from Fire Department Access).



## **ASSISTANT FIRE WARDENS UPON HEARING A FIRE ALARM**

Call the Fire Department by dialing **9-1-1**. Never assume that this has been done. Give the correct address of the building, 34 Ottawa Street, Morrisburg and your name.

Assistant Fire Wardens proceed to evacuate personnel via the exit stairwells if safe to do so.

Assistant Fire Wardens check washrooms to ensure they are clear of personnel if safe to do so.

Buddies or Assistant Fire Wardens accompany persons requiring assistance to exit stairwells if safe to do so.

Assistant Fire Wardens take up respective positions at assigned stairwell doors to ensure orderly and safe evacuation of personnel.

Follow instructions given to you by your Fire Warden.

Once all occupants have evacuated, proceed to the building fire exit via the stairs.

### **DO NOT USE ELEVATOR.**

Report to the Fire Warden at the designated meeting area. (East side of Building – away from Fire Department Access).

## **ASSISTANT FIRE WARDEN RESPONSIBILITIES**

Designate and train enough alternates to act in this position in your absence.

Read and understand your duties under this Fire Safety Plan.

Know where Fire Alarm Pull Stations and exit routes are located for your floor area.

Ensure all means of egress are always unobstructed.

Report unsafe conditions to your FIRE WARDEN or CHIEF FIRE WARDEN.

Know the location of persons requiring assistance.

## **STAFF/OCCUPANT FIRE PROCEDURES IN THE EVENT OF A FIRE:**

- (1) Leave the area.
- (2) Close the door(s) behind you to confine and control the smoke and fire.
- (3) Activate the fire alarm system by pulling the pull station located by the nearest exit.
- (4) Leave the building using the nearest exit. Advising and assisting occupants to evacuate the building.
- (5) If YOU discovered the Fire, call the Fire Department at **9-1-1** from a safe location. Know the correct address of the building, 34 Ottawa Street, Morrisburg.
- (6) Chief Fire Warden or designate will meet the Fire Department when they arrive.

### **IN THE EVENT OF A FIRE ALARM**

***React immediately. Evacuate if you can.***

The building is equipped with a fire alarm system. An alarm signal will sound throughout the building in the event of a fire emergency. (The fire alarm signal consists of constantly ringing bells and horns and strobes when activated.)

When a fire occurs in a building, conditions in the building can change rapidly. For your safety, it is best to leave the building immediately upon hearing the fire alarm signal. If you remain in your suite/office during a fire, there are no assurances that you will be rescued or that you will not sustain serious or fatal injuries before assistance can reach you. To increase your chances of survival, adhere to the following procedures.

***Check the door for heat and the corridor for smoke.***

Before opening your suite/office door, feel the knob to see if it is hot. **If is hot, don't open it.**

If it is cool to touch, brace yourself against the door and open it slowly. If heat or smoke rushes in, **close the door** quickly and remain in your suite/office and call **9-1-1** the Fire Department and give them your location.

***Cautiously evacuate from the building.***

If the corridor is clear of smoke, close your door, go to the nearest exit or

stairwell that leads directly outside. If you encounter smoke while leaving the building, proceed to the other exit or stairwell and continue to leave the building. If you encounter more smoke, seek refuge in another suite/office if you can't return to your own suite/office. Call the Fire Department at 911.

### **NOTE: NEVER EXIT TO THE ROOF**

***If unable to evacuate, be prepared to protect yourself from smoke and fire.***

If you are unable to leave the building, you must be prepared to protect yourself from smoke and fire. This involves making sure your suite door is firmly closed and sealing any cracks or vents where smoke may enter. It is good to have a roll of duct tape or similar tape available for this situation.

Go to the area in your suite/office which has the least amount of smoke. Call **9-1-1** wait to be rescued or notified that the emergency is over.

### **STAY LOW IN SMOKE**

***Notify others that you can't escape.***

Phone **9-1-1** the Fire Department to let them know your location and that you are not able to evacuate. **Remain Calm.**

## **SECTION 5 - FIRE HAZARDS**

**Fire Prevention is the best way to protect a building and its occupants against a fire. The following list is for the Fire Safety Team and other Staff to follow to prevent or reduce the risk of fire.**

Do not permit combustible materials to accumulate in any part of a stairway, fire route, ventilation shaft or other means of egress.

Do not permit large quantities of combustible waste materials to accumulate in areas where waste is placed for disposal.

Do not use unsafe electrical appliances, frayed extension cords, overloaded outlets and extension cords for permanent wiring.

Do not store flammable liquids.

Ensure all surfaces and materials requiring flame retarding treatments have been applied according to the manufacture's frequency and recommendations.

## **SECTION 6 - FIRE SAFETY DUTIES FOR ALL STAFF**

If the Fire Alarm System is not working or is indicating a trouble condition notify the Chief Fire Warden (C.A.O.) or your Fire Warden immediately.

Always keep the doors to the stairway closed.

Keep the stairways, landings, and always exits clear of obstructions.

Ensure that exit doors are not locked against the direction of exit travel and are equipped only with approved hardware.

Report any perceived deficiencies or hazards to the Chief Fire Warden or your Fire Warden immediately.

Know where the fire alarm pull stations and exits are located.

Do not obstruct pull stations or fire extinguishers.

Call the Fire Department immediately **9-1-1-** whenever you need assistance.

Know the correct address of the building. 34 Ottawa Street, Morrisburg.

Notify the Chief Fire Warden (fill out form Section 4B) if special assistance is required in the event of an emergency.

Know the audible fire alarm signals and the procedures established to implement safe evacuation.

Know who is part of the Fire Safety Team.

Report any fire hazard to the **Chief Fire Warden or your Fire Warden.**

## **SECTION 7- FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department notified, should an experienced person (familiar with extinguisher operation) attempt to extinguish a small fire. **THIS IS A VOLUNTARY ACT ON YOUR PART.** If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

### **SUGGESTED OPERATION OF PORTABLE FIRE EXTINGUISHERS**

**REMEMBER: P A S S**

**P - Pull the safety pin**

**A - Aim the nozzle**

**S - Squeeze the trigger handle**

**S - Sweep from side to side (watch for fire restarting)**

Never re-hang extinguishers after use. Ensure that they are properly recharged.

Keep extinguishers in visible area without obstructions around them.

## **SECTION 8 - FIRE DRILLS**

Fire drills will be held at least once a year or if any major changes in Staffing should occur. Records should be kept on file for at least 1 year after the fire drill.

The purpose of a fire drill is to ensure that Staff are familiar with emergency evacuation procedures. This will ensure an orderly evacuation should it become necessary.

Ideally, fire drills should begin with practices on each floor or area. **NOTIFY THE MONITORING COMPANY AND THE FIRE DEPARTMENT THAT YOU ARE CONDUCTING A FIRE DRILL.**

Activate one of the pull stations or detectors and record the actions of the Staff. Ensure that the fire alarm operates as it should and that it is audible in all areas of the building. Note any deficiencies/problems.

Once the fire drill has begun, the Staff will go through their respective procedures.

**IMMEDIATELY AFTER THE DRILL HAS BEEN CONDUCTED, THE FIRE ALARM CONTROL PANEL MUST BE RESET AND THE MONITORING COMPANY AND THE FIRE DEPARTMENT MUST BE NOTIFIED.**

Following each drill, the Fire Safety Team shall attend a debriefing to report on their observations. Fire drills must be conducted in accordance with the **Fire Code**. All results must be recorded and kept on site. A sample drill report follows.

The **Chief Fire Warden** (Building Operator) or designate will maintain a record of the fire drill.

Fire Drill Record must be kept for a minimum of 1 year.



## **FIRE DRILL RECORD**

Date:		Time:		Monitoring Company Notified:
Device Activated:				Fire Department Notified:

On-Duty Chief Fire Warden Conducting Drill:	
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Staff Present:	

Deficiencies Noted:	

## **SECTION 9 - ALTERNATE MEASURES FOR OCCUPANT FIRE SAFETY**

In the event of any shutdown of the fire protection systems or part thereof, the Fire Department and the building occupants will be notified. Instructions will be posted as to alternate procedures or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the Chief Fire Official.

An attempt to minimize the impact of malfunctioning equipment will be made (i.e. where portions of a sprinkler or fire alarm system are taken out of service, the remaining portions will be maintained). Assistance and direction for specific situations will be sought from the Fire Department.

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

(1) Notify the Fire Department, (**DO NOT CALL 911**). Call (613) 498-1261 then dial 0 for a Communications Operator. Give your name, address and a description of the problem and when you expect it to be corrected. The Fire Department is also to be notified in writing of shutdowns longer than 24 hours.

(2) Post notices on all floor levels by exits and in the lobby entrance in a conspicuous location, stating the problem and when it is expected to be corrected.

(3) Have Staff or other reliable person(s) patrol the affected area(s) at least once every hour. When doing so, have two-way communication to other Staff in the building that can contact the Fire Department in the event of an emergency.

(4) Notify the Fire Department and building occupants when the repairs are completed, and the system is fully operational.

**NOTE:** All shutdowns will be confined to as limited an area and duration as possible. These provisions and actions must be acceptable to the Fire Department. Assistance and direction for specific situations will be sought from the Fire Department.

## **FIRE WATCH DUTIES**

**Definition:** The term “fire watch” is used to describe a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required in the event of temporary failure of the fire alarm system or where activities require the interruption of any fire detection, suppression or alarm system component.

- (1) At least one (1) qualified Staff person shall be employed to complete fire watch duties of the unprotected building area whenever the building is occupied. Each person assigned to Fire Watch duties must be provided with the following equipment:
  - (i) Suitable means of communication (cell phone, portable radio, etc.) for notifying Fire Dept.
  - (ii) A portable air horn or other approved means of sounding an alarm
  - (iii) Flashlight
  - (iv) Clipboard and pen
  - (v) Copy of fire watch duties
  - (vi) Copy of the Fire Watch Log Sheet
  - (vii) Keys and/or access codes to provide entry to all rooms/spaces
  - (viii) Floor plan(s) of the building under Fire Watch
- (2) Fire Watch personnel are to be familiar with the building and procedures for alerting the Fire Department and all building occupants in the event of a fire.
- (3) Rounds shall be diligently completed at least once each hour and recorded immediately upon the conclusion of each round on the Fire Watch Log Sheet. The person completing the rounds will record the time each round was completed.
- (4) Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
- (5) If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn or another device approved by the Chief Fire Official.
- (6) A telephone must always be readily available to notify the Fire Department by calling **9-1-1**. Always call from a safe area. Do not attempt to extinguish the fire unless it is safe to do so.
- (7) Once building evacuation is completed, await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building without permission from the Fire Department.

- (8) "Hot Works" such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired or be limited to areas where approved precautions have been put into place.
- (9) While the sprinkler and/or fire alarm system(s) are shut down, assigned fire watch personnel shall patrol the area until both the fire alarm system and the sprinkler system has been restored.
- (10) Exit doors, access to exits and corridors are to be checked periodically for proper operation and obstructions while performing Fire Watch duties.

**FIRE WATCH LOG REPORT**

_____ System out of service	Date: _____	Time: _____
System Out of Service-Notification to Fire Department	Date: _____	Time: _____

_____ System Back in Service	Date: _____	Time: _____
System Back in Service-Notification to Fire Department	Date: _____	Time: _____

**PERSONS ASSIGNED TO FIRE WATCH DUTIES SHALL FOLLOW THE REQUIRMENTS LISTED ON THE FIRE WATCH DUTIES SHEET AND SHALL PATROL ALL UNPROTECTED AREAS OF THE BUILDING EVERY HOUR TO CHECK FOR SIGNS OF FIRE OR SMOKE CONDITIONS. ALL PATROLS ARE TO BE RECORDED ON THIS LOG REPORT IMMEDIATELY FOLLOWING EACH ROUND. RECORDS OF FIRE WATCH SHALL BE KEPT FOR 2 YEARS AFTER THEY ARE MADE AND SHALL BE MADE AVAILABLE UPON REQUEST TO THE CHIEF FIRE OFFICIAL.**

**Fire Watch Commenced: Date: \_\_\_\_\_ Time: \_\_\_\_\_**

**Fire Watch Duties conducted by: (PRINT NAME & POSITION)**

<b>Rounds</b>	<b>Start Time</b>	<b>Finished</b>	<b>Signature</b>	<b>Comments</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
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## **SECTION 10 - MAINTENANCE REQUIREMENTS OF THE ONTARIO FIRE CODE**

### **CHECK INSPECT AND TEST REQUIREMENTS OF THE ONTARIO FIRE CODE.**

The following is a list of items in this building that must be checked, inspected or tested in accordance with the Ontario Fire Code.

Fire Prevention officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.

<b>DEFINITIONS FOR KEY WORDS ARE AS FOLLOWS:</b>	
<b>Check</b>	Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
<b>Inspect</b>	Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.
<b>Test</b>	Means operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

It is stated in the Ontario Fire Code that the records of all tests and corrective measures are required to be retained for a period of 2 years after they are made.

The detailed requirements listed in the following pages cover a list of maintenance requirements. These are included to assist you in determining and selecting those Life Safety Systems and Equipment that are applicable to this building. As such maintenance procedures - Checks, Inspections and Tests must be carried out accordingly.

This list has been prepared for the purposes of convenience only. For a complete and accurate reference, the Ontario Fire Code should be consulted.

These lists indicate the suggested person/contractor to conduct the Maintenance Procedures, but it is the responsibility of the management to ensure that this is being carried out properly.

If any of the applicable Life Safety Equipment/Systems require shut down or modification refer to Section 9 Alternative Measures for Occupant Fire Safety.

<b>FIRE CODE</b>	<b>ACTION</b>	<b>ITEM</b>	<b>RESPONSIBILITY</b>
<b>DAILY</b>			
2.2.3.3.	Check	Closures in fire separations shall not be blocked or wedged open.	Maintenance
2.5.1.2.(1)	Check	To ensure fire access routes and access panels or windows provided to facilitate access for firefighting operations are not obstructed.	Maintenance
2.5.1.2.(2)	Check	Fire Department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times.	Maintenance
2.7.3.1. 2.7.3.2.	Check	Exit lights shall be clearly visible, maintained and illuminated.	Maintenance
6.3.2.3.	Check	Fire alarm panel to be checked for any indication of trouble.	Maintenance
<b>WEEKLY</b>			
2.6.1.3.(1)	Check	Hoods, filters and ducts subject to accumulation of combustible deposits	Maintenance
6.5.3.1.	Check	That sprinkler system control valves are open and properly supervised	Maintenance
6.6.1.2.	Inspect	Valves controlling fire protection water supply are wide open and locked.	Maintenance
6.7.1 .1.	Inspect / Test	Emergency generator set operated at 50% of rated load for 30 minutes	Maintenance

**MONTHLY**

2.2.3.4.	Inspect	All doors in fire separations	Maintenance
2.7.3.3.(1) & (2)	Inspect	Emergency lighting unit equipment	Maintenance
6.2.7.2.	Inspect	All portable fire extinguishers	Maintenance
6.3.2.2.	Inspect	Fire alarm batteries	Maintenance
6.3.2.2.	Test	Fire alarm system	Maintenance
6.5.5.2.	Test	The sprinkler system using the alarm test connection	Maintenance

6.7.1.1.	Test/ /Inspect	Emergency generator set operated at 50% of rated load for 30 minutes	Maintenance
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**EVERY TWO MONTHS**

6.5.5.7.(2)	Test	Sprinkler transmitters and water flow devices for electrical supervision	Maintenance
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**EVERY SIX MONTHS**

6.5.5.7 (3)	Test	Gate valve supervisory switches, building and tank water temperature devices and other supervisory devices	Maintenance
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6.7.1.1.	Test	And clean crankcase breathers, governors and linkages on emergency generators	Contractor
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2.6.1.13	Inspect	Ensure system is maintained in accordance with N.F.P.A. 96	Contractor
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**ANNUALLY**

2.2.3.7.	Inspect	Fire dampers & flaps	Maintenance
2.6.1.5.	Inspect	Chimneys, flues and flue pipes and clean as necessary	Maintenance



2.6.1.8.	Inspect	Disconnect switch for mechanical air conditioning and ventilation systems	Maintenance
2.7.3.3.(3)(b) 2.7.3.3.(4)	Test	Emergency lighting	Contractor
6.2.7.1.	Inspect	All portable fire extinguishers	Contractor
6.3.2.1. 6.3.2.2.	Test	Fire alarm system by persons acceptable to the authority having jurisdiction	Contractor
6.4.1.3.(2)	Inspect	For wear, rust or obstructions after removal of plugs or caps on Fire Department connections	Contractor
6.5.3.2.	Check	Exposed sprinkler system pipe hangers	Contractor
6.5.3.5.	Check	All sprinkler heads from contamination	Contractor
6.5.4.4.(2)	Inspect	For wear, rust or obstructions after removal of plug or caps on sprinkler connections	Contractor
6.5.5.3.	Test	Water flow on wet sprinkler system using most remote test connection	Contractor
6.5.5.5.	Test	Sprinkler supply using main drain valve	Contractor
6.6.5.1.	Inspect	Hydrants shall be inspected annually and after each use in accordance with Articles 6.6.5.2. to 6.6.5.5.	Contractor
6.6.5.6.	Inspect	Hydrant water flow shall be inspected annually in accordance with Article 6.6.5.7.	Contractor
6.7.1.1.	Inspect	And service emergency generator and engine set	Contractor

7.2.3.1.(2) 7.2.3.1.(4)	Inspect	Closures in top of smoke shafts	Contractor
<b>EVERY TWO YEARS</b>			
6.7.1.1.	Inspect	And torque heads and valve adjustments for emergency generator engines	Contractor
<b>EVERY THREE YEARS</b>			
6.7.1.1.	Inspect	And service injector nozzles and valve adjustments on diesel emergency power engines	Contractor
<b>EVERY FIVE YEARS</b>			
6.2.7.1.	Test	Water type Extinguishers hydrostatically	Contractor
6.7.1.1.	Test	Insulation of emergency power generator windings	Contractor
7.2.3.1.(1)	Inspect	Closures in vent openings into smoke shafts	Contractor
<b>EVERY SIX YEARS</b>			
6.2.7.1.	Test	Empty stored pressure type extinguishers requiring 12-year hydrostatic test and subject to maintenance	Contractor
<b>EVERY TWELVE YEARS</b>			
6.2.7.1.	Test	Hydrostatically, dry chemical and vaporizing liquid type extinguishers	Contractor

## ADDITIONAL REQUIREMENTS (ONTARIO FIRE CODE)

2.2.3.5.	Check	All doors in fire separations to ensure that they are closed	Maintenance
2.2.3.8.	Check	Door openings and surrounding areas are to be kept clear.	Maintenance
2.3.2.2.	Check	Flame proofing treatments as necessary	Maintenance
2.4.1.3. 2.4.1.4.	Check	No combustible materials, other than those for which the room or space is designed, shall be permitted in any service room or space.	Maintenance
2.7.1.7.	Check	And maintain corridors free of obstructions	Maintenance
2.7.1.8.(1)	Check	Exterior stairs and exits to ensure they are kept clear of ice and snow. Also, they must be kept in good repair.	Maintenance
6.2.7.1. to 6.2.7.8.	Inspect	And recharge extinguishers after use or as indicated by an inspection or when performing maintenance	Contractor
6.6.4.1.	Inspect	Hydrants shall be maintained in operating condition.	Contractor
6.6.4.2.	Inspect	Hydrants shall be maintained free of snow and ice accumulations.	Maintenance
6.6.4.3.	Inspect	Hydrants shall be readily available and unobstructed for use at all times.	Maintenance

## **SECTION 11 - FIRE EQUIPMENT DEFINITIONS**

The following is a brief description of several fire protection systems that are presently in this building:

### **FIRE ALARM SYSTEM**

A fire alarm and detection system are an evacuation notice system. The primary purpose of a fire alarm and detection system is to enhance the life safety of the building occupants by producing a recognizable signal within a building whenever life-threatening conditions occur.

The Fire Alarm is actuated automatically by a smoke and/or heat detector, activated sprinkler head or manually by a pulled pull station.

The Fire Alarm System is comprised of a fire alarm control panel, alarm initiating devices (Pull Stations, Smoke and Heat detectors) and alarm signaling devices (Bells).

### **AUTOMATIC SPRINKLER SYSTEM**

An automatic sprinkler system is a series of underground and overhead piping designed in accordance with the fire protection engineering standards. The system is connected to a water supply such as the municipal water supply. The system includes a controlling valve, a series of sprinkler heads and a device for actuating an alarm when the system has been activated. An individual sprinkler head is activated by direct heat from a fire source.

### **EMERGENCY LIGHTING**

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

### **EXITS**

An EXIT is a part of a means of egress that leads from a floor area it serves to a public thoroughfare or to an approved open space. Walls, floors, doors, or other means provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge. Vertical shafts accessed from above or below are protected from the remainder of the building provided the doors leading to the EXIT are kept closed.

## **FIRE DEPARTMENT ACCESS**

Fire Department Access allows the fire fighters and their equipment to gain access to the building.

Vehicles parked in a Fire Route, excessive vegetation, snow and other forms of obstructions to access routes, fire hydrants and fire department connections are not permitted by the Ontario Fire Code. The maintenance of the Fire Access Route is an ongoing matter.

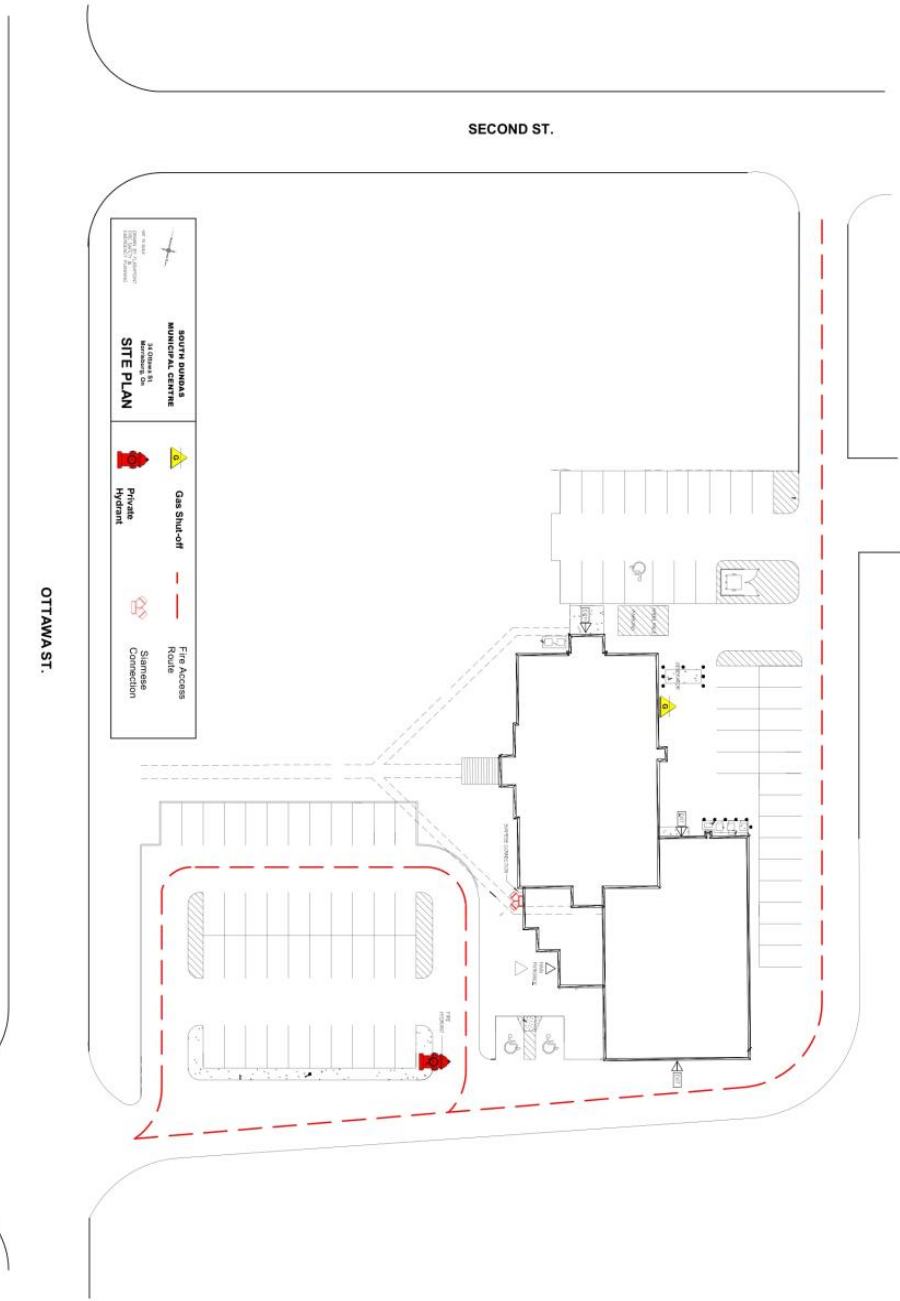
## **PORTABLE FIRE EXTINGUISHERS**

Portable Fire Extinguishers are intended as a first aid measure to cope with fires of limited size. The basic types (Classes) of fires are A (most solid combustible materials), B (flammable liquids), C (electrical), and D (combustible metals). Most extinguishers are labeled so that users may quickly identify the class of fire for which the extinguisher is best suited.

## **WATER SUPPLY**

The total water supplies required for firefighting purposes may be supplied by various sources such as Municipal water supply, storage tanks, lakes, rivers, wells, swimming pools or a combination of sources and should be obtained within a practical distance. Water supplies must be acceptable to firefighting equipment.

*APPENDIX A*  
*SCHEMATIC DIAGRAMS*



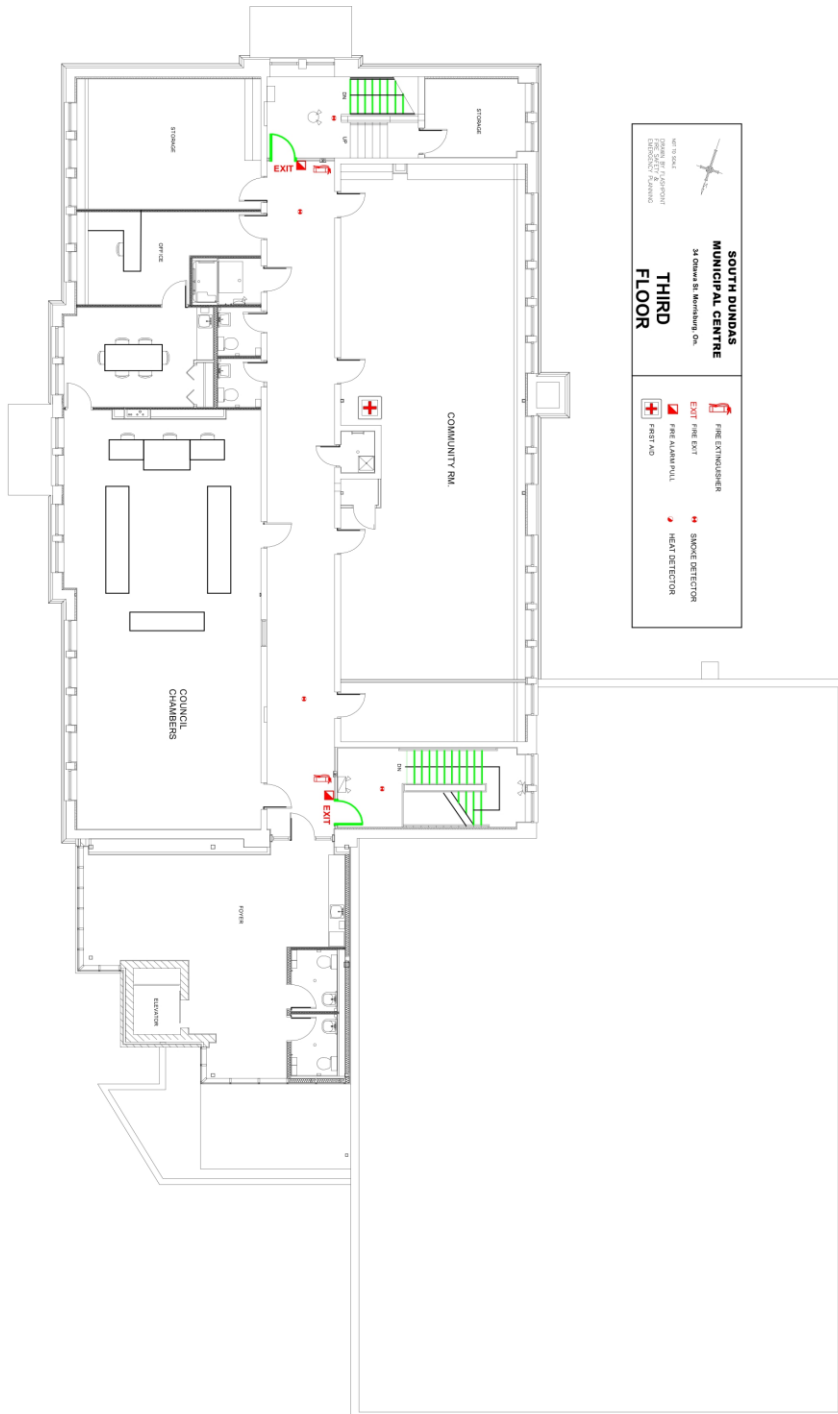






SOUTH DUNDAS  
 MUNICIPAL CENTRE  
 34 Queens St. West, Dundas, Ont.  
**GROUND FLOOR**

	FIRE EXTINGUISHER		FIRE ALARM PULL STATION
	EXIT - FIRE EXIT		SMOKE DETECTOR
	FIRE ALARM PULL		HEAT DETECTOR
	FIRE ALARM PANEL		FIRE ALARM PANEL / ANNUNCIATOR

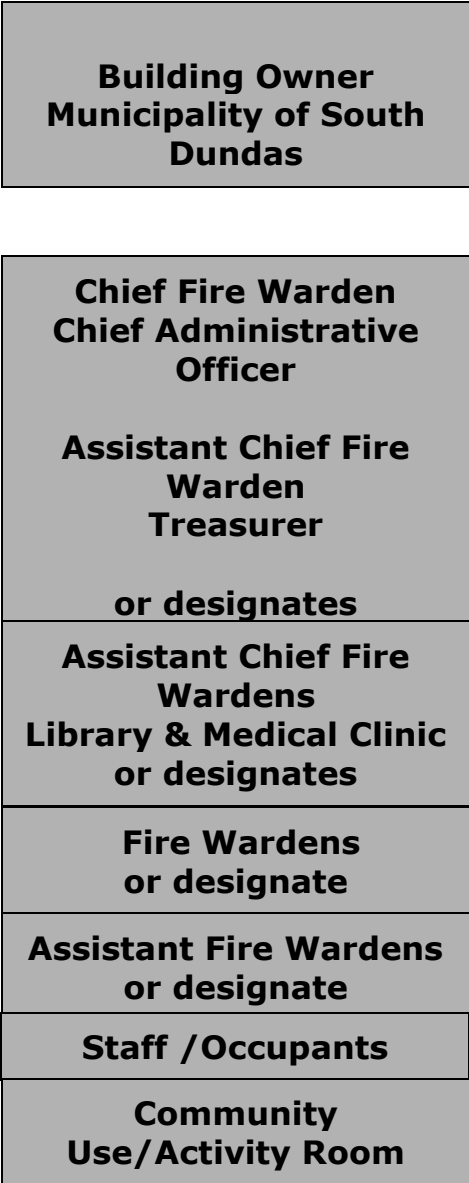


***APPENDIX B***  
***FIRE WARDEN EVACUATION PROGRAM***  
***PROCEDURES FOR FIRE WARDENS***

**ADMINISTRATION OF FIRE SAFETY TEAM**

**Fire Safety Team:**

**The Fire Safety Team** will comprise of the following structure:



The order denotes the chain of command.

Each member of the Fire Safety Team will be responsible for certain administrative duties as outlined in the Fire Safety Plan. In the event of an emergency, each member of the team will be required to perform his or her duties as outlined in the Fire Safety Plan.

## **Fire Safety Plan Administrative Procedures Chief Fire Warden (C.A.O.) (Supervisory Staff)**

The Chief Administrative Officer is responsible for the overall implementation of the Fire Safety Plan including the day to day duties required to ensure that fire safety systems and other measures are in place and operable.

The Chief Administrative Officer will be designated as the **Chief Fire Warden**. The Chief Fire Warden will assign some or all the following administrative procedures to the Assistant Chief Fire Warden (**Treasurer**). The assignment of responsibilities will be based on maximizing the fire safety for the occupants and building. Supervisory Staff are to receive training prior to being given any responsibilities for fire safety.

Instruction of Supervisory Staff and other occupants so that they are aware of their responsibilities for fire safety. Implement the Fire Safety Plan including inspections, maintenance and testing of the fire protection systems as required by the Ontario Fire Code and as summarized in this plan. Keep records of Maintenance for at least 2 years.

Maintenance of building facilities provided for the safety of occupants.

A copy of the approved Fire Safety Plan must be kept in the Fire Safety Plan Box and reviewed as necessary but at least every 12 months. Ensure that any revisions to the plan are approved by the Fire Department.

Advise the Fire Department of the temporary shutdown of fire protection systems in the building and arrange for alternative measures for fire safety as indicated in the Alternate Fire Safety Measures section. Records must be kept of any fire watch or alternate measure.

Ensure fire emergency instructions are posted on each floor, as indicated in the Instructions to be posted Section. Conduct fire drills as outlined in this plan under Fire Drills section.

Designate and train an assistant to carry out Fire Safety Plan duties during his/her absence. Instruction to all Staff so that they are aware of their responsibilities for fire safety.

Control of fire hazards in the building.

Know the Fire Safety Duties for All Staff.

Ensure all surfaces requiring flame-retarding treatment have been treated according to the manufacturer's frequency and recommendations.

**Fire Safety Plan Administrative Procedures  
Assistant Chief Fire Wardens for Library, Medical Clinic (Tenants):**

The duties of the Assistant Chief Fire Wardens for the Tenants include the following:

To perform all duties as assigned by the **Chief Fire Warden.**

Ensure all employees are aware of their fire safety duties.

Designate an assistant to perform all duties as required in the event of an absence.

Be familiar with floor areas, exits and the locations of firefighting equipment.

Assist in the evacuation of building occupants as described under emergency procedures.

Assist in fire prevention by correcting or noting and reporting to the Chief Fire Warden where fire hazards exist.

Control of fire hazards in the building.

Know the Fire Safety Duties for All Staff.

**Participate in Fire Drills as described in this Plan.**

## **FIRE WARDEN OCCUPANT FIRE PROCEDURES**

### **FIRE WARDENS**

A minimum of one person from each floor and/or each Tenant space will be selected and designated as being responsible for the implementation of this portion of the Fire Safety Plan for his/her area. This person will be the **Fire Warden** for their area and will be responsible for the successful evacuation of their area in a fire emergency.

### **FIRE WARDEN EMERGENCY PROCEDURES**

#### **UPON DISCOVERY OF SMOKE OR FIRE**

Leave the fire area, taking any persons in the immediate vicinity with you.

Close all doors behind you.

Sound the fire alarm by activating the nearest Pull Station.

If YOU have discovered the Fire, call the Fire Department by dialing **9-1-1**. Never assume that this has been done. Give the correct address of the building, 34 Ottawa Street, Morrisburg the location of the fire and your name. Call from a safe location.

Proceed to the building fire exit via the stairs **DO NOT USE THE ELEVATORS**. Take your list with you if safe to do so. Direct Assistant Wardens and Buddies to their duties if safe to do so. Prepare to receive reports from Assistant Wardens and have Staff check in with you at the designated meeting area (West parking lot) of Building – away from Fire Department Access). Report to the Chief Fire Warden.

If you encounter fire or smoke as you evacuate, try an alternate route.

Upon arrival of the Fire Department, the Chief Fire Warden will inform the Chief Fire Official regarding the conditions in the building.

Ensure that occupants/Staff **DO NOT** re-enter the building until authorized to do so by the Fire Department.

## **FIRE WARDENS UPON HEARING THE FIRE ALARM**

Ensure Assistant Wardens and buddies have checked in with you and have begun their duties if safe to do so.

Proceed to the building fire exit via the stairs. **DO NOT USE THE ELEVATORS.** Prepare to receive reports from Assistant Fire Wardens and have Staff check in with you at the designated meeting area (West side of Building – away from Fire Department Access). Report to the Chief Fire Warden. (Building Operator or designate)

If you encounter fire or smoke as you evacuate, use an alternate exit.

Ensure that occupants **DO NOT** re-enter the building until authorized to do so by the Fire Department.



## **FIRE WARDEN RESPONSIBILITIES**

Read and understand the applicable sections of the Fire Safety Plan.

Oversee implementing the approved Fire Safety Plan for your area.

Designate and train enough assistants to act in this position during your absence.

Educate employees about their responsibilities under this Plan.

Know where all fire protection equipment and appropriate fire exit routes are located for your occupants.

Encourage participation in fire drills held ONCE every year. Advance notice shall be posted to advise all occupants of the time and date of fire drills. After each drill, all persons with delegated responsibility shall attend a debriefing to report on their actions.

Provide your name, regular and emergency telephone numbers to the Chief Fire Warden for their records.

**Call 9-1-1** whenever you need assistance in an emergency.

Ensure a copy of the accepted emergency procedures is given to each employee.

Ensure all means of egress are always unobstructed .

Notify Chief Fire Warden of any changes to Fire Warden or Assistant Fire Warden names or telephone numbers immediately.

Know your correct building address is 34 Ottawa Street, Morrisburg.

Know the audible fire alarm signals and the procedures established to implement safe evacuation.

Repair or rectify any condition such as blocked exits or blocked access to fire alarm pull stations or extinguishers immediately.

Complete Staff Information form for all persons Requiring Assistance to Evacuate and return to the Chief Fire Warden.

## **STAFF/OCCUPANT FIRE PROCEDURES**

### **IN THE EVENT OF A FIRE:**

- (1) Leave the area.
- (2) Close the door(s) behind you to confine and control the smoke and fire.
- (3) Activate the fire alarm system by pulling the pull station located by the nearest exit.
- (4) Leave the building using the nearest exit. Advising and assisting occupants to evacuate the building.
- (5) If YOU discovered the Fire, call the Fire Department at **9-1-1** from a safe location. Know the correct address of the building, 34 Ottawa Street, Morrisburg.
- (6) Chief Fire Warden or designate will meet the Fire Department when they arrive.

### **IN THE EVENT OF A FIRE ALARM**

#### ***React immediately. Evacuate if you can.***

The building is equipped with a fire alarm system. An alarm signal will sound throughout the building in the event of a fire emergency. (The fire alarm signal consists of constantly ringing bells and horns and strobes when activated.)

When a fire occurs in a building, conditions in the building can change rapidly. For your safety, it is best to leave the building immediately upon hearing the fire alarm signal. If you remain in your suite/office during a fire, there are no assurances that you will be rescued or that you will not sustain serious or fatal injuries before assistance can reach you. To increase your chances of survival, adhere to the following procedures.

#### ***Check the door for heat and the corridor for smoke.***

Before opening your suite/office door, feel the knob to see if it is hot. **If is hot, don't open it.**

If it is cool to touch, brace yourself against the door and open it slowly. If heat or smoke rushes in, **close the door** quickly and remain in your suite/office and call **9-1-1** the Fire Department and give them your location.

#### ***Cautiously evacuate from the building.***

If the corridor is clear of smoke, close your door, go to the nearest exit or stairwell that leads directly outside. If you encounter smoke while leaving the building, proceed to the other exit or stairwell and continue to leave the building. If you encounter more smoke, seek refuge in another suite/office if you can't return to your own suite/office. Call the fire Department at 911.

### **NOTE: NEVER EXIT TO THE ROOF**

***If unable to evacuate, be prepared to protect yourself from smoke and fire.***

If you are unable to leave the building, you must be prepared to, protect yourself from smoke and fire. This involves making sure your suite door is firmly closed and sealing any cracks or vents where smoke may enter. It is good to have a roll of duct tape or similar tape available for this situation.

Go to the area in your suite/office which has the least amount of smoke. Call **9-1-1** wait to be rescued or notified that the emergency is over.

### **STAY LOW IN SMOKE**

***Notify others that you can't escape.***

Phone **9-1-1** the Fire Department to let them know your location and that you are not able to evacuate. **Remain Calm.**

## **PERSONS REQUIRING ASSISTANCE**

### **Memorandum to Staff**

In order to ensure the safety of Staff during an emergency, the co-operation of all Staff is requested to complete the information below for any person(s) who may require assistance in an evacuation.

This confidential information is to be made available only to the Fire Department who upon their arrival at the Building will undertake to evacuate the persons concerned.

All such information is to be kept strictly confidential and will enable us to be of assistance in the event of any emergency evacuation (i.e. fire).

Please return the completed form, if applicable, to your Fire Warden or the Chief Fire Warden (C.A.O. S. Geraghty)

<b>Name</b>	<b>Business/ Floor</b>	<b>Type of assistance required</b>

### **Additional information:**

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## **FIRE SAFETY DUTIES FOR ALL STAFF**

If the Fire Alarm System is not working or is indicating a trouble condition notify the Chief Fire Warden (C.A.O.) or your Fire Warden immediately.

Always keep the doors to the stairway closed .

Keep the stairways, landings, and always exits clear of obstructions .

Ensure that exit doors are not locked against the direction of exit travel and are equipped only with approved hardware.

Report any perceived deficiencies or hazards to the Chief Fire Warden or your Fire Warden immediately.

Know where the fire alarm pull stations and exits are located.

Do not obstruct pull stations or fire extinguishers.

Call the Fire Department immediately **9-1-1-** whenever you need assistance.

Know the correct address of the building. 34 Ottawa Street, Morrisburg.

Notify the Chief Fire Warden (fill out form Section 4B) if special assistance is required in the event of an emergency.

Know the audible fire alarm signals and the procedures established to implement safe evacuation.

Know who is part of the Fire Safety Team.

Report any fire hazard to the **Chief Fire Warden or your Fire Warden.**

## **FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department notified, should an experienced person (familiar with extinguisher operation) attempt to extinguish a small fire. **THIS IS A VOLUNTARY ACT ON YOUR PART.** If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

## **SUGGESTED OPERATION OF PORTABLE FIRE EXTINGUISHERS**

**REMEMBER: P A S S**

**P - Pull the safety pin**

**A - Aim the nozzle**

**S - Squeeze the trigger handle**

**S - Sweep from side to side (watch for fire restarting)**

Never re-hang extinguishers after use. Ensure that they are properly recharged.

Keep extinguishers in visible area without obstructions around them.

***APPENDIX C***  
***FIRE WARDEN EVACUATION PROGRAM***  
***PROCEDURES FOR ASSISTANT FIRE WARDENS***

## **ASSISTANT FIRE WARDENS**

This Section applies to individuals designated as Assistant Fire Wardens who have the responsibility of assisting the Floor Warden in the evacuation of occupants under emergency conditions.

### **UPON DISCOVERY OF SMOKE OR FIRE**

Leave the fire area, taking any persons in the immediate vicinity with you.

Close all doors behind you.

Sound the alarm by activating the nearest Pull Station, if safe to do so.

Assistant Fire Wardens check offices and washrooms on their way to the closest safe exit to ensure they are clear of personnel if safe to do so.

Assistant Fire Wardens accompany persons requiring assistance to the exit stairwells if safe to do so. Assistant Fire Wardens proceed to assist with evacuating personnel via the exit stairwells if safe to do so.

Assistant Fire Wardens take up respective positions at assigned stairwell doors to ensure orderly and safe evacuation of personnel.

Persons Requiring Assistance who cannot evacuate using the stairwell are to be assigned a "Buddy" and the "Buddy" is to ensure that they are to be placed outside the elevator (if safe to do so) for rescue by the Fire Department. The alternate area to be used for placement of Persons Requiring Assistance in this building is the stairwell, the stairwell is to be used after persons from the above floors have exited using this stairwell.

The Buddy will then evacuate the building and go directly to the Fire Department at the scene and report the location of the person requiring assistance. It is helpful if two-way communications can be maintained with the person requiring assistance.

Follow instructions given to you by your Fire Warden.

Once all occupants have evacuated, proceed to the building fire exit via the stairs.

### **DO NOT USE ELEVATORS.**

Report to Fire Warden at the designated meeting area. (West side of Building away from Fire Department access).



## **ASSISTANT FIRE WARDENS UPON HEARING A FIRE ALARM**

Call the Fire Department by dialing **9-1-1**. Never assume that this has been done. Give the correct address of the building, 34 Ottawa St, Morrisburg and your name.

Assistant Fire Wardens proceed to evacuate personnel via the exit stairwells if safe to do so.

Assistant Fire Wardens check washrooms to ensure they are clear of personnel if safe to do so.

Buddies or Assistant Fire Wardens accompany persons requiring assistance to exit stairwells if safe to do so.

Assistant Fire Wardens take up respective positions at assigned stairwell doors to ensure orderly and safe evacuation of personnel.

Follow instructions given to you by your Fire Warden.

Once all occupants have evacuated, proceed to the building fire exit via the stairs.

### **DO NOT USE ELEVATOR.**

Report to the Fire Warden at the designated meeting area. (East side of Building – away from Fire Department Access).

## **ASSISTANT FIRE WARDEN RESPONSIBILITIES**

Designate and train enough alternates to act in this position in your absence.

Read and understand your duties under this Fire Safety Plan.

Know where Fire Alarm Pull Stations and exit routes are located for your floor area.

Ensure all means of egress are always unobstructed .

Report unsafe conditions to your FIRE WARDEN or CHIEF FIRE WARDEN.

Know the location of persons requiring assistance.

## **PERSONS REQUIRING ASSISTANCE**

### **Memorandum to Staff**

In order to ensure the safety of Staff during an emergency, the co-operation of all Staff is requested to complete the information below for any person(s) who may require assistance in an evacuation.

This confidential information is to be made available only to the Fire Department who upon their arrival at the Building will undertake to evacuate the persons concerned.

All such information is to be kept strictly confidential and will enable us to be of assistance in the event of any emergency evacuation (i.e. fire).

Please return the completed form, if applicable, to your Fire Warden or the Chief Fire Warden (C.A.O. S. Geraghty)

<b>Name</b>	<b>Business/ Floor</b>	<b>Type of assistance required</b>

### **Additional information:**

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## **FIRE SAFETY DUTIES FOR ALL STAFF**

If the Fire Alarm System is not working or is indicating a trouble condition notify the Chief Fire Warden (C.A.O.) or your Fire Warden immediately.

Always keep the doors to the stairway closed .

Keep the stairways, landings, and always exits clear of obstructions .

Ensure that exit doors are not locked against the direction of exit travel and are equipped only with approved hardware.

Report any perceived deficiencies or hazards to the Chief Fire Warden or your Fire Warden immediately.

Know where the fire alarm pull stations and exits are located.

Do not obstruct pull stations or fire extinguishers.

Call the Fire Department immediately **9-1-1-** whenever you need assistance.

Know the correct address of the building. 34 Ottawa Street, Morrisburg.

Notify the Chief Fire Warden (fill out form Section 4B) if special assistance is required in the event of an emergency.

Know the audible fire alarm signals and the procedures established to implement safe evacuation.

Know who is part of the Fire Safety Team.

Report any fire hazard to the **Chief Fire Warden or your Fire Warden.**

## **FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department notified, should an experienced person (familiar with extinguisher operation) attempt to extinguish a small fire. **THIS IS A VOLUNTARY ACT ON YOUR PART.** If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

### **SUGGESTED OPERATION OF PORTABLE FIRE EXTINGUISHERS**

**REMEMBER: P A S S**

**P - Pull the safety pin**

**A - Aim the nozzle**

**S - Squeeze the trigger handle**

**S - Sweep from side to side (watch for fire restarting)**

Never re-hang extinguishers after use. Ensure that they are properly recharged.

Keep extinguishers in visible area without obstructions around them.

***APPENDIX D***  
***PROCEDURES FOR STAFF***

## **STAFF/OCCUPANT FIRE PROCEDURES**

### **IN THE EVENT OF A FIRE:**

- (1) Leave the area.
- (2) Close the door(s) behind you to confine and control the smoke and fire.
- (3) Activate the fire alarm system by pulling the pull station located by the nearest exit.
- (4) Leave the building using the nearest exit. Advising and assisting occupants to evacuate the building.
- (5) If YOU discovered the Fire, call the Fire Department at **9-1-1** from a safe location. Know the correct address of the building, 34 Ottawa Street, Morrisburg.
- (6) Chief Fire Warden or designate will meet the Fire Department when they arrive.

### **IN THE EVENT OF A FIRE ALARM**

#### ***React immediately. Evacuate if you can.***

The building is equipped with a fire alarm system. An alarm signal will sound throughout the building in the event of a fire emergency. (The fire alarm signal consists of constantly ringing bells and horns and strobes when activated.)

When a fire occurs in a building, conditions in the building can change rapidly. For your safety, it is best to leave the building immediately upon hearing the fire alarm signal. If you remain in your suite/office during a fire, there are no assurances that you will be rescued or that you will not sustain serious or fatal injuries before assistance can reach you. To increase your chances of survival, adhere to the following procedures.

#### ***Check the door for heat and the corridor for smoke.***

Before opening your suite/office door, feel the knob to see if it is hot. **If is hot, don't open it.**

If it is cool to touch, brace yourself against the door and open it slowly. If heat or smoke rushes in, **close the door** quickly and remain in your suite/office and call **9-1-1** the Fire Department and give them your location.

### ***Cautiously evacuate from the building.***

If the corridor is clear of smoke, close your door, go to the nearest exit or stairwell that leads directly outside. If you encounter smoke while leaving the building, proceed to the other exit or stairwell and continue to leave the building. If you encounter more smoke, seek refuge in another suite/office if you can't return to your own suite/office. Call the Fire Department at 911.

### **NOTE: NEVER EXIT TO THE ROOF**

***If unable to evacuate, be prepared to protect yourself from smoke and fire.***

If you are unable to leave the building, you must be prepared to protect yourself from smoke and fire. This involves making sure your suite door is firmly closed and sealing any cracks or vents where smoke may enter. It is good to have a roll of duct tape or similar tape available for this situation.

Go to the area in your suite/office which has the least amount of smoke. Call **9-1-1** wait to be rescued or notified that the emergency is over.

### **STAY LOW IN SMOKE**

***Notify others that you can't escape.***

Phone **9-1-1** the Fire Department to let them know your location and that you are not able to evacuate. **Remain Calm.**

## OCCUPANT FIRE PROCEDURES

Sample signage as shown below will be attached to the wall at all fire alarm pull stations and in elevator lobbies (single stage alarm).

### **IN CASE OF FIRE** **UPON DISCOVERY OF FIRE**

- LEAVE THE FIRE AREA IMMEDIATELY
- CLOSE ALL DOORS BEHIND YOU.
- SOUND FIRE ALARM
- CALL THE FIRE DEPARTMENT - **911** (from a safe location)
- LEAVE BUILDING VIA NEAREST EXIT

### **DO NOT USE ELEVATORS** **UPON HEARING ALARM**

- LEAVE BUILDING VIA NEAREST EXIT
- CLOSE ALL DOORS BEHIND YOU.

#### **CAUTION**

IF YOU ENCOUNTER SMOKE IN STAIRWAY USE  
ALTERNATE EXIT

**REMAIN CALM**

The fire alarm is to be activated to alert other occupants of an emergency and to put into operation the approved Fire Safety Plan. Notify the Fire Department by telephoning 911.



## **PERSONS REQUIRING ASSISTANCE**

### **Memorandum to Staff**

In order to ensure the safety of Staff during an emergency, the co-operation of all Staff is requested to complete the information below for any person(s) who may require assistance in an evacuation.

This confidential information is to be made available only to the Fire Department who upon their arrival at the Building will undertake to evacuate the persons concerned.

All such information is to be kept strictly confidential and will enable us to be of assistance in the event of any emergency evacuation (i.e. fire).

Please return the completed form, if applicable, to your Fire Warden or the Chief Fire Warden (C.A.O. S. Geraghty)

<b>Name</b>	<b>Business/ Floor</b>	<b>Type of assistance required</b>

### **Additional information:**

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## **FIRE SAFETY DUTIES FOR ALL STAFF**

If the Fire Alarm System is not working or is indicating a trouble condition notify the Chief Fire Warden (C.A.O.) or your Fire Warden immediately.

Always keep the doors to the stairway closed .

Keep the stairways, landings, and always exits clear of obstructions .

Ensure that exit doors are not locked against the direction of exit travel and are equipped only with approved hardware.

Report any perceived deficiencies or hazards to the Chief Fire Warden or your Fire Warden immediately.

Know where the fire alarm pull stations and exits are located.

Do not obstruct pull stations or fire extinguishers.

Call the Fire Department immediately **9-1-1-** whenever you need assistance.

Know the correct address of the building. 34 Ottawa Street, Morrisburg.

Notify the Chief Fire Warden (fill out form Section 4B) if special assistance is required in the event of an emergency.

Know the audible fire alarm signals and the procedures established to implement safe evacuation.

Know who is part of the Fire Safety Team.

Report any fire hazard to the **Chief Fire Warden or your Fire Warden.**

## **FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department notified, should an experienced person (familiar with extinguisher operation) attempt to extinguish a small fire. **THIS IS A VOLUNTARY ACT ON YOUR PART.** If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

### **SUGGESTED OPERATION OF PORTABLE FIRE EXTINGUISHERS**

**REMEMBER: P A S S**

**P - Pull the safety pin**

**A - Aim the nozzle**

**S - Squeeze the trigger handle**

**S - Sweep from side to side (watch for fire restarting)**

Never re-hang extinguishers after use. Ensure that they are properly recharged.

Keep extinguishers in visible area without obstructions around them.

***APPENDIX E***  
***COMMUNITY USE ACTIVITY ROOM***

## **OCCUPANT FIRE PROCEDURES**

Sample signage as shown below will be attached to the wall at all fire alarm pull stations and in elevator lobbies (single stage alarm).

### **IN CASE OF FIRE UPON DISCOVERY OF FIRE**

- LEAVE THE FIRE AREA IMMEDIATELY
- CLOSE ALL DOORS BEHIND YOU.
- SOUND FIRE ALARM
- CALL THE FIRE DEPARTMENT - **911**- (from a safe location).
- LEAVE BUILDING VIA NEAREST EXIT

### **DO NOT USE ELEVATORS UPON HEARING ALARM**

- LEAVE BUILDING VIA NEAREST EXIT
- CLOSE ALL DOORS BEHIND YOU.

#### **CAUTION**

IF YOU ENCOUNTER SMOKE IN STAIRWAY USE  
ALTERNATE EXIT

### **REMAIN CALM**

The fire alarm is to be activated to alert other occupants of an emergency and to put into operation the approved Fire Safety Plan. Notify the Fire Department by telephoning 911.

## **FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department notified, should an experienced person (familiar with extinguisher operation) attempt to extinguish a small fire. **THIS IS A VOLUNTARY ACT ON YOUR PART.** If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

### **SUGGESTED OPERATION OF PORTABLE FIRE EXTINGUISHERS**

**REMEMBER: P A S S**

**P - Pull the safety pin**

**A - Aim the nozzle**

**S - Squeeze the trigger handle**

**S - Sweep from side to side (watch for fire restarting)**

Never re-hang extinguishers after use. Ensure that they are properly recharged.

Keep extinguishers in visible area without obstructions around them.

## **OCCUPANT FIRE PROCEDURES**

### **IN THE EVENT OF A FIRE:**

- (1) Leave the area.
- (2) Close the door(s) behind you to confine and control the smoke and fire.
- (3) Activate the fire alarm system by pulling the pull station located by the nearest exit.
- (4) Leave the building using the nearest exit. Advising and assisting occupants to evacuate the building.
- (5) If YOU discovered the Fire, call the Fire Department at **9-1-1** from a safe location. Know the correct address of the building, 34 Ottawa Street, Morrisburg.
- (6) Meet the Fire Department when they arrive.

### **IN THE EVENT OF A FIRE ALARM**

***React immediately. Evacuate if you can.***

The building is equipped with a fire alarm system. An alarm signal will sound throughout the building in the event of a fire emergency. (The fire alarm signal consists of constantly ringing bells and horns and strobes when activated.)

When a fire occurs in a building, conditions in the building can change rapidly. For your safety, it is best to leave the building immediately upon hearing the fire alarm signal. If you remain in the building during a fire, there are no assurances that you will be rescued or that you will not sustain serious or fatal injuries before assistance can reach you. To increase your chances of survival, adhere to the following procedures.

***Check the door for heat and the corridor for smoke.***

Before opening your suite/office door, feel the knob to see if it is hot. **If is hot, don't open it.**

If it is cool to touch, brace yourself against the door and open it slowly. If heat or smoke rushes in, **close the door** quickly and remain in your suite/office and call **9-1-1** the Fire Department and give them your location.

### ***Cautiously evacuate from the building.***

If the corridor is clear of smoke, close the door, go to the nearest exit or stairwell that leads directly outside. If you encounter smoke while leaving the building, proceed to the other exit or stairwell and continue to leave the building. If you encounter more smoke, seek refuge in another room if you can't return to your area. Call the Fire Department at 911.

### **NOTE: NEVER EXIT TO THE ROOF**

***If unable to evacuate, be prepared to protect yourself from smoke and fire.***

If you are unable to leave the building, you must be prepared to protect yourself from smoke and fire. This involves making sure door into the room and any window is firmly closed and sealing any cracks or vents where smoke may enter.

Go to the area in the room which has the least amount of smoke. Call **9-1-1** wait to be rescued or notified that the emergency is over.

### **STAY LOW IN SMOKE**

***Notify others that you can't escape.***

Phone **9-1-1** the Fire Department to let them know your location and that you are not able to evacuate. **Remain Calm.**



## ANNUAL FIRE PLAN REVIEW AND SIGN OFF

Date	Owner or Representative Name	Title	Reviewed X	Revisions required		Signature
				Yes X	No X	

**This Fire Safety must be reviewed as necessary but at least every 12 months.**

Any changes to the Fire Safety Plan or its procedures must be approved by the Fire Department.

## **FIRE SAFETY PLAN DISTRIBUTION**

<b>Person or Group</b>	<b>Sections</b>
Fire Department	Entire Document
Building Owner	Entire Document
Property Manager	Entire Document
Fire Wardens	Appendix B
Assistant Fire Wardens	Appendix C
Staff	Appendix D
Community Activity Room Use	Appendix E

**This Fire Safety Plan must always be kept in an accessible location known to Staff and the Fire Department. (Fire Plan Box at Main Entrance)**