

**Township of Muskoka Lakes  
Fire Department**



**Guidelines to Developing a  
Fire Safety Plan**

**Fire Prevention  
Muskoka Lakes Fire Department  
1 Bailey Street, Port Carling  
765-3156**

## COMPOSING A FIRE SAFETY PLAN

Not enough emphasis can be placed on the importance of a Fire Safety Plan (FSP). As a result of recent civil court rulings regarding fire losses, financial responsibility is being placed on building owners for not having or not following existing FSP's. Amendments to the Criminal Code of Canada Arson legislation have placed criminal liability on building owners who do not act with due diligence.

### **Section 436 (1) Criminal Code of Canada**

*Every person who owns in whole or in part, or controls property is guilty of an indictable offence for a term not exceeding five years where, as a result of a marked departure from the standard of care that a reasonably prudent person would use to prevent or control the spread of fires or to prevent explosions, that person is a cause of a fire or explosion in that property that causes bodily harm to another person or damage to property.*

### **Section 436 (2) Criminal Code of Canada**

*Where a person is charged with an offence under subsection (1), the fact that the person failed to comply with any law respecting the prevention or control of fires or explosions in the property is a fact from which a marked departure from the standard of care referred to in that subsection may be inferred by the court.*

As an owner, it makes good sense to mitigate risk to your tenants, patrons, your building as well as yourself. The goal should be to minimize the potential damage to property and the loss of life through the adoption of an effective Fire Safety Plan.

## ONTARIO FIRE CODE

### **SECTION 2.8 EMERGENCY PLANNING**

#### **Subsection 2.8.1. General**

#### **Application**

##### **2.8.1.1.**

- (1) The requirements of this Section shall apply to buildings containing a
  - (a) Group `A' or `B' occupancy,
  - (b) Group `C' occupancy where the occupant load exceeds 10,
  - (c) Group `D' occupancy where the occupant load exceeds 300,
  - (d) Group `E' occupancy where the occupant load exceeds 300,
  - (e) Group `F' Division 1 occupancy where the occupant load exceeds 25,
  - (f) Group `F' Division 2 occupancy where the occupant load exceeds 100, or
  - (g) Group `F' Division 3 occupancy where the occupant load exceeds 300.
- (2) Despite Sentence (1), the requirements of this Section shall apply to buildings or premises
  - (a) containing 4 storeys or more, including storeys below grade,
  - (b) subject to the provisions of Subsection 3.5.3.,
  - (c) subject to the provisions of Article 4.1.5.6.,

- (d) subject to the provisions of Article 4.12.4.1.,
- (e) regulated by Section 9.3 (Boarding, Lodging and Rooming Houses),
- (f) subject to the provisions of Sentence 9.5.3.1.(3), or
- (g) used as a convalescent home or children's custodial home providing sleeping accommodation for more than 3 persons.

(3) Despite Sentence (1), the requirements of this Section apply to recreational camps regulated under the Health Protection and Promotion Act.

### **Instructions in emergency procedures**

#### **2.8.1.2.**

- (1) Supervisory staff shall be instructed in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.
- (2) Supervisory staff shall be available on notification of a fire emergency to fulfill their obligation as described in the fire safety plan.
- (3) It is not necessary that supervisory staff be in the building on a continual basis.

### **Subsection 2.8.2 Fire Safety Plan**

#### ***Measures in a fire safety plan***

##### **2.8.2.1.**

- (1) A fire safety plan shall include
  - (a) the emergency procedures to be used in case of fire including sounding the fire alarm, notifying the fire department, provisions for access for fire fighting, instructing occupants on procedures to be followed when the fire alarm sounds, evacuating endangered occupants and confining, controlling and extinguishing the fire,
  - (b) the appointment and organization of designated supervisory staff to carry out fire safety duties,
  - (c) the instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety,
  - (d) the holding of fire drills including the emergency procedures appropriate to the building,
  - (e) the control of fire hazards in the building,
  - (f) the maintenance of building facilities provided for the safety of occupants,
  - (g) the provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof, and
  - (h) instructions, including schematic diagrams, describing the type, location and operation of building fire emergency systems.
- (2) The fire safety plan shall be prepared, approved and implemented in buildings regulated by Article 2.8.1.1.
- (3) The fire safety plan shall be kept in the building in an approved location.

Institutional occupancies

##### **2.8.2.2.**

There shall be sufficient supervisory staff available in institutional occupancies to carry out the duties as required in the fire safety plan.

#### ***High buildings***

##### **2.8.2.3.**

- (1) The fire safety plan in buildings within the scope of Subsection 3.2.6. of the Building Code shall, in addition to the requirements of Sentence 2.8.2.1.(1), include
  - (a) the instruction of supervisory staff on the use of the voice communication system,
  - (b) the procedures for use of elevators and for evacuation of persons in need of assistance,
  - (c) the action to be taken by supervisory staff in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives,

- (d) the procedures established to facilitate fire department access to the building and fire location within the building, and
- (e) the instructions for the supervisory staff and fire department for the operation of the fire emergency systems.

**2.8.2.4.**

A copy of the fire emergency procedures and other duties for supervisory staff as laid down in the fire safety plan shall be given to all supervisory staff.

***Posting fire emergency procedures***

**2.8.2.5.**

At least one copy of the fire emergency procedures shall be prominently posted and maintained on each floor area.

**Subsection 2.8.3. Fire Drills**

***Procedures***

**2.8.3.1.**

(1) The procedure for conducting fire drills described in Clause 2.8.2.1.(1)(d) shall be included in the fire safety plan, taking into consideration

- (a) the building occupancy and its fire hazards,
- (b) the safety features provided in the building,
- (c) the desirable degree of participation of occupants other than supervisory staff,
- (d) the number and degree of experience of participating supervisory staff, and
- (e) the testing and operation of the emergency systems installed in buildings within the scope of Subsection 3.2.6. of the Building Code.

(2) The fire drill procedures required in Sentence (1) shall be prepared in consultation with the Chief Fire Official.

***Frequency***

**2.8.3.2.**

(1) Fire drills as described in Sentence 2.8.3.1.(1) shall be held once during each 12-month period for the supervisory staff, except that

- (a) in day-care centres and Group `B' occupancies, fire drills shall be held at least monthly,
- (b) in schools attended by children, total evacuation fire drills shall be held 3 times in each of the fall and spring school terms, and
- (c) in buildings within the scope of Subsection 3.2.6. of the Building Code, fire drills shall be held every 3 months.

(2) Records of a fire drill required by Sentence (1) shall be kept for 12 months after the fire drill.

**FIRE SAFETY PLAN APPROVAL**

Fire Safety Plans shall be submitted to the Chief Fire Official of the Township of Muskoka Lakes for approval prior to its implementation.

**Two (2) copies** of the Fire Safety Plan are to be submitted in a 8½ x 11 inch format and typed. Floor plans may be submitted on 11 x 17 inch paper for the purposes of legibility.

## CONTENTS OF A FIRE SAFETY PLAN

**Title Page** – Indicates that the Fire Safety Plan is for a specific address in the municipality of the Township of Muskoka Lakes and that it is an official document which must be kept on site and be available at all times.

**Table of Contents** – Quick reference to specific portions of the Fire Safety Plan.

**Building Profile** – Audit of Human Resources

**Building Profile** – Audit of Building Resources

**Emergency Procedures** – Emergency procedures for building occupants and supervisory staff.

**Fire Extinguishments/Control/Confinement** – Information for building occupants to extinguish a small fire using a portable fire extinguisher, or containing a fire that cannot be extinguished. It also contains information on how to control fire hazards. **YOU MUST CUSTOMIZE THIS SECTION.**

**Fire Drills / Alternative Measures** – Ensures that all occupants and/or staff are familiar with evacuation procedures and identify duties of those involved. These must be included in the plan.

**Maintenance Requirements of Building Fire & Life Safety Systems** – Identifies the maintenance requirements of fire safety systems as required by the Ontario Fire Code.

**Building Schematics** – Floor plans must be prepared and submitted for approval. See page 18 of this guide to assist with these requirements.

(The following is a sample fire safety plan, which can assist you in developing your own fire safety plan. Not all components of this plan may be applicable to your building.)

# FIRE SAFETY PLAN

Fire Safety Plan for:

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BUSINESS NAME

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BUSINESS ADDRESS

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### Goal Of A Fire Safety Plan

Fire safety planning has 3 primary objectives:

1. *Fire Hazard Control*
2. *Fire Protection System Maintenance*
3. *Emergency Evacuation*

Fire Safety Planning prevents the occurrence of fire by the control of fire hazards in the building, ensures operation of fire protection systems by establishing maintenance procedures, and provides a systematic method of safe and orderly evacuation of the building in the event of fire.

## **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.**

The building owner has numerous responsibilities related to fire safety and must ensure that the following measures are incorporated in the Fire Safety Plan.

- Establishment of emergency procedures to be followed at the time of an emergency
- Appointment and organization of designated supervisory staff to carry out fire safety duties
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety
- Holding of fire drills
- Control of fire hazards in the building
- Maintenance of building facilities provided for the safety of the occupants
- Provisions of alternative measures for safety of occupants during shutdown of fire protection equipment
- Assuring that checks, tests, and inspections as required by the Fire Code are completed on schedule and that records are retained and maintained
- Posting and maintaining a copy of the Fire Safety Plan and ensuring that floor diagrams and instructions are posted on each floor area
- Notification of the Chief Fire Official regarding changes to the Fire Safety Plan

### IN GENERAL

- Keep the doors to stairways closed at all times



- Keep stairways, landings, hallways, passageways and exits (inside and outside) clear of any obstructions at all times
- Do not permit combustible materials to accumulate in any part of a stairway, fire escape or other means of egress or elevator or ventilation shafts
- Promptly remove all combustible waste from all areas where waste is placed for disposal
- Keep access roadways, fire routes and fire pumper connections clear and accessible for Fire Department use
- Have a working knowledge of the fire alarm system and how it is reset
- Maintain the fire alarm system and other fire protection equipment in good operating condition at all times
- In the event of any shutdown of fire protection equipment notify the Fire Department and patrol the hallways once every hour (firewatch)
- Arrange for a substitute in your absence
- Participate in fire drills: occupant participation is optional
- Have and know the Ontario Fire Code
- Post Fire Safety Procedures in conspicuous locations

**Ontario Fire Code Sentence 1.2.1.2.**

The Ontario Fire Code defines the **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 or property.”

## Building Profile (audit of human resources)

Common Name of Building:

Address:

City/Town:

Postal Code:

### EMERGENCY LISTING & ONSITE INFORMATION

<b>Ownership</b>	
Building Owner:	
Address:	
City/Town:	Postal Code:
Phone:	Residence <input type="checkbox"/>
Phone:	Check if unlisted
Phone:	Email:
Phone:	
<b>Building Management</b>	
1. Name:	Phone:
Position:	Cell:
Address:	Pager:
2. Name:	Phone:
Position:	Cell:
Address:	Pager:
3. Name:	Phone:
Position:	Cell:
Address:	Pager:
<b>Keyholders</b>	
1. Name:	Phone:
Position:	Cell:
Address:	Pager:
2. Name:	Phone:
Position:	Cell:
Address:	Pager:
<b>Onsite Building Info</b>	
<input type="checkbox"/> Fire Safety Plan	Location:
	Revised Date:
<input type="checkbox"/> WHMIS Records	Location:
	Revised Date:
<i>WHMIS (Workplace Hazardous Materials Information Sheets)</i>	

### Building Security, Access & Info

- Lock Box      Type: \_\_\_\_\_      Location: \_\_\_\_\_  
Height from grade: \_\_\_\_\_ metres
- On-Site Security      Company name: \_\_\_\_\_
- Security Dogs:      Number: \_\_\_\_\_

## Building Profile (audit of building resources)

### ALARM & EVACUATION SYSTEMS

#### Alarm Systems

Alarm Type

- Main Fire Alarm Control Panel (FACP)      Location: \_\_\_\_\_
- Remote Annunciator (AN)      Location: \_\_\_\_\_
- Complete System       Single Stage       Monitored      By: \_\_\_\_\_  
 Dual Stage
- Partial System       Interconnected       Monitored      By: \_\_\_\_\_  
 Security/Intrusion

#### Sprinkler Systems

Sprinkler System:     Yes     No      Type:     Wet     Dry  
 Other:

Connected to Fire Alarm System:     No     Yes

Location of Shutoff/Isolation Valves:

Sprinkler Monitoring Company: \_\_\_\_\_      Phone: \_\_\_\_\_

Fire Extinguishing Systems		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Connected to Fire Alarm System:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b><u>Area Protected</u></b>	<b><u>Type</u></b>	
<input type="checkbox"/> Kitchen (NFPA 96)		
<input type="checkbox"/> Spray Booth		
<input type="checkbox"/> other		
Portable Fire Extinguishers:	Type:	Number:
	Type:	Number:
	Type:	Number:

UTILITY PROVISIONS

Domestic Water Supply		
<input type="checkbox"/> Main Water Shutoff	Location:	
<input type="checkbox"/> Used for Heat		
Electricity		
<b><u>Primary Power Supply</u></b>		
<input type="checkbox"/> Main Shutoff	Location:	
<input type="checkbox"/> Transformer Vault	Location:	
<b><u>Secondary Power Supply</u></b>		
Emergency Power	<input type="checkbox"/> Full <input type="checkbox"/> Partial	Area Covered:
<input type="checkbox"/> Emergency Generator	Location:	
Transfer Switch	Location:	
Fuel		
<input type="checkbox"/> Natural Gas	Shutoff Location:	<input type="checkbox"/> Heat
<input type="checkbox"/> Fuel Oil/Diesel	Shutoff Location:	<input type="checkbox"/> Heat

## Exits & Emergency Lighting

### Emergency Lighting

No  Yes Refer to schematics for location of emergency lighting.

### Exits

Refer to schematics for location and types of exits

### Occupant Load

Occupant Load: (if applicable)

Occupant Load Posted:

Yes

no

## **Emergency Procedures**

THE ACTIONS TO BE TAKEN BY OCCUPANTS IN EMERGENCY SITUATIONS  
WILL BE POSTED ON EACH FLOOR AND WILL READ AS FOLLOWS:  
(Suggest fluorescent red or yellow paper to attract attention)

### **IN CASE OF FIRE**

#### **UPON DISCOVERY OF FIRE**

- LEAVE THE FIRE AREA IMMEDIATELY
- CLOSE DOORS
- TOWNSHIP OF MUSKOKA LAKES FIRE DEPARTMENT 9-1-1
- SOUND FIRE ALARM
- LEAVE BUILDING VIA NEAREST EXIT

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

- LEAVE THE BUILDING VIA THE NEAREST FIRE EXIT AT ONCE
- CLOSE ALL DOORS BEHIND YOU
- TRY TO BRING YOUR KEYS IF YOU LOCK YOUR DOOR

#### **CAUTION**

- IF SMOKE IS HEAVY IN THE CORRIDOR IT MAY BE SAFER TO STAY IN YOUR AREA. CLOSE DOOR AND PLACE WET TOWEL AT BASE OF DOOR
- CROUCH LOW TO THE FLOOR IF SMOKE ENTERS THE ROOM
- MOVE TO THE MOST PROTECTED ROOM AND PARTIALLY OPEN THE WINDOW FOR AIR. CLOSE THE WINDOW IF SMOKE COMES IN
- WAIT TO BE RESCUED. – REMAIN CALM – DO NOT PANIC OR JUMP
- IF YOU ENCOUNTER SMOKE IN STAIRWAY USE ALTERNATE EXIT

#### **REMAIN CALM**

- THE FIRE ALARM SYSTEM IS TO BE ACTIVATED TO ALERT THE OTHER OCCUPANTS OF AN EMERGENCY AND TO PUT INTO OPERATION THE APPROVED FIRE SAFETY PLAN. THE TOWNSHIP OF MUSKOKA LAKES FIRE DEPARTMENT IS TO BE NOTIFIED BY TELEPHONING 9-1-1 GIVING THE CORRECT ADDRESS AND THE EXACT LOCATION OF THE FIRE.
- FOLLOW THE EMERGENCY PROCEDURES POSTED ON EACH FLOOR. TAKE THE FIRE EXIT ROUTES AND EVACUATE IN AN ORDERLY WAY WITHOUT PANICKING

(Suggest fluorescent red or yellow paper to attract attention)

## **Instructions to Occupants on Fire Procedures**

### **IN THE EVENT OF FIRE, OCCUPANTS WILL**

- LEAVE THE FIRE AREA, TAKE KEY
- CLOSE ALL DOORS BEHIND YOU
- TELEPHONE THE TOWNSHIP OF MUSKOKA LAKES FIRE DEPARTMENT. DIAL 9-1-1. NEVER ASSUME THAT THIS HAS BEEN DONE. KNOW AND GIVE THE CORRECT ADDRESS AND LOCATION OF THE FIRE IN THE BUILDING
- ACTIVATE THE FIRE ALARM SYSTEM, USE PULL STATION
- USE EXIT STAIRWELLS TO LEAVE THE BUILDING IMMEDIATELY
- DO NOT RETURN UNTIL IT IS DECLARED SAFE TO DO SO BY A FIRE OFFICIAL

### **IF YOU ARE IN A ROOM AND THE FIRE ALARM IS HEARD**

- BEFORE OPENING DOOR, FEEL DOOR AND DOORKNOB FOR HEAT. IF NOT HOT, BRACE YOURSELF AGAINST DOOR AND OPEN IT SLIGHTLY. IF YOU FEEL AIR PRESSURE OR HOT DRAFT, CLOSE DOOR QUICKLY
- IF YOU FIND NO FIRE OR SMOKE IN CORRIDOR, CLOSE DOOR BEHIND YOU AND LEAVE BY THE NEAREST EXIT STAIRWELL
- IF YOU ENCOUNTER SMOKE IN CORRIDOR OR STAIRWELL, CONSIDER TAKING CORRIDOR TO OTHER SIDE OF BUILDING WHERE ANOTHER STAIRWELL MAY BE CLEAR, OR RETURN TO YOUR ROOM

### **IF YOU CANNOT LEAVE YOUR AREA OR HAVE RETURNED TO IT BECAUSE OF FIRE, HEAVY SMOKE, REMAIN IN YOU SUITE AND...**

- CLOSE THE DOOR
- UNLOCK DOOR FOR POSSIBLE ENTRY OF FIRFIGHTERS
- DIAL 9-1-1 AND TELL THE TOWNSHIP OF MUSKOKA LAKES FIRE DEPARTMENT WHERE YOU ARE, THEN SIGNAL FIRE FIGHTERS
- SEAL ALL CRACKS WHERE SMOKE CAN ENTER USING WET TOWELS OR SHEETS TO SEAL VENTS. A ROLL OF WIDE STRONG MASKING TAPE IS USEFUL

## **Responsibilities Of The Supervisory Staff**

The effectiveness of the FIRE SAFETY PLAN depends largely upon the ability, energy and experience of the supervisory staff. The supervisory staff should be given clearly defined authority so that the building and occupants may be safeguarded against fire. The staff should be instructed in the fire emergency procedures as described in the Fire Safety Plan before they are given any responsibility for fire safety.

### **THE SUPERVISORY STAFF SHOULD:**

1. Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel
2. Designate and train sufficient assistants to act in this position during any absence from the building
3. 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
4. Survey the building to determine the number of exits available for use by the occupants of such exits (primary and secondary) in case of an evacuation
5. Prepare and post on each floor area a schedule for use by the occupants of such exits (primary and secondary) in case of an evacuation
6. Ensure that a schematic diagram, showing type, location, and operation of all building fire emergency systems (e.g. location of Fire Alarm Control Panel, Fire Hose Cabinets, Water Control Valves) is maintained.

### **IN THE EVENT OF FIRE**

- Ensure the Fire Alarm system has been activated
- Notify the Fire Department immediately
- Supervise the evacuation of the occupants. Emergency voice communication systems should be used wherever available
- Upon arrival of Firefighters, inform the Fire Officer regarding conditions in the building and coordinate the efforts of supervisory staff with those of the Fire Department
- Provide access and vital information to Firefighters (e.g. master keys for offices, service rooms, elevators, etc., when so informed, provide record of location of handicapped persons
- See that the fire alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated



## **Fire Extinguishment – Control of Fire Hazards - Control or Confinement**

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 fire door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the fire department has been notified and wait for them.

**Only those persons who are trained and familiar with portable fire extinguisher operation may attempt to fire.**

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

Remember the (PASS)

P – Pull the safety pin

A – Aim the nozzle at the base of the fire

S – Squeeze the trigger handle

S – Sweep the flames from side to side (watch for fire restarting)

NEVER re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers.

Keep extinguishers in a visible area without obstructions around them

### **CONTROL OF FIRE HAZARDS**

In order to avoid fire hazards in the building, occupants are advised to:

- Not put burning materials such as cigarettes and ashes in the garbage
- Not use unsafe electrical appliances, frayed extension cords, cover loaded outlets, or use lamp wire for permanent wiring
- Avoid careless smoking. Use ashtrays
- Not leave articles such as shoes, rubber boots, mats etc. In the building halls, corridors and stairways

In general, occupants are advised to:

- Know where the fire alarm pull stations and exits are located
- Call the fire department 9-1-1 whenever you need assistance
- Know the correct building address

Notify the supervisor/superintendent if special assistance is required for disabled persons in the event of an emergency.

## **Fire Drills – Alternative Measures**

### PURPOSE

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities, as required by the Ontario Fire Code.

Fire drills must be conducted annually. In some buildings they must be conducted more often, a daycare for example must have fire drills conducted on a monthly basis. While occupant participation is highly recommended, it is not necessarily mandatory. However, when providing notification of the fire drill it is beneficial to recommend occupants review their own fire safety instructions, etc. and provide them with updates & fire safety educational literature.

(SEE APPENDIX 'A' FOR SAMPLE FIRE DRILL RECORD)

### ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

Examples:

- In the event of complete electrical failure, how will the alarm be sounded?
- Should the fire protection systems require being shutdown temporarily, what measures will ensure the detection & confinement of a fire?
- The fire route will be temporarily blocked due to construction, has the fire department been notified & is there anything that can be done at the end of the construction workday to alleviate the problem?

Interior renovations are producing dust, debris, etc. What can be done to reduce the buildup of debris? To ensure the smoke detector does not accidentally activate due to dust, a temporary cover during construction can be used & removed at the end of the construction day. Is there anything else you can do to ensure adequate detection/protection for your building & occupants?

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

1. Notify the Township of Muskoka Lakes Fire Department, dial (705) 765-3156(DO NOT DIAL 911).
2. Post notices on all floors by the entrances/exits stating the problem and when it is expected to be corrected.
3. Post a fire watch when building is occupied.
4. Notify the Township of Muskoka Lakes Fire Department and building occupants when the system is repaired and fully operational.

## Maintenance Procedures For Fire Protection Systems

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

To assist in fulfilling our obligations, included is a list of the portions of the Ontario Fire Code, which require that periodic checks, inspections and/or tests be made on equipment and systems within facilities. It is suggested that you read over this list and will perform or have recently performed the required checks, inspections and/or tests.

When conducting their inspections, Fire Prevention Officers will check to ensure that the required checks, inspections and/or tests are being done.

DEFINITIONS FOR KEY WORDS ARE AS FOLLOWS:

- **CHECK** --- Means a visual observation to ensure that devices or systems are in place, and no obvious damage or obstructions to proper operation exist.
  
- **INSPECT** --- Means a physical examination to determine that the devices or systems will apparently perform in accordance with it's intended function.
  
- **TEST** --- Means operation of the devices or systems to ensure that it will perform in accordance with it's intended operating functions. It is generally required to have a certified system technician perform tests.

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

(SEE APPENDIX 'B FOR INSPECTION FREQUENCY)

## **Floor Plans & Evacuation Diagrams**

The building floor plans must include locations of fire safety equipment, exit stairs, access routes, main entrance for firefighters, pull stations, hose cabinets, fire alarm panel, etc...Please contact this office if you have any questions about preparing these diagrams. The symbols to be used with the diagrams are available in Appendix 'C'.

### **Evacuation Diagrams:**

#### **What are they?**

Evacuation Diagrams are typical diagrams that provide instructions to occupants & visitors to your building highlighting exit facilities and other fire safety provisions for their use. They should include an orientation tool "*You Are Here*" as well as directional arrows leading to all exits. "Approved" diagrams are then permanently affixed to the wall near elevators, exits and a copy provided to the residents &/or occupants as part of their fire safety instructions.

#### **What part of the building must be shown?**

Site Plans, Basements, Parking Garages, and Floor Plans of all levels including Typical Floors, Penthouses, Mezzanines & Partial Floor Levels, Roof Plans. Building Sections may also be necessary. Unit layouts are required for business & commercial buildings but optional for apartment suites.

#### **What symbols must be shown?**

Typical symbols used include: Pull Stations, Designated Exits, Portable Fire Extinguishers & Fire Hose Cabinets, & other symbols as practicable.

### **Fire Safety ~ Pre-Incident Plan Diagrams:**

#### **What are they?**

Fire Safety ~ Pre-Incident Plan Diagrams provide greater detail to your building managers & fire fighters to aid them in the locations & identity of fire safety features, provisions & hazards for firefighting, etc.

The "*Approved*" Fire Safety Plan & Fire Safety ~ Pre-Incident Plan diagrams are then laminated/protected (preferably 11" x 17" sheets) and installed within the Fire Alarm Annunciator Panel or other "*approved*" location. It is required that additional copies be provided to building managers to familiarize themselves with the building & maintain it accordingly. Two copies of the Fire Safety ~ Pre-Incident Plan Diagrams shall be provided with your submission of the Fire Safety Plan.

#### **What part of the building must be shown?**

Site Plans, Basements, Parking Garages, and Floor Plans of all levels including Typical Floors, Penthouses, Mezzanines & Partial Floor Levels, Roof Plans. Building Sections may also be necessary.

#### **What symbols must be shown?**

Typical symbols excluded are Pull Stations, Designated Exits, Portable Fire Extinguishers

#### **Additional Plans?**

**Fire Alarm Zone Diagrams, Fire Protection Zone & Valve Diagrams are necessary.**

**APPENDIX 'A' – Fire Drill Record**

**FIRE DRILL RECORD**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Manager / Supervisor On-Duty: \_\_\_\_\_

Staff Present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Deficiencies Noted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **APPENDIX 'B' – Check, Inspect & Test**

### **PORTABLE FIRE EXTINGUISHERS**

(reference should be made to NFPA 10-2002 for exact details)

<u>Ontario Fire Code Reference Number</u>	<u>Inspection Frequency</u>
6.2.7.2. - Inspect all portable extinguishers	Monthly
6.2.7.1. - Subject to maintenance	Annually
6.2.7.1. - Hydrostatically test carbon dioxide and water type extinguishers	Every five years
6.2.7.1. - Empty stored pressure type extinguishers and subject to maintenance	Every six years
6.2.7.1. - Hydrostatically test dry chemical and vaporizing liquid type extinguishers	Every twelve years
6.2.7.6.	
6.2.7.1. - Recharge extinguisher after use or as indicated by an inspection	As required or when performing maintenance

### **FIRE ALARM SYSTEMS**

(reference should be made to CAN/ULC-S536-M97 for exact details)

6.3.2.2. - Check fire alarm AC power lamp and trouble light	Daily
6.3.2.2. - Check trouble conditions	Daily
6.3.2.3. - Check central alarm and control facility	Daily
6.3.2.2. - Check all fire alarm components including standby power batteries	Monthly
6.3.2.2. - Test fire alarm system by persons acceptable to the authority having jurisdiction for service of Fire Alarm Systems	Annually
6.3.2.4. - Test voice communication systems that are integrated with a Fire Alarm System	Annually
6.3.2.5. - Test voice communication systems that are not integrated with a Fire Alarm System	Monthly

### **STANDPIPE AND HOSE SYSTEMS**

(reference should also be made to NFPA 14-1993 for exact details)

6.4.2.1. - Inspect all hose cabinets to ensure hose position and that equipment is in place and operable	Monthly
6.4.2.4. - Inspect hose valves to ensure tightness and no water leaks into the hose	Annually
6.4.2.5. - Remove and re-rack hose and replace worn gaskets	Annually
6.4.1.2. - Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions	Annually

<u>Ontario Fire Code Reference Number</u>	<u>Inspection Frequency</u>
6.4.3.6. - Hydrostatically test standpipe piping which normally remains dry	Every 5 years
6.4.3.1. - Hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding 1 year	As required

### **EMERGENCY LIGHTING SYSTEMS**

(reference should also be made to CSA C282 -1977 for exact details)

6.7.1.1. - Check all components of the system	Monthly
6.7.1.1. - Test	Annually

### **MEANS OF EGRESS**

2.2.3.4. - Inspect all doors in fire separations	Monthly
2.2.6.5. - Check all doors in fire separations to ensure they are closed	As required
2.7.3.1. - Maintain exit signs to ensure they are clear and legible	As required
2.7.3.2. - Maintain exit lights to ensure they are illuminated and in good repair	As required
2.7.1.7. - Maintain corridors are free of obstructions	As required

### **FIRE DEPARTMENT ACCESS**

2.5.1.5. - Ensure streets, yards and private roadways provided for fire department access are kept clear	As required
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### **SPRINKLER SYSTEMS**

(reference should be made to NFPA13 for exact details)

6.5.3.1. - Check that unsupervised sprinkler system control valves are open	Weekly
6.5.3.3. - Check that air pressure on dry pipe systems is being maintained	Weekly
6.5.5.2. - Test sprinkler alarms using alarm test connection	Monthly
6.5.5.7. - Test sprinkler supervisory transmitters and waterflow devices	Every 2 Months
6.5.5.7. - Test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices	Every 6 Months
6.5.3.2. - Check exposed sprinkler system pipe hangers	Annually
6.5.3.5. - Check all sprinkler heads are free of damage, corrosion, grease, dust, paint	Annually
6.5.4.3. - Inspect dry pipe valve priming levels	Annually
6.5.4.4. - Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions	Annually

<u>Ontario Fire Code Reference Number</u>	<u>Inspection Frequency</u>
6.5.5.3. - Test waterflow on wet sprinkler systems using the most hydraulically remote test connection	Annually
6.5.5.4. - Trip-test dry pipe valves to ensure proper operation of system	Annually
6.5.5.5. - Test flow of water supply using main drain valve	Annually
6.5.4.2. - Inspect dry pipe systems for obstructions and flush as necessary	Every 15 years
6.5.3.4. - Check dry pipe valve rooms or enclosures during freezing weather	As required
6.5.4.1. - Inspect auxiliary drains to prevent freezing	As required