



FIRE SAFETY PLAN

The Blue Mountains Public Library



L.E. Shore Memorial Library and Gallery

173 Bruce Street

Thornbury Ontario N0H 2P0

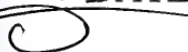
This official document is to be kept readily available on site by the CEO
at all times for use by fire officials in the event of an emergency.

TOWN OF THE BLUE MOUNTAINS
FIRE DEPARTMENT

RE-APPROVED

BY: 

UP-DATE: 2018.03.22

 2018.12.12

List of Contact Persons

CEO, Blue Mountains Public Library (BMPL)

Dr. Sabrina ER Saunders

519-599-3681 ext 145

519-278-6379 (Corporate Cell) ← for After Hours Contact

ssaunders@TheBlueMountains.ca

Facilities

Aaron McMullen

705-441-3210 ← for After Hours Contact

amcmullen@TheBlueMountains.ca

Manager of Technical & Virtual Services

Elisa Chandler

519-599-3681 ext 143

echandler@thebluemountains.ca

Manager of Public Services

Emma Barker

519-599-3681 ext 145

ebarker@thebluemountains.ca

Health & Safety Appointed Staff Monthly Inspector

Helene Schofield, Library Assistant (PT)

519-599-3681 ext 146

hschofield@thebluemountains.ca



Part 1 (a) Policy

Purpose of the Fire Safety Plan

A Fire Safety Plan is designed to provide occupant safety in the event of a fire, to provide effective utilization of the fire safety features of the building, and to minimize the possibility of fire(s). This Plan discusses what occupants are to do in the event of fire, fire safety, supervisory staff, and other duties and related issues.

The Fire Safety Plan (“Plan”) will provide the following:

1. Effective emergency planning
2. Responsibilities during operational hours.
3. Responsibilities of after hours users.
4. Safe evacuation procedures.
5. Building maintenance of fire safety system
6. Site plan of building

Legal Framework

1. The Ontario Fire Code, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building in an approved location.
2. The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.
3. The Fire Protection and Prevention Act 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 is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.
4. This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

Responsibility of the Owner (Management, Staff, Renter)

In order for this Plan to be effective, the owner must know the plan and be able to implement it in the event of fire. The Ontario Fire Protection and Prevention Act required the owner to be responsible for carrying out the provisions for fire safety, and defines “owner” as “*any person firm or corporation controlling the property under consideration*”. Consequently, the owner may be any one or a combination of parties, including building management, maintenance, BMPL staff, renters, and security staff.

This Fire Safety Plan has been accepted by The Blue Mountains Fire Department, but this does not in any way relieve the owner, the lessee, or management of their responsibilities. The Ontario Fire Prevention and Protection Act states that “*every person who contravenes any provision of the Fire Code and every director or officer of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for an individual or \$100,000 for a corporation or to imprisonment for a term of not more than one year, or to both*”.

SUBMISSION PROCEDURES

The Fire Department may require this plan, once approved, to be resubmitted if there are any changes to occupancy or use, if there is any change in standards, if the Fire Safety 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.

1. At least two (2) copies (if mailed) of the Plan (8 ½ X 11 format) must be submitted to the Chief Fire Official.
2. Upon approval, one copy will be returned to the author and one copy will be retained by the Fire Department.
3. The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

Part 1 (b)

Introduction

This is a Fire Safety Plan for the L.E. Shore Memorial Library & Gallery, which is a single storey assembly occupancy structure. The L.E. Shore Memorial Library was established in 1995 as a public facility to serve the citizens of the Town of the Blue Mountains. The Library is governed by a volunteer Board of Directors appointed by the Town Council for the Town of The Blue Mountains. Management of the Library falls to the CEO who also acts as the Secretary and Treasurer to the Library Board.

1. Building Description

- 1.1. The building is a public facility used for the provision of library and gallery operations, as well as public room rentals.
- 1.2. The Library is 10,000 sq ft built on a concrete pad in 1995
- 1.3. Walls are concrete cinder block faced with brick, limestone or steel siding.
- 1.4. The roofing over the library stacks and gallery is steel. Interior is solid pine, supported by open Glu-Lam rafters.
- 1.5. Entrance hall and office space roofing is flat tar and gravel supported by steel trusses and covered with a dropped tile ceiling.
- 1.6. The library is heated with natural gas and has a gas fireplace. The gas line enters the building at the northwest corner. Heating and cooling units are outside on the flat roof.

2. Fire Protection Equipment:

- 2.1. The building is equipped with 6 fire extinguishers (model ABC powder)
- 2.2. The building is protected with a wet sprinkler system. Water is supplied from the southwest corner of the building where the main control valve is located.
- 2.3. There are battery powered emergency lights throughout the facility
- 2.4. There are pull stations at each exit. Smoke detectors are located throughout the building. The fire alarm is controlled from a main control panel at the east (parking lot) entrance to the building. The alarm is monitored 24 hours per day by Georgian Bay Fire and Safety. The panel has a back-up battery in the event that the power is out when a fire occurs. (Building Plans A & B show the locations of the above items, pp. 8-9).

3. Emergency Procedures

3.1. Access for Firefighters:

- 3.1.1. The fire route and emergency standpipes should be kept clear at all times. This means that that part of Napier Street from the corner of Bruce Street to the parking

lot entrance should be kept clear, as should the laneway in the parking lot along the east side of the building (See Site Plan Map, p. 7).

3.1.2. When firefighters arrive, the contact person who rented the facility from the library should meet the firefighters.

3.1.3. If the alarm is sounded when the library is closed, firefighters can obtain a key from the Chubb box near the rear entrance.

3.2. *Instructions to Public in After Hour Rentals*

3.2.1. The renter, for the purpose of the Plan is the “owner”.

3.2.2. In the event of an alarm being sounded, after hours renters are responsible for the safe evacuation of the building and for ensuring that members of the group in attendance are moved out of the Library and off of the library property.

3.2.3. The contact person who rented the facility will, upon hearing the alarm:

- a) Call 9-1-1, report the fire and give the civic address as “173 Bruce Street South”
- b) Close any open windows and doors in the areas to which the group has access, to assist in containing the fire.
- c) Walk through the areas to which the group has access, including washrooms, and ask members of the group to leave the library. After hours renters must leave their belongings in the library. They need to move off the property to the far side of Napier Street. After hours renters must not move their automobiles until the fire chief indicates that it is ok to retrieve them. In the event that the northeast fire door or the parking lot exit is blocked by fire, after hours renters will be evacuated through the Bruce Street entrance and moved off the property towards the school to be out of harm’s way and should not be moved across Bruce Street for obvious safety reasons.
- d) Do Not Re-enter the building after you have evacuated the members of your group.

3.3. In the event of a shutdown in FIRE ALARM SYSTEM, SPRINKLER OR STANDPIEPE SYSTEMS or EMERGENCY LIGHTING SYSTEM, the facility will not be made available for after hours rentals.

3.4. All existing bookings will be cancelled or rescheduled until such time as the appropriate repairs have been made.

Part 2(a)
Audit of Building Resources Checklist

Occupancy Type	A2
Occupant Load	
General Building	The Library building should always have safe use.
Gallery	125
Boardroom	20
Access	
Designated Fire Route:	YES
Nearest Municipal Hydrant Location:	
Fire Department Lockbox:	East Entry, exterior wall
Heating	Natural Gas
Main Gas Shut-off:	At Gas Meter, North East corner of Building
Main Electrical Shut-off Location	Electrical Room, North East Side of building
Main Domestic Water Shut-off Location	Sprinkler room, South west corner of building off Gallery
Fire Alarm System:	
Fire Alarm Type	Single Stage
Make	Mircom
Main Panel Location	Main Entrance (East side of Building)
Sprinkler System:	Wet
Connected to the Fire Alarm System	YES
Location of Sprinkler Room/Shut-off Valves	Sprinkler room, South west corner of building off Gallery
Fire Department Connection	YES
Fire Protection Equipment Log Book Location:	Fire Box-Staff Room
Other Extinguishing Systems	
Portable Fire Extinguishers	Type: ABC x___ extinguishers Refer to schematic
Emergency Lighting	Location(s):
Emergency Power	NONE
Emergency Procedures Signage	Location(s) throughout building
Exits	Refer to schematics for type and location of exits

Part 2(b)
Audit of Human Resources

Business/Building Name: *L.E. Shore Memorial Library & Gallery, or The Blue Mountains Public Library*
173 Bruce St, Thornbury
NOH 2P0 519-599-3681

Business Owner: The Blue Mountains Public Library Board
c/o Library CEO Dr. Sabrina Saunders
173 Bruce St, PO Box 580, Thornbury
NOH 2P0 519-599-3681 ext 148

After Hour Contacts (24 hour telephone numbers)

Manager/Supervisor: Sabrina Saunders, 519-278-6379 or 519-732-7953

Building Owner: The Town of The Blue Mountains
32 Mill St, Thornbury
NOH 2P0 519-599-3131

Employee/Title: Allan McMullen, Facilities Manager Phone No. 705-441-3210

Fire Alarm Monitoring: Georgian Bay Fire & Safety Ltd
Owen Sound Office
PO Box 803-1700 20th Street East, Owen Sound
N4K 5W9 800-265-3197 or 519-376-6120

Sprinkler Monitoring: Georgian Bay Fire & Safety Ltd 800-265-3197

System Service: Georgian Bay Fire & Safety Ltd 800-265-3197

Part 3 Emergency Procedures for Occupants

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and in elevator lobbies as per Division B, 2.8.2.5 of the Ontario Fire Code.

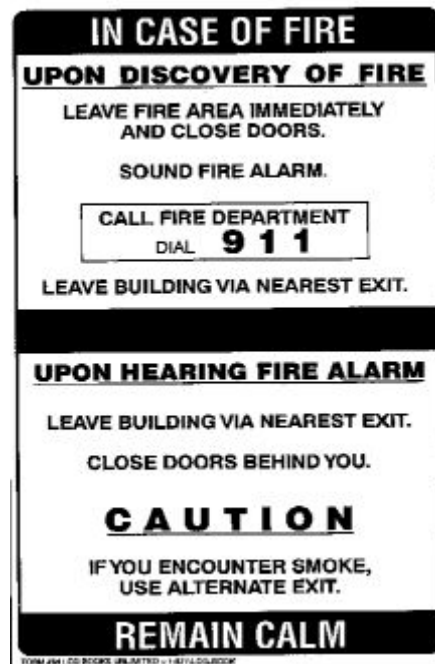
IN CASE OF FIRE

Upon Discovery of Fire:

- Leave fire area immediately and close doors.
- Sound Fire Alarm.
- Call Blue Mountains Fire Department at 9-1-1.
- Leave building via nearest Exit.
- Do not use elevators

Upon Hearing Fire Alarm:

- * Leave building via nearest Exit.
- * Close doors behind you.
- * Do not use elevator.



Remain Calm

Part 4 Emergency Procedures for Supervisory Staff

Upon Discovery of Fire

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm supervisory procedures.
- Call 9-1-1 from a safe location.
- Exit the building via stairs.
- Await the arrival of the Fire Department at the main entrance.

Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Notify Blue Mountains Fire Department of the emergency condition. Dial 9-1-1 and ask for Blue Mountains Fire Department.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the firefighters, inform the fire officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the firefighters as to location of persons, master keys for this occupancy and service rooms, etc.
- ***FIRE ALARM SHALL NOT BE SILENCED WITHOUT APPROVAL OF Town of the Blue Mountains Fire Department***

Related Duties

- Keep the doors to stairwells closed at all times.
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.
- Participate in fire drills. Occupants' participation should be encouraged.

- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Arrange for a substitute in your absence.
- Comply with the Ontario Fire Code.
- In the event of any shutdown of fire and life safety systems, notify Blue Mountains Fire Department and initiate alternative measures.



BLUE MOUNTAINS FIRE DEPARTMENT NOTIFICATION:

Call 519 599 5411 during weekday business hours (8:30 – 4:30)

After hours FAX 519 599 2556 LEAVE MESSAGE ON FAX

After hours E Mail firewatch@thebluemountains.ca

It is the responsibility of the OWNER or their agent to initiate and document all paperwork regarding shutdowns of any life safety equipment. This includes but is not limited to FIRE WATCH LOGS, Temporary blocked fire routes, Fire Alarm or smoke alarm malfunctions... Fire Prevention Division may request copies of any documents subject to shutdowns.

Part 5 Responsibilities of the Owner / Occupant

The building owner/occupant has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.
- Staff shall be trained in Fire Alarm silencing procedures before being given responsibility to do so AND...
- FIRE ALARM SHALL NOT BE SILENCED WITHOUT APPROVAL OF TBMFD

Part 6(a) Fire Hazards

Residential Properties

To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes into the garbage chute.
- Never dispose of flammable liquids or aerosol cans in these chutes.
- Never force cartons, coat hangers, bundles of paper into the chute because it may become blocked.
- Avoid unsafe cooking practices; deep fat frying, too much heat, unattended stoves, and loosely hanging sleeves.
- Avoid careless smoking. Never smoke in bed.
- Never leave anything that may burn or cause a trip hazard in the halls, corridors and/or stairways.
- Always clean out clothes dryer lint collector before and after use.
- Do not use unsafe electrical appliances, frayed extension cords, overloaded outlets or lamp wire for permanent wiring.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call the Blue Mountain Fire Department immediately (9-1-1) when you need emergency assistance.
- Know the correct address of the building.
- Notify the building owner/property management if special assistance if required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation. Read and follow the manufacturer's smoke alarm (and CO alarm if applicable) instructions, available from building owner/property management.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know the stairwell designation and the crossover floors (if any).

Part 6(b) Fire Hazards

Commercial, Retail and Industrial Properties

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

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Clothes dryer lint collector full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly.
- Improper disposal of oily rags.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call Blue Mountains Fire Department immediately (9-1-1) when you need assistance with a fire emergency
- Know the correct address of the building.
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know stairwell designation and the crossover floors (if any).

Part 7

Fire Extinguishment, 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 for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that Blue Mountains Fire Department has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

Remember the acronym 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 they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

NOTE: Prior to using a K-type extinguisher, activate the kitchen extinguishing system to avoid electrocution and shut off fuel sources (Gas/Electrical) if safe to do so.

Part 8

Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, less than or more than 24 hours, the Chief Fire Official shall be notified. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from Blue Mountains Fire Department.

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

1. During business weekdays notify Blue Mountains Fire Department, dial (519) 599 5411 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. After hours fax information to 519 599 2556 or e-mail firewatch@thebluemountains.ca The Chief Fire Official shall be notified of any shutdowns less than or more than 24 hours.
2. Post notices on all floors by elevators and in the lobby entrance, 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.
4. Notify Blue Mountains Fire Department and the building occupants when repairs have been completed and systems are operational.

Note: All shutdowns will be confined to as limited an area **and** duration as possible.

Fire Watch Duties

Each person assigned to fire watch duties must be provided with the following equipment;

Suitable means of communication (cell phone, portable radio, etc.) for notifying fire dept.

- A portable air horn or other approved means of sounding an alarm
- Flashlight
- Clipboard and pen
- Copy of fire watch duties
- Copy of the Fire Watch Log Sheet
- Keys and/or access codes to provide entry to all rooms/spaces
- Floor plan(s) of the building areas under Fire watch

Fire watch personnel are to be familiar with the building and procedures for alerting the fire department and all building occupants (see attached) in the event of a fire. They shall be instructed on initiating an alarm signal, control of mechanical systems, release of Mag-Locks, signalling the Fire Dept, escape routes, exits, evacuation areas etc.

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.

Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.

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.

A telephone must be readily available at all times to notify the Town of The Blue Mountains 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.

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.

Exits, access to exits and corridors should be checked periodically for proper operation and obstructions while performing Fire Watch duties.

It is the responsibility of building owners to ensure persons assigned to performing fire watch or associated duties are trained and have a thorough knowledge of their responsibilities. The attached “Fire Watch Duties”, are minimum requirements that personnel shall be familiar with before performing their duties.

The following are examples for alerting building occupants to evacuate.

- The use of audible devices (pull stations and bells), associated with the fire alarm system that are not affected by the shut down – requires fire alarm technician written confirmation
- The use of voice communication systems associated with the fire alarm system that are not affected by the shut down – requires fire alarm technician written confirmation
- The use of bull horns or public address systems in assembly occupancies
- Increased staff (3-4 persons) per floor, dependant on occupant load, to ensure sleeping occupants are alerted and respond
- A total fire alarm failure in a residential building may not permit occupancy

As identified under Alternative Measures of the approved fire safety plan, the Fire Department must be notified in the event of a partial or full shut down of any fire alarm or fire suppression system.

The fire department shall review the procedures which have been put in place for each situation. Procedures established by the building owner, for alerting building occupants to evacuate, require Fire Department approval. Records of a fire watch must be kept for a minimum of two years.

Town of The Blue Mountains Fire Department

Fire Watch Information Sheet

A fire watch shall be implemented by the building owner, in accordance with the attached guidelines, when a partial or full shut down of any fire alarm or fire suppression system occurs. The Town of The Blue Mountains Fire Department shall be notified at 519-599-5411 or after business hours call 519 599 2556 Fax machine or email firewatch@thebluemountains.ca the following information must be included.

Property name: **L.E. Shore Memorial Library**

Property address: **173 Bruce St, Thornbury**

Caller's name: _____

Caller's call back number: _____

Systems affected by shut down. Describe _____

Trouble identified on fire alarm panel. Describe _____

Fire watch procedures in place: Yes ___ No ___

Fire systems service contractor contacted: Yes ___ No ___

Name of contactor: _____

Expected duration of shut down: _____

Fire Department will be notified when system is operational Yes ___

Fire Watch Termination

Date of system Activation/Repair _____

Date/Time Fire Department notified _____

CEO Signature _____

FIRE WATCH DUTIES

Definition: The term “fire watch” is used to describe a person(s) whose sole responsibility is to look for signs of fire and smoke within an established area. Fire watch is required in the event of a shut down or partial shutdown in a fire alarm system or where activities require the interruption of any fire detection, suppression or alarm system component. **The Town of The Blue Mountains Fire Department will be notified immediately as described under Alternative Measures of the buildings approved fire safety plan, of a system failure where a fire watch is implemented.**

NOTE: All building occupants are to be notified in writing of what fire protection systems in the building are not functional, that a Fire Watch has been instituted until repairs have been made and to notify the Fire Department immediately via 911 of any fire situation.

At least one (1) qualified staff person shall be designated by the facility manager, to complete Fire watch duties of the unprotected building area whenever the building is occupied.

Date _____		Fire Watch Log		
Rounds	Start Time	Finished	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

**Part 9
Fire Drills**

Fire drills will be held at least once every 12 months to ensure efficient execution of the Fire Safety Plan. Fire drill records are required to be retained for a period of one year.

FIRE DRILL RECORD

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present: _____

Deficiencies Noted: _____

General Comments: _____

Part 10 Requirements of the Ontario Fire Code

Check/test/inspect requirements of the Ontario Fire Code:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

Definitions for key words are as follows:

Check means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

Test means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

Inspect means physical examination to determine that the device or system will apparently perform in accordance with its intended function

OFC DIV B 1.1.2.2. It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

**General Fire Protection Systems/Equipment
Ontario Fire Code Division “B”**

General		
		Responsible Party
1.1.2.3.	Records of all life safety systems and devices shall be available upon request	CEO
2.2.3.4. (2)	Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed.	CEO
2.5.1.2.	Fire Access routes are to be maintained free of any obstruction	CEO
2.7.3.1.	Exit signs shall be clearly visible and maintained in a clean and legible condition.	CEO
2.7.3.2. (1)	Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.	CEO
<u>Weekly</u>		
2.6.1.3. (1)	When subject to accumulation of combustible deposits, hoods, filters and ducts shall be checked weekly and be cleaned when such deposits create an undue fire hazard.	N/A
<u>Monthly</u>		
2.2.3.4. (4)	Doors in fire separations shall be inspected monthly.	CEO
<u>Yearly</u>		
2.2.3.5.	Fire dampers and fire-stop flaps shall be inspected annually, or based on a schedule via contractor acceptable to the Chief Fire Official.	CONTRACTOR
2.6.1.5.	Every chimney, flue and flue pipe shall be (inspected annually 2.6.1.4.) and cleaned as often as necessary to keep them free from accumulations of combustible deposits.	CONTRACTOR

2.6.1.8.	Disconnect switches for mechanical air-conditioning and ventilating systems shall be inspected annually to establish that the system can be shut down.	CONTRACTOR
2.6.3.3.	Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced.	CONTRACTOR
Portable Fire Extinguishers		
6.2.7.4.	Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.	CONTRACTOR
6.2.7.5	A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.	CONTRACTOR
6.2.7.6.	All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.	CONTRACTOR
Monthly		
6.2.7.2.	Portable extinguishers shall be inspected monthly.	CEO
Yearly		
6.2.7.1. (1) (2)	Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.	CEO
6.2.7.3.	Defective extinguishers shall be repaired or removed from service and or replaced	CEO

<u>5 Years</u>		
6.2.7.1. (1)	Every five years, pressurized water, K class, and carbon dioxide fire extinguishers shall be hydrostatically tested .	CONTRACTOR
<u>6 Years</u>		
6.2.7.1. (1)	Every six years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and tested to the appropriate standard.	CONTRACTOR
<u>12 Years</u>		
6.2.7.1. (1)	Every twelve years, stored pressure extinguishers that require a 12 year hydrostatic test shall be tested to the appropriate standard.	CONTRACTOR
Fire Alarm/Voice Communications Systems		
6.3.2.3.	Check panel for AC power and check for Trouble	CEO OPENING STAFF
6.3.1.1.	Fire alarm and voice communication system components shall be kept unobstructed.	CEO
6.3.1.6.	Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	CEO
6.3.3.8. (2)	Test in-suite smoke alarm annually and after every Tenancy change	CEO CONTRACTOR
6.3.4.8. (2)	Test in-suite CO alarms annually and after every Tenancy change.	CEO CONTRACTOR
<u>Daily</u>		
6.3.2.3.	The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken. <ul style="list-style-type: none"> a) Check the main panel and remote panel(s) for trouble lights and trouble indication(s). b) Inspection of the AC power-on light shall be done to ensure its normal operation. 	CEO

Monthly		
6.3.2.2. (1)	<p>Every month the following tests shall be conducted and if a fault is established, appropriate corrective action shall be taken:</p> <ul style="list-style-type: none"> a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition b) function of all signal devices shall be ensured c) the annunciator panel shall be checked to ensure correct annunciation d) intended function of the audible and visual trouble signals shall be ensured e) fire alarm batteries shall be checked to ensure that: <ul style="list-style-type: none"> i) terminals are clean and lubricated where necessary; ii) terminal clamps are clean and tight; iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications 	CEO
Annually		
6.3.2.2.	Annual fire alarm inspection/test in conformance with CAN/ULC S 536	CEO/OWNER CONTRACTOR
6.3.2.1.	Alarm contractor shall be qualified under Div C 1.2.1.2. of Ontario Fire Code	CEO/OWNER CONTRACTOR
Smoke Alarms		
6.3.3.3. (1)	Ensure smoke alarms are maintained in operating condition.	CEO/OWNER
6.3.3.3. (3)	Ensure smoke alarms visual signalling component is maintained in operating condition.	CEO/OWNER
6.3.3.4.	Ensure a copy of the smoke alarm manufacturer's maintenance instructions or approved alternative has been provided to tenants.	CEO

6.3.3.8.	Landlord shall test after every change in tenancy	TOWN/OWNER
6.3.3.3. (2)	Ensure smoke alarms power supply is maintained in operating condition	CEO/OWNER
Yearly		
6.3.3.3. (1)	Ensure smoke alarms batteries have been changed at least yearly.	CEO/OWNER
10 Years or as Required		
6.3.3.7 (1)	Ensure smoke alarms are replaced as per manufacturer's instructions.	CEO/OWNER
Carbon Monoxide Alarms		
2.16.2.1.	Requirements for installation of carbon monoxide alarms.	CEO/OWNER
6.3.4.4.	Ensure a copy of the carbon monoxide alarm manufacturer's maintenance instructions or approved alternative has been provided to tenants.	CEO/OWNER
6.3.4.8.	Landlord shall test after every change in tenancy	TOWN/OWNER
Yearly		
6.3.4.3. (1)	Ensure dwelling unit carbon monoxide alarms batteries have been changed at least yearly.	OWNER
5 - 7 Years or as Required		
6.3.4.3. (1)	Ensure carbon monoxide alarms are replaced as per manufacturer's instructions.	CEO/OWNER
	The Fire Department recommends signed agreements for smoke and carbon monoxide alarms between owners and tenants. Records shall be kept for at least an annual basis.	CEO/OWNER











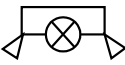








Sprinkler Systems (Wet)		
6.5.4.1.	Auxiliary drains shall be inspected as required to prevent freezing.	CEO
<u>Weekly</u>		
6.5.4.5.	Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they are sealed or locked in the open position.	CEO
6.5.3.2.	Water supply pressure and system air or water pressure shall be checked weekly by using gauges to ensure that the system is maintained at the required operating pressure.	CEO
<u>Monthly</u>		
6.5.5.2.	On all sprinkler systems, an alarm test , using the alarm test connection located at the sprinkler valve, shall be performed monthly.	CEO
<u>Two Months</u>		
6.5.5.7. (2)	All transmitters and water flow devices shall be tested at two-month intervals.	CEO
<u>Six Months</u>		
6.5.5.7. (3)	Gate-valve supervised switches and other sprinkler system supervisory devices shall be tested at 6 month intervals.	CEO
<u>Yearly</u>		
6.5.3.1.	Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair.	CONTRACTOR
6.5.3.4.	Sprinkler heads shall be checked at least once per	CONTRACTOR

	year to ensure that they are kept in good repair.	
6.5.3.4.	Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	CONTRACTOR
6.5.5.3.	On wet sprinkler systems, water-flow alarm test using the most hydraulically remote test connection, shall be performed annually.	CONTRACTOR
6.5.5.5.	Sprinkler system water pressure shall be tested annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.	CONTRACTOR
6.5.4.4. (2)(3)	Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	CONTRACTOR
Water Supplies for Firefighting (Hydrants)		
6.6.4.3.	Hydrants shall be readily available and unobstructed for use at all times.	CEO
<u>Yearly</u>		
6.6.5.1.	Hydrants shall be inspected annually and after each use.	CEO
6.6.5.2. (1)	Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and inspected for wear, rust or obstructions.	TOWN/OWNER
6.6.5.3.	The hydrant barrel shall be inspected annually to ensure that no water has accumulated.	TOWN/OWNER
6.6.5.4.	The drain valve shall be inspected for operation if	TOWN/OWNER

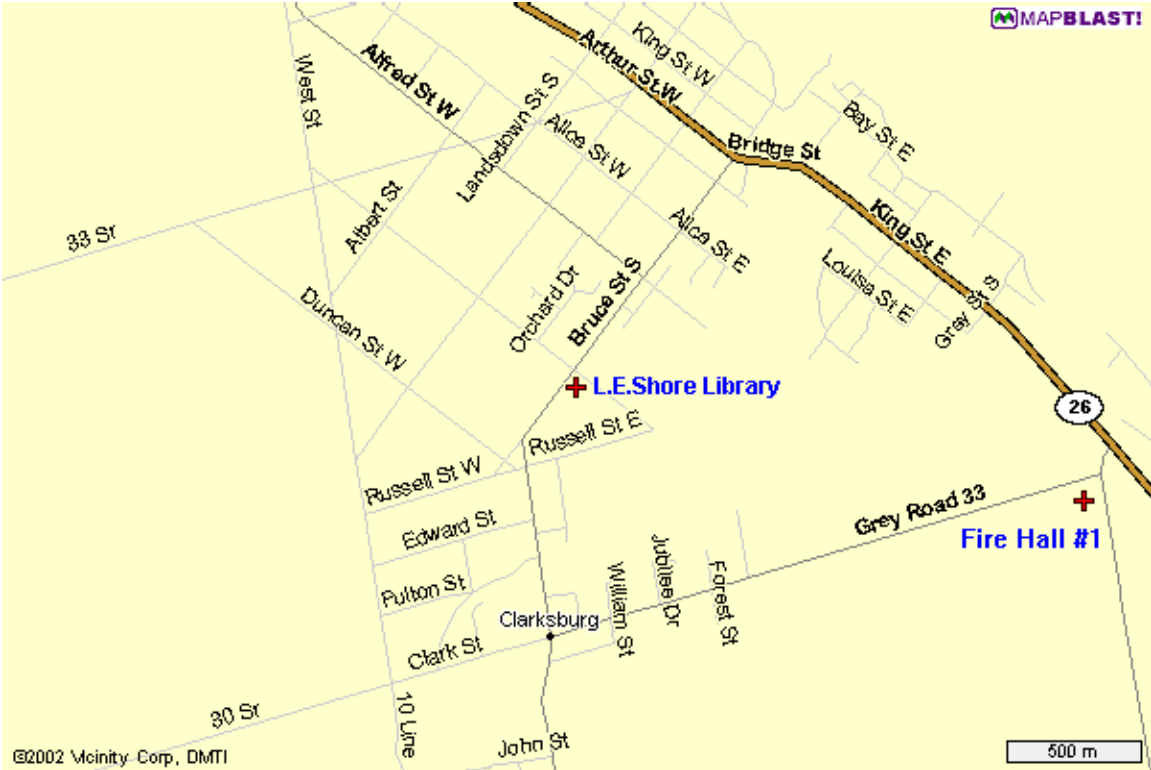
	water is found in the hydrant barrel when main valve is closed.	
6.6.5.8.	Hydrant water flow shall be inspected annually and a record shall be kept.	TOWN/OWNER
Emergency Lighting System		
<u>Monthly</u>		
2.7.3.3. (1)	Check pilot lights for indication of proper operation.	CEO
2.7.3.3. (3) (a)	Emergency lighting equipment shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply.	CEO
<u>Yearly</u>		
2.7.3.3. (3) (b)	Emergency lighting equipment shall be tested annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	CONTRACTOR
Additional Information Unique to Building		

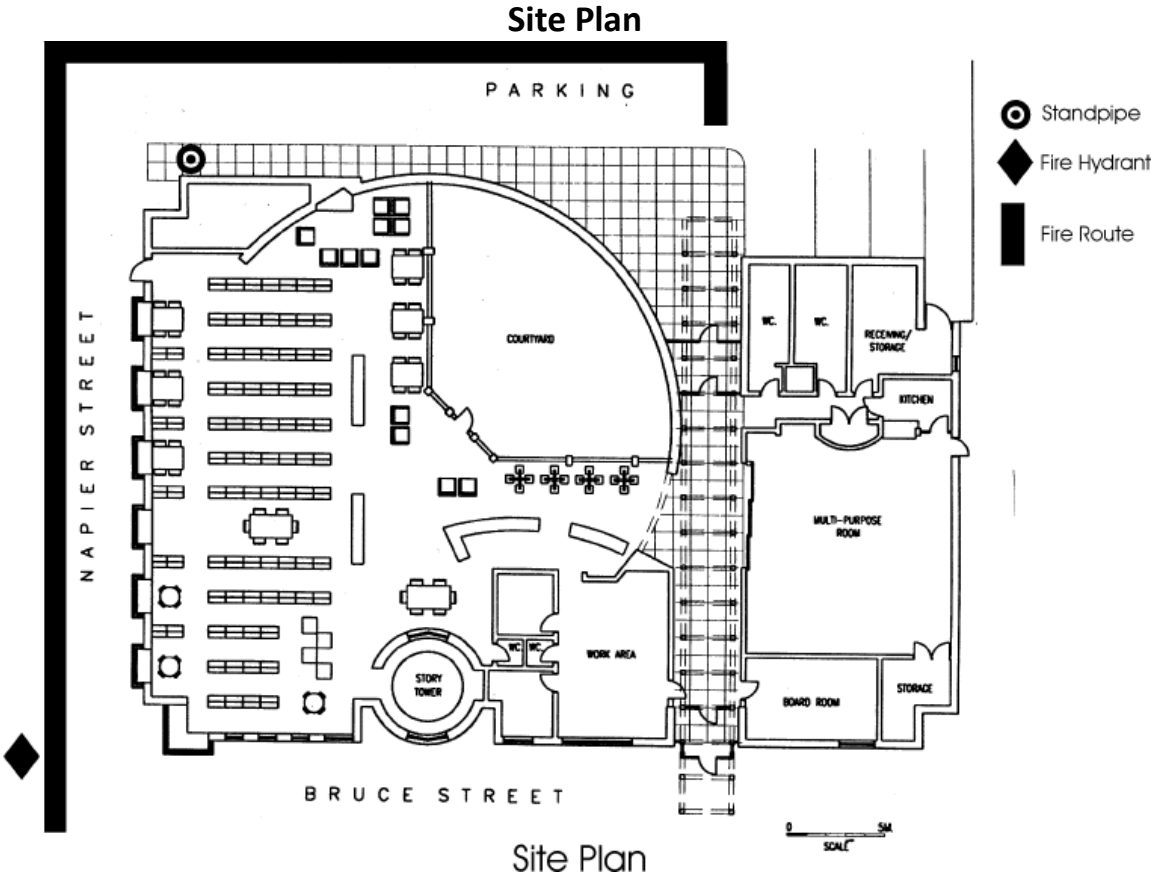
Part 11
Building Schematics

LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

	Pull Pin For Kitchen Fire Suppression System
	Entrance / Exit
	Hydrant
	Siamese Fire Department Connection
	Free Standing Siamese Fire Department Connection
	Valves (General)
	Identify The Type Of Valve (e.g. Shut Off Valve For Natural Gas, Sprinklers, Etc.)
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Emergency Light, Battery-Powered
	Illuminated Exit Sign, Single Face
	Combined Battery-Powered Emergency Light & Illuminated Exit Sign
	Pull Station
	Heat Detector
	Smoke Detector
	Fire Extinguisher - BC Type
	Fire Extinguisher - ABC Type
	Fire Extinguisher - Water
	Hose Cabinet
	Sprinkler Riser, indicate whether Wet or Dry System

Map of Library in relation to Fire Hall

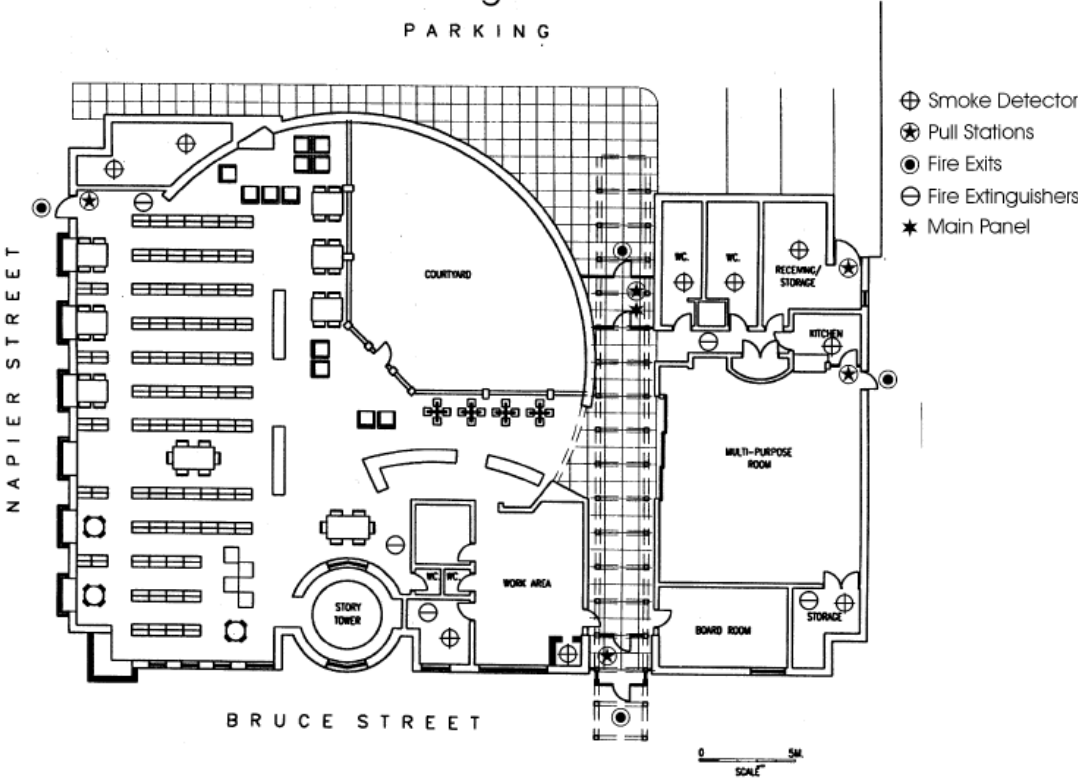




Building Plan

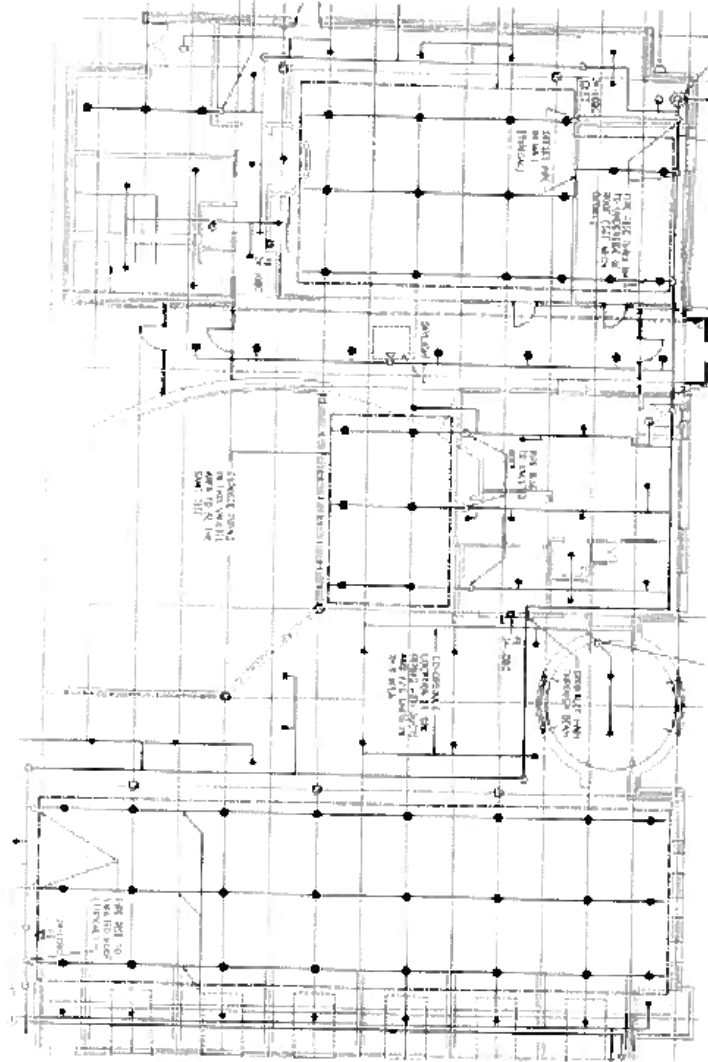
Building Plan A

P A R K I N G



Sprinkler System

Building Plan B - Sprinkler Systems



Building Plan B - Sprinkler locations

