



FIRE SAFETY PLAN

for

**THIS OFFICIAL DOCUMENT IS TO BE KEPT
READILY AVAILABLE ON SITE IN THE
PRINCIPAL'S OFFICE AND CUSTODIAN'S
OFFICE AT ALL TIMES FOR USE BY FIRE
OFFICIALS IN THE EVENT OF AN EMERGENCY**

PREPARED BY:

DATE PREPARED:

SIGNATURE OF CHIEF FIRE OFFICIAL:



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Section 1
BUILDING PROFILE AND FIRE SAFETY SYSTEMS

Building Information		
Common Name of Bldg.:		Building Type Construction:
Address:		
City: North Bay	Postal Code:	
Number of Stories:	Number of Units:	Building Area: meters square
Indicate which of the following activities take place in your building:		
<input type="checkbox"/> Public Assembly		
Building Facilities		
Do you have a parking garage? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have an elevator? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there a firefighter elevator? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have smoke control devices? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have pressurized stairwells? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there interior roof access? Yes <input type="checkbox"/> No <input type="checkbox"/> Where?
Do all stairwells exit to the exterior? Yes <input type="checkbox"/> No <input type="checkbox"/> If no explain?		
Do you have hazardous materials stored on site? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list the materials below:		
Building Access		
<input type="checkbox"/> Lock Box	<input type="checkbox"/> CHUBB	Location:
<input type="checkbox"/> Entry Code	<input type="checkbox"/> Other Type	
<input type="checkbox"/>		
Onsite Building Information		
<input type="checkbox"/> Fire Safety Plan	Revised Date:	Location:
<input type="checkbox"/> WHMIS Information		Location:
<input type="checkbox"/> Other		Location:
Occupants		
Residents/Tenants:	Total Number:	Daytime approx. Number:
		Evenings approx. Number:

ALARMS & EVACUATION SYSTEMS

Alarm Systems		
(If no fire alarm is present in the building, leave this blank and go to the Fire Protection Devices section.)		
<input type="checkbox"/> Main Fire Alarm Control Panel	Location:	
<input type="checkbox"/> Remote Annunciator	Location(s):	
Type of Alarm (Check the appropriate box below.)		
<input type="checkbox"/> Single Stage	<input type="checkbox"/> Two Stage	<input type="checkbox"/> Interconnected Smoke Alarms
<input type="checkbox"/> Security/Intrusion	<input type="checkbox"/> Partial System	<input type="checkbox"/> Sprinkler System used as Fire Alarm

Fire Protection Devices (Check any that are present in your building)	
<input type="checkbox"/> Smoke Alarms (Battery or hardwire in units)	<input type="checkbox"/> Emergency Lighting (Battery powered)
<input type="checkbox"/> Smoke Detectors (Alarm System)	<input type="checkbox"/> Carbon Monoxide Detectors
<input type="checkbox"/> Heat Detectors	<input type="checkbox"/> Fire Extinguishers
<input type="checkbox"/> Evacuation Communications System (PA)	<input type="checkbox"/> Voice Communication System
<input type="checkbox"/> Kitchen Hood Suppression System	<input type="checkbox"/> Other

Evacuation Information	
<input type="checkbox"/> Areas of Refuge	Interior Location:
<input type="checkbox"/> Meeting Place (Location occupants assemble after leaving building during evacuation.)	
Location:	
Re-Entry Procedures: (Wait for approval from Fire Official)	

FIRE PROTECTION

Water Supply
Is there a fire hydrant within 90meters of your buildings front door? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered no, is there another year round source of water on your property (swimming pool, reservoir, pond, etc...)? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered no to both questions, immediately contact Fire Prevention at 474-0400

Sprinkler System
Do you have a sprinkler system in your building? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to next entry.)
If yes, does it cover your whole building? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, what areas are sprinklered?
If you have a sprinkler system in your building, the following devices <u>must be indicated</u> on the diagram of your building: Fire Department Connection (Siamese) Connection, Sprinkler Control Room, Fire Pump(s), Main Control Valve, Isolation Control Valve(s), and Post Indicator Valve(s).
Is your sprinkler connected to the Fire Alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, is there a water gong or other alerting device to indicate water flow? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, immediately contact Fire Prevention at 474-0400

Standpipe System	
Do you have a standpipe system in your building? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to next entry.)	
If yes, does it cover your whole building? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, what areas are covered?	
Do your fire hose cabinets have fire extinguishers? Yes <input type="checkbox"/> No <input type="checkbox"/>	
How are the hose cabinet doors opened if they are locked or fastened?	
If you have a standpipe system in your building, the following devices <u>must be indicated</u> on the diagram of your building: Fire Department Connection (Siamese) Connection, Hose Cabinets, and Main Shut Off Valve.	

Fixed Extinguishing Systems		
<u>Area Protected</u>	<u>Type</u>	<u>Specify Details</u>
<input type="checkbox"/> Kitchen (NFPA 96)		
<input type="checkbox"/> Spray Booth		
<input type="checkbox"/> Other		
Extinguishing System connected to Fire Alarm		Yes <input type="checkbox"/> : No <input type="checkbox"/>

UTILITY PROVISIONS

Electrical, Utility & Fuel Supplies		
<input type="checkbox"/> Water Main Shut off	<input type="checkbox"/> Main Electrical Shut off	
<input type="checkbox"/> Natural Gas Shut off	<input type="checkbox"/> Fuel Oil/Diesel Shut off	
<input type="checkbox"/> Emergency Generator	Location:	
All the above items <u>must be indicated</u> on your building diagram.		

Refuse		
		Sprinkler Coverage
<input type="checkbox"/> Garbage Room	Location:	<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Chute	Location:	<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Compactor	Location:	<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Exterior Storage	Location:	
All the above items <u>must be indicated</u> on your building diagram.		

EMERGENCY CONTACTS

Ownership			
1			
<u>Building Owner:</u>		Phone:	Res: ()
			Cell: ()
Address:		Bus:()	Ext:
City:	Postal Code:	Fax:()	Pager:()
		Email:	
Keyholders			
(Enter keyholder information in the order of priority for contacting.)			
1. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same, check the appropriate box.)			
Name:		Phone:	Res: ()
			Cell:()
Position: Principal		Bus:()	Ext:
Address:		Fax:()	Pager:()
2. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same, check the appropriate box.)			
Name:		Phone:	Res: ()
			Cell:()
Position: Custodian		Bus:()	Ext:
Address:		Fax:()	Pager:()
3. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same, check the appropriate box.)			
Name:		Phone:	Res: ()
			Cell:()
Position:		Bus: ()	Ext:
Address:		Fax: ()	Pager:()

EMERGENCY PROCEDURES

THE ACTIONS TO BE TAKEN BY STUDENTS IN EMERGENCY SITUATIONS SHALL BE POSTED IN EACH ROOM AND AT ALL FIRE ALARM SYSTEM PULL STATIONS AND EXITS. THE INSTRUCTIONS SHALL READ AS FOLLOWS:

IN CASE OF FIRE

UPON DISCOVERY OF FIRE:

- LEAVE FIRE AREA IMMEDIATELY
- CLOSE DOORS
- SOUND FIRE ALARM
- CALL 911
- LEAVE BUILDING VIA NEAREST EXIT

UPON HEARING FIRE ALARM

- LEAVE BUILDING VIA NEAREST EXIT
- CLOSE DOOR BEHIND YOU

CAUTION

IF SMOKE IS HEAVY IN THE CORRIDOR IT MAY BE SAFER TO STAY IN YOUR AREA. CLOSE DOOR AND ATTEMPT TO SEAL OFF ANY CRACKS.

IF YOU ENCOUNTER SMOKE IN THE STAIRWAY, USE ALTERNATE EXIT.

Decals with this information can be purchased from the 'Fire Marshal's Public Fire Safety Council's Distribution Centre.' toll free: 866-379-6668

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

UPON DISCOVERY OF A SMALL FIRE AND ONLY IF YOU ARE TRAINED IN THE USE OF PORTABLE FIRE EXTINGUISHING EQUIPMENT, ATTEMPT TO EXTINGUISH THE FIRE. (NOTE THIS IS A VOLUNTARY ACT). IN THE EVENT A SMALL FIRE CANNOT BE EXTINGUISHED WITH THE USE OF A PORTABLE FIRE EXTINGUISHER OR IF THE SMOKE PRESENTS A HAZARD TO THE OPERATION, THEN THE DOOR TO THE AREA SHOULD BE CLOSED TO CONFINE AND CONTAIN THE FIRE. LEAVE THE FIRE AREA, ENSURE THAT THE FIRE DEPARTMENT HAS BEEN NOTIFIED AND WAIT FOR THE FIRE DEPARTMENT.

FIRE HAZARDS

IN ORDER TO AVOID FIRE HAZARDS IN THE BUILDING:

- DO NOT PUT BURNING MATERIALS INTO GARBAGE CANS
- AVOID UNSAFE COOKING PRACTISES. (I.E. DEEP FAT FRYING), TOO MUCH HEAT, UNATTENDED STOVES, LOOSELY HANGING SLEEVES
- DO NOT USE UNSAFE ELECTRICAL APPLIANCES, FRAYED EXTENSION CORDS, OVER-LOADED OUTLETS OR LAMP WIRE FOR PERMANENT WIRING.
- PROPERLY STORE FLAMMABLE MATERIALS IN APPROVED CONTAINERS AND LOCKED, METAL CABINETS.

IN GENERAL, STUDENTS AND STAFF ARE ADVISED TO:

- KEEP FIRE ROUTES CLEAR
- KNOW WHERE THE ALARM PULL STATIONS AND EXITS ARE LOCATED.
- IN THE CASE OF AN EMERGENCY CALL: **9-1-1**
- KNOW THE CORRECT BUILDING ADDRESS:

Address:

**FIRE ALARM PROCEDURES FOR
HEAD CUSTODIAN OR HIS DESIGNATE**

- ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED
- NOTIFY THE PRINCIPAL OF THE EMERGENCY CONDITIONS

TELEPHONE: **9-1-1**

- UPON ARRIVAL OF FIRE FIGHTERS, INFORM THE FIRE OFFICER REGARDING CONDITIONS IN THE BUILDING.
- PROVIDE ACCESS AND VITAL INFORMATION TO THE FIREFIGHTERS (E.G. MASTER KEYS FOR CLASSROOMS, SERVICE ROOMS, ETC.)
- **SEE THAT THE FIRE ALARM SYSTEM IS NOT SILENCED UNTIL THE FIRE DEPARTMENT HAS RESPONDED AND THE CAUSE OF THE ALARM HAS BEEN INVESTIGATED.**
- SILENCE AND RESET THE FIRE ALARM SYSTEM AT THE FIRE ALARM CONTROL PANEL WHEN DIRECTED TO DO SO BY THE FIRE DEPARTMENT. **THE FIRE DEPARTMENT WILL NOT SILENCE OR RESET THE FIRE ALARM SYSTEM.** THE FIRE ALARM CONTROL PANEL HAS ALARM SILENCING AND ALARM RESET BUTTONS. THE FIRE ALARM CONTROL PANEL IS LOCATED IN:

SUPERVISORY STAFF AND RELATED DUTIES

THE SCHOOL PRINCIPAL IS RESPONSIBLE FOR THE FOLLOWING:

IN THE EVENT OF A FIRE:

- ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED
- NOTIFY THE FIRE DEPARTMENT OF THE EMERGENCY CONDITIONS

DIAL: 9-1-1

- ARRANGE FOR THE HEAD CUSTODIAN OR HIS DESIGNATE TO CONTACT THE FIRE DEPARTMENT IN YOUR ABSENCE
- SUPERVISE THE EVACUATION OF THE STUDENTS
- SEE THAT THE ALARM SYSTEM IS NOT SILENCED UNTIL THE FIRE DEPARTMENT HAS RESPONDED AND THE CAUSE OF THE ALARM HAS BEEN INVESTIGATED.

IN GENERAL

- KEEP DOORS TO STAIRWAYS CLOSED AT ALL TIMES. USE OF WEDGES TO HOLD CORRIDOR AND STAIRWELL DOORS OPEN IS PROHIBITED.
- KEEP STAIRWAYS, LANDINGS, HALLWAYS, PASSAGEWAYS AND EXITS, INSIDE AND OUTSIDE; CLEAR OF ANY OBSTRUCTIONS AT ALL TIMES.
- DO NOT PERMIT COMBUSTIBLE WASTE MATERIALS TO ACCUMULATE IN QUANTITIES OR LOCATIONS WHICH WILL CONSTITUTE A FIRE HAZARD.
- 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 TO RESET THE FIRE ALARM PANEL.

- IN THE EVENT OF ANY SHUTDOWN OF FIRE PROTECTION EQUIPMENT NOTIFY THE FIRE DEPARTMENT AND YOUR MANAGER AND PATROL THE HALLWAYS ONCE EVERY HOUR.
- DESIGNATE A SUBSTITUTE IN YOUR ABSENCE
- PARTICIPATE IN FIRE DRILLS: STUDENTS AND STAFF PARTICIPATION IS MANDATORY
- ESTABLISH EMERGENCY PROCEDURES TO BE FOLLOWED AT THE TIME OF AN EMERGENCY
- APPOINT AND ORGANIZE DESIGNATED SUPERVISORY STAFF TO CARRY OUT FIRE SAFETY DUTIES
- INSTRUCT TEACHING STAFF SO THAT THEY ARE AWARE OF THEIR RESPONSIBILITIES FOR FIRE SAFETY
- PROVIDE ALTERNATIVE MEASURES FOR SAFETY OF OCCUPANTS DURING SHUTDOWN OF FIRE PROTECTION EQUIPMENT
- ASSURE THAT CHECKS, INSPECTIONS AND TESTS, AS REQUIRED BY THE FIRE CODE, ARE COMPLETED ON SCHEDULE AND THAT RECORDS ARE RETAINED.
- NOTIFY THE CHIEF FIRE OFFICIAL REGARDING CHANGES IN THE FIRE SAFETY PLAN.
- BE IN COMPLETE CHARGE OF THE APPROVED FIRE SAFETY PLAN AND THE SPECIFIC RESPONSIBILITIES OF THE PERSONNEL.
- DESIGNATE AND TRAIN SUFFICIENT ASSISTANTS TO ACT IN THIS POSITION.
- EDUCATE AND TRAIN ALL TEACHING PERSONNEL IN THE USE OF THE EXISTING FIRE SAFETY EQUIPMENT, AND IN THE ACTIONS TO BE TAKEN UNDER THE APPROVED FIRE SAFETY PLAN.
- SURVEY THE BUILDING TO DETERMINE THE NUMBER OF EXITS AVAILABLE FROM EACH FLOOR OR AREA.
- PREPARE AND POST ON EACH FLOOR OR AREA, A SCHEMATIC AND EMERGENCY PROCEDURE FOR USE BY THE OCCUPANTS OF EACH EXIT, PRIMARY AND SECONDARY, IN CASE OF EVACUATION.
- ENSURE THAT THE SCHEMATIC DIAGRAMS SHOW TYPE, LOCATION AND OPERATION OF ALL BUILDING FIRE EMERGENCY SYSTEMS, (E.G. LOCATION OF FIRE ALARM CONTROL PANEL AND FIRE HOSE CABINETS).
- ENSURE A COPY OF THE FIRE SAFETY PLAN IS KEPT IN THE MAIN OFFICE AND CUSTODIAL ROOM.
- ENSURE A PROCEDURE IS IN PLACE TO EVACUATE ENDANGERED OCCUPANTS SUCH AS INDIVIDUALS WITH SPECIAL NEEDS AND INCLUDE ALTERNATE MEANS OF EGRESS FOR ALL PERSONS INVOLVED.

TRAINING OF SUPERVISORY STAFF

TRAINING OF PRINCIPALS SHALL BE THE RESPONSIBILITY OF THE BOARD OF EDUCATION AND HE/SHE WILL DISCUSS ALL ASPECTS OF THE FIRE SAFETY PLAN AS IT APPLIES TO THE FIRE CODE. THE PRINCIPAL SHALL BE INSTRUCTED ON HOW TO TRAIN HIS/HER STAFF ON SITE, AS IT WOULD APPLY TO A PARTICULAR BUILDING.

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

- ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED.
- SUPERVISE THE EVACUATION OF THE STUDENTS IN YOUR RESPONSIBILITY.
- PERFORM HEAD COUNTS TO ENSURE ALL STUDENTS ARE ACCOUNTED FOR.
- REPORT TO PRINCIPAL ANY DISCREPANCIES.

RENTAL OR EXTRA-CURRICULAR OCCUPANTS:**IN THE EVENT OF A FIRE:**

- ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED.
- SUPERVISE THE EVACUATION OF PEOPLE IN YOUR RESPONSIBILITY.
- PERFORM HEAD COUNTS TO ENSURE ALL PEOPLE ARE ACCOUNTED FOR.
- REPORT TO FIRE DEPARTMENT ANY DISCREPANCIES.

FIRE DRILLS

THE PURPOSE OF A FIRE DRILL IS TO ENSURE THAT THE STUDENTS AND STAFF ARE FAMILIAR WITH EMERGENCY EVACUATION PROCEDURES, RESULTING IN ORDERLY EVACUATION WITH EFFICIENT USE OF EXIT FACILITIES. FIRE DRILL PROCEDURES MUST ADDRESS STUDENT AND STAFF ACCOUNTABILITY IN AN EVACUATION. THIS ELEMENT OF THE PLAN SHOULD IDENTIFY PERSON(S) IN CHARGE, INSURE ACCURATE CLASS ATTENDANCE ROSTERS ARE AVAILABLE AND IDENTIFY A SPECIFIC LOCATION FOR EVACUEES TO ASSEMBLE.

CONSIDER HAVING TEACHERS AND STUDENTS USE THEIR ALTERNATIVE EXIT FOR ONE OF THE THREE REQUIRED DRILLS IN ORDER TO SIMULATE A REAL EMERGENCY.

FIRE DRILLS MUST BE CONDUCTED ON EACH FLOOR OR AREA. A VOICE COMMUNICATION SYSTEM SHOULD BE USED WHERE AVAILABLE.

FOLLOWING EACH DRILL, ALL PERSONS OF DELEGATED RESPONSIBILITY SHOULD ATTEND A BRIEFING, TO REPORT ON THEIR ACTIONS AND THE REACTIONS OF THE STUDENTS. FIRE DRILLS MUST BE CONDUCTED FOR A BUILDING OF THIS TYPE, IN ACCORDANCE WITH THE FREQUENCIES STATED IN THE FIRE CODE WHICH IS THREE TIMES PER SEMESTER.

A FIRE DRILL RECORD MUST BE KEPT AND RETAINED AT THE SCHOOL FOR 12 MONTHS.

ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

IN THE EVENT OF ANY SHUTDOWN OF FIRE EQUIPMENT AND SYSTEMS OR PART THEREOF:

THE PRINCIPAL OR TEACHER-IN-CHARGE SHALL NOTIFY THE BUILDING OCCUPANTS AND POST INSTRUCTIONS ON EACH FLOOR IN FRONT OF THE ELEVATOR(S) OR BY THE AREA AFFECTED. THE INSTRUCTIONS SHALL INCLUDE THE ALTERNATIVE PROVISIONS OR ACTIONS TO BE TAKEN IN CASE OF EMERGENCY.

THE PRINCIPAL OR TEACHER-IN-CHARGE SHALL NOTIFY THE FIRE DEPARTMENT OF ALTERNATE PROVISIONS OR ACTIONS TO BE TAKEN IN CASE OF AN EMERGENCY. THESE PROVISIONS AND ACTIONS MUST BE ACCEPTABLE TO THE CHIEF FIRE OFFICIAL.

THE PRINCIPAL OR TEACHER-IN-CHARGE SHALL NOTIFY THE FIRE DEPARTMENT BY CALLING **911**.

THE PRINCIPAL OR TEACHER-IN-CHARGE SHALL NOTIFY THE FIRE ALARM SYSTEM MONITORING COMPANY THAT THERE IS MALFUNCTIONING EQUIPMENT OR SYSTEMS.

AN ATTEMPT TO MINIMIZE THE IMPACT OF THE MALFUNCTIONING EQUIPMENT WILL BE INCLUDED AS PART OF THE ALTERNATIVE MEASURES. FOR EXAMPLE, WHERE PORTIONS OF A FIRE ALARM SYSTEM, SPRINKLER OR STANDPIPE SYSTEM ARE PLACED OUT OF SERVICE, SERVICE TO THE REMAINING PORTIONS OF THE SYSTEM SHALL BE MAINTAINED.

THE PRINCIPAL OR THE TEACHER-IN-CHARGE SHALL PATROL THE AFFECTED AREA EVERY HOUR WHILE THE BUILDING IS OCCUPIED, SHOULD THE SYSTEM(S) BE OUT OF SERVICE FOR MORE THAN 24 HOURS, THE FIRE DEPARTMENT SHALL BE NOTIFIED IN WRITING. KEEP WRITTEN RECORD OF PATROL (FIRE WATCH) AND RETAIN AT THE SCHOOL FOR 12 MONTHS.

THE PRINCIPAL OR THE TEACHER-IN-CHARGE SHALL NOTIFY THE OCCUPANTS WHEN THE SYSTEM OR EQUIPMENT HAS BEEN REPAIRED AND IS OPERATIONAL. REPLACE THE NOTICES PREVIOUSLY POSTED TO INFORM THE OCCUPANTS OF THE MALFUNCTIONING EQUIPMENT OR SYSTEM WITH NEW NOTICES STATING THAT THE EQUIPMENT HAS BEEN REPAIRED AND IS OPERATIONAL.

THE PRINCIPAL OR THE TEACHER-IN-CHARGE SHALL NOTIFY THE FIRE DEPARTMENT AND THE MONITORING COMPANY WHEN REPAIRS HAVE BEEN COMPLETED AND THE SYSTEMS ARE OPERATIONAL.

MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEM**CHECK, INSPECT, TEST REQUIREMENTS OF THE FIRE CODE.**

TO ASSIST IN FULFILLING THE BOARD'S OBLIGATIONS, INCLUDED IS A LIST OF THE PORTIONS OF THE FIRE CODE, WHICH REQUIRE THAT CHECKS, INSPECTIONS, AND/OR TESTS BE MADE OF EQUIPMENT AND FACILITIES FROM TIME TO TIME. IT IS SUGGESTED THAT YOU READ OVER THIS LIST AND PERFORM OR HAVE PERFORMED THE NECESSARY CHECKS, INSPECTIONS AND/OR TESTS.

FIRE PREVENTION OFFICERS MAY CHECK TO ENSURE THAT THE NECESSARY CHECKS, INSPECTIONS AND/OR TESTS ARE BEING DONE, WHEN CONDUCTING THEIR INSPECTIONS.

DEFINITIONS FOR KEY WORDS ARE AS FOLLOWS:

CHECK: MEANS VISUAL OBSERVATION, TO ENSURE THE DEVICE OR SYSTEM IS IN PLACE AND IS NOT OBVIOUSLY DAMAGED OR OBSTRUCTED.

INSPECT: MEANS PHYSICAL EXAMINATION TO DETERMINE THAT THE DEVICE OR SYSTEM WILL APPARENTLY PERFORM IN ACCORDANCE WITH ITS INTENDED OPERATION OF FUNCTION.

TEST: MEANS OPERATIONS OF DEVICE OR SYSTEM TO ENSURE THAT IT WILL PERFORM IN ACCORDANCE WITH ITS INTENDED OPERATION OF FUNCTION.

IT IS STATED IN THE FIRE CODE THAT RECORDS OF ALL TESTS AND CORRECTIVE MEASURES MUST BE RETAINED FOR A PERIOD OF TWO YEARS AFTER THEY ARE MADE.

(Edit the tables below by deleting the sections that do not apply to the building)

PORTABLE FIRE EXTINGUISHERS

(Reference should be made to NFPA 10-1998 for exact details)

Task	Inspection Frequency
Inspect all portable fire extinguishers	Monthly
Subject fire extinguishers to maintenance	Annually
Hydrostatically test carbon dioxide and water type extinguishers	Every (5) years
Empty stored pressure type extinguishers and subject to maintenance	Every (6) years
Hydrostatically test dry chemical and vapourizing liquid type extinguishers	Every (12) years
Recharge extinguishers after use or as indicated by an inspection or when performing maintenance	As required

FIRE ALARM SYSTEMS

(Reference should be made to ULCS-536-1997 for exact details)

Task	Inspection Frequency
Check fire alarm AC power lamp and trouble light. Check trouble conditions. Check central alarm and control facility	Daily
Check all fire alarm components including standby power batteries. Test fire alarm system. Test voice communication to and from floor areas to the central alarm and control facility	Monthly
Test fire alarm system by persons acceptable to the authority having jurisdiction. Service systems as recommended.	Annually

MEANS OF EGRESS

Task	Inspection Frequency
Inspect all doors in fire separations	Monthly
Check all doors in fire separations to ensure that they are closed. Maintain exit signs to ensure that they are clear and legible. Maintain exit lights to ensure that they are illuminated and in good repair. Maintain corridors free of obstructions	As required

FIRE DEPARTMENT ACCESS

Task	Inspection Frequency
Ensure streets, yards and private roadways provided for Fire Department access are kept clear.	As required

WATER SUPPLIES FOR FIRE FIGHTING

Task	Inspection Frequency
Check fire pump room temperature during freezing weather. Check tank heating equipment and water temperature of fire protection water tanks during freezing weather.	Daily
Check valves controlling fire protection water supply. Check water level and air pressure for pressure water tanks. Inspect relief valves on air and water supply lines of pressure tanks. Check water level in fire pump reservoirs.	Weekly
Operate and inspect fire pump	Weekly
Inspect water level in gravity tanks	Monthly
Inspect fire protection water supply tanks. Inspect cathodic protection of fire protection water tanks. Test fire pump at full rated capacity. Inspect all fire hydrants. Inspect all fire hydrant waterflow.	Annually
Check for corrosion on water supply fire tanks. Inspect fire protection water tanks connected to non-potable water supply for sediment.	Every (2) years
Inspect fire protection water tanks connected to potable water supply for sediment.	Every (5) years

SERVICE EQUIPMENT, DUCTING, AND CHIMNEYS

Task	Inspection Frequency
Check hoods, filters and ducts subject to accumulation of combustible deposits and clean as necessary	Weekly
Inspect fire dampers and fire stop flaps. Inspect chimneys, flues and fluepipes and clean as necessary. Inspect disconnect switches for mechanical HVAC units. Inspect controls for air-handling systems used for venting	Annually
Clean incinerator spark arrestors	Annually
Clean line traps in laundry equipment	As required

MAINTENANCE OF FIRE HYDRANTS

Task	Inspection Frequency
The port caps shall be removed and the threads inspected for wear, rust or other obstructions. Re-secure the caps wrench tight.	Annually
The hydrant barrel shall be inspected annually and after each use to ensure that no water has accumulated within the barrel when the main valve is in the closed position.	Annually
When the hydrant barrel is found to contain water at the ground level. The drain valve shall be inspected for proper operation.	Annually
When the hydrant barrel is found to contain water because of poor drainage that cannot be corrected, approved measures shall be taken to prevent freezing during winter conditions.	Annually
Hydrant water flow shall be inspected annually. The main valve shall be fully opened and the hydrant operated with one port and the water flow checked. A record of the hydrant operation as checked shall be kept.	Annually
A summary of the location of all school owned hydrants shall be established, kept up-to-date and attached to this procedure.	Annually
Hydrants shall be maintained free of ice and snow at all times.	Daily
Hydrants shall be readily available and unobstructed for use at all times.	Daily

FIRE PROTECTION MEASURES

DESCRIPTIONS:

1. IN THE EVENT OF FIRE

THE PURPOSE OF A FIRE ALARM SYSTEM IS TO ALERT ALL THE OCCUPANTS OF THE BUILDING THAT AN EMERGENCY OF FIRE EXISTS, SO THAT SUCH OCCUPANTS MAY PUT INTO PRACTICE THE MEASURES REQUIRED BY THE FIRE SAFETY PLAN.

ALL FIRE ALARM SYSTEMS SHALL BE MAINTAINED IN FULL OPERATION CONDITION AT ALL TIMES.

A SINGLE STAGE SYSTEM SOUNDS A GENERAL ALARM THROUGHOUT THE FACILITY THAT MAY REQUIRE TOTAL EVACUATION OF THE BUILDING. OPERATION OF THE FIRE ALARM IS ACTIVATED BY A MANUAL PULL STATION, HEAT DETECTOR OR A SPRINKLER HEAD.

2. EXITS

AN EXIT IS THAT PART OF A MEANS OF EGRESS THAT LEADS FROM THE FLOOR AREA IT SERVES TO A PUBLIC THOROUGHFARE OR TO AN APPROVED OPEN SPACE. 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 GRADE ARE PROTECTED FROM THE REMAINDER OF THE BUILDING PROVIDED THE DOORS LEADING TO THE SHAFT ARE KEPT CLOSED.

3. FIRE DEPARTMENT ACCESS

FIRE DEPARTMENT ACCESS ALLOWS FIREFIGHTERS 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 FIRE CODE. MAINTAINING FIRE DEPARTMENT ACCESS IS AN ONGOING MATTER. IN ADDITION, ACCESS INTO A BUILDING REQUIRES CONSIDERATION (E.G. WITH A KEY BOX, THROUGH PREPLANNING, ETC.)

4. PORTABLE EXTINGUISHERS

PORTABLE EXTINGUISHERS ARE INTENDED AS A FIRST AID MEASURE TO COPE WITH FIRES OF LIMITED SIZE. THE BASIC TYPES OF FIRES ARE CLASSES (A), (B), AND (C). PORTABLE EXTINGUISHERS ARE RATED FOR THE CORRESPONDING CLASS OF FIRE.

5. ELEVATORS

ALL ELEVATORS SHOULD BE RETURNED TO AND KEPT AT STREET LEVEL IN FIRE EMERGENCY SITUATIONS.

6 FIRE PUMPS

FIRE PUMPS ARE USED TO ENSURE THAT THE WATER REQUIRED FOR FIREFIGHTING AND AUTOMATIC SPRINKLER AND STANDPIPE HOSE SYSTEMS IS AVAILABLE.

7. EMERGENCY LIGHTING

EMERGENCY LIGHTING ENSURES THAT EXITS, CORRIDORS AND PRINCIPAL ROUTES PROVIDING ACCESS TO EXITS ARE ILLUMINATED IN THE EVENT OF LOSS OF POWER.

FLOOR PLANS

(Including the location of all fire safety systems and devices such as fire access routes, hydrant locations, siamese locations, fire extinguishers, hose cabinets, water, gas and main electrical shutoffs)