

FIRE SAFETY PLAN

For
Spectrum Centre K/W
900 Guelph Street
Kitchener, Ontario

THIS DOCUMENT IS FOR POSTING TO THE
WEBSITE. COMPLETE FIRE PLAN IS
AVAILABLE IN HARD COPY ON PREMISES.



**IN CASE OF AN EMERGENCY
DIAL 911**



Fire Procedures for Occupants

(to be given to all tenants)

General

- All tenants are to notify guests of the fire safety plan instructions.
- Review “REACT: IN CASE OF FIRE” poster on the following page
- In preparation, take note of location of: fire extinguishers, exits, and address of building.
- In case of any emergency, owner must be notified as soon as it is safe to do so

IF YOU DISCOVER FIRE

- **LEAVE THE FIRE AREA IMMEDIATELY**
 - **Before** opening the door, feel the door knob/handle for heat.
 - If not hot, brace yourself against door and open slightly.
 - If you feel air pressure or hot draft, close the door immediately.
- CLOSE DOORS
- **SHOUT “FIRE! FIRE! FIRE!”**
- LEAVE BUILDING VIA NEAREST EXIT
- **Call the fire department – Dial 9-1-1.** Never assume that calling has been done.
Know and given the correct address and location of the fire in the building.
- **PROCEED TO THE MEETING PLACE (Green space at back of parking lot)**
- Listen for instructions or information which may be given by owner or the Fire Department.
- Do not return until it is declared safe to do so by a fire official.

Additional information about a STAY or GO decision by an occupant may be found at
http://www.mcscs.jus.gov.on.ca/english/firemarshal/fireserviceresources/communities/OFMCom_96-035at1.html



IF YOU HEAR SOMEONE SHOUTING “Fire!”

- **LEAVE THE BUILDING VIA THE NEAREST FIRE EXIT**
 - Before opening the door, feel the door knob/handle for heat.
 - If not hot, brace yourself against door and open slightly.
 - If you feel air pressure or hot draft, close the door immediately
- CLOSE DOORS BEHIND YOU, BRING YOUR KEYS
- **PROCEED TO THE MEETING PLACE (Green lawn behind parking lot)**
- **Call the fire department – Dial 9-1-1.** Never assume that calling has been done. Know and given the correct address and location of the fire in the building.
- Listen for instructions or information which may be given by owner or Fire Department.
- Do not return until it is declared safe to do so by a fire official.

IF YOU ENCOUNTER HEAVY SMOKE

- 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
- **If trapped call 911 and wait to be rescued.**
- **Remain calm – do not panic or jump**
- If you encounter smoke in stairway use an alternate exit or return to your area and call 911

IF YOU ARE NOT PHYSICALLY ABLE TO SELF EVACUATE

- Ensure you inform the owner prior to an emergency occurring
- **CLOSE DOOR AND PLACE WET TOWEL AT BASE OF DOOR**
- CROUCH LOW TO THE FLOOR IF SMOKE ENTERS THE ROOM
- **IF TRAPPED CALL 911 AND WAIT TO BE RESCUED.**
- **REMAIN CALM – DO NOT PANIC OR JUMP**
- Listen for instructions or information which may be given by owner or the Fire Department.
- Do not return until it is declared safe to do so by a fire official.

IF YOU ARE TRAPPED IN YOUR UNIT OR HAVE RETURNED DUE TO FIRE

- Remain in your unit
- Close the door.
- Unlock the door for use by fire fighters.
- **Dial 911 and tell the Fire Department where you are.**
- **Seal all cracks where smoke can get in by using wet towels, clothes, sheets or tape.**
- Crouch low to the floor if smoke enters the room and move near a window
- **REMAIN CALM – DO NOT PANIC OR JUMP**
- Listen for instructions or information which may be given by owner or Fire Department.



IN CASE OF FIRE

R

Remove Occupants

When you discover a fire remove people from immediate danger if possible.

E

Ensure Containment

Close all doors, windows and chutes to reduce spread of smoke and contain fire.

A

Alert Other!

Notify other tenants & occupants by shouting "Fire! Fire! Fire!"

C

Call the Fire Department

Call your Fire Department and notify them of your address and location of fire in the building.

T

Try Extinguishment or Evacuate

Try to extinguish a small fire if you are confident and trained or concentrate on further evacuation.

REMAIN CALM



Fire Extinguishment, Control or Confinement

Confining a fire in an enclosed space can keep the fire, smoke and fumes from entering into a means of exit. This can be accomplished if one remembers to close the door when leaving the fire area.

Fire extinguishment is the responsibility of the fire department. Only after ensuring that the fire alarm has been activated, and the fire department is notified by dialing 911, should an attempt be made to extinguish a small fire.

Fight the fire ONLY if:

- The Fire Department has been notified,
- The fire is small and not spreading to other areas,
- Escaping the area is possible by backing up to the nearest exit, and
- The fire extinguisher is in working condition and personnel are knowledgeable on how to use it.

If a small fire cannot be extinguished with the use of a portable extinguisher or a fixed extinguishing system, or the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the fire department has been notified and wait in a safe area for the fire department.

In the event of a small fire, the staff would try to extinguish it with a fire extinguisher, unless smoke presents a hazard to this operation. If the fire cannot be put out with an extinguisher, occupants are instructed to:

1. Close all doors to the area to confine, and contain the fire.
2. Leave the fire area.
3. Notify the fire department.
4. Guide the fire department to the problem.

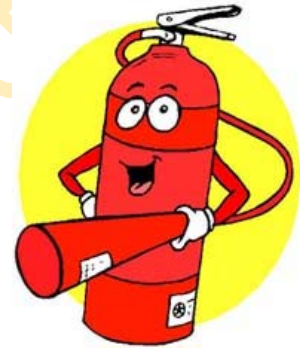
ATTEMPTING TO EXTINGUISH A FIRE IS A VOLUNTARY ACT

Only persons who are properly trained and feel confident in the use of a portable extinguisher should contemplate their use. Improper use of a portable extinguisher can lead to injury or death.



PORTABLE EXTINGUISHER INSTRUCTIONS

Portable extinguishers can be a lifesaving tool and prevent the spread of fire, saving lives and property. It is important to know the proper type of extinguisher to use and how to use it in an emergency situation. It is extremely important to choose the proper rated fire extinguisher for the class of fire that is burning.



THERE ARE FOUR CLASSES OF FIRE:

- A – Ordinary combustibles (wood, paper, plastics, etc)
- B – Combustible liquids (oils, gas, cooking oil, etc)
- C – Electrical (energized equipment – appliances, wiring)
- D – Combustible metals (aluminum, magnesium, etc)

BASIC OPERATION (PASS)

P - **PULL** the safety pin

A - **AIM** the nozzle, horn or hose at the base of the fire

S - **SQUEEZE** the trigger handle

S - **SWEEP** from side to side (watch and ensure the fire will not re-ignite)

When the fire has been extinguished, back away from the area carefully. Always watch the fire in case it re-ignites. Never turn your back to the fire area. Call the Fire Department to have them check where the fire was burning to ensure that the fire is totally extinguished.

NEVER re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds). Have it recharged by a service company.

****ALWAYS KEEP AN EXIT AT YOUR BACK. DO NOT GET TRAPPED!****

ATTEMPTING TO EXTINGUISH A FIRE IS A VOLUNTARY ACT

Only persons who are properly trained and feel confident in the use of a portable extinguisher should contemplate their use. Improper use of a portable extinguisher can lead to injury or death.



Bomb Threats

Above All, Remain Calm

Written Threat:

- Save all material along with envelopes or containers.
- Do everything possible to preserve fingerprints, paper used and postal mail.
- Contact owner immediately.

Phone Threat:

- Listen.
- Be calm and courteous.
- Do not interrupt the caller.
- Obtain as much information as possible.
- Initiate call trace action if possible and notify others by a pre-arranged signal, while the caller is still on the line.
- As soon as the caller hangs up, try to use the *69 phone company feature to retrieve the source of the call. Write down the phone number.

Finding a Suspicious Package:

- Do not touch or move it.
- Do not assume it is the only one.
- Contact the Superintendent immediately.
- Do not use radio communication as it may activate the bomb.

Search Guidelines:

- Search the immediate area.
- Do not touch anything—report any unusual objects.
- Help to identify any strange or misplaced objects.
- Unlock all drawers, cabinets, etc. to help the search crews.

Information Guide When a Bomb Threat is Received		
Recorded Data		Recorded By:
Date:	Time:	a.m./p.m. Duration of Call:
Exact Wording of Threat:		
Identifying Characteristics		
Sex:	Estimated Age:	Accent:
Voice (loud, soft, etc.):		
Speech (slow, fast, etc.):		
Diction (good, nasal lisp, etc.):		
Manner (calm, emotional, vulgar, etc.):		
Background noises:		
If voice was familiar, specify:		
Was the caller familiar with the area?		
Trace or *69 results:		
Questions to Ask		
What time will the bomb explode?		
Where is it?		
Why did you place the bomb?		
What does it look like?		
Where are you calling from?		
What is your name?		
Other comments:		



Contact Information / Human Resource Audit

Owner

Daniel Stiplosek - Owner
2-292 Mill Street
Kitchener, Ontario N2M 3R5

519 880 4208 cell
888 658 3540 fax
dan@stiplosek.com

Supervisor / Building Managers

Daniel Stiplosek - Owner
2-292 Mill Street
Kitchener, Ontario N2M 3R5

519 880 4208 cell
888 658 3540 fax
dan@stiplosek.com

Key Holders

Daniel Stiplosek - Owner
2-292 Mill Street
Kitchener, Ontario N2M 3R5

519 880 4208 cell
888 658 3540 fax
dan@stiplosek.com

Each tenant is key holder for their suite

Property Advisors

Annual Inspections, Maintenance & Service

Mike Zarzycki
Zarzycki Contracting
35 Glasgow St. S., Conestoga
519.748.7961



Audit of Occupants

There are 34 occupied UNITS

**Approximately 45 persons during the day (Average)
0 persons at nighttime.**

Persons Requiring Assistance - General

- The owner shall maintain an up-to-date list of **persons who have been identified as requiring assistance to evacuate** the building. The list is in the Fire Safety Plan under “Audit of Occupants”
- The owner shall prepare a plan to support the person who requires assistance and is responsible to support the evacuation of residents/occupants requiring assistance.
- Where possible, the owner shall recommend placing residents/occupants in areas of a building that support self-evacuation.
- The owner shall provide the resident with the Ontario Fire Marshal’s information on “A fire in your building. To stay or to go?”

http://www.mcscs.jus.gov.on.ca/english/firemarshal/fireserviceresources/communiques/OFMCom_96-035at1.html



Tenant Listing

****Each tenant contact listed is a key holder for their unit.***

Exterior Entrances, Ground Floor Suites			
101/102	Inglesia Hispana		Church. 30 persons Saturday/Sunday.
103	Lilies White Inc.		Walk-in fridge at rear
104	Return of the Dragon		School – martial arts, children
105	K-W PM		Expect 5+ employees
106	Glow Academy		School – beauty
107/8	Miller Property Solutions		Wood dryer – potentially higher fire load
Topmost floor suites, west wing			
201/2/3/4	Speak Your Mind		School – expect 5+ students
205	AT Law Office		
206	Ignite Learning Services		
207/8	Cressman + Cockburn		
209	Positive Strides		
210	Waterloo Creative		
211	RPR Financial		
212	Attal Ibrahim		
213	Patricia Bidgood		
214/9	Archaeological Research		Expect 5+ employees
215	+ VACANT +		
216	J. Stevenson		
217/8	Joyce Gingrich / Barb Shannon		
220	JM Worth Enterprises		
Lower level, east wing			
301	KSA Grading		
302/3/4/10	Knead a Break		Massage therapy – child care room.
305/6	Infinite Electrical Sales Inc.		
307/308	TMS Studios		
309	Christine Johnson		
Main level, east wing			
401	Realty Den		
403	B & D Deliveries Inc.		4+ employees.
404	Christina Deboer Counselling		
405	OPSEU Local 230		
406	Snabb Deliveries		
407	James Loh		
408	Stepping Stones Counselling		
410	Angela Madonna, RMT		



Audit of Building Resources

Utilities

**Electrical Disconnect
& Hydro Meters**

Electrical Room. Inside "Lilies White" Units

Natural Gas shut-off:

West corner, on diagonal wall. Exterior.

Water shut-off:

Heating system

4 RTUs, natural gas.

1 residential type natural gas furnaces (unit 101)

2 suspended natural gas units (unit 108)

Electric baseboard

General / Construction

Area:

1797 ft² Main floor

1703 ft² Upper floor

936 ft² Attic

1409 ft² Basement

Date of Constructions:

Approx. 1938

Number of Stories Above Grade:

2 (20' above grade)

Number of Stories Below Grade:

1 (Level 300)

Attic:

Number of Units:

34

Number of Exits:

13

Front (Main) Entrance

Front (West) Exit

Rear (213) Exit

Rear (409) Exit

Lower (307) Exit

All 100 numbered units have exit direct to exterior

Building construction

Clay brick exterior walls

Heavy timber structure (200 level)

Steel structure

TPO, BUR & Shingle roof areas

Building Facilities

Parking Garage:

None

Elevator:

None

Firefighter Elevator:

None

Smoke Control Devices:

None

Pressurized Stairwells:

None

Do All Stairwells Exit to Exterior:

Yes

Interior Roof Access:

Yes – Door at top of main stairs, beside Unit 220



Audit of Fire Protection Resources

Fire Fighting Services



Hydrants:

1. #362 East of driveway.
Municipal, ~25'
2. #361 Guelph & Maple
Municipal, ~100m West

Fire Departments:

1. #2, Guelph & Lancaster
Municipal, 550m , 1 minute
2. #3, Ottawa & River
Municipal, 6.1km, 9 minutes












Fire Safety Equipment Overview

Fire Alarm System:	None
Smoke & CO Alarms:	None
Location of Panel:	N/A
Portable Fire Extinguishers:	16 ABC type
Sprinkler System:	Dry type, YES
	Water gong present. No alarm connection.
Standpipe/Hose System:	None
Fixed extinguishing system:	None
Emergency Lighting:	Hardwired with battery backup
Exit Signs:	LED "exit" with battery backup
Emergency Generator:	None
MSDS:	None
Fire Safety Plan Location(s):	Lobby under desk Unit 215
Lockbox:	None
Assembly point:	Rear, south-east corner, in the grassy area



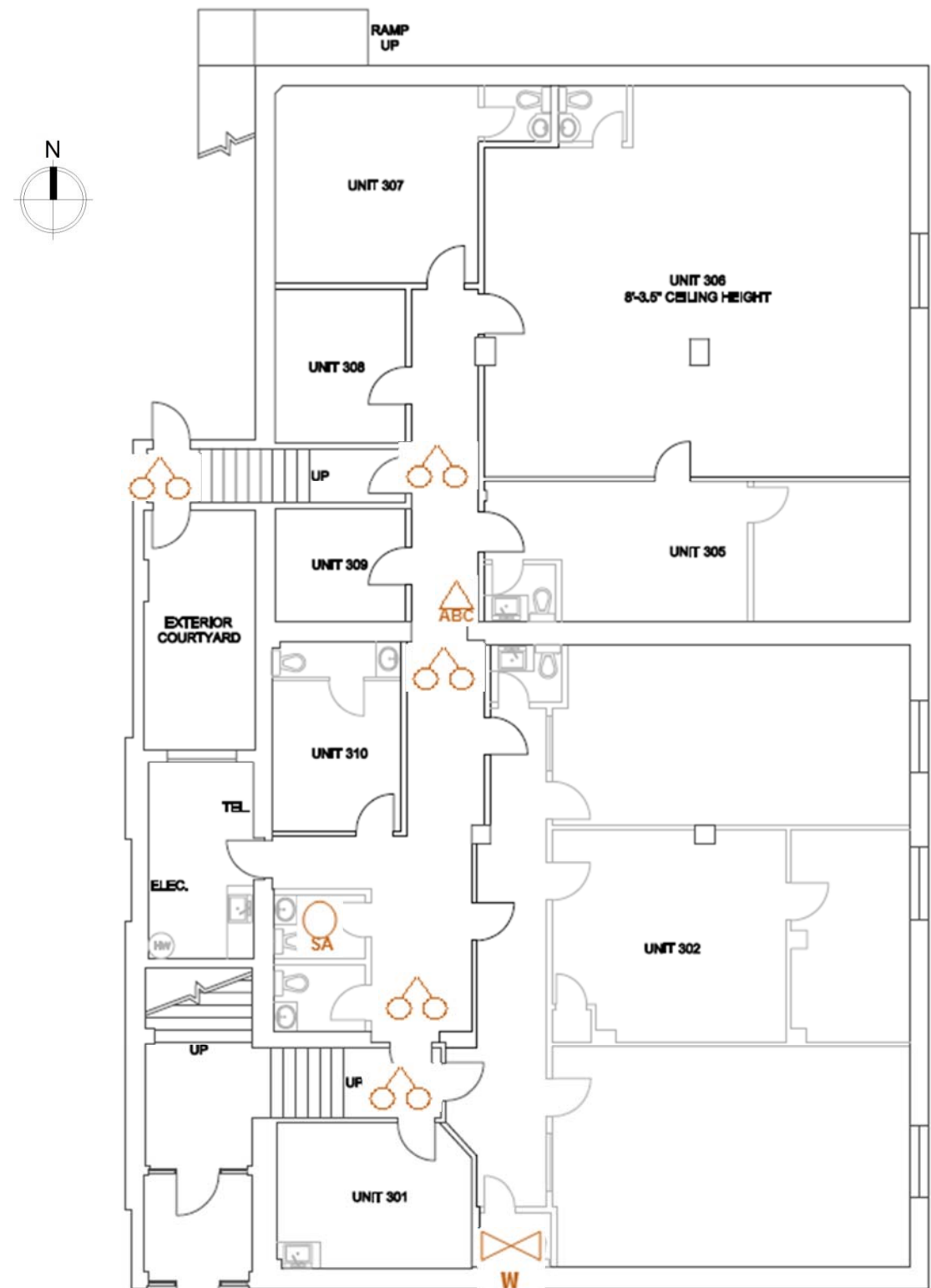
Fire Safety Equipment Layout

See following pages for building layout and fire safety equipment location. Legend is immediately below.

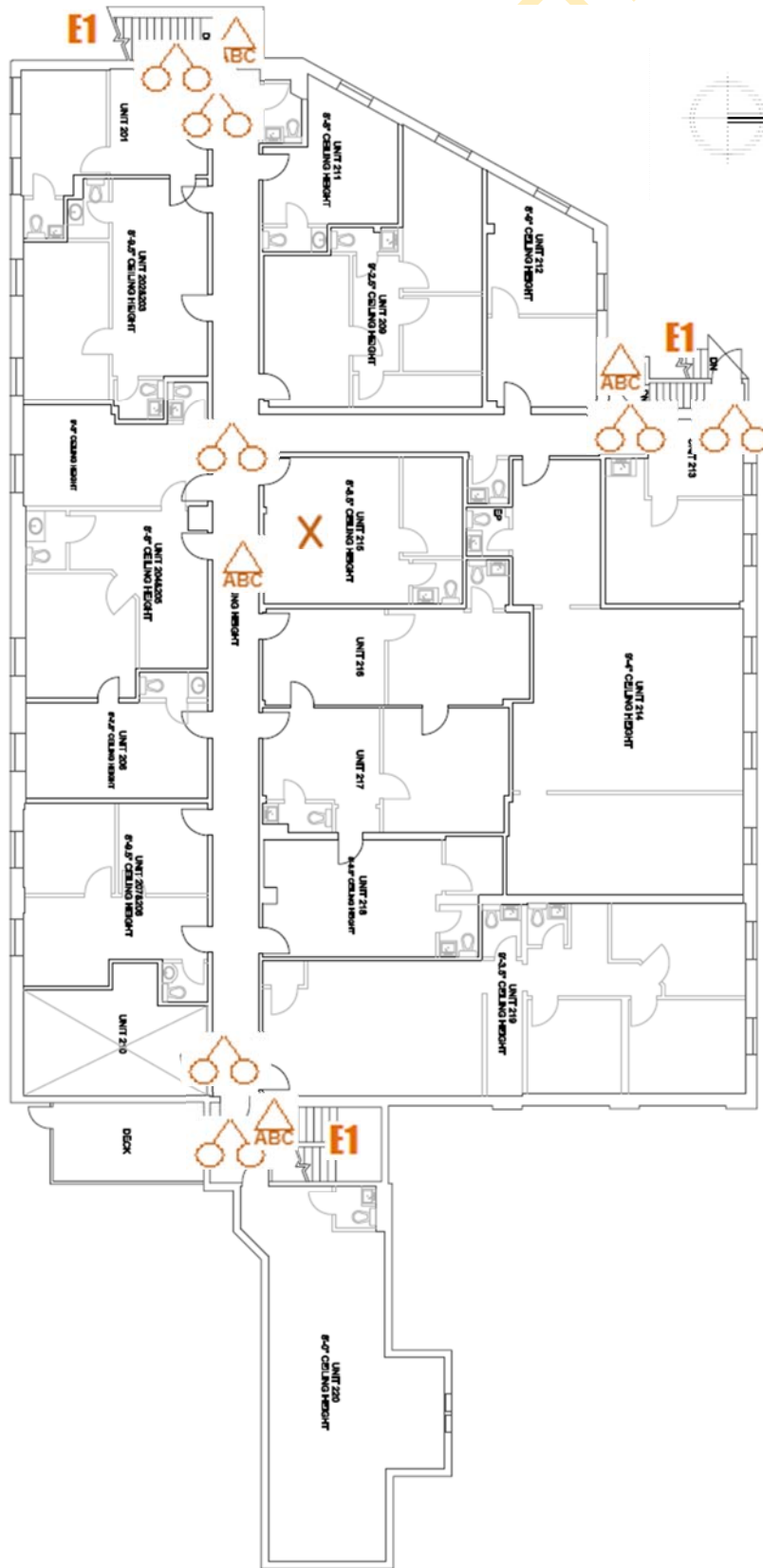
E#	Entrance / Exit (Numbered Sequentially – E1, E2, E3)
X	Fire Safety Plan Location(s) (2)
 CO	Carbon Monoxide Alarm (Not part of a Fire Alarm System) (8)
 SA	Smoke Alarm (Not part of a Fire Alarm System) (10)
 HD	Heat Detector (8)
 SD	Smoke Detector (4) Fire Alarm Annunciator integrated
	Pull Station (3)
 NG	Natural Gas Shut Off
 W	Water Shut Off
	Main Electrical Disconnect
	Fire Alarm Control Panel
 ABC	Fire Extinguisher - ABC Type (3)
	Emergency Light (3)



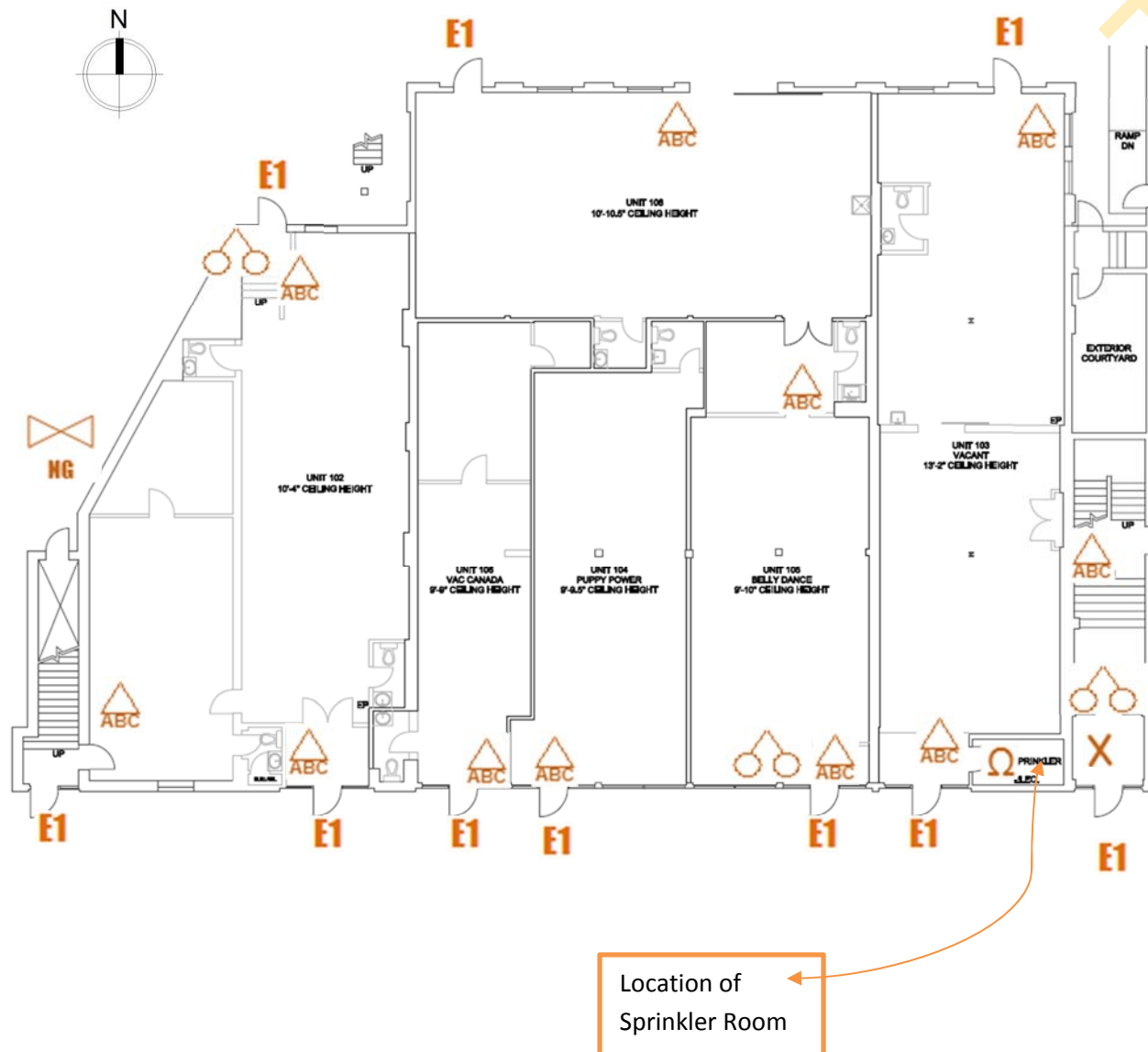
Lower Level (300) Plan



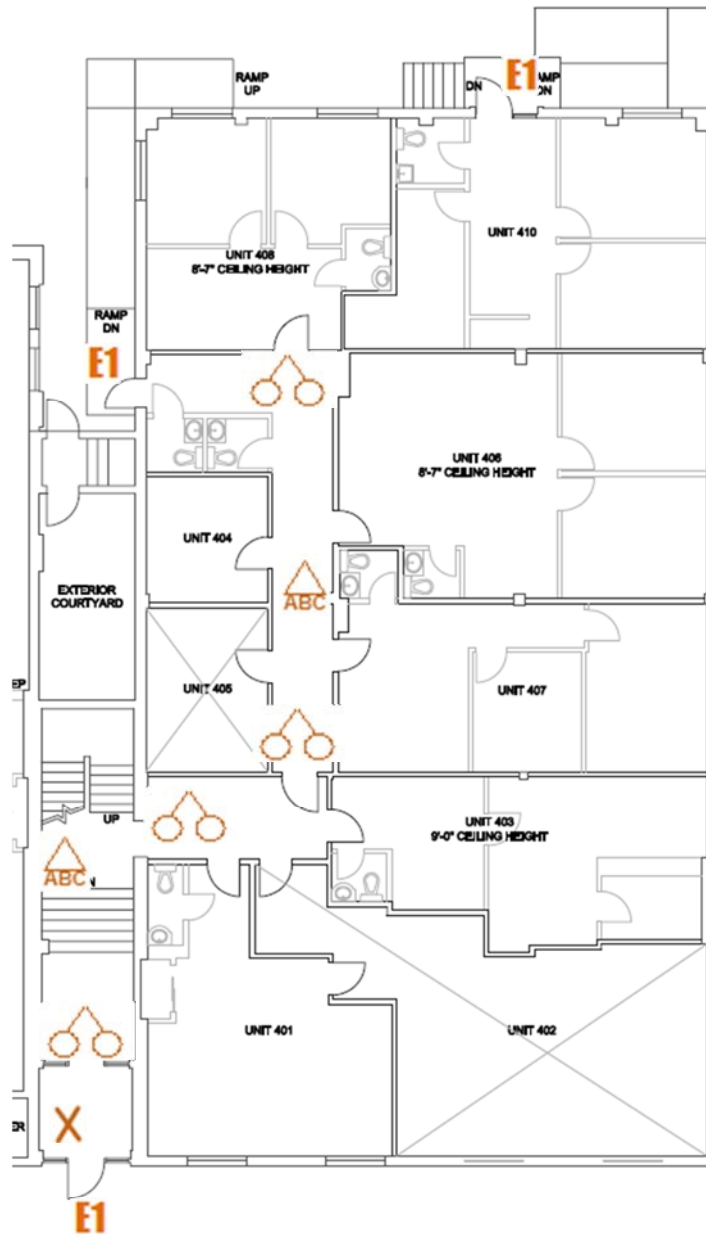
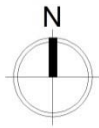
Upper Floor (200) Plan



Ground Level – West Block (100) Plan



Main Level (400) East Block Plan



Preventative Fire Measures

Always keep the following measures in mind:



- **Keep** stairways, landings, hallways, passageways and exits **clear** of obstructions and combustible refuse at all times.
- **Keep** the doors to stairways closed at all times.
- **Close** doors to suites during a fire.
- **Ensure** that electrically powered equipment, especially coffee makers and hot plates are shut off when the suite or work area is left empty.
- Limit the use of flammable liquids. Practice safe handling and disposal practices.
- **Maintain** access to portable extinguishers and other fire protection equipment.
- **Know** where the alarm pull stations and exits are located; know the procedures established to implement safe evacuation. Recognize the audible fire alarms
- Immediately call the fire department whenever they spot smoke or fire.
- Call your Fire Department immediately whenever you need assistance.
- **Know** the correct building address and
- **Report** to the building owner any condition which they perceive to be a fire hazard.
- **Discard** cigarette butts in proper containers outside of the building.

Things to Avoid:



- **Do NOT smoke anywhere inside or near the building.**
- Do **NOT** dispose of flammable items inside of the building.
- **Avoid** unsafe cooking practices such as: too much heat, unattended stoves, and loose clothing
- Do **NOT** use unsafe electrical appliances, frayed electrical cords, overloaded outlets, or lamp wire for permanent wiring.
- Do **NOT** use fireworks or sparklers inside the house
- Do **NOT** leave candles unattended
- Do **NOT** use natural Christmas trees inside the building
- Do **NOT** Not prop open fire doors.



PORTABLE & TEMPORARY SPACE HEATERS

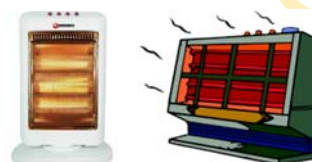


Where apartments have additional electrical portable heating supplied by either the Landlord or Tenant, there is a need to provide guidance in respect to fire safety and the potential source of fire ignition.

DISALLOWED: Open Electrical Bar or Halogen - these types of electric heaters **must not** be used



Do not use open electrical bar heat;
Do not use halogen / quartz type heaters;



Convactor (Including Fan) Heaters:

- Convactor type heaters are not recommended for use, but may be used.
- Convactor type heaters require clear space around them to work effectively, which must be kept clear of combustible materials to ensure that they do not overheat,
- Anything drape over a convactor heater may cause a fire,
- Obstructed air grilles on a convactor heater may cause a fire,
- One common location for smaller electric (fan) heaters is under desks particularly in cramped or untidy workspaces - these may be a potential risk and source of fire.

RECOMMENDED HEATER TYPE



Where individuals or rooms may require additional heating during inclement weather, it is strongly recommended that Tenants use **Oil Filled (Radiant) Radiator** type heaters. These heaters are not as likely to be effected by conditions that may cause them overheat and are much safer than other types.



GENERAL SAFETY MEASURES for all portable heaters - please ensure:

- that heaters are well clear of curtains and furnishings;
- that electric heaters are not placed under desks;
- that heaters with time-switches are set (deactivated) so that they cannot switch themselves on when not supervised;
- that you do not sit too close to a heater, with certain types of heaters you could set light to your clothes or your chair - sit at least 1 metre (3 feet) away;
- if you notice any of these danger signs, stop using the appliance immediately:
 - staining, sooting or discoloration of the appliance or surrounding areas;
 - a strange smell when the appliance is working



Building Owner Responsibilities

General

The Fire Code: Ontario Regulation 213/07 is a provincial regulation made under Section 12 of the Fire Protection and Prevention Act 1997. The Code requires the owner to be responsible for carrying out the provisions of this Code and defines “owner” as “any person, firm or corporation controlling the property under consideration”. The Fire Code and the Fire Protection and Prevention Act is available online at <http://www.ofm.gov.on.ca/english/default.asp>

In general 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.

Responsibilities of the Owner

The owner of a building is responsible for...

- Preparing a Fire Safety Plan and must reviewed annually for changes. Where changes have occurred, the document must be submitted to the Fire Department for review.
- Ensure that the building and facilities comply with the provisions of the Fire Code.
- 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.
- Ensuring that all staff receives the appropriate training related to fire prevention, suppression and safety that is dictated by the needs and circumstances of the building and/or business. All staff training will be recorded and a copy of the record will be kept on file.
- Holding fire drills.
- 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 shutdown of fire protection equipment.
- Assuring that checks, test and inspections, as required by the Fire Code, are completed on schedule and that records are retained.
- Ensuring that any person performing or supervising the annual tests or annual inspections on the fire alarm system have successfully completed a program or course acceptable to the Fire Marshal.
- Post and maintain a copy of the Fire Safety Plan and ensure that floor diagrams and instructions are posted on each floor area.
- Support persons requiring assistance to plan for an evacuation.
- Provide smoke alarm maintenance instructions to each resident.



The Non-Resident Building Owner / Superintendent will:

1. When notified of a fire alarm in the building, will respond immediately to the property.
2. Inform the Fire Officer of their presence and co-ordinate the efforts of supervisory staff with those of the Fire Department.
3. Provide access and vital information to Firefighters
(e.g. master keys for offices, service rooms, elevators, location of disabled persons, etc...).
4. Ensure life safety systems are functioning and will notify contractors to complete repairs immediately.
5. Provide a fire watch in the event any systems are not functioning.

In a residential building, where an owner or a superintendent resides off site, there needs to be a mechanism to inform them of an emergency condition in the building. At 292 Mill Street, Direct Detect (alarm monitoring firm) will alert the owner. Tenants have been instructed to inform the owner in the event of any emergencies or problems.



Supervisory Staff, Where Available

As of the date this plan was approved, 900 Guelph Street does not have supervisory staff. The role of supervisory staff is played by the owner and designated individuals/employees.

Appointment and Organization of Supervisory Staff

Any practical and effective organization must promote prompt and intelligent action of the occupants at the time of an emergency. Building should have a nucleus of key personnel who are prepared, through training, to react positively to conditions, which may arise during an emergency. The need for complete co-operation and understanding between management and participating employees in providing the necessary time to train personnel and in placing a Fire Safety Plan in effect cannot be overemphasized. In return, employees and occupants must realize that what is being provided is for the security of their livelihood, the prevention of loss of life or serious injury through fire.

Where in-house staff is not available, supervisory staff may refer to the local Fire Department, where it assumes many of these responsibilities.



Training

The instructions of the superintendent & supervisory staff will be responsibility of the Property Manager or owner. All aspects of the Fire Safety Plan (as it applies to the Fire Code) will be discussed. Instruction is to be ongoing and changes in the equipment will result in updating of the superintendent's instructions. All supervisory staff are to be shown:

- How to reset the fire alarm system
(an activated system must not be reset until authorized by the Fire Department).
- "In Case of Fire" Procedures
- Manual activation of the fire alarm system is by use of a pull station.
These are located at each exit. All staff must be aware of the pull station locations.
- Fire Drill procedures
- The control of fire hazards
 - All exit routes must be kept clear
- Alternative fire safety measures for occupant safety
- The location of keys to provide access to all locked areas and the location of equipment which may be used in an emergency (extra fire extinguishers, etc.).
- How to use and maintain the fire safety features equipment installed within the building.

Responsibilities of 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. This 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.

Maintenance & Preventative Measures

- 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 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 and fire routes clear and accessible for Fire Department use.
- Have a working knowledge of and maintain the fire alarm system and other fire protection equipment in good operating condition at all times.
- Be able to implement alternative solutions as outlined
- Arrange for a substitute in your absence.
- Participate in fire drills, occupant participation is optional.
- Have and know the Ontario Fire Code.
- Distribute to occupants fire safety procedures which apply to them (also post in lobby, laundry rooms, attach to lease agreement, etc.)



Supervisory staff to assist in the evacuation of the building (if available on site). Supervisory staff shall perform the necessary checks, tests, and inspections as outlined in the Ontario Fire Code.

Supervisory Staff Should:

- Be in complete charge of the Fire Safety Plan and the specific responsibilities of the personnel.
- Designate and train sufficient assistants to act in this position during any absence from the building.
- 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.
- Survey the building to determine the number of exits available from each floor or area.
- Prepare and post on each floor and unit a schedule for use by the occupants of such exits (primary and secondary) in case of an evacuation.
- Ensure that a schematic diagram(s) showing type, location and operation of all building fire emergency system (ie. location of fire alarm control panel, fire hose cabinets) are maintained.
- Notify the Kitchener Fire Department as often as necessary of any changes of persons requiring assistance and their location.

Emergency Responsibilities

IN CASE OF FIRE

- Notify occupants by yelling “Fire Fire Fire”
- Call 911 to ensure fire alarm received by Fire Department
- Perform following procedures, where possible:
 - Attempt fire containment / extinguishment (see Fire Extinguishment section below)
 - Assist & supervise the evacuation of occupants.
 - Confirm all occupants evacuated and report all clear
 - Ensure disabled persons are evacuated to a safe location.
 - Report any problems to the Emergency Coordinator.
- Will meet at the main entrance with building access keys.
- Upon arrival of fire fighters, inform the Fire Officer regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the Fire Department.
- Provide access and vital information to fire fighters (ie. master keys for suites, 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. When cleared to do so:
 - Upon the conclusion of the emergency, reset the fire alarm system, supervise persons returning to the building, and ensure that necessary repairs are made immediately.
 - Investigate the cause of the alarm

The supervisory staff “Emergency Responsibilities” are taken on by the owner at the times they or designated individuals/employees are on site, or in the event the owner resides on the premises. In the event the owner is not on-site, responsibility of Emergency Responsibilities falls to the Fire Department.



Fire Drills

General

The purpose of fire drills is to ensure that the supervisory staff and occupants (Occupants of schools are required to participate in all drills, while in most other occupancies occupants are strongly encouraged to participate) are totally familiar with emergency evacuation procedures so that orderly evacuation with efficient use of the exit facilities results.

The types of fire drills include:

- Comprehensive Drill – Includes activation of the fire alarm system and staff action.
 - Ideally, fire drills should begin with practices on each unit. The operation of fire emergency systems should be incorporated into fire drills. Advance notice should be posted advising the occupants of the time and date and conduct of these practice drills.
 - Designated assistants will proceed to the stations assigned to them. At the advised time the predetermined pull station will be activated. Staff will be instructed to report any difficulty in hearing the alarm.
 - When the drill is completed the alarm will be reset and the "All Clear" announced.
- Silent Drill – A drill conducted for supervisory staff, but without activation of the fire alarm.
- Table Top Drill – A table top exercise and discussion involving supervisory staff.

A record of each drill must be kept on file in the building for a minimum of two years. And occupancy may use an actual fire response to a building to count towards the number of required fire drills, provided a detailed post drill evaluation takes place with the supervisory staff.

Following each drill, all persons of delegated responsibilities should attend a debriefing to report on their actions and the reactions of the occupants as well as the performance of fire safety systems such as the fire alarm system. Fire drills must be conducted annually.

Fire drills may be conducted at the request of the tenants. Kitchener Fire Prevention's Public Education Officers are able to offer Fire Safety Lectures & Fire Extinguisher Training, if requested and pending availability, location, attendance & other pertinent conditions. They can be contacted at (519) 741-2746 or (519) 741-2495.

Div B - 2.8.3.2.(1) Fire drills as described in Sentence Div B - 2.8.3.1.(1) shall be held once during each 12-month period for the supervisory staff



Alternative Measures for Occupant Fire Safety

General

In the event of any shutdown of fire protection equipment or systems or parts thereof, occupants will be notified and instructions will be posted as to alternative measures or actions to be taken in case of emergency. The provisions and actions must be acceptable to the Chief Fire Official.

Alternative Measures for Portable Extinguishers:

Replace the portable extinguisher with a spare one of the same rating.

Sprinkler Shut Down Procedures

1. The building entrances and exits will be posted with a notice stating that the sprinkler system is not operating. All occupants will be notified by posting notices describing the work being performed, the areas affected and the duration of the work to be performed. Occupants will be instructed to advise the Fire Department immediately via 911 of any fire situation and to warn other occupants of imminent danger verbally.
2. **Have staff or other reliable person(s) are engage in a Fire Watch, procedure noted below**

All shutdowns will be confined to as limited an area and duration as possible. The OWNER is responsible for the safety of occupants at all times.

Fire Watches

- A FIREWATCH must be conducted whenever a life safety system is not functioning.
- The fire watch personnel must patrol the entire building at least once per hour and ensure that all means of egress are kept clear and that regulations are enforced.
- Patrols shall be documented including person(s), date, time, areas patrolled and conditions found. Any deficiencies noted and any measures taken to correct the deficiencies must also be recorded.
- **If a fire or other emergency condition is found, the fire watch will notify building occupants by shouting, "Fire, Fire, Fire."** Where available, bull-horns will be employed to notify occupants of emergencies.
- The person who is responsible to conduct the fire watch must be familiar with all of the fire safety features in the building, including the fire safety plan, conditions of exits, location of portable extinguishers, etc.
- The fire watch personnel shall be provided with a means of communication with the Fire Department (i.e. cell phone) and be equipped with portable illumination (i.e. flashlight) and protective equipment if necessary (i.e. hard hat, vest, etc).



Maintenance Procedures for Fire Protection

All extinguishers, alarm systems, power systems, sprinklers, standpipes, means of egress and other fire safety features will be maintained, at minimum, to Ontario Fire Code standards. A record of all tests and corrective measures as required by the Ontario Fire Code will be retained for period of two years after they are made.

CHECK - Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

TEST - Means operation of 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.

Miscellaneous

2.4.1.5.	Laundry Equipment – Lint traps cleaned as frequently as necessary to ensure no accumulation of lint occurs.	Periodic
2.6.1.8	HVAC - Disconnect switches for mechanical air-conditioning and ventilating systems shall be tested to establish they can shut down a system	Annual
2.8.2.1.	Fire Safety Plan – Review at least annually to ensure it accounts for changes in use or other characteristics of the building.	Annual
2.8.2.5.	Fire Safety Plan – Ensure emergency procedures are present and posted per Fire Plan.	Periodic

Fire Department Access to Building

The Fire Code stipulates that the fire department access routes, fire hydrants, and fire department hose connections will be kept clear of parked vehicles, excessive vegetation, snow and other obstructions at all times. These routes and exterior firefighting aids are all suitably identified. Staff will ensure that the driveways designated as fire routes are kept clear for fire department access. Management will be given the authority to tag or remove, at the owner's expense, all vehicles blocking fire routes.

As Needed	Fire access routes and access panels or windows provided to facilitate access for firefighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction	Div B – 2.5.1.2.(1)
As Needed	Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles.	Div B - 2.5.1.3.



Smoke Alarms

6.3.3.3.	Maintain smoke alarms ensuring cleaning of alarm and smoke chamber, installation of fresh batteries and testing of alarm function as recommended by the manufacturer. (WRITTEN RECORD REQUIRED, If done by owner or custodian, have the tenant initial the record.)	Annually / when New Tenant
6.3.3.3.	Test alarm function in accordance with manufacturer's instructions.	Monthly
6.3.3.4.	The landlord of each rental suite shall give the tenant a copy of the smoke alarm manufacturer's maintenance instructions.	Annually or for a new
6.3.3.7.	Replace smoke alarms every ten years as a minimum.	Every 10 Years
6.3.3.8.	Test smoke alarms using the test button or other manufacturer recommended method.	Annually / when New Tenant
6.3.3.8.	Test smoke alarm after replacing the battery.	As Required
6.3.3.8.	Test smoke alarm after a change in tenancy. Verify operation and document. Ensure tenant is aware of responsibilities and confirms condition of apparatus.	when New Tenant

Emergency Lighting

Emergency lighting ensures that exits, corridors and principal exit routes are illuminated in the event of a power loss. Management will ensure that the power for this lighting is always operable. Management will maintain exit signs to ensure they are clear and legible, and inspect them to ensure that they are illuminated and in good repair.

Monthly	Emergency lighting unit equipment shall be tested monthly to ensure that the emergency lights will function upon failure of the primary power supply.	Div B - 2.7.3.3.(3)(a)
Yearly	Emergency lighting unit equipment shall be tested annually to ensure that the unit will provide emergency lighting for duration equal to the design criteria under simulated power failure conditions.	Div B - 2.7.3.3.(3)(b)
	After completion of the test required in Clause (3)(b), the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.	Div B - 2.7.3.3.(4)
Monthly	Pilot lights on emergency lighting unit equipment shall be checked monthly for operation.	Div B - 2.7.3.3.(1)
Monthly	Emergency lighting unit equipment shall be inspected monthly to ensure that: (a) the terminal connections are clean, free of corrosion and lubricated when necessary, (b) the terminal clamps are clean and tight as per manufacturer's specifications, (c) the electrolyte level and specific gravity are maintained as per manufacturer's specifications, and (d) the battery surface is kept clean and dry.	Div B - 2.7.3.3.(2)



Means of Egress

The Evacuation Plan shows the locations of all exits and will be used to teach staff and tenants the location of the closest exit. Everyone will be taught to lead others to the closest exit. Management will ensure that corridors are free of obstructions.

Monthly	Doors in fire separations shall be inspected monthly.	Div B - 2.2.3.4.
As Needed	Doors in fire separations in occupied buildings shall be checked as frequently as necessary to ensure that they remain closed.	Div B - 2.2.3.5.(1)
	Sentence (1) does not apply to: (a) doors designed to close automatically in the event of a fire, or (b) doors for which an approved fire safety plan contains provisions for closing in the event of a fire.	Div B - 2.2.3.5.(2)
As Needed	Access to exits, including corridors used by the public and exits, including outside areas, shall be maintained free of obstructions.	Div B - 2.7.1.7.(1)

Sprinkler System

Annually (Contractor)	Check exposed pipe hangers	6.5.3.2
	Check sprinkler heads – clear of damage & contaminants	6.5.3.5
	Inspect dry pipe valve priming levels	6.5.4.3
	Inspect fire department connections for wear / obstructions	6.5.4.4
	Trip-test dry pipe valves	6.5.5.4
	Test flow of water supply using main drain valve	6.5.5.5
15 Year (Contractor)	Inspect dry pipe systems for obstructions & flush as necessary	6.5.4.2
Weekly	Check unsupervised valves are open	6.5.3.1
	Ensure air pressure levels are being maintained	6.5.3.3
As Needed	Inspect auxiliary drains against freezing	6.5.4.1
	Check dry pipe valve rooms during freezing weather	6.5.3.4
Monthly	Operate one detection device or pull station on a rotational basis, check operation of alarm and trouble indicators.	Div B - 6.3.2.2.

Demising Walls

Walls between units are inspected monthly for excessive damage that may allow smoke and fire penetrate unit-to-unit. Any damages noted by the supervisory staff will be delegated for repair.

2.2.1.1.	Fire Separations – Damaged fire separations to be repaired upon discovery	Periodic
2.2.2.1.	of damage.	(Occupant or



Portable Extinguishers

This building has numerous dry chemical multi-purpose ABC extinguishers strategically located in the building.

Staff must be taught that portable extinguishers are intended as a first aid measure to cope with small fires. They must follow the step-by-step user instructions which are clearly shown on the extinguisher label.

- Class A - includes paper, wood, cloth, excelsior, rubbish, etc.
- Class B - includes the burning of liquids, gasoline, oils, paints, cooking fats, etc.
- Class C - includes fires in live electrical equipment such as motors, switch gear, appliances, etc.

An ABC dry chemical multi-purpose extinguisher can be used on all three. Its stream reaches 10 to 15 feet. Its pressure source is either a pressure cartridge or internal pressurization of the cylinder. Extinguishers must be recharged after use, and kept fully charged at all times.

The fire extinguishers will be visually inspected once per month, and defects will be repaired. Extinguisher shells, cartridges or cylinders showing leakage or permanent distortion in excess of specified limits, or which rupture, will be removed from service and replaced

Equipment Tags will be securely attached to each extinguisher indicating dates, description of maintenance work or recharge, hydrostatic tests, the name of the servicing contractor, and the name of the person who did the testing.

Annually	Maintenance and testing of portable extinguishers shall be in conformance with NFPA 10, "Portable Fire Extinguishers".	Div B - 6.2.7.1.
	** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	
Monthly	Portable extinguishers shall be inspected monthly. Extinguishers are available for use.	Div B - 6.2.7.2.
	** A record of this inspection shall be recorded on the tag located on the portable extinguisher or in a maintenance log book. **	
Every 6 Years	Empty stored pressure type extinguishers and subject to maintenance	Div B - 6.2.7.1.
	** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	
Every 12 Years	Stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance	Div B - 6.2.7.1.
	procedures. ** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	

