**FIRE SAFETY PLAN**

(Business/Building Name)

(Business Address)

Copy of the approved fire safety plan will be located at:

Prepared by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is the responsibility of the owner to ensure that the information contained in the fire safety plan is accurate, complete and implemented. It is to be reviewed annually to maintain currency.

**AUDIT OF BUILDING RESOURCES**

Occupancy description:

Location of valves controlling water supply:

Main gas shut off location:

Main electrical shut off:

Detection Devices:

Emergency lighting, description and locations covered:

Exits: As shown on schematic diagrams

**AUDIT OF HUMAN RESOURCES**

Building owner and contact information:

Building Superintendent:

(24 hr. contact person)

Alternative contact:

Service contractors (fire alarm, sprinkler etc.):

**EMERGENCY PROCEDURES FOR SUPERVISORY STAFF**

**Upon discovery of fire**

* Leave fire area and close doors
* Sound fire alarm and follow fire alarm supervisory procedures
* If safe to do so, knock on doors in the immediate area to alert occupants
* Call 911 from a safe location
* Exit the building via the nearest exit
* Await the arrival of the fire department at the main entrance
* Brief the fire department on the situation and advise them of occupants that may require special assistance

**Upon hearing the fire alarm**

* Ensure that occupants are aware of emergency conditions
* Notify Windsor Fire & Rescue of the emergency. Call 911
* If safe to do so, supervise the evacuation of occupants, including those requiring assistance
* Upon the arrival of the fire department, inform the officer of the conditions in the building
* Provide access (master keys) and have available, copy of the fire safety plan and list of occupants that may require special assistance

**DUTIES AND RESPONSIBILITIES OF OWNER / SUPERINTENDENT**

* Keep doors in fire separations (i.e. stair doors and laundry) closed at all times
* Keep exits, access to exits, both inside and outside clear of obstructions
* Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard
* Maintain access roadways, fire routes and fire department connections clear and accessible at all times.
* Ensure the building fire and life safety systems are maintained in operating condition
* Participate in fire drills. Occupant participation should be encouraged
* Have a working knowledge of the building fire and life safety systems
* In the event of any shutdown of fire and life safety systems, notify the Windsor Fire & Rescue Service 519-253-6573, and initiate alternative measures
* Control fire hazards in the building
* Maintain a list of occupants with disabilities, and the problems that they could have in a building evacuation.

**OWNER RESPONSIBILITIES**

* Appointment and organization of supervisory staff to carry out fire safety duties
* Training of supervisory staff 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. Maintain a record of and participation in fire drills on site.
* Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and the records are maintained and kept on site.
* Post emergency fire procedures
* Maintain a copy of the Fire Safety Plan on the premises in the approved location
* Notify the Chief Fire Official regarding changes/updates in the fire safety plan
* Distribute information on smoke alarm maintenance to tenants

**FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT**

**Firefighting is a voluntary act, and should be done by trained persons only.**

In the event that a small fire cannot be controlled with the use of one portable fire extinguisher or 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 has been activated and that Windsor Fire & Rescue has been notified prior to an attempt to extinguish 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

\*\***Ensure extinguishers are properly re-charged after use and that a temporary replacement is provided**.

**ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY**

In the event of shutdown or operational problems with building life safety systems the owner or their representative will initiate alternative measures as noted:

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.

All attempts to minimize the impact of malfunctioning equipment must be initiated. Where a portion of the sprinkler or fire alarm system is placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bullhorns, walkie- talkies etc. will be employed to notify occupants of emergencies. Assistance and direction for specific situations will be sought from Windsor Fire & Rescue.

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

1. Notify Windsor Fire & Rescue Services 519-253-6573. Give your name, address and a description of the problem and when you expect it to be corrected. In the event or shut-down of fire protection equipment systems or part thereof, in excess of twenty-four hours, Windsor Fire & Rescue Services is to be notified in writing.
2. Post notice at entrances 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 Windsor Fire & Rescue and the building occupants, when repairs have been completed and systems are operational

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

**REQUIREMENTS FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT**

It is the responsibility of the owner to ensure that the checks, inspections and tests for fire protection equipment, are conducted and records are maintained on site.

When a deficiency is discovered during a check, test or inspection, appropriate corrective actions shall be taken immediately to resolve the identified deficiency.

Definitions for key words are as follows:

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

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

**Inspect**: a physical examination to determine that the device or system will perform in accordance with its intended function

**General**

Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed, and inspected monthly for proper operation.

Exit signs shall be clearly visible and maintained. Internally illuminated exit signs shall be illuminated at all times.

**Portable Fire Extinguishers**

Each portable extinguisher is to be inspected monthly

Extinguishers are to be subject to maintenance on a yearly basis by an outside contractor.

**Fire Alarm (interconnected smoke alarm system)**

The fire alarm should be tested annually by a certified fire alarm technician.

Keep all devices unobstructed at all times.

Fire alarm power supply disconnect switches are to be locked out in an approved manner.

Power supply to be checked weekly and records maintained on site.

Every month, the interconnected smoke alarm system will be tested, on a rotating basis with a different smoke alarm being tested each month to activate the system. The records should be maintained on site.

**Smoke Alarms**

Ensure there is a working smoke alarm on each level of the residence.

Tenants should be provided with a copy of the operation and testing procedures of the installed smoke alarms.

Ensure dwelling unit smoke alarms are maintained in operating condition.

Copies of inspection of smoke alarms will be kept with property manager or owner on site.

**Emergency Lighting**

On a monthly basis:

1. ensure batteries are maintained per manufacturers specifications
2. ensure terminal connections are clean, free of corrosion and lubricated, terminal connections are clean and tight
3. tested to ensure that the emergency lighting will function upon loss of primary power

On a yearly basis tested to ensure that the units will provide emergency lighting for duration equal to the design criteria under simulated power failure. After completion the charging conditions for voltage, current and recovery period will be tested to ensure the charging system is in accordance with the manufacturers’ specifications

**Chimneys**

Inspect chimneys, flues and flue pipes on an annual basis and cleaned as often as necessary to keep them free from accumulations of combustible deposits.

**Laundry Equipment**

Ensure all lint is cleaned out from machines and exhaust pipes on a regular basis to ensure they are not blocked or impeded

**SCHEMATIC DIAGRAMS**

Complete a schematic diagram for each floor showing fire equipment locations, (i.e. fire alarm panels, electric shut-off, hose cabinets, fire extinguishers, valves controlling water supplies)

**APPENDIX A**

**\*\*These pages are to be given to rental unit occupants and reviewed with new tenants to ensure they are aware of the buildings fire safety planning\*\***

**Emergency Procedures for Occupants**

**Upon discovery of fire:**

* Leave fire area immediately and close doors
* Sound fire alarm
* Leave building via nearest exit
* Call Windsor Fire Department at 911
* If available, brief superintendent of the problem

**Upon hearing the fire alarm:**

* Leave building via nearest exit
* Close doors behind you

**CAUTION: IF YOU ENCOUNTER SMOKE –USE ALTERNATIVE EXIT ROUTE**

**Smoke Alarm Maintenance Information for Tenants**

The Ontario Fire Code requires that every place of residence have smoke alarms installed and kept in working condition on every level of the residence. Smoke alarms are very important for you and your neighbour’s safety by giving early warning of smoke or fire. Your landlord is responsible for installing smoke alarms and keeping them in working condition, including testing, repairs and replacement as necessary. Your landlord must also act to correct any problem or concern you report about the operation of your smoke alarm.

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| --- |
| **Your residence has been provided with a smoke alarm that is**  **□ battery operated or □ hard wired** |

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| --- |
| For your protection, you are encouraged to take part in ensuring that the smoke alarms are operational and to co-operate with the landlord in carrying out the necessary testing and maintenance. |
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|  |
| **Here are some steps that you can take:** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | bullet | Notify the landlord when the low battery signal is activated and make arrangements for replacement of the battery. | |  |  | | bullet | Notify the landlord if the smoke alarm is damaged and make arrangements for the repair or replacement of the unit. | | bullet | When you have been absent for seven or more days (such as vacation), arrange for the smoke alarms to be tested by the landlord to ensure that the smoke alarms are operable (on battery operated smoke alarms only). | |  |  | | bullet | Contact your local fire department if you have serious concerns about the operability of your smoke alarm or any other fire safety matters in your building. | |

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| --- |
| The Fire Code specifies that **"no person shall intentionally disable a smoke alarm so as to make it inoperable"**.  **A tenant or any other person who intentionally disables a smoke alarm is guilty of a provincial offence and may be subject to a fine.** |

**For your safety and the safety of other residents, tenants should:**

* Avoid unsafe cooking practices, deep fat frying, unattended stoves, loosely hanging sleeves
* If there is a smoker in residence, engage in safe practices. Do not leave unattended.
* Use candles safely. Do not leave unattended at any time.
* Do not use unsafe electrical appliances, frayed extension cords, overloaded outlets or lamp wiring as permanent wiring – check for the CSA rating on electrical appliances
* Know the fire alarm signal and how to safely evacuate the building
* Report any fire hazard to supervisory staff
* Notify the superintendent of any special assistance that you may require to evacuate the building