

# Fire Safety Plan

(Insert Address, including Unit)

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(Property Owners)

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Prepared by:

Date:

Approved by:

OCCUPANT LOAD: \_\_\_ PERSONS

# Introduction

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This plan is to be kept in the building in an approved location.

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.

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 for a first offence and an individual is liable to a fine of not more than \$50,000 for a first offence and \$1,000,000 for subsequent offences or imprisonment for a term of not more than one year or both.

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.

The fire safety plan approved location is:

Insert Plan Location:	
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# Submission Procedures

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Fire Safety Plans must be submitted and emailed to [fireprevention@amherstburg.ca](mailto:fireprevention@amherstburg.ca) prior to a Fire Safety Inspection being scheduled. All Fire Safety Plans must be submitted **typed** or **digitally**. Fire Safety Plans will not be accepted if filled out in pencil or ink.

# Audit of Building Resources

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**THE POSTED LICENSE SHALL HAVE THE SAME CURRENT CONTACTS OR THE PLAN IS INVALID.**  
**IN AN EMERGENCY FIRST RESPONDERS NEED CURRENT AND ACCURATE INFORMATION**

## Audit of Building Resources (Cont'd)

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Occupancy Description:	
# Of Bedrooms:	
Occupant Load:	
Main Gas Shut Off Location:	
Main Electrical Shut Off:	
Detection Devices:	

Exits: As shown on schematic diagrams/floor plan

## Audit of Human Resources

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Building Owner Name:			
Building Owner Phone #:		Building Owner Email:	
Building Superintendent/Manager/RP (24-hour contact person) Name:			
Building Superintendent/Manager/RP Phone #:		Building Superintendent/Manager/RP Email:	
Alternative Contact/RP Name:			
Alternative Contact/RP Phone #:		Alternative/RP Contact Email:	

# Fire Protection Equipment

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## Extinguishers

Extinguishers (# of):	
Locations marked on floor plan schematic diagrams	

# Emergency Procedures for Supervisory Staff

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## **Upon discovery of fire:**

- Yell FIRE FIRE FIRE!
- Leave fire area and close doors
- 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 designated muster area
- Brief the fire department on the situation and advise them of occupants that may require special assistance

## **Upon hearing a smoke alarm:**

- Occupants are to leave building immediately
- Call 911 to notify The Amherstburg Fire Department of the emergency.
- 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

# Emergency Procedures for Occupants

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## In Case of Fire

### Upon Discovery of Fire:

- Leave fire area immediately and close doors
- Sound an Alarm if applicable alternatively yell "FIRE FIRE FIRE"
- Call 911
- Leave building via nearest Exit

### Caution

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

### Remain Calm

## Duties and Responsibilities of Owner/ Management

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- Keep doors in fire separations closed at all times
- Keep exits, access to exits, both inside and outside clear of obstructions including snow accumulation
- 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
- 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 Amherstburg Fire Department (519-736-6500), 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

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- 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
  - 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 including exiting 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 including Responsible Person
  - Distribute information on smoke alarm maintenance to tenants
- ❖ **Division A, Article 1.2.1.1. of the Ontario Fire Code, states ‘Unless otherwise specified, the owner is responsible for carrying out the provisions of this Code.**
- ❖ **Division B, Article 6.3.3.2 and 6.3.4.2. claim the landlord is responsible for maintenance and testing of smoke and carbon monoxide alarms in rental properties.**

# Fire Extinguishment, Control and Confinement

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**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 call 911.

## **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

Keep extinguishers in a visible area without obstructions around them.

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

## **Fire Hazards**

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/grease laden.
- Improper disposal of oily rags.

## **Second Means of Egress from Windows**

(Please insert window instructions if they are identified as a second alternative means of egress)



## Alternative Measures for Occupant Fire Safety

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In the event of shut-down 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.

Where a smoke alarm or carbon monoxide alarm is malfunctioning, a temporary replacement battery powered device may be used as an interim safety measure. If an extinguisher is discharged, a spare extinguisher shall replace the discharged extinguisher to maintain suppression capabilities. Assistance and direction for specific situations may be sought from the Amherstburg Fire Department.

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

1. Notify The Amherstburg Fire Department 519-736-6500. Give your name, address and a description of the problem and when you expect it to be corrected. In the event of shutdown of fire protection equipment systems or part thereof, in excess of twenty-four hours, The Amherstburg Fire Department 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. Patrols shall be documented including person(s), date, time, areas patrolled, and conditions found.
4. Notify The Amherstburg Fire Department and the building occupants when repairs have been completed and systems are operational

**All shut downs will be confined to as limited an area and duration as possible. If life safety items cannot be corrected, guests shall be relocated to another suite.**

# Fire Watch Duties

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Each person assigned to fire watch duties must be provided with the following equipment, a suitable means of communication (cell phone, portable radio, etc.) for notifying the fire department.

- 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 MagLocks, signaling the Fire Department, 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 Amherstburg 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.

Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

**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, dependent 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.

# Fire Watch Information Sheet

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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 Amherstburg Fire Department shall be notified at 519-736-6500 or after business hours email [fireprevention@amherstburg.ca](mailto:fireprevention@amherstburg.ca):

Property Name:	
Property Address:	
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 Contractor Contacted:	Yes ___ No ___
Name of Contractor:	
Expected Duration of Shut Down:	
Fire Department Will be Notified When System is Operational:	

## **FIRE WATCH DUTIES**

<b>Fire Watch Log</b>				
<b>Date:</b>				
<b>Rounds</b>	<b>Start Time</b>	<b>Finished</b>	<b>Signature</b>	<b>Comments</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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21				
22				
23				
24				

**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 shut down in a fire alarm system or where activities require the interruption of any fire detection, suppression or alarm system component. **The Town of Amherstburg 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.

# Maintenance of Fire Protection Equipment

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## **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

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

## General Fire Protection Systems/Equipment

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### Upon every Change in Tenancy

Required	Responsibility
Smoke alarm & Carbon Monoxide alarm testing	Management
Check and clear Dryer vents and lint traps	Management
Maintenance of Exits (snow accumulation or combustibles)	Management
Exit signage is visible and illuminated	Management

### Yearly

Required	Responsibility
Smoke alarm and Carbon Monoxide alarm batteries shall be replaced	Owner
Every chimney, flue and flue pipe shall be <b>inspected</b> annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits	Owner



## Portable Fire Extinguishers (Minimum 2A-10BC)

Required	Responsibility
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
A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic <b>testing</b> carried out shall be prepared and maintained for each portable extinguisher	Management
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

Required	Responsibility
Portable extinguishers shall be <b>inspected</b> monthly	Management

### Yearly

Required	Responsibility
Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection	Contractor
Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: a) mechanical parts b) extinguishing agent c) expelling means	Contractor

## EXIT and Emergency Lighting System

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### Monthly

Required	Responsibility
Exit and Emergency Lighting Shall be checked and tested for operation	Management

### Yearly

Required	Responsibility
Exit and Emergency Lighting Shall be inspected	Contractor

## Floor Plans

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***\*\* Floor Plans must be attached to this document for review and approval as per the Fire Department STR Guide\*\****

## Site Plan

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***\*\* Site Plans must be attached to this document for review and approval as per the Fire Department STR Guide\*\****