

Fire Safety Plan  
for  
*1 Robert Speck Parkway*  
Mississauga, Ontario  
L4Z 3M3

August 2010

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Fire Protection Consulting Engineers  
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APPENDIX A

List of Building Supervisory Personnel

APPENDIX B

List of Emergency Warden Team Members

APPENDIX C

List of Persons Requiring Assistance to Evacuate



### **Automatic Sprinkler System**

The building is fully sprinklered with a wet pipe system throughout. The main control valves for the high-rise and the parking core sprinkler zones are located in the Sprinkler header and Pump room on the P1 Level.

(Refer to Drawings for actual locations.)

The building is partially sprinklered with Dry Pipe Systems for the four below-grade parking levels and areas susceptible to freezing.

The sprinkler systems are connected to the fire alarm system, providing an alarm signal for a waterflow and a supervisory signal for a closed valve, loss of air or water pressure and fire pump monitoring.

The main city water feed is supplied from a 16" municipal main on Robert Speck Parkway to a 8" connection located in the main sprinkler room on P1 level. (See schematics for exact location of valves and flow switches.)

### **Kitchen Hood Extinguishing System**

A Pumpernickel Kidde Dry Chemical fire extinguishing system is provided in the Kitchen on the ground floor. (See schematic drawings for exact location). The kitchen system is connected to the fire alarm system.

In the event of a kitchen hood extinguishing system activation, the following sequence of events will take place:

- Fuel to the cooking equipment will be shut off automatically by means of a solenoid valve located in the main gas line serving the equipment.
- A fire suppression agent will be discharged onto the cooking surface.
- Power to the electrical cooking equipment and electrical circuits under the hood will be shut off by means of a shunt trip breaker.
- The micro switch will send a signal to the fire alarm system to initiate an "Alarm" signal by way of the fire alarm system. A dedicated zone for the Kitchen Suppression will be displayed.
- The kitchen hood extinguishing system is also equipped with a remote manual release switch.

## **FM-200 System**

An FM-200 system is located in the computer room of JTI MacDonald on the 15th floor.

### **AUTOMATIC OPERATION IN THE COMPUTER ROOM**

**First-Stage Alarm Condition:** If smoke reaches any one smoke detector in the computer room, then the following will occur:

- Alarm will indicate on the fire alarm releasing panel display.
- The hazard room bell alarm will sound.
- First-stage alarm will be transmitted to the building's fire alarm panel as a trouble.

**Second-Stage Alarm Condition:** If smoke reaches the second smoke detector on a different zone in the Computer room, then the following will occur:

- Air-conditioning units are shut down.
- Alarm will indicate on the fire alarm releasing panel display.
- A second-stage alarm will be transmitted to the building's fire alarm panel as an alarm.
- The hazard room horn/strobe will pulse intermittently.
- The alarm bell will continue to ring.
- The 30 second discharge timer will commence to allow evacuation of personnel.
- The pre-action sprinkler solenoid will operate to allow water into the valve chamber.
- If the computer room abort button (located at the exit to the computer room) is not operated before the countdown timer expires, the FM-200 cylinder(s) will actuate to discharge the FM-200 agent into the computer room.
- Release will indicate on the fire alarm releasing panel display.
- The strobes outside the computer room will signal that the system has discharge.
- If the computer room abort button (located at the exit to the computer room) is operated before the countdown timer expires, the F-200 cylinder(s) will not actuate to discharge the FM-200 agent while the button is held in, or until the smoke condition clears and the panel is manually reset. If the about button is released before the system is reset, the releasing module will reset to ten seconds then discharge the gas into the room.

### **Pre-Action Sprinkler System in Computer Room**

- If for any reason the FM-200 fire suppression system does not extinguish the fire condition, the heat within the room will build up and open the closest sprinkler head.
- The air in the pipe network will evacuate allowing the water to flow through the sprinkler head to extinguish the fire.

**Note:** The pre-action sprinkler system requires two smoke detector zones or manual pull stations to activate the solenoid, and heat to activate the sprinkler head before water will enter the pipe network.

## MANUAL OPERATION IN THE COMPUTER ROOM

Alarm Condition: If a fire is visible in the computer room and the detectors have not yet responded, the FM-200 system may be manually activated by operating the wall mounted manual release stations located at the exit from the room. The following will occur:

Alarm will indicate on the fire alarm releasing panel display.

A second-stage alarm will be transmitted to the building's fire alarm panel as an alarm.

The bell and horn/strobe in the hazard room will sound.

The FM-200 cylinder(s) will actuate to discharge the agent into the computer room.

The strobe outside the computer room will signal that the system has discharged.

- The pre-action sprinkler solenoid will operate to allow water into the valve chamber.
- Release will indicate on the first alarm releasing panel display.

Note: There is no delay on the manual release station.

## **NOVEC 1230 Fire Suppression System and Detection for Pre-Action Sprinkler System**

A NOVEC 1230 two-stage Fire Suppression System is located on the 10<sup>th</sup> floor in the computer room of Brinks Canada.

### NOVEC 1230 Sequence of operation

#### First-Stage Initiation

Upon activation of a single smoke detector the following will occur:

1. The zone in alarm will be indicated on the FAP.
2. The common alarm signal will be transmitted to the FACP.
3. The horn inside the affected room will activate in an alert tone.

#### Second-Stage Initiation

Upon activation of a second smoke detector in the same protected space the following will occur:

1. The zone in alarm will be indicated on the FAP and a signal will be sent to the main FACP.
2. The horn in the room will operate in a steady mode.
3. A 30 second delay timer will start. (If the abort button is pushed during the countdown the system will not discharge until the abort button is released and trouble condition will be indicated on the FAP)
4. After the 30 second timer expires (if the abort button is not depressed) the system will electrically release NOVEC 1230 agent into the room.
5. Following release of the agent, a discharge signal will be sent to the FAP and cylinder.

Upon activation of a NOVEC 1230 manual pull station the following will occur:

1. The zone in alarm will be indicated on the FAP and a signal will be sent to the FACP.
2. The system will immediately electrically release NOVEC 1230 agent into the room.
3. The horn in the room will operate in a steady mode.
4. The strobe outside the room will operate.
5. Associated HVAC units and/or dampers will shutdown/close.
6. Following release of the agent, a discharge signal will be sent to the FAP.

### Pre-Action Sprinkler Sequence of Operation

NOVEC 1230 protected spaces are also protected by a Pre Action sprinklers which operates if a fire condition exists following initiation of the NOVEC 1230 system. The pre action sprinkler is a double interlock system. Upon activation of any smoke detectors, the following will occur:

1. The zone in alarm will be indicated on the pre action panel and an alarm signal will be sent to the FACP.
2. Upon additional loss of supervisory air pressure the pre-action solenoid will activate and charge the system with water. (the pre-action solenoid will not operate if only one of these events occur)
3. Sprinklers fitted in the compartment are provided as a secondary means of protection in the event that the Novec system is ineffective.
4. The pre action sprinklers have a double interlock action requiring two actions for water to enter the pipes and charge the system. For this to occur, smoke detection and loss of supervisory air pressure, which is controlled by the NOVEC fire alarm panel, is required. Once the system is charged, the sprinkler head will operate as usual and will only activate if the set temperature is reached at the sprinkler head.

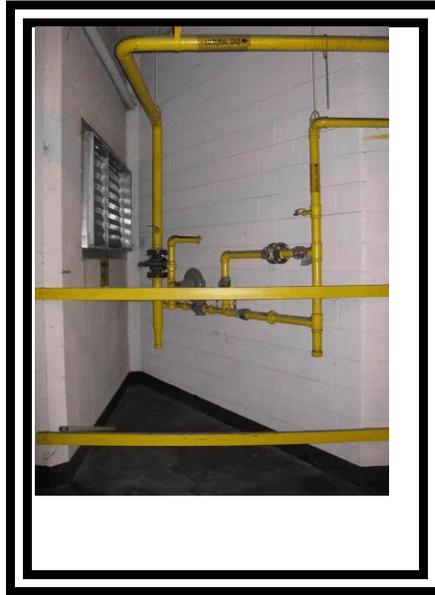
## Water Shut Off

The main incoming domestic water isolation valve for the sprinkler and standpipe systems is located inside the main sprinkler room on the P1 Level northeast corner.  
(See schematics for exact location.)



## Gas Shut Off

The main gas shut off is located adjacent the fire department siamese connection at the end of the main entrance driveway from Robert Speck Parkway. (See schematics for exact location.)  
A second gas shut off is located on the P1 level northeast corner adjacent stair #6. (See schematics for exact location.)



A third gas shut off is located on the Mechanical Penthouse Level in the North Stair vestibule. (See schematics for exact location.)



## **Electrical Shut Off**

The main electrical switchboard is located in the main electrical room on the P1 level.  
(See schematics for exact location.)

## **Smoke Control / Smoke Venting**

The building is provided with features intended to enhance safety from smoke. Smoke shutdown is a function of the EVAC system, BAS shall receive a signal from the fire alarm control system which shall de-activate the normal control function for the main air handling units and the floor fans.

The Fire Department via the EVAC panel shall have the capability of evacuating smoke from the building on a per floor basis.

The Fire Department, via the EVAC panel, shall be able to select which floors are to be evacuated of air. On the floor selected the return air and supply air dampers shall open and the dual duct boxes shall be open to the cold deck and closed to the hot deck.

## **Elevator**

There are five elevators in this building. All elevators are equipped with fire fighters override and can function as firefighter's elevators simultaneously, under normal power conditions. Emergency power is provided by a diesel generator, such that a single elevator can be operated as a firefighter's elevator for a minimum of 2 hours.

The elevators serve all floor areas in the building, including the basement level, but excluding the mechanical penthouse and elevator machine room.

The elevators will automatically recall to the ground floor upon a signal from the fire alarm system, with manual keyed recall available if needed.

The elevators are in security mode 6.30 p.m. to 6.30 a.m., Monday to Friday, and from 6.30 p.m. to 6.30 a.m. Monday. At these times the elevators can only be accessed using a security card.

The security mode will de-activate upon initiation of the fire alarm, enabling the elevators to recall to the ground floor, and allowing access by the firefighters.

## **Emergency Power / Emergency Lighting**

A Detroit diesel 347/600v / 60 Hz emergency generator is located in the mechanical generator room on the Penthouse level. The emergency generator was designed to provide two (2) hours of emergency power for emergency lighting in all exits, public corridors, assembly and parking areas, and 24-hour supervisory power for the following systems:

- fire alarm system, voice communication,
- emergency lighting circuits and exit signs,
- elevators, elevator recall,
- fire pumps,
- sewage and storm pumps, and
- fans used for smoke control and venting.

One 190 litre day fuel tank is located on the Penthouse Level adjacent the generator.  
(Refer to FSP-PH drawing.)

Two 1137 litre storage fuel tanks are located on the P4 Level inside southeast Fuel Storage Room. (Refer to FSP-P4 drawing.)



**Penthouse Generator**

The fire alarm system monitors the generator for system “Trouble” and “Running”.

### **Electromagnetic Locking Device**

All electromagnetic locking devices will release upon activation of a first-stage fire alarm. (Refer schematic for exact locations.)

Each electromagnetic locking device will release locally once the adjacent manual fire alarm pull station has been operated. Additionally, all electromagnetic locking devices will release upon the initiation of any first stage fire alarm. i.e. manual pull stations, smoke detectors, heat detectors, duct smoke detectors, and flow switches.

The electromagnetic locking devices will also release in the event of a power failure or wiring fault on the circuit. The manual reset key switch is located in the CACF, adjacent to the FACP.

Electromagnetic Locking devices are located in the following areas:

- Tenant suite main entrance doors on the following floors: 16<sup>th</sup> 11<sup>th</sup> 6<sup>th</sup> 4<sup>th</sup> and 3<sup>rd</sup> Floors. (Refer schematic for exact locations)
- South Stairwell door on the 11<sup>th</sup> Floor. (Refer schematic for exact locations)
- Parking Garage vestibule doors into the elevator lobby on P1, P2, P3 and P4. (Refer schematic for exact locations)

## Exit Locations

Various exits are provided throughout the building. The main entrance is on the east side of the building. (See schematics for exact location.)

All below-grade parking levels are served by five (5) exit stairs. Illuminated exit signs are provided at all required exits with backup battery power in case of primary power failure.

## Crossover Floor

The building crossover floor is located on the 5<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> floors, allowing occupants to switch exit stairs 1 and 2 by using the common corridor.

Crossover floors should be utilized when a stairwell becomes congested or begins to fill with smoke, or when otherwise instructed through the fire alarm voice communication system. Signs are posted inside the stairwells to advise occupants when they reach a crossover floor.



## **SECTION 2: AUDIT OF HUMAN RESOURCES**

### **Building Owner:**

Desjardins Financial Security Life Assurance Company and Ontari Holdings Ltd.

### **Building Address:**

1 Robert Speck Parkway  
Mississauga, Ontario, L4Z 2G2

### **Property Management:**

Colliers International.  
4 Robert Speck Parkway  
Mississauga, Ontario, L4Z 1S1

### **Property Manager (On site):**

Catherine Grammatikos  
Tel: (905) 281-7203  
Cell: (416) 455-9463  
Hours: 9:00 a.m. – 5:00 p.m., Mon to Fri

### **General Manager:**

**Sante Esposito** (On site)  
Tel: (905) 281-1230 Cell: (416) 896-2134  
Hours: 9:00 a.m. - 5:00 p.m., Mon to Fri

### **Building Operation Manager:**

**Wade Warner** (On call)  
Tel: (905) 281-7211 Cell: (416) 677-2395  
Hours: 9:00 a.m. - 5:00 p.m., Mon to Fri

### **Building Operations Supervisor:**

**Manny Costa** (On call)  
Tel: (905) 281-7231 Cell: (416) 891-7609  
Hours: 9:00 a.m. - 5:00 p.m., Mon to Fri

### **Building Engineer:**

**Ian Demelo** (On call)  
Tel: (905) 281-7232 Cell: (416) 891-6091  
Hours: 9:00 a.m. - 5:00 p.m., Mon to Fri  
Building Operations Staff are on call 24/7.  
Minimum of two (2) persons on site 7:00 a.m. to 5:00 p.m.

### **Lobby Security:**

Tel: (905) 279-2550  
Hours: 9:00 a.m. - 6:30 p.m. Mon to Fri

### **24/7 Command Centre (On site):**

Tel: (905) 279-6440

**Fire Department:**

Emergency Phone: 911

Non Emergency (Communication Division): 905-456-5700

Fire Prevention: 905-896-5908

**Listed Central Station Monitoring Company:**

NESS Security /24 hour security Systems

Phone: (416) 969-8570

### **SECTION 3: EMERGENCY PROCEDURES FOR OCCUPANTS**

This section applies to all occupants (employees and/or general public) who are inside the building during an emergency.

#### **Instructions to Occupants**

This sign shall be posted at all exits to instruct the occupants in a fire emergency situation.

<b>IN CASE OF FIRE</b>
<b>UPON DISCOVERY OF FIRE OR SMOKE</b>
<ul style="list-style-type: none"><li>• Leave the fire area immediately.</li><li>• Close all doors behind you.</li><li>• Sound the fire alarm, pull manual station.</li><li>• Leave the building via the nearest exit.</li><li>• Call the Fire Department.</li></ul>
<b>DIAL 911</b>
<b>DO NOT USE ELEVATORS</b>
<b>UPON HEARING FIRE ALARM</b>
<b>IF CONTINUOUS SIGNAL</b> <ul style="list-style-type: none"><li>• Leave the building via the nearest exit.</li><li>• Close doors behind you.</li></ul>
<b>IF INTERMITTENT SIGNAL</b> <ul style="list-style-type: none"><li>• Stand by and prepare to leave building.</li></ul>
<b><u>CAUTION</u></b>
If you encounter smoke, use alternate exit. If smoke is heavy in the corridor, it may be safer to stay in your suite.

## **Occupant Emergency Procedures**

### **UPON DISCOVERY OF SMOKE OR FIRE**

1. Leave fire area immediately.
2. Close all doors behind you.
3. Sound the fire alarm by activating the nearest manual pull station.
4. Alert occupants in your area and provide assistance to those who may need help to evacuate.
5. Telephone MFES at 911. Never assume that this has been done.
6. Give the correct building address (1 Robert Speck Parkway, Mississauga, Ontario.), location of the fire, which suite you are in, and your name.
7. Use exit stairwells to evacuate the building.
8. If you encounter smoke, consider using an alternate exit.
9. DO NOT USE ELEVATORS.
10. DO NOT return until it is declared SAFE to do so by the MFES.

### **UPON HEARING AN ALERT SIGNAL**

1. Remain calm, prepare yourself to evacuate, grab your jacket and any personal belongings (i.e. purse, wallet, cell phone). Make sure you are ready to evacuate on a moments notice.
2. Wait at your desk and listen for announcements via the voice communication system, and follow instructions.

### **UPON HEARING AN ALARM SIGNAL OR BEING MADE AWARE OF A FIRE**

1. Proceed to the nearest exit stairway and exit the building via the designated exit routes.
2. Provide assistance to those who may need help to evacuate.
3. Before opening any door, feel the door and doorknob for heat using the back of your hand. If not hot, brace yourself against the door and open it carefully. If you see smoke, feel air pressure or hot draft, close door quickly and proceed to an alternate exit.
4. Leave building using the exit stairway.

5. If you encounter smoke, consider using an alternate exit.
6. DO NOT USE ELEVATORS.
7. If there are occupants who are visiting your place of employment who may not be familiar with the FSP and exit routes, assist them in exiting the building.
8. DO NOT return until it is declared SAFE to do so by the MFES.

#### IF YOU BECOME TRAPPED

1. Close the door.
2. Unlock the door for possible entry by firefighters.
3. Dial 911 and tell MFES which suite you are in, and which floor you are on, then signal to the fire fighters by waving a sheet/towel.
4. Seal all cracks around the doors where smoke can get in by using wet towels, an item of clothing or masking/ duct tape. Seal mail slots and air conditioning outlets.
5. Keep low to the floor if smoke enters the room.
6. Move to the most protected room.
7. Attempt to contact authorities to advise them of your location. **Dial 911.**
8. Wait to be rescued; remain calm; do not panic or jump.
9. Listen for instructions or information given by authorized personnel.

#### IF YOU ARE IN THE BUILDING AFTER NORMAL WORKING HOURS, ON HOLIDAYS OR WEEKENDS

1. Evacuate the building if you hear the fire alarm signal.
2. Follow instructions given for "UPON HEARING AN ALARM SIGNAL".

### **Occupant Responsibilities**

1. Control fire hazards.
2. Do not put burning materials such as cigarettes or ashes into garbage cans.
3. Do not dispose of flammable liquids or aerosol cans in garbage cans.
4. Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
5. Avoid careless smoking; always use ashtrays.
6. Know where the fire alarm pull stations, extinguishers, and exits are located.
7. Maintain access to portable extinguishers and other fire protection equipment.
8. Ensure that electrically powered equipment is shut off at closing time.
9. Call MFES immediately at 911 whenever you need assistance.
10. Know the correct building address (1 Robert Speck Parkway, Mississauga, Ontario).
11. Know the audible fire alarm signal and the procedures established to implement evacuation.
12. Report any condition which may be a fire hazard to the Chief Fire Warden for the complex.

### **GENERAL**

Occupants are advised to:

1. Be fully acquainted with the fire extinguisher locations that are provided for your safety.
2. Should you have any questions regarding fire emergency procedures, contact the manager or your resident Fire Warden.
3. Call the MFES at **911** if you need emergency assistance.
4. Know the building address (1 Robert Speck Parkway, Mississauga, Ontario), which suite you are in, and which floor you are on.

**REMEMBER - REMAIN CALM**

## **SECTION 4: TRAINING OF SUPERVISORY STAFF**

### **Introduction**

The purpose of this section is to provide the trainer with background information that is relevant to training supervisory staff in the execution of their duties and responsibilities as outlined in the FSP. This information augments detailed information about fire and life safety systems and fire prevention measures presented in this section.

Employee training and orientation play a vital role in effectively carrying out the necessary emergency procedures. The benefit of developing a New Employee Fire Safety Training Orientation program is twofold.

- It ensures all staff members are made aware of their roles and tasks during a fire emergency condition so that confusion and havoc are limited.
- Well trained and organized staff will reduce evacuation time and the spread of fire and smoke, increasing the safety of all staff members, and reducing loss of life and property.

An effective fire safety program involves three main components: fire prevention, emergency response, and recovery. The Colliers International Fire Safety Program places the greatest emphasis on prevention. However, when a fire emergency does occur, both the physical environment and human element will determine the outcome. In such cases, employees are the first line of defence. In order for the FSP to protect the employees and property from fire, each employee's commitment to and enthusiasm for the program is necessary.

### **Fire/Emergency Team**

The hierarchy of this Fire Safety Team will be as follows:

Property Management  
Chief Fire Warden  
Building Maintenance Personnel  
Security  
Fire Wardens (Tenant)  
Assistant Fire Wardens (Tenant)

Each member of the Fire/Emergency Team is responsible for certain administrative functions to be performed throughout the year. In the event of an emergency, each member of the Team will be required to perform certain duties as outlined in this plan. The chain of command is as listed above.

The island on the East side of the MEC adjacent the main entrance canopy will be the FCP (FCP), until the arrival of the MFES. Security will assist the Firefighters with any information regarding the fire alarm condition and provide access to any portion of the building. (Refer to FSP-SITE drawing.)

## **PROPERTY MANAGEMENT OR DESIGNATE**

### **Property Management or Designate Emergency Procedures**

#### UPON HEARING AN ALERT OR ALARM SIGNAL OR BEING MADE AWARE OF A FIRE

1. Proceed to the CACF located north of the reception area on the Ground Floor in the designated CACF room and ensure announcements (refer to Section 11) have been made by pushing the “**All Call**” switch or individual floor selector switches, only after the one minute inhibit timer has expired.

#### **Do not silence or reset until the MFES gives the “all clear”.**

2. Ensure that MFES have been called (911).
3. Ensure that the Fire/Emergency team is fully operational.
4. Ensure that the fire route remains clear.
5. Advise status and assist the MFES as requested.
6. Provide MFES access keys to all areas of building.

### **Property Management or Designate Responsibilities**

1. The Property Manager is responsible for the overall implementation of the FSP.
2. Implementation of this FSP including inspections, maintenance and testing of the fire protection systems as required by the OFC and summarized in this FSP.
3. Ensure that all fire/emergency team members have been provided with a copy of this FSP and trained to discharge related duties.
4. Ensure that occupants have been provided with a copy of appropriate section of this FSP.
5. Ensure that an up-to-date list of all persons requiring assistance is kept current, and all pre-planned procedures are in place for their evacuation.
6. Ensure that fire emergency procedures in accordance with those included in this plan are posted at all building exits.
7. Advise the MFES of the temporary shutdown of fire alarm or sprinkler protection systems and arrange for alternative measures for fire safety. Call 905-456-5700.
8. Be familiar with all floor areas, exits and locations of gas, water and electrical shut off's.

9. Assist in the evacuation of building occupants as described under emergency procedures.
10. Conduct fire drills as outlined in this FSP.

**CHIEF FIRE WARDEN**  
**Chief Fire Warden Emergency Procedures**

UPON DISCOVERY OF SMOKE OR FIRE

1. Leave the fire area, taking any persons in the immediate vicinity with you.
2. Close all doors behind you.
3. Sound the fire alarm by activating the nearest manual pull station.
4. Telephone the MFES by dialling 911. Never assume that this has been done. Give the correct building address (1 Robert Speck Parkway, Mississauga, Ontario), location of the fire, and your name.
5. Proceed via the stairs to the FCP located at the island on the East side of the MEC adjacent the main entrance canopy and await supervisory staff updates for each designated section or area. DO NOT USE ELEVATORS.
6. Supervise the evacuation of occupants as necessary.
7. When the Fire Department arrives, inform them of the conditions in the building. Provide a current list of all persons who require assistance to evacuate. Assist the Fire Department as requested.
8. Do not permit occupants to re-enter the building until authorized to do so by the Fire Department.

UPON HEARING AN ALERT OR ALARM SIGNAL OR BEING MADE AWARE OF A FIRE

1. Telephone the MFES by dialing 911. Never assume that this has been done. Give the correct building address (1 Robert Speck Parkway, Mississauga, Ontario), location of the fire if known, and your name.
2. Proceed via the stairs to the FCP located at the island on the East side of the MEC adjacent the main entrance canopy and await supervisory staff updates for each designated section or area. DO NOT USE ELEVATORS.
3. Supervise the evacuation of occupants as necessary.
4. When the Fire Department arrives, inform them of the conditions in the building. Provide a current list of all persons who require assistance to evacuate. Assist the Fire Department as requested.
5. Do not permit occupants to re-enter the building until authorized to do so by the Fire Department.

### **Chief Fire Warden Responsibilities**

1. Be in complete charge of implementing the approved FSP.
2. Designate and train sufficient assistants to act in this position during your absence.
3. Educate and train all building personnel in the use of the existing fire safety equipment, and ensure that they are aware of the action to be taken under the FSP. Ensure the successful ongoing training of all building personnel in the workings of the FSP.
4. Post on each floor a plan showing primary and secondary exits which may be used during an evacuation of the building.
5. Ensure that a diagram showing the location and type of all building fire emergency systems (location of fire alarm control panel, fire hose cabinets, fire detection devices, fire extinguishers and water control valves) is maintained.
6. Have a copy of the Ontario Fire Code (OFC).
7. Organize one fire drill for supervisory staff every three (3) months. Advance notice shall be posted to advise supervisory staff of the time and date of fire drills. After each drill, all persons with delegated responsibility shall attend a debriefing to report on their actions.
8. Post 'In Case of Fire' cards throughout the building to inform the occupants of the FSP (sample sign shown in Section 3.0 of this plan).
9. Distribute copies of this FSP or portions thereof to Supervisory Staff and occupants in accordance with this FSP.
10. Ensure that alternate measures for life and fire safety are instituted when fire protection systems are out of service. Occupants must be notified and instructions posted as to alternative provisions or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the Chief Fire Official.
11. Control fire hazards in the building.
12. Ensure that checks, tests and inspections as required by the Fire Code and outlined in this FSP, are completed on schedule and that records are retained.
13. Notify the Chief Fire Official of any changes in the FSP.
14. Compile and maintain a list of all persons requiring assistance to evacuate (sample at end of this FSP).
15. Know the building address (1 Robert Speck Parkway, Mississauga, Ontario).

## **BUILDING MAINTENANCE PERSONNEL**

### **Building Maintenance Personnel Emergency Procedures**

Building maintenance staff are required to follow these instructions at all times when on the premises. During building non-working hours, the maintenance staff will be available to assist the Fire Department in the operation of fire protection or building systems.

#### UPON DISCOVERY OF SMOKE OR FIRE

1. Leave the fire area, taking any persons in the immediate vicinity with you.
2. Close all the doors behind you.
3. Activate the fire alarm signal for the respective tower by activating the nearest manual pull station.
4. Telephone the MFES at 911. Never assume that this has been done. Give the correct building address (1 Robert Speck Parkway, Mississauga, Ontario), location of fire and your name.
5. Proceed via the stairs to the FCP located at the island on the East side of the MEC adjacent the main entrance canopy and provide the Chief Fire Warden with any relevant information regarding the smoke or fire. **DO NOT USE ELEVATORS.**
6. Supervise the evacuation of occupants as necessary.
7. When all occupants have safely exited the building, proceed to the main entrance to meet MFES with building keys.
8. Assist the Fire Department as requested.
9. Do not permit occupants to re-enter the building until authorized to do so by the Fire Department.

**UPON HEARING AN ALERT OR ALARM SIGNAL OR BEING MADE AWARE OF A FIRE**

1. Telephone the MFES by dialing 911. Never assume that this has been done. Give the correct building address (1 Robert Speck Parkway, Mississauga, Ontario), location of fire, and your name.
2. Proceed via the stairs to the FCP located at the island on the East side of the MEC adjacent the main entrance canopy and provide the Chief Fire Warden with any assistance that may be required. DO NOT USE ELEVATORS.
3. Supervise the evacuation of occupants as necessary.
4. Meet the Fire Department at the main entrance with the building keys. Assist Fire Department as requested.
5. Do not permit occupants to re-enter the building until authorized to do so by the Fire Department.

**Building Maintenance Personnel Responsibilities**

1. Read and understand the approved FSP.
2. Know where all fire alarm devices, panels, and all emergency back-up equipment are located.
3. Know how all fire alarm devices, panels and all emergency back-up equipment, heating, ventilating and air conditioning equipment operate.
4. Be prepared to assist the Fire Department in the operation, maintenance or resetting of all fire alarm related equipment.
5. Check, test, inspect and maintain all fire protection equipment as required by the OFC and as outlined in this FSP. Ensure that such work is completed on schedule and that records are retained.
6. Participate in at least four (4) fire drills every year.
7. Be familiar with all floor areas, exits and locations of gas, water and electrical shut offs.
8. Know the building address (1 Robert Speck Parkway, Mississauga, Ontario).

**SECURITY OFFICERS**  
**Mobile Security Officers Emergency Procedures**

UPON DISCOVERY OF SMOKE OR FIRE

1. Leave the fire area, taking any persons in the immediate vicinity with you.
2. Close all doors behind you.
3. Sound the fire alarm signal by activating the nearest manual pull station.
4. Contact the security desk immediately.
5. Telephone the MFES at 911. Never assume that this has been done. Give the correct building address (1 Robert Speck Parkway, Mississauga, Ontario), location of fire, and your name.
6. Ensure elevators have returned to ground floor. If not, proceed to CACF or the security desk and initiate manual recall using key.
7. Remain calm at all times; walk in an orderly fashion.
8. Supervise evacuation of occupants as necessary.
9. Be prepared to help the Fire Department if they request assistance.
10. DO NOT permit occupants to return until it is declared safe to do so by the Fire Department.

UPON HEARING AN ALERT OR ALARM SIGNAL OR BEING MADE AWARE OF A FIRE

1. Call the MFES at 911. Never assume that this has been done. Give the correct building address (1 Robert Speck Parkway, Mississauga, Ontario), location of fire, and your name
2. Ensure elevators have returned to ground floor. If not, proceed to CACF or the security desk and initiate manual recall using key.
3. Remain calm at all times; walk in an orderly fashion.
4. Supervise evacuation of occupants as necessary.
5. Be prepared to help the fire department if they request assistance.
6. DO NOT permit occupants to return until it is declared safe to do so by the Fire Department.

## **Main Desk Security Officers Emergency Procedures**

### UPON HEARING AN ALERT OR ALARM SIGNAL OR BEING MADE AWARE OF A FIRE

1. Taking keys with you, proceed to the CACF in the main lobby.
2. Disregard all telephones.
3. Confirm alarm location and type of alarm on fire alarm panel, ie smoke detector, flow switch, manual pull station.
4. Telephone the MFES at 911. Never assume that this has been done. Give the correct building address (1 Robert Speck Parkway, Mississauga, Ontario), location of fire, and your name
5. Contact emergency personnel immediately.
6. Ensure voice announcements are broadcasting to all areas of the building as indicated in Sections 12 of this FSP.
7. Make sure a list of all persons in the building who may require assistance is available for the fire department.
8. Remain at the security desk and await the arrival of the fire department.

## **Security Officers Responsibilities**

1. Read and understand the approved FSP.
2. Know where the CACF and annunciator panels and all emergency back-up equipment is located. Know how they operate.
2. To be familiar with all floor areas, exits and the locations of firefighting equipment.
3. Await arrival of the MFES at the designated firefighters entrance located at the East main entrance and assist in access and direction to the FSP box located in the CACF.
4. Be familiar with persons requiring assistance in their floor area and ensure that the building is always in compliance and provides an up-to-date list of all persons requiring assistance on their respective floor.
5. Overseeing the evacuation as described under emergency procedures.
6. Participating in fire drills as described in this FSP.

7. Assisting in fire prevention by noting and reporting all details to the Operations Manager.
8. Officers are responsible for the successful evacuation of the alarm floor and/or building in a fire emergency.
9. Know the building address (1 Robert Speck Parkway, Mississauga, Ontario).
10. Keep access roadways, fire routes and fire department pumper connections clear and accessible for fire department use.
11. Maintain a current list of all persons who may require assistance in evacuating the building. Lists of all persons requiring assistance to be prepared and kept up-to-date by the Chief Fire Warden.

## **FIRE WARDENS**

### **Fire Warden Emergency Procedures**

Fire Wardens will be selected for each floor or suite within the floor.

#### UPON DISCOVERY OF SMOKE OR FIRE

1. Leave the fire area, taking any persons in the immediate vicinity with you.
2. Close all the doors behind you.
3. Activate the fire alarm signal for the respective tower by activating the nearest manual pull station.
4. Telephone the MFES at 911. Never assume that this has been done. Give the correct building address (1 Robert Speck Parkway, Mississauga, Ontario), location of fire and your name.
5. Proceed via the stairs to the FCP located at the island on the East side of the MEC adjacent the main entrance canopy. Provide the Chief Fire Warden with any relevant information regarding the smoke or fire and their designated section or area. **DO NOT USE ELEVATORS.**
6. Supervise the evacuation of occupants as necessary.
7. Assist the Fire Department as requested.
8. Do not permit occupants to re-enter the building until authorized to do so by the Fire Department.

#### UPON HEARING AN ALERT SIGNAL

1. Don your fire warden identification (vest and hat) and prepare for your evacuation protocol.
2. Remain calm, listen for announcements via the voice communication system and follow instructions.

#### UPON HEARING AN ALARM SIGNAL OR BEING MADE AWARE OF A FIRE

1. Don your fire warden identification (vest and hat) and commence your evacuation protocol.
2. Initiate any pre-planned procedures for persons requiring assistance.
3. Tour your designated search area, advising colleagues and occupants to promptly vacate the building in a calm manner.

4. Check all assigned rooms and washrooms. Before entering the room, feel the door knob for heat before opening door, then open slightly. If you feel air pressure or a hot draft, close door and move on. Report condition to Property Manager once search is complete.
5. Once satisfied that all colleagues and occupants have vacated, report to the FCP with information.
6. Exit the building and ensure that colleagues and occupants have moved to the designated area and are not blocking the fire route.
7. Report to the FCP located at the island on the East side of the MEC adjacent the main entrance canopy and provide the Chief Fire Warden with an update and all clear of their designated section or area.
8. Do not allow anyone to re-enter the building until the all-clear is given by the Fire Department.

#### **Fire Warden Responsibilities**

1. Obtain and review a copy of the FSP.
2. Be familiar with their floor areas, exits and locations of firefighting equipment.
3. Be familiar with persons requiring assistance in their floor area and ensure that the Property Manager is provided with an up-to-date list of all persons requiring assistance on their respective floor.
4. Assist in the evacuation of the building occupants as described under emergency procedures.
5. Participate in fire drills as described in this FSP.
6. Attend Fire Warden training session.
7. Assist in fire prevention by noting and reporting where fire hazards exist to Security or the General Manager.
8. Be familiar with all the fire protection equipment in their designated floor area. (i.e. fire extinguishers, manual pull stations and firefighter phones).
9. Conduct periodic inspections of their designated floor area for any potential fire safety hazards. Report any findings to maintenance or the Chief Fire Warden.
10. Know the building address (1 Robert Speck Parkway, Mississauga, Ontario).
11. Ensure that the back-up Fire Warden is advised of any absence.

## **ASSISTANT FIRE WARDENS**

### **Assistant Fire Warden Emergency Procedures**

Assistant Fire Wardens will be selected for each floor or on an as needed basis.

#### UPON DISCOVERY OF SMOKE OR FIRE

1. Leave the fire area, taking any persons in the immediate vicinity with you.
2. Close all the doors behind you.
3. Activate the fire alarm signal for the respective tower by activating the nearest manual pull station.
4. Telephone the MFES at 911. Never assume that this has been done. Give the correct building address (1 Robert Speck Parkway, Mississauga, Ontario), location of fire and your name.
5. Proceed via the stairs to the FCP located at the island on the East side of the MEC adjacent the main entrance canopy. Provide the Chief Fire Warden with any relevant information regarding the smoke or fire and their designated section or area. **DO NOT USE ELEVATORS.**
6. Supervise the evacuation of occupants as necessary.
7. Assist the Fire Department as requested.
8. Do not permit occupants to re-enter the building until authorized to do so by the Fire Department.

#### UPON HEARING AN ALERT SIGNAL

1. Don your fire warden identification (vest and hat) and prepare for your evacuation protocol.
2. Remain calm, listen for announcements via the voice communication system and follow instructions.

#### UPON HEARING AN ALARM SIGNAL OR BEING MADE AWARE OF A FIRE

1. Don your fire warden identification (vest and hat) and commence your evacuation protocol.
2. Initiate any pre-planned procedures for persons requiring assistance.
3. Tour your designated search area, advising colleagues and occupants to promptly vacate the building in a calm manner.

4. Check all assigned rooms and washrooms. Before entering the room, feel the door knob for heat before opening door, then open slightly. If you feel air pressure or a hot draft, close door and move on. Report condition to Property Manager once search is complete.
5. Once satisfied that all colleagues and occupants have vacated, report to the FCP with information.
6. Exit the building and ensure that colleagues and occupants have moved to the designated area and are not blocking the fire route.
7. Report to the FCP located at the island on the East side of the MEC adjacent the main entrance canopy and provide the Chief Fire Warden with an update and all clear of their designated section or area.
8. Do not allow anyone to re-enter the building until the all-clear is given by the Fire Department.

#### **Assistant Fire Warden Responsibilities**

1. Obtain and reviewing a copy of the FSP.
2. Be familiar with their floor areas, exits and the locations of firefighting equipment.
3. Be familiar with persons requiring assistance in their floor area and ensure that the Property Manager is provided with an up-to-date list of all persons requiring assistance on their respective floor.
4. Assist in the evacuation of the building occupants as described under emergency procedures.
5. Participate in fire drills as described in this FSP.
6. Attend Fire Warden training session.
7. Assisting in fire prevention by noting and reporting where fire hazards exist to Security or the General Manager.
8. Be familiar with all the fire protection equipment in their designated floor area. (i.e. fire extinguishers, manual pull stations and firefighter phones).
9. Conduct periodic inspections of their designated floor area for any potential fire safety hazards. Report any findings to maintenance or the Chief Fire Warden.
10. Know the building address (1 Robert Speck Parkway, Mississauga, Ontario).
11. Ensure that the Fire Warden is advised of any absence.

## **CONTRACTORS**

### **Responsibilities of Various Contractors**

To ensure that the building is adequately maintained and serviced, the General Manager or Designate employs various contractors who specialize in maintenance, inspections, checks, and tests of the services present in the building.

Personnel of the cleaning contractor are responsible for ensuring that stairwells are clear of obstructions, that doors to stairwells are closed at all times, and not propped open. They also ensure that combustibles or debris do not accumulate in any stairwell or other area of egress, or any area where they can constitute a fire hazard.

Each Contractor is fully responsible for maintaining fire separations should their work entail drilling holes through fire rated walls and floors. Report any damaged or breached fire separations found while on site and ensure Building Maintenance Personnel or Security are notified immediately.

## SECTION 5: PERSONS REQUIRING ASSISTANCE

Under normal circumstances, persons requiring assistance should be evacuated via a ramp, or left beside the exit stairs under the supervision of a Fire Warden, until the MFES can effectively make a rescue. However, under extreme circumstances, it may be life threatening for the person requiring assistance to remain on that floor. Evacuation to an area of refuge may be the only option. Under these circumstances the person requiring assistance will need to be transported via stairwells. The following examples may be used in the event of a fire emergency to help extricate a person requiring assistance to a safer location or to the exterior of the building.

Note that only a person who has been trained in these lifting techniques should attempt to evacuate a person requiring assistance. For persons who are not professionally trained, the following descriptions and illustrations are for reference only.

### The Back Lift

The rescuer kneels in front of the person requiring assistance, and places the person's arm up and over the rescuer's shoulder and across his/her chest. The rescuer then leans forward rising slowly to a standing position.



Illustration 1

### Two Rescuer Seat Carry

The rescuers position themselves next to the wheelchair (or beside the person requiring assistance) in order to grasp each other's upper arm or shoulder (seen in illustration #2). The person requiring assistance places his/her arms firmly around both rescuers' necks (seen in illustration #3). The two rescuers lean forward placing the free arm under the legs of the person requiring assistance, firmly grasping each other's wrists (seen in illustrations #4 and #5). Working together, both rescuers lift using their legs, and then carefully step forward.



Illustration 2



Illustration 3



Illustration 4



Illustration 5

## Two Rescuers Extremities Carry

The person requiring assistance is placed on the stairwell landing. One rescuer lifts at the legs, under the knees, while the other lifts under the shoulders with fingers locked across the individual's chest. Rescuers with backs erect lift together from the knees, rising slowly to a standing position.

Note: It is important to communicate with supervisory staff concerning your attempt to transport the person requiring assistance down a stairwell. Supervisory staff will then be able to redirect stairwell traffic to the other stairwell while you transport, so as to avoid stairwell congestion.



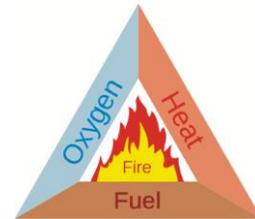
*Illustration 6*

## SECTION 6: FIRE HAZARDS

### Fire Fundamentals

#### Fire

Fire is a rapid oxidation-reduction reaction accompanied by the evolution of heat and light in varying intensities. Fire burns because three elements are present – heat, fuel and oxygen (air). Removal of any one of the three elements will prevent the development of a fire. Fire is a chemical reaction.



Disrupting the reaction itself in some way will also stop or inhibit the fire.

#### Removing Fuel

Taking away the fuel available to a fire will cause it to burn itself out. In an office environment this is accomplished by confining the fire to the point of origin and not allowing it to spread. The best way to confine a fire is to close all doors and windows around the fire.

#### Removing Oxygen

Using the example above, the confinement of the fire also causes the oxygen level in the confined fire room to decrease. In this scenario, the lack of oxygen does not extinguish the fire but it slows down the spread and converts a free-burning fire to a smoldering state.

A CO<sub>2</sub> extinguisher used on burning flammable liquids will displace the oxygen over the fire and extinguish it.

#### Removing Heat

The most common method of removing heat from a fire is with the application of water. Water, especially in a spray form, has a great capacity for absorbing heat. Water is applied using a pressurized water extinguisher or a fire hose.

#### Breaking the Chain Reaction

This method does not involve removing one of the elements of combustion. Instead this method disrupts the chemical reaction of a fire at the molecular level. This would include operation of dry chemical extinguishers. The material that is discharged disrupts the chemical process that is necessary for combustion to occur.

#### Classification of Fires

There are four classifications of fires, the classification is based on the type of material that is burning.

1. **CLASS A** - Ordinary Combustibles (paper, linen, wood, etc.)
2. **CLASS B** - Flammable liquids (gasoline, alcohol, paint, etc.)
3. **CLASS C** - Live electrical (overheated wiring, stoves, etc.)
4. **CLASS D** - Metals (There are no combustible metals on site.)
5. **CLASS K** - Cooking Fires (grease, fatty oils, etc.)

**CLASSIFICATION OF FIRES**

<b>CLASS</b>	<b>TYPE OF FUEL</b>	<b>EXAMPLES</b>	<b>EXTINGUISHER TYPE</b>
<b>A</b>	<b>ORDINARY COMBUSTIBLES</b>	<b>PAPER, WOOD, LINEN, RUBBISH, BEDDING, DRAPES, ETC.</b>	<b>Pressurized water ABC Dry Chemical</b>
<b>B</b>	<b>FLAMMABLE LIQUIDS</b>	<b>FUEL, OIL, GASOLINE, SOLVENTS, PLASTICS, PAINT, GREASE, ETC.</b>	<b>ABC Dry Chemical CO<sub>2</sub> Halon/Substitute</b>
<b>C</b>	<b>LIVE ELECTRICAL</b>	<b>OVER-HEATED WIRING, FUSE BOXES, STOVES, MOTORS, ETC.</b>	<b>ABC Dry Chemical CO<sub>2</sub> Halon/Substitute</b>
<b>D</b>	<b>COMBUSTIBLE METALS</b>	<b>OVER-HEATED WIRING, FUSE BOXES, STOVES, MOTORS, ETC.</b>	<b>Class D</b>
<b>K</b>	<b>COOKING FIRES</b>	<b>COOKING OILS, GREASE, ETC.</b>	<b>K Class Wet Chemical</b>

Occupants are advised that, to prevent a serious fire hazard, the following should be understood and practised:

1. Do not put burning material, such as cigarettes, ashes and like material into the garbage.
2. Do not dispose of aerosol cans or flammable liquids in the garbage.
3. Practice safe cooking measures. Do not overheat any cooking utensil. Constantly attend to any deep-fat frying operations. Wear sensible clothes when cooking. Avoid dress that includes loosely hanging sleeves or highly combustible fabrics.
4. Do not use unsafe electrical appliances or frayed extension cords. Do not over-load circuitry.
5. Do not smoke anywhere within the MEC including in the underground Parking Garage.
6. No person shall intentionally disable a fire detector or fire alarm speaker so as to make it inoperable. Failure to comply will result in legal action / prosecution for the individual.
7. Fire detectors shall be maintained in operating condition.

## **SECTION 7: FIRE PREVENTION**

### **General**

Wherever there are people, the possibility of accidental fire is always present. The best way to fight fire is to prevent it from happening in the first place.

The prevention of fires is the ultimate achievement in fire safety.

Fire prevention is everyone's responsibility. If you notice a fire hazard in your area, immediately contact your Manager as well as the Security Manager. If you notice a fire hazard in another area, contact the Security Manager.

The following fire prevention measures are noted for the purpose of creating a fire safe environment for employees and guests.

The following measures are mandated by this FSP.

### **Fire Prevention for Office Areas**

#### General Hazards

1. Keep all hallways, aisles and corridors free from obstructions such as chairs, desks, file boxes, etc.
2. Do not allow accumulation of paper and boxes in the office area. Inactive files must be stored in designated, approved storage rooms.
3. Ensure that all stairwell doors remain closed at all times. They must never be propped open.
4. Smoking is permitted only outdoors and in designated smoking areas. Many fires are related to careless smoking practices. (Refer to the Province of Ontario's smoking policy).
5. Avoid placing combustible materials directly in contact with an electrical outlet.
6. Do not hang anything from a fire sprinkler head or fire detector.

### Electrical Hazards

1. Report any frayed or damaged electrical wires to the appropriate authority. Electrical wiring that is defective, frayed, or cracked must be replaced.
2. Do not use outlets or electrical devices that show evidence of electrical arcing or sparking. Immediately report such a hazard to a supervisor or to the maintenance department.
3. Avoid using extension cords wherever possible. Extension cords are designed for temporary use only. If they are to be used, they must be protected from physical damage. They must never be run under mats or carpets.
4. If a circuit breaker consistently “trips”, discontinue using the device that is causing the circuit to trip. It must be determined if the device is faulty, or if there is too much current passing through the circuit, or if the circuit wiring is at fault. Only a certified electrician should assess and repair problems in the electrical distribution system.

### Storage Areas

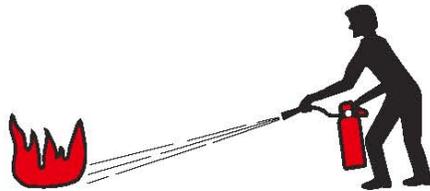
1. Storage areas must be kept clean and free of rubbish.
2. Materials must be stacked neatly to ensure stability of the piles.
3. There must be a clearance of at least 18 inches between fire sprinkler heads and stored material.
4. Material must not be stored directly touching an electrical outlet.
5. Circuit breaker panels located in storage rooms must not be covered or obstructed by stored material.
6. Electrical equipment and devices must not be operated, or connected to an electrical source in storage rooms.
7. Smoking in storage rooms is strictly prohibited.
8. Doors to storage rooms must be kept closed at all times.
9. Flammable and combustible liquids must not be stored in storage rooms used for ordinary combustible materials (e.g. paper, boxes, clothing, linens, etc.).
10. Hazardous, reactive, or unstable chemicals and substances must not be stored in storage rooms used for ordinary combustible materials.



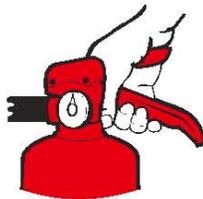
**1. HOLD EXTINGUISHER UPRIGHT AND  
PULL THE RING (SAFETY) PIN**



**2. STAND BACK FROM THE FIRE AND AIM  
AT THE BASE OF THE FIRE NEAREST YOU**



**3. SQUEEZE HANDLES TOGETHER AND  
SWEEP THE EXTINGUISHER STREAM  
SIDE TO SIDE**



**REMEMBER THIS SIMPLE WORD -  
P A S S**

**PULL Aim SQUEEZE SWEEP**

When you have finished using the extinguisher, lay it down. This will signify that the extinguisher has been used. Never re-hang extinguishers after use. Ensure the extinguisher is recharged by a qualified person.

### Important Safety Precautions

Ensure the extinguisher gauge is within the acceptable psi range; do not attempt to use the extinguisher if it is outside the recommended range. Know where the alternate extinguisher is located; extinguishers are located near exits or inside a nearest fire hose cabinet.

If possible, have a secondary extinguisher ready and available.

Do not aim directly at the centre of a fire, as it will cause the fire to spread and you may not have enough dry chemical agent to extinguish the fire. Always remember to spray in a slow, sweeping motion, and speed up as the fire diminishes. Should the extinguisher run dry, go immediately to a secondary extinguisher and repeat the above instructions.

Never use pressurized water extinguishers on live electrical equipment. Electrical shock may injure or kill the user.

Be careful when using a dry chemical extinguisher on ordinary combustibles such as trash. This extinguisher will initially diminish the fire, however it may flare up again. Water must be used to achieve the needed soaking action.

As a precautionary note, NEVER hold the plastic horn of a CO<sub>2</sub> type extinguisher. This type of extinguisher is commonly found in electrical rooms. The temperature of the expellant CO<sub>2</sub> gas is -80° Celsius, which could cause severe frostbite. Be prepared for the loud noise as the gas is expelled.

**WHEN FIGHTING A FIRE, NEVER PUT YOURSELF  
OR SOMEONE ELSE IN A DANGEROUS SITUATION**

## **SECTION 9: FIRE DRILLS**

### **Method and Frequency of Fire Drills**

The purpose of a fire drill is to ensure that all members of the Fire Safety Committee are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

Fire drills for all Fire Safety Committee Members are to be held on a quarterly basis each year. At a minimum, the drills will involve the training/rehearsal of all members of the Fire Safety Committee in their respective emergency procedures and duties. At least one drill will involve evacuation of the entire building. A full building evacuation will provide training for Fire Safety Committee members in managing an evacuation with occupants, and will give occupants essential training in safely evacuating the building.

### **Preparation**

Advance notice of the date and time of the fire drill will be given to all participants. The fire alarm monitoring company will be notified before and after the drill.

The Fire Safety Committee will meet prior to the full evacuation drill for a briefing. The briefing will ensure that all members of the Fire Safety Committee are in attendance, at which time the Fire Drill Report will be distributed.

### **During the Drill**

Once the fire alarm has been activated, the Fire Safety Committee members will follow the emergency procedures assigned to them.

### **After the Drill**

Building Operations/Security staff will reset the fire alarm control panel and notify the monitoring company to confirm that they received the correct information, as sent by the alarm (i.e. the building address and alarm activated, etc.).

A short debriefing for the Fire Safety Committee will take place, at which time any questions regarding the fire drill should be raised. Fire Wardens will be instructed to complete the Fire Drill Report and submit it to the Management Office within five business days for follow-up.

A summary of the findings of these reports will be prepared by the building management and circulated to all Fire Wardens.

Building occupants will be requested to advise their Fire Wardens if they experienced any problems during the drill (e.g. difficulty hearing the alarm/announcements, congestion in the stairwells/exits, etc.).

A record of all drills conducted will be kept by building management for a minimum of two years.

**Pre-Drill Checklist**

*Residents must be notified by posting notices.*

*The monitoring company must be informed before-hand of the fire drill.*

Date of Drill	Supervisory Staff Present	Title
Time of Drill		

Method of Activation	Activating Device Location
----------------------	----------------------------

**Note:**  
**Ensure That A Different Method Of Activation Is Used For Every Fire Drill**

**DRILL RESULTS**

Were the alarms audible throughout?	YES	NO - Description of Deficiency
Were Occupants Evacuated Properly?	YES	NO - Description of Deficiency

General Comments/ Proposed Remedies

**Drop off completed form(s) to Building Management Office**

## **SECTION 10: MAINTENANCE AND INSPECTION PROCEDURES FOR FIRE PROTECTION SYSTEMS**

IT WILL BE THE RESPONSIBILITY OF THE BUILDING OWNER TO ENSURE THE FOLLOWING REQUIRED CHECKS, TESTS, AND INSPECTIONS ARE COMPLETED.

Records of all tests and corrective measures are required to be retained for a period of two years on site and available to the Fire Department upon request, as per the Ontario Fire Code.

This list has been prepared for purposes of convenience only. All building facilities provided for the safety of occupants must be maintained and tested in accordance with the applicable sections of the Ontario Fire Code in effect at the time. References made in this section are based on the Ontario Fire Code in effect at the time of developing this fire safety plan.

### **KEY WORD DEFINITIONS:**

- CHECK:** Visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
- INSPECT:** Physical examination to determine that the device or system will apparently perform in accordance with its intended function.
- QUALIFIED CONTRACTOR:** In compliance with Division C Section 1.2.1. of the OFC.
- TEST:** Operation of the device or system to ensure that it will perform in accordance with its intended operation or function.

Maintenance Procedure	Inspection Frequency	Performed By	Reference
<b>Emergency Lighting and Exit Lighting</b>			
Required exit signs shall be clearly visible and maintained in a clean and legible condition.	Daily	Building Maintenance Personnel	<b>OFC Article 2.7.3.1.</b>
Internally illuminated exit signs shall be kept clearly illuminated at all times when the building is occupied.	Daily	Building Maintenance Personnel	<b>OFC Article 2.7.3.2.</b>
Inspect and Test Emergency Lighting system.	Monthly	Building Maintenance Personnel	<b>OFC Article 2.7.3.3.</b>
<p>The pilot lights on emergency lighting unit equipment shall be checked monthly for proper operation.</p> <p>Emergency lighting unit equipment shall be inspected monthly to ensure that:</p> <ul style="list-style-type: none"> <li>a) The terminal connections are clean, free of corrosion and lubricated when necessary.</li> <li>b) The terminal clamps are clean and tight as per manufacturer's specifications.</li> <li>c) The electrolyte level and specific gravity are maintained as per manufacturer's specifications.</li> <li>d) The battery surface is kept clean and dry.</li> </ul> <p>Emergency lighting unit equipment shall be tested monthly to ensure that the emergency lights will function upon failure of the primary power supply.</p>	Monthly	Qualified Contractor	<b>OFC Article 2.7.3.3.</b>
<p>Emergency lighting unit equipment shall be tested annually to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.</p> <p>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.</p>	Annually	Qualified Contractor	<b>OFC Subsection 2.7.3.</b>

<b>Fire Alarm Systems</b>			
Records of tests and corrective measures or operational procedures shall be retained for a period of two years after being prepared.	Always	Building Maintenance Personnel	<b>OFC Subsection 1.1.2.</b>
The following daily inspections shall be conducted to confirm the operability of the fire alarm system as per (CAN/ULC-S536-04)  <ul style="list-style-type: none"> <li>a) Status of the primary and remote trouble signal indicators; and</li> <li>b) Status of the primary power 'on' or equivalent indicator.</li> </ul>	Daily	Building Maintenance Personnel	<b>CAN/ULC-S536-04 Subsection 4.1.1.</b>
Every month the following tests shall be conducted while on emergency power. If a fault is established the appropriate corrective action shall be taken as per (CAN/ULC-S536-04)  <ul style="list-style-type: none"> <li>a) One initiating field device or manual pull station shall be operated, on a rotating basis and shall initiate an alarm condition.</li> <li>b) All audible alarm devices shall be checked to ensure they are audible and function correctly.</li> <li>c) The annunciator panel shall be checked to ensure correct annunciation of the zone tested.</li> <li>d) Intended function of the audible and visual trouble signals shall be ensured.</li> <li>e) Fire alarm batteries shall be checked to ensure that: <ul style="list-style-type: none"> <li>i. terminals are clean and lubricated where necessary</li> <li>ii. terminal clamps are secure</li> <li>iii. electrolyte level and specific gravity (where applicable), meet manufacturer's specifications.</li> </ul> </li> </ul> <p>One emergency telephone shall be tested on a rotational basis for two-way communication and correct indication at the control unit or transponder.</p>	Monthly	Building Maintenance Personnel	<b>CAN/ULC-S536-04 Subsection 4.2.1.</b>
Annual tests shall be conducted. If faults are discovered, appropriate action shall be taken as per (CAN/ULC-S536-04).	Annually	Qualified Contractor	CAN/ULC-S536-04 Subsection 5.2.2.
Each control unit and transponder shall be tested to confirm operability, including the following functions, as per (CAN/ULC-S536-04).	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Article 5.2.2.1.</b>
Each control unit or transponder, and display and control centre shall be tested to confirm operability of the voice communication functions, as per (CAN/ULC-S536-04).	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Article 5.2.3.1.</b>

Each control unit or transponder main power supply shall be inspected for the following:  a) Fused in accordance with manufacturer's marked rating of the system, and  b) Adequate to meet the requirements of the system.	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Subsection 5.3.1.</b>
Each battery shall be inspected and tested to confirm operability as per (CAN/ULC-S536-04).	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Subsection 5.3.2.</b>
Each annunciator required by the National Building Code of Canada, including each sequential display, where used as an annunciator, shall be inspected and tested to confirm operability as per (CAN/ULC-S536-04).	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Section 5.4.</b>
All field devices shall be tested on a yearly basis, except in the event that a device cannot reasonably be made accessible for safety considerations (for example, continuous process operations, energized electrical equipment, radiation, and height), whereby the device and its location shall be recorded and identified as "inaccessible" in the remarks column of the report. The last test date shall also be recorded in the remarks column. The field devices identified as being inaccessible as noted in the remarks column shall be tested at least once every two years as per (CAN/ULC-S536-04).	Annually	Qualified Contractor	CAN/ULC-S536-04 Section 5.4.
<b>Fire Alarm System Monitoring Services</b>			
Where a fire alarm system is monitored to transmit a signal to the Fire Department, the owner shall record whether all signals from the tests conducted in Sentence (1), or other events, are received by the monitoring station, and records shall be kept.	As Required	Building Maintenance Personnel	<b>OFC Sentence 6.3.2.2.(5)</b>
Receipt of the alarm transmission to the fire signal receiving centre.  Receipt of the supervisory transmission to the fire signal receiving centre.  Receipt of the trouble transmission to the fire signal receiving centre.	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Section 5.2.2.1. DD, EE, FF</b>
Operation of the fire signal receiving centre disconnect means results in a specific trouble indication at the control unit or transponder and transmits a trouble signal to the fire signal receiving centre.	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Section 5.2.2.1.HH</b>

<b>Fire Separations</b>			
Where fire separations between rooms, corridors, shafts and other spaces are damaged so as to affect the integrity of their fire-resistance rating, the damaged fire separations shall be repaired so that the integrity of the fire separations is maintained.	As Required	Building Maintenance Personnel	<b>OFC Article 2.2.2.1.</b>
Where closures are damaged so as to affect the integrity of their fire-protection rating, the damaged closures shall be repaired so that the integrity of the closure is maintained.	As Required	Building Maintenance Personnel	OFC Article 2.2.3.1.
Closures in fire separations shall be maintained to ensure that they are operable at all time by: <ul style="list-style-type: none"> <li>a) Keeping fusible links and heat- or smoke-actuated devices undamaged and free of paint and dirt.</li> <li>b) Keeping guides, bearings and stay rolls clean and lubricated.</li> <li>c) Inspecting door hardware and other ancillary components and making necessary adjustments or repairs to ensure proper closing and latching.</li> <li>d) Repairing or replacing inoperative parts of hold-open devices and automatic releasing devices.</li> </ul>	As Required	Building Maintenance Personnel	<b>OFC Article 2.2.3.2.</b>
Closures in fire separations shall not be obstructed, blocked, wedged open or altered in any way that would prevent the attended operation of the closure.	Always	Staff, Building Maintenance Personnel	<b>OFC Article 2.2.3.3.</b>
Doors in fire separations in occupied buildings shall be checked as frequently as necessary to ensure that they remain closed, unless equipment is installed to close the doors automatically as required under the FSP.	As Required	Building Maintenance Personnel	<b>OFC Article 2.2.3.5.</b>
Door openings and the surrounding areas shall be kept clear of everything that would be likely to obstruct or interfere with the free operation of the door.	Always	Building Maintenance Personnel	<b>OFC Article 2.2.3.8.</b>
Fire dampers and fire-stop flaps shall be inspected annually, or on an approved time schedule.	Annually	Qualified Contractor	<b>OFC Article 2.2.3.7.</b>
Doors in fire separations shall be inspected monthly	Monthly	Building Maintenance Personnel	<b>OFC Article 2.2.3.4.</b>

<b>Means of Egress</b>			
Inspect all doors in fire separations.	Monthly	Building Maintenance Personnel	<b>OFC Article 2.2.3.4.</b>
Check all doors in fire separations to ensure they are closed.	As Required	Building Maintenance Personnel	<b>OFC Article 2.2.3.5.</b>
Maintain exit lights to ensure they are clear and lit.	As Required	Building Maintenance Personnel	<b>OFC Article 2.7.3.1.</b>
Maintain corridors to keep them free of obstructions.	As Required	Building Maintenance Personnel	<b>OFC Article 2.7.1.7.</b>
Ensure all corridors are always clear.	Daily	Building Maintenance Personnel	<b>OFC Article 2.7.1.7.</b>
<b>Portable Fire Extinguishers</b>			
All fire extinguishers should be inspected and tags should be signed to ensure they are charged and that they have not been tampered with.	Monthly	Qualified Contractor	<b>OFC Article 6.2.7.2.</b>
Perform maintenance, testing and inspections in conformance to NFPA 10.	Annually	Qualified Contractor	<b>OFC Article 6.2.7.2.</b>
Hydrostatically test water type extinguishers.	Every 5 Years	Qualified Contractor	<b>OFC Subsection 6.2.7.</b>
Empty stored pressure type extinguishers and refill.	Every 6 Years	Qualified Contractor	<b>OFC Subsection 6.2.7.</b>
Hydrostatically test dry chemical type extinguishers.	Every 12 Years	Qualified Contractor	<b>OFC Subsection 6.2.7.</b>
Listed portable extinguishers shall be installed when replacing or adding new extinguishers.	As Required	Qualified Contractor	<b>OFC Article 6.2.1.1.</b>
Portable fire extinguishers shall be kept operable and fully charged.	As Required	Qualified Contractor	<b>OFC Article 6.2.1.2.</b>
Portable extinguishers shall be located so that they are easily seen and shall be accessible at all times.	As Required	Qualified Contractor	<b>OFC Sentence 6.2.1.3.(1)</b>
Portable extinguishers shall be located in or adjacent to aisles that provide access-to-exit.	As Required	Qualified Contractor	<b>OFC Article 6.2.1.4.</b>
The location of portable extinguishers shall be prominently indicated by signs or markings in large floor areas and in locations where visual obstructions cannot be avoided.	As Required	Qualified Contractor	<b>OFC Article 6.2.1.5.</b>

<p>Portable extinguishers shall be inspected monthly.</p> <ul style="list-style-type: none"> <li>a) nozzles for obstructions</li> <li>b) seal or tamper indicators are in place</li> <li>c) pressure gauge reading in operable range</li> <li>d) no sign of physical or mechanical damage</li> <li>e) operation instructions on name plate legible and face outwards</li> <li>f) access and visibility to extinguishers not obstructed</li> </ul>	Monthly	Qualified Contractor	<b>OFC Article 6.2.7.2.</b>
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.	As Required	Qualified Contractor	<b>OFC Sentence 6.2.7.4.(1)</b>
A permanent record containing the maintenance date, the examiner's name and a description of any maintenance work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.	As Required	Qualified Contractor	<b>OFC Article 6.2.7.5.</b>
Portable extinguishers shall be replaced and recharged after use in conformance with the instructions given on the extinguisher nameplate.	As Required	Qualified Contractor	OFC Article 6.2.7.6.
Extinguisher shells, cartridges or cylinders that show leakage or permanent distortion in excess of specified limits or that rupture shall be removed from service.	As Required	Qualified Contractor	<b>OFC Article 6.2.7.7.</b>
<b>Sprinkler Systems</b>			
<ul style="list-style-type: none"> <li>a) Sprinkler systems shall be maintained in operating condition.</li> <li>b) No obstructions shall be placed so as to interfere with the effectiveness of water discharge from sprinklers.</li> <li>c) Sprinkler Systems shall not be used to support anything that will interfere with effective sprinkler system performance.</li> <li>d) Auxiliary drains shall be inspected to prevent freezing.</li> <li>e) Sprinklers shall be protected by sprinkler guards, where there is the possibility of mechanical damage.</li> <li>f) Sprinkler control valves shall be accessible and maintained in operable condition at all times.</li> </ul>	Always	Building Maintenance Personnel	<b>OFC Subsection 6.5.1.</b>
Check that sprinkler control valves have not been tampered with, and are in the open condition.	Weekly	Building Maintenance Personnel	<b>OFC Article 6.5.3.1.</b>

Water supply pressure and system air or water pressure shall be checked weekly by using gauges to ensure that the system is maintained at the required operating pressure.	Weekly	Building Maintenance Personnel	<b>OFC Article 6.5.3.3.</b>
Test the sprinkler alarm using the alarm test valve.	Monthly	Building Maintenance Personnel	<b>OFC Article 6.5.3.2.</b>
Test sprinkler supervisory transmitters and water flow switches.	Every 2 Months	Qualified Contractor	<b>OFC Article 6.5.3.2.</b>
Exposed sprinkler piping hangers shall be checked annually to ensure that they are kept in good repair. Sprinkler heads that are identified as inoperable shall be replaced where necessary as a result of such conditions.	Annually	Qualified Contractor	<b>OFC Article 6.5.3.2.</b>
Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash.	Annually	Qualified Contractor	<b>OFC Article 6.5.3.5.</b>
Inspect dry pipe valves priming level.	3 Months	Qualified Contractor	<b>OFC Article 6.5.4.3.</b>
Plugs or caps on Fire Department pumper connections shall be removed annually and the threads inspected for wear, rust or obstructions.	Annually	Qualified Contractor	<b>OFC Article 6.5.4.4.</b>
Plugs and Caps must be wrenched tight.	Monthly	Building Maintenance Personnel	<b>OFC Article 6.5.4.4.</b>
Test wet pipe sprinkler systems by flowing water through the Inspector's test connection.	Annually	Qualified Contractor	<b>OFC Article 6.5.5.3.</b>
Trip test dry pipe sprinkler systems by flowing water through the Inspector's test connection.	Annually	Qualified Contractor	<b>OFC Article 6.5.5.4.</b>
Test public water supply flow, using main drain valve on all sprinkler systems (wet and dry).	Annually	Qualified Contractor	<b>OFC Article 6.5.5.5.</b>
Inspect dry pipe systems for obstructions and flush if necessary.	15 Years	Qualified Contractor	OFC Article 6.5.4.2.
Check dry pipe rooms during freezing weather.	As Required	Building Maintenance Personnel	<b>OFC Article 6.5.3.4.</b>
Inspect auxiliary drains to prevent freezing.	As Required	Building Maintenance Personnel	<b>OFC Article 6.5.4.1.</b>

<p>A supply of spare sprinkler heads and equipment shall be maintained in conformance with the following:</p> <p>Spare sprinkler heads shall be kept in a cabinet where the temperature does not exceed 38°C.</p> <p>The minimum stock of spare sprinkler heads to be kept on hand shall be:</p> <ul style="list-style-type: none"> <li>a) 6 sprinkler heads for installations containing not more than 300 sprinklers.</li> <li>b) 12 sprinkler heads for installations containing 301 to 1000 sprinklers.</li> <li>c) 24 sprinkler heads for installations containing more than 1000 sprinklers.</li> <li>d) Spare sprinkler heads shall correspond to the types and temperature ratings of the sprinklers installed on the system.</li> </ul> <p>A wrench suitable for replacing sprinkler heads shall be kept in the cabinet where the spare sprinkler heads are stored.</p>	Daily	Building Maintenance Personnel	<b>OFC Section 6.5.</b>
<p>An alarm test using the alarm test connection located at the sprinkler valve shall be performed monthly on sprinkler systems.</p>	Monthly	Qualified Contractor	
<p>Electrical supervisory signal service is provided for the sprinkler system shall be tested in conformance with ULC-S536-04. Transmitters and waterflow actuated devices shall be tested every 2 months.</p>	2 Months	Qualified Contractor	
<p>The priming water for dry-pipe systems shall be inspected every 3 months to ensure that the proper level above the dry-pipe valve is maintained.</p>	3 Months	Qualified Contractor	
<p>Valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be tested at least every 6 months.</p>	6 Months	Qualified Contractor	
<p>Fire Department connections shall be equipped with plugs or caps secured wrench tight.</p> <p>Waterflow alarm tests using the most hydraulically remote test connection shall be performed annually on wet sprinkler systems.</p>	Annually	Qualified Contractor	<b>OFC Section 6.5.</b>

<b>Standpipe and Hose Systems</b>			
Hose stations shall be inspected monthly to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.	Monthly	Building Maintenance Personnel	<b>OFC Article 6.4.2.1.</b>
Hose valves shall be inspected annually to ensure that they are tight so that there is no water leakage into the hose.	Annually	Qualified Contractor	<b>OFC Article 6.4.2.4.</b>
Standpipe hose shall be inspected and replaced on the rack annually and after use, and any worn hose or gaskets in the couplings at the hose valves and at the nozzle replaced.	Annually	Qualified Contractor	<b>OFC Article 6.4.2.5.</b>
Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed.	Annually	Qualified Contractor	OFC Article 6.4.1.3.(2)
Standpipe system piping shall be hydrostatically tested at a pressure of not less than 1400 kPa (gauge) for 2 h, or at 350 kPa (gauge) in excess of the normal hydrostatic pressure when the normal hydrostatic pressure is in excess of 1050 kPa (gauge)	As-Required	Qualified Contractor	OFC Article 6.4.3.2.
<b>Water Supply Equipment</b>			
Inspect all fire hydrants.	Annually	Qualified Contractor	<b>OFC Article 6.6.5.1.</b>
Inspect all fire hydrants for water flow.	Annually	Qualified Contractor	<b>OFC Article 6.6.5.6.</b>
All fire hydrants shall be maintained free of ice and snow.	As Required	Building Maintenance Personnel	<b>OFC Article 6.6.4.2.</b>
Private and public water supplies for fire protection installations shall be maintained to provide the required flow under fire conditions.	Daily	Building Maintenance Personnel	<b>OFC Article 6.6.1.1.</b>
Municipal and private hydrants shall be maintained in operating condition.	As Required	Qualified Contractor	<b>OFC Article 6.6.4.1.</b>
The main valve of the hydrant shall be fully opened and the hydrant operated with one port open and the water flow checked. A record of the hydrant operation shall be kept.	Annually	Qualified Contractor	<b>OFC Article 6.6.5.7.</b>
The port caps on hydrants shall be removed and the treads inspected for wear, rust or other obstructions and re-secured at the end of inspection.	Annually	Qualified Contractor	<b>OFC Article 6.6.5.2.(2)</b>
Where hydrant barrel is found to contain water, the drain valve shall be inspected for operation.	Annually	Qualified Contractor	OFC Article 6.6.5.5.
Where the hydrant barrel is found to contain water because of poor drainage that cannot be corrected, provisions shall be made to prevent freezing during winter conditions.	Annually	Qualified Contractor	<b>OFC Article 6.6.5.5.</b>

<b>Fire Department Access</b>			
Ensure fire access routes are maintained so as to be immediately ready for use at all times by fire department vehicles.	Daily	All Staff	<b>OFC Article 2.5.1.3.</b>
<b>Miscellaneous Inspections</b>			
Check corridors to ensure that they are free of obstructions.	Always	All Staff	<b>OFC Sentence 2.7.1.7.(1)</b>
Maintain illumination in egress and access to egress.	Always	Building Maintenance Personnel	<b>OFC Sentence 2.7.1.7.(2)</b>
Chimneys, flues and flue pipes that constitute a fire hazard shall be cleaned as often as necessary to keep them free from accumulations of combustible deposits.	As Required	Building Maintenance Personnel	<b>OFC Article 2.6.1.5.</b>
Every chimney, flue and flue pipe shall be inspected to identify any dangerous conditions at intervals not greater than 12 months.	Annually	Building Maintenance Personnel	<b>OFC Article 2.6.1.4.</b>
Hoods, ducts and filters subject to accumulations of combustible deposits shall be checked and cleaned if the accumulation of such deposits creates a fire hazard.	Intervals not greater than seven days.	Building Maintenance Personnel	<b>OFC Article 2.6.1.3.</b>
Annual tests shall be conducted as specified in CAN/CSA-C282.	Annually	Qualified Contractor	<b>CAN/CSA 282</b>
Five Year tests shall be conducted as specified in CAN/CSA-C282.	Every Five Years	Qualified Contractor	<b>CAN/CSA 282</b>
The emergency electrical power system shall be maintained as specified in the manufacturer's operations and maintenance manual.	Always	Qualified Contractor	<b>CAN/CSA 282</b>
<b>Elevators</b>			
Elevator door-opening devices operated by means of photo-electric cells shall be tested to ensure that the devices become inoperative after the door has been held open for more than 20 s with the photo-electric cell covered.	3 Months	Qualified Contractor	<b>OFC Sentence 7.2.2.1.(1)</b>
Key-operated switches located outside an elevator shaft shall be tested to ensure that actuation of the switch will render the emergency stop switch in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.	3 Months	Qualified Contractor	<b>OFC Article 7.2.2.1. (2)</b>

<p>Key-operated switches in each elevator car shall be tested to ensure that actuation of the switch will</p> <ul style="list-style-type: none"> <li>a) enable the elevator to operate independently of other elevators,</li> <li>b) allow operation of the elevator without interference from floor call buttons,</li> <li>c) render door protective devices inoperative, and</li> <li>d) control the opening of power-operated doors only by continuous pressure on the door-opening buttons or switches, to ensure that if the "OPEN" button or switch is released while the door is opening, the doors will automatically close.</li> </ul>	<p>3 Months</p>	<p>Qualified Contractor</p>	<p><b>OFC Article</b> <b>7.2.2.1.(3)</b></p>
<p><b>Venting to Aid Fire Fighting</b></p>			
<p>Closures in vent openings into smoke shafts from each floor area shall be inspected</p>	<p>sequentially over 5 years</p>	<p>Qualified Contractor/ Building Maintenance Personnel</p>	<p><b>OFC Sentence</b> <b>7.2.3.1.(1)</b></p>
<p>Every closure in an opening to the outdoors at the top of a smoke shaft shall be inspected to ensure that it will open</p> <ul style="list-style-type: none"> <li>a) manually from outside the building,</li> <li>b) on a signal from the smoke or heat actuated device in the smoke shaft, and</li> <li>c) when a closure in an opening between a floor area and the smoke shaft opens.</li> </ul>	<p>Annually</p>	<p>Qualified Contractor/ Building Maintenance Personnel</p>	<p><b>OFC Sentence</b> <b>7.2.3.1.(2)</b></p>
<p>Elevators in an elevator shaft that is intended for use as a smoke shaft shall be inspected to ensure that on activation of the fire alarm system they will return to the street floor and remain inoperative.</p>	<p>Semi-Annually</p>	<p>Qualified Contractor/ Building Maintenance Personnel</p>	<p><b>OFC Sentence</b> <b>7.2.3.1.(3)</b></p>
<p>Where an air-handling system is used for venting floor areas in the event of a fire to comply with the requirements of the Building Code, the system shall be inspected to ensure that air is exhausted to the outdoors.</p>	<p>Annually</p>	<p>Qualified Contractor/ Building Maintenance Personnel</p>	<p><b>OFC Sentence</b> <b>7.2.3.1.(4)</b></p>

<b>Smoke Control</b>			
Smoke control equipment is provided to be maintained in a manner to ensure that they are fully operational.  a) Where smoke control measures for contained in NRC National Fire Code are used for below grade stairs: a. Test switches at the CACF to ensure mechanical air supply is initiated, and b. Test automatic operation of vent openings (if provided)  b) When designed to meet the OBC requirements, inspections and approved procedures established for the system and issued under the seal of a Professional Engineer or Architect are to be implemented.	Quarter Annually	Qualified Contractor/ Building Maintenance Personnel	<b>OFC Article 7.3.1.3.</b>
<b>Ancillary Devices</b>			
Shall be installed, inspected, tested and maintained to comply with the Ontario Building Code (OBC)	Annually	Qualified Contractor	<b>OBC Article 3.4.6.15.</b>
All ancillary devices shall be tested for correct program operation as per design and specification.	Annually	Qualified Contractor	<b>CAN/ULC S536- 04 Sentence 5.2.2.1.Z</b>
<b>Electromagnetic Locking Devices including Ancillary Devices</b>			
Shall be installed, inspected, tested and maintained to comply with the Ontario Building Code (OBC).	Annually	Qualified Contractor	<b>OBC Article 3.4.6.15.</b>
All ancillary devices shall be tested for correct program operation as per design and specification.	Annually	Qualified Contractor	<b>CAN/ULC S536- 04 Sentence 5.2.2.1.Z</b>
<b>Special Extinguishing System</b>			
Inspect:  Verify that nozzle caps are in place.  Check the system for physical damage  Check to make sure that the space being protected has not been altered  Check to make sure that all doors of the room being protected are self-closing or capable of releasing automatically upon system operation.	Monthly	Building Maintenance Personnel	

<p>Inspect:</p> <p>Check agent containers for damage.</p> <p>Check the container pressure gauges for proper operating pressure. If reading shows more than a 10 percent loss in pressure from that required on nameplate, refill, or replace the cylinder.</p> <p>Check agent quantity by weighing container. A container showing a loss in net weight of more than 5 percent should be refilled or replaced.</p> <p>Verify that the container weight and pressure are recorded on a tag attached to the container.</p>	Semi-Annually	Building Maintenance Personnel	<p><b>NFPA 2001</b></p> <p><b>7.1.3.</b></p>
<p>Inspect:</p> <p>Examine all system hose for damage. Defective hoses should be replaced or hydrostatically tested.</p> <p>Contact a thorough inspection of the system.</p>	Annually	Qualified Contractor	<p><b>NFPA 2001</b></p> <p><b>7.1.1</b></p> <p><b>7.3.1</b></p>
<p>Conduct actuating test of system without discharge of system.</p>	Annually	Qualified Contractor	<p><b>NFPA 2001</b></p> <p><b>7.1.1</b></p>
<p>Conduct hydrostatic test of system hoses.</p>	Every 5 years	Qualified Contractor	<p><b>NFPA 2001</b></p> <p><b>7.3.2.1</b></p>
<p>Conduct a complete visual examination of the containers in accordance with Compressed Gas Association (CGA) pamphlet C-6.</p>	Every 5 years	Qualified Contractor	<p><b>NFPA 2001</b></p> <p><b>7.2.2.</b></p>
<p><b>Emergency Electrical Power Supply (Generator)</b></p>			
<p>The emergency electrical power supply equipment shall be operated and maintained in accordance with the manufacturer's recommendations and instruction manuals and the requirements from CAN/CSA listed below.</p>	As Required	Building Maintenance Personnel	<p><b>CAN/CSA 282</b></p>

<b>Inspection Testing and Maintenance Log</b>			
<p>A permanent log of the inspection, testing, and maintenance of the emergency electrical power supply system shall be maintained in accordance with the manufacturer’s manual of operating and maintenance instructions, shall be kept on site and shall include at least the following:</p> <ul style="list-style-type: none"> <li>a) the date on which the work was carried out,</li> <li>b) the name(s) of the person(s) who performed the work,</li> <li>c) an entry noting any unsatisfactory condition discovered and the steps taken to correct it,</li> <li>d) Copies of the design and installation performance test certificates</li> <li>e) an entry noting any parts replaced, and</li> <li>f) an entry verifying that switches and controls deactivated for safety reasons during maintenance have been restored to their intended operating condition.</li> </ul>	As Required	Building Maintenance Personnel	<b>CAN/CSA 282</b>
<b>Operational Tests</b>			
<p>The emergency electrical power supply system shall be completely tested in accordance with the inspection test and maintenance requirements of CAN/CSA-C282 (Table 3) at least once a month.</p>	Weekly	Building Maintenance Personnel	<b>CAN/CSA 282</b>
<p>Annual tests shall be conducted as specified in CAN/CSA-C282.</p>	Annually	Qualified Contractor	<b>CAN/CSA 282</b>
<b>Maintenance</b>			
<p>The emergency electrical power system shall be maintained as specified in the manufacturer’s operations and maintenance manual and at least the items specified in Tables 2-6 of CAN/CSA 282.</p>	Always	Qualified Contractor	<b>CAN/CSA 282</b>
<p>The minimum frequency of inspection, testing, and maintenance procedures shall be as specified in Tables 2-6 of CAN/CSA 282.</p>	Always	Building Maintenance Personnel	<b>CAN/CSA 282</b>

<b>Weekly Tests</b>			
<p>Consumables:</p> <ul style="list-style-type: none"> <li>a) Inspect day tank fuel level (gas pressure) and main tank level (gas pressure) (if applicable). Minimum 2 h supply required (see Clause 7.3.1).</li> <li>b) Inspect lubricating oil level.</li> <li>c) Inspect engine coolant level.</li> <li>d) Inspect engine, generator, fuel tank(s), and cooling systems for leakage.</li> <li>e) Inspect for proper operation of fuel transfer pump (if applicable).</li> <li>f) Inspect fuel filter for contamination if filter is equipped with a transparent bowl.</li> </ul>	Weekly	Building Maintenance Personnel	<b>CSA-C282</b> <b>Table 2</b>
<p>Starter system:</p> <ul style="list-style-type: none"> <li>a) Inspect electric starter for cleanliness, mounting, and terminal security.</li> <li>b) Air starter:                             <ul style="list-style-type: none"> <li>i. Inspect air tanks for pressure.</li> <li>ii. Inspect valves for leakage.</li> <li>iii. Test auxiliary engine and compressor for proper operation.</li> <li>iv. Bleed off any condensation.</li> </ul> </li> </ul>	Weekly	Building Maintenance Personnel	
<p>Batteries and charging equipment:</p> <ul style="list-style-type: none"> <li>a. Inspect all battery cells for correct electrolyte fill level.</li> <li>b. Test all battery cells for correct electrolyte specific gravity.</li> <li>c. Inspect electrical connections for tightness and evidence of corrosion.</li> <li>d. Inspect battery for cleanliness and dryness between terminals.</li> <li>e. Inspect charger electrical connections for cleanliness and tightness.</li> <li>f. Test charger for proper operation of float and equalize modes.</li> </ul>	Weekly	Building Maintenance Personnel	<b>CSA-C282</b> <b>Table 2</b>

<p>Engine:</p> <ul style="list-style-type: none"> <li>a. Test lubricant and/or coolant heaters for proper operation.</li> <li>b. Inspect governor control linkages and oil level (if applicable).</li> <li>c. Inspect fuel pump oil sump (if applicable).</li> <li>d. Inspect fan belts for correct tension and wear.</li> </ul>	Weekly	Building Maintenance Personnel	<p><b>CSA-C282</b> <b>Table 2</b></p>
<p>Control panel:</p> <ul style="list-style-type: none"> <li>a. Inspect control panel covers for security.</li> <li>b. Test annunciator lamps to confirm that they are operational.</li> <li>c. Inspect control panel settings (ensure that the unit is ready for automatic start-up).</li> <li>d. Test remote visual and audible trouble signals at the building fire alarm panel.</li> </ul>	Weekly	Building Maintenance Personnel	
<p>Inspect air control louvre settings to ensure proper operation.</p>	Weekly	Building Maintenance Personnel	<p><b>CSA-C282</b> <b>Table 2</b></p>
<p>Test emergency lighting unit(s).</p>	Weekly	Building Maintenance Personnel	
<p>Verify whether room temperature is above 10°C.</p>			
<p>Inspect generator and transfer switch room(s) for cleanliness and accessibility to all components of the emergency system.</p>			
<p>Correct all defects found during inspections and tests.</p>	Weekly	Building Maintenance Personnel	
<p>Record all inspections, tests, and corrective actions in the system logbook.</p>	Weekly	Building Maintenance Personnel	

<b>Monthly</b>			
All items in Table 2 of CAN/CSA 282 plus the following.	Monthly	Building Maintenance Personnel	<b>CSA-C282 Table 3</b>
Test the entire system: <ul style="list-style-type: none"> <li>a. Simulate a failure of the normal electrical supply to the building.</li> <li>b. Operate the system under at least 30% of the rated load for 60 min.</li> <li>c. Operate all automatic transfer switches under load.</li> <li>d. Inspect brush operation for sparking.</li> <li>e. Inspect for bearing seal leakage.</li> <li>f. Inspect for correct operation of all auxiliary equipment, e.g., radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers, and engine room ventilation system(s).</li> <li>g. Record the readings for all instruments in the log (see Clause 11.5.3) and verify that they are normal.</li> <li>h. Drain the exhaust system condensate trap.</li> </ul>	Monthly	Building Maintenance Personnel	<b>CSA-C282 Table 3</b>
Inspect block heater hoses and wires	Monthly	Building Maintenance Personnel	
Correct all defects found during inspections and tests.	Monthly	Building Maintenance Personnel	
Record all inspections, tests, and corrective actions in the system logbook.	Weekly	Building Maintenance Personnel	<b>CSA-C282 Table 3</b>

<b>Semi-Annually</b>			
All items in Table 2 and 3 of CAN/CSA 282 plus the following.	Semi-Annually	Qualified Contractor	<b>CSA-C282 Table 4</b>
Inspect and clean engine crankcase breathers.	Semi-Annually	Qualified Contractor	
Inspect and clean all engine linkages	Semi-Annually	Qualified Contractor	
Lubricate the engine governor and ventilation system.	Semi-Annually	Qualified Contractor	
Test protective devices for proper operation.	Semi-Annually	Qualified Contractor	<b>CSA-C282 Table 4</b>
Before start-up, perform two full cranking cycles (as specified in Clauses 10.4.1 and 10.4.2). Near the end of each cycle (and while still cranking), measure and record the lowest indicated battery voltage. If the measured voltage is less than 80% of the battery's rated voltage, replace the battery. Alternatively, perform a battery load test using a suitable load tester.	Semi-Annually	Qualified Contractor	<b>CSA-C282 Table 4</b>
Inspect ventilation system belt(s).			
Correct all defects found during inspections and tests.	Semi-Annually	Qualified Contractor	
Record all inspections, tests, and corrective actions in the system logbook.	Semi-Annually	Building Maintenance Personnel	<b>CSA-C282 Table 4</b>

<b>Annually</b>			
All items specified in Tables 2 to 4 of CAN/CSA 282 plus the following			
<p>Control panel:</p> <ul style="list-style-type: none"> <li>a. Open all inspection covers and inspect all electrical connections.</li> <li>b. Test breakers for proper operation.</li> <li>c. Clean insulators and bushings.</li> <li>d. Test voltage regulator for proper operation.</li> <li>e. Operate all moving parts to ensure that they move freely.</li> <li>f. Clean and dress contacts as necessary.</li> <li>g. Remove all dust.</li> <li>h. Check gauge calibration.</li> <li>i. With the generator set operating at full load (see Clause 11.3), conduct an infrared survey of all electrical connections to identify any high-resistance connections.</li> </ul>	Annually	Qualified Contractor	<b>CSA-C282 Table 5</b>
<p>Engine:</p> <ul style="list-style-type: none"> <li>a. Change engine lubrication oil and filters.</li> <li>b. Test strength of coolant and chemical protection level of coolant inhibitors.</li> <li>c. Change fuel filters, clean strainer(s), and verify that the fuel supply is open.</li> <li>d. Inspect the exhaust system. Check and record the back pressure of the exhaust system to ensure that it complies with the engine manufacturer's requirements, and compare with previous readings.</li> <li>e. Clean and lubricate linkages.</li> <li>f. Inspect air filters.</li> <li>g. Inspect all mechanical connections.</li> <li>h. Inspect all electrical connections.</li> <li>i. For spark ignition engines, inspect all components of ignition system(s) and service or replace as appropriate.</li> <li>j. Inspect all external surfaces of heat exchanger(s) and clean as necessary.</li> <li>k. Inspect all belts and hoses and replace if necessary.</li> <li>l. Test and inspect ignition system(s). Replace any defective components.</li> <li>m. Inspect coolant pump(s) for leaks and external wear (if belt driven, remove the belt(s) first).</li> </ul>	Annually	Qualified Contractor	<b>CSA-C282 Table 5</b>

<p>Fuel Storage Tank(s)</p> <p>The fuel oil in any storage tank (and day tank, if used) shall be tested in accordance with Clause 11.5.5, and if the fuel oil fails the test, it shall be</p> <ul style="list-style-type: none"> <li>a. drained and refilled with fresh fuel in accordance with Article 6.7.1.5 of the National Fire Code of Canada; or</li> <li>b. full filtered to remove water, scale, bacteria, and oxidized gums/ resins in order to minimize filter clogging and ensure diesel start-up (see Clause B.20 for commentary).</li> <li>c. When the fuel is filtered, it shall be treated with suitable conditioner and stabilizer to minimize degradation while in storage.</li> </ul> <p>Note: The bottom(s) of the tank(s) shall be also tested chemically for water.</p>	<p>Annually</p>	<p>Qualified Contractor</p>	<p><b>CSA-C282 - Table 5</b></p>
<p>Generator:</p> <ul style="list-style-type: none"> <li>a. Test surge suppressor and rotating rectifier on brushless machines.</li> <li>b. Grease bearings (replace old grease with new) (if applicable).</li> <li>c. Clean commutator and slip rings (if applicable).</li> <li>d. Clean rotor and stator windings using clean compressed air.</li> <li>e. Inspect coupling bolts and alignment.</li> <li>f. Inspect conduits for tightness.</li> <li>g. Inspect windings at rotor and stator slots.</li> <li>h. Inspect all electrical connections.</li> <li>i. With the generator set operating at full load (see Clause 11.3), conduct an infrared survey of all electrical connections to identify and high resistance connections.</li> </ul>	<p>Annually</p>	<p>Qualified Contractor</p>	

<p>Transfer switches:</p> <ul style="list-style-type: none"> <li>a. Isolate transfer switch, open all inspection covers, and inspect all electrical connections.</li> <li>b. Operate all moving parts to ensure that they move freely.</li> <li>c. Clean and dress contacts as required.</li> <li>d. Remove all dust.</li> <li>e. Clean and lubricate linkages.</li> <li>f. Conduct an infrared survey of all electrical connections, contacts, and energized components while under load on both the normal and the emergency side.</li> </ul>	<p>Annually</p>	<p>Qualified Contractor</p>	
<p>Lubricate door locks and hinges (if necessary), especially those of outdoor enclosures.</p>			
<p>Conduct a 2 hour full load test.</p>	<p>Annually</p>	<p>Qualified Contractor</p>	<p><b>CSA-C282 Table 5</b></p>
<p>As needed, review and provide instruction on the technical requirements of the weekly and monthly tests with the person(s) responsible for carrying out the work.</p>	<p>Annually</p>	<p>Qualified Contractor</p>	
<p>Correct all defects found during inspections and tests.</p>	<p>Annually</p>	<p>Qualified Contractor</p>	
<p>Record all inspections, tests, and corrective actions in the system logbook.</p>	<p>Semi-Annually</p>	<p>Building Maintenance Personnel</p>	<p><b>CSA-C282 Table 5</b></p>

<b>Quinquennial (every five years) inspection, test, and maintenance</b>			
<p>Generator:</p> <p>Inspect insulation of generator windings. Use an insulation tester (megger). The resistance in mega-ohms should be not less than</p> <p>Resistance <math>\frac{\text{Rated } v \times 1000}{1000}</math></p> <p>If the resistance is less, dry out the insulation using the auxiliary heat process.</p>	<p>Every 5 Years</p>	<p>Qualified Contractor</p>	
<p>Engine:</p> <p>(a) Drain and flush the cooling system. Refill the system with new coolant.</p> <p>(b) Clean radiator tubes and cooling fins.</p> <p>(c) Replace thermostats.</p> <p>(d) Inspect valve clearances and adjust as appropriate.</p>	<p>Every 5 Years</p>	<p>Qualified Contractor</p>	<p><b>CSA-C282 Table 6</b></p>
<p>Correct all defects found during inspections and tests.</p>	<p>Every 5 Years</p>	<p>Qualified Contractor</p>	
<p>Record all inspections, tests and corrective actions in the log</p>	<p>Every 5 Years</p>	<p>Qualified Contractor</p>	

## **SECTION 11: ADDITIONAL MEASURES FOR OCCUPANTS' FIRE SAFETY**

### **Fire Alarm System Shutdown**

In the event of a shutdown of the FIRE ALARM SYSTEM, the MFES must be notified (905-456-5700), along with contacting the alarm monitoring company. All residents must be notified by the posting of notices at notice boards. The notices must explain the extent and duration of the shutdown. If the FIRE ALARM SYSTEM is anticipated to be shutdown for longer than 24 hours than MFES must be notified in writing.

When the FIRE ALARM SYSTEM is re-activated, notices must also be posted, and must remain posted for at least three days. Inform the MFES, Communication Division immediately of the return to service of the fire alarm system.

Residents must be instructed to advise the MFES, Communication Division(905-456-5700) immediately of any fire situation and to verbally warn other residents of imminent danger, whenever possible.

During these shutdowns, the Property Manager must arrange for patrol of unprotected areas by Security or Building personnel. Patrols must be hourly until the impairment is fixed and the FIRE ALARM SYSTEMS put back into service. All patrols must be entered into a log book complete with time, date, and person conducting the patrol. Patrol log books shall be made available to the MFES upon request.

### **Sprinkler System Shutdown**

In the event of a shutdown of the SPRINKLER SYSTEMS, the MFES, Communication Division must be notified (905-456-5700), along with contacting the alarm monitoring company. All residents must be notified of the extent and duration of the shutdown by the posting of notices at the entrances and notice boards on all floors. If the SPRINKLER SYSTEM is anticipated to be shutdown for longer than 24 hours than MFES must be notified in writing.

Residents must be instructed to use portable fire extinguishers rather than fire hoses during this kind of impairment. During these shutdowns, the Property Manager must arrange for patrol of unprotected areas by Security or Building personnel. Patrols must be hourly until the impairment is fixed and the SPRINKLER SYSTEMS put back into service. All patrols must be entered into a log book complete with time, date, and person conducting the patrol. Patrol log books shall be made available to the MFES upon request.

The occupants must be notified when the impairment is fixed and the systems back to normal operations by the posting of notices on all floors at notice boards locations. Notices must remain posted for at least three days.

## **Emergency Power (Generator) and Emergency Lighting Shutdown**

In the event of a shutdown of the emergency power systems, the following occur:

- Notification of the MFES, Communication Division (905-456-5700).
- Notification of the MFES in writing for any shut down anticipated to be longer than 24 hours.
- The Property Manager must initiate emergency service to be dispatched and provide lighting by hand held flashlight where necessary.
- Notification of all residents on all floors. The notices must explain the extent and duration of the shutdown.
- Notification to all residents to inform them that no candles are to be used in the building during this time.

When the emergency power systems have been restored, the following must occur:

- Notification of the MFES, Communication Division (905-456-5700), that the emergency lighting is repaired and is operational.
- The Maintenance Facilities Manager must communicate to all sections that the emergency lighting is repaired and is operational.

**NOTE: ALL SHUTDOWNS MUST BE CONFINED TO AS LIMITED AN AREA AS POSSIBLE, AND THE DURATION OF SHUTDOWN MUST BE AS SHORT AS POSSIBLE. CALL THE APPLICABLE SERVICE COMPANY FOR IMMEDIATE REPAIR OF SYSTEMS. THE FIRE DEPARTMENT SHALL BE INFORMED IN WRITING WHEN SHUTDOWNS WILL EXCEED 24 HOURS.**

## **Fire Watch Procedures**

The Property Management shall:

- Provide sufficient staff to effectively patrol the building.
- Provide a means for fire watch personnel to contact the MFES and alarm the residents of the building.
- Provide each fire watch personnel with portable illumination and access keys to the building.
- Provide portable fire extinguishers as required by Section 6.2.6. of the OFC.
- Ensure the fire watch personnel are trained to their responsibilities and records of patrol are kept.
- Records of patrol shall be kept and made available for inspection by the MFES or if required by the Chief will be sent to the MFES at predetermined intervals.

The fire watch personnel shall:

- Remain at the building until relieved by the owner.
- Patrol the building at least once per hour.
- Keep a written record of each patrol, and any unusual occurrences signed, dated and timed.
- In case of fire, ensure all residents are evacuated and that MFES are notified.
- Ensure fire equipment is in place and usable.
- Ensure exits are free of obstructions.
- Ensure there are no combustibile materials inside or outside the building which could create a fire hazard.
- Report all defects and unusual occurrences to the owner.

**SECTION 12: MANUAL VOICE ANNOUNCEMENTS**

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## VOICE COMMUNICATION ANNOUNCEMENTS

### Manual Emergency Announcements

Supervisory staff will utilize the voice communication system to notify occupants using the following specific emergency announcements.

Refer to the Sequence of Operation section, also observe the audio LED section on main fire alarm annunciator to confirm which floors are in Alert or Evacuation mode.

#### First Stage Alert Message

Attention, Attention, Attention!

This is building security.

This is a fire alarm alert signal - the alarm has been activated on the \_\_\_ Floor.

Follow the approved emergency procedures now!

(Repeat announcement 2 times.)

#### Second Stage Alert Message

Attention, Attention, Attention!

This is building security.

This is a fire alarm evacuation signal - the alarm has been activated on the \_\_\_ Floor.

Follow the approved emergency procedures now!

(Repeat announcement 2 times.)

#### Second Stage Evac Message (As Directed By The Chief Fire Official)

Attention, Attention, Attention!

This is building security.

Please commence EVACUATE of the following floors # \_\_\_\_\_ , and \_\_\_\_\_ via the nearest stairwell and remain outside the building until advised to return.

Follow the approved emergency procedures now!

All other floors please standby for further announcements.  
Thank you.

(Repeat announcement 2 times.)

All Clear Message

Attention, Attention, Attention!

This is building security.

The fire department has given clearance for building occupants to resume routine activities and may return to their office areas.

Elevator service will resume momentarily.

Thank you.

(Repeat announcement 2 times.)

Testing Of The Fire Alarm Message

Attention, Attention, Attention!

This is building security.

Building personnel will be conducting tests of the fire alarm system.

Elevator operations will not be affected.

Please disregard the tones.

Building security will notify you via the voice communication system in case of a fire emergency.

Thank you for your cooperation.

(Repeat announcement 2 times.)

Fire Alarm Testing All Clear Message

Attention, Attention, Attention!

This is building security.

The alarm testing has been completed.

Please resume you normal activities.

Thank you for your cooperation.

(Repeat announcement 2 times.)

False Alarm Message

Attention, Attention, Attention!

This is building security.

The cause of the alarm is due to accidental activation.

The situation has been returned to normal.

Elevator service will resume momentarily.

Thank you for your cooperation.

(Repeat announcement 2 times.)

Fire Drill Evacuation Message

Attention, Attention, Attention!

This is building security.

We are conducting a fire alarm drill.

Elevator service will be interrupted.

Please stand by for further instructions.

Thank you for your cooperation.

(Repeat announcement 2 times.)

Fire Drill Complete Message

Attention, Attention, Attention!

This is building security.

We have completed the fire alarm drill.

Building operations will return to normal momentarily.

Building occupants may resume activities and may return to their office areas.

Thank you for your patience and cooperation.

(Repeat announcement 2 times.)

**FLOOR PLANS**

**APPENDIX A**

**LIST OF BUILDING SUPERVISORY PERSONNEL**



**APPENDIX B**

**LIST OF EMERGENCY FLOOR WARDEN TEAM MEMBERS**



**APPENDIX C**

**LIST OF PERSONS REQUIRING ASSISTANCE TO EVACUATE**

## Sample Notice for Persons Requiring Assistance

Dear Occupants:

As required in our FSP, and in order to ensure the safety of all occupants during any emergency in the building, we are asking for your co-operation.

If you require special assistance during evacuation or any emergency, please fill in the information on the form below.

All information received is kept in strict confidence and used only by authorized persons in case of an emergency.

Please return the completed form to the Property Management/ Building Services as soon as possible.

### DETACH HERE AND RETURN BOTTOM PORTION

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SUITE: \_\_\_\_\_ TELEPHONE No.: \_\_\_\_\_

DETAILS:

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Particulars of any handicap or medical problem concerning yourself that would require extra assistance in an emergency. (Example: difficulty walking, special breathing, heart problems, hearing problems, apparatus).