

Fire Safety Plan

(Single-Stage Fire Alarm System):

Fire Safety Plan - Single-Stage Fire Alarm System for:

Milverton Agri Centre (MAC)

Located at:

17 Pierson Street, Milverton, Ontario

The reproduction or use of this fire safety plan for non-commercial purposes is permitted and encouraged. Permission to reproduce the plan for commercial purposes must be obtained from the Perth East Fire Department.

Table of Contents

Topic

Part 1	Introduction
Part 2 (a)	Building Resources Audit
Part 2 (b)	Human Resources Audit
Part 3	Emergency Procedures – Occupants Single Stage Fire Alarm
Part 4	Emergency Procedures – Supervisors
Part 5	Responsibilities of the Owner/Occupant
Part 6 (a)	Fire Hazards - Residential
Part 6 (b)	Fire Hazards – Commercial
Part 7	Fire Extinguishment/Control/Confinement
Part 8	Alternative Measures
Part 9	Fire Drills
Part 10	Maintenance Requirements of Building Fire And Life Safety Systems
Part 11	Building Schematics

Part 1 Introduction

The Ontario Fire Code, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building in an approved location.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The fire safety plan approved location is: upon entering the front doors, immediately to the left.

SUBMISSION PROCEDURES

At least two (2) copies of the Plan (8 ½ X 11 format) must be submitted to the Chief Fire Official. Upon approval, one copy will be returned to the author and one copy will be retained by the Fire Department.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

Fire Department

Connection: No Yes (Location(s)): _____

Fire Pump: No Yes (Location(s): _____
Fire Pump Description: _____

Fixed Extinguishing System for Commercial Cooking Equipment

No Yes Type: _____
(i.e. Wet Chemical, Dry Chemical, CO²)

Connected to F/A System: No Yes

Ecology Unit: No Yes Protected by Fixed System: No Yes

Fuel Source: Natural Gas Electric Other

Fuel Shut Off for Appliances: Location: NA

40BC Extinguisher: Location: _____

K Type (wet) Extinguisher (if applicable): Location: _____

Other Extinguishing Systems:

Type(i.e. pre-action, sprinkler, halon, inergen, dry chemical): Area/Location Protecting

Portable Fire Extinguishers: Three 10 pound ABC Portable Fire Extinguishers in protective boxes and adjacent to Exit Doors and as illustrated on the schematic drawings.

Emergency Lighting

No Yes

Location(s): On east and west walls at 20' centres as illustrated on the schematic drawings

Emergency Power

No Yes Battery Generator

Generator

No Diesel Natural Gas

Fuel Supply Location: _____

Transfer Switch Location: _____

Equipment Powered by Generator: _____

Electromagnetic Locking Devices

No Yes (manual release switch location) _____

Proper Signage

No Yes

Location(s) throughout building: Over required Exit Doors
Restricted occupancy noted on inside of sliding doors

Extra Hazardous Area:

Is there hazardous materials on site? No Yes

If YES, please list the material and quantity:

Exits: Refer to schematics for location of exits.

Elevators:

No Firefighter (FF) Elevator
(red helmet designation) Firefighter Service
(yellow helmet designation)

Automatic Recall No Yes

Manual Recall No Yes

Manual Recall Switch(es) No Yes Location: _____

Total Number of Elevators: _____

Total Number of FF Elevators: _____

FF Elevator Location: _____

Floors Served by FF Elevator: _____

Location of recall/operating keys: _____

Operating Instructions: _____



Part 2(a)
Additional Information

For any additional information not already covered:

Where Assembly Occupancy Exceeds 720 persons all sliding doors are required to be open and secured in the OPEN position. This action will be the responsibility of the Manager.

Part 2(b)
Audit of Human Resources

Business/Building Name: Milverton Agricultural Society
Address: 17 Pierson St. Milverton , ON Unit No.
Postal Code: N0K 1M0 Business Phone No. 519-595-FAIR (3247)
Business Owner: Milverton Agricultural Society
Address: P.O. Box 489 Milverton, ON
Postal Code: N0K 1M0
Phone Number(s): 519-595-2245 (Helen Dowd - Chairperson of the MAC)
(can use for after hours as well)

After Hour Contacts (24 hour telephone numbers)

Manager/Supervisor: Bev Jantzi - President of Society Phone No. 519-595-4424
Employee/Title: N/A Phone No. N/A
Employee/Title: N/A Phone No. N/A
Other: Phone No.
Building Owner: Milverton Agricultural Society
Address: 17 Pierson Street, PO Box 489 Milverton, ON
Postal Code: N0K 1M0 Phone No. N/A
Fire Alarm Monitoring Company: Mornington Communications Phone No.: 800-265-1417
Sprinkler Monitoring Company: NA Phone No.:

Part 3

Emergency Procedures for Occupants

Please take the time to review this section (1 page).

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and in elevator lobbies.

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Call the Perth East Fire Department at 9-1-1
- Leave building via nearest Exit

Upon Hearing Fire Alarm:

- Leave building via nearest Exit
- Close doors behind you

CAUTION

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

Remain Calm

Part 4

Emergency Procedures for Supervisory Staff

Please take the time to review this section (2 pages).

Upon Discovery of Fire

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm supervisory procedures.
- Call 9-1-1 from a safe location.
- Exit the building via the nearest exit.
- Await the arrival of Fire Department at the main entrance.


Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Notify the Perth East Fire Department of the emergency condition. Dial 9-1-1 and ask for Perth East Fire Department.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the firefighters, inform the fire officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the firefighters as to location of persons, master keys for this occupancy and service rooms, etc.

Related Duties

In general:

- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.

- 
- Participate in fire drills. Occupants' participation should be encouraged.
 - Have a working knowledge of the building fire and life safety systems.
 - Ensure the building fire and life safety systems are in operating condition.
 - Arrange for a substitute in your absence.
 - Comply with the Ontario Fire Code.
 - In the event of any shutdown of fire and life safety systems, notify the Perth East Fire Department and initiate alternative measures.

Emergency Procedures
Additional Information/Comments

Emergency Procedures
Additional Information/Comments (p.2)

Part 5

Responsibilities of the Owner / Occupant

Please take the time to review this section (1 page).

The building owner/occupant has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.

Part 6(b) Fire Hazards

Commercial, Retail and Industrial Properties

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible material stored in non-approved areas.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Careless use of smoking materials.
- Improper disposal of oily rags.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call the Perth East Fire Department immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know stairwell designation and the crossover floors (if any).

Part 7

Fire Extinguishment, Control or Confinement

Please take the time to review this section (1 page).

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that the Perth East Fire Department has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

Remember the (PASS)

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

Part 8

Alternative Measures for Occupant Fire Safety

Please take the time to review this section (1 page).

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from Markham Fire & Emergency Services.

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

1. Notify the Perth East Fire Department, dial (519)-595-2800X226 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. The Perth East Fire Department is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff of other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify the Perth East Fire Department and the building occupants when repairs have been completed and systems are operational.

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

Part 9 Fire Drills

Please take the time to review this section.

Fire drills will be held at least once every ____ months to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

FIRE DRILL RECORD

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present:

Deficiencies Noted:

General Comments:

Part 10

Requirements of the Ontario Fire Code

Please take the time to review this section (1 page).

Check/test/inspect requirements of the Ontario Fire Code:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

Definitions for key words are as follows:

- Check* means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed
- Test* means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function
- Inspect* means physical examination to determine that the device or system will apparently perform in accordance with its intended function

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

General Fire Protection Systems/Equipment

General

Responsibility

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.

NA

Exit signs shall be clearly visible and maintained in a clean and legible condition.

Manager

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.

Manager

Weekly

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.

Manager

Monthly

Doors in fire separations shall be **inspected** monthly for proper operation.

NA

Yearly

Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Chief Fire Official.

NA

Every chimney, flue and flue pipe shall be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.

NA

Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.

NA

Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced.

NA

Portable Fire Extinguishers

General

Responsibility

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.

Manager

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic **testing** carried out shall be prepared and maintained for each portable extinguisher.

Manager

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.

Manager

Monthly

Portable extinguishers shall be **inspected** monthly.

Manager

Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.

Manager

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

- a) mechanical parts
- b) extinguishing agent
- c) expelling means

Manager

Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable

NA

Responsibility

5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**. Manager

6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures. Manager

Fire Alarm

Responsibility

General

Fire alarm and voice communication system components shall be kept unobstructed. Manager

Fire alarm shall be kept unobstructed. Manager

Fire alarm system power supply disconnect switches shall be locked on in an approved manner. Manager

Daily

The following daily checks shall be conducted. If a fault is recognized, appropriate corrective action shall be taken.

- a) **Check** the principle and remote trouble lights for trouble indication; Manager
- b) **Inspection** of the AC power-on light shall be done to ensure its normal operation. Manager

Monthly

Every month the following **tests** shall be conducted under battery back up power and if a fault is established, appropriate corrective action shall be taken:

- a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an Manager

- alarm condition
- b) function of all signal devices shall be ensured Manager
- c) the annunciator panel shall be checked to ensure correct annunciation Manager
- d) intended function of the audible and visual trouble signals shall be ensured Manager
- e) fire alarm batteries shall be checked to ensure that:
 - i) terminals are clean and lubricated where necessary; Manager
 - ii) terminal clamps are clean and tight; Manager
 - iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications Manager

Yearly

Yearly **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. **Tests** shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems". Manager










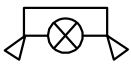








Emergency Lighting System

	<u>Responsibility</u>
<u>Daily</u>	
Check pilot lights for indication of proper operation.	<u>Manager</u>
<u>Monthly</u>	
Batteries shall be inspected monthly and maintained as per manufacturer's specifications.	<u>Manager</u>
Ensure that battery surface is clean and dry.	<u>Manager</u>
Ensure that terminal connections are clean, free of corrosion and lubricated.	<u>Manager</u>
Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.	<u>Manager</u>
Emergency lighting equipment shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply.	<u>Manager</u>
<u>Yearly</u>	
Emergency lighting equipment shall be tested annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	<u>Manager</u>
After completion, the charging conditions for voltage and current and the recovery period will be tested annually to ensure that the charging system is in accordance with the manufacturer's specifications.	<u>Manager</u>

Part 11- Building Schematics

Please take the time to review this page.

LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

	Entrance / Exit
	Hydrant
	Siamese Fire Department Connection
	Free Standing Siamese Fire Department Connection
	Valves (General) Identify The Type Of Valve (I.e. Shut Off Valve For Natural Gas, Sprinklers, Etc.)
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Emergency Light, Battery-Powered
	Illuminated Exit Sign, Single Face
	Combined Battery-Powered Emergency Light & Illuminated Exit Sign
	Pull Station
	Heat Detector
	Smoke Detector
	Fire Extinguisher - BC Type
	Fire Extinguisher - ABC Type
	Fire Extinguisher - Water
	Hose Cabinet
	Sprinkler Riser, indicate whether Wet or Dry System

Site Plan

- Please attach Site Plan to email or send via postal mail.
(Include Legend)**

Floor Plan

- Please attach Floor Plan to email or send via postal mail.
(Include Legend)**

