

Fire Safety Plan

For Schools

School Name:

Address:

PREPARED BY:

EMAIL AND PHONE NUMBER:

DATE PREPARED:

REVISION DATES:

SIGNATURE OF CHIEF FIRE OFFICIAL:

The Chief Fire Prevention Officer is signing this document with the understanding that there will be no interaction, confusion or interference between this document and any Code Red policy currently implemented at this school



The Corporation of the
City of North Bay
200 McIntyre St., East
P.O. Box 360
North Bay, Ontario
Canada P1B 8H8
Tel: (705) 474-0400

**North Bay Fire &
Emergency Services**
Fire Prevention & Life Safety Division
119 Princess Street West
North Bay, Ontario
Canada P1B 6C2
(Victoria Street entrance)



Specific Instructions

This document shall be completed and submitted to the North Bay Fire & Emergency Services Fire Prevention & Life Safety Division **via email**.

1. If there are fields that do not apply to your building please indicate with **N/A**.
2. When the template has been reviewed by the Chief Fire Prevention Officer, it may be returned to you via e-mail with an attached “checklist” outlining any required additions/corrections.
3. If you require any information or clarification regarding any of these fields contact Chief Fire Prevention Officer Randy Vezina at randy.vezina@cityofnorthbay.ca or click on this web site to view the *Ontario Fire Code*. [Ontario Fire Code](#)
4. If the floor plan drawing(s) is not completed with a computer it shall be scanned and submitted by email to randy.vezina@cityofnorthbay.ca
5. Due to time restraints, it is important that you follow these instructions and liaison with the Chief Fire Prevention Officer via email.
6. The contacts for all Fire Prevention staff are:
 - a. Chief Fire Prevention Officer Randy Vezina
705-474-0400 ext. 4835
randy.vezina@cityofnorthbay.ca
 - b. Public Education Officer Sheri Korn
705-474-0400 ext. 4806
sheri.korn@cityofnorthbay.ca
 - c. Fire Prevention Officer Joe Gardiner
705-474-0400 ext. 4841
joe.gardiner@cityofnorthbay.ca

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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 Code defines “**OWNER**” as “any person, firm or corporation controlling the property under consideration”. Consequently, owners may be managers, maintenance staff and tenant groups.

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: _____

SUBMISSION PROCEDURES

When the fire safety plan and floor plan drawings have been completed please **submit by e-mail only** to Chief Fire Prevention Officer (CFPO) Randy Vezina at **randy.vezina@cityofnorthbay.ca**. The CFPO may return the plan and drawing(s) to you via e-mail with an attached “checklist” with required additions/corrections. When additions/corrections are complete, re-submit to the CFPO **via e-mail** and when approved a signed copy will be returned to the author via Canada Post and one copy will be retained by the North Bay Fire & Emergency Services.

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

The Fire Safety Plan shall be reviewed as often as is necessary, but at intervals not greater than 12 months, to ensure that it takes into account changes in the use and other characteristics of the building

School Resource Audit

You are required to place an 'X' in the check boxes provided. Place the 'X' inside the box, not on the outside. If you experience a problem, simply right-click on the box, left-click *properties*, and then left-click the circle marked *checked*.

Any box (or shaded area) that is not applicable to your building must be marked **N/A**

SCHOOL PROFILE AND FIRE SAFETY SYSTEMS

Building Information		
School name.:	School Construction Type: (combustible or non-combustible)	
Address:		
City: North Bay	Postal Code:	
Number of Stories:	Building Area: meters square	
School Facilities		
Do you have a parking garage? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have an elevator? Yes <input type="checkbox"/> No <input type="checkbox"/> Automatic Recall Yes <input type="checkbox"/> No <input type="checkbox"/> Manual Recall Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there a firefighter elevator? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have smoke control devices? Yes <input type="checkbox"/> No <input type="checkbox"/> Magnetic hold open devices on doors? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there interior roof access? Yes <input type="checkbox"/> No <input type="checkbox"/> Where?	
Do all stairwells exit to the exterior? Yes <input type="checkbox"/> No <input type="checkbox"/> If no explain?		
Do you have hazardous materials stored on site? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list the materials and there quantities:		
Building Access		
<input type="checkbox"/> Lock Box	<input type="checkbox"/> CHUBB	Location:
<input type="checkbox"/> Entry Code	<input type="checkbox"/> Other Type	
Onsite Building Information		
<input type="checkbox"/> Fire Safety Plan	Location:	
<input type="checkbox"/> WHMIS Information	Location:	
<input type="checkbox"/> Other	Location:	
Occupant Load		
Students/Occupants	Total Number:	Daytime approx. Number:
		Evenings approx. Number:

(school resource audit continued)

ALARMS & EVACUATION SYSTEMS

Alarm Systems		
<input type="checkbox"/> Main Fire Alarm Control Panel	Location:	
<input type="checkbox"/> Annunciator Panel Location	Location(s):	
Type of Alarm (Check the appropriate box below.)		
<input type="checkbox"/> Single Stage Fire Alarm System		
Make: _____ Model: _____		
<input type="checkbox"/> Security/Intrusion	<input type="checkbox"/> Partial System	<input type="checkbox"/> Sprinkler System used as Fire Alarm
Fire Protection Devices (Check any that are present in your building)		
<input type="checkbox"/> Smoke Alarms (Battery or hardwired units)	<input type="checkbox"/> Emergency Lighting (Battery powered)	
<input type="checkbox"/> Smoke Detectors (Alarm System)	<input type="checkbox"/> Carbon Monoxide Detectors	
<input type="checkbox"/> Heat Detectors	<input type="checkbox"/> Fire Extinguishers	
<input type="checkbox"/> Evacuation Communications System (PA)	<input type="checkbox"/> Voice Communication System	
<input type="checkbox"/> Commercial Kitchen Hood Suppression System	<input type="checkbox"/> Exit Signs (internally illuminated)	
Evacuation Information		
<input type="checkbox"/> Meeting Place (Location occupants assemble immediately after leaving building during evacuation.)		
Location: _____		
<input type="checkbox"/> Areas of Refuge: (Shelter if necessary)	_____	
Re-Entry Procedures: (Wait for approval from Fire Official)		

FIRE PROTECTION

Water Supply		
Is there a fire hydrant within 90 meters of your buildings front door? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you answered no, is there another year round source of water on your property (swimming pool, reservoir, pond, etc...)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you answered no to both questions, immediately contact Fire Prevention at 474-0400		
Sprinkler System		
Do you have a sprinkler system in your building? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to next entry.)		
If yes, does it cover your whole building? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, what areas are sprinklered?		
If you have a sprinkler system in your building, the following devices must be indicated on the diagram of your building: Fire Department Connection (Siamese) Connection, Sprinkler Control Room, Fire Pump(s), Main Control Valve, Isolation Control Valve(s), and Post Indicator Valve(s).		
Is your sprinkler connected to the Fire Alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, is there a water gong or other alerting device to indicate water flow? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, immediately contact Fire Prevention at 474-5662		
Standpipe System		
Do you have a standpipe system in your building? (Fire hose cabinets) Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to next entry.)		
If yes, does it cover your whole building? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, what areas are covered?		
Do your fire hose cabinets have fire extinguishers? Yes <input type="checkbox"/> No <input type="checkbox"/>		
How are the hose cabinet doors opened if they are locked or fastened?		
If you have a standpipe system in your building, the following devices must be indicated on the diagram of your building: Fire Department Connection (Siamese) Connection, Hose Cabinets, and Main Shut Off Valve.		
Fixed Extinguishing Systems		
<u>Area Protected</u>	<u>Type</u>	<u>Specify Details</u>
<input type="checkbox"/> Kitchen/Commercial (NFPA 96)		
<input type="checkbox"/> Spray Booth		
<input type="checkbox"/> Other		
Extinguishing System connected to Fire Alarm Yes <input type="checkbox"/> : No <input type="checkbox"/>		

(school resource audit continued)

UTILITY PROVISIONS

Electrical, Utility & Fuel Supplies			
<input type="checkbox"/> Water Main Shut off	<input type="checkbox"/> Main Electrical Shut off		
<input type="checkbox"/> Natural Gas Shut off	<input type="checkbox"/> Fuel Oil/Diesel Shut off		
<input type="checkbox"/> Emergency Generator	Location:		
All the above items must be indicated on your building diagram.			
Refuse			
			Sprinkler Coverage
<input type="checkbox"/> Garbage Room	Location:		<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Chute	Location:		<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Compactor	Location:		<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Exterior Storage	Location:		
All the above items must be indicated on your building diagram.			

Human Resource Audit

Ownership				
Building Owner:		Phone:	Res: ()	Cell: ()
Address:		Bus: ()		Ext:
City:	Postal Code:	Fax: ()	Pager: ()	
		Email:		
Keyholders (enter keyholder information in the order of priority for contacting)				
1. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)				
Name:		Phone:	Res: ()	Cell: ()
Position:		Bus: ()		Ext:
Address:		Fax: ()		Pager: ()
2. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)				
Name:		Phone:	Res: ()	Cell: ()
Position:		Bus: ()		Ext:
Address:		Fax: ()		Pager: ()
3. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)				
Name:		Phone:	Res: ()	Cell: ()
Position:		Bus: ()		Ext:
Address:		Fax: ()		Pager: ()
4. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)				
Name:		Phone:	Res: ()	Cell: ()
Position:		Bus: ()		Ext:
Address:		Fax: ()		Pager: ()
5. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same check the appropriate box.)				
Name:		Phone:	Res: ()	Cell: ()
Position:		Bus: ()		Ext:
Address:		Fax: ()		Pager: ()
FIRE ALARM MONITORING			Phone No.	
SPRINKER MONITORING			Phone No.	

Important reminder – if there is any change to personnel you must make the change on this page immediately and ensure the change is reflected in your document that is located in your Fire Safety Plan box at the entrance of the building. Also, please forward the change to the Chief Fire Prevention Officer (randy.vezina@cityofnorthbay.ca).

Emergency Procedures and Related Duties

THE ACTIONS TO BE TAKEN BY STUDENTS IN EMERGENCY SITUATIONS SHALL BE POSTED IN EACH ROOM AND AT ALL FIRE ALARM SYSTEM PULL STATIONS AND EXITS. THE INSTRUCTIONS SHALL READ AS FOLLOWS:

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- LEAVE FIRE AREA IMMEDIATELY
- CLOSE DOORS
- SOUND FIRE ALARM
- CALL 911
- LEAVE BUILDING VIA NEAREST EXIT

UPON HEARING FIRE ALARM

- LEAVE BUILDING VIA NEAREST EXIT
- CLOSE DOOR BEHIND YOU

C A U T I O N

IF SMOKE IS HEAVY IN THE CORRIDOR IT MAY BE SAFER TO STAY IN YOUR AREA. CLOSE DOOR AND ATTEMPT TO SEAL OFF ANY CRACKS.

IF YOU ENCOUNTER SMOKE IN THE STAIRWAY, USE ALTERNATE EXIT.

Decals with this information can be purchased from the 'Fire Marshal's Public Fire Safety Council's Distribution Centre.' toll free: 866-379-6668

(emergency procedures and related duties continued)

HEAD CUSTODIAN OR HIS DESIGNATE

(emergency procedures and related duties)

- + ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED
- + NOTIFY THE PRINCIPAL OF THE EMERGENCY CONDITIONS
- + **Dial: 9-1-1**
- + UPON ARRIVAL OF FIRE FIGHTERS, INFORM THE FIRE OFFICER REGARDING CONDITIONS IN THE BUILDING.
- + PROVIDE ACCESS AND VITAL INFORMATION TO THE FIREFIGHTERS (E.G. MASTER KEYS FOR CLASSROOMS, SERVICE ROOMS, ETC.)
- + **ENSURE THAT THE FIRE ALARM SYSTEM IS NOT SILENCED UNTIL THE FIRE DEPARTMENT HAS RESPONDED AND THE CAUSE OF THE ALARM HAS BEEN INVESTIGATED.**
- + SILENCE AND RESET THE FIRE ALARM SYSTEM AT THE FIRE ALARM CONTROL PANEL WHEN DIRECTED TO DO SO BY THE FIRE DEPARTMENT. **THE FIRE DEPARTMENT WILL NOT SILENCE OR RESET THE FIRE ALARM SYSTEM.** THE FIRE ALARM CONTROL PANEL HAS ALARM SILENCING AND ALARM RESET BUTTONS. THE FIRE ALARM CONTROL PANEL IS LOCATED IN:

(emergency procedures and related duties continued)

THE SCHOOL PRINCIPAL

(emergency procedures and related duties)

TRAINING OF PRINCIPALS SHALL BE THE RESPONSIBILITY OF THE BOARD OF EDUCATION AND HE/SHE WILL DISCUSS ALL ASPECTS OF THE FIRE SAFETY PLAN AS IT APPLIES TO THE FIRE CODE. THE PRINCIPAL SHALL BE INSTRUCTED ON HOW TO TRAIN HIS/HER STAFF ON SITE, AS IT WOULD APPLY TO A PARTICULAR BUILDING.

IN THE EVENT OF A FIRE:

- + ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED
- + NOTIFY THE FIRE DEPARTMENT OF THE EMERGENCY CONDITIONS
- + **DIAL: 9-1-1**
- + ARRANGE FOR THE HEAD CUSTODIAN OR HIS DESIGNATE TO CONTACT THE FIRE DEPARTMENT IN YOUR ABSENCE
- +SUPERVISE THE EVACUATION OF THE STUDENTS
- + SEE THAT THE ALARM SYSTEM IS NOT SILENCED UNTIL THE FIRE DEPARTMENT HAS RESPONDED AND THE CAUSE OF THE ALARM HAS BEEN INVESTIGATED.

IN GENERAL

KEEP DOORS TO STAIRWAYS CLOSED AT ALL TIMES. USE OF WEDGES TO HOLD CORRIDOR AND STAIRWELL DOORS OPEN IS PROHIBITED.

KEEP STAIRWAYS, LANDINGS, HALLWAYS, PASSAGEWAYS AND EXITS, INSIDE AND OUTSIDE; CLEAR OF ANY OBSTRUCTIONS AT ALL TIMES.

DO NOT PERMIT COMBUSTIBLE WASTE MATERIALS TO ACCUMULATE IN QUANTITIES OR LOCATIONS WHICH WILL CONSTITUTE A FIRE HAZARD.

PROMPTLY REMOVE ALL COMBUSTIBLE WASTE FROM ALL AREAS WHERE WASTE IS PLACED FOR DISPOSAL.

KEEP ACCESS ROADWAYS, FIRE ROUTES AND FIRE PUMPER CONNECTIONS CLEAR AND ACCESSIBLE FOR FIRE DEPARTMENT USE.

(emergency procedures and related duties continued - Principal)

HAVE A WORKING KNOWLEDGE OF THE FIRE ALARM SYSTEM AND HOW TO RESET THE FIRE ALARM PANEL.

IN THE EVENT OF ANY SHUTDOWN OF FIRE PROTECTION EQUIPMENT NOTIFY THE FIRE DEPARTMENT AND YOUR MANAGER AND PATROL THE HALLWAYS ONCE EVERY HOUR.

DESIGNATE A SUBSTITUTE IN YOUR ABSENCE

PARTICIPATE IN FIRE DRILLS: STUDENTS AND STAFF PARTICIPATION IS MANDATORY

ESTABLISH EMERGENCY PROCEDURES TO BE FOLLOWED AT THE TIME OF AN EMERGENCY

APPOINT AND ORGANIZE DESIGNATED SUPERVISORY STAFF TO CARRY OUT FIRE SAFETY DUTIES

INSTRUCT TEACHING STAFF SO THAT THEY ARE AWARE OF THEIR RESPONSIBILITIES FOR FIRE SAFETY

PROVIDE ALTERNATIVE MEASURES FOR SAFETY OF OCCUPANTS DURING SHUTDOWN OF FIRE PROTECTION EQUIPMENT

ASSURE THAT CHECKS, INSPECTIONS AND TESTS, AS REQUIRED BY THE FIRE CODE, ARE COMPLETED ON SCHEDULE AND THAT RECORDS ARE RETAINED.

NOTIFY THE CHIEF FIRE OFFICIAL REGARDING CHANGES IN THE FIRE SAFETY PLAN.

BE IN COMPLETE CHARGE OF THE APPROVED FIRE SAFETY PLAN AND THE SPECIFIC RESPONSIBILITIES OF THE PERSONNEL.

DESIGNATE AND TRAIN SUFFICIENT ASSISTANTS TO ACT IN THIS POSITION.

EDUCATE AND TRAIN ALL TEACHING PERSONNEL IN THE USE OF THE EXISTING FIRE SAFETY EQUIPMENT, AND IN THE ACTIONS TO BE TAKEN UNDER THE APPROVED FIRE SAFETY PLAN.

SURVEY THE BUILDING TO DETERMINE THE NUMBER OF EXITS AVAILABLE FROM EACH FLOOR OR AREA.

PREPARE AND POST ON EACH FLOOR OR AREA, A SCHEMATIC AND EMERGENCY PROCEDURE FOR USE BY THE OCCUPANTS OF EACH EXIT, PRIMARY AND SECONDARY, IN CASE OF EVACUATION.

(emergency procedures and related duties continued - Principal)

ENSURE THAT THE SCHEMATIC DIAGRAMS SHOW TYPE, LOCATION AND OPERATION OF ALL BUILDING FIRE EMERGENCY SYSTEMS, (E.G. LOCATION OF FIRE ALARM CONTROL PANEL AND FIRE HOSE CABINETS).

ENSURE A COPY OF THE FIRE SAFETY PLAN IS KEPT IN THE MAIN OFFICE AND CUSTODIAL ROOM.

ENSURE A PROCEDURE IS IN PLACE TO EVACUATE ENDANGERED OCCUPANTS SUCH AS INDIVIDUALS WITH SPECIAL NEEDS AND INCLUDE ALTERNATE MEANS OF EGRESS FOR ALL PERSONS INVOLVED. INCLUDE IN THE FIRE SAFETY PLAN SPECIFIC DETAILS ON HOW THESE INDIVIDUALS WILL BE CARED FOR/EVACUATED IN THE EVENT OF AN EMERGENCY.

IF THE SCHOOL CONTAINS AN ORGANIZED DAYCARE INCLUDE THIS IN THE SCHEMATICS. (THEY ARE REQUIRED TO SUBMIT A SEPARATE FIRE SAFETY PLAN).

(emergency procedures and related duties continued)

TEACHERS

(FIRE ALARM PROCEDURES AND RELATED DUTIES)

IN THE EVENT OF A FIRE:

- + ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED
- + SUPERVISE THE EVACUATION OF THE STUDENTS IN YOUR RESPONSIBILITY
- + PERFORM HEAD COUNTS TO ENSURE ALL STUDENTS ARE ACCOUNTED FOR
- + REPORT TO PRINCIPAL ANY DISCREPANCIES.

TEMPORARY TEACHERS AND EXTRA-CURRICULAR OCCUPANTS

(FIRE ALARM PROCEDURES AND RELATED DUTIES)

IN THE EVENT OF A FIRE:

- +ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED
- +SUPERVISE THE EVACUATION OF PEOPLE IN YOUR RESPONSIBILITY
- +PERFORM HEAD COUNTS TO ENSURE ALL PEOPLE ARE ACCOUNTED FOR
- +REPORT TO FIRE DEPARTMENT ANY DISCREPANCIES

(emergency procedures and related duties continued)

Are there persons on site with disabilities (or is there potential for persons to be on site with disabilities) which may hinder their evacuation. **If so, you must plan for their evacuation and state that plan in writing on the following page.** Disabilities may include but not limited to loss of (or limited) sight, mobility issues, cognitive issues. If any person requires assistance in evacuating Supervisory Staff may have to seek assistance from any responsible, able-bodied person to move the person outside and a responsible person must remain with that person at the designated meeting area. Whenever possible, persons requiring assistance must be moved to an exit with their assistive devices, i.e. wheelchairs, crutches, scooters, as they will require these devices once outside the building. The device may have to be left in the building if it is too heavy or too large to be safely, quickly and easily transported, or if it is likely to block the emergency exit.

Are there operations in the building which could pose a fire hazard such as spray booths, dip tanks, welding and cutting, dust collection systems, use or storage of flammable/combustible liquids/gases? **If so, you must plan and implement emergency procedures for each, individual operation and state that plan(s) in writing on the following page.**

(emergency procedures and related duties continued)

Required Additional Emergency Procedures

Fire Drills

THE PURPOSE OF A FIRE DRILL IS TO ENSURE THAT THE STUDENTS AND STAFF ARE FAMILIAR WITH EMERGENCY EVACUATION PROCEDURES, RESULTING IN ORDERLY EVACUATION WITH EFFICIENT USE OF EXIT FACILITIES. FIRE DRILL PROCEDURES MUST ADDRESS STUDENT AND STAFF ACCOUNTABILITY IN AN EVACUATION. THIS ELEMENT OF THE PLAN SHOULD IDENTIFY PERSON(S) IN CHARGE, INSURE ACCURATE CLASS ATTENDANCE ROSTERS ARE AVAILABLE AND IDENTIFY A SPECIFIC LOCATION FOR EVACUEES TO ASSEMBLE.

CONSIDER HAVING TEACHERS AND STUDENTS USE THEIR ALTERNATIVE EXIT FOR ONE OF THE THREE REQUIRED DRILLS IN ORDER TO SIMULATE A REAL EMERGENCY.

FIRE DRILLS MUST BE CONDUCTED ON EACH FLOOR OR AREA. A VOICE COMMUNICATION SYSTEM SHOULD BE USED WHERE AVAILABLE.

FOLLOWING EACH DRILL, ALL PERSONS OF DELEGATED RESPONSIBILITY SHOULD ATTEND A BRIEFING, TO REPORT ON THEIR ACTIONS AND THE REACTIONS OF THE STUDENTS. FIRE DRILLS MUST BE CONDUCTED FOR A BUILDING OF THIS TYPE, IN ACCORDANCE WITH THE FREQUENCIES STATED IN THE FIRE CODE WHICH IS **THREE TIMES PER SEMESTER.**

A FIRE DRILL RECORD MUST BE KEPT AND RETAINED AT THE SCHOOL FOR 12 MONTHS.

(fire drills continued)

Fire drills will be held at least once every _____ month(s) to ensure efficient execution of the Emergency Procedures. Refer to the Ontario Fire Code (Subsection 2.8.3) for the required number of fire drills. Fire drill records are required to be retained for a **period of one year.**

FIRE DRILL RECORD

Date of drill:	
Principal:	
Teacher:	
Teacher:	
Teacher:	
Teacher:	
Teacher:	
Teacher:	
Teacher:	
Teacher:	
Teacher:	
Custodian:	
Custodian:	
Custodian:	
Custodian:	
Other:	
Other:	
Other:	

(fire drills continued)

Deficiencies noted during Fire Drill

General Fire Drill comments and corrective actions to be implemented

Fire Extinguishment - Control - Confinement

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 must be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that North Bay Fire and Emergency Services have 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 aiming at base of fire (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.

Mount extinguishers in a visible area without obstructions around them.

NOTE: Prior to using a K-type extinguisher, activate the kitchen extinguishing system.

Alternative Measures for Occupant Fire Safety

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 at each floor level and at each exit and elevator with respect 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 watchpersons, bull-horns, walkie-talkies, cell phones etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from North Bay 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 North Bay Fire & Emergency Services, dial (705) 474-5662 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. North Bay Fire and Emergency Services are 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 or other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify North Bay Fire & Emergency Services, your alarm monitoring company 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.

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

FIRE HAZARDS

IN ORDER TO AVOID FIRE HAZARDS IN THE BUILDING

- DO NOT PUT BURNING MATERIALS INTO GARBAGE CANS
- AVOID UNSAFE COOKING PRACTISES. (I.E. DEEP FAT FRYING), TOO MUCH HEAT, UNATTENDED STOVES, LOOSELY HANGING SLEEVES
- DO NOT USE UNSAFE ELECTRICAL APPLIANCES, FRAYED EXTENSION CORDS, OVER-LOADED OUTLETS OR LAMP WIRE FOR PERMANENT WIRING.
- PROPERLY STORE FLAMMABLE MATERIALS IN APPROVED CONTAINERS AND LOCKED, METAL CABINETS.

IN GENERAL, STUDENTS AND STAFF ARE ADVISED TO

- KEEP FIRE ROUTES CLEAR
- KNOW WHERE THE ALARM PULL STATIONS AND EXITS ARE LOCATED.
- IN THE CASE OF AN EMERGENCY CALL: **9-1-1**
- KNOW THE CORRECT BUILDING ADDRESS:

Address:

Maintenance Requirements of Building Fire & Life Safety Systems

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 your 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

Inspect means physical examination to determine that the device or system will apparently perform in accordance with its intended function

Test means the operation of a device or system to ensure that it will perform in accordance with its intended operation or 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 of (Person's Name or Company in this Field):**

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

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

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

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.

Monthly

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

Yearly

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

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.

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

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.

Portable Fire Extinguishers

General

Responsibility of (Person's Name or Company in this Field):

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

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.

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.

Monthly

Portable extinguishers shall be **inspected** monthly.

Yearly

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

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

- a) mechanical parts
- b) extinguishing agent

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

Responsibility of (Person's Name or Company in this Field):

5 Years

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

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.

Fire Alarm

General **Responsibility of (Person's Name or Company in this Field):**

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

Fire alarm shall be kept unobstructed.

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

Daily

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

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

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

Monthly (cont.) **Responsibility of (Person's Name or Company in this Field):**

Voice paging capability to one zone shall be **tested** monthly on a rotational basis.

One emergency telephone shall be **tested** monthly on a rotational basis for operation and correct indication at control unit.

Loudspeakers shall be **tested** monthly as an all-call signal to ensure they function as intended.

At least one firefighter's emergency telephone shall be **tested** monthly on a rotational basis to ensure communication with the control unit. All telephones shall be **tested** each year.

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".

Voice communications between floor areas and the central alarm control facility shall be **tested** annually, as required for fire alarm initiating and signally devices.

Standpipe Systems

Monthly **Responsibility of (Person's Name or Company in this Field):**

Hose cabinets shall be **inspected** monthly to ensure that the hose and equipment are in the proper position and appear to be operable.

Yearly

Plugs or caps on Fire Department connections shall be removed annually and the threads **inspected** for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.

If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.

Hose valves shall be **inspected** annually to ensure that they are tight and that there is no water leakage into the hose.

Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.

Sprinkler Systems (Wet)

General **Responsibility of (Person's Name or Company in this Field):**

Auxiliary drains shall be **inspected** as required to prevent freezing.

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.

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.

Monthly

On all sprinkler systems, an alarm **test**, using the alarm test connection located at the sprinkler valve, shall be performed monthly.

Two Months

All transmitters and water flow devices shall be **tested** at two month intervals.

Six Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six month intervals.

Yearly **Responsibility of (Person's Name or Company in this Field):**

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.

Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair.

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.

On wet sprinkler systems, water-flow alarm **test** using the most hydraulically remote test connection, shall be performed annually.

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.

Sprinkler Systems (Dry)

General **Responsibility of (Person's Name or Company in this Field):**

Auxiliary drains shall be **inspected** as required to prevent freezing.

Dry-pipe valve rooms or enclosures in unheated buildings shall be **checked** as often as necessary when the outside temperature falls below 0° Celsius to ensure that the system does not freeze.

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.

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.

System pressure gauges shall be **checked** weekly. The system shall be maintained at the required operating pressure.

Monthly

On all sprinkler systems, an alarm **test**, using the alarm test connection located at the sprinkler valve, shall be performed monthly.

2 Months

All transmitters and water flow devices shall be **tested** at two month intervals.

3 Months **Responsibility of (Person's Name or Company in this Field):**

The priming water supply for dry pipe systems shall be **inspected** every three months to ensure that the proper level above the dry pipe valve is maintained.

6 Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six month

Yearly

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.

Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. A full flow trip test, with the control valve fully open, shall be conducted at least every three years.

15 Years

Every fifteen years, dry pipe systems shall be **inspected** for obstructions in the sprinkler piping and if necessary, the entire system shall be flushed of foreign material.

Water Supplies for Firefighting (Fire Pumps)

Daily **Responsibility of (Person's Name or Company in this Field):**

The temperature of pump rooms shall be **checked** daily during freezing weather.

Weekly

Valves controlling water supplies exclusively for fire protection systems shall be **inspected** weekly to ensure that they are fully open and sealed or locked in that position.

Fire pumps shall be started once per week at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be **inspected**.

Internal combustion engine fire pumps shall be operated once per week for a sufficient time to bring the engine up to normal operating temperature. The storage batteries, lubrication systems and fuel supplies shall be **inspected**.

Yearly

Fire pumps shall be **tested** annually at full rated capacity to ensure that they are capable of delivering the rated flow.

Private Fire Hydrants

General **Responsibility of (Person's Name or Company in this Field):**

Hydrants shall be readily available and unobstructed for use at all times.

Yearly

Hydrants shall be **inspected** annually after each use.

Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and **inspected** for wear, rust or obstructions.

The hydrant barrel shall be **inspected** annually to ensure that no water has accumulated.

The drain valve shall be **inspected** for operation if water is found in the hydrant barrel when main valve is closed.

Hydrant waterflow shall be **inspected** annually and a record shall be kept.

Water Supplies for Firefighting (Water Tanks)

Daily **Responsibility of (Person's Name or Company in this Field):**

Water tank heat equipment, tank enclosure and/or water temperature shall be **checked** daily during freezing weather.

Weekly

Water levels and air pressure in pressure tanks shall be **checked** weekly and the relief valves on the air and the water lines shall be **inspected** weekly.

Monthly

Water level in gravity tanks shall be **inspected** monthly.

Yearly

An annual **inspection** shall be made of water tanks for fire protection, tank supporting structures and water supply systems including piping, control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in operating condition.

Cathodic protection equipment in water tanks shall be **inspected** annually.

2 Years

Water tanks shall be **checked** every two years for corrosion.

5 Years

Water tanks shall be **inspected** every five years and scraped and repainted as required.

Commercial Cooking Equipment

General **Responsibility of (Person's Name or Company in this Field):**

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".

Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.

Weekly

Hoods, grease removal devices, fans, ducts, and other equipment shall be **checked** weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.

6 Months

Inspection and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1.

Emergency Lighting System

Daily **Responsibility of (Person's Name or Company in this Field):**

Check pilot lights for indication of proper operation.

Monthly

Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications.

Ensure that battery surface is clean and dry.

Ensure that terminal connections are clean, free of corrosion and lubricated.

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.

Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply.

Yearly

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.

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.

Emergency Power System

General **Responsibility of (Person's Name or Company in this Field):**

Emergency power systems shall be **inspected, tested** and maintained in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".

To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer's instructions.

At least two copies of the instruction manual shall be maintained.

Monthly

The emergency electrical power shall be completely **tested** monthly as follows:





















- a) Simulate a failure of the normal power supply.
- b) Arrange so that:
 - i) an engine generator set operates under at least 30% of the rated load for 60 minutes and;
 - ii) all automatic transfer switches are operated under load.
- c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls.
- d) Record all instrument readings associated with the prime mover and generator and verification that they are normal.
- e) Log and report as further prescribed in the manual of instruction for operation and maintenance.
- f) Check fuel supply for sufficient quantity.

Annually

Test the generator, control panel, and transfer switch in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".

Floor Plan Drawing – Symbols and Description

all symbols that are applicable to your building must be indicated

	Pull Pin For Kitchen Fire Suppression 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
	Indicate “North” on each page of the building schematic

FLOOR PLAN DRAWINGS

Floor plan drawings need not be Professional drawings, you may use a pen and ruler and it does not need to be to scale, just neat and legible

Include the location of all fire safety systems and devices such as fire access routes, hydrant locations, siamese locations, fire extinguishers, hose cabinets, water, gas, electrical and any other main utility shutoff.

If the school has potentially hazardous areas i.e. spray booth, dip tank, welding/cutting, dust collection system, commercial cooking facilities, storage of flammable/combustible liquids and gases, indicate location on map.

Clearly indicate 'main' entrance and all other **exits**. As well, if the school contains a daycare or 'other' organized program, please identify location.

Please submit your completed Fire Safety Plan and floor drawings *by e-mail only* so that we may review same and if required, we will email the documents back to you and include our "Checklist" that will contain all necessary additions and corrections. When re-submitting the Fire Safety Plan, do so *via e-mail only*, at which time we will review it a second time and if all is in order we will print off a hard copy, sign it and mail it to you via Canada Post and upon receipt you must place it in the approved location in the building.