

Fire Safety Planning

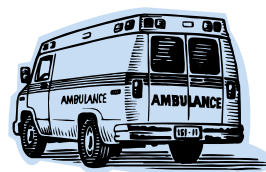
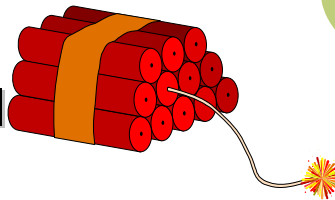


A Fire Safety Plan is designed by the building owner through a fire protection company and in co-operation with the Fire Department to identify the actions that should be taken by the occupants and building management in the event of a fire or similar emergency situation.

In addition, items are identified that must be implemented and documented, where required in order to maintain fire protection systems and assist in the prevention of a fire on the premise.

Types of Emergencies

- ↑ Fire
- ↑ Medical Emergency
- ↑ Bomb Threat
- ↑ Suspicious Package
- ↑ Hazardous Materials Spill
- ↑ Natural Disaster



Objectives

Fire Prevention

- To prevent the occurrence of fire through the control of fire hazards and the proper maintenance of the built-in fire and life safety systems and facilities.

Occupant Safety:

- To establish a systematic method for safe and orderly evacuation of the building in the case of fire or other emergency.

Fire Control:

- To establish procedures that will maximize the probability of controlling and extinguishing a fire in the safest and most efficient manner.

Who is Responsible?

Unless otherwise specified, the **owner** is responsible for carrying out the provisions of this Code.

Where this Code requires that records of inspections, maintenance procedures or tests be retained for examination by the authority having jurisdiction, such records shall be retained during the required time interval between the inspections, maintenance procedures or tests, or for 2 years, whichever is greater.

A written record shall be kept of all tests and corrective measures for a period of two years after they are made, and the record shall be made available upon request to the authority having jurisdiction.

Definitions

Owner:

includes a lease tenant , property manager/agent, a person in charge, a person who has care and control and a person who holds himself out as having powers and authority of ownership or who for the time being exercises the powers and authority of ownership.

Check:

means visual observation to ensure the device or system is in place and is not 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 operation of the device or system to ensure that it will perform in accordance with its intended operation and function.



Federal Bill C-45 Implications

- “ Every one who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task. “ - *Bill C-45*
- "Employers must fully recognize their responsibility in providing a safe work environment," said Minister Cauchon*. "Failure to do so in a manner that endangers employee and public safety must be appropriately dealt with through our criminal laws. I am pleased to introduce measures today that will effectively modernize the law on corporate liability."

*Ottawa, June 12, 2003 - House of Commons, the Honourable Martin Cauchon, Minister of Justice and Attorney General of Canada



Federal Bill C-45 Implications

- Bill C-45, an act to amend the Criminal Code, came into force March 31, 2004
- Defines who is responsible for the safety of persons in the workplace
- Allows for prosecution under charges of “criminal negligence” when those responsibilities are recklessly or willfully disregarded
- Clearly indicates that organizations can and will be held responsible for the actions of all of their employees, and for their lack of action
- Includes people* with authority to make decisions about day-to-day operations

*directors, executive officers, operations managers, plant managers, production managers

Fire Code

A fire safety plan conforming to this Section shall be prepared in co-operation with the local fire department and other applicable regulatory authorities and shall include:

- a) the emergency procedures to be used in case of fire, including
 - i) sounding the fire alarm
 - ii) notifying the fire department,
 - iii) instructing occupants on procedures to be followed when the fire alarm sounds,
 - iv) evacuating occupants, including special provisions for persons requiring assistance (see Appendix A),
 - v) confining, controlling and extinguishing the fire,
- b) the appointment and organization of designated supervisory staff to carry out fire safety duties,

Fire Code

- c) the training of supervisory staff and other occupants in their responsibilities for fire safety,
- d) documents, including diagrams, showing the type, location and operation of the building fire emergency systems,
- e) the holding of fire drills,
- f) the control of fire hazards in the building, and
- g) the inspection and maintenance of building facilities provided for the safety of occupants.

The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

Fire Code

- The Fire Code also contains specific requirements for the keeping of records of routine maintenance. Log books must be kept and may be created by the owner in a format useful to the owner. Special log books are not required, but are available for this purpose, call SCO for all your log book needs 416-901-9198 or e-mail your order to orders@subcomone.com
- The Fire Code requires that records of all tests and corrective measures be retained for a period of two years after they are made.
- During routine inspections the local Fire Prevention Officer(s) may request records to ensure that the necessary checks, inspections and/or tests are being done and records are in order.

Fire Protection Measures



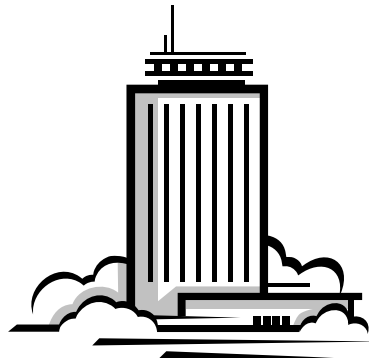
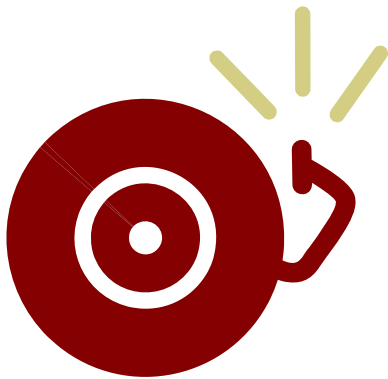
Fire Alarm Systems

The purpose of a fire alarm system is to alert all the occupants of the building that an emergency of fire exists, so that such occupants may put into practice the measures required by the Fire Safety Plan.

All fire alarm systems shall be maintained in full operation conditions at all times.

There are two main types of fire alarm systems namely, single stage systems and two stage systems.

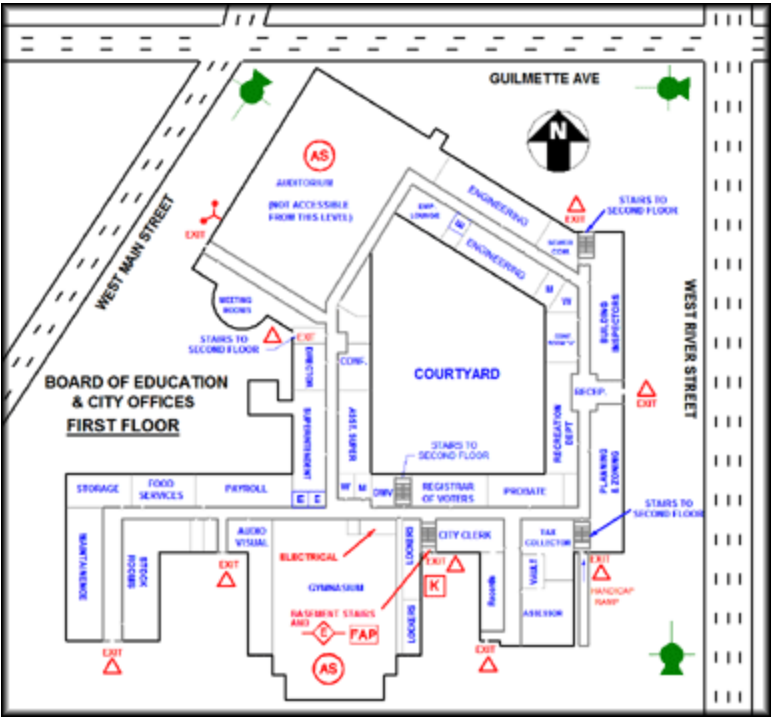
- A single stage system sounds a general alarm throughout the facility that may require total evacuation of the building. Operation of the fire alarm is activated by a manual pull station, heat detector, smoke detector or a sprinkler head.
- A two stage fire alarm system is designed to allow staff to investigate and take appropriate action and may require evacuation of the fire affected area(s). The general alarm or second signal is reserved as a clear indication for complete evacuation of the building where this proves necessary.



Fire Protection Measures

Exits

An exit is that part of a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge or to the outside of the building.



Fire Protection Measures

Fire Department Access

Fire Department access allows fire fighters and their equipment to gain access to the building. Vehicles parked in a fire route, excessive vegetation, snow and other forms of obstructions to access routes, fire hydrants and Fire Department connections are not permitted by the Fire Code.

Maintaining Fire Department access is an ongoing matter. In addition, access into a building requires consideration (i.e. with a key box, through preplanning etc.).

Portable Fire Extinguishers

Portable fire extinguishers are intended as a first aid measure to cope with fires of limited size. The basic types of fire extinguishers are Class A, B and C.



Portable fire extinguishers are rated for the corresponding classes of fire.

Fire Protection Measures

Standpipe and Hose Systems

A standpipe system is an arrangement of piping, valves and hose outlets installed in a building or structure in such a manner that water can be discharged through a hose and nozzle for the extinguishment of a fire. The system is connected to a water supply that permits an adequate supply of water to the hose outlets.

Automatic Sprinkler Systems

An automatic sprinkler system is a series of underground and overhead piping designed in accordance with fire protection engineering standards. The system is connected to a water supply such as a storage tank or municipal water supply. The system includes a controlling valve, a series of sprinkler heads and a device for actuating an alarm when the system is in operation. The system is usually activated by heat from a fire and discharges water over the fire area.

Fire Protection Measures

- **Water Supply**

The total water supplies required for fire fighting purposes may be supplied from various sources such as a municipal water supply, combination of sources; and should be obtained within practical distances. Water supplies must be accessible to fire fighting equipment.

Fire Pumps

Fire pumps are used to ensure that the water required for fire fighting and automatic sprinkler and standpipe and hose systems is available.

Emergency Power

Emergency power is required to ensure the continued operation of fire and life safety equipment and systems in case of loss of normal hydro-electric power.

Mandate

To mitigate the fire and life safety risk and to increase the emergency preparedness levels for the community through the development of a partnership between Building Owners and Managers and the local City and Fire Department.



Objectives

- Completion of pre-fire department arrival duties
- Production of consistent symbols for owner/buildings use
- Completion of fire and life safety inspections conducted by qualified Contracted trades at interval stipulated in the Fire Code.
- Design of a Fire and Life Safety Certification for operation/security staff and volunteer fire wardens
- Fire Warden training module designed and implemented
- The development of a project plan for fire fighting preplanning.

