

FIRE SAFETY PLAN

Central Recreation Centre



**Central Recreation Centre
519 Drury Lane
Burlington, Ontario
L7R 2X3
905-634-5571**

FIRE SAFETY PLAN

EMERGENCY CONTACT INFORMATION:

Ambulance/EMS: 9-1-1 (Emergency)
905-825-6000 (Ambulance Services Hotline)

Fire Department: 9-1-1 (Emergency)
905-637-8253 (Dispatch)

Police Service: 9-1-1 (Emergency)
905-825-4777 (Non-emergency)

Facility Address: **Central Recreation Centre**
519 Drury Lane
Burlington, Ontario
L7R 2X3

Phone #: 905-634-5571 | Operations Cell #: 905-638-5762

Prepared by: James Zourntos
Manager of Facility Operations
426 Brant Street
Burlington, Ontario
L7R 3Z6

Phone #: 289-208-4504 (cell)

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Section 1: Fire Safety Plan

1.1 Purpose

This Fire Safety Plan has been prepared for Central Recreation Centre, 519 Drury Lane Burlington, Ontario. This Fire Safety Plan has been prepared in conformance with Division B, Subsection 2.8.2 of the Ontario Fire Code. This Fire Safety Plan is designed to provide guidelines with respect to occupant safety in the event of a fire; to provide effective utilization of the fire safety features of the building; and to minimize the possibility of fires.

1.2 Scope

The plan outlines: what occupants are to do in the event of a fire; general fire safety and the control of fire hazards; supervisory staff and their related duties; building resources; maintenance requirements for fire and life safety systems; and the requirements for fire drills.

1.3 Emergency Resources

The Fire Safety Plan will also assist firefighters in the performance of their duties by providing information on fire suppression & detection systems, floor plans, as well as building & tenant information. In order for this plan to be effective all supervisory staff must know the Fire Safety Plan and be able to implement it in the event of a fire.

The Fire Safety Plan is approved by the Burlington Fire Department. This does not in any way relieve the owner, or the management of their responsibilities as set out under the Ontario Fire Code. The Burlington Fire Department may require this plan, or parts thereof, to be resubmitted if there are any changes to occupancy use, changes in standards, or because the Chief Fire Prevention Officer judges the current Fire Safety Plan as no longer being acceptable.

The Fire Safety Plan is required to be reviewed at least once per calendar year to ensure that it takes into account any changes regarding occupancy use, other characteristics of the building, or staffing and contact information updates. The Chief Fire Prevention Officer is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

Section 2: Contact Information

2.1 Emergency Contact Information

Fire/Police/Ambulance Emergency:	911
Fire Alarm Monitoring – A1 Security:	905-333-4566
Fire Alarm Service – Troy Life and Fire Safety:	1-877-441-8769 905-328-8718
Fire Department Dispatch:	905-637-8253

2.2 Owners Contact Information

Contact Name:	The Corporation of the City of Burlington
Address:	426 Brant Street PO Box 5013 Burlington, Ontario L7R 3Z6
Phone Number:	(905) 335-7600
Email Address:	city@burlington.ca

2.3 Contact Information

Contact Name:	James Zourntos — Manager of Facility Operations
Contact Number:	289-208-4504 (cell)
Address:	426 Brant Street Burlington, Ontario L7R 3Z6

2.4 Audit of Human Resources

Name & Address:	Company	Central Recreation Centre
	Address	519 Drury Lane
	City, Province	Burlington, Ontario
	Postal Code	L7R 2X3
	Telephone	905-634-5571
Owner		
Manager of Facility Operations:	Name	James Zourntos
	Emergency Contact #	289-208-4504 (Cell)
	Company	City of Burlington
	Address	426 Brant Street
	City, Province	Burlington, Ontario
	Postal Code	L7R 3Z6
	Telephone	905-336-1877 x 6518
	Email	james.zourntos@burlington.ca

2.5 Fire Wardens

Fire Wardens	
1.	Manager of Facility Operations
2.	Supervisor of Facility Operations
3.	Arena/Pool Operator
4.	Temp Arena/Pool Operator
5.	Operations Attendant

2.6 Facility Operations On Call Contact

Phone Number:

1-855-266-7243 ID: 73787#

Email Address:

78737@OnPage.com

2.6.1 Instructions to use OnPage System

1. Dial the applicable OnPage access number: 1-855-266-7243. If using a corporate phone dial 9 (to dial externally) followed by the phone number.
2. When prompted enter the OnPage ID followed by the **number sign**: 78737#
3. Enter your call-back number you can be reached at followed by the number sign. (e.g. 9052241234#)
4. Wait for confirmation that your page has been sent. The system will automatically hang up on you when process complete.

Pages will be answered by an on-call staff person within 15 minutes of the page being sent. If you do not receive a response within 15 minutes please re-send the page following the instructions above.

Section 3: Approved Distribution List

3.1 Fire Safety Plan

- Fire Department, Chief Fire Prevention Officer
- Chief Fire Warden, Parks & Recreation
- Fire Wardens
- Departments
- A copy of the emergency procedures is to be posted on each floor.

3.2 Building Orientation for Meetings:

- All renters and meeting organizers
 - Renters and meeting organizers of the Facility will be provided a Fire Safety Meeting Orientation at time of booking, outlining fire safety emergency procedures

Section 4: Building Descriptions and Components

4.1 Description of Building

Central Recreation Centre is issued as a standalone Class “A3” Building with Class 2 activities in the rinks. The facility was constructed in 1968 as a single pad arena.

The building is 2 (two) story’s with a mezzanine being constructed of reinforced concrete, steel and brick. The total area is 44,697 sq ft.

The building functions as a 1 (one) pad arena and is staffed on average Monday - Friday, 5 a.m. – 1 am and Saturday and Sunday 6:00am-12:00am. In addition to the 1 (one) ice pads there is one community room, capacity of 180.

Building Address:	519 Drury Lane Central Recreation Centre Burlington, Ontario L7R 2X3
Intersecting Street:	New Street & Drury Lane
Construction:	Non-combustible construction
Original Date of Construction:	1968
Major Occupancy:	Group A – Assembly Occupancy
Number of Stories:	Original – 2 stories above grade Addition – 1 story above grade
Elevator	In main lobby beside Auditorium doors
Building Area:	44,697 sq. ft.
Fire Department Access:	Direct access by the Burlington Fire Department is provided from Drury Lane on the Northeast side. Primary building access is provided through the front south entrances. Secondary building access is provided through the

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Northeast, Southwest alternative entrance/exits.

Municipal Fire Hydrant:

The building is served by fire hydrants, which are strategically located along the east boulevard of Drury Lane.

Fire Department Connections:

Sprinkler connection adjacent the Main Entrance (east façade)

Lockbox:

CHUBB Box adjacent the main entrance (east façade)

Main Electrical Shutoff Location:

The main electrical shutoff is located in the Electrical Room on the East side of the building.

Main Water Shutoff Location:

Underneath the stands, West side of building.

Main Gas Shutoff Location:

The gas shut-off for the arena is located on the Southwest exterior of the building near the Exit stairs.

Emergency Ammonia Valve:

The building arena uses an Ammonia refrigeration system to maintain the rinks. An emergency ammonia system valve is located on the exterior North side of the building in a box 10ft from the ground. This valve is only to be used for emergency situations by designated personnel who are qualified to purge the system.

4.2 Building Resources

4.2.1 Exits:

Stairs:

Stairs to the Upper Level are located in the Main Lobby. There are also stairs on either side of the Upper Level (West and East) that lead to outside.

Other Exits

The Main Entrance/exit is located on the Southside, alternate exits are located on around the perimeter of the Facility

4.2.2 Emergency Lighting:

Locations:

Throughout the Recreation Centre in all common areas, restrooms and at building exits. All emergency lighting is battery powered.

Power Source:

Generator serves backup for all common areas, restrooms and exits as well as Arena Rink lighting at 40%.

4.2.3 Portable Fire Extinguishers

Locations:

There are multi-purpose fire extinguishers located throughout the Recreation Centre in corridors and in common areas. They are all clearly identifiable.

Types:

10lb – abc /a, 5lb – abc / a, 5lb abc 050e, 20lb 1-ak

4.2.4 Fire Alarm System

Make:

Mircom

Model:

FX 200

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Fire Alarm Control Panel Location:	Electrical room east side of rink
Annunciator Panel:	Southside main entrance foyer
Secondary Power Supply:	Battery Back Up
Monitored:	A1 Security
Audible Signal Devices	YES
Smoke Detectors:	YES
Heat Detectors:	YES
Manual Pull Stations:	Adjacent to each exit door
Ancillary Devices:	NA

4.2.5 Rendezvous Point:

Location:	All staff and visitors should congregate in the west lawn in front of the arena away from the fire department access routes. Staffs and visitors must remain outside until it has been deemed safe by a Chief Fire Official to re-enter.
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Section 5: Confining, Controlling and Extinguishing the Fire

5.1 Confining the Fire

- Confining the fire is as simple as closing doors behind you when you leave a room or area.
- By closing doors, it will initially slow the spread of toxic smoke and assist in confining the fire.

5.2 Controlling the Fire

- This is primarily the responsibility of the Fire Department.
- The production of toxic smoke in buildings makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.
- Only after ensuring everyone has been evacuated from the area, the alarm has been activated and the Fire Department has been notified, must an experienced person (familiar with and trained in the use of fire extinguisher operation) attempt to extinguish a small fire.
- This is a voluntary act.
- Never attempt to fight a fire alone.
- Make sure you have a safe exit before you start fighting a fire.
- Never turn your back on a fire.
- If the fire cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.
- Leave the building and await the arrival of the Fire Department.

5.3 Instructions for Fire Extinguisher Use

The following are basic instructions for use of a fire extinguisher. Only persons whom are familiar with fire extinguisher operation should attempt to extinguish a small fire.

P – PULL	Pull the pin.
A – AIM	Always aim at the base of the fire using the nozzle provided.
S – SQUEEZE	Activate the fire extinguisher by squeezing the handle.
S – SWEEP	Move from side to side in a sweeping motion, watching to make sure that flames don't start up again.
	Break up any clumps of burnt materials to ensure the fire is fully extinguished.

5.3.1 Instructions for Fire Extinguisher Use Diagram



5.4 Types of Fires

- In order to choose the right type of fire extinguisher, you must know what type of fire you are attempting to control.
- If you are not sure, your best course of action is to leave the area and activate the fire alarm (if it has not already been activated).
- Extinguishers are labeled as to which type(s) of fire they are effective in controlling.

5.4.1 Types of Fires Diagram

















Extinguisher		Type of Fire					Special Notes
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats	
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity.
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use.
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No	Safe use up to 1000v.
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe on high and low voltages.

Section 6: Fire Hazards

6.1 Specific Hazards:

- Combustible materials stored in non-approved areas (i.e. service rooms).
- Fire doors not operating properly (i.e. wedged open)
- Improper storage of flammable & combustible 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.
- Do not permit combustible materials to accumulate in any part of a stairway, or other means of egress, or in ventilation shafts.
- Keep hallways, passageways and exits clear of any obstructions at all times.
- Perform regular inspection of exit areas and storage areas to ensure the removal of trash and hazardous materials.
- Keep access roadways and fire routes clear and accessible at all times.
- Ensure that electrical circuits are not over-fused or over-loaded.
- Do not use unsafe electrical appliances and/or frayed extension cords.

6.1.2 Classes of Fire Diagram

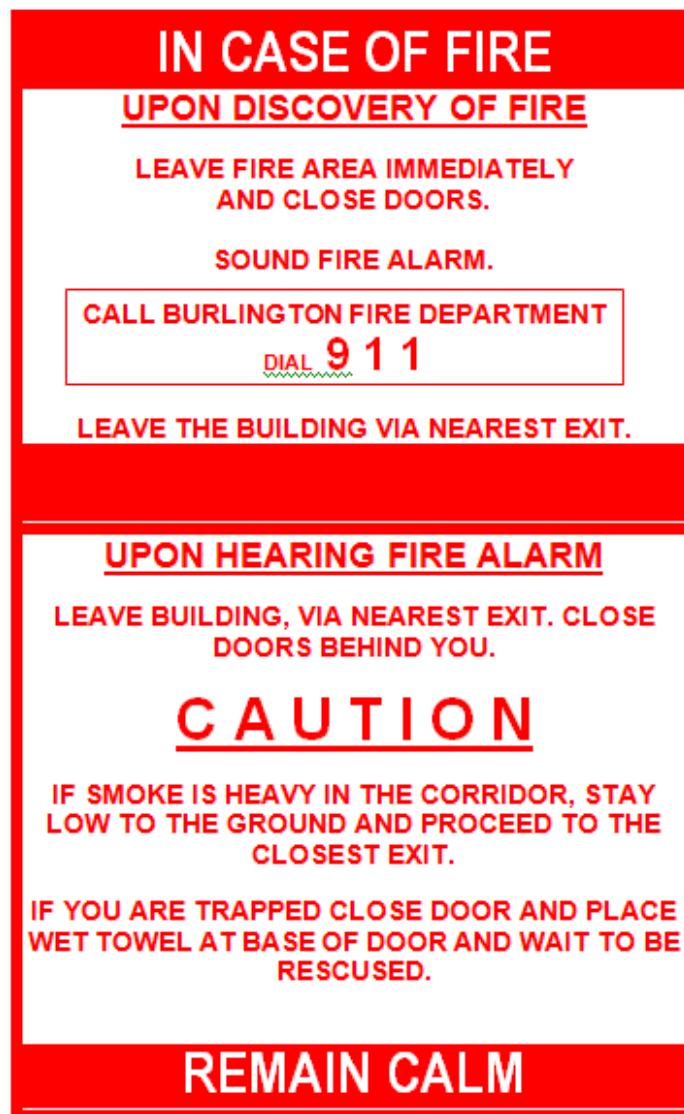
CLASSES OF FIRES	TYPES OF FIRES	PICTURE SYMBOL	TYPES OF EXTINGUISHERS
A	Wood, paper, cloth, trash & other ordinary materials.		CLASS A   
B	Gasoline, oil, paint and other flammable liquids.		CLASS AB   
C	May be used on fires involving live electrical equipment without danger to the operator.		CLASS BC  
D	Combustible metals and combustible metal alloys.		CLASS ABC   
K	Cooking media (Vegetable or Animal Oils and Fats)		

Section 7: Emergency Procedures

7.1 Fire Emergency Procedures to Post

Emergency procedure signage must be attached to the wall adjacent all fire alarm pull stations. The Ontario Fire Code states “At least one copy of the fire emergency procedures will be prominently posted and maintained on each floor area.” (Division B, Sentence 2.8.2.5. (1)).

7.1.1 Fire Emergency Procedures Signage



7.2 Emergency Procedures for All Staff and Building Occupants

7.2.1 In the Event of an Emergency

- All efforts should be made to evacuate the building to the Rendezvous point while taking consideration to the options and risks of injuries to yourself and others.
- Prepare and self evacuate the building by proceeding to the nearest building exits to outside ground level reporting to the Rendezvous Point located on the west lawn in front of the Arena.

7.2.2 Upon Discovery of Fire in the Building

- Alert occupants by yelling “FIRE”.
- Leave the fire area. Activate the fire alarm system using the pull station
- Close all doors behind you.
- Use the nearest exit to leave the building and proceed directly to the predetermined Rendezvous Point, located on the west lawn in front of the Arena.
- When safe to do so, call the Fire Department from a safe location. Dial 911. Never assume this has already been done.
- Give the address of the building (519 Drury Lane, Burlington, Ontario)
- Do not re-enter until it is declared safe to do so by the Fire Department.
- Keep the front entry area clear at all times.

7.2.3 Upon Discovery of Fire Entrapment

- Close the door but leave it unlocked for possible entry by firefighters.
- Dial 911 and give the Fire Department the building address (519 Drury Lane) and your location in the building (be specific).
- Seal all cracks where smoke can enter using wet materials, if possible.
- Keep low to the floor if smoke enters the room.
- Move to the most protected room.
- Remain calm. Do not panic.

7.2.4 Upon Hearing or Seeing the Fire Alarm

- Stop what you are doing and evacuate using the nearest exit to leave the building.
- Before opening, check door and doorknob for heat. If the door or doorknob is hot, go to an alternate exit. If they are not hot, crouch low and brace yourself against the

door and open it slightly. If you see smoke, feel air pressure or a hot draft, close the door quickly. Go to an alternate exit.

- If the corridor is free of fire and/or smoke, close the door behind you and leave by the nearest exit.
- Listen to any instruction from your areas designated fire warden.
- Do not return until it is declared safe to do so by the Fire Department.
- If you cannot leave your area or have returned to it because of fire or heavy smoke, remain in the area and;
- Close the door but leave it unlocked for possible entry by firefighters.
- Dial 911 and give the Fire Department the building address (519 Drury Lane) and your location in the building.
- Seal all cracks where smoke can enter by using wet materials, if possible.
- Keep low to the floor if smoke enters the room.
- Wait to be rescued, remain calm. Do not panic.

Listen to instructions or information given by authorized personnel.

7.3 Person(s) Requiring Assistance

- “AODA O. Regulation 191/11 Section 28 Workplace Emergency response information requires that the City provide individualized workplace emergency response information to employees who have a disability.”

7.3.1 Emergency Procedures for Person(s) Requiring Assistance

- Persons Requiring Assistance (PRA) – are those individuals that require assistance evacuating from the building. Anyone who has reduced mobility, a speech, hearing, or visual impairment, or a cognitive limitation-regardless of whether or not these conditions are temporary or permanent.
- Examples include:
- Someone who uses a wheelchair or is temporarily using crutches due to an injury.
- A pregnant woman who is having difficulty walking long distances.
- A person who requires use of a walker.
- Someone who has difficulty understanding verbal or written instructions.
- Someone whose first language is not English.
- Persons with disabilities are the best source of information on their condition and needs. When offering or soliciting assistance for people with disabilities, have them direct you on the best way to help.

- The requirements for Person(s) Requiring Assistance (PRA) pertain to employees that normally work within the building.
- Refer to the Chief Fire Warden Binder for the Persons Requiring Assistance Form information and template.

7.4 Individual Accessibility Guidelines

7.4.1 Physical Disability

- If someone uses a wheelchair or other personal mobility device;
 - Follow their direction; assist them if safe to do so in exiting the building to the Rendezvous Point to the best of your ability.
 - Have someone stay with them if it is safe to do so while you immediately report their situation and location to the Chief Fire Warden located at the Rendezvous Point (West Lawn in front of the Arena)
 - Call 911 and immediately advise location of person(s) requiring assistance.

7.4.2 Deafness or Hearing Loss

- Individuals who are deaf or hard of hearing may not be aware of audible alarms, so it is important to inform them of what is happening around them.
- Use the following points to assist:
 - Gain their attention – tap them on the shoulder, turn lights on/off, wave your hands.
 - If safe to do so, give them brief, written instructions or indicate through gestures that there is an alarm and that they must evacuate (e.g. point to the fire alarm or fire evacuation sign)
 - If necessary and if safe to do so help them proceed to the nearest safe exit and Rendezvous Point.
 -

7.4.3 Blindness or Visually Impaired

- People with visual impairments may become disoriented, and many not know where to proceed during an emergency evacuation.
- Use the following points to help assist them if safe to do so:
 - Gain their attention through vocal or physical methods.
 - Explain the nature of the emergency.
 - Guide them towards the nearest safe exit and Rendezvous Point.
 - While guiding them to safety, tell them where you are going, and advise them of any obstacles, e.g. stairs, change in grade when going through doors etc.
 - Once safe, orient those to where they are and offer further assistance.
 - Stay with the individual until the emergency is over.

- Do not leave the individual in unfamiliar territory.

7.5 Evacuation Options

7.5.1 Self Evacuation

- Use the building exits to the outside ground level reporting to the Rendezvous Point located in the west lawn in front of the Arena.

7.5.2 Stay in Place

- If you decide to stay or are unable to leave:
 - Protect yourself from smoke.
 - Stay in your location until rescued or until you are told to leave.
 - Leave your door unlocked.
 - If the door is hot or smoke is entering from around your location – do not open the door.
 - If smoke is coming around your door stop it from entering your location:
 - Seal any cracks around doors to prevent entry of smoke.
 - Seal vents, or air ducts in a similar manner.
 - Call 911 and tell the Fire Department where you are.
 - Go to the most smoke free room – close and seal doors.
 - Open the window, if possible, for fresh air as long as smoke is not entering from the outside.
 - Attract attention – make noise, flash lights, etc.
 - Listen for instructions from authorities.

7.6 Emergency Procedures for Kitchen Staff

UPON DISCOVERY OF FIRE

- Manually activate the cooking equipment fire suppression system if safe to do so.
- Alert occupants by yelling “FIRE”
- Leave the fire area. Activate the fire alarm system using the pull station.
- Close all doors behind you.
- Use nearest exit to leave the building and proceed directly to the predetermined rendezvous point, located in the West Lawn in front of the Arena.

- When safe to do so, call the Burlington Fire Department from a safe location. Dial 9-1-1. Never assume that this has been done.
- Give the address of the building (519 Drury Lane), location of the fire and your name.
- Do not return until it is declared safe to do so by the Burlington Fire Department.

IF ADVISED TO EVACUATE OR ON HEARING A FIRE ALARM:

- Isolate the cooking equipment by switching off all cooking equipment primary and main gas valves and/or electrical switches.
- Use nearest exit to leave the building.
- Before opening, check door and doorknob for heat. If the door or doorknob is hot, go to an alternate exit. If you see smoke, feel air pressure or a hot draft go to an alternate exit.
- If the corridor is free of fire and/or smoke, close the door behind you and leave by the nearest exit.
- Close all doors behind you.
- Do not return until it is declared safe to do so by the Burlington Fire Department.

IF YOU CANNOT LEAVE YOUR AREA OR HAVE RETURNED TO IT BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN THE AREA AND:

- Dial 9-1-1 and give the Burlington Fire Department the building address (519 Drury Lane) and your location in the building (area _____).
- Keep low to the floor if smoke enters the room.
- Move to the most protected room.
- Wait to be rescued. Remain calm. Do not panic.

<p>Listen to instructions or information given by authorized personnel.</p>
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Section 8: Roles and Responsibilities of Supervisory Staff

The term Supervisory Staff *means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan and may include the **fire department** where the **fire department** agrees to accept these responsibilities.*

In the event of an emergency the Supervisory Staff are required to carry the responsibilities as outlined in this Plan. Alternates are required to be appointed and trained in the event that the one of the Supervisory Staff is absent. Please refer to Part 2.5 “Fire Wardens” for the complete listing.

8.1 General Supervisory Staff

- The term *Supervisory Staff* means Chief Fire Warden and Fire Wardens of a building who have some delegated responsibility for fire safety of other occupants under the Fire Safety Plan.
- In the event of an emergency the Supervisory Staff are required to carry out the responsibilities as outlined in this Plan.
- Alternates are required to be appointed and trained in the event that one of the Supervisory Staff is absent (Refer to Section 2.5: Fire Wardens)
- Do not permit combustible materials to accumulate in any part of a means of egress, or in ventilation shafts.
- Perform regular inspection of exit areas and storage areas to ensure the removal of trash and hazardous materials
- Keep access roadways and fire routes clear and accessible at all times.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- In the event of any shutdown of fire and life safety systems, initiate alternative measures as specified in part 12 of this plan.
- Participate in fire drills. Occupant participation should be encouraged.
- Arrange for a substitute in your absence.

8.2 Training of Supervisory Staff

- The training of all designated Fire Wardens, including new personnel is the responsibility of the Chief Fire Warden.
- All Supervisory Staff must know their duties when a fire emergency occurs.
- Training will be scheduled at the time of fire drills as often as necessary to ensure that Supervisory Staff know their roles and responsibilities.

- All supervisory staff must know the location and operation of all building fire and life safety systems

8.3 General Responsibilities of All Supervisory Staff

- Having a working knowledge of the building fire and life safety systems.
- Participate in fire drills.
 - Occupant orientation must be encouraged.
- Arrange for a substitute in your absence.
- Control of fire hazards in the building.
- Refer to the Chief Fire Warden Binder for a complete list of Fire Wardens.

8.4 Responsibilities of the Chief Fire Warden

The Chief Fire Warden is defined as any person, firm or corporation controlling any portion of the building or the property under consideration and includes the persons in the building or property.

- The Chief Fire Warden is responsible for the following:
 - Adherence to the Ontario Fire Code, a provincial regulation made under Section 12 of the Fire Protection and Prevention Act.
 - Carrying out the provisions of this Code.
 - To ensure the fire safety of all occupants at all times.
 - To have a current Fire Safety Plan and must ensure that the building and fire facilities comply with the provisions of the Fire Code.
 - To establish and implement emergency procedures to be used in case of a fire emergency or evacuation.
 - To ensure the building fire and life safety systems are in operating condition.
 - In the event of any shutdown of fire and life safety systems, initiate alternative measures as specified in Section 12: *Alternative Measures*.
 - Appoint and organize designated Supervisory Staff to carry out fire safety duties and specific responsibilities as per the approved Fire Safety Plan.
 - Designate and train sufficient alternatives to replace Supervisory Staff during any absence.
 - Hold fire drills annually in accordance with the Fire Code.
 - Ensure the information in the Fire Safety plan is current and notify the Chief Fire Prevention officer if there are any changes made to the approved Fire Safety Plan.
 - The Fire Safety Plan must be reviewed at least once per year as per the Fire Code.
 - Post and maintain emergency procedures
 - Supervise evacuation of occupants in an emergency situation in the building. These include:

- Meeting the Fire Captain at the *Fire Department Access* (East Entrance to the Arena, parking lot)
- Documenting the Fire Warden's clearance areas as they report in. Inform Fire Captain of any Fire Wardens not reporting in immediately.
- Checklist to ensure each area is cleared.
- Ensure Police and Fire departments are called as required and liaise with them upon arrival.
- Provide responding emergency services personnel with keys, current approved copy of the Fire Safety Plan and list of Persons Requiring Assistance.
- System to be re-set once cleared by Burlington Fire Department

8.5 Responsibilities of Fire Warden

- Perform Operations Supervisor duties in the absence of the Operations Supervisor.
- Train "supervisory staff" and other occupants so that they are aware of their general and specific responsibilities for fire safety.
- Instruct occupants in the operation of the fire alarm manual pull stations.
- Maintain a current list of persons requiring assistance in an emergency as outlined in the Fire Safety Plan.
- Ensure all occupants in their section are aware of the location of their primary and secondary fire exits and their external rendezvous point, as well as the Evacuation Procedures.
- Control fire hazards in their section.
- Ensure that electrical circuits are not over-fused or over-loaded.
- Do not use unsafe electrical appliances, frayed extension cords.
- Supervise evacuation of occupants and visitors in an emergency situation in their section.
- Ensure the orderly and complete evacuation of their section.
- Ensure all doors are closed after evacuation.
- If the building has been evacuated, search for stragglers before reporting the section clear to the Operations Supervisor or Fire Department.
- Advise the Operations Supervisor or Fire Department immediately that their section has evacuated or if anyone has been left behind for any reason and stand by for further instructions.
- Direct to alternate exits if the primary exit is inaccessible.
- Exit the building and proceed to the assigned rendezvous point.
- Ensure occupants keep clear of emergency vehicle routes.
- Report incident to City of Burlington Operation On-call: Section 2.6

8.6 Responsibilities of Occupants

- Be familiar with manual pull stations and designated exits including alternate exits.
- Ensure that electrical circuits are not over-fused or over-loaded.
- Do not use unsafe electrical appliances, frayed extension cords.
- Keep the rooms safe from fire hazards and report any potential fire hazards to fire warden.
- Do not permit combustible materials to accumulate in any part of a means of egress.
- Exit the building and proceed to the assigned rendezvous point.
- Avoid unsafe cooking practices.

Section 9: Fire Drills

9.1 Purpose of Fire Drills

The purpose of a fire drill is to ensure that the Supervisory Staff and occupants are familiar with emergency evacuation and equipment procedures. This will ensure an orderly evacuation when required to do so.

9.2 Fire Drill Procedures

- The Chief Fire Warden is responsible to contact the Burlington Fire Department by calling Fire Dispatch: 905-637-8253 with the following information:
 - Notification prior to fire drill
 - If you will be activating the fire alarm systems during the fire drill.
- The Burlington Fire Department will determine whether or not they wish to attend the drill.
- Once you indicate to the Fire Department that you will be activating the fire alarm system you **must** also call the fire alarm monitoring service (Alarm Monitoring - API – 1-800-268-6870) and advise them of the fire drill.
- Supervisory Staff may choose to meet one-half hour prior to the drill for a briefing on the Fire Drill.
- Use a manual pull station to activate the fire alarm system into alarm mode. Note any deficiencies and/or problems.
 - Prior to using a manual pull station, ensure that all equipment required to reset the fire alarm is readily available.
- Following each drill, all Supervisory Staff must attend a debriefing to report on their observations. This provides vital information for the improvement on future drills and types of training required.
- Occupants and Fire Wardens are requested to advise the Chief Fire Warden of any concerns and/or observations.
- Notify the Burlington Fire Department (Fire Dispatch: 905-637-8253) and the alarm monitoring company (Alarm Monitoring - API – 1-800-268-6870) when the fire drill has been completed.
- Fire Drills must be conducted in accordance with the Fire Code.
 - All results must be recorded and kept on-site for a period of 2 years.
- The Ontario Fire Code requires that fire drills be conducted every twelve (12) months.

Section 10: Fire Alarm Operating Instructions

Normal Standby Operation

- Green Power indicator lit steadily. (All other indicators should be off).
- Red Fire Alarm indicator off.
- Yellow Trouble indicator off.

Alarm Signal

Upon activation of the fire alarm system:

- Red Fire Alarm indicator lit.
- Audible (bell) alarm/ strobe lights signaling devices activate.
- Alarm information visible on control panel.

Alarm Reset Procedure

Do not reset or silence an alarm signal until instructed to do so by the Burlington Fire Department. Silencing and resetting of a fire alarm system should only be done after a thorough investigation into the cause of the alarm has been completed by the Burlington Fire Department.

Silencing of Fire Alarm System Trouble Signals

Activation of trouble signals under normal operation indicates a condition that requires immediate attention. Contact your Fire Alarm Service Contractor. Silence the audible signal by pushing the “ACKNOWLEDGE” switch. The trouble indicator will remain illuminated.

Signal Silence

If an alarm exists, “Signal Silence” turns off all alarm signaling devices and illuminates the Signals Silenced indicator. A fire alarm must be silenced by the Fire Department.

System Reset

Push the “SYSTEM RESET” button and hold for 3 seconds to reset the control panel, **ONLY** after receiving the okay from the Burlington Fire Department.

Section 11: Equipment Inspection & Testing

11.1 Check, Inspection, and Test Requirements of the Code

- The Chief Fire Official (typically Fire Prevention Personnel) periodically inspects buildings to ensure that the required checks, inspections and tests are being carried out.
- The Ontario Fire Code sets specific requirements for checking, inspecting, and testing of fire and life safety systems in buildings.
- There are also requirements for the maintaining of records.
- Whenever a defect or deficiency is discovered in any fire or life safety device, the Chief Fire Warden or their agent must take immediate corrective action.

11.2 Definitions

Check	A visual observation, to ensure there device or system is in place and is not obviously damaged or obstructed.
Inspect	A physical examination, to determine that the device or system will apparently perform in accordance with its intended function.
Test	The operation of the device or system to ensure that it will perform in accordance with its intended operation or function.

11.3 Equipment Documents & Records

- The Ontario Fire Code states that records of all tests, corrective measures and operational procedures are required to be retained on site so that at least the current and the immediately preceding reports are available.
- However, records are required to be kept for a minimum of two (2) years and made available to the Chief Fire Inspector on request.
- The Chief Fire Warden is responsible to ensure that all checks, inspections and tests are completed.
- The Chief Fire Warden is permitted to assign qualified contractor(s) and/or where appropriate Supervisory Staff to fulfill the following maintenance requirements.

11.4 Equipment Testing & Inspection Schedule

General Life Safety Systems	Frequency	Person Responsible
Doors in fire separations will be checked as frequently as necessary to ensure that they remain closed.	General	All Parties
When subject to accumulation of combustible deposits, hoods, filters and ducts will be checked and be cleaned when such deposits create an undue fire hazard.	Weekly	Operations Staff
Doors in fire separations will be inspected for proper operation.	Monthly	Operations Staff
Fire dampers and fire-stop flaps will be inspected.	Annually	Qualified Contractor
Disconnect switches for mechanical air-conditioning and ventilating systems will be inspected to establish that the system can be shut down.	Annually	Qualified Contractor
Evacuation Devices: Check location and working order	Monthly	Operations Staff
Fire Separations	Frequency	Person Responsible
Check closures (doors within fire separations) to ensure that they are not blocked or wedged open.	Daily	Operations Staff
Check the area around the doors to ensure that they are clear of anything that would interfere with the free operation of the door.	Daily	All Staff
Inspect closures to ensure that they operate as originally designed.	Monthly	Operations Staff

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Inspect separations to ensure that there is no damage that could affect the fire resistance rating of the separation.	Monthly	Operations Staff
Exits And Exit Signs	Frequency	Person Responsible
Check EXIT signs to ensure that they are clearly visible and maintained in a clean and legible condition.	Daily	All Parties
Check to ensure that externally or internally illuminated EXIT signs are illuminated and in good repair.	Daily	All Parties
Maintain exits and access to exits free of obstructions both inside and outside.	Daily	All Staff
Maintain exit doors to be opened easily and without the use of a key from the inside. Where required, only panic style hardware will be used to secure exit doors.	Daily	Operations Staff
Emergency Lighting System	Frequency	Person Responsible
Check the pilot lights for indication of proper operation.	Monthly	Operations Staff
Inspect the emergency lighting equipment to ensure that the battery surface is clean and dry.	Monthly	Qualified Contractor
Inspect the emergency lighting equipment to ensure that terminal connections are clean, free of corrosion and lubricated.	Monthly	Qualified Contractor
Inspect the emergency lighting equipment to ensure that terminal clamps are clean and tight as per manufacturer's specifications.	Monthly	Qualified Contractor

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Emergency lighting equipment will be tested to ensure that the emergency lighting will function upon failure of the primary power supply.	Monthly	Qualified Contractor
Emergency lighting equipment will be tested to ensure that the units will provide lighting for duration equal to the design criteria under simulated power failure conditions.	Annually	Qualified Contractor
After completion, the charging conditions for voltage, current and the recovery period will be tested to ensure that the charging system is in accordance with the manufacturer's specifications.	Annually	Qualified Contractor
The emergency back-up generator will be tested and inspected at least annually. Any general service and maintenance will be done at this time.	Annually	Qualified Contractor
Portable Fire Extinguishers	Frequency	Person Responsible
Except as otherwise stated in this section, maintenance and testing of portable fire extinguishers will be in conformance with NFPA 10.	General	All Parties
Each portable extinguisher will 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.	General	Qualified Contractor
A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out will be prepared and maintained for each portable extinguisher.	General	Qualified Contractor

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All extinguishers will be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer will be followed.	General	Qualified Contractor
Portable extinguishers will be inspected.	Monthly	Operations Staff
Extinguishers will be subject to maintenance not more than one year apart or when specifically indicated by an inspection.	Annually	Qualified Contractor
Maintenance procedures will include a thorough examination of the three (3) basic elements of an extinguisher: <ul style="list-style-type: none">i. Mechanical partsii. Extinguishing agentiii. Expelling means	Annually	Qualified Contractor
Stored pressure extinguishers that require a 12 year hydrostatic test will be emptied and subjected to the applicable maintenance procedures.	Every 6 Years	Qualified Contractor
Dry chemical extinguishers will be hydrostatically tested.	Every 12 Years	Qualified Contractor
Fire Alarm Systems	Frequency	Person Responsible
Fire alarm system components will be kept unobstructed.	General	All Parties
Fire alarm system power supply disconnect switches will be locked on in an approved manner.	General	Qualified Contractor
Check the primary and remote trouble lights for trouble indication.	Daily	Operations Staff
Inspect the AC power-on light to ensure its normal operation.	Daily	Operations Staff

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One initiating field device or manual pull station will be operated, on a rotational basis, and will initiate an alarm condition. Note: the Fire Alarm System will be running on the backup power source during this test.	Monthly	Qualified Contractor
Function of all signal devices will be ensured.	Monthly	Qualified Contractor
The primary annunciator panel will be Inspected to ensure that the tested device annunciated correctly.	Monthly	Qualified Contractor
Intended function of the common audible and visual trouble signals will be ensured.	Monthly	Qualified Contractor
Fire alarm batteries will be checked to ensure that: <ul style="list-style-type: none">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	Qualified Contractor
Yearly tests will be conducted by a certified fire alarm contractor as required by the Ontario Fire Code, Division C, Section 1.2.1.2. Tests will be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems". The records are required to be kept on site.	Annually	Qualified Contractor

Section 12: Alternative Measures

- The Burlington Fire Department and the Chief Fire Warden are required to be notified of any temporary shutdown of any fire protection or life safety system within the building.

12.1 Check, Inspection, and Test Requirements of the Code

- The following procedures must be followed when any fire or life safety system may be shut down:
 1. Contact the Burlington Fire Department 905-637-8253 x 0 and advise:
 - a) The system will be shutdown;

- b) A description of the problem pertaining to the system being shut down;
 - c) The intended duration that the system will be shutdown; and
 - d) Alternate measures that will be implemented during the system shutdown.
2. Post a notice at all entrances of the building indicating the nature of the problem and when it is expected to be corrected. Refer to the Chief Fire Warden Binder for the templates of the “Fire Alarm System – Out of Service” signage.
3. Have reliable person(s) patrol (fire watch) the affected areas at least once every hour and document. Refer to the Chief Fire Warden Binder for the Fire Watch Log template.
4. Upon restoration of the system to normal operating conditions – Contact the Burlington Fire Department, life safety monitoring company, and notify building occupants when the defective system or equipment has been repaired and is operational.
5. Remove all notices posted.

NOTE: All shutdowns will be confined to as limited area and duration as possible. A Fire Watch must be implemented during this time.

12.2 Fire Watch

- Responsible person provided by the Chief Fire Warden will conduct the Fire Watch and will be free from all other duties.
- The building will be patrolled at least every 60 minutes.
- The patrol is required continually on a 24 hour basis until the fire safety system has been restored to normal operating condition.
- The Fire Watch will cover all areas of the building affected by the fire safety system.

12.2.1 Fire Watch Equipment

- The person performing the patrol will be equipped with the following equipment:
 - Bull horn to notify occupants of a fire condition.
 - Working cell phone or other method of communication to contact 9-1-1 for Emergency Services only.
 - Working flashlight.

12.2.2 Fire Watch Log

- A Fire Watch Log (Refer to Chief Fire Warden Binder for Fire Watch Log template) will be maintained from the beginning to the end of the Fire Watch recording the time of each individual patrol.

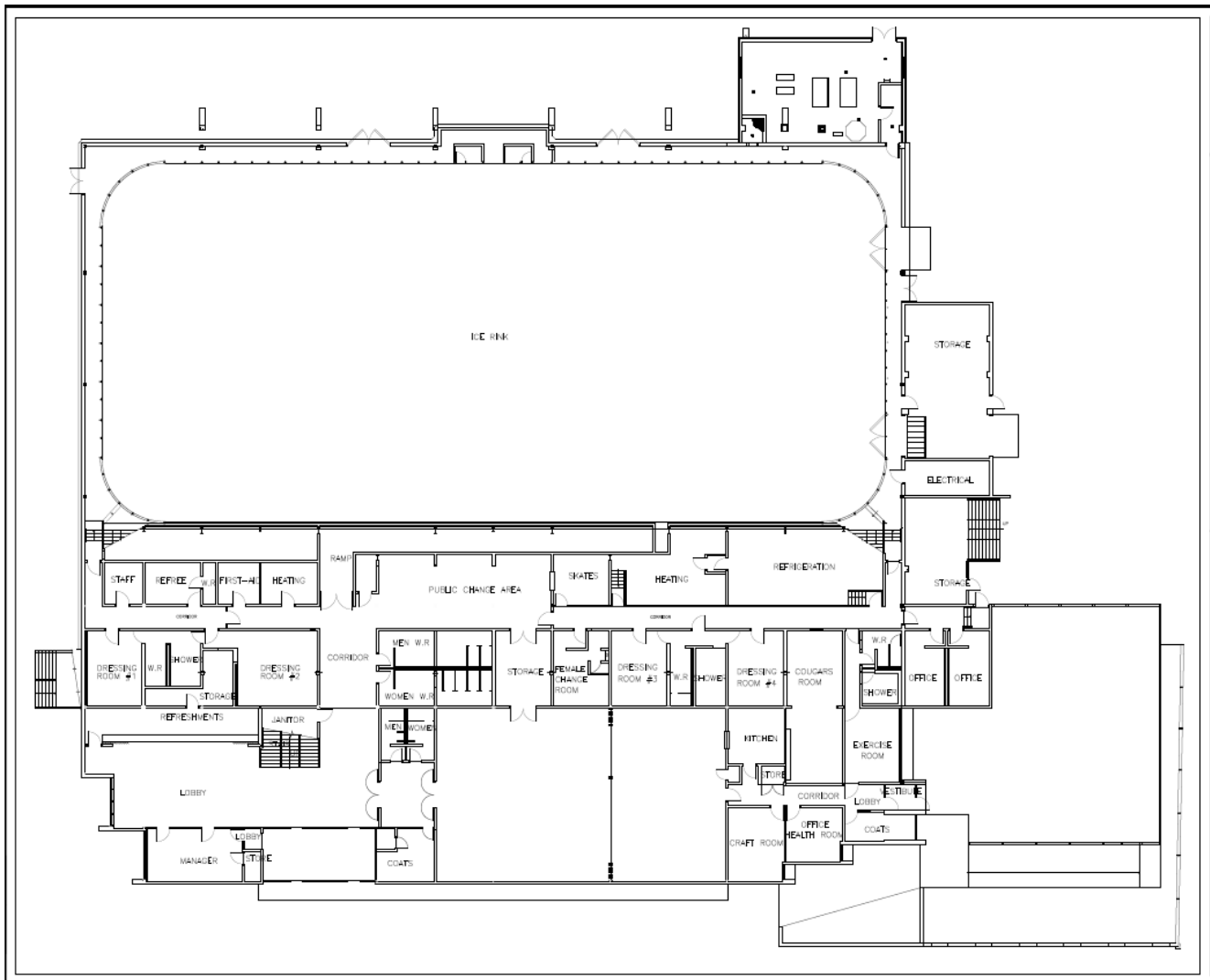
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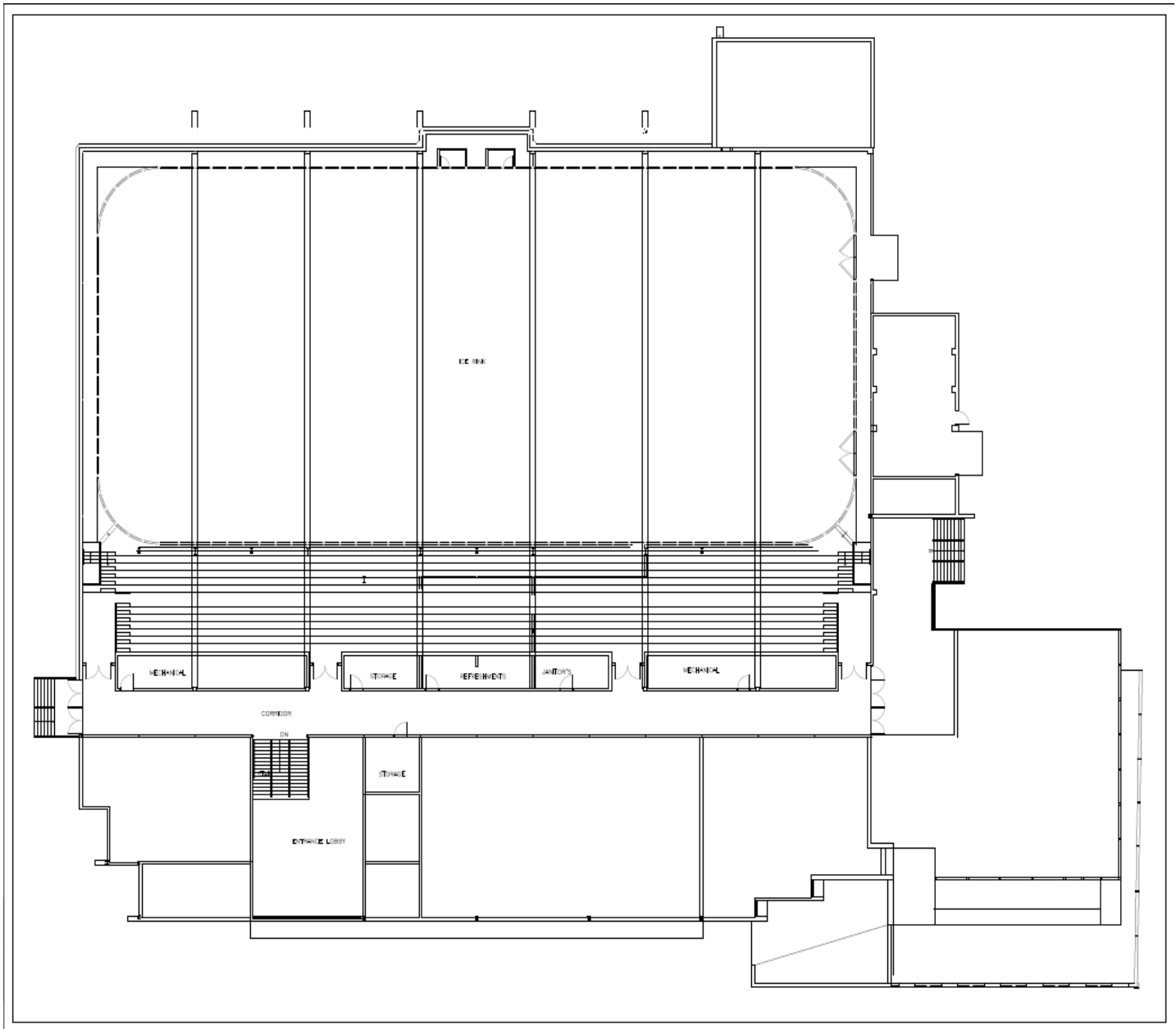
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- The Fire Watch log will be available for inspection by the Fire Department.
- The watch log must contain times, deficiencies and corrective measures.

13.1 Main Level



13.2 Second Level



Appendix A – Acknowledgement Table

All parties who are designated Supervisory Staff with responsibilities in this plan must sign the form below indicating that they have read the master copy of the Fire Safety Plan, understand their role / responsibilities & procedures and received a copy of the applicable Parts of the Fire Safety Plan.

NAME:	ROLE:	SIGNATURE:	DATE:

Appendix B – Fire Drill Log

Please note below details of all fire drills that occur at this site. Please note: you are required to perform a fire drill at least once per calendar year. In the comments section, please note any issues that occurred and recommendations for the next drill. You are not limited to only one drill per year.

DATE:	TYPE OF EXERCISE:	COMMENTS:

Appendix B – Fire Drill Log (Continued)

DATE:	TYPE OF EXERCISE:	COMMENTS:

Appendix C – Fire Alarm Testing

Content appears on the following page.

FIRE ALARM TESTING

**The fire alarm system will be tested in conformance with the
Ontario Fire Code on:**

(date)

(exact time)

The fire alarm will sound intermittently. Please do not call the Fire Department when you hear the fire alarm at the time specified above.

Please notify the Building Owner if you have difficulty hearing the fire alarm in your area.

Should you hear the fire alarm at any other time during the day, please treat it as an emergency and follow the emergency procedures.

Appendix D – Fire Alarm System Offline

Content appears on the following page.

FIRE ALARM OUT OF SERVICE

A fire watch has been activated at this facility. Please be advised that a fire watch contains the following:

- 1. A designated, responsible person (free from all other duties).**
- 2. A continuous patrol of the facility on a 24-hour basis (until the fire alarm system is restored to normal operating conditions).**

IN CASE OF FIRE, CALL 9 1 1

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	Date (MM/DD/YY):	
	Time (watch initiated):	
Address:	519 Drury Lane Burlington, ON L7R 2X3	

Please indicate the reason this fire watch has been initiated:

- ☐ Fire protective system(s) out of service,
- ☐ Alarm system out of service.
- ☐ Sprinkler system out of service.
- ☐ Other (please describe):

NAMES OF PERSON(S) PERFORMING FIRE WATCH:

Start Time:	End Time:	Areas Patrolled:	Initials:
		<input type="checkbox"/> 1 st Floor <input type="checkbox"/> 2 nd Floor Other: _____	

RESTORAL OF OPERATION:		Date (MM/DD/YY):	
		Time:	
NOTIFY:	<input type="checkbox"/> Fire Department 905-637-8253	<input type="checkbox"/> Alarm Monitoring 1-800-268-6870	<input type="checkbox"/> Operations Pager 1-855-266-7243 78737#

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Address:	519 Drury Lane Burlington, ON L7R 2X3
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Area/Zone Shutdown (Indicate all affected):			
REMOVAL FROM OPERATION:		Date (MM/DD/YY):	
		Time:	
NOTIFY:	<input type="checkbox"/> Fire Department 905-637-8253	<input type="checkbox"/> Alarm Monitoring 1-800-268-6870	<input type="checkbox"/> Operations Pager 1-855-266-7243 78737#

RESUMPTION OF OPERATION:		Date (MM/DD/YY):	
		Time:	
NOTIFY:	<input type="checkbox"/> Fire Department 905-637-8253	<input type="checkbox"/> Alarm Monitoring 1-800-268-6870	<input type="checkbox"/> Operations Pager 1-855-266-7243 78737#

Notes:

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Registration for Persons Requiring Assistance

Name:	
Address:	
Floor:	
Department:	
Phone:	

Reason Assistance is Required (Note: completion of this section is optional, but may enable responding Fire Department personnel to render better assistance during an actual evacuation)

I acknowledge that: I require assistance in evacuating the building and request assistance of a designated Buddy. I must complete the PRA form and maintain current information with my Fire Warden. I understand my role in evacuating during an emergency.

Employee Signature: _____ **Date:** _____

Please return the completed form to the Operations Supervisor

Note: While the Fire Department may be able to effect limited evacuation operations during a fire emergency, this cannot be guaranteed. Provisions should be in place to provide for the safe evacuation of persons requiring assistance to exit a building during a fire emergency. Procedures should be formulated based on the physical resources in a particular building. It may be necessary to stage persons needing assistance in areas of refuge to await assistance in evacuation. Specific procedures should be discussed with a Fire Services representative prior to implementation.