FIRE SAFETY PLAN

129 KENWOOD AVE.
BURLINGTON, ONTARIO

(SKYWAY COMMUNITY CENTRE)

A COPY OF THIS PLAN IS TO BE KEPT AVAILABLE:

- **NEXT TO THE ANNUNCIATOR PANEL**
- **IN THE MANAGEMENT OFFICE**

PREPARED BY: ***TROY LIFE &FIRE SAFETY***
UPDATED: JULY 15, 2025

Fire Department Approval

CFO: _____ Date:_____

ATTENTION

This Fire Safety plan has been created using information obtained during building site visits and information provided by onsite personnel. The information is assumed to be accurate and correct.

This document must be kept available on the premises at all times for the use of supervisory personnel; such personnel should be fully aware of their duties and responsibilities contained herein.

The “Owner” is responsible to completely review the material contained herein and to ensure that any errors or omissions are corrected. The on-going integrity of this Fire Safety Plan must also be maintained in order to conform to the ONTARIO FIRE CODE and to ensure occupant safety.

An individual convicted of an offence under subsection (1) is liable to a fine of not more than $50,000 for a first offence and not more than $100,000 for a subsequent offence, or to imprisonment for a term of not more than one year, or to both. 2019, c. 7, Sched. 29, s. 2 (1).

A corporation convicted of an offence under subsection (1) is liable to a fine of not more than $500,000 for a first offence and not more than $1,500,000 for a subsequent offence. 2019, c. 7, Sched. 29, s. 2 (1).

A director or officer of a corporation who knows that the corporation is violating or has violated a provision of the fire code is guilty of an offence and on conviction is liable to a fine of not more than $50,000 for a first offence and not more than $100,000 for a subsequent offence or to imprisonment for a term of not more than one year, or to both. 2005, c. 33, s. 8; 2019, c. 7, Sched. 29, s. 2 (2).

Despite subsections (1) and (3), every director or officer of a corporation who knowingly commits an offence under subsection (1) is guilty of an offence and on conviction is liable to a fine of not more than $50,000 for a first offence and not more than $100,000 for a subsequent offence or to imprisonment for a term of not more than one year, or to both. 2005, c. 33, s. 8; 2019, c. 7, Sched. 29, s. 2

The Fire Department may require this Plan, or any part thereof, once approved, to be resubmitted if any changes are made to the content, whether it be because there have been changes to occupancy or use, or standards, or because the Chief Fire Official judges the current Plan to be no longer acceptable. The Chief Fire Official is to be notified if any changes are made to the Plan.

While it is reasonable to believe the Fire Department will assume command upon their arrival at a fire emergency, it is nevertheless the responsibility of the owner(s) to ensure the safety of the occupants at all times.

It is not necessary that the supervisory staff be in the building on a continuous basis, but they shall be available on notification of a fire emergency, to fulfill their obligation(s) as described in the Fire Safety Plan**.**

Supervisory staff shall be instructed in the fire emergency procedures as described in the Fire Safety Plan before they are given any responsibility for fire safety.
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TABLE OF CONTENTS

SECTION I

INTRODUCTION

A DISTRIBUTION

All Sections: - Facilities Supervisor, Facilities Manager, and Supervisory Staff.
- Two (2) copies to the Burlington Fire Department.
- One (1) copy to be kept next to the annunciator panel.
- One (1) copy to be kept in the management office.
- One (1) copy retained by Troy Life & Fire Safety

Section III: - To all building staff

Note: **All Staff are advised that a copy of the Fire Safety Plan is available for their inspection.**

B CHANGES AND REVISIONS

The Fire Safety Plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use of the building and other characteristics of the building. A copy of each revised page shall be forwarded to the Fire Department annually, or as required.

Burlington Fire Department
Fire Prevention Office
1255 Fairview St.
Burlington, ON
L7S 1Y3

Any inquires regarding this plan may be made to:
Troy Life & Fire Safety Ltd

RECORDS

A written record shall be kept of all tests and corrective measures for a period of two years after they are made.

All required maintenance works as listed in the “Maintenance” (Section V) must be recorded in written form.

All records shall be made available, upon request, to the Chief Fire Official.

C IMPLEMENTATION

The Ontario Fire Code, Section 2.8, specifies the establishment and implementation of a Fire Safety Plan for this building. The following plan seeks to incorporate all the requirements of the Ontario Fire Code.

The implementation of the Fire Safety Plan shall:

- Assist with the basic essentials for the safety of all occupants, based on the Life Safety features of the building.

- Ensure that the means for an orderly and efficient evacuation of all occupants is provided.

SECTION II

RESOURCES OF BUILDING

A DESCRIPTION OF BUILDING

NAME: Skyway Community Centre

ADDRESS: 129 Kenwood Ave, Burlington, ON L7L 4L7

CLASSIFICATION: Group “A3” (Arena)

STRUCTURE: Combustible & Non-combustible Construction
- One Story above grade
- Features and ice rink, walking track and multi use rooms

HOURS OF OPERATION:

Staffed Hours
Mon – Sun 5:00am to 12:00am

Public Hours
Mon – Sun 6:00am to 11:00pm

BUILDING AREA: 4718 Sq M

OCCUPANT LOAD: 775 People

FIRE ALARM SYSTEM: Yes - Entire Building
(See Life Safety Systems)

SPRINKLER SYSTEM: Yes - Entire Building
(See Life Safety Systems)

B LIFE SAFETY SYSTEMS

FIRE DEPARTMENT ACCESS:

Direct access by the Burlington Fire Department is provided from the driveway off of Kenwood Ave, the site has a designated fire route through the parking lot (Please see Site Schematics).

Primary building access is provided from the main entrance (Northeast doors) secondary access is provided throughout the entire building. (See Floor Schematics)

FIRE ALARM PANEL:

The building is equipped with a single stage EST, fire alarm system. The main control panel is located in the building's main "Electrical Room". The system will become enabled once a signal is received from a manual pull station, supervisory switch or an intelligent detector. The system is designed as such, that activation of an alarm-initiating device in any portion of the building will cause the alarm signal to sound throughout the entire building (Horn/Strobe).

The building is also equipped with an interconnected Annunciator panel; this panel is located in the main (Northeast) entrance vestibule.

Note: Emergency power for the fire alarm system is provided by the battery standby unit within the fire alarm panel.

FIRE ALARM OPERATING, TESTING AND RESETTING INSTRUCTIONS

ALARM	Upon operation of any detection devices, the alarm signal will sound in all areas of the building. Lamp of initiating zone will illuminate.
SILENCING	Signal silence action will be delayed until one minute of alarm sounding is completed. Depress "signal silence" button momentarily. Signals will silence and "signals silenced" light will illuminate. ***NOTE: Silencing of alarm signals shall only be at the request of the Fire Department.***
RESET	Reset operated detection device. Depress reset button for two seconds. All alarm indicators should stop. ***NOTE: Reset of the alarm panel shall only be at the request of the Fire Department.***
TROUBLE	Check that the AC power is on and operational switches are in normal position. If this is the case, depress "trouble silence" button momentarily to silence the trouble zone. Call for service.

PORTABLE FIRE EXTINGUISHERS:

The building is supplied with multi-purpose fire extinguishers, which are conspicuously located throughout the building. Fire extinguishers vary in size based on the area and type of production being completed in the area they are mounted.

SPRINKLER SYSTEMS:

The building is equipped with a wet & dry sprinkler system. The sprinkler systems have been designed in accordance with the requirements of NFPA 13, the Ontario Building Code and Authority Having Jurisdiction. The sprinkler system shut-off valves are located in the ground floor "Mechanical Room". (See drawings for exact valve locations.) The dry system provides coverage to the areas of the building subject to freezing; the wet system covers the rest of the building.

B LIFE SAFETY SYSTEMS

FIRE DEPARTMENT CONNECTION:

The building is equipped with a Siamese fire department connection; the connection is located on the Northwest exterior side of the building in close proximity to the main building entrance for easy fire department access.

EMERGENCY LIGHTING:

The building is equipped with battery powered emergency lighting and exit signs, which supply the entire building. Batteries have a capacity of 30 minutes.

FIRE HYDRANTS:

The building has access to a municipal fire hydrant located along Kenwood Ave. The building also has access to a private fire hydrant located on the Southeast side of the property.

ELECTRICAL SHUT-OFF:

The building's main electrical shut-off is located in the main "Electrical Room".

GAS SHUT-OFF:

The building is equipped with an external gas shut-off valve. The gas shut-off valve is located on the South exterior side of the building.

AMMONIA DETECTION SYSTEM:

The “Refrigerant Room” is equipped with an Ammonia Detection System, please refer to the appendices of the plan for the operations procedures and sequences of this system.

C GENERAL INFORMATION

EXIT LOCATIONS:

Adequate fire exits are provided throughout the building and are illuminated where required: (Please see the site schematic diagram for exact locations)

DESIGNATED MEETING AREA:

All building occupants should congregate away from the building – **to the Parking Lot**. (Please see site schematics for designated meeting area).

Be sure to keep away from the fire department access routes as these need to remain unobstructed. Occupants must remain outside until it has been deemed safe by a Chief Fire Official to re-enter the building.

FIRE SAFETY PLAN:

There are two copies of the fire safety plan kept onsite:

- Next to the annunciator panel
- One copy is located in the Management Office

D HUMAN RESOURCES

Building Address:	**Skyway Community Centre** Tel: TBD
Facilities Manager:	**Rich Trella** Tel: 289-962-5708
Facilities Supervisor: (Chief Warden)	**James Zourntos** Tel: 289-208-4504
After Hours Contact:	**On-Call Pager** Tel: 1-855-266-7243 ID: 78737
Monitoring Company:	**A1 Security** Tel: 1-800-756-6636
Fire Department:	**Burlington Fire Department** Non-Emergency: 905-637-8207 Emergency: 9-1-1

Supervisory Staff Organization:

Duty	***Representative***	***Location/Section***
Chief Warden	Facilities Supervisor	Entire Building
Fire Warden	On Site Supervisory Staff	Area at time of fire

It is not necessary for the Facilities Supervisor to be in the building on a continuous basis, but they shall be available upon notification of a fire emergency to fulfill their obligations as described in the Fire Safety Plan.

TO BE POSTED AT ALL EXITS

SECTION III

OCCUPANT & SUPERVISORY STAFF PROCEDURES

A OCCUPANT EVACUATION PROCEDURES

IN THE EVENT OF FIRE, OCCUPANTS SHOULD:

1. Upon hearing the fire alarm, leave the area immediately.
2. Close all doors behind you in your path of exit to ensure optimum fire containment.
3. Do not bring anything, which might restrict your movement.
4. Proceed to the closest safe exit (assigned Warden will be there to assist)
5. Encourage all other occupants to leave with you.
6. Take a mental note of any persons unable to evacuate. (description, location)
7. Before opening any doors look for smoke & feel for heat.
8. Only proceed if it is safe to do so.
9. If you encounter smoke stay low and try seeking an alternate exiting point.
10. Evacuate the building.
11. All occupants should congregate to the designated meeting area (Parking Lot).
12. Call the Fire Department by dialing **911** from a safe location.
13. Do not return until it is declared safe to do so by a Fire Official.

UPON DISCOVERY OF FIRE, OCCUPANTS SHOULD:

1. Leave the fire area immediately.
2. Close all doors behind you in your path of exit to ensure optimum fire containment.
3. Activate the fire alarm by pulling the manual pull station and evacuate the building
4. Encourage all other occupants to leave with you.
5. Take a mental note of any persons unable to evacuate. (description, location)
6. Proceed to the closest safe exit (assigned Warden will be there to assist)
7. Before opening any doors look for smoke & feel for heat.
8. Only proceed if it is safe to do so.
9. If you encounter smoke try seeking an alternate exiting point.
10. All occupants should congregate to the meeting area.
11. Once at your safe meeting point, contact the Fire Department by dialing **911**.
12. Give the correct address **"129 Kenwood Ave."**, location of the fire and your name.
13. Report to the fire warden who may be left in the building to inform responding fire fighters.
14. Do not return until it is declared safe to do so by a Fire Official.
15. Ensure the fire alarm is not silenced or reset until the Fire Department gives the "All Clear" to do so.

PROCEDURES FOR EVACUATING PERSONS REQUIRING ASSISTANCE:

1. Ask the individual if they require help to evacuate the building
2. Advise the person to stay low in the event smoke is present
3. If the individual is unable to evacuate on their own offer to assist them (if safe to do so)
4. If the individual is unable to leave try and get them to a safe location and advise them that you will get help;
    - Ask the individual for their name
    - Note their location
    - Note what they are wearing
    - Note why they cannot evacuate
5. Reminder: Only help others if safe to do so do not put your personal safety at risk.

EMERGENCY PROCEDURES

NOTE: The general action to be taken by occupants in an emergency situation may be posted at the manual pull stations.

B FIRE EXTIGUISHMENT, CONTROL /CONFINEMENT

CONTROL OF FIRE HAZARDS IN THE BUILDING

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire in the building. In order to avoid fire hazards in the building, occupants are advised:

- DO NOT PUT BURNING MATERIALS INTO GARBAGE BINS.
- DO NOT DISPOSE OF FLAMMABLE LIQUID OR AEROSOL CANS IN GARBAGE BINS.
- ENSURE THAT ELECTRONICALLY POWERED & GAS POWERED EQUIPMENT (i.e.: OVENS, TOASTER OVENS, HOT PLATES AND BUNSUN BURNERS) ARE TURNED OFF AFTER USE.
- DO NOT USE UNSAFE ELECTRICAL APPLIANCES, FRAYED EXTENSION CORDS, AND OVERLOADED OUTLETS. REPORT ANY ELECTRICAL MALFUNCTION OR PROBLEM IMMEDIATELY.
- ALL EXITS AND PASSAGEWAYS ARE TO BE MAINTAINED FREE OF OBSTRUCTIONS AT ALL TIMES.
- ALL EXIT DOORS ARE TO BE KEPT CLOSED. THIS WILL PREVENT THE MIGRATION OF SMOKE BETWEEN AREAS.

FIRE EXTINGUISHMENT

Fire Extinguishment is primarily the responsibility of the Fire Service. The production of toxic fumes within building makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated. It is recommended that untrained personnel do not try and extinguish an uncontrollable fire, your personal safety is more important.

Only after ensuring that the alarm has been raised and the Fire Service notified, a small fire can be extinguished by experienced staff familiar with an extinguishers operation. If it cannot be easily extinguished, leave the area and confine the fire by closing the door.

An easy way to remember how to use a fire extinguisher is to apply the P.A.S.S. acronym.

P – Pull the extinguisher handle pin.
A – Aim the extinguisher at the base of the fire.
S – Squeeze the extinguisher handle.
S – Sweep the extinguisher to ensure full fire extinguishment.

This procedure and extinguishment should only take 5 – 10 seconds to complete.

Firefighting is a voluntary act. Never attempt to fight a fire alone.

C SUPERVISORY STAFF EVACUATION PROGRAM

The Supervisory staff evacuation program is an effective method to organize an orderly emergency building evacuation, utilizing selected staff to function under the guidance of the Chief Warden. Supervisory staff is strongly encouraged to support the program for the safety of all occupants, visitors and property.

This program supplements the already extensive fire emergency responsibilities of the Owners, as detailed in the Fire Safety Plan.

ORGANIZATION:

The Chief Warden is responsible for working with the Fire Wardens and staff in establishing, maintaining and training of the Fire Warden system as follows:

- **Fire Wardens:** Appointed staff representing an area/zone.
- **Chief Warden:** Appointed administrative official.

PRINCIPLE OF OPERATION:

- **Fire Warden:** Completes a quick scan of their designated area/zone, assists with the evacuation of the occupants and reports findings to the Chief Warden.
- **Chief Warden:** Reports to the Senior Fire Official from the Fire Department on the fire conditions onsite.

NOTIFICATION:

Once the fire alarm sounds or a fire condition is discovered (Pull/Activate manual pull station) supervisory staff are expected to proceed to their predetermined area of coverage and assist staff and occupants evacuate the building safely and quickly.

Supervisory staffs are not expected to cover another supervisory staff member's area unless they have been trained in that area and previous arrangements made.

BACK-UP COVERAGE

The operation of these teams requires the cooperation of all persons involved, even if just following instructions. Daily co-determination of completeness of the team and assigning personnel to fill in where necessary should be accomplished as early in the day as possible, all Supervisory Staff are responsible to internally coordinate this.

If a Fire Warden or Back-up/Assistant is not in their assigned area during an evacuation, they should proceed to exit the building or offer their assistance to other Fire Wardens in that area.

CHIEF WARDEN RESPONSIBILITES

It is not necessary for the Chief Warden or Designate to be in the building on a continuous basis, but they shall be available upon notification of a fire emergency to fulfill their obligations as described in the Fire Safety Plan. Chief Warden will provide access to the building for Emergency Services.

1. Ensure that the Fire Alarm has been activated. Pull the manual pull station.
2. Proceed to the fire panel (if safe to do so) and identify the activated condition.
3. Contact Fire Department by dialing 9-1-1 and inform them of the fire condition, your name and address of the building.
4. Supervise the total evacuation of all occupants as they proceed to the designated meeting area.
5. Critique with the supervisory staff/caregivers and note any problems or deficiencies brought to your attention.
6. Inform the Fire Officer regarding the conditions in the building and coordinate the efforts of supervisory staff with those of the Fire Service.
7. Provide access and vital information to the Fire Department (i.e. keys for offices, service rooms, and storage areas). When informed, provide a record of the location of persons requiring assistance.

CHIEF WARDEN PROCEDURES

Upon hearing the fire alarm:

1. Contact the Fire Department if possible of the situation and location of the problem by dialing 9-1-1.
2. Proceed to the fire panel (if safe to do so) and identify the activated condition.
3. Once outside, supervise the total evacuation of all occupants as they proceed to the designated meeting area.
4. As Fire Wardens check-in with you, be sure to note any problems or deficiencies brought to your attention.
5. Upon arrival of the Fire Department, inform the Fire Officer regarding the conditions in the building and coordinate the efforts of supervisory staff with those of the Fire Department.
6. Provide access and vital information to the Fire Department (i.e. keys for offices, service rooms, and storage areas). When informed, provide a record of the location of persons requiring assistance.

FIRE WARDEN RESPONSIBILITIES

Wardens are responsible for general advisement of FIRE SAFETY in the building. There is a Warden who has been designated to evacuate the building during all core hours and assist in the evacuation of occupants.

In order to maintain a safe environment and comply with procedures set out in the Fire Safety Plan, WARDENS are responsible to:

1. Acquaint all staff and occupants in the building with exit routes and evacuation procedures. Conduct reviews and drills as frequently as once per month.
2. Warn all staff, clients and occupants in the building about any action that may cause or contribute to panic. Although speed in an evacuation situation is desirable, it is secondary to the maintenance of proper order and discipline during the evacuation.
3. Ensure that all persons have evacuated the building safely and have reached the designated meeting area. Be sure to assist those who are young and disabled (if safe to do so).
4. Where possible, ensure all doors are closed during the evacuation of the building to ensure optimum fire containment during the evacuation process.
5. Provide the “Chief Warden” with necessary details of your evacuation, which may seriously affect fire-fighting efforts.

FIRE WARDEN PROCEDURES

UPON HEARING THE FIRE ALARM:

1. Proceed with a sweep assessment of your area in the building. Your sweep should be very quick but thorough, without putting yourself at risk.
2. Advise staff, clients and occupants in your area to proceed to the exit in a calm and timely manner making sure to stay low if smoke is present.
3. Once your visual assessment of your zone is complete and you have evacuated the building, report to the chief warden.
4. In the event a staff member or a occupant refuses to leave, advise them that it is not safe for him or her to stay and they should evacuate the building. All occupants in this building must be taken out to the designated meeting area. If the occupant does not leave, inform the Chief Warden.
5. Advise the Chief Fire Warden or Chief Fire Official of anyone left in the building and their last known location.

Please note that the alarm is not to be reset and the building is not to be re-entered until permitted by the fire officer in charge.

AMMONIA SYSTEM (ALARM AND PROCEDURES)

Level 1 (0 PPM to 24 PPM):

1. Check monitoring device remote display to determine concentration of ammonia in plant room.
2. If within safe range of PPM, entry is permitted. This reading should be entered in Log Book.
3. Start exhaust fan before entering.
4. Proceed to perform equipment checks and make log entries.
5. Turn off exhaust fan when leaving plant room.

Level 2 (25 PPM to 49 PPM)

1. All procedures from Level 1
2. Wear PPE as required, including face shield, apron and rubber gloves.
3. Perform any lockout procedures as necessary to prevent equipment from starting unexpectedly.
4. Have emergency equipment on hand; appropriate breathing apparatus, protective clothing, ammonia leak test material and operating eye wash station.
5. Continuous monitoring of room atmosphere for any possible hazardous condition.

Level 3 (Above 50 PPM and Alarm Light and Audible Alarm Activated)

1. Entry is prohibited – level 3 is an emergency situation and could involve dangerous concentrations of toxic substances.
2. Evacuate the building to an upwind location. Activate Fire Alarm System.
3. Activate the Emergency Response (Fire 911) and Fire Safety Plan.
4. Hit emergency stop switch located outside plant room.
5. Contact your supervisor and refrigeration service contractor.
6. Only properly trained personnel shall perform entry rescue (Fire Department) as the room may be deemed a hazardous space. Properly fitting breathing apparatus and full protective clothing along with rescue ropes and harness may be required.
7. Depending upon severity of leak, it may become necessary to evacuate areas downwind of facility and redirect traffic.

SECTION IV

BUILDING STAFF RESPONSIBILITIES

A RESPONSIBILITIES AND TRAINING OF STAFF

RESPONSIBILITIES OF THE OWNER (FACILITIES SUPERVISOR/MANAGER):

The Ontario Fire Code is a provincial regulation made under Part IV of the Fire Protection and Prevention Act.

The owner is responsible for carrying out the provisions of this Code. The "**owner**" is defined as any person, firm or corporation controlling the property under consideration and includes the persons on the premises.

1. Establishment of emergency procedures to be followed during an emergency.

2. Appointment and organization of designated supervisory staff to carry out Fire Safety duties.

3. Supervisory staff must be properly trained and instructed on their specific duties as outlined in this plan before they are given any responsibility.

4. Educate and train all supervisory on how to use the existing fire and life safety equipment in the building.

5. Ensure fire drills are conducted frequently to ensure occupants and staffs understand the evacuation protocols at all times.

6. Ensure that checks, tests and inspections are completed on schedule and those records are retained, as required by Fire Code.

7. Ensure proper maintenance of the building facilities is provided for the safety of all occupants and visitors.

8. Provisions of alternative measures for safety of members and visitors during shutdown of the building Fire Protection Equipment.

9. Conduct and record Fire Drills in consultation with the Chief Fire Official.

10. Notify the Chief Fire Official regarding any changes in the Fire Safety Plan or contact Troy Life & Fire Safety to update accordingly.

TRAINING OF SUPERVISORY STAFF:

The Owner/Designate is ultimately responsible for the organization and implementation of the supervisory staff program. Supervisory staff shall be made aware and trained on all applicable fire safety equipment and emergency procedures before they are given any responsibility for fire safety.

To ensure the ongoing integrity of the training program, reviews and revisions shall be made and implemented with the supervisory staff on an annual basis.

B ALTERNATE MEASURES

In the event of any shutdown of the fire alarm system, other life safety systems, or parts thereof; or a failure of any component of these systems, the Burlington Fire Department will be notified by calling immediately. They must be informed of the extent and expected duration of the shutdown.

Burlington Fire Department: **905-637-8207**
A1 Security: **1-800-756-6636**

Management needs to convey the location, extent and duration of the shutdown. Should the shutdown be longer than 24 hrs, please notify the Burlington Fire Department in writing.

All occupants are to be notified by posting alternate provision notices in conspicuous locations in all areas of the building, explaining the location, extent and duration of the shutdown. The Burlington Fire Department is to be advised upon re-activation of the system(s).

During such shutdown, Management will provide personnel to conduct a 'Fire Watch' of all unprotected areas every hour, until such time as the system is restored. The 'Fire Watch' involves the following:

Note: All hourly patrols shall be logged. (See Appendices for Fire Watch Form)

A "Fire Watch" is required whenever, any component of the fire protection is disabled and no redundant device exists in the effected zone, or when system notification to the central monitoring station is disrupted. In all cases, only the minimum possible number of devices or zones shall be disabled. Only those zones directly affected by construction/retrofit shall be disabled.

Fire Watch Personnel performing the patrol shall be equipped with:

- Working cellular phone to call 911
- Radio to keep in contact with staff in case of an emergency
- Flashlight
- A sounding device to notify occupants in the event of a fire should the signaling (audibility) devices be compromised. (Ie. Bull Horn, Whistle, Air horn etc)

Building Occupants will be instructed to contact the Burlington Fire Department immediately @ **911** of any fire situation and to warn other staff of imminent danger verbally.

Staff will be instructed to contact Burlington Fire Department immediately @ **911** of any fire situation and to warn other staff of imminent danger verbally.

Notify the Burlington Fire Department and staff upon reactivation of the system(s).

C FIRE DRILLS

The purpose of having fire drills is to ensure that occupants are totally familiar with emergency evacuation procedures, so as to affect an orderly, efficient use of the buildings exiting facilities.

As required, Fire Drills are to be held ANNUALLY. Occupants are to be notified by the Chief Warden of the date and time 48 hours in advance by posting notices in a conspicuous location.

The Fire Department will be notified of the drill and may choose to observe the drill and give advice afterwards. The owner should also be notified prior to commencement of the drill.

The Supervisory staff and the Chief Warden will meet thirty minutes prior to the commencement of the drill and will decide on the mock scenario for all intensive purposes.

The Owners, Wardens and supervisory staff should be aware of the following during the fire drill:

- Was the fire notification loud enough to be heard throughout the entire building?
- Were staff and clients aware of safety devices and protocols provided in the building?
- Were the exits accessible without any obstructions or obstacles?
- Did anyone have problems with the instructions given during the evacuation?
- Did all the staffs and clients assemble in the designated meeting area?
- Was the drill conducted in a time efficient manner?
- Was the monitoring company notified prior to and upon completion of the drill?

Following the drill the supervisory staff and the owner will meet to debrief and discuss any deficiencies that arose as a result of the drill.

After the meeting the owner should record the drill by completing the ‘Fire Drills Sheet’ *(See Appendices)*

All Fire Drill Records are to be retained for a period of 12 months after the initial Fire Drill.

SECTION V

MAINTENANCE

A INSPECTION REQUIREMENTS OF THE FIRE CODE

Note: All life safety systems **Checks**, **Inspections** and **Tests** should be recorded in a log book and kept on site.

The following list outlines the **Checks**, **Inspections** and **Tests** to be made of equipment and facilities from time to time. The schedule is listed as a code requirement and maybe checked by Fire Prevention Officials during inspections to ensure this site is complying with the regulation.

In some cases the Administrator or Owner will hire an outside fire protection contractor such as Troy Life & Fire Safety, to perform certain monthly & annual **Checks**, **Inspections** and **Tests**.

For the purpose of carrying out these maintenance procedures, the following definitions should be considered applicable.

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 operation of a device or system to ensure that it will perform in accordance with its intended operation of function.

RECORDS

All written records of maintenance, testing and corrective measures will be kept in the building for 2 years and will be available if request by the Chief Fire Official.

SPECIAL NOTE:

In the event any Life safety systems (i.e.: Fire Alarm System, Sprinkler System, Fire extinguishers, Emergency lighting, Exit lights, Fire separation & Fire doors, Etc.) require shutdown or modification refer to the ‘Alternate Measures’ section.

B SCHEDULED CHECKS, TESTS & INSPECTIONS

FIRE DEPARTMENT ACCESS

Frequency	Managed By:		Fire Code Ref.
As Required	x	Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles.	2.5.1.3.

MEANS OF EGRESS

As required	x	Closures in fire separations shall not be obstructed, blocked, wedged open, or altered in any way that would prevent the intended operation of the closure.	2.2.3.3.
As required	x	Exit signs shall be clearly visible and maintained in a clean and legible condition.	2.7.3.1.
As required	x	Access to exits, including corridors used by the public shall be maintained free of obstruction.	2.7.1.7.(1)
Monthly	x	Doors in fire separations shall be inspected.	2.2.3.4.(4)

* ***Under Contract***
x ***Facilities Supervisor and/or designate***

FIRE ALARM SYSTEM

Frequency	Managed By:		Fire Code Ref.
Daily	x	Check central alarms & control facility including alarm AC power lamp & trouble light.	6.3.2.3.
Annually	*	Testing and inspections of the fire alarm system shall be done in conformance with **CAN/ULC-S536**.	6.3.2.2.

CAN/ULC C-536-97

5.2 Monthly

Note: The inspection and test requirements in this subsection, may be omitted during the month when the yearly tests required by section 6, Periodic Inspections and Tests – Yearly, are being performed.

5.2.1. While on the emergency power supply, inspect and test the following to confirm the operability of the fire alarm system.

Note: It is recommended that tests be coordinated with emergency power generator tests.

A. One initiating field device or manual pull station shall be operated on a rotational basis and the system inspected for operation as follows:

   i. An alert signal or an alarm signal confirmed on a rotational basis to a minimum of one zone or as may be required by the Fire Safety Plan for the building.
   ii. The Primary annunciator inspected to determine that the tested device annunciated correctly;

B. Operation of the common audiable and visual trouble signals;

C. Batteries shall be inspected for the following:

   i. Terminals are clean and lubricated;
   ii. Terminals clamps are secure;
   iii. Electrolyte level and specific gravity, where applicable, are as specified by the manufacturer;

* ***Under Contract***
x ***Facilities Supervisor and/or designate***

PORTABLE FIRE EXTINGUISHERS

Frequency	Managed By:		Fire Code Ref.
As required	x	Fire Extinguishers maintained fully charged and operable	6.2.1.2.
As required	x	Fire Extinguishers maintained, easily seen and accessible	6.2.1.3.
As required	x	Portable fire extinguishers having defects shall be repaired or recharged where necessary	6.2.7.3.
As required	*	Each portable fire extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.	6.2.7.4.(1)
As required	x	Portable extinguishers shall be replaced and recharged after use in conformance with instructions given on the extinguisher name plate.	6.2.7.6.
As required	*	Hydrostatic pressure tests shall be conducted conducted at the original test pressure as stated on the name plate.	6.2.7.8.
Monthly	*	Inspect all portable extinguishers (Full inspection if not a contractor) 1. Location in designated place. 2. No obstruction to access or visibility. 3. Pressure gauge reading or indicator in the operable range or potion. 4. Fullness determined by weighing or hefting for self expelling type extinguishers.	6.2.7.1. 6.2.7.2.
Annually	*	Fire extinguishers inspected, maintained, tested NFPA 10	6.2.7.1.
6 Year	*	Fire extinguisher dry chemical agent emptied and Replaced.	6.2.7.1.
12 Year	*	Fire extinguisher H-test.	6.2.7.1.

* ***Under Contract***
x ***Facilities Supervisor and/or designate***

EMERGENCY LIGHTING & EXIT SIGNS

Frequency	Managed By:			Fire Code Ref.
As required	x	Required exit signs shall be clearly visible and maintained in a clean and legible condition.		2.7.3.1.
As required	x	Exit signs shall be illuminated, externally or internally, as appropriate for each sign's design, while the building is occupied.		2.7.3.2.
Monthly	x	Pilot lights on emergency lighting unit shall be checked for operation		2.7.3.3.(1)
		Emergency lighting units shall be inspected to ensure that:		2.7.3.3.(2)
Monthly	x	a)	Terminal connections are clean, free of corrosion and lubricated where necessary.	
Monthly	x	b)	Terminal clamps are clean and tight as per manufacturer's specifications.	
Monthly	x	c)	Electrolyte level and specific gravity are maintained as per manufacture's specifications.	
		Emergency Lighting unit shall be tested to ensure that:		2.7.3.3.(3)
Monthly	x	a)	Emergency lights will function upon failure of primary power supply.	
Annually	*	b)	The unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	
After completion of the test required in Clause (3)(b), the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacture's specifications.				2.7.3.3.(4)

* ***Under Contract***
x ***Facilities Supervisor and/or designate***

SPRINKLERS

Frequency	Managed By:		Fire Code Ref.
As required	x	Sections of sprinkler system subject to freezing shall be converted to a dry-pipe or antifreeze system with a separate control valve for that part of the system.	6.5.6.4.(1)
As required	x	Water supply systems used for fire protection shall be kept free of ice accumulations that may interfere with flow.	6.6.1.3.
Weekly	x	Check the water supply and system air pressures using the systems air/water gauges and ensure they meet the required operating pressures.	6.5.3.3.
Monthly	*	Alarms on all sprinklers shall be tested by flowing water through the test connection at the sprinkler valve.	6.5.5.2.(1)
Every 2 months	*	Test sprinkler transmitters and waterflow actuated devices.	6.5.5.7.(2)
Annually	*	Check exposed sprinkler system hangers to ensure they are kept in good repair.	6.5.3.1.
Annually	*	Check all sprinkler heads to ensure they are free of damage, corrosion, paint.	6.5.3.4.
Annually	*	Remove plugs or caps on fire department connections and inspect for wear, rust or obstruction	6.5.4.4. (2)
Annually	*	Test water flow on wet sprinkler systems using most hydraulically remote test connection.	6.5.5.3.
Annually	*	Sprinkler system water supply pressures shall be tested with the main drain valve fully open to ensure there are no obstructions or deterioration.	6.5.5.5.

* ***Under Contract***
x ***Facilities Supervisor and/or designate***

PRIVATE FIRE HYDRANTS

Frequency	Managed By:		Fire Code Ref.
As required	x	Hydrants maintained free of ice and snow	6.6.4.2.
As required	x	Hydrants available and unobstructed	6.6.4.3.
As required	x	Hydrants color coded marking maintained	6.6.6.1.
Annual or after use	*	Private fire hydrants inspected and water flow check	6.6.5.7.
	*	***Under Contract***	
	x	***Facilities Supervisor and/or designate***	

FIRE DEPARTMENT CONNECTIONS

Frequency	Managed By:		Fire Code Ref.
As required	x	Except when in use or being inspected in accordance with sentence (2), fire department connections shall be equipped with plugs or caps that are secured wrench-tight.	6.4.1.3.(1)
As required	x	If plugs or caps are missing, the fire department connections shall be examined for obstructions back-flushed when conditions warrant and the plugs or caps replaced.	6.4.1.3.(2)
As Required		Except when in use or being inspected in accordance with Sentence (2), fire department connections shall be equipped with plugs or caps that are secured wrench-tight.	6.5.4.4. (1)
As Required		Piping between the fire department connection and the check valve in the inlet pipe to the standpipe shall be hydrostatically tested in the same manner as the remainder of the system	6.4.3.3.

* ***Under Contract***

x ***Facilities Supervisor and/or designate***

APPENDICES

FIRE WATCH FORM

(**Refer to the 'Alternate Measures' section for clarification)

ADDRESS: _____ LOCATION:_____

PERSON CONDUCTING FIRE WATCH:_____

TIME START:_____ TIME FINISH:_____

BRIEF DESCRIPTION OF SHUTDOWN:_____

_____

_____

AREA(S)	CONCERNS	FIRE WATCHER INITIALS	TIME (EVERY HOUR)

SIGNATURE:_____ DATE:_____

FIRE DRILL SHEET

The Chief Warden or Owner may choose to observe the drills to ensure they are being performed correctly and in a timely safe manner.

1. Date of Fire Drill: _____

2. List of Staff Participating:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Comments:

_____
_____
_____
_____
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_____
_____
_____
_____
_____

Signature: _____
Chief Warden

Date:_____

Safe Job Procedure
Refrigeration Room Entry – Ammonia (NH3)

DO NOT perform this job unless you have been instructed in how to do so safely and you have authorization.

Safety First


Safety Goggles and face shield if interacting with valves and piping.


Safety footwear at all times


NH3 Fixed Gas Detection


Hearing Protection Devices At all times


Compatible chemical gloves – see below


Respiratory Protection – see below

Created By:	**C. Kroes**	**SJP #:**	**PR-ARENA-001**
Reviewed By:	**Ops Mgrs, T. Frape (JHSC)**	**Form Rev #:**	**Version #2 – June 2025**
Approved By:	**V. Ljuljdjuraj**	**Sheet #:**	**1 of 4**

*This SJP specifically addresses ammonia refrigeration **room entry** and does not entirely address the various hazards associated with the tasks employees may be required to routinely do inside the plant (E.G. Draining Chiller)– Consult the task specific SJP or SOP for more information.*

Instrument monitors and fan controllers may vary.

Gas sensors are tested/calibrated every 6 months.

Detector displays (concentration in PPM)

Fan Start – REQUIRED FOR ALL ENTRIES

Fan Stop – When leaving and plant is unoccupied (normal condition - no alarms)

Step	Task / NH3 Readings	Hazard	Control
1	Entering under NORMAL operating conditions - Less than 10 parts per million (PPM) of ammonia (NH3) displayed for any detector on the monitor in vestibule.	Ammonia concentration must be below 10 parts per million to be considered a NORMAL operating condition. Take additional precautions if you believe, based on your knowledge of the plant that there may be a leak (e.g. 1 PPM is typical for ABC plant). Ammonia is very CORROSIVE - **AVOID CONTACT**; do not handle any equipment that may be contaminated with ammonia (oils) without proper skin and eye protection. In addition, as ammonia evaporates, it becomes very cold and can result in frost bite condition. – SELECT THICK GLOVES At higher concentrations (see below) ammonia is VERY TOXIC by inhalation; Can cause severe irritation of the nose and throat. Can cause life-threatening accumulation of fluid in the lungs. Respiratory protection is required at concentration range in Step 3.	•Activate ventilation fan prior to entry. • SKIN AND EYE PROTECTION: Review SDS: If the system will be interacted with (operating or touching valves and piping), wear CSA certified gas tight chemical goggles, a face shield (or fit tested full-face respirator preferred) and appropriate gloves (long gauntlet) for ammonia and frost bite hazards such as those made of butyl rubber, viton, neoprene or nitrile – this does not apply to electrical controllers or reading gauges. •Plan your path to an **emergency wash – If exposed, flush with lots of water!** •Contact lenses are prohibited in plant •CSA Class A or AL Hearing Protection is required in the room due to excessive noise levels. •Safety footwear is required in the room. •Only trained and authorized persons can enter the room, manipulate controls, operate valves or attempt repairs of the refrigeration plant.
2	Entering with 11 – 24PPM of NH3 displayed for any detector on monitor in vestibule.	This could be an **ABNORMAL** condition that is required to be safely investigated. Ammonia is very corrosive; do not handle any equipment that may be contaminated with ammonia (oils) without proper skin and eye protection. In addition, as ammonia evaporates, it becomes very cold and can result in frost bite condition.	•Activate ventilation manually -**observe concentration for 5 minutes prior to entry – Confirm ventilation is effective; concentrations should not be increasing after 5 minutes of ventilation (should decrease)** •If ventilation is effective, you may enter without respiratory protection following all **PPE requirements listed in Step 1 Controls (if interacting with system pipes and valves).**

Safe Job Procedure
Refrigeration Room Entry – Ammonia (NH3)

DO NOT perform this job unless you have been instructed in how to do so safely and you have authorization.

Safety First


Safety Goggles and face shield if interacting with valves and piping.


Safety footwear at all times


NH3 Fixed Gas Detection


Hearing Protection Devices At all times


Compatible chemical gloves See below


Respiratory Protection See below

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Detector displays (concentration in PPM). Systems may be equipped with multiple sensors (channels)

Fan Start – REQUIRED FOR ALL ENTRIES

Step	Task / NH3 Readings	Hazard	Control
3	25 – 99 PPM of NH3 displayed for any detector on the monitor in vestibule - **DO NOT ENTER** **WARNING**	This is an ABNORMAL concentration **DO NOT ENTER** – A Qualified contractor must be called to Investigate. Ammonia is very corrosive; do not handle any equipment that may be contaminated with ammonia (oils) without proper skin and eye protection. In addition, as ammonia evaporates, it becomes very cold and can result in frost bite condition. Ammonia is a respiratory irritant at these concentrations – Respiratory protection is required. Can cause severe irritation of the nose and throat. Can cause life-threatening accumulation of fluid in the lungs. •If ammonia is sensed (pungent odour) in the vestibule, leave the area and wait for a supervisor or coordinator to arrive. **NOTE:** North Honeywell Ammonia cartridges (75SC, N7500-4) at this concentration must be **changed out every 5 hours**. Keep cartridges sealed in package until ready for use; dispose of after use.	•Contact the On-Call Supervisor – **DO NOT ENTER!** •Activate ventilation manually, if it has not activated automatically - **observe concentration for 5 minutes prior to entry – Confirm ventilation is effective; concentrations should not be increasing after 5 minutes of ventilation (should decrease). – If ventilation is not effective, call 9-1-1** • City of Burlington employees may only enter WITH a SUPERVISOR and the REFRIGERATION CONTRACTOR PRESENT. If ventilation is effective (concentrations stable or decreasing), you may enter with a full-face respirator with an ammonia cartridge (you must be fit tested once every 2 years) OR a half face air purifying respirator with an ammonia cartridge with gas tight chemical goggles •**All other PPE detailed in Step 1 Controls is required at all times at this concentration**; a face shield is also required if a half face respirator with goggles is worn (rather than full face respirator).

Safe Job Procedure
Refrigeration Room Entry – Ammonia (NH3)

DO NOT perform this job unless you have been instructed in how to do so safely and you have authorization.

Safety First


Safety Goggles and face shield if interacting with valves and piping.


Safety footwear at all times


NH3 Fixed Gas Detection


Hearing Protection Devices At all times


Compatible chemical gloves See below


Respiratory Protection See below

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Approved By:	**V. Ljuljdjuraj**	**Sheet #:**	**3 of 4**

Detection and Ventilation System Functions:

- WARNING: **25 PPM**
  - *Ventilation fan will activate automatically – confirm it is running. A yellow light on the detection panel and the **BLUE** ammonia light will be illuminated. E-alert to on-call Supervisor.*
- DANGER: **75 PPM**
  - *Ventilation fan will already be activated – confirm it is running. Audible alarm and red light on detection panel will be active.*
- **At or greater than 100 PPM – CALL 9-1-1**
- **If there is a power outage, DO NOT ENTER THE PLANT! contact your supervisor on how to proceed prior to any plant entry!**

Common Exposure Thresholds for Ammonia

Range	Hazards
2–55 ppm	Normal range of odor threshold *Note: If the smell of ammonia is detected and/ or you experience eye irritation, leave the area immediately and notify the appropriate person.*
70 ppm	Tingling or burning in eyes, nose, or throat; can cause watering of eyes, sneezing, and coughing
300 ppm	Severe irritation of eyes, nose, or respiratory tract, which becomes intolerable after a few minutes; difficulty breathing; possible burning in lungs (IDLH level)
2,000 ppm or more	Can be fatal after a few breaths

Hazard Pictograms (GHS-US)

Review Safety Data Sheet: Anhydrous Ammonia

Compressed Gas


GHS04

Corrosive: Severe Burns & Eye Damage


GHS05

Acute Toxicity – Inhalation & Contact


GHS06


GHS07

Environmental Hazard


GHS09

Flammable

Step	Task / NH3 Readings	Hazard	Control
4	>100 PPM of NH3 displayed for any detector on the monitor in vestibule. **DO NOT ENTER** **DANGER - EVACUATE**	This is likely a **SIGNIFICANT LEAK –** **DO NOT ENTER** When not adequately controlled, NH3 concentrations above 100 PPM can be very hazardous – DO NOT ENTER. Ammonia is very corrosive. At very high concentrations (150,000 PPM), ammonia is FLAMMABLE and will explode if an ignition source is found.	**•DO NOT ENTER – CALL 9-1-1 for Fire Department assistance.** **•Evacuate the arena!** **•Push emergency shut down**. If feasible, be prepared to help the FD to identify any plant specific information and measures that should be used to control the leak •Activate ventilation fan if it is not already running. •Consider public safety including the exhaust fan discharge location on the exterior wall - Flag off the area outside if concentrations are not dissipating quick enough. •If feasible, direct the public UPWIND of the discharge point. **•Any contractor that is brought in to make repairs must bring their own PPE, especially for entering at higher concentrations. Self contained breathing apparatus must be used by the contractor above 300 PPM; a rescue plan must be developed to rescue the repair worker; working alone is not permitted.**

DO NOT perform this job unless you have been instructed in how to do so safely and you have authorization.

Safety First

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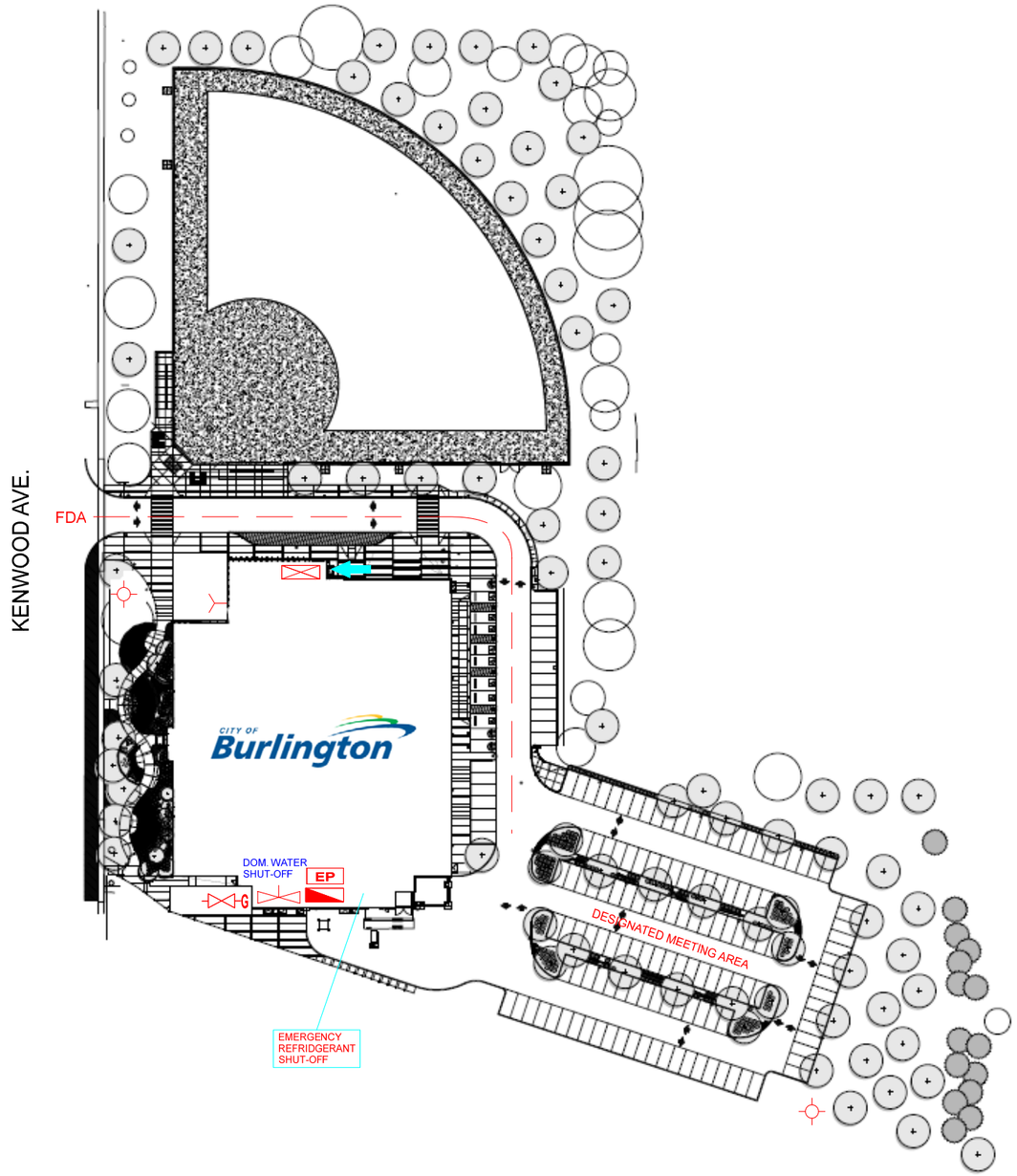
Record of Changes

Date:	Version #:	Description of Changes	Approver (First/Last Name)
11/2017	1	SJP Issued	D. Gauley
6/2025	2	Revised to remove reference to 'old system' and alarm set points, as all systems have been upgraded to electrochemical sensor technology. Updated alarm set points: WARNING: 25 PPM, DANGER: 75 PPM (reduced from 100 PPM) Contractor not permitted to work alone in IDLH, w/ SCBA Added GHS pictograms and other clean-up.	V. Ljuljdjuraj

SCHEMATIC DIAGRAMS

The following schematics contain the building site plan & floor diagrams, which depict all floor levels for the building and illustrate locations of fire protection equipment for the building.



LEGEND

- FDA — FIRE DEPT. ACCESS
- FIRE HYDRANT
- FIRE DEPT. ENTRANCE
- G — GAS SHUT-OFF
- SIAMESE CONNECTION
- SPRINKLER SHUT-OFF
- EP — ELECTRICAL SHUT-OFF
- ANNUNCIATOR PANEL
- FIRE ALARM PANEL

PREPARED FOR:

CITY OF Burlington

LOCATION:

SITE PLAN
129 KENWOOD AVE.
BURLINGTON, ON

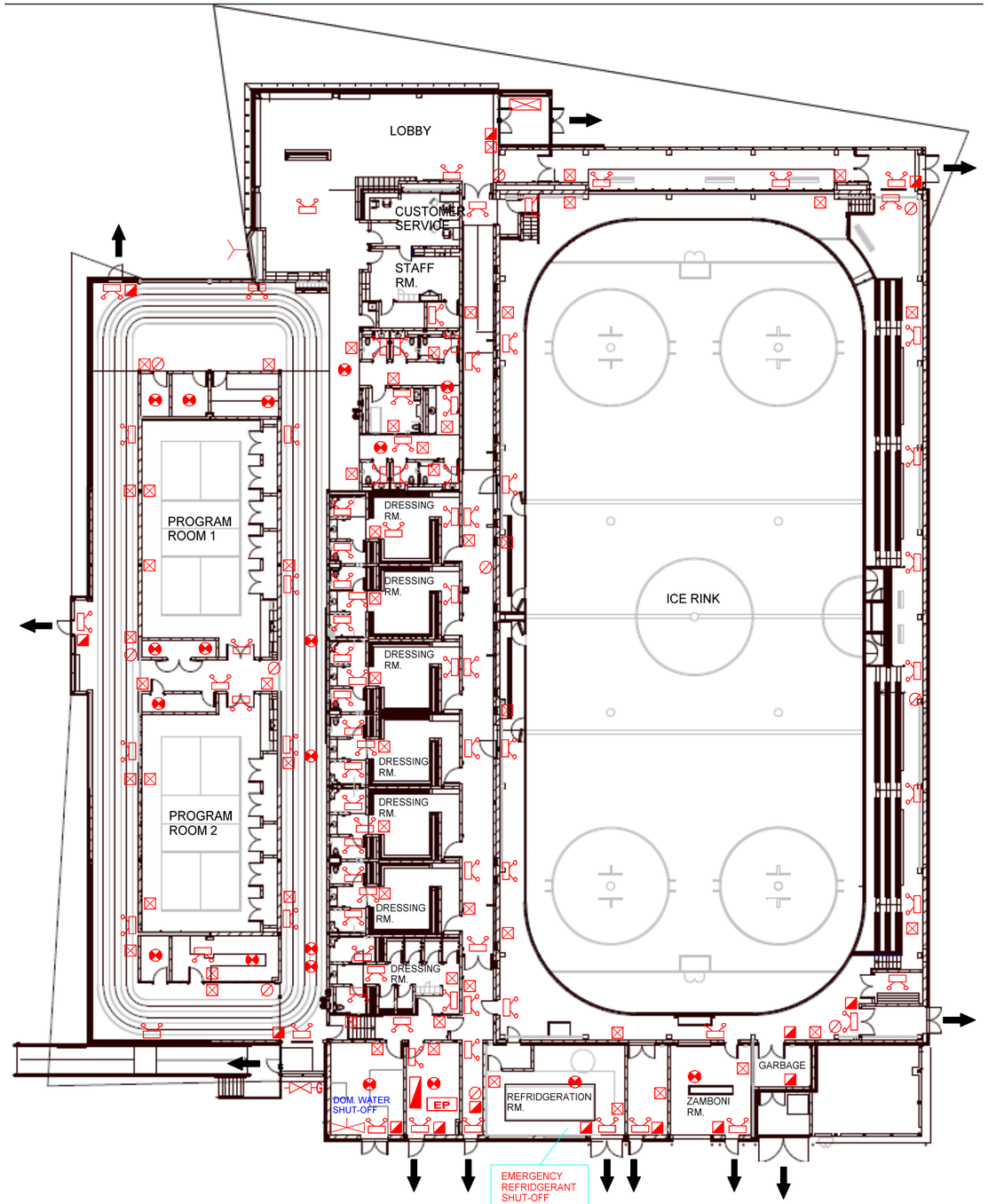
REFERENCE NORTH

PREPARED BY:
TROY LIFE AND FIRE SAFETY

DATE:
APRIL 03, 2025

FILE:
SITE

SCALE:
NOT TO SCALE



LEGEND

- HORN/STROBE
- MANUAL PULL STATION
- FIRE EXTINGUISHER
- HEAT DETECTOR
- SMOKE DETECTOR
- EMERGENCY LIGHTING
- FIRE EXIT
- GAS SHUT-OFF
- EP — ELECTRICAL SHUT-OFF
- SIAMESE CONNECTION
- SPRINKLER SHUT-OFF
- ANNUNCIATOR PANEL
- FIRE ALARM PANEL

PREPARED FOR:

CITY OF Burlington

LOCATION:

FLOOR PLAN
129 KENWOOD AVE.
BURLINGTON, ON

REFERENCE NORTH

PREPARED BY:
TROY LIFE AND FIRE SAFETY

DATE:
APRIL 03, 2025

FILE:
FLOOR

SCALE:
NOT TO SCALE