FIRE SAFETY PLAN
For

Miller Lash House
130 Old Military Trail
Scarborough, On

Prepared by:

BARRINGTON CONSULTING SERVICES
Fire Safety Consulting & Inspections
213 Keewatin Street South, Oshawa, Ontario, L1H 6Z5
Telephone (905) 721-2819,
ATTENTION

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

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 the Fire Safety Plan must also be maintained in order to conform to the Ontario Fire Code and to ensure occupant safety.

This document must be kept available on the premise at all times for the use of supervisory personnel; such personnel should be fully aware of their duties and responsibilities contained herin. It is the “Owners” responsibility to implement this plan once it is approved by the Chief Fire Official.

The Ontario Fire Code - Division B – 2.8.2.1.(4) states: 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 changes in the use and other characteristics of the building.

It is advisable that the “Owner” obtain their own copy of Ontario Regulation 388/97 as amended, (the Ontario Fire Code), and the Fire Protection & Prevention Act. These may be purchased from Government of Ontario Book Store.

Barrington Consulting Services
<table>
<thead>
<tr>
<th>Date Reviewed</th>
<th>Changes or Amendments’</th>
<th>Name (print)</th>
<th>Signature</th>
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<tbody>
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</tbody>
</table>
Distribution List

All Sections: Toronto Fire Services – (1) Copy
             Building Owner – (1) Copy
             UTSC Police – (1) Copy
             Barrington Consulting Services – (1) Copy

Revisions to the Fire Safety Plan shall be forwarded to Toronto Fire Services for approval.
**Table of Contents**

<table>
<thead>
<tr>
<th>Part 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Submission Procedures</td>
<td>1</td>
</tr>
</tbody>
</table>

**Part 2(a)**

| Audit of Building Resources | 2 |
| Audit of Building Resources | 3 |
| Audit of Building Resources | 4 |
| Audit of Building Resources | 5 |
| Audit of Building Resources | 6 |
| Audit of Building Resources | 7 |

**Part 2(b)**

| Audit of Human Resources | 8 |

**Part 3**

| Emergency Procedures for Occupants | 9 |
| Occupant Fire Procedures | 10 |
| Occupant Fire Procedures | 11 |

**Part 4**

| Emergency Procedures for Supervisory Staff | 12 |
| Emergency Procedures for Supervisory Staff | 13 |
| Emergency Procedures for Supervisory Staff | 14 |
| Emergency Procedures for Supervisory Staff | 15 |
| Emergency Procedures for Supervisory Staff | 16 |
| Emergency Procedures for Supervisory Staff | 17 |
| Emergency Procedures for Supervisory Staff | 18 |
| Emergency Procedures for Supervisory Staff | 19 |
| Emergency Procedures for Supervisory Staff | 20 |
| Related Duties | 21 |

**Part 4(b)**

| Assistance for Persons with Disabilities | 22 |
| Assistance for Persons with Disabilities | 23 |
| Assistance for Persons with Disabilities | 24 |
| Assistance for Persons with Disabilities | 25 |
| Assistance for Persons with Disabilities | 26 |
| Assistance for Persons with Disabilities | 27 |
# Table of Contents

## Part 5
Responsibilities of the Owner .................................................. 28

## Part 6(a)
Fire Hazards .............................................................................. 29

## Part 6(b)
Spill Procedure ........................................................................ 30
Spill Procedure ........................................................................ 31
Spill Procedure ........................................................................ 32

## Part 7
Fire Extinguishment, Control or Confinement .............................. 33

## Part 8
Alternate Measures for Occupant Fire Safety .............................. 34
Alternate Measures for Occupant Fire Safety .............................. 35

## Part 9
Fire Drills .................................................................................... 36
Action to be taken during Fire Drills .......................................... 37

## Part 10
Requirements of the Ontario Fire Code ..................................... 38
Exits ......................................................................................... 39
Emergency Lighting Systems .................................................... 40
Fire Separations ........................................................................ 41
Portable Fire Extinguishers ....................................................... 42
Portable Fire Extinguishers ....................................................... 43
Fire Alarm ................................................................................. 44
Fire Alarm ................................................................................. 45
Sprinkler Systems (Wet) ............................................................ 46
Emergency Power Systems ....................................................... 47
Water Supplies for Firefighting, Hydrants ................................. 48
Additional requirements ........................................................... 49

## Drawings
.............................................................................................. 50
<table>
<thead>
<tr>
<th>Appendix A</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms</td>
<td>51</td>
</tr>
<tr>
<td>Fire Alarm Out of Service</td>
<td>52</td>
</tr>
<tr>
<td>Emergency Lighting System Out of Service</td>
<td>53</td>
</tr>
<tr>
<td>Fire Watch Log</td>
<td>54</td>
</tr>
<tr>
<td>Persons Requiring Assistance Form</td>
<td>55</td>
</tr>
<tr>
<td>Evacuation Point Master List</td>
<td>56</td>
</tr>
<tr>
<td>Notes</td>
<td>57</td>
</tr>
</tbody>
</table>
Part 1
Introduction

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

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings.

The Fire Protection and Prevention Act Part VII, 18, (3) (b) states that in the case of an offence for contravention of the fire code, an individual is liable to a fine of not more than $50,000 or imprisonment for a term of not more than one year or both.

The Fire Protection and Prevention Act also states that every director or officer of a corporation who knowingly concurs in such a contravention is guilty of an offence and upon conviction is liable to a fine of not more than $100,000 or imprisonment for a term of not more than one year or both.

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

The Fire Safety Plan approved location is the FSP box, main entrance.

SUBMISSION PROCEDURES

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

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

Note: Division B – 2.8.2.1.(4) states: 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 changes in the use and other characteristics of the building.
Part 2(a)
Audit of Building Resources

Location and Building description

Building Name: Miller Lash House.
Address: 130 Old Kingston Road, Scarborough, Ontario M1E 3J5
Type of Construction: Combustible
Occupancy Type: A2
No of Stories: 2, plus basement,

The Miller Lash House is a 12 room mansion that is nestled on 375 acre of the most picturesque land located in the Highland Creek Valley; the building has been restored under the Ontario Heritage Act. The property is mainly used for Private and Corporate events, to accommodate large receptions in the summer season a 40’ X 80’ tent is erected on a solid surface patio at the rear of the main building.

The Miller Lash House and adjacent tent, does not hold a liquor license. It operates under a Special Occasion Permit, which must be obtained by the client thru the AGCO.

Building Resources

Access

The Miller Lash House is accessed from Old Kingston Road by posted Fire Access Routes under By-Law 13897 as shown on the Site Plan. Access into the building is through the main entrance, East side of the building, located at grade.

The Campus Police are located in the main campus building on a 24-hour per day basis; they control access to the building and provide security. Upon notification of a Fire Alarm, Campus Police Services shall meet the Fire Department and provide access and situation updates.
Audit of Building Resources

Designate Fire Route:  ☒ Yes,  location: see site plan

Municipal Fire Hydrant:  ☒ Yes,
  • Old Kingston Road, adjacent to the entrance.

Private hydrants:  ☒ Yes,  location: see site plan

There are two private hydrants located in the valley, they are located at:
  • Just West of the Caretakers residence,
  • South of the Miller Lash house, by change rooms.

Lockbox:  ☒ Yes,  location: Main Entrance

City of Toronto bylaw 186-2004 requires a Fire Safety Plan lockbox be installed at the main entrance to all University buildings, included within the box shall be a copy of the approved Fire Safety Plan, all required keys and a replacement padlock. In lieu of installing the keys in the boxes as required by the bylaw, there is an agreement between Toronto Fire Services and UTSC that mandates that the Campus Police Services meet the Fire Department at all times, with and all required keys.

Fire Alarm System  ☒ Yes, Location: See schematic drawings

The Miller Lash House is equipped with an Edwards 6616, single stage fire alarm system. The system is activated by smoke & heat detectors, or manual pull stations, located throughout the building.

The annunciator panel is located in the main entrance foyer.

  Make:  Edwards
  Model:  6616
  Main Panel Location:  Main entrance
  Annunciator Panel Location: Main entrance
  Type (single or two stage):  Single stage

Fire alarm monitoring company:  ADT  Phone #: 1-800-663-3547
Audit of Building Resources

Sprinkler System: ☒ No ☐ Yes,

Standpipe System: ☒ No ☐ Yes,

Fire Pump: ☒ No ☐ Yes,

Main Electrical Shut-off: ☐ No ☒ Yes, Location: See schematic drawings

The main electrical room is located on the basement level, Southeast corner, there is also a sub panel located in the West basement.

Heating: Location: See schematic drawings

☐ Natural Gas ☐ Electric ☒ Other: Oil, Forced Air.

The forced air oil furnace is located centrally on the basement level, the main shutoff location for the oil supply is: Discharge end of tank, basement.

Emergency Lighting: Location: See Schematic drawings

☐ No ☒ Yes,

Battery operated emergency lighting units with a minimum duration of 30 minutes are located throughout the Miller Lash House.

Emergency Power:

☒ No ☐ Yes,

Elevators:

☒ No ☐ Yes,
Audit of Building Resources

Other Extinguishing Systems: Location: See schematic drawings

Listed portable fire extinguishers with a minimum rating of 3A10BC are located throughout the Miller Lash House. Each portable fire extinguisher is appropriate for each location based on the hazard.

Occupant Loads:

Great room: 0 Persons,
Dining room: 0 Persons,
Blue room: 0 Persons,
Burgundy room: 0 Persons,
Cream room: 0 Persons,
Original room: 0 Persons,
Tent (summer only): 0 Persons.

Exits: Location: See schematic drawings:

A stairwell is located centrally and services all levels of the Miller Lash House; the basement is separated from the central stairwell by a 1 hour fire Separation.

On the main floor there is a central corridor that serves all rooms, an exit door is located at the North end.

All exit doors are equipped with internally illuminated exit signs.

Fire Separations:

A One hour fire separation isolates the basement of the Miller Lash House from the remainder of the building. The closure is a rated ¾ hr door equipped with a listed self closing device.

Extra Hazardous Area: Location: See schematic drawings:

Are there hazardous materials on site? □ No □ Yes,

There a 2000 Gallons of #2 fuel oil stored in a large fuel oil tank in the basement.

MSDS sheets are located at the Police office and stores.
Part 2 (b)  
Audit of Human Resources

Building Owner: University of Toronto, Scarborough  
Address: 1265 Military Trail, Scarborough, On  
Postal Code: M1C 1A3  
Phone Number(s): 416-287-7579

Facilities Management:

Director:  
Jim Derenzis Phone No. 416-287-7583

Manager, Building Operation:  
Janet Xavier Phone No. 416-287-7584

Manager Engineering Operation & Maintenance:  
Raafat Helmy Phone No. 416-287-7582

Police Services:

Manager: Phone No. 416-278-7588

Assistant Manager:  
Chris Moy Phone No. 416-287-7599

Campus Police Services (24 hrs) Phone No. 416-287-7398/7333

Retail & Conference Services:

Director:  
Jack Martin Phone No. 416-287-7369

Manager, Miller Lash House:  
Yana Evlentieva Phone No. 416-287-7000
Part 3
Emergency Procedures for Occupants

Emergency procedures signage will be affixed to the wall at all Fire Alarm pull stations.

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave the fire area immediately and close all doors;
- Activate the Fire Alarm by the nearest manual pull station;
- Call Toronto Fire Services at 9-1-1;
- Leave building via nearest Exit.

Upon Hearing Fire Alarm:

- Leave building via nearest Exit;
- Close all doors behind you;
- Do not re-enter the building.

CAUTION

IF YOU ENCOUNTER SMOKE – USE AN ALTERNATE EXIT

REMAIN CALM
Occupant Fire Procedures

Upon Discovery of Fire:

- Leave the fire area;
- Close all doors behind you;
- Activate the fire alarm system by the nearest manual pull station;
- Use the nearest exit to leave the building;
- Telephone Toronto Fire Services from a safe location; dial 9-1-1. Never assume that this has been done;
- Give the correct building address and location of the fire and your name;

Miller Lash House, 130 Old Kingston Rd

- Do not return until it is declared safe to do so by a Fire Official.

Immediately Upon Hearing the Fire Alarm:

- Leave the building via the nearest exit
- Before opening the room door, feel door and doorknob for heat. If they are not hot, brace yourself against the door and open it slightly. If you see smoke, or feel air pressure or a hot draft, close the door quickly;
- If the corridor is free of fire and/or smoke, close the door behind you and leave by the nearest exit.

Before entering the stairway, open the door carefully and:

- If there is no smoke, use the stairway to leave the building.
- If there is smoke, do not enter the stairway, close the stairway door. Go to the alternate exit and again open the door carefully.
- If there is no smoke, use the stairway to leave the building.
- If there is smoke, return to the nearest room and protect yourself from the smoke.
Occidental Fire Procedures Con’t

Once inside the stairway:

- If you encounter smoke on your way down the stairs, do not continue!
- Leave the stairway onto the closest available floor area, and proceed to an alternate stairway. Open the door carefully and if there is no smoke, continue down the stairway and leave the building.
- If you cannot use any stairway to exit the building, return to the nearest room and take shelter.
- Never go to the roof, smoke rises!
- Remember to stay low to the ground if you are in a smoke filled environment. The air is cleaner near the floor level.

If you cannot leave your Meeting room/Office or have returned to it because of fire or heavy smoke, remain in the room and:

- Close the door but leave it unlocked for possible entry by firefighters.
- Call 9-1-1 and tell Toronto Fire Services where you are (room #).
- Listen to the instructions or information given by authorized personnel.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call Toronto Fire Services immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the University of Toronto Police Services if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
Part 4
Emergency Procedures for Supervisory Staff

Director of Retail & Conference Services

The Director of Retail & Conference services is responsible for overseeing the fire emergency procedures outlined in this section of the Fire Safety Plan.

UPON DISCOVERY OF SMOKE OR FIRE

1. Leave the fire area, taking any persons in the immediate vicinity with you.

2. Close all doors behind you.

3. Sound the fire alarm by activating the nearest manual pull station.

4. Telephone Toronto Fire Services from a safe location, dial 911. Never assume that this has been done. Give the correct address and location of the fire, and your name.

   Miller Lash House, 130 Old Kingston Rd

5. Supervise the evacuation of all occupants as necessary.

6. Proceed to the main entrance via stairs to meet the Fire Department with the building keys and Fire Safety Plan.

7. When the Fire Department arrives, inform them of the conditions in the building. Assist the Fire Department as requested.

8. Do not permit occupants to re-enter the building until authorized to do so by the Chief Fire Official.
Emergency Procedures for Supervisory Staff Con’t

UPON HEARING THE BUILDING’S FIRE ALARM

1. Leave your area taking any persons in the immediate vicinity with you. Close all doors behind you.

2. Proceed to the fire alarm panel via exit stairs to identify the location of the fire.

3. Call the Toronto Fire Department from a safe location, dial 9-911

   Never assume that this has been done.

   Give the correct address, Location of the fire, and your name.

Miller Lash House, 130 Old Kingston Rd

4. Supervise the evacuation of all occupants as necessary.

5. Meet the Fire Department at the main entrance with building keys. When the Fire Department arrives, inform them of the conditions in the building. Assist the Fire Department as requested.

   There is an agreement between Toronto Fire Services and UTSC that mandates that the Campus Police Service meet the Fire Department at all times, with and all required keys.

6. Do not permit occupants to re-enter the building until authorized to do so by the Fire Department.
Duties of the Director of Retail & Conference Services

1. Ensure a designate is left in charge of building when the Director of Retail & Conference Services is out of the building.

2. During the occupancy of the building, ensure that all exits are unlocked and unobstructed, that corridor and stairwell fire doors are not propped open and that corridors are unobstructed at all times.

3. Establish an evacuation plan for the building and ensure that every occupant knows it and that it is practiced.

4. Assign assistance for any occupants incapable of walking out of the building during and evacuation.

5. Provide occasional staff with details of procedure, i.e., substitute teachers, nurses, library assistants.

6. Ensure that car parking does not obstruct the ready access of Fire Department vehicles and equipment to the building.

7. ENSURE THAT ALL OCCUPANTS MOVE A SAFE DISTANCE FROM THE BUILDING (at least 30m) AFTER EVACUATION AND CLEAR OF THE ENTRANCE TO THE BUILDING FOR FIRE TRUCKS AND OTHER EMERGENCY VEHICLES.

8. Within the context of this policy and procedure, make suitable additional procedures to adapt to any particular local condition.

9. Ensure all "Permit users" are made aware of these procedures.

10. If the fire alarm system becomes inoperative, alternate protection must be provided (Fire Watch), until such time as full fire alarm protection is resumed.

11. Ensure that during any fire alarm (planned Fire Drill exempted) that the fire alarm panel is NOT reset or silenced until the Fire Department has arrived and has been instructed that the Fire Alarm may be reset or silenced.

12. The Campus Police Services and Facilities Management are to be notified of all small fires, which have been extinguished by Campus personnel.

13. Facilities Management are to be notified of any extinguisher used. Do not rehang used extinguishers.
Emergency Procedures for Supervisory Staff Con’t

14. The Fire Department will inform the Director of Facilities Management and/or Campus Police Services when re-entry to the University by students and staff is permissible.

15. Supervise the upkeep and maintenance of all Fire Safety Equipment and Maintain records of all service work.

PLEASE NOTE THAT THE STOPPING OF FIRE ALARM BELLS DOES NOT MEAN THAT RE-ENTRY TO THE BUILDING IS PERMISSIBLE.
**Emergency Procedures for Supervisory Staff Con’t**

**Director of Facilities Management maintenance responsibilities:**

The Director of Retail & Conference Services shall:

1. Be in complete charge of implementing the approved Fire Safety Plan.
2. Designate sufficient assistants to act in this position during your absence.
3. Have or have access to a copy of the Ontario Fire Code (O Reg 213/07).
4. Organize one (1) fire drill for supervisory staff every year, Advance notice shall be posted to advise supervisory staff of the time and date of fire drills. After each drill, all persons with delegated responsibility shall attend a debriefing to report on their actions.
5. Post Emergency Procedures cards throughout the building to inform the occupants of the Fire Safety Plan (sample sign shown in Section 4.0 of this plan).
6. Control fire hazards in the building.
7. Compile and maintain a list of all persons requiring assistance to evacuate
8. Know where all fire alarm devices, panels and emergency back-up equipment are located.
9. Educate and train with the assistance of the contract fire safety consultant all building personnel in the use of the existing fire safety equipment and ensure that they are aware of the actions to be taken under the Fire Safety Plan.
10. Ensure the successful on-going training of all building personnel in the workings of the Fire Safety Plan.
11. Distribute copies of this Fire Safety Plan or portions thereof to supervisory staff and occupants.
12. Know how all fire alarm devices, panels and all emergency back-up equipment, heating, ventilation and air conditioning equipment operate.
13. Be prepared to assist the Fire Department in the operation, maintenance or resetting of all Fire Alarm related equipment.

*Toronto Fire Services does not reset fire alarm systems*
Director of Retail & Conference Services maintenance responsibilities:

15. Check, test, inspect and maintain all fire protection equipment as required by the Ontario Fire Code and as outlined in this Fire Safety Plan. Ensure that such work is completed on schedule and that records are retained.

16. On each floor, post a plan showing primary and secondary exits, which may be used during an evacuation of the building.

17. Ensure that a diagram showing the location and type of all building fire emergency systems (location of Fire Alarm control panel, fire detection devices and fire extinguishers) is maintained.

18. Ensure that alternate measures for life safety are instituted when fire protection systems are out of service. Occupants must be notified and instructions posted as to alternative provisions or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the Chief Fire Official.

Emergency Procedures for Supervisory Staff

Manager, Building Staff

All Faculty, Manager of Miller Lash House, and Miller Lash house staff will be designated as being responsible for the implementation of this portion of the Fire Safety Plan for his/her area. These persons will be responsible for the successful evacuation of their area in a fire emergency.

UPON DISCOVERY OF SMOKE OR FIRE

1. Leave the fire area, taking any persons in the immediate vicinity with you.

2. Close all doors behind you.

3. Sound the fire alarm by activating the nearest manual pull station.

4. Telephone Toronto Fire Services from a safe location, dial 911.

   Never assume that this has been done.

   Give the correct address of the building, location of the fire.

   Miller Lash House, 130 Old Kingston Rd

5. Proceed to a safe location outside of the building via exit stairs.

6. Upon arrival of the Fire Department, Inform the fire officer regarding the conditions in the building.

7. Ensure that occupants DO NOT re-enter the building until authorized to do so by the chief fire official.
Emergency Procedures for Supervisory Staff Con’t

UPON HEARING THE BUILDING’S FIRE ALARM:

1. Stop what you are doing; leave your area taking any persons in the immediate vicinity with you. Close all doors behind you.

2. Call the Toronto Fire Services from a safe location, dial 911. 

   Never assume that this has been done.

Give the correct building address

   Miller Lash House, 130 Old Kingston Rd

3. Ensure all occupants have been evacuated from your area; check all washrooms and classrooms (if safe to do so) proceed to a safe location outside the building via the exit stairs.

   DO NOT USE ELEVATORS.

4. Report conditions to the fire department.

5. Ensure that occupants DO NOT re-enter the building until authorized to do so by the Chief Fire official.
Faculty, Manager of Miller Lash House, and Miller Lash house Staff Responsibilities

1. Read and understand the approved Fire Safety Plan.

2. Be in charge of implementing the approved Fire Safety Plan for your area.

3. Know where appropriate fire exit routes are located for your area.

4. Participate in at least one fire drill every year. Advance notice shall be posted to advise all tenants of the time and date of fire drills. After each drill, all persons with delegated responsibility shall attend a debriefing to report on their actions.

5. Call the Fire Department whenever you need emergency assistance.

6. Ensure all means of egress are unobstructed at all times.

7. Know your correct building address.

8. Know the audible fire alarm signals and the procedures established to implement safe evacuation.

9. Immediately report to maintenance any condition such as blocked exits or blocked access to fire alarm pull stations or extinguishers.

10. Ensure there is no cooking that creates “Grease Laden Vapors” is carried out on the premise.

11. Ensure that smoking is only done in ‘approved “areas.”
Related Duties

In general:

- Keep the doors to stairwells closed at all times.
- Keep stairwells, landings, hallways and Exits, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.
- Participate in fire drills. Occupants’ participation should be encouraged.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Arrange for a substitute in your absence.
- Comply with the Ontario Fire Code.
- In the event of any shutdown of fire and life safety systems, notify Toronto Fire Services and initiate alternative measures.
**Part 4 (b)**

**Assistance for Persons with a Disability**

It has been recognized that in the event of a fire or other emergency, which would require an evacuation of the Campus, some persons may not be able to exit the premises without assistance due to a disability. Therefore, Emergency Evacuation Points have been strategically located throughout the "H", "R" and "S" Wings as points where people needing assistance can gather. In the event of an emergency where you cannot gain access to an outside exit, persons needing assistance should stage themselves at one of the points and have the Campus Police advised of the location. This can be done in one of the following three ways:

- Either by having a responsible person notify the Campus police and report the location point identified on the sign.
- By activating the fire alarm (pull station) near the Emergency Evacuation sign.
- By calling if there is a phone nearby or use a cell phone as a back up.

*Please note cell phones do not work in all areas of the campus*

Every sign has a location code, which is comprised of a letter and two numbers. These indicate the Wing the person is in, the floor level and the signs location. It is very important that this three-digit code be given as listed on the sign.
**Assistance for Persons with a Disability**

The Campus Police Service have a full listing of the location points and either they or the Fire Department will respond to the location as soon as possible. Assign assistance for any occupants incapable of walking out of the building during an evacuation.

All personnel requiring special assistance during weekends and after hours must ensure that Campus Police are aware of their location. All staff and faculty are encouraged to register with the *Emergency Contact Service* at the Campus Police desk.

**Guidelines for Evacuation of Wheelchair/Scooter Users and Persons with Mobility Disabilities**

- If at ground level, exit on wheelchair ramp or down steps with assistance.
- If staircase must be used to reach ground level, remain at Emergency Evacuation Point until help arrives. Do not attempt to take an electrically powered chair up or down stairs. There are Emergency Transport Chairs located at the recreation centre 1st level, campus police and at the theater should the need arise.
- DO NOT USE ELEVATORS.
- If the person you are assisting is unable to speak clearly, look for a sign on the chair with printed instructions.

**Guidelines for Evacuation of Persons who are Blind/Low Vision**

- Identify yourself.
- Describe the emergency and ask if help is needed and how it can be provided.
- Let the person take YOUR elbow. Describe your surroundings, give directions clearly and accurately. Alert him/her to upcoming stairs or other obstacles.
- Guide dogs are the responsibilities of their owners. Do not distract the dog, it is working.
- [How to Guide a Person who is Blind](#)
- [Access and Etiquette](#)
- [Guide Dogs for the Blind](#)

**Guidelines for Assisting Persons who are Deaf or Hard of Hearing**

- Alert the person(s) that an emergency exists by using notes or hand gestures. Note: Lip-reading is a skill that some persons who are Deaf or Hard of Hearing have difficulty mastering. Consequently, utilizing this form of communication during an emergency may prove problematic, especially if the hearing person has an accent, facial hair, or the lighting is poor.
**Assistance for Persons with a Disability**

**Guidelines for Assisting Persons with Asthma**

- If there is smoke, encourage the person to crawl and if possible have them cover their mouth with a damp cloth.

**Guidelines for Assisting Persons with Epilepsy**

- Some persons with epilepsy report that loud and startling noise such as a fire alarm may trigger a seizure. In the event the person has a seizure keep them safe from further harm and do not force anything in their mouth.

**Guidelines for Assisting Persons with a Developmental Disability**

- It is essential that staff and faculty working with a person with a Developmental disability remain composed during an emergency. Calmly explain what is happening in clear terms and guide the person to a safe exit.

**The Responsibility of the Person Requiring Assistance**

In an emergency situation, it is critical that you are clear about your needs during an evacuation and that these needs have been conveyed to your instructors, other staff, Human Resource Services (if you are a staff or faculty member) and the Campus Police, at the earliest possible date during each term.

You are strongly encouraged to register with the Emergency Contact Service at the Campus Police desk. This service assists the police with knowing where you may be located during an emergency. As well, during weekends and after hours you should notify the Campus Police of your location.

**Pre-Emergency Preparation**

- Be familiar with the buildings, exits, and Emergency Evacuation Points.
- Speak to instructors and other staff about your evacuation needs.
- Know the safest method of assistance you may require.
- Should you have communication difficulties and if you use a wheelchair or scooter, place a sign on your chair with instructions.
- Carry a cell phone, loud whistle or similar device you can operate. (Note: Due to the structure of the buildings, some cell phones do not work in some locations of the building). Know the Campus Police phone number in the event you need to alert people of your location if you become trapped (See Emergency Evacuation Points). In a life-threatening situation, if you have any problems contacting the Campus Police call 911 and advise them of the situation and your exact location.
- While attending class, position yourself near a doorway for easier exit. Do not block the doorway.
Instructions to transport persons requiring assistance
Assistance to evacuate via stairwells (If required)

Under normal circumstances, persons who require assistance should be evacuated via ramp or left beside the designated evacuation points under the supervision of a Fire Warden until such time as the Fire Department can affect a rescue. But under some circumstances, it may be life threatening for that person to remain on the floor awaiting Fire Department rescue. Evacuation may be to another area of refuge. Under these circumstances, the person requiring assistance must be transported via the stairs to the exterior. The following are examples of some techniques that may be used to transport a person via stairwells where ramps are inaccessible.

Do not attempt to take an electrically powered chair up or down stairs. There are Emergency Transport Chairs located at the recreation centre 1st level, campus police and at the theatre should the need arise.

Only persons professionally and regularly trained in these lifting techniques should attempt to evacuate persons requiring assistance. For persons who are not professionally trained, the following descriptions and diagrams are for reference purposes only.

THE BACK LIFT

The rescuer would kneel at the front of the person and place the person's arm up and over the rescuer's shoulder and across his/her chest. The rescuer would then lean forward before raising slowly, to a full standing position.
Instructions to transport persons requiring assistance
Assistance to evacuate via stairwells (If required)

TWO RESCUER SEAT CARRY

The rescuers position themselves next to the wheelchair (or beside the person) in order to grasp each other’s upper arm or shoulder as per illustration #2. The person being assisted would place his/her arms firmly around both rescuer’s necks as per illustration #3. The two rescuers would then lean forward placing the free arm under the individual’s legs, firmly grasping each other’s wrists as per illustrations #4 and #5. Working together, both rescuers lift, using legs, then carefully stepping forward.
Instructions to transport persons requiring assistance
Assistance to evacuate via stairwells (If required)

TWO RESCUER EXTREMITIES CARRY

The person being assisted would be placed on the stairwell landing. One rescuer would lift at the legs, under the knees, while the other would lift under the shoulders with fingers locked across the individual’s chest. Rescuers with backs erect, would lift together, raising slowly to a standing position.

Note: It is important to communicate with Supervisory Staff concerning your attempt to transport the individual down a stairwell. Supervisory Staff will then be able to redirect stairwell traffic to the other stairwell while you transport, so as to avoid stairwell congestion.
Part 5  
Responsibilities of the Owner/Occupant

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

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out fire safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Fire Code, and incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, test and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.
Part 6(a)  
Fire Hazards

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

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Clothes dryer lint collector full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly.
- Stoves shall be used for reheating proposes only.
- Chimneys shall be inspected yearly to identify any dangerous condition,
- Improper disposal of oily rags.
- Unsafe welding practices

Tents & Air Supported Structures

- Flame proofing treatments shall be renewed as often as necessary to ensure that the material will pass the match flame test in NFPA 705, “Recommended Practice for a Field Flame Test for Textiles and Films”.
- Hay, straw, shavings or similar combustible materials other than that necessary for the daily feeding and care of animals shall not be permitted within a tent or air-supported structure used for an assembly occupancy, except that sawdust and shavings are permitted to be used if kept damp.
- Smoking and open flame devices shall not be permitted in a tent or air-supported structure unless provisions have been made for such activities under the fire safety plan.
- Candles are to be placed on non combustible surfaces at all times.
- Cooking (warming) areas in tents will not be located adjacent to access to exits and exits.

- Electrical power and equipment shall be installed by a licensed electrician and comply with the electrical safety Authority requirements.

- A fire watch will be in place every time the tent structure is used.
Part 7
Fire Extinguishment, Control or Confinement

The choice to use an extinguisher is yours

Activate the building fire alarm before attempting to extinguish a fire.

In the event a small fire cannot be extinguished with the use of one (1) portable fire extinguisher or the smoke presents a hazard for the operator, Leave the fire area, the door to the area must be closed to confine and contain the fire. Activate the building fire alarm.

Notify Toronto Fire Services at 9-1-1.

Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

Remember the acronym (PASS)

P – Pull the safety pin
A – Aim the nozzle
S – Squeeze the trigger handle
S – Sweep from side to side (watch for fire restarting)

When the fire is extinguished, back away from the fire and watch for a restart, do not turn your back on an extinguished fire.

- Never re-hang extinguishers after use.
- Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers.
- Keep extinguishers in a visible area and unobstructed at all times.
Part 8
Alternative Measures for Occupant Fire Safety

In the event of any shutdown of fire protection equipment systems or part thereof, notify Toronto Fire Services. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official. All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from Toronto Fire Services.

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

1. Notify Toronto Fire Services; dial 416-338-9000 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. Toronto Fire Services is to be notified in writing of shutdowns longer than 24 hours.

2. Post notices on all floors by elevators and in the lobby entrance, stating the problem and when it is expected to be corrected.

3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour (Fire watch).

4. Notify Toronto Fire Services and building occupants when repairs have been completed and systems are operational.

NOTE: All shutdowns will be confined to as limited an area and duration as possible.
Alternative Measures for Occupant Fire Safety

ALTERNATIVE MEASURES FOR FIRE ALARM, EMERGENCY LIGHTING.

- Advise Occupants by telephone fan-out through Divisional/Department Administrative Assistants.
- Post notices (see appendix “B”) at the entrance to the area involved.
- Notify Toronto Fire services - 416-338-9000

**DO NOT USE EMERGENCY NUMBER 911**

- The Campus Police or Building Services Staff will patrol affected area every hour (fire watch) during hours of non-occupation.
- Notify Occupants when defective system or equipment has been repaired and is operative.
- Remove notices posted.
- Notify Toronto Fire Services when repairs have been completed and systems are operational.

FOR FIRE HYDRANTS

When fire hydrants are out of service for maintenance or testing, it shall be bagged or marked out of service, and:

- Notify Toronto Fire Services – 416-338-9000
  (DO NOT USE EMERGENCY NUMBER 911)
- Notify Toronto Fire Services when repairs have been completed and systems are operational.

FOR FIRE EXTINGUISHERS

Facilities Management will immediately replace the fire extinguisher by exchanging it with a fully operational fire extinguisher.
Fire Safety Plan for the Miller Lash House

Part 9
Fire Drills

Fire drills will be held at least once every 12 months to ensure efficient execution of the Fire Safety Plan. Fire drill records are required to be retained for a period of one (1) year.

**FIRE DRILL RECORD**

<table>
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<th>Date: ____________________</th>
<th>Time: ______________</th>
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<tbody>
<tr>
<td>Manager/Supervisor on Duty: _______________________________</td>
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<td>Staff Present:</td>
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<td></td>
<td></td>
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<tr>
<td>Deficiencies Noted:</td>
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</tbody>
</table>

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General Comments: ________________________________

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Fire Drills
Actions to be taken during a Fire Drill

DIRECTOR OF FACILITIES MANAGEMENT OR DESIGNATE

1. Schedule drill and ensure the Toronto Fire Services is aware of the drill; they may want to be on site to evaluate performance and provide corrective measures and suggestions for implementing the procedure. There shall be at least one Fire Drills conducted in each year by the Manager or his designate.

2. If the Toronto Fire Services is at the University, follow their instructions for sending in an alarm. They probably will ask you to react as in a "real" fire situation.

3. Follow appropriate steps for a fire alarm. The drill shall simulate a genuine emergency situation (i.e. stairwell blocked off at all floors, etc.)

4. At conclusion of drill, ensure the fire alarm system has been properly reset.

5. Ensure that the Fire Department has been notified that the drill is over.

6. Review observations/problems with senior staff.

DUTIES OF ALL FACULTY AND STAFF

1. Follow the same steps as for a fire alarm.

DUTIES OF PHYSICAL PLANT SERVICES PERSONNEL - IF ON SITE

1. Follow the same steps as for a fire alarm.
Part 10
Requirements of the Ontario Fire Code

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

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items, which may apply, to your property.

- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.

- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

Definitions for key words are as follows:

Check means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

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

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

It is stated in the Fire Code that records of all tests and corrective measures shall be retained for a period of two years after they are made.
Exits & Exit Signs

Daily:

1. Check to ensure that internally illuminated EXIT signs are illuminated;

2. Check EXIT signs to ensure that they are clearly visible and in legible condition;

3. Maintain Exits and Access to Exits free of obstructions both inside and outside;

4. Maintain Exit doors so they can be opened easily, and without the use of a key from the inside. Where required, only Panic Style Hardware shall be used to secure Exit doors.

NOTE: The Building Owner, Manager or Owner’s designate shall perform these checks.

ALTERNATE MEASURES

If the EXIT signs become damaged or illegible, staff shall be assigned to direct occupants to safety if an emergency arises. Also the sign shall be repaired or replaced as soon as possible.
Emergency Lighting

Daily:

1. Check pilot lights for operation;

Monthly:

1. Inspect the equipment to ensure that:
   - The terminal connections are clean, free of corrosion and lubricated where necessary;
   - The terminal clamps are clean and tight per manufacturer’s specifications;
   - The electrolyte level and specific gravity are maintained as per manufacturer’s specifications where necessary; and
   - The battery surface is kept clean and dry.

2. Test the equipment to ensure that the lights will function upon failure of the primary power supply.

Yearly:

1. Test the equipment to ensure that it will provide emergency lighting for the duration equal to the design criteria under simulated power failure conditions;

2. Test the charging conditions for voltage and current and the recovery period to ensure that the system is in accordance with the manufacturer’s specifications.

NOTE: The Building Owner, Manager or Owner’s designate shall perform the Monthly requirements; a contractor shall perform yearly requirements.
Fire Separations

Daily:

1. Check closures to ensure that they are not blocked or wedged open;
2. Check the area around the doors to ensure that they are clear of anything that would interfere with the free operation of the door.

Monthly:

1. Inspect the closures to ensure that they operate as originally designed;
2. Inspect separations to ensure that there is no damage, which could affect the fire resistance rating of the separation.

NOTE: The Building Owner, Manager or Owner’s designate shall perform the monthly requirements
Portable Fire Extinguishers

Daily:

1. Ensure that all portable fire extinguishers are in their proper locations;

2. Ensure that all portable fire extinguishers are readily accessible in case of fire.

Monthly:

Inspect the portable extinguishers to ensure that the seal is intact, the pressure indicated is in the operative range (if equipped with a gauge) and the extinguisher does not have any obvious damage. Sign the affixed tag or log in log book.

Yearly:

Provide service in accordance with NFPA 10 – 2004, “Portable Fire Extinguishers”.

Every 5 years:

Hydrostatically test carbon dioxide and water type extinguishers.

Every 6 years:

Empty & perform maintenance of stored pressure type extinguishers.

Every 12 years:

Hydrostatically test stored pressure type extinguishers.

As required:

Recharge extinguisher after use or as indicated by monthly inspection.
**Portable Fire Extinguishers con’t**

**Note:** Monthly requirements shall be performed by the Building Owner, Manager or Owner’s designate; a qualified contractor shall perform yearly requirements.

**Alternative Measures**

Portable fire extinguishers shall be recharged as soon as possible after use, during the recharge delay, replacement extinguishers shall be provided.
**Daily**

1. Check the Fire Alarm control panel to ensure that a trouble signal is not indicated on the Fire Alarm Control Panel.

**Monthly**

1. Check the Fire Alarm batteries to ensure that:
   - Terminals are clean & lubricated where necessary;
   - Terminal clamps are clean and tight.

2. Test the Fire Alarm System by operating one manual pull station and ensuring that all audible alert devices operate as intended and the alarm panel annunciates the correct zone. A different pull station must be used every month. Once the test is completed add to monthly logbook for Fire Department inspection.

**Yearly**

The Fire Alarm System must be tested yearly to the requirements of CAN/ULC – S536 “Inspection and Testing of Fire Alarm Systems”

**Note:** Daily and monthly requirements shall be performed by the Building Owner, Manager or Owners designate;

Yearly tests must be conducted by a certified alarm contractor as required by The Ontario Fire Code, Division C - Section 1.2. Qualifications shall be in conformance with CAN/ULC S536 - 04, “Inspection and Testing of Fire Alarm Systems”.

It is the Building Owners responsibility to ensure that the technician is certified.
Alternate Measures

In the event that the Fire Alarm System becomes inoperative, the owner or a responsible staff member shall be assigned to post a Fire Watch. The Fire Watch shall include hourly inspections of the restaurant. Upon discovery of Fire, they are to calmly alert all building occupants and alert the Fire Department.

The Fire Alarm System shall be restored to proper operating condition as soon as possible.
**Private Fire Hydrants**

**Daily:**

1. Municipal and Private Hydrants shall be maintained in operating condition.

2. Municipal and Private Hydrants shall be maintained free of ice and snow accumulations.

3. Hydrants shall be readily available and unobstructed at all times.

**Annually:**

1. Hydrants shall be inspected annually and after each use.

2. The port caps shall be removed and the connections shall be inspected for wear, rust or obstructions that in any way hamper easy removal.

3. The hydrant barrel shall be inspected to ensure that no water has accumulated within the barrel.

4. If water is found the drain valve shall be inspected.

5. Hydrant waterflow shall be inspected annually.

6. The main valve of the hydrant shall be fully opened with one port open, and the water flow checked.

**Note:** Monthly requirements shall be performed by the Owner, Manager or Owner’s designee; yearly requirements shall be performed by a qualified contractor.

**Alternative Measures**

If a Hydrant becomes inoperative, it shall be repaired as soon as possible. Hydrants shall be inspected immediately after use. Inoperative hydrants shall be indicated to responding crews, by use of a sign or hydrant cover.
**Additional requirements of the**

**Ontario Fire Code**

**Daily:**

1. Ensure streets, yards and private roadways provided for Fire Department access are kept clear (debris, snow etc.) at all times.

**As required:**

1. Heating, ventilating and air-conditioning systems, including appliances, chimneys and flue pipes, shall be operated and maintained so as not to create a hazardous condition.

2. Every chimney, flue and flue pipe shall be inspected to identify any dangerous condition
   
   (a) at intervals not greater than 12 months,
   
   (b) at the time of addition of any appliance, and
   
   (c) after any chimney fire.

3. Where conditions are such as to make smoking a fire or explosion hazard, smoking shall be permitted only in specifically approved smoking areas.

4. Chimneys, flues and flue pipes shall be cleaned as often as necessary to keep them free from accumulations of combustible deposits.

5. Defective appliances in a building shall be removed, repaired or replaced when the defective appliances create a hazardous condition.

6. Access to fire alarm components requiring inspection shall be kept unobstructed.

7. Flame retardant treatments shall be renewed as often as required to ensure that the material will pass the match flame test in NFPA 705, “Recommended Practice for a Field Flame Test for Textiles and Films”.
Part 11
Drawings
APPENDIX – “A”

FIRE ALARM SYSTEM OUT OF SERVICE
EMERGENCY LIGHTING SYSTEM OUT OF SERVICE
FIRE WATCH LOG
LIST OF PERSONS REQUIRING ASSISTANCE
FIRE SAFETY PLAN REQUIREMENTS FOR TENTS
FIRE ALARM SYSTEM

OUT OF SERVICE

A FIRE WATCH IS PATROLLING THE EFFECTED FLOOR AREAS

IN CASE OF FIRE CALL

9-1-1

FOLLOW EMERGENCY PROCEDURES
EMERGENCY LIGHTING SYSTEM

OUT OF SERVICE

NO EMERGENCY LIGHTING

HAVE A FLASHLIGHT IN CASE OF POWER OUTAGE

IN CASE OF FIRE CALL

9-1-1

FOLLOW EMERGENCY PROCEDURES
FIRE WATCH LOG

DATE: ______________, ADDRESS: 130 Old Kingston Road

REASON FOR FIRE WATCH

☐ FIRE ALARM INOPERATIVE
☐ OTHER

NAME OF PERSONS CONDUCTING FIRE WATCH

1. __________________________________________________

2. __________________________________________________

3. __________________________________________________

4. __________________________________________________

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<th>DATE</th>
<th>TIME</th>
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<tr>
<td>Person requiring assistance</td>
<td>Usual location (room #)</td>
<td>Cell phone #</td>
<td>Reason for assistance</td>
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Fire Safety Plan requirements for Tents

To be completed prior to each event:

1. Location of nearest telephone (911): ________________________________.

2. Number, type and location of portable fire extinguishers provided:
   a) Number ________________________________.
   b) Type(s) ________________________________.
   c) Locations(s) ________________________________.

3. Names of persons employed on fire watch duty:
   1) ________________________________.
   2) ________________________________.
   3) ________________________________.

   Note: Such duties include keeping means of egress clear, enforcement of the non smoking policy, proper use and storage of combustible materials and general enforcement of regulations and implementation of the Fire Safety Plan during the event.

4. Number of Exits: ________, Exit signs are required for all tents equipped with wall panels and/or exiting is impeded by ropes, tables etc.

5. Are open flame devices such as gas heaters, barbecues and fuel fires appliances intended for use? □ YES □ NO, relative to the tent, where would these devices be located? Must not be located in Access to an Exit, or Exits.
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________.

6. Provide the name, address and telephone number of the person(s) leasing the tent.
   Name: ________________________________.
   Address: ________________________________.
   Phone: ________________________________.

To be provided to the Fire Department upon request. A copy of the Approved Fire Safety Plan must be posted in a conspicuous location near the main entrance.