FIRE SAFETY PLAN
For
N’sheemaehn Child Care Centre
University of Toronto at Scarborough
1255 Military Trail
Scarborough, On
Prepared by:
BARRINGTON CONSULTING SERVICES
Fire Safety Consulting & Inspections
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.

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
Fire Safety Plan for the N'sheemaehn Child Care Centre

**Distribution List**

All Sections: Toronto Fire Services – (1) Copy  
N'sheemaehn Child Care Centre – (1) Copy  
UTSC (Building Owner) – (1) Copy  
UTSC Police – (1) Copy  
Barrington Consulting Services – (1) Copy

Emergency Procedures: Website, Faculty & Staff.

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

**Part 1**
- Introduction 1
- Submission Procedures 1

**Part 2(a)**
- Audit of Building Resources 2
- Audit of Building Resources 3
- Audit of Building Resources 4
- Audit of Building Resources 5

**Part 2(b)**
- Audit of Human Resources 6

**Part 3(a)**
- Emergency Procedures for Occupants 7
- Occupant Fire Procedures 8
- Occupant Fire Procedures 9

**Part 4**
- Duties of the Child Care Director 10
- Emergency Procedures for Supervisory Staff 11
- 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
- Related Duties 19

**Part 5**
- Responsibilities of the Owner 20

**Part 6**
- Fire Hazards Educational Properties 21

**Part 7**
- Fire Extinguishment, Control or Confinement 22

**Part 8**
- Alternate Measures for Occupant Fire Safety 23
- Alternate Measures for Occupant Fire Safety 24
Fire Safety Plan for the N'sheemaehn Child Care Centre

**Table of Contents**

**Part 9**
- Fire Drills 25
- Action to be taken during Fire Drills 26

**Part 10**
- Requirements of the Ontario Fire Code 27
- Exits and Exit Signs 28
- Emergency Lighting Units 29
- Fire Separations 30
- Portable Fire Extinguishers 31
- Portable Fire Extinguishers 32
- Fire Alarm 33
- Private Hydrants 34
- Addition Requirements 35

**Drawings** 36

**Appendix A**
- Forms 37
- Fire Alarm Out of Service 38
- Emergency Lighting System Out of Service 39
- Fire Watch Log 40
- Fire Drill 41
- Person Requiring Assistance 42
- Notes 43
Part 1

Introduction

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

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

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 $25,000 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 $50,000 or imprisonment for a term of not more than one year or both.

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

The Fire Safety Plan approved location is Child Care Centre Office.

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.
Part 2(a)
Audit of Building Resources

Location and Building description

Building Name: N’sheemaehn Child Care Centre
Address: 1255 Military Trail,
Scarborough, Ontario
M1C 1A4
Type of Construction: Non-Combustible
Occupancy Type: Group “A2”
No of Stories: Above grade: 1.
Size: 502 square metres
Occupant loads: 11 Full time staff, 4 support staff.
56 Children

The N’sheemaehn Child Care Centre is a single storey Child Care Centre; consisting of 4 playrooms, gross motor room, office, kitchen, staff room, and laundry room located on the Northeast corner of the grounds of the University of Toronto Scarborough Campus.

Building Resources

Access

Designate Fire Route: ☐ No ☑ Yes, See site plan

A posted Fire Access Route, under By-Law 13897 as shown on the Site Plan, accesses the N’sheemaehn Child Care Centre from Military Trail.

Access into the building is through the main entrance vestibule located off the parking lot or the rear door located off the path from Ellesmere/Military Trail. Both doors are at grade. UTSC Police Services will respond 24hrs, 7 days a week for alarm activations and will provide access and vital information.

Nearest Municipal Hydrant:

Nearest municipal hydrant location: Located on Military Trail, by the main driveway.
Audit of Building Resources

Private hydrants:  □ No  ☑ Yes, See site plan

Private hydrants are located throughout the University,

Lockbox:  □ No  ☑ Yes

City of Toronto bylaw 186-2004 requires a fire safety plan lockbox be installed at the main entrance to the Child Care Centre, included within the box shall be a copy of the approved fire safety plan, labelled service room keys, and a replacement padlock.

Fire Alarm System:  □ No  ☑ Yes, See schematic drawings.

The N’sheemaehn Child Care Centre is equipped with a single stage Fire Alarm System. The system is activated by smoke & heat detectors, manual pull stations.

The Fire Alarm Control Panel is located in the main entrance vestibule.

Make: Edwards
Model: EST 2
Main Panel Location: Main entrance vestibule
Annunciator Panel Location: Main entrance vestibule
Type (single or two stage): Single stage

Fire alarm monitoring company:  ADT   Phone #: 1-800-663-3547

Communications Systems:  ☑ No  □ Yes

The child care centre has no central voice communications system. However the UTSC has 24 emergency telephones connecting the caller directly to the Campus Police Desk, they are located in the following areas:

- 3 in the North Village area.
- 3 in the South Village area.
- 3 in the Lower Campus area (Valley).
- 2 in the inner parking lots.
- 5 in the outer parking lots.
- 1 by the Child Care Centre.
- 7 within the "S", "H" and "R" wings.
Audit of Building Resources

Sprinkler System: ☒ No ☐ Yes

Type: ☐ Wet ☐ Dry ☐ Other

Note: a single sprinkler head, supplied by domestic water, protects the back storage room.

Standpipe System

☒ No ☐ Yes

Fire Department Connections

☒ No ☐ Yes,

Fire Pump

☒ No ☐ Yes

Heating. See schematic drawings.

☐ Natural Gas ☒ Electric ☐ Steam

The heating and air conditioning units are located on the roof of the childcare centre; access to the roof is obtained by a ladder located inside the centre.

Main Electrical Shutoff: ☐ No ☒ Yes, See schematic drawings.

location: Caretaker & electrical room (access thru the infant room)

Fixed Extinguishing System for Commercial Cooking Equipment

☒ No ☐ Yes

Other Extinguishing Systems: See schematic drawings.

Listed portable fire extinguishers with a minimum rating of 3A10BC are located throughout the building.

Emergency Lighting: See schematic drawings.

☐ No ☒ Yes

Battery operated emergency lighting units with a minimum duration of 30 minutes are located throughout the building.
Audit of Building Resources

Emergency Power:

☒ No ☐ Yes

Elevators:

☒ No ☐ Yes

Exits:  See schematic drawings.

There are two exits from the building; each exit is at grade.

All exit doors are equipped with listed panic hardware and internally illuminated exit signs.

Fire Separations:  See schematic drawings.

There is a roll down shutter located between the kitchen and the dining room, also the office and kitchen doors are equipped with a hold open device, the shutter and doors are connected to the Fire Alarm System and will operate (close) upon activation of the building Fire Alarm or release of the fusible link (kitchen shutter only).

The shutter requires to be manually reset after each use.

Extra Hazardous Area

Are there hazardous materials on site?  ☒ No ☐ Yes
Part 2 (b)
Audit of Human Resources

Building Owner: University of Toronto at 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: Darcy Griffith  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

N’sheemaehn Child Care Centre:

After hours phone numbers for the Child Care Centre will be provided by the University Police Services.
Part 3(a)

Emergency Procedures for Occupants

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations.

Note: It is mandatory to evacuate all University buildings upon sounding of the Fire Alarm.

**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 9-9-1-1;
- Leave building via nearest Exit.

Upon Hearing Fire Alarm:

- Leave building via nearest Exit;
- Close all doors behind you;
- Do not use elevators.

**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 9-9-1-1. Never assume that this has been done;
- Give the correct building address and location of the fire and your name;

**N’sheemaehn Child Care Centre**
**1255 Military Trail**

- 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 Classroom/Office 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.
  - 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 Classroom/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 9-9-1-1 and tell Toronto Fire Services where you are (room #).
- Listen to the instructions or information given by authorized personnel.
Occupant Fire Procedures

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call Toronto Fire Services immediately (9-9-1-1) 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

Duties of the Child Care Centre Director

1. Ensure a designate is left in charge of building when the Child Care Centre Director 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 evacuation.

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

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 100m) 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. If the Fire Alarm System becomes inoperative, alternate protection must be provided (Fire Watch), until such time as full Fire Alarm protection is resumed.

10. 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.

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

12. Facilities Management are to be notified of any extinguisher used. Do not rehang used extinguishers.

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

14. Supervise the upkeep and maintenance of all Fire Safety Equipment and Maintain records of all service work.
Emergency Procedures for Supervisory Staff

Child Care Centre Director

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 9-911. Never assume that this has been done. Give the correct address of the building, location of the fire.

N’sheemaehn Child Care Centre
1255 Military Trail

5. Proceed to the designated meeting place, (west of center).

6. Conduct a headcount.

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

8. Ensure that occupants DO NOT re-enter the building until authorized to do so by the chief fire official.

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. Call the Toronto Fire Department from a safe location, dial 9-911. Never assume that this has been done. Give the correct building address.

N’sheemaehn Child Care Centre
1255 Military Trail

3. Ensure all occupants have been evacuated from your area; check all washrooms and classrooms (if safe to do so).
4. Proceed to the designated meeting place, (west of center).

5. Conduct a headcount.

6. Ensure that occupants DO NOT re-enter the building until authorized to do so by the Chief Fire official.

**Child Care Centre Directors 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. Designate sufficient assistants to act in this position during your absence.

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

5. Participate in at least one fire drill every month. After each drill, all persons with delegated responsibility shall attend a debriefing to report on their actions.

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

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

8. Notify the Chief Fire Warden of any changes immediately.

9. Know your correct building address

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

11. Immediately report to maintenance any condition such as blocked exits or blocked access to fire alarm pull stations or extinguishers.
Emergency Procedures for Supervisory Staff

If located in the Infant Activity/sleep Room.

Primary Exit: Main entrance (front door).

Secondary Exit: North exit to the north playground.

Upon discovery of fire:

- Leave the fire area immediately with the children and close doors;
- Activate the building fire alarm via the nearest manual pull station;
- Exit the building via the nearest exit;
- Call Toronto Fire Services at 9-9-1-1 from a safe location; 
  Never assume that this has been done;

N’sheemaehn Child Care Centre
1255 Military Trail

Once outside, take the children and proceed to the designated meeting place (West of Child Care Centre) perform a headcount and inform the Director; await the arrival of Fire Department, away from the building.

Upon hearing the fire alarm

- Gather up the children,
- Exit the building with the children via the nearest exit;
- Before opening any door, feel the door and doorknob for heat. If the door is 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 and use an alternate exit
- Notify the Toronto Fire Services of the emergency condition. Dial 9-9-1-1;
- Give the correct building address and location of the fire and your name;

N’sheemaehn Child Care Centre
1255 Military Trail
Emergency Procedures for Supervisory Staff

- If it is safe to do so, assist with the evacuation of all other occupants, including those requiring assistance;

- Once outside, take the children and proceed to the designated meeting place and perform a headcount.

- If you believe that some one is missing or trapped inside, inform the Director immediately, Do not Re-enter the building for any reason.

- Upon the arrival of the Fire Department the Director will inform the Fire Officer of the possibility that someone could still be in the building, also update the Fire Officer on the conditions in the building and coordinate the efforts of the supervisory staff with those of the Fire Department.

- Do not re-enter the building until it is declared safe to do so by a Fire Official.

- If the Children are sleeping, a basket containing all the shoes is to be taken with them; only if practical and if the situation dictates, EVACUATION OF THE CHILDREN IS PRIORITY. (shoes are to be placed in the basket each day when the children take them off at naptime).
Emergency Procedures for Supervisory Staff

If located in the Toddler Activity/ Preschool Activity Room.

Primary Exit:  Main entrance (front door).
Secondary Exit:  North exit to the north playground.

Upon discovery of fire:

- Leave the fire area immediately with the children and close doors;
- Activate the building fire alarm via the nearest manual pull station;
- Exit the building via the nearest exit;
- Call Toronto Fire Services at 9-9-1-1 from a safe location; Never assume that this has been done;

N’sheemaehn Child Care Centre
1255 Military Trail

Once outside, take the children and proceed to the designated meeting place (West of Child Care Centre) perform a headcount and inform the Director; await the arrival of Fire Department, away from the building.

Upon hearing the fire alarm

- Gather up the children,
- Exit the building with the children via the nearest exit;
- Before opening any door, feel the door and doorknob for heat. If the door is 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 and use an alternate exit
- Notify the Toronto Fire Services of the emergency condition. Dial 9-9-1-1;
- Give the correct building address and location of the fire and your name;

N’sheemaehn Child Care Centre
1255 Military Trail
Emergency Procedures for Supervisory Staff

- If it is safe to do so, assist with the evacuation of all other occupants, including those requiring assistance;

- Once outside, take the children and proceed to the designated meeting place (Driveway fence on the Southside of the building) and perform a headcount.

- If you believe that some one is missing or trapped inside, inform the Director immediately, Do not Re-enter the building for any reason.

- Upon the arrival of the Fire Department the Director will inform the Fire Officer of the possibility that someone could still be in the building, also update the Fire Officer on the conditions in the building and coordinate the efforts of the supervisory staff with those of the Fire Department.

- Do not re-enter the building until it is declared safe to do so by a Fire Official.

- If the Children are sleeping, a basket containing all the shoes is to be taken with them; only if practical and if the situation dictates, EVACUATION OF THE CHILDREN IS PRIORITY. (shoes are to be placed in the basket each day when the children take them off at nap time).
Emergency Procedures for Supervisory Staff

If located in the Senior Activity/ Dinning Room.

Primary Exit: North exit to the north playground.

Secondary Exit: Main entrance (front door).

Upon discovery of fire:

- Leave the fire area immediately with the children and close doors;
- Activate the building fire alarm via the nearest manual pull station;
- Exit the building via the nearest exit;
- Call Toronto Fire Services at 9-9-1-1 from a safe location; *Never assume that this has been done*;

N’sheemaehn Child Care Centre
1255 Military Trail

Once outside, take the children and proceed to the designated meeting place (West of Child Care Centre) perform a headcount and inform the Director; await the arrival of Fire Department, away from the building.

Upon hearing the fire alarm

- Gather up the children,
- Exit the building with the children via the nearest exit;
- Before opening any door, feel the door and doorknob for heat. If the door is 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 and use an alternate exit
- Notify the Toronto Fire Services of the emergency condition. Dial 9-9-1-1;
- Give the correct building address and location of the fire and your name;

N’sheemaehn Child Care Centre
1255 Military Trail
Emergency Procedures for Supervisory Staff

- If it is safe to do so, assist with the evacuation of all other occupants, including those requiring assistance.

- Once outside, take the children and proceed to the designated meeting place and perform a headcount.

- If you believe that some one is missing or trapped inside, inform the Director immediately, Do not Re-enter the building for any reason.

- Upon the arrival of the Fire Department the Director will inform the Fire Officer of the possibility that someone could still be in the building, also update the Fire Officer on the conditions in the building and coordinate the efforts of the supervisory staff with those of the Fire Department.

Do not re-enter the building until it is declared safe to do so by a Fire Official.
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 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.
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.
- Combustible artwork and teaching materials that are attached to walls shall not exceed 20 percent of the area of the walls.
- Waste receptacles shall be made of non-combustible materials.
- 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.
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 9-9-1-1.

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 is it expected to be corrected.

3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour (Fire watch), the fire watch log must be completed, see Appendix “A”.

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 FIRE ALARM, EMERGENCY LIGHTING.**

- Advise Occupants and Staff.
- Post notices (see appendix “A”) at the entrance to the area involved.
- Notify Toronto Fire services - 416-338-9000
- **DO NOT USE EMERGENCY NUMBER 911**
**Alternative Measures for Occupant Fire Safety**

- The Campus Police or Building Services Staff will patrol affected area every hour 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:

- 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.
Part 9
Fire Drills

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

Monthly Fire Alarm Test
N'Sheeman Child Care Centre

Date of test: ______________________
Time of test: ______________________

Alarm Company notified: Time: __________, Op #: __________.
U of T Police notified: Time: _____________, Badge #: ____________.

Device Activated: ____________________.
Evacuation Time: ____________________.

Faults Noted
1. __________________________________________________________.
2. ____________________________________________________________.
3. _______________________________________________________________.

Alarm reset: __________________________.
Child Care Representative: ______________________________.
Alarm Company notified: Time: __________, Op #: __________.
U of T Police notified: Time: _____________, Badge #: ____________.

Comments: ______________________________________________________.
Tester’s Signature: ________________________________________________.
Fire Drills

**ACTIONS TO BE TAKEN DURING FIRE DRILLS**

**DIRECTOR**

1. Schedule drill and ensure the Toronto Fire Services and Fire Alarm monitoring company are 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 Drill conducted in each month by the Manager or his/her 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.
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:** These checks shall be performed by the building Owner, Manager or Owner’s designate

**ALTERNATE MEASURES**

If the exit signs become damaged or illegible, the sign shall be repaired or replaced. Staff shall be assigned to direct occupants to safety if an emergency arises.
**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:** Monthly requirements shall be performed by the Owner, Manager or Owner’s designate. (a log must be kept to show these requirements are being met).

Yearly requirements shall be performed by a qualified electrical contractor.

**Alternative Measures**

If the emergency lighting unit fails or becomes damaged, it shall be replaced or repaired immediately. Staff shall be assigned, equipped with flashlights to direct occupants to exits if an emergency arises.
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: These requirements shall be performed by the Owner, Manager, or Owner's designate.

Alternative Measures

If the fire separations or closures become damaged so as to affect the integrity of their fire resistance rating, an effort shall be made by all staff to keep breaches in the separation sealed. (i.e. Close fire doors manually)
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 – 1990, “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 Owner, Manager or Owner’s designate; yearly requirements shall be performed by a qualified contractor.

**Alternative Measures**

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

**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 log book 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 owner, manager or owners designate; Yearly requirements shall be performed by a Certified Fire Alarm Technician. It is the 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 whole building. 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 designate; 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. Chimneys, flues and flue pipes shall be cleaned as often as necessary to keep them free from accumulations of combustible deposits.

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

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

5. Combustible artwork and teaching materials that are attached to walls shall not exceed 20 percent of the area of the walls.

6. Waste receptacles shall be made of noncombustible materials.

7. Perform monthly Fire Drills.
Part 11
Drawings
APPENDIX – “A”

FIRE ALARM SYSTEM OUT OF SERVICE
EMERGENCY LIGHTING SYSTEM OUT OF SERVICE
FIRE WATCH LOG
MONTHLY FIRE DRILL FORM
PERSONS REQUIRING ASSISTANCE FORMS
FIRE ALARM SYSTEM

OUT OF SERVICE

A FIRE WATCH IS PATROLLING THE EFFECTED FLOOR AREAS

IN CASE OF FIRE CALL

9-9-1-1

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

9-9-1-1

FOLLOW EMERGENCY PROCEDURES
FIRE SAFETY PLAN FOR THE N'SHEEMAEHN CHILD CARE CENTRE

FIRE WATCH LOG

DATE: ____________, ADDRESS: 1255 Military Trail

REASON FOR FIRE WATCH

☐ FIRE ALARM INOPERATIVE
☐ OTHER

NAME OF PERSONS CONDUCTING FIRE WATCH

1. __________________________________________

2. __________________________________________

3. __________________________________________

4. __________________________________________

DATE TIME AREAS PATROLLED INITIALS

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________
Monthly Fire Alarm Test  
N’Sheeman Child Care Centre

Date of test: ______________________

Time of test: ______________________

Alarm Company notified: Time: __________, Op #: __________.

U of T Police notified: Time: _____________, Badge #: ____________.

Device Activated: ____________________.

Evacuation Time: ______________________

Faults Noted

3. ____________________________________________________________.

4. ____________________________________________________________.

3. _______________________________________________________________.

Alarm reset: __________________________.

Child Care Representative: ________________________________.

Alarm Company notified: Time: __________, Op #: __________.

U of T Police notified: Time: _____________, Badge #: ____________.

Comments: ______________________________________________________.

Tester’s Signature: _________________________________________________.

### N’sheemaehn Child Care Centre
#### List of Persons Requiring Assistance

<table>
<thead>
<tr>
<th>Person requiring assistance</th>
<th>Usual location (room #)</th>
<th>Cell phone #</th>
<th>Reason for assistance</th>
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