FIRE SAFETY PLAN

University of Toronto
Scarborough, Ontario

Science Research Building

The Municipal Fire Service stamp of acceptance must be placed on the front of this Fire Safety Plan to indicate that it is an "Accepted" and "True" copy.

This Fire Safety Plan is required to be acceptable to the Chief Fire Official, Ontario Regulation 213/07, Section 2.8. As Amended.
EMERGENCY PHONE NUMBERS

Toronto Fire Services: 9-1-1
Toronto Police Services: 9-1-1
Toronto Emergency Medical Services: 9-1-1

Facility Address: 1265 Military Trail
Scarborough, Ontario, Canada
M1C 1A4

Prepared by: National Life Safety Group
December 01, 2011
www.nationallifesafetygroup.ca

Accepted By: CHIEF FIRE OFFICIAL

This Plan shall be posted for review and reference by all staff and occupants of 1265 Military Trail, Scarborough, Ontario.

“Acceptance” of this plan must be followed by “Implementation”, as required under Fire Code Section 2.8.2.1. (I)
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PART #01: INTRODUCTION

This Fire Safety Plan is required by the Ontario Fire Code, Section 2.8.

This Fire Safety Plan is designed to provide occupant safety in the event of a fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. The plan discusses what occupants are to do in the event of a fire, fire safety, supervisory staff and related duties, and other related issues.

The Fire Safety Plan will also assist firefighters in the performance of their duties by providing floor plans, building and tenant information if an emergency occurs.

In order for this plan to be effective, building management and supervisory personnel must know the Fire Safety Plan and be able to implement it in the event of a fire. The Fire Code requires the owner to be responsible for carrying out the provisions for fire safety, and defines “owner” as any “person, firm or corporation controlling the property under consideration”. Consequently, the owner may be any one of, or a combination of parties, including building management, maintenance staff and tenant groups.

The Fire Safety Plan has been accepted by the Toronto Fire Services, but this does not in any way relieve the owner, the lessee, or the management of their responsibilities as set out under the Ontario Fire Code. The Fire Protection and Prevention Act states that “every person who contravenes any provision of the Fire Code and every director or officer of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than $50,000 for an individual or $100,000 for a corporation or to imprisonment for a term of not more than one year or both”.

The Toronto Fire Services may require this plan, or parts thereof, once accepted, to be resubmitted if there are any changes to occupancy use, if there is any changes in standards, if the Fire Safety Plan has not been kept current or up to date, or because the Chief Fire Official judges the current Fire Safety Plan as no longer being acceptable.

Revision Submission Procedures:

At least two (2) copies of the Plan (8 ½” x 11” format) or revised sections along with a copy of the original accepted plan or page(s) must be submitted to the Chief Fire Official. Upon acceptance, one copy will be returned to the author and one copy will be retained by the Toronto Fire Services.

**National Life Safety Group does not make any warranties or representations with respect to the content, quality, accuracy or completeness of any information or material contained in these templates. The National Life Safety Group assumes no legal liability for the content, quality, accuracy or completeness of these templates. In no event will the National Life Safety Group be liable for any damages, whether direct, indirect, general, consequential, incidental, exemplary or special, arising from the use of this Fire Safety Plan. A Fire Safety Plan is only valid after it has been accepted by the Authority having jurisdiction, implemented as required by the owner, and as per the applicable legislation.**
PART 2: DISTRIBUTION & HUMAN RESOURCES

2.1 Distribution of the Fire Safety Plan

Entire copies of the Plan are required for:

Toronto Fire Services
University of Toronto Campus Police / Security
Building Operational Staff
Office & Administration Staff
Facility Cleaning and Trades Personnel
Fire Safety Plan Box

NOTE: All building occupants and employees shall be familiar with emergency procedures and preventative measures. An annual review of this document is also required to ensure all documentation is updated and current.
PART 2: DISTRIBUTION & HUMAN RESOURCES

2.2 Human Resources and Emergency Phone Numbers

Building Management

University of Toronto
Scarborough Campus
1265 Military Trail
Scarborough, Ontario
M1C 1A4

Campus Police Services

24 Hours Emergency Phone: (416) 287-7333

24 Hours General Inquiries: (416) 287-7398

Alternate Emergency Contact

Mr. Michael Soberal
Manager, Physical Security, Fire Safety & Parking
Scarborough Campus

(Office) 416-287-7599

(Cellular) 416-220-2982

Fire Alarm Monitoring

The facility is monitored by an off-site third party;

ADT 24 Hour Phone: 1(800) 663-3547
PART 3: APPOINTMENT, ORGANIZATION & RESPONSIBILITY OF SUPERVISORY STAFF

3.1 Responsibilities of Owner

The Ontario Fire Code is a provincial regulation made under Section 12 of the Fire Protection and Prevention Act. The owner is responsible for carrying out the provisions of this code. The “owner” is defined as any person, firm or corporation controlling any portion of the building or the property under consideration includes the persons in the building or property.

The building owner has numerous responsibilities as specified in the Fire Code and must ensure that the following measures in the Fire Safety Plan are implemented.

- Appoint a Site Incident Commander (Emergency Coordinator) and Associate Emergency Coordinator (s) who will fulfill the roles as outlined in the fire safety plan. These positions shall be responsible for fire safety 24 hours a day.

- Establish emergency procedures to be followed at the time of an emergency.

- Appoint and organize designated Supervisory Staff to carry out fire safety duties.

- Instruct Supervisory Staff and other occupants of their responsibilities and procedures for fire safety.

- Ensure maintenance of building fire and life safety systems.

- Provide alternate measures for safety of occupants during shutdown of fire protection equipment.

- Assure that checks, tests and inspections, as required by the Fire Code, are completed on schedule and that records are retained.

- Maintain a current approved Fire Safety Plan.
PART 3: APPOINTMENT, ORGANIZATION & RESPONSIBILITY OF SUPERVISORY STAFF

3.2 Responsibilities of the Emergency Coordinator
(Manager of Physical Security, Fire Safety & Parking)

- The Emergency Coordinator assumes the responsibilities of the owner when he is the person controlling the operations of the building (as outlined in the Ontario Fire Code).

- The Emergency Coordinator or those controlling the property have numerous responsibilities related to fire safety.

- Fulfill duties during alarm and fire and ensure the safety of the occupants. In the event of fire, judgment may be necessary in deciding which action is appropriate in a given situation. It is your responsibility to make the selection that achieves the greatest protection for the occupants.

- Have complete knowledge of the building emergency response plan & know all emergency procedures.

- Ensure continued fire safety awareness within the building. Ensure staff is trained and review as necessary.

- Distribute fire safety information (required sections from fire safety plan) to all staff and contractors.

- Ensure regular scheduled maintenance checks, inspections and tests as per the Ontario Fire Code are completed on schedule.

- In the event of any shutdown of fire protection equipment, follow the alternative measures as outlined in the Fire Safety Plan.

- Associate Emergency Coordinator(s) to assist you during an emergency situation and act in your position during your absence.

- Know the basic operations of the fire alarm system and how to reset the fire alarm system. Know the location and function of all fire protection and life safety equipment.

- Ensure that fire drills are to be held on a regularly scheduled basis. Assess staff’s performance and training requirements and perform more fire drills if necessary.

- Control fire hazards in the building. It is your on-going duty to control fire hazards. You must be observant to notice fire hazards and take responsibility to eliminate them immediately.

- Know the duties of the other supervisory staff. Ensure all supervisory staff and response team members know their responsibilities during an emergency situation.

- Notify the Authority Having Jurisdiction (AHJ) of any changes that will affect the Plan.

- Responsible for training and familiarization of all Associate Emergency Coordinator(s), Supervisory and Fire Warden personnel.
PART 3: APPOINTMENT, ORGANIZATION & RESPONSIBILITY OF SUPERVISORY STAFF

3.2 Responsibilities of the Emergency Coordinator
(Manager of Physical Security, Fire Safety & Parking) ......Continued

- Ensure that occupant fire emergency procedure signage is posted throughout the building.
- Ensure current information in fire safety plan box.
- Complete an annual review of the fire safety plan.
- Ensure the fire safety plan is current.
- Distribute building access keys to the appropriate personnel and Supervisory Staff.
- Post fire alarm operating instructions next to fire alarm control panel.
- Identify each service room. Assure identification names correspond in the building and in the Fire Safety Plan.
- Ensure that fire access routes are clear of automobiles at all times.
- Ensure that there are no obstructions to prevent fire safety equipment from functioning properly (e.g. obstructions that would stop hold-open doors from closing, objects blocking sprinkler discharge or systems shut down, etc.).
- You are responsible for the overall supervision of the entire building and the occupants during your shift.
- Maintain a current list of employees / visitors requiring assistance.
- Maintain a list of all Fire Wardens and their annual training involvement.
PART 3: APPOINTMENT, ORGANIZATION & RESPONSIBILITY OF SUPERVISORY STAFF

3.3 Responsibilities of Associate Emergency Coordinators
(Senior “On Duty” Campus Police Officer(s))

- Know the emergency procedures.
- Ensure continued fire safety awareness within the building. Ensure staff is trained and review as necessary.
- In the event of any shutdown of fire protection equipment, follow the alternative measures as outlined in the Fire Safety Plan.
- Know the complete operations of the fire alarm system and how to reset the fire alarm system. Know the location and function of all fire protection and life safety equipment.
- Control fire hazards in the building. It is your on-going duty to control fire hazards. You must be observant to notice fire hazards and take responsibility to eliminate them immediately.
- Contact building management if any life safety protection requires being re-installed, serviced or inspected.
- It is your on-going duty to control fire hazards. You must be observant to notice fire hazards and take responsibility to eliminate them immediately. This is especially important in the housekeeping storerooms, garbage areas as well as storage and service rooms.
- Ensure all Personnel are aware of all procedures and use of all required building life safety systems.
- Ensure that the fire department access routes remain clear and free of obstruction.
- All Personnel should know how to manually activate the evacuation alarm.
- All Personnel must know building incident escalation procedures and be able to contact supporting trades to support this plan.

3.4 Responsibilities of Campus Instructional & Teaching Staff

- Be aware of emergency procedures identified within this Fire Safety Plan.
- Contact management if any life safety protection requires being re-installed, serviced or inspected.
- It is your on-going duty to control fire hazards. You must be observant to notice fire hazards and take responsibility to eliminate them immediately.

3.5 Responsibilities of Campus Facilities / Engineering Personnel

- Be aware of emergency procedures identified within this Fire Safety Plan.
- Contact management if any life safety protection requires being re-installed, serviced or inspected.
- It is your on-going duty to control fire hazards. You must be observant to notice fire hazards and take responsibility to eliminate them immediately.
PART 4; AUDIT OF BUILDING RESOURCES

Science Research Building

Physical Address: 1265 Military Trail
Scarborough, Ontario
M1C 1A4

Type of Construction: Non-Combustible

Occupancy Type: Ground Floor – Group A 2

Number of Stories: Three (3) plus Basement and Penthouse Machine Room

Occupant Loads: Lecture Theatre, 236 Persons

Fire Alarm System: EDWARDS EST 3
Single Stage Fire Alarm
Annunciator Panel Located at North Entrance
Main Panel Located Lower Level Electrical Room # SY 058

Communications System: There is no voice communications system

Alarm Monitoring: ADT 24 Hour Phone: 1(800) 663-3547

Campus Police Services: 24 Hour Phone: (416) 287-7398 / 7333

Sprinkler System: YES. (See Description Below)

Standpipe System: NO

Fire Department Connections: YES. Located on the North Exterior Wall

Exterior Exposures: None

Hazardous Materials: YES. (See Description below)
# AUDIT OF FACILITY RESOURCES

<table>
<thead>
<tr>
<th>Building Systems &amp; Equipment</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Battery powered equipment** | Emergency battery power is connected to the Fire Alarm System:  
  Full load: 2 hours  
  Supervisory: 24 hours  
  24V batteries back up fire alarm panels.  
  Emergency Lighting Packs are located throughout; 30 Minutes |
| **Underground Parking** | None |
| **Exits & Stairs** | The ground floor is equipped with two sets of double exit doors, located at either end of the atrium.  
  Exit stairs serve the upper floors and lead directly to grade.  
  There is a centrally located convenience stair that serves the atrium area.  
  Exit doors are equipped with panic hardware, self closing devices and illuminated exit signs. |
| **Areas of Safe Refuge** | Throughout all points of egress to the outside, occupants have been advised to remain clear at minimum of thirty (30) Metres from the building. There are currently no established exterior Evacuation Assembly Locations. |
| **Smoke Detectors** | Smoke Detectors are located throughout. |
| **Heating** | The building is equipped with Steam heating that is piped underground from the boiler in the Science Wing. There is no boiler on site. |
# AUDIT OF FACILITY RESOURCES

<table>
<thead>
<tr>
<th>Building Systems &amp; Equipment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elevators</strong></td>
<td>The building has only one passenger elevator.</td>
</tr>
<tr>
<td></td>
<td>Upon fire alarm the elevator will ground, with lights on and doors open as</td>
</tr>
<tr>
<td></td>
<td>required.</td>
</tr>
<tr>
<td></td>
<td>This elevator is on Emergency Power and has the capabilities for Fire</td>
</tr>
<tr>
<td></td>
<td>Service operation.</td>
</tr>
<tr>
<td><strong>Emergency Voice Communications</strong></td>
<td>There is no PA system or Voice Communications System within the building.</td>
</tr>
<tr>
<td></td>
<td>There are no Firefighter Handsets located within stairwells</td>
</tr>
<tr>
<td><strong>Emergency Generator</strong></td>
<td>A Diesel Generator is located in the Main University Building and supplies</td>
</tr>
<tr>
<td></td>
<td>emergency power to the following;</td>
</tr>
<tr>
<td></td>
<td>- Fire Alarm System</td>
</tr>
<tr>
<td></td>
<td>- Emergency Lighting</td>
</tr>
<tr>
<td></td>
<td>- Emergency Exit Routes</td>
</tr>
<tr>
<td></td>
<td>- Lecture Theatres</td>
</tr>
<tr>
<td></td>
<td>- Elevator</td>
</tr>
<tr>
<td></td>
<td>- Below Ground Laboratories</td>
</tr>
<tr>
<td><strong>UPS</strong></td>
<td>This building has a UPS Room containing no more than 24 batteries located</td>
</tr>
<tr>
<td></td>
<td>in room SY 003.</td>
</tr>
</tbody>
</table>
# AUDIT OF FACILITY RESOURCES

<table>
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<tr>
<th>Building Systems &amp; Equipment</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Utility Shutoffs</strong></td>
<td><strong>Water:</strong> The main domestic water isolation is located on the main level, room number SY108.</td>
</tr>
<tr>
<td></td>
<td><strong>Gas:</strong> The building isolation valve for natural gas is located on the building exterior; North East corner.</td>
</tr>
<tr>
<td></td>
<td><strong>Electrical:</strong> The main electrical isolation for the building is located in the lower level electrical room – North Side.</td>
</tr>
<tr>
<td><strong>HVAC Isolation:</strong></td>
<td>Air intakes are located on the roof and the access to the roof is restricted. In order to isolate the Air Intakes for this building notify UTSC Stationary Engineer (24 Hrs.) at 416-287-7593.</td>
</tr>
<tr>
<td><strong>Steam Isolation:</strong></td>
<td>Steam is provided by the Central Steam Plant. In order to isolate steam for this building notify UTSC Stationary Engineer (24 Hrs.) at 416-287-7593.</td>
</tr>
<tr>
<td><strong>Smoke Management System</strong></td>
<td>Return and supply fans within the HVAC system shut down in the event of fire alarm.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Magnetic “Hold Open” devices are located at the fire separations where the Science Research Building meets the Science Wing on lower, main and 2nd level.</td>
</tr>
<tr>
<td><strong>Fire Pump</strong></td>
<td>There is no fire pump within the Social Sciences Building and sprinkler systems are fed from domestic water with an average water pressure from the city of 55 PSI.</td>
</tr>
<tr>
<td><strong>Standpipe Pump</strong></td>
<td>There is no Standpipe System in this building.</td>
</tr>
<tr>
<td><strong>Fire Hydrants (Public and Private)</strong></td>
<td>Municipal Fire Hydrants are located on the perimeter of the University of Toronto Scarborough Campus. Private Fire Hydrant are also located throughout the property.</td>
</tr>
</tbody>
</table>
## Audit of Facility Resources

<table>
<thead>
<tr>
<th>Building Systems &amp; Equipment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Alarm System</td>
<td>The Science Research Building is equipped with an Edwards EST 3 – Single Stage Fire system. The system is activated by smoke detectors, manual pull stations and sprinkler flow switches. The main panel is located in the main Electrical Room, and the annunciator panel is located at the main entrance vestibule. The buildings fire system is tested and inspected in accordance with the Ontario Fire Code.</td>
</tr>
<tr>
<td>Fire Department Access</td>
<td>Fire department main access is off of Military Trail, with limited secondary access.</td>
</tr>
<tr>
<td>Fire Department Connections</td>
<td>The Fire Department connection is located on the North exterior wall.</td>
</tr>
<tr>
<td>Key Locations</td>
<td>Emergency Key rings are not stored within the Fire Safety Plan box as University of Toronto Police Services is on site and available 24 hours per day.</td>
</tr>
</tbody>
</table>
## AUDIT OF FACILITY RESOURCES

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<thead>
<tr>
<th>Building Systems &amp; Equipment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire Drills</strong></td>
<td>Building Fire Drills are conducted on a semiannual basis for Supervisory Staff and high hazard areas (laboratories). A complete evacuation drill with all occupants is conducted on an annual schedule.</td>
</tr>
<tr>
<td><strong>Fire Extinguishers</strong></td>
<td>Fire extinguishers are located within small cabinets housing only the extinguisher and are located throughout as required.</td>
</tr>
<tr>
<td><strong>Fire Hose Stations</strong></td>
<td>There are no Fire Hose Cabinets.</td>
</tr>
<tr>
<td><strong>Mail Room</strong></td>
<td>There is no mailroom in this building as all mail is centrally delivered and dispersed through the mailroom in the Science Wing Building.</td>
</tr>
</tbody>
</table>
| **Sprinkler Systems**        | **Wet System:** The wet sprinkler system protects all levels of the Science Research Building. The sprinkler control valve is located on the lower level mechanical room.  
**Pre-Action System:** A pre-action sprinkler system protects the NMR labs located on the lower level. Activation of this system is controlled by a NOTIFIER NFS-320C Fire Alarm Control panel located in the lower mechanical room. |
<table>
<thead>
<tr>
<th>Building Systems &amp; Equipment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos</td>
<td>As per building management, there are no asbestos contained materials within the Science Research Building.</td>
</tr>
<tr>
<td>Radioactive Materials</td>
<td>As per building management, there are no radioactive materials contained within the Science Research Building.</td>
</tr>
<tr>
<td>Refrigerants</td>
<td>There are no Refrigerants or Refrigerant Detections Systems within the Science Research Building.</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>Assorted cleaning chemicals within janitor closets &lt; 25 Litres.</td>
</tr>
<tr>
<td></td>
<td>Assorted chemicals stored per use in laboratories &gt; 50 Litres.</td>
</tr>
<tr>
<td></td>
<td>Water treatment chemicals stored within 5 gallon pails (approx. quantity on hand at any time is &lt; 25 Litres.) Stored in the upper mechanical room.</td>
</tr>
<tr>
<td>PCB’s</td>
<td>There are no PCB’s on site.</td>
</tr>
<tr>
<td>NMR Research Area:</td>
<td>This high hazard room is identified by SY 030 AND SY 032. This room contains a total of two (2) pieces of equipment that are always powered on and running. These devices cause a strong electromagnetic field that has the potential to cause first responder injury. No metal or metallic materials shall be worn in this area.</td>
</tr>
<tr>
<td></td>
<td>In addition to the above, this room also houses a quantity of Helium and Nitrogen tanks used in support of the NMR equipment.</td>
</tr>
<tr>
<td></td>
<td>Note: It should be considered that electromagnetic fields often interrupt or impede first responder communications. Radio communications may not work in this area.</td>
</tr>
<tr>
<td>Confined Spaces</td>
<td>Chiller / Water Tower located on roof may be considered confined space when emptied during winter months.</td>
</tr>
<tr>
<td>Building Systems &amp; Equipment</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Shipping / Receiving</strong></td>
<td>All deliveries are centrally delivered and dispersed through the mailroom in the Science Wing Building.</td>
</tr>
<tr>
<td><strong>Gas Detection Systems</strong></td>
<td>There is Nitrogen &amp; Helium Detection systems located within the NMR High Hazard Room located on the lower level within room # SY 030 AND SY 032.</td>
</tr>
<tr>
<td></td>
<td>There is a CO Detection System located in the loading area on the North side of the building – Main floor Room SY 180.</td>
</tr>
<tr>
<td><strong>Above Ground Tanks / Below Ground Tanks</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Special Systems (Halon / FM 200, Etc)</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Guidance Systems / Photo Illuminescence</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>WHMIS Documentation</strong></td>
<td>All WHMS Information is maintained by the 24 hour Campus Police Service.</td>
</tr>
</tbody>
</table>
PART 5 EMERGENCY PROCEDURES

5.1 General Emergency Procedures for Staff & Occupants

UPON DISCOVERY OF FIRE;

Remain calm.
✓ Activate alarm using the nearest manual pull station.
✓ Proceed to the nearest Safe exit.
✓ Close all doors behind you. Do not lock.
✓ Do not use the elevators.
✓ Do not go to the roof. Smoke rises.
✓ From a safe location, call the fire department by dialing 9-1-1. Provide the exact address, building and location.)
✓ Inform the Supervisory Staff regarding the condition.
✓ Listen and follow instructions given by Supervisory Staff and / or the fire department.
✓ Do not return until it is declared safe to do so by the Fire Department Official.
✓ Once outside, proceed to your designated evacuation meeting area. Remain a minimum of 30 Metres from building.

IF YOU ENCOUNTER SMOKE, USE ALTERNATE EXIT;

• Always feel doors from bottom up for heat and check for smoke before opening. If door is not hot, brace yourself against door and open slightly, if you feel door is hot, proceed to alternate exit.
• Walk, stay calm, minimize conversation and move in an orderly fashion.
• Follow directions given by fire department officials and / or Building Supervisory Staff.
  Do not re-enter the building unless declared safe to do so by the Fire Department Official

IF INSIDE THE STAIRWELL;

• If you encounter smoke on your way down the stairs, do not continue!
• Leave the stairwell 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.
• Do not 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 & cooler near the floor level.

IF YOU'RE ALTERNATE EXITS ARE BLOCKED AND YOU CANNOT LEAVE;

• Move to a protected room with a phone - close door and keep it closed.
• Dial 911 and inform the Fire Services of your exact location.
• Seal all cracks with wet towels or masking tape if available.
• Move to the most protected area of the room.
PART 5: EMERGENCY PROCEDURES

5.2 Emergency Procedure Signage

POST BY ALL PULL STATIONS.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- LEAVE FIRE AREA IMMEDIATELY.
- CLOSE ALL DOORS BEHIND YOU. YELL "FIRE".
- ACTIVATE THE FIRE ALARM SYSTEM, USE PULL STATION
- CALL FIRE DEPARTMENT 911 (FROM A SAFE LOCATION)
- LEAVE BUILDING VIA NEAREST EXIT

UPON HEARING FIRE ALARM

- PROCEED TO THE NEAREST SAFE EXIT.
- CLOSE ALL DOORS BEHIND YOU DO NOT LOCK.
- DO NOT USE ELEVATORS

REMAIN CALM

IF YOU ENCOUNTER SMOKE IN THE STAIRWELL USE ALTERNATE EXIT OR FIND REFUGE IN NEAREST AREA AND ADVISE FIRE SERVICES VIA 911.

FALSE ALARM

"Everyone who willfully, without reasonable cause, in ANY MANNER, makes or causes to be made an alarm of FIRE is Guilty of an offence."

Criminal Code (Canada)
PART 6: SPECIFIC INSTRUCTIONS FOR SUPERVISORY STAFF IN THE EVENT OF A FIRE ALARM.

6.1 General Information

Remember that the first sign of fire is smoke, and a fire can establish itself within minutes.

The term **Supervisory Staff** is defined in the Ontario Fire Code as “Those Occupants of a building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan. This may also include the fire department where the fire department agrees to accept these responsibilities.”

React immediately. It may save your life and the lives of many.

Remain calm and remember: Try your best to fulfill your duties (as outlined in the following sections), but only if there is no danger to yourself.

At the first sign of smoke related odours, smoke, fumes or fire, activate the alert signaling devices at any manual pull station.

**When is it a fire?**

A fire should be assumed to exist if the source of the evidence is smoke, heat or flame.

*Never* hesitate to activate the fire alarm. Even if you only *think* you have perceived these signs, protect yourself and others by sounding the fire alarm and activating the fire response.

All staff must be familiar with the location and operation of fire alarm key station and pull stations in their work area.

**Note: When faced with fire or heavy smoke conditions:**

- Keep low to the floor – heat and smoke rise and oxygen concentration is greater near the floor.

- If unable to extinguish the fire readily, discontinue the attempt. Fire Department personnel, upon arrival, will assume responsibility for fire control.

- When carrying out the above mentioned duties, always act in a calm manner to minimize potentially perceived panic of tenants.
PART 6: SPECIFIC INSTRUCTIONS FOR SUPERVISORY STAFF IN THE EVENT OF A FIRE ALARM.

6.2 Responsibilities of the Emergency Coordinator

UPON HEARING OF A FIRE SITUATION

- Ensure proper activation of the building Fire Alarm System.
- Notify the Toronto Fire Services via 911.
- Do not use the elevator. Ensure all have grounded and that no entrapments exist.

UPON ARRIVAL OF THE FIRE SERVICE

- Have numerous sets of all access keys, elevator keys and all additional building keys available.
- Advise arriving fire service personnel of alarm status, actions taken, and if any persons are not accounted for.
- Have a copy of the Fire Safety Plan available for reference.
- Provide a current list of Persons Requiring Assistance.
- Follow all directions given by the Fire Service and assist as required.
- Do not re-enter the building until declared to do so by the Fire Service.
- Ensure all fire protection systems and fire alarm panel are not reset until the “ALL CLEAR” is given by the Fire Service.
- Upon completion of the All Clear, the emergency coordinator shall conduct a patrol / inspection of all stairwells and egress routes.

6.3 Responsibilities of the Associate / Assistant Building Emergency Coordinator

General:

- Assist the Emergency Coordinator as required and act as the building emergency coordinator in their absence.
- Notify the Emergency Coordinator of a replacement in the case of absence.
- Be familiar with every aspect of this plan, and the life safety systems within the building, and act in accordance with all provisions of this plan.

UPON HEARING OF A FIRE SITUATION

- Assist the Building Emergency Coordinator as required.
6.4 Responsibilities of Instructional Staff, Faculty & Department Heads

All Supervisory Staff (Faculty, Division & Department Heads) are responsible for the implementation of this fire safety plan within their respective areas, including the annual review of this plan. (More frequent training is always recommended). Further, All Faculty, Division & Department Heads are responsible for participating in annual fire and evacuation drills.

**Upon Discovery of Smoke or Fire:**

1. **Yell out loud….Fire, Fire, Fire.**

2. **Leave immediately via nearest / safest exit – taking all persons in the immediate vicinity with you. Close doors to fire area – Do not lock. Do not use elevators.**

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

4. **Contact 911 from a safe location. Dial 9-911**

5. **If you encounter smoke when entering the stairwell, use alternate exit.**
   
   *Keep idle conversation to a minimum.*
   
   *Follow instructions provided by authorized persons and fire services.*

6. **If you encounter smoke after entering stairwell.**
   
   *Exit the stairwell to floor area on cross over floor.*
   
   *Use alternate exit on that floor.*

7. **Once outside proceed to designated exterior assembly area and report to fire officials any persons unaccounted for or injured.**
   
   *Emergency Services require unrestricted access. Do not congregate near building entrances.*

8. **Ensure that no one re-enters the building until it is deemed safe to do so by the Chief Fire Official.**

If you cannot leave your area or have returned because of smoke or fire, consider utilizing alternate exits. If also blocked,;

- ✓ **Move to a protected room. Close the door and keep it closed.**
- ✓ **Dial 911 and inform the Fire Service of your exact location.**
- ✓ **Seal all cracks with wet towels or masking tape.**
- ✓ **Move to the most protected area of the room.**
Upon Hearing the buildings Fire Alarm:

1. Stop what you are doing without delay. Leave immediately via nearest emergency exit taking all customers, students, staff, with you.
   Close doors to fire area – Do not lock. Do not use elevators.

2. Direct all persons to the nearest / safest emergency exit. If safe to do so, check all washrooms, classrooms, and lecture areas.

3. If you encounter smoke when entering the stairwell, use alternate exit.
   Keep idle conversation to a minimum.
   Follow instructions provided by authorized persons and fire services.

4. Once outside proceed to designated exterior assembly area.
   Emergency Services require unrestricted access. Do not congregate near building entrances.
   Advise Fire Services of any persons unaccounted for or injured.

6.5 Persons Requiring Assistance

Persons requiring assistance during a building evacuation may be described as anyone who has reduced mobility, a speech, hearing or visual impairment, or a cognitive limitation—regardless of whether or not these conditions are obvious, temporary or permanent.

A list of building occupants (Including Employees) who may require assistance (PRA) during emergency building evacuations shall be maintained by Campus Police. In the event of an evacuation, this plan, and PRA List is made available to municipal emergency services upon their arrival.

Persons Requiring Assistance need not be evacuated from the floor; yet must be taken from the area of immediate danger to a place of safe refuge. Typical areas of safe refuge may be a portion of an exit landing within the exit stairwells, or rooms with fire separations adjacent to an emergency stairwell, both of these locations provide immediate access to an emergency stairwell – if needed.

The University of Toronto has implemented an Emergency Evacuation Point program for use by Persons Requiring Assistance during building evacuations. These points (identified by a sign) have been strategically located throughout the University of Toronto, Scarborough Campus buildings. They are typically located at each entrance to the emergency stairwells, on each floor and are each marked with their individual location code. This code is a three (3) digit number posted on each sign.

In the event of an emergency, Persons Requiring Assistance that cannot gain access on their own to the building exterior, may stage themselves at one of the Emergency Evacuation Points, notify emergency services, and await assistance from the responding fire services.
PRA’s must inform the fire services via 911 of their exact location by one of the following ways:

1) By calling 911 by way of cellular telephone. Be sure to communicate the building name, floor and three (3) digit location code displayed on the PRA designated sign.

2) By activating the fire alarm pull station nearest the Emergency Evacuation Sign.

3) By having a responsible person notify Campus Police and / or 911 of your location.

Pre-Emergency Preparation for Persons Requiring Assistance

1) Be familiar with the buildings layout, emergency egress options and Emergency Evacuation Points.

2) Speak to instructors or support staff about your potential evacuation needs.

3) Register with the Campus Police Services “Emergency Contact Service”. This service assists Campus Police to be aware of your locations during emergency situations. Further, this service provides assistance on weekends and afterhours while on campus.

4) Know the emergency procedures and emergency contact information for municipal emergency services and Campus Police.

5) Consider having a classmate / friend / buddy - predetermined - to assist you in the event of an emergency.

6) Should you have communication difficulties, consider having a small card like document containing any emergency information and or special instructions.
PART 7: SPILL PROCEDURES

Emergency Spill Coordinators / Emergency Coordinator

Campus Police Services shall be contacted immediately after a spill has occurred and shall respond to the spill site and assume control of the cleanup efforts and waste disposal.

Material Safety Data Sheets (MSDS)

All employees who handle hazardous, flammable, or combustible materials are required to completely understand the hazards associated with the materials. All MSDS sheets must be readily available for all hazardous materials located on site.

The master binder of all MSDS sheets shall be located in a separate binder within the Fire Safety Plan box so that it is easily accessible in the event of an emergency by either Toronto Fire Services or Building Supervisory personnel. *NOTE: Campus Police maintains an active list of all MSDS.*

Management will be responsible to ensure that the MSDS binder is kept updated with all chemicals which are brought on site. Furthermore, building management is also required to ensure that staff which are in direct contact with any hazardous materials have been properly trained and they are aware of the relevant hazards.

Emergency Spill Kit

Wherever hazardous materials are processed, stored or used an emergency spill kit with the following suggested items should be readily available:

- Absorbent mops and pillows
- Bags of absorbent
- Absorbent socks for use as a dam
- Non-sparking tools.
- Perforated shovels (for removing absorbent from water)
- Refuse sacks
- Pails
- Brooms
- Solvent-resistant impermeable gloves
- Heavy-duty safety goggles and face shields

The emergency spill kit should be checked regularly (as per code / act) to ensure all items are within the kit and in usable condition.

Training of Staff

Training on chemical safety & spill procedures to be given to new staff prior to work start.
PART 7: SPILL PROCEDURES

Definitions

Minor Spill – A minor spill is small enough that it can be safely cleaned up using the emergency spill kit and does not enter the sewer system. (Less than or equal to 2 gallons of spilled liquid or combustible)

Major Spill – A major spill is one that cannot be contained safely with the materials available on the site and/or threatens to enter the sewer system or travels beyond the boundaries of the plant to endanger the environment. (More than 2 gallons of spilled liquid or combustible)

IF a major spill occurs, call 9-1-1.

Exposure Controls / Personal Protection

Eye / Face Protection: Wear safety glasses. Contact lenses should not be exposed. Chemical goggles and/or face shields should be worn when splashing is a possibility. If vapor exposure causes eye discomfort, use a full-face respirator.

Skin Protection: Wear solvent-resistant gloves, lab coats and/or face shield should be worn when splashing is a possibility.

Ventilation

A spill of any hazardous materials may result in the release of vapors that will tend to settle on the floor or other low areas, travel a long distance and may ignite when encountering an ignition source and flash back to the original spill area. The removal of vapors at the floor level or from other low areas will prevent this from occurring. Natural and mechanical ventilation is the two basic forms of ventilation. Natural ventilation uses convection currents of heating normal air or normal diffusion to carry vapors away from an area. Opening windows and doors will assist this process. Great care should be taken when using mechanical ventilation such as portable fans.

Spill Containment

- Where a leak occurs, if safe to do so only - quickly shutoff the source by closing the valve and/or shutdown a pump. If unsafe – evacuate area and call 911.
- Restrict access to the area.
- Notify the Emergency Spill Coordinators.
- Wear protective equipment (goggles, gloves, lab coat, face shield, if splashing is a possibility)
- Remove or extinguish all sources of ignition, local and remote.
- Provide adequate ventilation, mechanical and/or natural.
- Use absorbent socks to dam the area.
- Use absorbent pads, mops and absorbent materials to soak up the liquid.
- Place in properly labeled containers.
- Final clean up with a non-flammable solvent.

NOTE: Some chemicals may require special instructions – Always follow site specific procedures based on chemicals on hand, as directed by individual M.S.D.S. Data Sheets.
PART 7: SPILL PROCEDURES

Waste Disposal

Disposal must occur in conformance with municipal by-laws and the Ministry of Environment requirements. Qualified contractors must be contacted for all disposals (small or large spills). Absorbent socks, brooms, pills, etc. used to clean up a spill should be sealed in steel drums that are labeled as containing flammable or combustible waste. Do not dump into any sewers, on the ground or into any body of water.

CONTACT NUMBERS

Toronto Fire Services 9-1-1

Ministry of Environment 1-800-268-6060

Philips Environmental Response – 24 Hours 1-800-567-7455
PART 8: ALTERNATIVE MEASURES

8.1 Portable Extinguishers

Portable fire extinguishers shall be recharged as soon as possible after use. Where the premises will be open to the public during the delay, replacement extinguishers shall be provided. Repairs shall be conducted as soon as possible.

8.2 Commercial Cooking Equipment

Where the automatic fixed extinguishing system had been activated or becomes inoperative for any reason, commercial cooking which produces grease laden vapors shall not be done without providing at least 2 portable fire extinguishers with a combined rating of 80BC (not ABC) and a trained operator for the interim control of fire hazards. The system shall be restored to proper operating condition as soon as possible.

8.3 Cooking Equipment Exhaust System

No commercial cooking which produces grease-laden vapors shall be done when the exhaust system is inoperative. Repairs shall be conducted as soon as possible.

8.4 Fire Separations

If 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). Repairs shall be conducted as soon as possible.

8.5 Emergency Lighting

In the event the emergency lighting tubes becomes inoperative, supervisory staff are to have a flashlight on them in case of a power outage. Notify your supervisor / building maintenance personnel anytime when the emergency lighting unit is not operational. Repairs shall be conducted as soon as possible.

8.6 Exits and Exit Signs

If an EXIT signs become damaged or illegible, staff shall be assigned to direct occupants to safety if an emergency situation arises. Repairs shall be conducted as soon as possible.
PART 8: ALTERNATIVE MEASURES

8.7 Fire Alarm & Sprinkler Systems

In the event a fire alarm (or monitoring system) system becomes inoperative the following shall occur:

A Fire Watch shall be conducted by responsible person(s) provided by the building owner or agent. The person conducting the Fire Watch shall be free from all other duties.

The building (area of impairment) shall be patrolled hourly on a 24-hour basis until the fire alarm has been restored to normal operating condition. Patrols shall be documented for record purposes in detail.

All common areas, public corridors, stairwells, storage/locker rooms, mechanical/machinery rooms, electrical room, boiler and other fuel fired appliance rooms, service rooms, parking garages and offices are to be patrolled during the Fire Watch.

The person performing the patrol shall be equipped with the following equipment:

- Use a "bull horn" to notify occupants of a fire condition.
- A working cellular telephone to call 911 for Emergency Services only.
- A flashlight.
- Fire Extinguisher (Depending on the type of Fire Watch)

In addition to the fire watch, notices shall be posted at all entrances and elevator lobbies to inform building occupants. The notice shall clearly state the problem, and expected time of repair – including any special procedures.

A Fire Watch log (located in the Appendix) shall be maintained from the beginning to the end of the Fire Watch recording the time of each individual patrol. The Fire Watch log shall be available for inspection by the Fire Service.

Notify the Toronto Fire Services at (416) 338-9000 any time the fire alarm system is not operational. Notify, also when the system has been fully restored.

Note: Notification, in writing, to Fire Department is required when any fire protection equipment is out of service beyond 24 hours.

FIRE HYDRANT IMPAIRMENTS

Fire Hydrant Impairments located on Campus, must be “bagged” or marked “out of service”, as well as by notifying the Toronto Fire Services of their impairment. This must also be completed when the impairment no longer exists.
PART 9: CONTROL OF FIRE HAZARDS IN THE BUILDING

9.1 All Staff

- Smoking is not permitted anywhere within the building. Smoking is only permitted at the outside of the building, 9 meters away from entrances in designated areas.
- Combustible materials shall not be stored within 1.5m of electrical equipment.
- Turn off and unplug all unnecessary appliances that are not in use.
- Limit the spread of fire or smoke by ensuring that fire doors and windows remain closed in a fire emergency.
- Do not use exits or corridors for storage as it could impede exiting in an emergency.
- Do not block fire protection equipment or exit doors.
- Combustible materials shall not be permitted to accumulate in any part of a ventilating shaft or other means of egress in the nursing home.
- Flammable liquids shall not be used for cleaning purposes.
- Flammable gases shall not be used to inflate balloons.
- Improper disposal of oily / chemical mixing rags.
- Adhere to facility HOTWORK procedures at all times.

9.2 Electrical Equipment

- All electrical equipment shall be C.S.A. approved.
- Inspect equipment regularly.
- Beware of over-fusing
- Beware of octopus wire splicing (overloading of electrical circuits)
- Beware of shorts in electrical equipment
- Refueling engines is to be only in outside areas (i.e. lawnmowers, snow blowers, generators.).

9.3 Knowledge of Staff in General

- Report any frayed wires or faulty electrical switches and appliances.
- Report and clear all trash build up.
- Report missing or burned out bulbs, especially exit signs.
- Keep all mechanical equipment free of dust.
- Do not block exits or hallways.
- Report any fire equipment and / or fire door defects to management.
- Know the location of exits, manual pull stations and fire extinguishers and stairwell designations.
- Know the locations of different zones within each floor.
- Know the exterior “Designated Assembly Areas”.
- Ensure the safety of yourself, residents, visitors and fellow employees during an emergency situation.
- Ensure the safety while using microwaves. Do not over-heat.
- Combustible materials placed too close to heating appliances.

Note: These are general prevention measures and site specific prevention methods should be investigated by the owner.
PART 9: CONTROL OF FIRE HAZARDS IN THE BUILDING

9.4 Fire Extinguishment/Control/Confinement

This is primarily the responsibility of the Toronto Fire Services. The production of toxic fumes in buildings makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring everyone has evacuated the area, the alarm has been raised and the Fire Service has been notified, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire. This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building and await the arrival of the Fire Services.

9.5 Directions for Fire Extinguisher Use

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

P - PULL: Pull the pin.

A - AIM: Always aim at the base of the fire using the nozzle provided.

S - SQUEEZE: Activate the fire extinguisher by squeezing the handle.

S - SWEEP: Move from side to side in a sweeping motion, watching to make sure that the flames don’t start up again. Break up any clumps of burnt materials to ensure the fire is fully extinguished.

9.6 Types of Fires

In order to choose the right type of fire extinguisher, you must know what type of fire you are attempting to control. If you are not sure, your best course of action is to leave the area and activate the fire alarm (if it has not already been activated). Extinguishers are labeled as to which type(s) of fire they are effective in controlling. Below is a list of the classifications of fires determined by the materials or fuel being burned.

A – Wood, paper, textiles and other ordinary combustibles.

B – Flammable and combustible liquids (oils, paints, solvents, etc).

C – Electrical (live or energized wires or equipment).

D – Combustible metals (magnesium, titanium, potassium, etc.).

K – Cooking media (vegetable or animal oils and fats).
PART 10: FIRE DRILLS AND PROCEDURES

10.1 Holding Fire Drills

Fire Drills are to be held in accordance with the Ontario Fire Code.

The participation of all Supervisory Staff is required. This means that fire drills require a certain amount of time to plan for in advance.

The Supervisory Staff are to meet thirty minutes prior to the drill for a briefing meeting. Designate one of the supervisory staff to pull a manual pull station at the designated alarm time and advise everyone which manual pull station will be activated.

Before initiating the fire drill fire drill, notify any fire alarm monitoring company and inform them you will be having a fire drill and state a time of completion. Note: when speaking with the monitoring operator, ensure that you record their name or operator number.

NOTE: It is recommended that both the Fire and Police Services be contacted prior to conducting a fire drill that may impact the street and/or community.

10.2 Fire Drill Procedures

Prior to conducting fire drills several tasks shall be conducted to ensure the safety of building occupants and the smooth operation of the scheduled fire drill. These items are as follows:

Between 24 & 1 hours prior to the drill:

- Emergency Stairwell lighting to be inspected.
- Notify Fire Services
- Notify Police Services
- Ensure exit paths are clean & unobstructed.

At the time of the fire drill:

- Ensure that all staff assisting with the fire drill are in their proper positions i.e. (directional personnel, life safety room attendants, building operators etc.)
- One minute prior to the drill a message indicating that we are conducting a fire drill shall be read over the fire alarm paging system.
- Activate evacuation tones through the fire alarm system.
- Directional staffs are to indicate the main assembly area to evacuees.

Upon completion of the fire drill:

- All Staff that actively participated in the drill will return to meet to discuss any noted deficiencies.
- After each fire alarm drill, the “fire drill report” should be completed in full, and remain on file for a time period of no less than one year.
PART 10: FIRE DRILLS AND PROCEDURES

10.3 Fire Drill Report

DATE: ___________________ LOCATION: ___________________ TIME: ________________

1. Was the alarm company called to put the monitoring on test? ____________ ____________
2. Was the alarm monitoring company called to confirm the signal received? ____________ ____________
3. Who sounded the alarm? ____________ ____________
4. Did the elevators home to the proper floor? ____________ ____________
5. Which pull station was used? ________________ (Site) ____________ ____________
   Which area was annunciater? ________________ (Site) ____________ ____________
6. Was the evacuation practiced? ____________ ____________
7. Was the alarm monitoring company called after the drill ended ____________ ____________
8. Was the fire system reset after drill or fire? ____________ ____________
9. Did staff react promptly? ____________ ____________
10. Did the staff follow proper procedures? ____________ ____________
11. Did any occupants panic? ____________ ____________
12. Did all fire alarm speakers sound properly? ____________ ____________
13. Was all staff accounted for? ____________ ____________
14. Was the incident noted 24-Hour Report? ____________ ____________
15. Was attendance recorded? ____________ ____________
16. Did you review the following with your staff:
   - Location of Fire Extinguishers?
   - Location of Fire Alarm Fire Stations?
   - Was the alarm and location clearly heard over the P.A. systems?
17. Was there any obstruction in front of the fire doors at the time of the alarm?
   If so, what was the obstruction? ____________ ____________

Corrective action taken by maintenance department if applicable:

________________________________________________________________________
________________________________________________________________________

Signature of person completing report: __________________________

COPY OF THIS FIRE DRILL REPORT WILL BE PROVIDED TO THE BUILDING EMERGENCY COORDINATOR AND REMAIN OF FILE FOR A PERIOD OF THREE YEARS.
PART 10: FIRE DRILLS AND PROCEDURES

10.4 Fire Drill Attendance Record

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Name</th>
<th>Position</th>
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Corrective Action (s) to be taken:


Administrator’s review and Comments

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Comments</th>
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Administrator’s Signature: ____________________________

Date Reviewed at Morning Report: ______________________
PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

CHECK, INSPECT AND TEST REQUIREMENTS OF THE CODE

The Chief Fire Official (Fire Prevention personnel) periodically inspects buildings to ensure that the required checks, inspections and tests are being carried out. The Ontario Fire Code (Ontario Regulation 213 / 07) sets specific requirements for checking, inspecting and testing of Fire Safety Equipment in existing buildings. There are also requirements for the maintaining of records. Whenever a defect or deficiency is discovered in any fire safety device, the property owner or his agent must take immediate corrective action.

Definitions for key words are as follows:

<table>
<thead>
<tr>
<th>Check</th>
<th>means a visual observation, to ensure the device or system is in place and is not obviously damaged or obstructed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect</td>
<td>means a physical examination, to determine that the device or system will apparently perform in accordance with its intended function.</td>
</tr>
<tr>
<td>Test</td>
<td>means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.</td>
</tr>
</tbody>
</table>

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a minimum of 2 years – stored on-site - and be made available to the fire department on their request. This also applies to all Fire Safety Plans.

Fire drill records are required to be retained on site for a minimum period of 1 year.

The owner is responsible to ensure that all checks, inspections and tests are completed. The term Operations in the below chart refers to the person in charge of the operations of the facility. Always refer to the Ontario Fire Code for complete requirements.

The owner will assign supervisory staff and/or qualified contractor(s) to fulfill the following maintenance requirements.
### PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

<table>
<thead>
<tr>
<th>GENERAL LIFE SAFETY SYSTEMS</th>
<th>FREQUENCY</th>
<th>RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doors in fire separations shall be <strong>checked</strong> as frequently as necessary to ensure that they remain closed.</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td>Exit signs shall be clearly visible and maintained in a clean and legible condition</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td>Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td>When subject to accumulation of combustible deposits, hoods, filters and ducts shall be <strong>checked</strong> and be cleaned when such deposits create an undue fire hazard.</td>
<td>Weekly</td>
<td>Owner</td>
</tr>
<tr>
<td>Doors in fire separations shall be <strong>inspected</strong> for proper operation.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Fire dampers and fire-stop flaps shall be <strong>inspected</strong>.</td>
<td>Annually</td>
<td>Owner</td>
</tr>
<tr>
<td>Disconnect switches for mechanical air-conditioning and ventilating systems shall be <strong>inspected</strong> to establish that the system can be shut down.</td>
<td>Annually</td>
<td>Owner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXITS AND EXIT SIGNS</th>
<th>FREQUENCY</th>
<th>RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Check</strong> to ensure that internally illuminated EXIT signs are illuminated.</td>
<td>Daily</td>
<td>Owner</td>
</tr>
<tr>
<td><strong>Check</strong> EXIT signs to ensure that they are clearly visible and in a legible condition.</td>
<td>Daily</td>
<td>Owner</td>
</tr>
<tr>
<td>Maintain exits and access to exits free of obstructions both inside and outside.</td>
<td>Daily</td>
<td>Owner</td>
</tr>
<tr>
<td>Maintain exit doors to 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.</td>
<td>Daily</td>
<td>Owner</td>
</tr>
</tbody>
</table>
PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

<table>
<thead>
<tr>
<th>FIRE SEPARATIONS</th>
<th>FREQUENCY</th>
<th>RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check closures to ensure that they are not blocked or wedged open.</td>
<td>Daily</td>
<td>Owner</td>
</tr>
<tr>
<td>Check the area around the doors to ensure that they are clear of anything that would interfere with the free operation of the door.</td>
<td>Daily</td>
<td>Owner</td>
</tr>
<tr>
<td>Inspect closures to ensure that they operate as originally designed.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Inspect separations to ensure that there is no damage that could affect the fire resistance rating of the separation.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>EMERGENCY LIGHTING SYSTEM</th>
<th>FREQUENCY</th>
<th>RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check pilot lights for indication of proper operation.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Ensure that battery surface is clean and dry.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Ensure that terminal connections are clean, free of corrosion and lubricated.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Ensure that terminal clamps are clean and tight as per manufacturer’s specifications.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Emergency lighting equipment shall be tested to ensure that the emergency lighting will function upon failure of the primary power supply.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Emergency lighting equipment shall be tested to ensure that the units will provide lighting for a duration of equal to the design criteria under simulated power failure conditions.</td>
<td>Annually</td>
<td>Owner</td>
</tr>
<tr>
<td>After completion, the charging conditions for voltage and current and the recovery period will be tested to ensure that the charging system is in accordance with the manufacturer’s specifications.</td>
<td>Annually</td>
<td>Owner</td>
</tr>
</tbody>
</table>
# PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

<table>
<thead>
<tr>
<th>PORTABLE FIRE EXTINGUISHERS</th>
<th>FREQUENCY</th>
<th>RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Except as otherwise stated in this section, maintenance and testing of portable fire extinguishers shall be in conformance with NFPA 10.</td>
<td>General</td>
<td>All Parties</td>
</tr>
<tr>
<td>Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td>A permanent record containing the maintenance date, the examiner’s name and a description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.</td>
<td>General</td>
<td>Certified Contractor</td>
</tr>
<tr>
<td>All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.</td>
<td>General</td>
<td>Certified Contractor</td>
</tr>
<tr>
<td>Portable extinguishers shall be inspected.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Extinguishers shall be subject to maintenance.</td>
<td>Annually</td>
<td>Certified Contractor</td>
</tr>
</tbody>
</table>
| Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:  
  a) mechanical parts  
  b) extinguishing agent  
  c) expelling means | Annually | All Parties |
| Pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested. | Every 5 Years | Qualified Contractor |
| Stored pressure extinguishers shall be emptied and subjected to the applicable maintenance procedures. | Every 6 Years | Qualified Contractor |
| Mild steel or aluminum shell fire extinguishers shall be hydrostatically tested. | Every 12 Years | Qualified Contractor |
# PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

## STANDPIPE SYSTEMS (FIRE HOSES)

<table>
<thead>
<tr>
<th>STANDPIPE SYSTEMS (FIRE HOSES)</th>
<th>FREQUENCY</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hose stations shall be <strong>inspected</strong> to ensure that the hose and equipment are in the proper position and appear to be operable.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Plugs or caps on fire department connections shall be removed and the threads <strong>inspected</strong> for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.</td>
<td>Annually</td>
<td>Owner</td>
</tr>
<tr>
<td>If plugs or caps are missing, examine the Fire Department connection for obstructions, backflush if necessary, and replace the plugs or caps.</td>
<td>Annually</td>
<td>Owner</td>
</tr>
<tr>
<td>Hose valves shall be <strong>inspected</strong> to ensure that they are tight and that there is no water leakage into the hose.</td>
<td>Annually</td>
<td>Owner</td>
</tr>
<tr>
<td>Standpipe hose shall be removed and re-racked. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.</td>
<td>Annually (or after use)</td>
<td>Qualified Contractor</td>
</tr>
</tbody>
</table>

## ELEVATORS

<table>
<thead>
<tr>
<th>ELEVATORS</th>
<th>FREQUENCY</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure keys required to recall elevators and to permit independent operation are in their approved location.</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td>Maintain correct signage for firefighters’ elevator.</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td>Elevator door opening devices operated by means of photo-electric cells shall be <strong>tested</strong> to ensure that the devices become inoperative after the door has been held open for more than 20 seconds with the photo-electric cell covered.</td>
<td>Every 3 Months</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>The key operated switch located outside an elevator shaft shall be <strong>tested</strong> to ensure that the actuation of the switch will render the emergency stop button in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.</td>
<td>Every 3 Months</td>
<td>Qualified Contractor</td>
</tr>
</tbody>
</table>
| Key operated switches in each elevator car shall be **tested** to ensure that the actuation of the switch will:  
  a) Enable the elevators to be operable independently of other elevators.  
  b) Allow operation of the elevator without interference from floor call buttons.  
  c) Render door re-opening devices inoperative.  
  d) Control the opening of power operated doors only by the continuous pressure on the “door open” button to ensure that if the button is released while the door is opening, the doors will automatically close. | Every 3 Months  | Qualified Contractor |
PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

<table>
<thead>
<tr>
<th>SPRINKLER SYSTEMS (WET)</th>
<th>FREQUENCY</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auxiliary drains shall be <strong>inspected</strong> as required to prevent freezing.</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td>Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be <strong>checked</strong> to ensure that they are sealed or locked in the open position.</td>
<td>Weekly</td>
<td>Owner</td>
</tr>
<tr>
<td>Water supply pressure and system air or water pressure shall be <strong>checked</strong> by using gauges to ensure that the system is maintained at the required operating pressure.</td>
<td>Weekly</td>
<td>Owner</td>
</tr>
<tr>
<td>On all sprinkler systems, an <strong>alarm test</strong>, using the alarm test connection located at the sprinkler valve, shall be performed.</td>
<td>Monthly</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>All transmitters and water flow devices shall be <strong>tested</strong>.</td>
<td>Every 2 Months</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>Gate-valve supervisory switches and other sprinkler system supervisory devices shall be <strong>tested</strong>.</td>
<td>Every 6 Months</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>Exposed sprinkler pipingangers shall be <strong>checked</strong> to ensure that they are kept in good repair.</td>
<td>Annually</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>Sprinkler heads shall be <strong>checked</strong> to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.</td>
<td>Annually</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>On wet sprinkler systems, water-flow alarm <strong>test</strong> using the most hydraulically remote test connection shall be performed.</td>
<td>Annually</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>Sprinkler system water pressure shall be <strong>tested</strong> with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply.</td>
<td>Annually (or after use)</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>Plugs or caps on fire department connections shall be removed and the threads <strong>inspected</strong> for wear, rust or obstructions. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.</td>
<td>Annually</td>
<td>Owner</td>
</tr>
<tr>
<td><strong>SPRINKLER SYSTEMS (DRY)</strong></td>
<td><strong>FREQUENCY</strong></td>
<td><strong>PERSON RESPONSIBLE</strong></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Check the principle and remote trouble lights for trouble indication.</td>
<td>Daily</td>
<td>Owner</td>
</tr>
<tr>
<td>Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be checked to ensure that they are sealed or locked in the open position.</td>
<td>Weekly</td>
<td>Owner</td>
</tr>
<tr>
<td>Water supply pressure and system air or water pressure shall be checked by using gauges to ensure that the system is maintained at the required operating pressure.</td>
<td>Weekly</td>
<td>Owner</td>
</tr>
<tr>
<td>Exposed sprinkler piping hangers shall be checked to ensure that they are kept in good repair.</td>
<td>Annually</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>Sprinkler heads shall be checked to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.</td>
<td>Annually</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>Dry-pipe valve rooms or enclosures in unheated buildings shall be checked as often as necessary when the outside temperature falls below 0°C to ensure that the system does not freeze</td>
<td>As Needed</td>
<td>Owner</td>
</tr>
<tr>
<td>Dry-pipe systems shall be inspected every 15 years for obstructions in the sprinkler piping and, if necessary, the entire system flushed of foreign material.</td>
<td>15 Years</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>Dry-pipe valves shall be trip tested at least once every 3 years with the control valve fully open. The trip time for the tests described in Sentences (2) and (4) may exceed the acceptance trip time by not more than 10 per cent.</td>
<td>3 Years</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>The priming water for dry-pipe systems shall be inspected at least every three months to ensure that the proper level above the dry-pipe valve is maintained.</td>
<td>3 Months</td>
<td>Owner</td>
</tr>
<tr>
<td>Dry-pipe valves shall be trip tested by means of the inspector's test valve in accordance with Sentences (2) and (3) to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. Dry-pipe valves shall be trip tested annually. During the test referred to in Sentence (2), the control valve is not required to be in the fully open position.</td>
<td>Annually</td>
<td>Qualified Contractor</td>
</tr>
</tbody>
</table>
### PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

<table>
<thead>
<tr>
<th>FIRE ALARM SYSTEMS</th>
<th>FREQUENCY</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire alarm system components shall be kept unobstructed.</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td>Fire alarm system power supply disconnect switches shall be locked on in an approved manner.</td>
<td>General</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td><strong>Check</strong> the principle and remote trouble lights for trouble indication.</td>
<td>Daily</td>
<td>Owner</td>
</tr>
<tr>
<td><strong>Inspect</strong> the AC power-on light to ensure its normal operation.</td>
<td>Daily</td>
<td>Owner</td>
</tr>
<tr>
<td>One manual alarm-initiating device shall be operated, on a rotational basis, and shall initiate an alarm condition. Note: the Fire Alarm System shall be running on the backup power source during this test.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Function of all signal devices shall be ensured.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>The annunciator panel shall be <strong>checked</strong> to ensure correct annunciation.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Intended function of the audible and visual trouble signals shall be ensured.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Fire alarm batteries shall be <strong>checked</strong> to ensure that:</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>i) terminals are clean and lubricated where necessary;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii) terminal clamps are clean and tight;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii) electrolyte level and specific gravity, where applicable, meet manufacturer’s specifications.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yearly tests shall be conducted by a certified fire alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. Tests shall be in conformance with CAN/ULC S536, &quot;Inspection and Testing of Fire Alarm Systems&quot;.</td>
<td>Annually</td>
<td>Qualified Contractor</td>
</tr>
</tbody>
</table>

**NOTE:** Yearly tests shall be conducted by a certified fire alarm contractor as required by the Ontario Fire Code, Section 1.1.5.3. Tests shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".
PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

<table>
<thead>
<tr>
<th>COMMERCIAL COOKING EQUIPMENT</th>
<th>FREQUENCY</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained <strong>in conformance with NFPA 96</strong>, “Ventilation Control and Fire Protection of Commercial Cooking Operations”._</td>
<td>General</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>Ensure wet chemical, alkaloid based chemical or “K” rated portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td>Hoods, grease removal devices, fan, ducts and other equipment shall be <em>checked</em> and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.</td>
<td>Weekly</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td><strong>Inspection</strong> and servicing of the fire extinguishing system shall be performed by properly trained and qualified persons in conformance with the Ontario Fire Code, Section 6.8.1.1.</td>
<td>Every 6 Months</td>
<td>Qualified Contractor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COOKING EQUIPMENT EXHAUST SYSTEM</th>
<th>FREQUENCY</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inspect</strong> cooking equipment exhaust systems regularly and clean as necessary.</td>
<td>General (dependent on use)</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td><strong>Inspect</strong> fusible linked fire dampers serving the exhaust system regularly and clean and replace as necessary.</td>
<td>General (dependent on use)</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td><strong>Inspect</strong> filters to ensure that they are cleaned as required.</td>
<td>General (dependent on use)</td>
<td>Qualified Contractor</td>
</tr>
</tbody>
</table>

**NOTE:** Surface and filter cleaning shall be performed by the Owner or a Contractor. Steam cleaning of the duct shall be performed by a Qualified Contractor. Record service in Fire Safety Plan.

<table>
<thead>
<tr>
<th>ELECTROMAGNETIC LOCKING DEVICES</th>
<th>FREQUENCY</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure automatic release of electromagnetic locking devices upon activation of the fire alarm system.</td>
<td>Annually</td>
<td>Qualified Contractor</td>
</tr>
<tr>
<td>Ensure manual release of electromagnetic locking devices upon activation of manual key release switch.</td>
<td>Annually</td>
<td>Qualified Contractor</td>
</tr>
</tbody>
</table>
PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

<table>
<thead>
<tr>
<th>EMERGENCY POWER SYSTEMS</th>
<th>FREQUENCY</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency power systems shall be inspected, tested and maintained in conformance with CSA C282, “Emergency Electrical Power Supply for Buildings”.</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td>To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer’s instructions.</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td>At least two copies of the instructions manual shall be maintained.</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td>The emergency electrical power shall be completely tested as follows: a) Simulate a failure of the normal power supply. b) Arrange so that: i) an engine generator set operates under at least 30% of the rated load for 60 minutes and; ii) all automatic transfer switches are operated under load. c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls. d) Record all instrument readings associated with the prime mover and generator and verification that they are normal. e) Log and report as further prescribed in the manual of instruction for operation and maintenance. f) Check fuel supply for sufficient quantity.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Emergency power systems shall be tested and maintained in conformance with CSA C282, “Emergency Electrical Power Supply for Buildings”.</td>
<td>Annually</td>
<td>Qualified Contractor</td>
</tr>
</tbody>
</table>
## PART 11: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

### FIRE PUMPS

<table>
<thead>
<tr>
<th>Description</th>
<th>FREQUENCY</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The temperature of pump rooms shall be <strong>checked</strong> during freezing weather.</td>
<td>Daily</td>
<td>Owner</td>
</tr>
<tr>
<td>Valves controlling water supplies exclusively for fire protection systems shall be <strong>inspected</strong> to ensure that they are fully open and sealed or locked in that position.</td>
<td>Weekly</td>
<td>Owner</td>
</tr>
<tr>
<td>Fire pumps shall be started at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be <strong>inspected</strong>.</td>
<td>Weekly</td>
<td>Owner</td>
</tr>
<tr>
<td>Fire pumps shall be <strong>tested</strong> at full rated capacity to ensure that they are capable of delivering the rated flow</td>
<td>Annually</td>
<td>Qualified Contractor</td>
</tr>
</tbody>
</table>

### VOICE COMMUNICATION SYSTEMS

<table>
<thead>
<tr>
<th>Description</th>
<th>FREQUENCY</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voice communication systems components shall be kept unobstructed.</td>
<td>General</td>
<td>Owner</td>
</tr>
<tr>
<td><strong>Inspect</strong> the AC power-on light to ensure its normal operation.</td>
<td>Daily</td>
<td>Owner</td>
</tr>
<tr>
<td>At least one fire fighters emergency telephone shall be <strong>tested</strong> on a rotational basis to ensure communication with the control unit.</td>
<td>Monthly</td>
<td>Owner</td>
</tr>
<tr>
<td>Every fire fighters emergency telephone shall be <strong>tested</strong> to ensure communication with the control unit.</td>
<td>Annually</td>
<td>Qualified Contractor</td>
</tr>
</tbody>
</table>

**NOTE:** Yearly tests shall be conducted by a certified fire alarm contractor as required by the Ontario Fire Code, Section 1.1.5.3. Tests shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".
PART 12: SCHEMATIC DRAWINGS

1) Basement, Science Research Building

2) Ground Floor, Science Research Building

3) Second Floor, Science Research Building

4) Third Floor, Science Research Building

5) Fourth Floor, Science Research Building

6) Arial Overview, Scarborough Campus
PART 13: APPENDIX

OUT OF SERVICE – Equipment / Device
OUT OF SERVICE – Fire Alarm System
OUT OF SERVICE – Emergency Lighting
OUT OF SERVICE – Sprinkler System
OUT OF SERVICE – Emergency Power
FIRE ALARM DRILL NOTICE
FIRE WATCH LOG
ACKNOWLEDGMENT TABLE
STAFF TRAINING LOG SHEET
NOTES
DEVICE
OUT OF SERVICE
FIRE ALARM SYSTEM

OUT OF SERVICE

A FIRE WATCH IS PATROLLING THE AFFECTED FLOOR AREAS

IN CASE OF FIRE CALL 9-1-1

FOLLOW EMERGENCY PROCEDURES

For additional information please contact Campus Police Services at (416) 287-7398
EMERGENCY LIGHTING
SYSTEM
OUT OF SERVICE

NO EMERGENCY LIGHTING

HAVE A FLASHLIGHT IN CASE OF POWER OUTAGE

IN CASE OF EMERGENCY CALL 9-1-1

FOLLOW EMERGENCY PROCEDURES

For additional Information please contact Campus Police Services at (416) 287-7398
SPRINKLER SYSTEM

OUT OF SERVICE

A FIRE WATCH IS PATROLLING THE AFFECTED FLOOR AREAS

IN CASE OF FIRE CALL 9-1-1

FOLLOW EMERGENCY PROCEDURES

For additional information please contact Campus Police Services at (416) 287-7398
FIRE ALARM
DRILL NOTICE

The supervisory staff of this building will be performing a fire alarm drill in accordance with the fire safety plan and the Ontario Fire Code on:

(Date)

(Exact time)

The Speakers and Horns will sound until the fire alarm drill is completed. Please do not call the Fire Department when you hear the bells at the time specified above.

Please notify the Supervisory Staff if you have difficulty hearing the alarm bells in your area.

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

For additional Information please contact Campus Police Services at (416) 287-7398
FIRE SAFETY PLAN
Science Research Building, University of Toronto, Scarborough

FIRE WATCH LOG

DATE: _____________  ADDRESS: _____________________________

REASON FOR FIRE WATCH

☐ FIRE ALARM INOPERATIVE
☐ SPRINKLER SYSTEM INOPERATIVE
☐ OTHER

<table>
<thead>
<tr>
<th>#</th>
<th>NAME OF PERSON(S) CONDUCTING FIRE WATCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td>3</td>
<td></td>
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<tr>
<td>4</td>
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</tbody>
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<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>AREAS PATROLLED</th>
<th>INITIALS</th>
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ACKNOWLEDGEMENT TABLE
All parties who have designated responsibilities in this plan must sign the form below indicating that they have read the master copy of the fire safety plan.

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<tr>
<th>Name</th>
<th>Signature</th>
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STAFF TRAINING LOG SHEET

TRAINING OF SUPERVISORY TEAM

FIRE SAFETY
EDUCATION AND TRAINING
SEMINAR ATTENDANCE RECORD

COMPANY:________________________  CONTACT:________________________
DATE:_________________________  PHONE #:__________________________

DESCRIPTION OF SPECIFIC SUBJECTS COVERED:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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<th>NAME (PLEASE PRINT)</th>
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<th>DEPARTMENT</th>
<th>DATE</th>
<th>TRAINERS INITIALS</th>
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NOTES: