FIRE SAFETY PLAN

UTSC
STUDENT RESIDENCE
PHASE IV

1265 Military Trail
Scarborough, On

Prepared by:

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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 in the building at all times for the use of supervisory personnel; such personnel should be fully aware of their duties and responsibilities contained herein. **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
Distribution List

All Sections: Toronto Fire Services – (1) Copy
            UTSC – (1) Copy
            Building Manager – (1) Copy
            Student Residence Phase VI – (1) Copy
            Barrington Consulting Services – (1) Copy

Appendix-2: Building Occupants – (1) Copy

Revisions to the Fire Safety Plan shall be forwarded to Toronto Fire Services for approval.
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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: Building Lobby.

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 Owner and Toronto Fire Services will retain one copy.

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: University of Toronto, Scarborough Campus
Student Residence, Phase IV

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

Type of Construction: Non-Combustible

Building Classification: Group C up to six storeys, built as per 3.2.2.43 of the Ontario Building Code

Occupancy Type: Group “C” Residential

Number of Stories: Above grade: 4 plus mechanical penthouse
Below grade: 0

Occupant Load: Phase IV will consist of 55 four bedroom units, two 3-bedroom units, and one 2-bedroom unit. The four bedroom units come equipped with two bathrooms, a full kitchen, a living/dining room, and a storage room. Two three-bedroom units will be fully accessible

Size: 1,999.28 square meters

Audit of Building Resources

Access

Designate Fire Route: ☐ No ☒ Yes,

The Residence is accessed from Military Trail by a posted Fire Access Route under By-Law 13897, as shown on the Site Plan. Access into the building is through doors at grade.

Nearest municipal hydrant location:

Nearest municipal hydrant location: In front of 1265 Military Trail.

Private hydrants: ☐ No ☒ Yes

Nearest private hydrant location: Front entrance, See site plan.
Audit of Building Resources Cont’d

Fire Department Connections:  ☐ No  ☑ Yes

Sprinkler:  2 x 65mm Fire Dept wall mounted Siamese connections marked Auto
Sprinkler are located at the main entrance. See Site Plan

Standpipe:  2 x 65mm Fire Dept wall mounted Siamese connections marked
Standpipe are located at the main entrance. See Site Plan

Lockbox:  ☐ No  ☑ Yes  location: See site plan.

Main Electrical Shut-off Location:  ☐ No  ☑ Yes  location: See schematic drawing.

Main Gas Shut-off:  ☐ No  ☑ Yes  location: See site plan.

Heating:

☒ Natural Gas  ☐ Electric  ☐ Other

Fire Alarm System:  ☐ No  ☑ Yes

Make: Siemens
Model: MXL Microprocessor based Intelligent Control Panel
Type: Single stage
Annunciator: RCC-1 remote command station with LCD display
FACP Location: Electrical room
Annunciator Location: Main Entrance

Initiating Devices: Siemens fire print addressable smoke detectors (FP-11) Fire print
addressable duct detectors (AD-11XPR & FP-11), 120VAC Non-system smoke
detectors (SA360), Addressable heat detectors (FPT-11), Addressable single-stage pull
stations (MSI-51BC), Addressable sprinkler monitor devices (TRI-DC).

Output Devices: Siemens horn strobos (U-MH-MCS) and mini horns (U-HN). Suites
and bedrooms are equipped with mini-horns with line isolators and silence switches
(RSM-1SWA).

The fire alarm system is monitored 24hrs.

Fire Alarm monitoring company: ADT  Phone #: 1-800-663-3547
Audit of Building Resources Cont’d

**Standpipe:**  ☑ No  ☑ Yes

The building is equipped with a class 2-standpipe system; The Main control valve and
pump are located in the Sprinkler room located off the main Lobby.
Fire hose cabinets are located, five per floor. Each cabinet contains a listed portable fire
extinguisher and 23m of 38mm Hose.
See schematic drawing.

**Sprinkler System:**  ☑ No  ☑ Yes

Type:  ☑ Wet  ☐ Dry  ☐ Other

Connected to the fire alarm system:  ☐ No  ☑ Yes

The Residence is protected, although not required, with a Wet Sprinkler system
throughout.

A sprinkler head is also located in the garbage chute at the 2nd floor level.

Shutoff valves are located in the following areas.

The main shutoff valve is in the sprinkler room located on the ground floor, off the main
Lobby. There are isolation valves located on every floor level. See schematic drawings.

All control valves and isolation valves are supervised.

**Fixed Extinguishing Systems:**  ☑ No  ☐ Yes

**Portable Fire Extinguishers:**

The building is equipped with listed portable fire extinguishers with a 3A10BC rating.
See schematic drawings.

**Emergency Lighting:**  ☐ No  ☑ Yes

Combination emergency lights and exit signs are located throughout the building.
See schematic drawings.
Audit of Building Resources Cont’d

Exits:

There are three exit stairwells located in each block, each stairwell exits at ground level.
- Stair #1 – Block A
- Stair #2 – Block B
- Stair #3 – Block C

Elevators

The residence has a single passenger elevator, as shown on the schematic drawing.

Firefighter (FF) Elevator [ ] Firefighter Service [ ]
(Red helmet designation) (Yellow hat designation)

Automatic Recall [x] No [ ] Yes

Manual Recall [x] No [ ] Yes

Manual Recall Switch (es) [x] No [ ] Yes

Location:

Total number of elevators: 1

Total number of FF elevators: 0

FF elevator location: Main Lobby, Block A

Fire Separations:

Two fire separations isolate the three Wings as shown on the Site Plan.

Extra Hazardous Area:

Are there hazardous materials on site? [x] No [ ] Yes
Part 2 (b)
Audit of Human Resources

**Building Name:** University of Toronto at Scarborough
Student Residence, Phase IV

**Address:** 1265 Military Trail, Scarborough, On.

**Postal Code:** M1C 1A3

**Business Phone No:** 416-287-7371
416-287-7365

**Building Owner:** University of Toronto at Scarborough

**Address:** 1265 Military Trail, Scarborough, On

**Postal Code:** M1C 1A3

**Phone Number:** 416-287-7579

**After hour contacts (24 hour telephone numbers)**

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

**Jim Dunsdon, Director Student Housing and Residence Life:**
Phone No.: 416-287-7367
After Hours Phone No.: 905-432-3193

**David Steele, Superintendent of Maintenance:**
Phone No.: 416-287-7371
After Hours Phone No.: 905-837-0117

**Monitoring Company** ADT
Phone No.: 1-800-663-3547
Part 3
Emergency Procedures for Occupants

At least one (1) copy of the Emergency procedures shall be prominently posted and maintained in each floor area.

IN CASE OF FIRE

Upon Discovery of Fire:

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

Upon Hearing Fire Alarm:

- Leave building via nearest exit;
- Close all doors behind you;
- Do not re-enter the building until it is declared safe to do so by a Fire Official.

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, Do not lock them;
- Activate the fire alarm using the nearest manual pull station;
- Calmly alert other occupants to evacuate the building via the nearest exit;
- Use the nearest exit to leave the building;
- Telephone Toronto Fire Services from a safe location, Dial 9-1-1.

Never assume that this has been done:

- Give the correct building address and location of the fire and your name;

Student Residence, Phase IV

1265 Military Trail, Apt #

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

Immediately Upon Hearing the Fire Alarm:

- To go or to stay, the decision is yours. In either case, you must act quickly and you must protect yourself from smoke.

If you decide to leave the building:

- Before opening the suite 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, take the suite key if readily available, close the door behind you (do not lock) and leave by the nearest exit.

Before entering the stairway, open the door carefully and:

- If there is no smoke, use the stairway to leave the building.
- If there is smoke, do not enter the stairway, close the stairway door. Go to the alternate exit and again open the door carefully.
- If there is no smoke, use the stairway to leave the building.
- If there is smoke, return to your suite and protect yourself from smoke.
Occupant Fire procedures con’t

Once inside the stairway:

- If you encounter smoke on your way down the stairs, do not continue!

- Leave the stairway onto the closest available floor area, and proceed to an alternate stairway. Open the door carefully and if there is no smoke, continue down the stairway and leave the building.

- If you cannot use any stairway to exit the building, return to your suite (if possible), or enter an available floor area and knock on suite doors until you are able to take shelter.

- Never go to the roof, smoke rises!

- Remember to stay low to the ground if you are in a smoke filled environment. The air is cleaner near the floor level.

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

- Close the door but leave it unlocked for possible entry by firefighters.

- Dial 9-1-1 and tell Toronto Fire Services where you are.

- Seal all cracks where smoke can enter by using wet towels or sheets. Seal mail slots, transoms and air conditioning outlets as necessary (a roll of wide masking/duct tape may be useful).

- Keep low to the floor if smoke enters the room.

- Move to the window or most protected room and partially open the window for air. Signal to firefighters by waving a sheet/towel. Close the window if smoke comes in.

- Wait to be rescued. Remain calm. Do not panic or jump.

- Listen to instructions or information given by authorized personnel.
Part 4
Emergency Procedures for Supervisory Staff

Upon discovery of fire:

- Leave the fire area immediately and close doors;
- Activate the fire alarm system by pulling the nearest manual pull station;
- Calmly alert the building occupants;
- Exit the building via the nearest exit;
- Call Toronto Fire services at 9-1-1 from a safe location;
- Await the arrival of fire department at the main entrance at least 30m away from the building.

Upon hearing the fire alarm

- Ensure that all other occupants have been notified of the emergency conditions;
- Exit the building via the nearest exit;
- Notify the Toronto Fire Services of the emergency condition. Dial 9-1-1;
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance;
- Upon the arrival of the Fire Department, inform the Fire Officer of the conditions in the building and coordinate the efforts of the supervisory staff with those of the Fire Department.

Provide access and vital information (Fire Safety Plan) to the Fire Department, as to location of persons, master keys, service rooms, etc.

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

The Superintendent of Maintenance shall:

1. Be in complete charge of implementing the approved Fire Safety Plan.

2. Designate sufficient assistants to act in this position during your absence.

3. Have a copy of the Ontario Fire Code.

4. Organize one (1) fire drill for supervisory staff every year. Advance notice shall be posted to advise supervisory staff of the time and date of fire drills. After each drill, all persons with delegated responsibility shall attend a debriefing to report on their actions.

5. Post Emergency Procedures cards throughout the building to inform the occupants of the Fire Safety Plan.

6. Control fire hazards in the building.

7. Compile and maintain a list of all persons requiring assistance to evacuate.

8. Compile and maintain an updated list of all Student Dons.

9. Know where all fire alarm devices, panels and emergency back-up equipment are located.

10. Educate and train with the assistance of the contract fire safety consultant all building personnel in the use of the existing fire safety equipment and ensure that they are aware of the actions to be taken under the Fire Safety Plan.

11. Ensure the successful on-going training of all building personnel in the workings of the Fire Safety Plan.

12. Distribute copies of this Fire Safety Plan or portions thereof to supervisory staff and occupants.

13. Know how all fire alarm devices, panels and all emergency back-up equipment, heating, ventilation and air conditioning equipment operate.

14. Be prepared to assist the Fire Department in the operation, maintenance or resetting of all fire alarm related equipment.

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

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

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

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


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, clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.
- Participate in fire drills.
- 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 at 416-338-9000 and initiate alternative measure.
Part 5

Responsibilities of the Owner

The building owner 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 so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Ontario 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 life protection equipment.
- Assuring that checks, test and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved fire safety plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the fire safety plan.
- Ensure that the information in the fire safety plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.
Part 6
Fire Hazards

Residential properties:

To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes into their garbage containers.
- Never dispose of flammable liquids or aerosol cans in this way.
- Avoid unsafe cooking practices: deep fat frying, too much heat, unattended stoves, loosely hanging sleeves.
- Avoid careless smoking. Never smoke in bed.
- Never leave anything that may burn or cause a trip hazard in the halls, corridors and/or stairways.
- Always clean out clothes dryer lint collector before and after use.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.

In general, occupants should:

- Know how to alert other occupants of building, know where the exits are located.
- Call Toronto Fire Services immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building owner/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation. Read and follow the manufacturers smoke alarm and CO detector instructions, available from the building owner/property management.
- Know the property management staff in your building.
- Report any fire hazard to property management staff.
- Never Disable Battery Operated Smoke Alarms
Part 7

Fire Extinguishment, Control or Confinement

The choice to use an extinguisher is yours

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

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

Notify Toronto Fire Services at 9-1-1.

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

Suggested Operation of Portable Fire Extinguishers

Remember the acronym (PASS)

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

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

- Never re-hang extinguishers after use.
- Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers.
- Keep extinguishers in a visible area and unobstructed at all times.
Part 7A

**Assistance for Persons with a Disability**

In case of an emergency the Fire Department will respond to the location as soon as possible. Assign assistance for any occupants incapable of walking out of the building during an evacuation.

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

- If at ground level, exit on wheelchair ramp or down steps with assistance.
- If staircase must be used to reach ground level, remain in the nearest unit until help arrives (if safe to do so) or move to the nearest stairwell. Do not attempt to take an electrically powered chair up or down stairs.
- Call 911, and give your exact location.
- DO NOT USE ELEVATORS.
- If the person you are assisting is unable to speak clearly, look for a sign on the chair with printed instructions.

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

- Identify yourself.
- Describe the emergency and ask if help is needed and how it can be provided.
- Let the person take YOUR elbow. Describe your surroundings, give directions clearly and accurately. Alert him/her to upcoming stairs or other obstacles.
- Guide dogs are the responsibilities of their owners. Do not distract the dog, it is working.

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

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

Guidelines for Assisting Persons with Asthma

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

Guidelines for Assisting Persons with Epilepsy

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

Guidelines for Assisting Persons with a Developmental Disability

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

The Responsibility of the Person Requiring Assistance

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

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

Pre-Emergency Preparation

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

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

Do not attempt to take an electrically powered chair up or down stairs.

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

THE BACK LIFT

The rescuer would kneel at the front of the person and place the person's arm up and over the rescuer's shoulder and across his/her chest. The rescuer would then lean forward before rising slowly, to a full standing position.
INSTRUCTIONS TO TRANSPORT PERSONS REQUIRING Assistance to evacuate via stairwells (If required)

TWO RESCUE SEAT CARRY

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

TWO RESCUE EXTREMITIES CARRY

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

Note: It is important to communicate with Supervisory Staff concerning your attempt to transport the individual down a stairwell. Supervisory Staff will then be able to redirect stairwell traffic to the other stairwell while you transport, so as to avoid stairwell congestion.
Part 8
Alternative Measures for Occupant Fire Safety

In the event of any shutdown of fire protection equipment systems or part thereof. Toronto Fire Services. Staff and Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of an emergency.

These provisions and actions must be acceptable to the Chief Fire Official. All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of the fire alarm system are placed out of service, service to the remaining portions must be maintained, and where necessary, the use of watchmen (Fire watch), bull-horns, walkie talkies, etc. will be employed to notify concerned parties of emergencies.

Assistance and direction for specific situations may be sought from Toronto Fire Services.

Procedures to be followed in the event of a shutdown of any part of the 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.

2. Toronto Fire Services is to be notified in writing of shutdowns longer than 24 hours.

3. Post notices on all floors and at the main entrance, stating the problem and when it is expected to be corrected.

4. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour, and maintain a written log of patrols

5. 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.
Part 9
Fire Drills

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

FIRE DRILL RECORD

Date: ____________________    Time:  ____________
Manager/Supervisor on Duty: ____________________________________________
Staff Present:  ________________________________________________________
Deficiencies Noted:  ____________________________________________________
General Comments:  ____________________________________________________
**Fire Drills**

**ACTIONS TO BE TAKEN DURING FIRE DRILLS**

**DIRECTOR, SUPERINTENDENT OF MAINTENANCE OR DESIGNATE**

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

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

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

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

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

6. Review observations/problems with senior staff.

**DUTIES OF ALL RESIDENTS AND STAFF**

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

**DUTIES OF PHYSICAL PLANT SERVICES PERSONNEL - IF ON SITE**

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

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

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

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

- This list has been prepared for purposes of convenience only. For accurate reference, the Ontario 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 Ontario Fire Code that records of all tests and corrective measures are required to be retained for a period of two years (2) after they are made.

It is recommended that you purchase a copy of the Ontario Fire Code from your closest government bookstore.
**Exits & Exit Signs**

**Daily:**

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

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

3. Maintain exits and access to exits free of obstructions both inside and outside;

4. Maintain exit doors so they can be opened easily, and without the use of a key from the inside. Where required, only panic style hardware shall be used to secure exit doors.

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

**ALTERNATE MEASURES**

If the exit signs become damaged or illegible, 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: The Owner, Manager or Owner’s designate shall perform monthly requirements. A qualified electrical contractor shall perform yearly requirements.

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: The Owner, Manager, shall perform these requirements 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)
Standpipe & Hose Systems

Daily:

1. Standpipe hose stations shall be conspicuously identified and unobstructed at all times.

Monthly:

1. Standpipe hose stations shall be inspected monthly to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition. Sign the affixed tag or log in logbook.

Yearly:

1. Hose valves shall be inspected annually to ensure that they are tight so there is no water leakage into the hose.

2. Standpipe hose shall be inspected and reracked annually and after use. Any worn hose or gaskets in the couplings at the hose valves and at the nozzle shall be replaced. When the standpipe hose is reracked it shall be done so any folds will not occur at the same places.

NOTE: Daily & monthly requirements shall be performed by the Owner, Manager or Owner’s designate.

A qualified contractor shall perform yearly requirements.

Alternative measures

Standpipe hose shall be reracked or replaced as soon after it has been used. If the hose requires replacement it shall be done as soon as possible and the building occupants notified.
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 logbook.

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:** The Owner, Manager, or Owner’s designate shall perform monthly requirements;

A qualified contractor shall perform yearly requirements.

**Alternative Measures**

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

1. Check the fire alarm control panel to ensure that a trouble signal is not indicated on the fire alarm control panel.

**Monthly**

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

2. Test the fire alarm system by operating one manual pull station and ensuring that all audible alert devices operate as intended and the alarm panel annunciates the correct zone. A different pull station must be used every month. Once the test is completed add to monthly 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;

A Certified Fire Alarm Technician shall perform yearly requirements. 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.
Automatic Sprinkler Systems

General:

1. Maintain sprinkler heads free of obstructions which could interfere with the effective discharge of water from the sprinklers:

2. Maintain sprinkler heads and sprinkler piping free of suspended material:

3. Maintain clear access to all sprinkler valves and isolation valves.

Monthly:

1. Test sprinkler alarm using the alarm valve located on the sprinkler valve.

Yearly:

1. Check sprinkler heads to ensure they are free from damage, corrosion, paint, and grease:

2. Inspect the Fire Department connections for wear, rust and obstructions:

3. Ensure the caps are wrench tight:

4. Test the water flow alarm using the most hydraulically remote test connection:

5. Test the system water pressure with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply.

Note: General, weekly and monthly requirements shall be done by the Owner, Manager or Owners designate. A qualified contractor shall do annual requirements.

Alternate Measures

In the event that the sprinkler 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 activate the building fire alarm and calmly alert all building occupants and alert the fire department. The sprinkler system shall be restored to proper operating condition as soon as possible.
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. Ensure lint traps in dryers are checked and cleaned as often as necessary.

2. 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.

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

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

5. Standpipe and hose systems shall be used for fire protection only.

6. Access to fire alarm components requiring inspection shall be kept unobstructed.
Part 11

DRAWINGS
Make copies of the following applicable signs and checklists use as required while Life Safety Systems are out of service and also for monthly fire protection inspections.

FIRE ALARM SYSTEM OUT OF SERVICE

EMERGENCY LIGHTING SYSTEM OUT OF SERVICE

FIRE WATCH LOG

MONTHLY FIRE ALARM TEST CHECKLIST

MONTHLY PORTABLE FIRE EXTINGUISHER INSPECTION CHECKLIST

MONTHLY EMERGENCY LIGHTING INSPECTION CHECKLIST

MONTHLY STANDPIPE INSPECTION CHECKLIST

MONTHLY SPRINKLER VALVE INSPECTION CHECKLIST

ANNUAL SMOKE ALARM CHECKLIST,
(Supplied by the Office of the Ontario Fire Marshalls Office)
FIRE ALARM SYSTEM

OUT OF SERVICE

A FIRE WATCH IS PATROLLING
THE EFFECTED FLOOR AREAS

IN CASE OF FIRE CALL

9-1-1

FOLLOW EMERGENCY PROCEDURES
EMERGENCY LIGHTING SYSTEM

OUT OF SERVICE

NO EMERGENCY LIGHTING

HAVE A FLASHLIGHT READY IN CASE OF POWER OUTAGE

IN CASE OF FIRE CALL 9-1-1

FOLLOW EMERGENCY PROCEDURES
SPRINKLER SYSTEM

OUT OF SERVICE

A FIRE WATCH IS PATROLLING
THE EFFECTED FLOOR AREAS

IN CASE OF FIRE CALL

9-1-1
# FIRE WATCH LOG

**DATE:** ____________,  **ADDRESS:** 1265 Military Trail

## REASON FOR FIRE WATCH

- [ ] FIRE ALARM INOPERATIVE
- [ ] OTHER

## NAME OF PERSONS CONDUCTING FIRE WATCH

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________

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**Records must be retained for two years**
### Monthly Emergency Lighting Inspection

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**Records must be retained for two years**
## Monthly Portable Fire Extinguisher Inspection

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**Records must be retained for two years**
# Monthly Standpipe Inspection

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*Records must be retained for two years*
### Monthly Sprinkler Inspection

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APPENDIX – 2

BUILDING OCCUPANT HANDOUTS
Emergency Procedures for Occupants

At least one (1) copy of the Emergency procedures shall be prominently posted and maintained in each floor area.

IN CASE OF FIRE

Upon Discovery of Fire:

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

Upon Hearing Fire Alarm:

- Leave building via nearest exit;
- Close all doors behind you;
- Do not re-enter the building until it is declared safe to do so by a Fire Official.

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, Do not lock them;
- Activate the fire alarm using the nearest manual pull station;
- Calmly alert other occupants to evacuate the building via the nearest exit;
- Use the nearest exit to leave the building;
- Telephone Toronto Fire Services from a safe location,
  
  Dial 9-1-1.
  Never assume that this has been done;

- Give the correct building address and location of the fire and your name;

STUDENT RESIDENCE PHASE IV

1265 MILITARY TRAIL, Apt #_________

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

Immediately Upon Hearing the Fire Alarm:

- To go or to stay, the decision is yours. In either case, you must act quickly and you must protect yourself from smoke.

If you decide to leave the building:

- Before opening the suite 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, take the suite key if readily available, close the door behind you (do not lock) and leave by the nearest exit.

Before entering the stairway, open the door carefully and:

- If there is no smoke, use the stairway to leave the building.

- If there is smoke, do not enter the stairway, close the stairway door. Go to the alternate exit and again open the door carefully.

- If there is no smoke, use the stairway to leave the building.

- If there is smoke, return to your suite and protect yourself from smoke.
Occupant Fire procedures con’t

Once inside the stairway:

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

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

- Close the door but leave it unlocked for possible entry by firefighters.
- Dial **9-1-1** and tell Toronto Fire Services where you are.
- Seal all cracks where smoke can enter by using wet towels or sheets. Seal mail slots, transoms and air conditioning outlets as necessary (a roll of wide masking/duct tape may be useful).
- Keep low to the floor if smoke enters the room.
- Move to the window or most protected room and partially open the window for air. Signal to firefighters by waving a sheet/towel. Close the window if smoke comes in.
- **Wait to be rescued.** Remain calm. **Do not panic or jump.**
- **Listen to instructions or information given by authorized personnel.**
Fire Extinguishment, Control or Confinement

The choice to use an extinguisher is yours

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

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

Notify Toronto Fire Services at 9-1-1.

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

Suggested Operation of Portable Fire Extinguishers

Remember the acronym (PASS)

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

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

- Never re-hang extinguishers after use.
- Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers.

Keep extinguishers in a visible area and unobstructed at all times.
**Fire Hazards**

**Residential properties:**

To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes into their garbage containers.
- Never dispose of flammable liquids or aerosol cans in this way.
- Avoid unsafe cooking practices: deep fat frying, too much heat, unattended stoves, loosely hanging sleeves.
- Avoid careless smoking. Never smoke in bed.
- Never leave anything that may burn or cause a trip hazard in the halls, corridors and/or stairways.
- Always clean out clothes dryer lint collector before and after use.
- Do not use unsafe electrical appliances, frayed extension cords, overloaded outlets or lamp wire for permanent wiring.

In general, occupants should:

- Know how to alert other occupants of building, know where the exits are located.
- Call Toronto Fire Services immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building owner/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation. Read and follow the manufacturers smoke alarm and CO detector instructions, available from the building owner/property management.
- Know the property management staff in your building.
- Report any fire hazard to property management staff.
- **Never Disable Battery Operated Smoke Alarms**
**Assistance for Persons with a Disability**

In case of an emergency the Fire Department will respond to the location as soon as possible. Assign assistance for any occupants incapable of walking out of the building during an evacuation.

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

- If at ground level, exit on wheelchair ramp or down steps with assistance.
- If staircase must be used to reach ground level, remain in the nearest unit until help arrives (if safe to do so) or move to the nearest stairwell. Do not attempt to take an electrically powered chair up or down stairs.
- Call 911, and give your exact location.
- **DO NOT USE ELEVATORS.**
- If the person you are assisting is unable to speak clearly, look for a sign on the chair with printed instructions.

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

- Identify yourself.
- Describe the emergency and ask if help is needed and how it can be provided.
- Let the person take YOUR elbow. Describe your surroundings, give directions clearly and accurately. Alert him/her to upcoming stairs or other obstacles.
- Guide dogs are the responsibilities of their owners. Do not distract the dog, it is working.

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

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

**Guidelines for Assisting Persons with Asthma**

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

**Guidelines for Assisting Persons with Epilepsy**

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

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

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

**The Responsibility of the Person Requiring Assistance**

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

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

**Pre-Emergency Preparation**

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

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

Do not attempt to take an electrically powered chair up or down stairs.

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

THE BACK LIFT

The rescuer would kneel at the front of the person and place the person's arm up and over the rescuer's shoulder and across his/her chest. The rescuer would then lean forward before rising slowly, to a full standing position.
INSTRUCTIONS TO TRANSPORT PERSONS REQUIRING Assistance to evacuate via stairwells (If required)

TWO RESCUER SEAT CARRY

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

TWO RESCUER EXTREMITIES CARRY

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

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