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MISSISSAUGA EXECUTIVE CENTRE  
3 ROBERT SPECK PARKWAY

SERECA Larden Muniak Inc  
Fire Protection Consulting Engineers  
Tel. 416-762-3808

Fire Safety Plan Update  
October 2014

140916.00

**LEBER/RUBES INC.**  
FIRE PROTECTION CONSULTING ENGINEERS  
Tel. 416-515-9331, Fax 416-515-1640

July 5, 2002

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A COPY OF THIS DOCUMENT IS KEPT IN THE FIRE SAFETY  
LOCK BOX OUTSIDE THE MAIN BUILDING ENTRANCE, AND  
READILY AVAILABLE IN THE BUILDING CONTROL CENTRE AND  
IN THE CENTRAL ALARM AND CONTROL FACILITY.

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## PREFACE

This **Fire Safety Plan** (FSP) has been prepared for the building occupants of 3 Robert Speck Parkway (3RSP). The building is located at 3 Robert Speck Parkway, Mississauga, Ontario, and consists of one office tower 16 storeys in height. The FSP is based on the requirements of Section 2.8 Division B of the 2007 Ontario Fire Code (OFC) (Ontario Reg. 213/2007). As such, it:

- provides an audit of life safety resources throughout the various buildings,
- identifies the fire safety responsibilities and fire safety organizational structure,
- describes action to be taken in the event of a fire,
- details maintenance and procedural duties required to provide an adequate level of life safety throughout the various buildings, and
- provides pertinent fire protection information for responding fire crews.

The FSP is designed to provide the occupants with the necessary knowledge to maximize life safety within the building. The FSP provides the occupants with general information regarding the features of the fire protection equipment available within the building.

The FSP shall be reviewed at 12 month intervals, or as often as necessary to ensure it reflects any changes made within the buildings. Changes to this plan must be submitted for approval by the Mississauga Fire and Emergency Services (MFES).

To achieve maximum efficiency for the building's FSP, the Owner and designates (Supervisory Staff, Maintenance Staff, Security, and Occupants) must review and utilize the applicable sections of the FSP authorizing the designated responsibilities.

### **Responsibility**

The **Fire Code** (Ontario Reg. 213/2007) is a provincial regulation made under the **Fire Prevention and Protection Act**. This Code makes the owner responsible for complying with the Code. The Code defines *owner* as "any person, firm, or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property."

The Fire Prevention and Protection Act Part VII, Subsection 28 (5) states that, "A director or officer of a corporation who knows that the corporation is violating or has violated a provision of the fire code is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 or to imprisonment for a term not more than one year, or both."

Where a corporation is convicted of an offence "is liable to a fine of not more than \$100,000.00." While it is reasonable to believe that the fire department will assume command upon their arrival at a fire emergency, it is nevertheless the responsibility of the owner(s) to ensure the safety of the occupants at all times.

## **DISTRIBUTION AND RECORDS**

### **Distribution of the Fire Safety Plan**

One copy of the “approved” Fire Safety Plan (FSP) must be returned to the owner or owner's agent, and a second copy must be placed inside the Fire Safety Plan Box located on site, with the remaining copy being kept on file by the fire department.

An “approved” copy of the **entire** FSP shall be distributed to the following:

- Building Owner,
- Business Owner,
- Chief Fire Warden,
- Fire Safety Plan Box located in the CACF, and
- Site security office.

All Supervisory staff (i.e. Fire Wardens, Assistant Fire Wardens, Security Officers and Building Maintenance Personnel) shall be given the following “approved” sections:

- Emergency Procedures for Occupants
- Training of Supervisory Staff
- Person Requiring Assistance
- Fire Hazards
- Fire Prevention Policies
- Fire Extinguishment, Control and Confinement
- Fire Drills

All employees must be given the following “approved” sections:

- Emergency Procedures for Occupants
- Fire Hazards
- Fire Prevention Policies
- Fire Extinguishment, Control and Confinement

Property management, along with the Chief Fire Warden, must maintain a current list of persons requiring assistance in the event of an evacuation. Fire Wardens and Assistant Fire Wardens must maintain a current list of persons requiring assistance only for their designated areas. (Refer to Appendix C)

### **Records**

Records will be kept of all tests of fire safety equipment and corrective measures taken for a period of two (2) years. Records will be made available to the Chief Fire Official or their representative, upon request.

- 1) Fire extinguisher records containing the maintenance date, the examiner's name and a description of any maintenance work or hydrostatic testing carried out, must be kept for each portable fire extinguisher. All other required maintenance as listed in the MAINTENANCE PROCEDURES section will also have written records kept.

- 2) Records of a fire drill shall be kept for a minimum period of 12 months after the fire drill. The record must be made available to the Chief Fire Official or their representative, upon request.

## **Definitions and Abbreviations**

Terms used throughout the FSP are as defined in the OBC and the OFC or by the Authority Having Jurisdiction.

### Alarm Signal

An audible signal transmitted throughout a zone or zones or throughout a building to advise occupants that a fire emergency exists.

### Alert Signal

An audible signal to advise designated persons of a fire emergency.

### Check

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

### Combustible Liquid

A liquid that will burn, having a flashpoint at or above 37.8° C and below 93.3°C.

### Exit

A part of a means of egress, including doorways, that leads from the floor area it serves to a separate building, an open public thoroughfare or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

### Fire Separation

A construction assembly that acts as a barrier against the spread of fire and may or may not have a fire-resistance rating or a fire-protection rating.

### Flammable Liquid

A liquid that will burn, having a flashpoint below 37.8° C and having a vapour pressure not more than 275 kPa (absolute) at 37.8°C as determined by ASTM D323, "Vapour Pressure of Petroleum Products (Reid Method)".

### Inspect

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

### Observe

To notice or perceive.

Occupancy

The use or intended use of a building or part thereof for the shelter or support of persons, animals or property

Person Requiring Assistance

Any occupant or employee who requires assistance to vacate a building in the event of an emergency. A person requiring assistance may be but is not limited to any person with a physical or mental disability whether it is temporary or not.

Supervisory Signal

An audible and visible signal at a fire alarm annunciator panel or control panel indicating a change of state or off-normal condition in a fire suppression system or equipment.

Supervisory Staff

Those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the FSP and may include the fire department where the fire department agrees to accept these responsibilities.

Test

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

Trouble Signal

An audible or visible signal at a fire alarm annunciator panel or control panel indicating an electrical fault in a circuit or component.

Abbreviations

.	3RSP	3 Robert Speck Parkway
.	MFES	Mississauga Fire and Emergency Services
.	AHJ	Authority Having Jurisdiction
.	FACP	Fire Alarm Control Panel
.	BAS	Building Automation System
.	CACF	Central Alarm and Control Facility
.	FSP	Fire Safety Plan
.	OBC	2006 & 2012 Ontario Building Code
.	OFC	2007 Ontario Fire Code
.	FCP	Fire Command Post



## **AUDIT OF HUMAN RESOURCES**

**SECTION 2: AUDIT OF HUMAN RESOURCES****Building Owner:**

Desjardins Financial Security Like Assurance Company and Ontari Holdings Ltd.

**Building Address:**

3 Robert Speck Parkway  
Mississauga, Ontario, L4Z 2G5

**Property Management:**

Colliers International.  
4 Robert Speck Parkway  
Mississauga, Ontario, L4Z 1S1

**Property Manager (On site):**

Catherine Grammatikos  
Tel: (905) 281-7203  
Cell: (416) 455-9463  
Hours: 9:00 a.m. – 5:00 p.m., Mon to Fri

**General Manager:**

**Sante Esposito** (On site)  
Tel: (905) 281-1230 Cell: (416) 896-2134  
Hours: 9:00 a.m. - 5:00 p.m., Mon to Fri

**Building Operation Manager:**

**Wade Warner** (On call)  
Tel: (905) 281-7211 Cell: (416) 677-2395  
Hours: 9:00 a.m. - 5:00 p.m., Mon to Fri

**Building Operations Supervisor:**

**Manny Costa** (On call)  
Tel: (905) 281-7231 Cell: (416) 891-7609  
Hours: 9:00 a.m. - 5:00 p.m., Mon to Fri

**Building Engineer:**

**Ian Demelo** (On call)  
Tel: (905) 281-7232 Cell: (416) 891-6091  
Hours: 9:00 a.m. - 5:00 p.m., Mon to Fri  
Building Operations Staff are on call 24/7.  
Minimum of two (2) persons on site 7:00 a.m. to 5:00 p.m.

**Lobby Security:**

Tel: (905) 279-2550  
Hours: 9:00 a.m. - 6:30 p.m. Mon to Fri

**24/7 Command Centre (On site):**

Tel: (905) 279-6440

**Fire Department:**

Emergency Phone: 911

Non Emergency (Communication Division): 905-456-5700

Fire Prevention: 905-896-5908

**Listed Central Station Monitoring Company:**

NESS Security /24 hour security Systems

Phone: (416) 969-8570

## **AUDIT OF BUILDING RESOURCES**



## **AUDIT OF BUILDING RESOURCES**

### **GENERAL**

The Mississauga Executive Centre, 3 Robert Speck Parkway, is a 15 storey office tower located in Mississauga, Ontario. The complex consists of offices, ground floor restaurant/retail occupancies, and 2 two below grade parking levels. There are 15 above grade storeys (ground through 16<sup>th</sup>, no 13<sup>th</sup> floor), and a mechanical penthouse, as well as two below grade level.

### **FIRE DEPARTMENT ACCESS**

Primary access to the building is via the main building entrance on the north side of the building.

Secondary access is via the building entrance on the south side of the building.

Alternate access can be gained via the receiving dock on the west side of the building.

Any of the above entrances allow access to all parts of the building.

### **SIAMESE CONNECTION**

The siamese connection is located at the east side of the building.

### **SPRINKLER SYSTEMS**

The building is fully sprinklered. A wet pipe sprinkler system protects the ground floor through to the elevator machine room and a dry pipe system protects the below grade parking levels. The main control valves are located in the sprinkler header/fire pump room in the P2 parking level. Individual sprinkler control valves are located in the mechanical room from the 2<sup>nd</sup> floor through to the 16<sup>th</sup> floor.

Water is supplied from an 8" connection to a 16" municipal main on Robert Speck Parkway. A private hydrant is located at the corner of Robert Speck Parkway and the private drive.

A pre-action system, belonging to the tenant, protects the 8<sup>th</sup> floor computer room.

Water flow switches and alarm pressure switches that detect water flow are connected to the fire alarm system. All sprinkler control valves are electrically supervised by the fire alarm system.

## **Kitchen Suppression System**

There is a Suppression System in the kitchen of the main lobby cafeteria with the suppression tank located beside the range hood. The system can be operated manually or will automatically operate upon detection of high temperature in the kitchen hood. The manual pull station for this extinguisher is located also in the kitchen near the hood.

In the event of an activation of the kitchen hood fixed fire suppression system, the following sequence of events will take place:

- Fuel to cooking equipment will be shut off automatically by means of a solenoid valve located in the main gas line servicing the equipment
- Power to the electrical cooking equipment and electrical circuits under the hood will be shut off by means of a shunt trip breaker.

## **STANDPIPE SYSTEMS**

The standpipe and hose system consists of three 6" wet pipe risers, with valves located in the mechanical pump room on the P2 parking level. Outlets are located throughout all floor areas, including below grade parking levels, the penthouse and elevator machine room.

Fire hose cabinets have 100' of 1½" lined hose with adjustable fog/straight stream nozzle and are equipped with 2½" valved, capped connections.

## **FIRE PUMPS**

Two Plad fire pumps provide a 2 hour emergency power supply, by diesel generator. The mechanical pump room is located in the P2 parking level. These pumps are rated at 500 US gpm at 125 psi pressure to boost above City pressure, and are automatically activated by a drop in system pressure.

## **FIRE HYDRANTS**

Municipal hydrants are located on the west side of Shipp Drive, near the private drive and on the north side of Robert Speck Parkway.

## **FIRE EXTINGUISHERS**

Portable fire extinguishers are multipurpose and dry chemical and water. Extinguishers are located in fire hose cabinets and mounted on wall brackets throughout the building, as shown on the floor plans.

## **EMERGENCY LIGHTING**

Designated light fixtures are connected to emergency power circuits in the building. Emergency circuits are powered by generator for a minimum duration of 2 hours. Battery operated units are also provided in some areas.

## **EMERGENCY POWER**

Emergency power is provided for a duration of 2 hours by a Dorman diesel generator located in the generator room in the southwest corner of the P1 parking level. One 250 gal day tank is located adjacent to the generator, provide the fuel supply.

Power is provided by this generator to the firefighters' elevator and emergency lighting circuits, including exit signage, fire pumps and smoke control equipment. The transfer switch is located adjacent to the generator.



## **EXITS**

Exits from all floors are via the north and south exit stairs serving each above and below grade floor area in the building. The principal entrance/exit leads to a private drive to the north.. The ground floor retail suites exit directly to the exterior.

Crossover floors are the 5<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> floors.

## **ELEVATORS**

There are five elevators in this building. All elevators are equipped with fire fighters override and can function as firefighter's elevators simultaneously, under normal power conditions. Emergency power is provided by a diesel generator, such that a single elevator can be operated as a firefighter's elevator for a minimum of 2 hours.

The elevators serve all floor areas in the building, including the basement level, but excluding the mechanical penthouse and elevator machine room.

The elevators will automatically recall to the ground floor upon a signal from the fire alarm system, with manual keyed recall available if needed.

The elevators are in security mode 6.30 p.m. to 6.30 a.m., Monday to Friday, and from 6.30 p.m. to 6.30 a.m. Monday. At these times the elevators can only be accessed using a security card.

The security mode will de-activate upon initiation of the fire alarm, enabling the elevators to recall to the ground floor, and allowing access by the firefighters.

## **SMOKE CONTROL MEASURES**

Smoke control is provided by zoned electro thermal link (ETL) dampers for control of the smoke exhaust system on each floor. The smoke control system is operated automatically on a floor by the alarm operation of the duct smoke detector, as well as manual activation initiated from the Central Alarm and Control Facility (CACF) annunciator. Any alarm in the building shuts down all recirculating fans. Operation of the duct detector on a floor operates the ETL links for that floor, closing both the supply and return dampers, as well as opening the exhaust damper for that floor and the roof hatch.

Stair 2 is pressurized below grade upon activation of the fire alarm.



## **FIRE ALARM SYSTEM**

The building is provided with a Gamewell Electronics - Flex Alert, two-stage, zoned fire alarm system with emergency voice communication and firefighters' telephones. The main fire alarm panel, complete with an active graphic annunciator, is located in the CACF, accessed from the ground floor north lobby. A common system trouble indicator is located at the main security desk on the ground floor.

The system is provided with emergency power from internal batteries, which are located inside the control equipment. The battery backup is capable of operating the system for a period of 24 hr in supervisory mode, followed by 2 hr of alarm operation.

Activation of the fire alarm causes tones to activate at the evacuation rate (fast intermittent pulse) on the floor of alarm initiation, as well as the floor above and the floor below. The speakers on all other floors will sound the alert tone (slow intermittent pulse).

The fire alarm system is activated by:

- manual pull stations (exits from building)
- smoke detectors
- heat detectors
- duct detectors
- sprinkler flow

Fire alarm operation recalls elevators to the ground floor unless the alarm is from the ground floor, in which case they will recall to the second floor. All electromagnetic locks and door holders are released. The Fire Department is signaled via a central station connection. If the alarm is initiated from a duct detector serving a floor fan unit, the fan will shut down and smoke control operation will be initiated as indicated above.

Detection is by the use of smoke detectors, heat detectors, manual pull stations, duct smoke detectors, and flow switches on both wet and dry sprinkler systems.

## **ELECTROMAGNETIC LOCKING DEVICES**

This building contains electromagnetic locking devices. All electromagnetic locking devices will release upon activation of a first-stage fire alarm.

Each electromagnetic locking device will release locally once the adjacent manual fire alarm pull station has been operated. Additionally, all electromagnetic locking devices will release upon the initiation of any first stage fire alarm. i.e. manual pull stations, smoke detectors, heat detectors, duct smoke detectors, and flow switches.

The electromagnetic locking devices will also release in the event of a power failure or wiring fault on the circuit. The manual reset key switch is located in the CACF, adjacent to the FACP.

## **VOICE COMMUNICATION**

Emergency voice communication is provided by a one-way zone paging system extends to all floors. After the expiry of a one minute inhibit period, operation of a selector switch on the graphic will select a floor or a group of floors. Operating the 'press to talk' switch on the microphone will initiate a pre-announce tone, allowing the operator to page the area(s) selected.

Two-way firefighters' emergency phones are installed adjacent to the exit on every floor, and when lifted, provide a call-in tone at the CACF. The operator can then lift the master handset and talk to an individual on the floor.

## **GAS SHUT-OFF**

The main gas shut-off for this building is located on the west side of the building (exterior) near the loading dock area.

A secondary gas shut-off is located in the south stairwell on the mechanical penthouse level.

## **HYDRO DISCONNECT**

The main hydro disconnect switch is located in the main electrical room on the P1 parking level.

The transformer vault is located at the west side of the P1 parking level.

## **WATER SHUT-OFF**

The main water shut-off valve is located in the Sprinkler header/Pump room on the P2 parking level.

## **ASSEMBLY LOCATIONS**

Each tenant has designated their own assembly location. In the event of a building evacuation, tenants will proceed to their designated assembly locations, maintaining a distance of at least 150 m from the building, and keeping clear of fire routes and firefighting equipment.

## FLOOR PLANS

## **FIRE SAFETY COMMITTEE ADMINISTRATION**



## **FIRE SAFETY COMMITTEE ORGANIZATION**

The Fire Safety Committee will consist of:

- Property Manager (Emergency Coordinator)
- Assistant Property Manager (Evacuation Coordinator)
- Operations Manager
- Building Operations Staff
- Security Officers
- Emergency Floor Warden Team Members
- Retail Owners and Staff
- Cleaning Staff
- Central Station Monitoring Company

Each member of the Fire Safety Committee will be responsible for certain administrative functions that will ensure the proper implementation of the Fire Safety Plan requirements. These functions may be required to be carried out on an ongoing basis, or periodically (i.e. daily, weekly, monthly). In the event of an emergency, each member of the Committee will be required to perform certain duties as outlined in this plan. The chain of command is as above.

## **EMERGENCY FLOOR WARDEN TEAM**

The size of an Emergency Floor Warden Team will vary according to the number of employees of one employer in an office, area or floor. Each tenant on each floor will provide at least one Fire Warden who is the Team Leader and at least one Assistant Fire Warden.

Where sufficient personnel are available, additional Emergency Floor Warden Team Members may be designated to assist during an emergency. This shall be done with all due regard for personal safety, and only if it is safe to do so. This assistance may include searching male and female washrooms, and helping to facilitate evacuation at the exit stairs. This will apply to each tenant in a multi-floor occupancy. In addition to the responsibilities assigned for these positions, the Fire Warden and Assistant Fire Warden on a team of minimal size will, between them, fulfill the responsibilities assigned to Searchers and Exit Monitors.

## **FIRE SAFETY COMMITTEE DUTIES**

### **PROPERTY MANAGER (EMERGENCY COORDINATOR)**

The Property Manager is responsible for the overall implementation of the Fire Safety Plan. Although many of the day-to-day duties are carried out by other members of the Fire Safety Committee, the responsibilities of the Property Manager include:

- Implementation of this Fire Safety Plan, including ensuring that maintenance, checking, testing and inspecting of fire protection equipment is carried out and recorded in a Fire Protection Equipment Log, as required by the Ontario Fire Code and as summarised in this Plan.
- Ensuring that Fire Safety Committee members are selected, the list of members and the Emergency Floor Warden Team lists are maintained up-to-date and that all members: a) have been provided with the appropriate section(s) of this Plan, b) are trained to discharge related duties, and c) are provided with identification, e.g. arm bands, caps or safety hard hats. Records of training provided should be maintained (see Appendix A for Emergency Floor Warden Team Members list).
- Distributing a notice to tenants regarding persons who need assistance to evacuate, and compiling a list of such persons and their work locations, to have readily available should an emergency occur (Appendix B). This list will be updated on a semi-annual basis at minimum.
- Ensuring that tenants have been provided with a copy of the appropriate section(s) of this Plan.
- Ensuring that subordinates are familiar with and adhere to the "Emergency Procedures" section of this Plan.
- Being familiar with the floor areas, crossover floors, exit routes and the location of firefighting equipment.
- Conducting fire drills with the Fire Safety Committee as outlined in this Plan, and retaining a record of fire drills.
- Ensuring the Fire Safety Plan and related drawings are maintained up-to-date and any revisions to the Plan are approved by the Fire Department.
- Knowing the operation of the fire protection, fire alarm and EVAC systems.
- Ensuring that members of the Fire Safety Committee are trained in the use of fire safety equipment as appropriate.



- Advising the Fire Department of the temporary shutdown of fire protection systems in the building, and arranging for alternate measures for fire safety as indicated in the "Alternate Fire Safety Measures" section of this Plan.
- Ensuring that fire protection systems and the fire alarm system are returned to normal operation as soon as possible after an emergency condition.
- Ensuring that fire emergency instructions are posted on each floor, as indicated in the "Instructions to be Posted" section of this Plan.
- Assisting with fire prevention by ensuring that fire hazards and unsafe conditions found or reported are dealt with immediately and by ensuring that all equipment is in safe and operational condition. Stairwell doors must remain closed at all times. Aisles, corridors, landings, stairwells and exits must be free of obstruction. Combustible refuse must be promptly removed from the building. A record of the location and type of materials used by building management or tenants (because of the nature of their business) that are deemed a fire or safety hazard, must be kept within a log book available to the Fire Department.
- Ensuring that the posting and maintenance of signs, including the fire route, is as designated and required by municipal by-laws.
- Having immediate access to the elevator maintenance recall key, building access keys and the key to initiate a general evacuation alarm.
- Ensuring that contracted forces for whom he/she may be responsible, are familiar with the "Emergency Procedures" section of this Plan.
- Carrying out the duties assigned to them in the "Emergency Procedures - Fire Safety Committee" section of this Plan.

The Assistant Property Manager will carry out the above Fire Safety Plan duties during the absence of the Property Manager (e.g. meeting, illness, vacation).

## **FIRE SAFETY COMMITTEE DUTIES**

### **ASSISTANT PROPERTY MANAGER (EVACUATION COORDINATOR)**

Although many of the day-to-day duties are carried out by other members of the Fire Safety Committee, the Assistant Property Manager will:

- Obtain and review a copy of the Fire Safety Plan.
- Know the operation of the fire protection, fire alarm and EVAC systems.
- Be familiar with floor areas, exit routes, and the location of firefighting equipment.
- Participate in conducting fire drills with the Fire Safety Committee as outlined in this Plan.
- Assist in fire prevention by adequately controlling fire hazards and conditions of a possible safety threat, normal to the operation of the building. Any other fire hazard or unsafe condition found or reported must be corrected immediately. Stairwell doors must remain closed at all times. Aisles, corridors, landings, stairwells and exits must be free of obstruction. Combustible refuse must be promptly removed from the building. A record of the location and type of materials used by building management or a tenant (because of the nature of their business), which are deemed a fire or safety hazard, must be kept within a log book available to the Fire Department.
- Ensure that fire routes and building siamese connections are kept clear at all times and accessible for Fire Department use.
- Be familiar with their responsibilities in the "Emergency Procedures - Fire Safety Committee" section of this Plan.
- Have immediate access to the elevator maintenance recall key, building access keys and, the key to initiate a general evacuation alarm.
- Ensure that fire emergency instructions are posted on each floor, as indicated in the "Instructions to be Posted" section of this Plan.
- After an alarm initiation, ensure that the fire alarm system is not silenced or reset, or fire protection systems restored, until authorized by the Fire Department. Resetting instructions are to be posted on, or adjacent to, the main fire alarm panel.
- Advise the Property Manager of any temporary shutdown of fire protection systems in the building. The Property Manager is responsible for advising the Fire Department of any such shutdowns and arranging for alternate measures for safety, as stated in the "Alternate Fire Safety Measures" section of this Plan.

- Ensure that equipment is in a safe, operational condition.
- Ensure that any work on the fire alarm system, sprinkler system and/or standpipe system is administered under the "Permit" system
- Ensure that contract forces working in the building are familiar with the "Emergency Procedures" section of this Plan.
- Ensure that the posting and maintenance of signs, including the fire routes, is as designed and required by municipal by-laws.
- Adhere to "Emergency Procedures" as outlined in this Plan.
- Fulfill the duties of the Property Manager in their absence.



## **FIRE SAFETY COMMITTEE DUTIES**

### **OPERATIONS MANAGER**

Although many of the day-to-day duties are carried out by other members of the Fire Safety Committee, the Operations Manager will:

- Obtain and review a copy of the Fire Safety Plan.
- Ensure the implementation of this Fire Safety Plan, including ensuring that maintenance, checking, testing and inspecting of fire protection equipment is carried out and recorded in a Fire Protection Equipment Log, as required by the Ontario Fire Code and as summarized in this Plan.
- Know the operation of the fire protection, fire alarm and EVAC systems.
- Ensure that members of the Fire Safety Committee are trained in the operation of fire safety equipment as appropriate.
- Be familiar with floor areas, exit routes, and the location of firefighting equipment.
- Participate in conducting fire drills with the Fire Safety Committee as outlined in this Plan.
- Assist in fire prevention by adequately controlling fire hazards and conditions of a possible safety threat, normal to the operation of the building. Any other fire hazard or unsafe condition found or reported must be corrected immediately. Stairwell doors must remain closed at all times. Aisles, corridors, landings, stairwells and exits must be free of obstruction. Combustible refuse must be promptly removed from the building. A record of the location and type of materials used by building management or a tenant (because of the nature of their business), which are deemed a fire or safety hazard, must be kept within a log book available to the Fire Department.
- Keep fire routes and building siamese connections clear at all times and accessible for Fire Department use.
- Be familiar with their responsibilities in the "Emergency Procedures - Fire Safety Committee" section of this Plan.
- Have immediate access to the elevator maintenance recall key, building access keys and, the key to initiate a general evacuation alarm.
- Ensure that fire emergency instructions are posted on each floor, as indicated in the "Instructions to be Posted" section of this Plan.

- After an alarm initiation, ensure that the fire alarm system is not silenced or reset, or fire protection systems restored, until authorized by the Fire Department. Resetting instructions are to be posted on, or adjacent to, the main fire alarm panel.
- Advise the Property Manager of any temporary shutdown of fire protection systems in the building. The Property Manager is responsible for advising the Fire Department of any such shutdowns and arranging for alternate measures for safety, as stated in the "Alternate Fire Safety Measures" section of this Plan.
- Ensure that equipment is in a safe, operational condition.
- Ensure any work on the fire alarm system, sprinkler system and/or standpipe system is administered under the "Permit" system
- Ensure that contract forces working in the building are familiar with the "Emergency Procedures" section of this Plan.
- Ensure that the posting and maintenance of all signs, including the fire routes, is as designed and required by municipal by-laws.
- Adhere to "Emergency Procedures" as outlined in this Plan.
- Designate and train an appropriate person to fulfill Administrative and Emergency Fire Safety Plan duties during their absence (e.g. meeting, illness, vacation).



## **FIRE SAFETY COMMITTEE DUTIES**

### **BUILDING OPERATIONS STAFF**

Building Operations Staff will perform the day-to-day duties required to ensure that fire safety systems and other measures are in place and operable. The duties of the Building Operations Staff include the following:

- Obtaining and being familiar with the Fire Safety Plan.
- Being familiar with floor areas, exits and the locations of firefighting equipment.
- Ensuring that the check, inspect, and test requirements of the Ontario Fire Code, as summarized in this Plan, are implemented.
- Ensuring that any work on the fire alarm system, sprinkler system and/or standpipe system is administered under the "Permit" system
- Restoring the fire protection systems and fire alarm systems to normal operation as soon as instructed to do so by the Fire Department. (Do not reset or silence the fire alarm system until the Fire Department grants approval. Resetting instructions are to be posted next to the main fire alarm panel).
- Assisting in the evacuation of building occupants as described under "Emergency Procedures".
- Assisting in fire prevention by noting and reporting to the Property Manager where fire hazards exist.
- Keeping all means of egress and exits free from obstructions and combustibles.
- Maintaining access roadways, fire routes and building siamese connections clear and accessible for Fire Department use.
- Keeping fire doors closed at all times.
- Having immediate access to the elevator maintenance recall key, building access keys and the key used to initiate a general evacuation alarm.
- Participating in fire drills as described in this Plan.



## **FIRE SAFETY COMMITTEE DUTIES**

### **SECURITY MANAGER**

The Security Manager will:

- Obtain and review a copy of this Fire Safety Plan.
- Know their duties and responsibilities as stated in this Fire Safety Plan.
- Know the "Emergency Procedures" as described in this Plan.
- Be familiar with all floor areas, exits and the location of firefighting equipment.
- Carry on their person, building access keys, elevator service keys and the key to initiate a general evacuation alarm.
- Be knowledgeable in, and capable of, operating the fire alarm and security systems.
- Ensure that the test, check and inspections required of security personnel are fulfilled.
- Be trained in the proper use of portable fire extinguishers such that they can extinguish small fires if necessary.
- Participate in fire drills as described in this Plan.
- Assist in fire prevention by controlling fire hazards and conditions of a possible safety threat, normal to the operation of the building. Any other fire hazard or unsafe condition found or reported must be corrected immediately. Stairwell doors must remain closed at all times. Aisles, corridors, landings, walkways, stairwells and exits must be free of obstruction. Combustible refuse must be promptly removed from the building. A record of the location and type of materials used by building management or tenants (because of the nature of their business) that are deemed fire or safety hazards, must be kept within a log book available to the Fire Department.
- Ensure that the fire protection and fire alarm systems are returned to normal operation as soon after an emergency condition as is practical.
- Advise the Property Manager of any shutdown of fire protection systems and ensure that arrangements are made for alternate measures for fire safety, as stated in the "Alternate Fire Safety Measures" section of this Plan.

- Ensure that security personnel are:
  - ▶ Provided with a copy of this Fire Safety Plan and understand their responsibilities as stated herein.
  - ▶ Trained to recognize and respond to an emergency as described in this Fire Safety Plan under "Emergency Procedures".
  - ▶ Trained in the proper use of the fire extinguisher such that they can extinguish small fires if necessary.
  - ▶ Knowledgeable and capable of operating the fire alarm system.
  - ▶ Knowledgeable and capable of fulfilling the check, test and inspection Fire Code requirements assigned to them, as summarized in this Plan.
- Designate and train an appropriate person to fulfill administrative and emergency Fire Safety Plan duties during their absence (e.g. meeting, illness, vacation).

## **FIRE SAFETY COMMITTEE DUTIES**

### **SECURITY OFFICERS**

Security Officers will:

- Obtain and review a copy of this Fire Safety Plan.
- Ensure that they understand their responsibilities as stated in this Fire Safety Plan.
- Know the "Emergency Procedures" as described in this Plan.
- Be familiar with all floor areas, exits, locations of firefighting equipment, and the CACF.
- Know the Fire Department's primary and secondary response locations.
- Be trained in the proper use of a portable fire extinguisher such that they are able to extinguish a small fire if necessary.
- Participate in fire drills as described in this Plan.
- Assist in fire prevention by noting and reporting to the Property Manager where fire and safety hazards exist.
- Fulfill all checks, tests and inspections assigned to them, as required in the Ontario Fire Code, and as summarized in this Plan.
- Ensure that the fire protection and fire alarm systems are returned to normal operation as soon after an emergency condition as is practical.
- Be knowledgeable and capable of operating the fire alarm system.
- Carry on their person, building access keys, elevator service keys, and the key to initiate a general evacuation alarm.
- Ensure that the Property Manager is aware of any shutdown of fire protection systems in the facility.



## **FIRE SAFETY COMMITTEE DUTIES**

### **EMERGENCY FLOOR WARDEN TEAM MEMBERS - FIRE WARDEN (TEAM LEADER)**

The day-to-day duties of the Fire Warden (Team Leader) will include:

- Obtaining and reviewing a copy of the Fire Safety Plan, and knowing their duties and responsibilities as stated in this Plan.
- Being familiar with their floor areas, EXIT(s) from the floor to the area of assembly (at least 150 m from the building), and the locations of firefighting equipment.
- Knowing the responsibilities of their Emergency Floor Warden Team members, i.e. Assistant Fire Wardens, Searchers and Exit Monitors.
- Ensuring that Emergency Floor Warden Team members are trained in their responsibilities.
- Being familiar with personnel on their respective floors who require assistance to evacuate their floor area, and ensuring that the Property Manager is provided with an up-to-date list of all such persons.
- Attending training sessions provided for the Emergency Floor Warden Teams and promoting active participation of their team in this training. Training will include day-to-day responsibilities and emergency procedures, including when and how to use the red 'firefighters' handsets.
- In cooperation with their company's administration, providing and maintaining a list of the Emergency Floor Warden Team members, a copy of which should be given to the Property Manager.
- Forwarding a copy of the revisions of members of the Emergency Floor Warden Team to the Property Manager, transferring team member identification items, list of duties and any other materials from a former member to a new member, and ensuring that each position on the Emergency Floor Warden Team is continuously filled. New members should be trained in their responsibilities.
- Co-ordinating with all departments located on their assigned floor, the formulation of plans and procedures, not only for the security of personnel, but also for any valuable documents or other important records normally handled in the area.
- Informing new employees of the "Emergency Procedures" and the duties, if any, they are to perform in the event of an emergency, and ensuring that any required training takes place.

- Assisting in the evacuation of building occupants as described in the "Emergency Procedures - Fire Safety Committee" section of this Plan.
- Participating in fire drills as described in this Plan and encouraging full Emergency Floor Warden Team and employee participation in the drills.
- Assisting in fire prevention by noting and reporting to property management where fire hazards or unsafe conditions exist. Stairwell doors must remain closed at all times. Aisles, corridors, landings stairwells and exits must be free of obstructions. Combustible refuse must be promptly removed from the building.
- Ensuring that fire extinguishers, fire hoses, and other safety equipment, are unobstructed and ready for use. Observations of defects are to be reported immediately to the Property Manager.
- Ensuring that the "Emergency Procedures" notice is maintained up-to-date and displayed on their floor.
- Providing and maintaining a list of any hazardous materials on their floor, and forwarding a copy of this list to the Property Manager.
- Ensuring that the back-up Fire Warden is advised of their absence (e.g. meeting, illness, vacation).



## **FIRE SAFETY COMMITTEE DUTIES**

### **EMERGENCY FLOOR WARDEN TEAM MEMBERS - ASSISTANT FIRE WARDENS/SEARCHERS/EXIT MONITORS**

The day-to-day duties of Emergency Floor Warden Team members include:

- Obtaining and reviewing a copy of the Fire Safety Plan, and knowing their duties and responsibilities as stated in this Plan.
- Being familiar with their floor areas, exits from the floor to the area of assembly (at least 150 m from the building) and the locations of firefighting equipment.
- Attending training sessions provided for the Emergency Floor Warden Team members and promoting active participation of their team in this training. Training will include day-to-day responsibilities and emergency procedures; and when and how to use the red 'firefighters' handsets.
- Being familiar with personnel in their office who require assistance to evacuate, and ensuring that the Fire Warden is provided with an up-to-date list of all such persons in their respective offices.
- Assisting in the evacuation of building occupants as described in the "Emergency Procedures - Fire Safety Committee" section of this Plan.
- Participating in fire drills as described in this Plan and encouraging full Emergency Floor Warden Team and employee participation in the drills.
- Assisting in fire prevention by noting and reporting to the Property Manager where fire hazards or unsafe conditions exist. Stairwell doors must remain closed at all times. Aisles, corridors, landings, stairwells and exits must be free of obstruction. Combustible refuse must be promptly removed from the building.
- Ensuring that fire extinguishers, fire hoses and other safety equipment are unobstructed and ready for use. Observations of defects are to be reported immediately to the Property Manager.
- Being aware of any hazardous materials on their floor, and their exact location.
- Ensuring that back-up Assistant Fire Wardens/Searchers/Exit Monitors have been selected and are advised of their absence (e.g. meeting, illness, vacation).

## **FIRE SAFETY COMMITTEE DUTIES**

### **RETAIL OWNERS AND STAFF**

The duties of Retail Owners and Staff include:

- Obtaining and reviewing a copy of this Fire Safety Plan.
- Being familiar with their floor areas, exits, and the locations of firefighting equipment.
- Being familiar with proper procedures for turning off equipment and securing cash and receipts.
- Assisting in the evacuation of building occupants as described under "Emergency Procedures".
- Participating in fire drills as described in this Plan.
- Assisting in fire prevention by noting and reporting to the Property Manager where fire hazards exist.
- Ensuring that Retail Owners' employees are familiar with their duties and the emergency procedures they are to perform, as stated in this Fire Safety Plan.
- Ensuring that Retail Staff know and fulfill their duties and adhere to the "Emergency Procedures", as stated in this Fire Safety Plan.

## **FIRE SAFETY COMMITTEE DUTIES**

### **CLEANING STAFF**

The duties of the Cleaning Staff include:

- Practising fire prevention by:
  - ▶ relating any condition considered unsafe to his/her supervisor,
  - ▶ removing all flammable garbage,
  - ▶ ensuring that fire doors are closed at all times, and
  - ▶ ensuring that exit routes are kept clear and are unobstructed at all times.
- Knowing the floor plan layout of their work area.
- Being aware of where the emergency exits are, how to get to them, where the closest exit is to them, and the location of at least one alternate exit.
- Knowing where the fire protection equipment is located.
- Knowing the two alarm tones (1<sup>st</sup> and 2<sup>nd</sup> Stage) of the fire alarm system and what each tone signifies (Alert and Evacuation).
- Reviewing and understanding the "Emergency Procedures" for the building, which are available from their supervisor.



## TRAINING OF FIRE SAFETY COMMITTEE MEMBERS

The Emergency Coordinator, Evacuation Coordinator, Building Operations and Security Personnel will be trained in the location and operation of all building fire safety features, as applicable to their position. This will include:

- fire alarm system,
- fire alarm equipment in the CACF and Fire Control Room,
- sprinkler system,
- standpipe system,
- one-way emergency voice communication system,
- two-way emergency voice communication system via firefighters' phone,
- smoke venting system,
- transmission of alarm to remote monitoring agency,
- manual recall of elevator during alarm condition and operation of in-car services,
- emergency generator and manual operation of generator/transfer switches from fire control centre,
- architectural layout of the building and adjoining areas,
- evacuation routes,
- procedures to facilitate Fire Department access to the building and to the specific fire location in the building,
- procedures to be taken during emergency conditions,
- procedures for evacuation of persons requiring assistance,
- use of portable fire extinguishers.

Floor Wardens will receive the following training:

- familiarization of the architectural layout of the building and adjoining areas,
- evacuation routes,
- procedures to be taken during emergency conditions,
- procedures for evacuation of persons requiring assistance,
- use of portable fire extinguishers.

## **EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE**

## **EMERGENCY PROCEDURES**

### **DO NOT USE ELEVATORS**

#### **IF YOU DISCOVER A FIRE**

- Leave the fire area closing all doors behind you
- Activate the building Fire Alarm System using the closest fire alarm pull stations.
- Fight the fire only if you are confident that it may be controlled with the fire-fighting equipment available.
- Evacuate using the exit staircase and proceed to the main lobby to inform Shipp Corporation personnel of the fire location.
- Ensure that the Fire Department has been called. Telephone 911 give the building address and name and your name and telephone number.

#### **IF YOU HEAR THE BUILDING FIRE ALARM**

- Leave the building using the closest exit staircase.
- Before opening your office door, test the door and the knob for heat.
- If the door is hot remain in your office.
- If the door is cool to the touch open it slightly and check the corridor for smoke.
- If the corridor is filled with smoke remain in your office. If the corridor is clear proceed to the closest exit staircase. If you find the staircases impassable try an alternate staircase. If all staircases are impassable return to your office, closing but not locking the doors behind you.
- If you must remain in your office, place damp towels or tape around the door frame to prevent smoke from entering your office.

#### **NON-AMBULATORY OCCUPANTS**

- If you have a disabled person, please advise Building Management NOW so they are aware and prepared to assist you first.

The Fire Department will respond to investigate the cause of the alarm.

When leaving the building, follow instructions provided by Building Management personnel, security officers, Floor Warden Team members and the Fire Department.

**NOTE:** Hold-open and electromagnetic locking devices will release upon activation of the fire alarm system.

## **EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE**

The emergency procedures are addressed under three categories:

1. If you discover a fire.
2. If you hear a fire alarm 1<sup>st</sup> stage (alert) signal.
3. If you hear a fire alarm 2<sup>nd</sup> stage (evacuation) signal.

### **IF YOU DISCOVER A FIRE**

The procedures to be followed upon discovery of a fire are the same for all occupants and are described on the following pages.

### **IF YOU HEAR A FIRE ALARM 1<sup>ST</sup> STAGE (ALERT) SIGNAL**

The procedure to be followed upon hearing a fire alarm 1<sup>st</sup> stage (alert) signal (slow intermittent pulsing of the fire alarm signal) is the same for all occupants, as described on the following pages.

### **IF YOU HEAR A FIRE ALARM 2<sup>ND</sup> STAGE (EVACUATION) SIGNAL**

The procedure to be followed upon hearing a fire alarm 2<sup>nd</sup> stage (evacuation) signal (continuous or fast pulsing operation of the fire alarm signal), as described on the following pages, applies to all personnel in all areas of the building.



## IF YOU DISCOVER A FIRE

Upon discovering a fire, the following steps are to be taken:

- Leave the fire area immediately, removing any person in immediate danger. Make sure that doors to the affected area are closed.
- Activate the fire alarm system by pulling the nearest fire alarm station as you leave the fire area.
- Call the Fire Department at 911 when it is safe to do so. Advise them of your building location and floor number (i.e. Mississauga Executive Centre, 3 Robert Speck Parkway, Mississauga).
- Fight the fire only if you are trained, you are confident you can extinguish it, and the fire is not between you and the exit.
- If safe to do so, perform your duties as outlined in the "Emergency Procedures" section of this Plan.
- After completing your emergency duties, exit the building.
- Use stairways to exit. **DO NOT** use elevators. If you encounter smoke in the stairway, use an alternate exit. If you are unable to use an alternate exit or are trapped:
  - ▶ Return to an office and close the door, leaving it unlocked.
  - ▶ Seal off all openings that may admit smoke.
  - ▶ Crouch low to the floor if smoke enters the room.
  - ▶ Call the Fire Department at 911 and alert them to your location.
  - ▶ Wait to be rescued. Listen for instructions given by authorized personnel. Remain Calm.
- Do not return to the building until it is declared safe to do so by the Fire Department.

## REMAIN CALM

**NOTE:** Making a telephone call to an outside line may require dialing 9, then the number (e.g. 9-911).

## SEQUENCE OF OPERATION

On activation the following will occur:

### **DURING REGULAR BUSINESS HOURS:**

- The Security Officer at the Security Desk in the building lobby ascertain the location of alarm activation from the Annunciator Panel/CACF and ensure the Fire Department are called at 911.
- The Property Manager and Operations Manager will immediately go to the CACF and assist the Emergency Coordinator.
- The Assistant Property Manager will attend at the Fire Department response location and coordinate evacuation information from the Floor Wardens and deliver this information to the Fire Department.
- Security Officers and Building Operations Personnel will carry out duties as assigned by the emergency Coordinator including - Meeting the Fire Department and escorting them to the location of alarm activation or investigating the source of alarm.
- The Emergency Coordinator will ensure the fire alarm system is reset on receipt of authorization to do so by the Fire Department.

### **DURING NON BUSINESS HOURS:**

- The Officer in the Control Centre will notify the Fire Department at 911 and dispatch the Security Rover Officer to 3 Robert Speck Parkway.
- This Security Rover Officer will meet the Fire Department at the response point, advise them of all information available on the alarm and escort them to the location of device activation.
- The Security Rover Officer will also coordinate the "Head Count" and all evacuation information received from those who evacuated.
- The Security Rover will ensure the fire alarm system is reset on receipt of authorization to do so by the Fire Department.



## EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE

### IF YOU HEAR OR HAVE BEEN MADE AWARE OF A FIRE ALARM SIGNAL

#### EMERGENCY COORDINATOR (SECURITY OFFICER)

The Emergency Coordinator will adhere to the "Emergency Procedures" and, provided it is safe to do so, will:

- Ensure that the Fire Department has been called at 911 and will attend at the primary response point.
- Immediately go to the annunciator panel/CACF to confirm the location of alarm activation and take control of the fire alarm system and voice communication system.
- Acknowledge the alarm and silence the local panel buzzer, allowing the fire alarm to continue to sound, but preventing the entire building from being evacuated automatically after 5 minutes.
- Ensure that all radio transmissions cease, except for those pertaining to the emergency, and that all communication is directed through you.
- Instruct:
  - ▶ One available staff member (maintenance/security) to meet the Fire Department at the main entrance of the building originating the alarm, to provide building access and pertinent information (master keys for all locks, the location(s) of handicapped persons, etc.).
  - ▶ One available staff member (maintenance/security) to ensure that elevators have been recalled to the ground floor and that one elevator is designated and available for Fire Department use.
  - ▶ Two available staff members (maintenance/security), if possible, to respond to the area originating the alarm to determine if it is false or if an actual alarm condition exists. If no one is available to investigate the alarm condition, meet the Fire Department at their point of arrival.

**Note:** If only one person is available to investigate, continuous radio contact must be maintained with the Emergency Coordinator at the annunciator panel/CACF.

Any persons investigating should remain in constant contact with the Emergency Coordinator at the annunciator panel/CACF. If any significant period of time passes without communication, the Fire Department will be informed and rescue procedures will be initiated by them.

- Ensure that the list of those requiring assistance to evacuate during an emergency is available for use in the “head count” by tenants, and for Fire Department use, if necessary.
- Provide the announcement to all areas receiving the 2<sup>nd</sup> Stage (Evacuation) signal, as per the “Voice Communication Messages” section of this Plan.

The alarm signals will sound for one minute before the emergency voice communication system can be used.

- Provide the announcement to all areas receiving the 1<sup>st</sup> Stage (Alert) signal, as per the “Voice Communication Messages” section of this Plan.
- **If advised by those investigating the source of the alarm, or by the Fire Department, that a fire condition exists**, initiate a 2<sup>nd</sup> Stage (Evacuation) signal to the remainder of the building (additional floors as necessary). Make the announcement provided in the “Voice Communication Messages” section of this Plan to all areas in Evacuation, and proceed as follows:
  - ▶ Coordinate the evacuation of building occupants by directing them from exit stairwells to their assembly areas.
  - ▶ In the absence of the Evacuation Coordinator, receive Fire Warden status reports from the Emergency Floor Warden Teams indicating:
    - the names of persons not accounted for,
    - whether persons are still on the floor/area and in need of assistance, and their probable location(s),
    - the location of fire and what is burning (if known),
    - the location of hazardous materials on their floor.
  - ▶ Relay all pertinent information, including that listed above, to the Chief Fire Official on site.
  - ▶ Ensure that no one enters or re-enters the building until the ‘all clear’ has been given by the Fire Department.
- **When advised by the Fire Department that a fire condition does not exist and/or that the alarm condition has been resolved**, depress the “signal silence switch”, silencing, but not resetting, the alarm. Provide the ‘all clear’ announcement, as per the “Voice Communication Messages” section of this Plan, and proceed as follows:
  - ▶ Return the fire protection and fire alarm systems to normal only when authorized to do so by the Fire Department.



- ▶ Investigate the cause of the alarm and prepare the Fire Alarm Incident report (Appendix E). If a fire did occur, facilitate the Fire Department's investigation into the cause, including their findings and an appraisal of the situation in your damage and incident report.
- ▶ Coordinate the clean up, as necessary. Photographs of any damage should be taken, if possible, before the clean up.
- ▶ Follow instructions from the Fire Department at all times.

**Note:** Upon activation of the fire alarm system or in the event of any other type of emergency, **ALL REGULAR RADIO TRANSMISSIONS WILL CEASE**, except for that pertaining to the emergency, and **WILL BE DIRECTED THROUGH THE EMERGENCY COORDINATOR, UNTIL THE 'ALL CLEAR' IS GIVEN.**

## EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE

### IF YOU HEAR OR HAVE BEEN MADE AWARE OF A FIRE ALARM SIGNAL

#### ASSISTANT PROPERTY MANAGER (EVACUATION COORDINATOR)

The Assistant Property Manager, when on site, will adhere to the "Emergency Procedures" and, if safe to do so, will:

- On hearing the fire alarm sounding in, or upon being advised of the fire alarm sounding in 3 Robert Speck Parkway, immediately go to the Fire Department response point for this building.
- Gather the following information from the Floor Wardens of the evacuated floors:
  - ▶ the names of persons not accounted for,
  - ▶ whether persons are still on the floor/area are in need of assistance, and their probable location(s),
  - ▶ location of fire/smoke and what is burning,
  - ▶ location(s) of hazardous materials on their floor.
- Relay all pertinent information, including that above, to the Emergency Coordinator, or if necessary, directly to the Fire Department.
- Assist with crowd control.
- Follow instructions from the Fire Department.

**Note:** Upon activation of the fire alarm system or in the event of any other type of emergency, **ALL REGULAR RADIO TRANSMISSIONS WILL CEASE**, except for that pertaining to the emergency, and **WILL BE DIRECTED THROUGH THE EMERGENCY COORDINATOR, UNTIL THE 'ALL CLEAR' IS GIVEN.**

## EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE

### IF YOU HEAR OR HAVE BEEN MADE AWARE OF A FIRE ALARM SIGNAL

#### OPERATIONS MANAGER/PROPERTY MANAGER (when on site)

The Operations Manager and Property Manager will adhere to the "Emergency Procedures" and, provided it is safe to do so, will:

- Assist the Emergency Coordinator as required. This may include:
  - ▶ fulfilling the duties of the Evacuation Coordinator, in the event of their absence,
  - ▶ broadcasting voice communication messages,
  - ▶ meeting and escorting the Fire Department,
  - ▶ assisting in crowd control.
- Ensure that the Fire Department has been called at 911.
- Ensure that the fire alarm system and all other life safety systems are working as required, and assist in returning systems to normal operation once the alarm situation has been resolved.
- Ensure that persons are prevented from entering or re-entering the building, as necessary.
- Provide the assistance necessary to maintain a calm and orderly evacuation.
- Follow instructions from the Fire Department.

**Note:** Upon activation of the fire alarm system or in the event of any other type of emergency, **ALL REGULAR RADIO TRANSMISSIONS WILL CEASE**, except for that pertaining to the emergency, and **WILL BE DIRECTED THROUGH THE EMERGENCY COORDINATOR, UNTIL THE 'ALL CLEAR' IS GIVEN.**



## **EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE**

### **IF YOU HEAR OR HAVE BEEN MADE AWARE OF A FIRE ALARM SIGNAL**

#### **SECURITY OFFICER/BUILDING OPERATIONS PERSONNEL**

Security Officers/Building Operations Personnel will adhere to the "Emergency Procedures" and, provided it is safe to do so, will:

- Immediately go to the annunciator panel/CACF to meet with the Emergency Coordinator and obtain information pertaining to the alarm. You may, however, be instructed via radio while en route to this location.
- Follow instructions given by the Emergency Coordinator. You may be asked to carry out one or more of the following duties:
  - ▶ Broadcast voice communication messages, as per the "Voice Communication Messages" page.
  - ▶ Meet the Fire Department and escort them to the location of alarm activation. This will require you to:
    - Obtain from the Emergency Coordinator the location of alarm activation, what evacuation is taking place, and which device activated the alarm.
    - Proceed to the Fire Department's response point and relay the above information to them.
    - Escort the Fire Department to the location of alarm activation, or as close as it is safe to go.
    - Keep the Emergency Coordinator informed of the situation by radio, and mention any duties assigned to you by the Fire Department.
  - ▶ Investigate the source of the alarm, adhering to the following procedures:
    - If there is neither smoke nor fire in the area, report this by radio to the Emergency Coordinator at the annunciator panel/CACF, and if apparent, the cause of the alarm activation. Wait for the arrival of the Fire Department at this location.
    - If either smoke or fire are found, immediately evacuate the area, assisting any others to evacuate. Advise, by radio, the Emergency Coordinator at the annunciator panel/CACF of the situation.
    - Follow instructions from the Fire Department, keeping the Emergency Coordinator informed of any duties assigned to you by the Fire Department.
    - Ensure that you remain in constant contact with the Emergency Coordinator at the annunciator panel/CACF. If any significant period of times passes without communication, rescue procedures should be initiated.
  - ▶ Operate the emergency telephone handset system.



- ▶ Prevent unauthorized persons from entering the building.
  - ▶ Assist with crowd control.
  - ▶ Ensure that fire pump(s) and generator(s) are operating as necessary (Building Operations Personnel only).
  - ▶ Assist in returning building functions to normal operation, including the return of evacuees.
- Provide the assistance necessary to maintain a calm and orderly evacuation.
  - Follow instructions from the Fire Department, keeping the Emergency Coordinator informed of any duties assigned to you by the Fire Department.

**Note:** Upon activation of the fire alarm system or in the event of any other type of emergency, **ALL REGULAR RADIO TRANSMISSIONS WILL CEASE**, except for that pertaining to the emergency, and **WILL BE DIRECTED THROUGH THE EMERGENCY COORDINATOR, UNTIL THE 'ALL CLEAR' IS GIVEN.**

## EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE

### ON HEARING THE 1<sup>ST</sup> STAGE (ALERT) FIRE ALARM SIGNAL

**EMERGENCY FLOOR WARDEN TEAM MEMBERS** will adhere to the "Emergency Procedures" and, provided it is safe to do so, will:

- Immediately put on Emergency Floor Warden Team identification.
- Conduct a systematic check of the floor, including office areas, meeting rooms, washrooms, storage rooms, elevator lobbies and stairwells, looking for smoke or fire. The Fire Warden and Searchers will carry out a check of office areas, meeting rooms, washrooms, storage rooms, and elevator lobbies. The Exit Monitors will check their designated EXIT stairwells.
- **IF SMOKE OR FIRE IS FOUND**, activate a pull station on the floor (if safe to do so), using the closest (in a safe location - free of fire or smoke) red emergency telephone handset to contact the CACF and advise the operator to sound the 2<sup>nd</sup> stage (evacuation) fire alarm, then immediately fulfill your evacuation duties.
- **Before opening the stairwell, office or room door, check for smoke and feel the door for heat:**
  - ▶ If the door is hot or smoke appears at the edges, **DO NOT OPEN**. Direct occupants to the nearest alternate EXIT. Follow instructions under "**IF SMOKE OR FIRE IS FOUND**" as shown above. Dispatch a person of their selection to inform the Fire Warden of the condition. Maintain control of the EXIT at a safe distance, until the floor is evacuated.
  - ▶ If the door is **NOT HOT** and **NO SMOKE** is observed, brace the door with your body and slowly open it. If heat is felt, close the door immediately and follow instructions as shown in the item above.
- If neither fire nor smoke are found on the floor, meet at a predetermined location on their floor/area. Report the situation of the area just checked to their Fire Warden.
- Ensure that all team positions are filled. Co-opt any additional persons as required, to assist in evacuation.
- Instruct sufficient people to aid anyone in the office/on the floor who requires physical assistance (e.g. wheelchair, blind, recent surgery, broken leg, pregnant) and immediately move them to the nearest stair for evacuation. To avoid congestion in the stair, persons who require assistance are to be moved off the floor last, **only if it is safe to do so.**



If the fire is located on their floor, move the person(s) who require assistance to a safe and unaffected floor and notify the Fire Warden of their location. Through the Emergency Coordinator, the Fire Warden will ensure that the Fire Department is advised.

- Exit Monitors will return to their designated EXIT stairwell.
- Searchers will attend at their designated area and continue to check for fire and smoke, and be available to answer any concerns expressed by staff.
- The Fire Warden will oversee the situation on the floor.
- Continue to monitor the messages given over the voice communication system until the ALL CLEAR is announced. If at any time during the emergency, the information received causes you to make the decision to evacuate, carry out their duties and responsibilities as stated under **“UPON HEARING THE 2<sup>ND</sup> STAGE (EVACUATION) FIRE ALARM SIGNAL”**, but do **NOT** pull a fire alarm pull station, **unless** there is smoke or fire on your floor/area. Advise your personnel to evacuate by direct personal communication with them. When at a safe location, advise the Evacuation Coordinator of their evacuation.
- During the period of the sounding of the “ALERT” tone, keep personnel on their floor/area informed, as much as possible, of their decisions and the reasons for these decisions. Listen for the evacuation signal.
- Should a condition of a serious nature occur that does not directly involve the fire alarm emergency at hand (e.g. stranger(s) entering your floor, medical emergency), contact the emergency line (905-276-8822 - Security Desk, or after hours, 905-279-6640 - Command Centre), or use the red emergency telephone handset to contact the Emergency Coordinator at the CACF and report the condition/situation.

## **EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE**

### **UPON HEARING THE 2<sup>ND</sup> STAGE (EVACUATION) FIRE ALARM SIGNAL**

#### **EMERGENCY FLOOR WARDEN TEAM MEMBERS**

**FIRE WARDENS (Team Leaders)** will adhere to the "Emergency Procedures" and, provided it is safe to do so, will:

- Immediately start the evacuation of the floor/area by ensuring that Emergency Floor Warden Team members are fulfilling their duties. Assist in the evacuation by directing occupants to the nearest exit stairwell. Evacuation should proceed to street level, if possible, but may require going to a safe location within the building.
- Support Emergency Floor Warden Team members in the carrying out of their responsibilities.
- Upon arrival at the Fire Department response point, meet with the other Emergency Floor Warden Team members and gather information regarding the emergency. This information will include (if known):
  - ▶ The names of persons not accounted for.
  - ▶ Persons still on the floor/area in need of assistance, and their probable location on the floor/area.
  - ▶ Status of persons injured.
  - ▶ Locations where smoke was encountered.
  - ▶ Location of fire and what was burning.
  - ▶ Location of hazardous materials and chemicals on their floor.
- Deliver, or delegate a team member, to deliver the above information to the Evacuation Coordinator, or if this is not possible, to the Emergency Coordinator or the Fire Department, at their response point at the ground floor entrance.
- Proceed to your designated assembly area.
- Advise evacuees to move as far away as possible from the building and to assemble in the designated assembly area.
- Follow instructions from the Fire Department and assist them as requested.

In the absence of the Fire Warden, the Assistant Fire Warden will fulfill these duties. Otherwise, the Assistant Fire Warden will fulfill any duties assigned to them by the Fire Warden.



## EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE

### UPON HEARING THE 2<sup>ND</sup> STAGE (EVACUATION) FIRE ALARM SIGNAL

#### EMERGENCY FLOOR WARDEN TEAM MEMBERS

**SEARCHERS** will adhere to the "Emergency Procedures" and, provided it is safe to do so, will:

- Immediately start the evacuation of all personnel in their zone. Direct occupants to the nearest exit stairwell or an alternate route should the exit be impassable. Advise staff regarding exit routes and evacuation procedures.
- Check office areas, meeting rooms, and washrooms
- Assist or supervise the evacuation of any disabled persons. If not already at a stairwell, immediately move them to the nearest stairwell for evacuation. To avoid congestion in the stair, persons who require assistance are to be moved off the floor last, **only if it is safe to do so.**

If the fire is located on their floor, move the persons who require assistance to a safe and unaffected floor and notify the Fire Department of their location by advising the Fire Warden (Team Leader), or by using the red emergency telephone hand sets.

- Make a reasonable effort to evacuate all occupants, however, if they do not comply with your direction, continue with the evacuation and report the situation to the Fire Warden (Team Leader).
- Insofar as it is possible, ensure that doors are closed but not locked.
- Upon arrival at the Fire Department response point, meet with the other Emergency Floor Warden Team members and report information regarding the emergency to your Fire Warden (Team Leader). This information will, if known, include:
  - ▶ The names of persons not accounted for.
  - ▶ Persons still on the floor/area in need of assistance, and their probable location.
  - ▶ Status of person(s) injured.
  - ▶ Locations where smoke was encountered
  - ▶ Location of fire and description of what is burning.
  - ▶ Location of hazardous materials and chemicals on your floor.
- Ensure that the information above is relayed to the Evacuation Coordinator, or in their absence, to the Emergency Coordinator or to the Fire Department.

- Proceed to your designated assembly area.
- Assist with crowd control. Advise evacuees to assemble in the designated assembly area.
- Remain at your designated assembly area until the 'all clear' is given or otherwise instructed.
- Follow instructions from the Fire Department and assist them as requested.

## EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE

### UPON HEARING THE FIRE ALARM 2<sup>ND</sup> STAGE (EVACUATION) SIGNAL

#### EMERGENCY FLOOR WARDEN TEAM MEMBERS

**EXIT MONITORS** will adhere to the "Emergency Procedures" and, provided it is safe to do so, will:

- Check (re-check) their designated stairwell to ensure that it is free of fire and smoke and available for use.

#### **Before opening the stairwell door, check for smoke and feel the door for heat:**

- ▶ If the door is hot or smoke appears at the edges, **DO NOT OPEN**. Direct occupants to the nearest alternate EXIT. Dispatch a person of their selection to inform the Floor Warden of the condition. Maintain control of the EXIT at a safe distance, until the floor is evacuated.
- ▶ If the door is **NOT HOT** and **NO SMOKE** is observed, brace the door with their body and slowly open it. If heat is felt, close the door immediately and follow instructions as shown in the above item.
- If the stairwell is available for use, enter and remain on that level, to ensure that evacuees move quickly and quietly down the stairwell in an orderly manner, merging effectively with those coming from floors above.
- Provide the assistance necessary to maintain a calm and orderly evacuation.
- Evacuate the building upon seeing the Fire Warden or Searcher enter the stairwell.
- Direct the public to proceed to the assembly area, ensuring that they are away from the building and clear of all fire routes. Direct staff, and visitors to their company, to the assembly area, where they will check in with their managers or designate.
- From a safe distance, prohibit re-entry to the building through the exit that is being used, until such time as that exit is no longer being used for evacuation, and the door has closed.



- Upon arrival at the Fire Department response point, meet with the other Emergency Floor Warden Team members and report information regarding the emergency to your Fire Warden (Team Leader). This information will include (if known):
  - ▶ The names of persons not accounted for.
  - ▶ Persons still on the floor/area in need of assistance, and their probable location.
  - ▶ Status of person(s) injured.
  - ▶ Locations where smoke was encountered
  - ▶ Location of fire and description of what is burning.
  - ▶ Location of hazardous materials and chemicals on their floor.
- Ensure that the information above is relayed to the Evacuation Coordinator, or in their absence, to the Emergency Coordinator or to the Fire Department.
- Proceed to your designated assembly area.
- Assist with crowd control. Advise evacuees to assemble in the designated assembly area.
- Remain at their designated assembly area until the 'all clear' is given or otherwise instructed.
- Follow instructions from the Fire Department and assist them as requested.



## EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE

### UPON DISCOVERING SMOKE OR FIRE

**RESTAURANT (CAFÉ)/RETAIL OWNERS AND STAFF** will adhere to the "Emergency Procedures" and, provided it is safe to do so, will:

- Immediately evacuate all persons within their premises to the street, using the nearest exit. **DO NOT** use elevators or escalators.
- If safe to do so, conduct a systematic search of their store, with special attention to change rooms and washrooms, where applicable.
- Assist in the evacuation of persons needing assistance.
- Close all doors behind you. **DO NOT** lock the doors.
- Restaurant/Café staff will turn off cooking equipment, if safe to do so.
- Activate the fire alarm by pulling the first fire alarm pull station they see.
- Call the Fire Department at 911 (from a safe location).
- Remain calm during the emergency.
- Report information to the Emergency Coordinator, including:
  - ▶ the fact that their store is totally evacuated,
  - ▶ the location in which personnel will assemble,
  - ▶ whether people are left in the store or left behind somewhere on the exit route,
  - ▶ locations where smoke was encountered,
  - ▶ location of fire and what is burning,
  - ▶ location of hazardous materials and chemicals in their store.

### UPON HEARING THE 2<sup>ND</sup> STAGE (EVACUATION) SIGNAL

- Immediately evacuate all persons (including customers) within the premises to the street, using the nearest exit. **DO NOT** use elevators.
- Conduct a systematic search of the store, with special attention to change rooms and washrooms, where applicable.

- Assist in the evacuation of persons needing assistance.
- Close all doors behind them. Only lock the doors if the fire is not within the store or the immediate area, and only if it is safe to do so.
- Remain calm during the emergency.
- Report information to the Evacuation Coordinator, including:
  - ▶ the fact that their store is totally evacuated,
  - ▶ the location in which personnel will assemble,
  - ▶ whether people are left in store or left behind somewhere on the exit route,
  - ▶ locations where smoke was encountered,
  - ▶ location of fire and what is burning,
  - ▶ location of hazardous materials and chemicals in their store.

### UPON HEARING THE 1<sup>ST</sup> STAGE (ALERT) SIGNAL

- Prepare to evacuate:
  - ▶ conduct a systematic check of the premises, looking for smoke or fire,
  - ▶ restaurant staff will turn off cooking equipment.
- Listen for, and monitor instructions over the voice communication system until the 'all clear' is announced.
- Inform customers about the alarm.
- Resume business only after the "All Clear" has been given.
- If the tone changes to the evacuation (rapid) tone, or if advised over the voice communication system to evacuate, immediately evacuate all persons (including customers) within the premises to the street, using the nearest exit. **DO NOT** use elevators.
- Conduct a systematic search of the store, with special attention to the change rooms where applicable.
- Close all doors behind them. Only lock the doors if the fire is not within their store or the immediate area, and only if it is safe to do so.
- Remain calm during the emergency.
- Report information to the Evacuation Coordinator, including:

- ▶ the fact that their store is totally evacuated,
- ▶ the location in which their personnel will assemble,
- ▶ whether people are left in the store or left behind somewhere on the exit route,
- ▶ locations where smoke was encountered,
- ▶ location of fire and what is burning,
- ▶ location of hazardous materials and chemicals in the store.

**WHILE LEAVING THE BUILDING:**

- Listen to announcements provided over the voice communication system.
- Follow instructions provided by the Emergency Coordinator, Security Officer(s), and the Fire Department.
- Assist physically challenged people to exit.



## EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE

### IF YOU HEAR A 1<sup>ST</sup> STAGE (ALERT) OR 2<sup>ND</sup> STAGE (EVACUATION) FIRE ALARM SIGNAL

**CLEANING STAFF** will adhere to the "Emergency Procedures" and, if safe to do so, will:

- Evacuate the building immediately.
- Assist other occupants to evacuate. Provide the assistance necessary to maintain a calm and orderly evacuation (a minimum of 150 m) away from the building.
- Prevent unauthorized entry to the building.
- Follow instructions from the Fire Department.

#### **After Hours**

- In addition to the above, call 911 from a safe location; ask for the Fire Department and advise them of their name, job title and the building address (Mississauga Executive Centre, 1 Robert Speck Parkway, Mississauga).

**Note:** Upon activation of the fire alarm system or in the event of any other type of emergency, **ALL REGULAR RADIO TRANSMISSIONS WILL CEASE**, except for that pertaining to the emergency, and **WILL BE DIRECTED THROUGH THE EMERGENCY COORDINATOR, UNTIL THE 'ALL CLEAR' IS GIVEN.**



## **EMERGENCY PROCEDURES - FIRE SAFETY COMMITTEE**

### **FIRE ALARM MONITORING COMPANY**

Upon receipt of a fire alarm from Mississauga Executive Centre, 3 Robert Speck Parkway, Mississauga, will:

- Call 911 and advise the Mississauga Fire and Emergency Services of the building address and information available regarding the alarm.

## **VOICE COMMUNICATION MESSAGES**

## VOICE COMMUNICATION MESSAGES

The following list details the voice communication messages to be made in the event of an alarm activation.

The alarm signals will sound for one minute before the emergency voice communication system can be used.

\*\*\*

When the "Page Inhibit" lamp extinguishes, select the **floors hearing the evacuation signal**. Depress and hold the microphone switch while making an announcement. Wait until the pre-announcement tone is finished. Provide the following announcement:

**ATTENTION, ATTENTION PLEASE.  
WE HAVE AN ALARM CONDITION ON THE \_\_\_\_ FLOOR.  
EVACUATE THE BUILDING.  
USE THE NEAREST EXIT STAIR.  
ELEVATORS ARE OUT OF SERVICE.**

Repeat the announcement.

Upon completing the announcement, release the microphone switch and return the floors to the previous position. The floors will return to the evacuation mode.

\*\*\*

Select the **floors hearing the alert signal**, and make the following announcement:

**ATTENTION, ATTENTION PLEASE.  
WE HAVE AN ALARM CONDITION ON THE \_\_\_\_ FLOOR.  
THE FIRE DEPARTMENT HAS BEEN NOTIFIED.  
THE ALARM IS BEING INVESTIGATED.  
PLEASE STAND BY FOR FURTHER INSTRUCTIONS.**

Repeat the announcement.

Upon completion of the announcement, release the microphone switch and return the floors to their previous position. The floors will return to the alert mode.

\*\*\*

If advised by those investigating the source of the alarm, or by the Fire Department, that a **fire condition exists**, after initiating the 2<sup>nd</sup> Stage (Evacuation) signal, provide the following announcement to all floors:

**ATTENTION, ATTENTION PLEASE.  
A FIRE CONDITION EXISTS.  
EVACUATE THE BUILDING.  
USE THE NEAREST EXIT STAIR.  
DO NOT USE ELEVATORS.  
THEY ARE OUT OF SERVICE.**

Repeat the announcement.

Upon completion of the announcement, release the microphone switch and return the floors to their previous position. This will provide an evacuation signal to all floors.

\*\*\*

If advised by the Fire Department that a **fire condition does not exist**, provide the following announcement:

Select the "All Call" switch. Depress and hold the microphone switch while making an announcement. Wait until the pre-announcement tone has finished.

**ATTENTION, ATTENTION PLEASE.  
THE FIRE DEPARTMENT HAS INVESTIGATED  
THE FIRE ALARM AND HAS DETERMINED THAT IT IS  
SAFE TO RE-ENTER THE BUILDING.  
ELEVATORS ARE NOW IN SERVICE.**

Repeat this message twice.

Upon completing the announcement, release the microphone switch and deselect the "All Call" switch.



## **EMERGENCY PROCEDURES - BUILDING OCCUPANTS**

## **EMERGENCY PROCEDURES**

### **DO NOT USE ELEVATORS**

#### **IF YOU DISCOVER A FIRE**

- Leave the fire area closing all doors behind you
- Activate the building Fire Alarm System using the closest fire alarm pull stations.
- Fight the fire only if you are confident that it may be controlled with the fire-fighting equipment available.
- Evacuate using the exit staircase and proceed to the main lobby to inform Shipp Corporation personnel of the fire location.
- Ensure that the Fire Department has been called. Telephone 911 give the building address and name and your name and telephone number.

#### **IF YOU HEAR THE BUILDING FIRE ALARM**

- Leave the building using the closest exit staircase.
- Before opening your office door, test the door and the knob for heat.
- If the door is hot remain in your office.
- If the door is cool to the touch open it slightly and check the corridor for smoke.
- If the corridor is filled with smoke remain in your office. If the corridor is clear proceed to the closest exit staircase. If you find the staircases impassable try an alternate staircase. If all staircases are impassable return to your office, closing but not locking the doors behind you.
- If you must remain in your office, place damp towels or tape around the door frame to prevent smoke from entering your office.

#### **NON-AMBULATORY OCCUPANTS**

- If you have a disabled person, please advise Building Management NOW so they are aware and prepared to assist you first.

The Fire Department will respond to investigate the cause of the alarm.

When leaving the building, follow instructions provided by Building Management personnel, security officers, Floor Warden Team members and the Fire Department.

**NOTE:** Hold-open and electromagnetic locking devices will release upon activation of the fire alarm system.

## **EMERGENCY PROCEDURES - BUILDING OCCUPANTS**

Emergency procedures are addressed under three categories:

1. If you discover a fire.
2. If you hear a fire alarm alert signal.
3. If you hear a fire alarm evacuation signal.

### **IF YOU DISCOVER A FIRE**

The procedures to be followed upon discovery of a fire are the same for all building occupants and are described in this section of the Plan.

### **IF YOU HEAR A FIRE ALARM ALERT SIGNAL**

The procedures to be followed upon hearing a fire alarm 1<sup>st</sup> Stage (Alert) signal (slow intermittent signal) are the same for all building occupants and are described in this section of the Plan.

### **IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL**

The procedures to be followed upon hearing a fire alarm 2<sup>nd</sup> Stage (Evacuation) signal (fast continuous signal) are the same for all building occupants and are described in this section of the Plan.



## **EMERGENCY PROCEDURES - BUILDING OCCUPANTS**

### **IF YOU DISCOVER A FIRE**

Upon discovering a fire, the following steps are to be taken:

- Leave the fire area immediately, removing any person in immediate danger. Make sure that doors to the affected area are closed.
- Activate the building fire alarm system by operating the nearest fire alarm station as you leave the fire area.
- Call the Fire Department at 911, from a safe location, and only when it is safe to do so. Advise them of your building location and floor number.
- Use stairways to exit. DO NOT use elevators. If you encounter smoke in stairways, use an alternate exit.
- Do not return to the building until it is declared safe to do so by the Fire Department.

### **REMAIN CALM**

## EMERGENCY PROCEDURES - BUILDING OCCUPANTS

### IF YOU HEAR A FIRE ALARM 2<sup>ND</sup> STAGE (EVACUATION) SIGNAL

- Before opening your office door, test the door and doorknob for heat.
  - ▶ If the door is hot, remain in your suite and ensure the door is unlocked.
  - ▶ If the door is not hot, brace yourself against the door and open slightly.
  - ▶ If you feel air pressure or a hot draft, close the door quickly and remain in your suite. Call the Fire Department at 911 and alert them of your location.
- If safe to do so, walk to your nearest exit and leave the building. Use stairs only. **DO NOT** use elevators. Close all doors behind you.
- Assist handicapped persons to exit when assigned to do so by a member of your Emergency Floor Warden Team.
- At all times during the emergency, follow instructions provided by Emergency Floor Warden Team members, the Fire Department, and/or as broadcast over the voice communication system.
- Use an alternate exit if you encounter smoke in the stairway. Transfer to an alternate stair at a crossover floor. These floors are 5, 10 and 15.
- If you are trapped and/or cannot exit the building:
  - ▶ Call the CACF using the red emergency telephone handsets, if safe to do so.
  - ▶ Return to an office and close the door.
  - ▶ Seal off all openings that might admit smoke.
  - ▶ Call the Fire Department at 911 and notify them of your location and situation.
  - ▶ If smoke enters the room, crouch low to the floor.
  - ▶ Wait to be rescued. Remain calm.
- Upon evacuating the building, go immediately to your company/department's "assembly location" and report to your supervisor and/or participate in a "head count".
- Do not re-enter the building/return to your work area until an 'all clear' has been given by the Fire Department.

## **EMERGENCY PROCEDURES - BUILDING OCCUPANTS**

### **IF YOU HEAR A FIRE ALARM 1<sup>ST</sup> STAGE (ALERT) SIGNAL**

- Be prepared to evacuate the building if necessary.
- Follow instructions given by your Emergency Floor Warden Team members, by the Fire Department, and/or as broadcast over the voice communication system.
- Listen for the evacuation signal.

**NOTE:** After normal business hours, and on weekends and holidays, upon hearing the fire alarm alert signal, evacuate the building immediately using the nearest safe exit route (i.e. follow the same procedure as if you were hearing the evacuation signal).



## **FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

## **FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

Portable extinguishers can be used to extinguish small fires or control and minimize a fire until the arrival of MFES. If the fire appears containable, you must first decide if you are capable of fighting the fire. The use of a portable fire extinguisher is strictly on a voluntary basis. Unless you have had recent fire extinguisher training, the actual task of extinguishing the fire should be left to MFES.

In the event of a fire emergency, all occupants should leave the fire area immediately. Confine the fire by closing the door when leaving the fire area. This will keep the fire, smoke and/or fumes produced by the fire from entering into the means of egress. Your main concern is to remove people in immediate danger and ensure that nearby occupants are notified by yelling "FIRE." Upon evacuation of the area and reaching a safe location, ensure that MFES have been notified by calling 911 and ask for the MFES. Give your name, telephone number, the address of the building, suite number, and the location of the fire. If possible, meet the arriving fire suppression crews to provide them with details of the fire emergency.

### **Types of Fire Extinguishers**

There are typically four types of portable extinguishers found within an office building:

- |                             |                                                                                                                                                      |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. PRESSURIZED WATER</b> | <ul style="list-style-type: none"><li>• used to fight Class A fires only</li><li>• located within fire hose cabinets</li></ul>                       |
| <b>2. ABC DRY CHEMICAL</b>  | <ul style="list-style-type: none"><li>• used to fight ABC Class fires</li><li>• located within fire hose cabinets</li></ul>                          |
| <b>3. CO<sub>2</sub></b>    | <ul style="list-style-type: none"><li>• used to fight Class B and C fires</li><li>• being phased out of use and replaced with dry chemical</li></ul> |

### **Suggested Operation of Portable Fire Extinguishers**

After setting the extinguisher on the floor, break the plastic or wire seal by twisting the pin. Note that some pressurized water extinguishers require that you push a lever which breaks the pin.

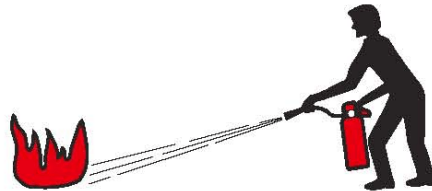
**REMEMBER THE PASS RULE WHEN USING A FIRE EXTINGUISHER**

- P** – Pull the safety pin
- A** – Aim the nozzle at the base of the fire
- S** – Squeeze the trigger handle
- S** – Sweep from side to side at the base of the fire, working your way to the back of the fire

**1. HOLD EXTINGUISHER UPRIGHT AND  
PULL THE RING (SAFETY) PIN**



**2. STAND BACK FROM THE FIRE AND AIM  
AT THE BASE OF THE FIRE NEAREST YOU**



**3. SQUEEZE HANDLES TOGETHER AND  
SWEEP THE EXTINGUISHER STREAM  
SIDE TO SIDE**



**REMEMBER THIS SIMPLE WORD -  
P A S S**

**PULL AIM SQUEEZE SWEEP**



When you have finished using the extinguisher, lay it down. This will signify that the extinguisher has been used. Never re-hang extinguishers after use. Ensure the extinguisher is recharged by a qualified person.

### Important Safety Precautions

Ensure the extinguisher gauge is within the acceptable psi range; do not attempt to use the extinguisher if it is outside the recommended range. Know where the alternate extinguisher is located; extinguishers are located near exits or inside a nearest fire hose cabinet.

If possible, have a secondary extinguisher ready and available.

Do not aim directly at the centre of a fire, as it will cause the fire to spread and you may not have enough dry chemical agent to extinguish the fire. Always remember to spray in a slow, sweeping motion, and speed up as the fire diminishes. Should the extinguisher run dry, go immediately to a secondary extinguisher and repeat the above instructions.

Never use pressurized water extinguishers on live electrical equipment. Electrical shock may injure or kill the user.

Be careful when using a dry chemical extinguisher on ordinary combustibles such as trash. This extinguisher will initially diminish the fire, however it may flare up again. Water must be used to achieve the needed soaking action.

As a precautionary note, NEVER hold the plastic horn of a CO<sub>2</sub> type extinguisher. This type of extinguisher is commonly found in electrical rooms. The temperature of the expellant CO<sub>2</sub> gas is -80° Celsius, which could cause severe frostbite. Be prepared for the loud noise as the gas is expelled.

**WHEN FIGHTING A FIRE, NEVER PUT YOURSELF  
OR SOMEONE ELSE IN A DANGEROUS SITUATION**

## **FIRE PREVENTION**

## **FIRE PREVENTION**

### **General**

Wherever there are people, the possibility of accidental fire is always present. The best way to fight fire is to prevent it from happening in the first place.

The prevention of fires is the ultimate achievement in fire safety.

Fire prevention is everyone's responsibility. If you notice a fire hazard in your area, immediately contact your Manager as well as the Security Manager. If you notice a fire hazard in another area, contact the Security Manager.

The following fire prevention measures are noted for the purpose of creating a fire safe environment for employees and guests.

The following measures are mandated by this FSP.

### **Fire Prevention for Office Areas**

#### General Hazards

1. Keep all hallways, aisles and corridors free from obstructions such as chairs, desks, file boxes, etc.
2. Do not allow accumulation of paper and boxes in the office area. Inactive files must be stored in designated, approved storage rooms.
3. Ensure that all stairwell doors remain closed at all times. They must never be propped open.
4. Smoking is permitted only outdoors and in designated smoking areas. Many fires are related to careless smoking practices. (Refer to the Province of Ontario's smoking policy).
5. Avoid placing combustible materials directly in contact with an electrical outlet.
6. Do not hang anything from a fire sprinkler head or fire detector.



### Electrical Hazards

1. Report any frayed or damaged electrical wires to the appropriate authority. Electrical wiring that is defective, frayed, or cracked must be replaced.
2. Do not use outlets or electrical devices that show evidence of electrical arcing or sparking. Immediately report such a hazard to a supervisor or to the maintenance department.
3. Avoid using extension cords wherever possible. Extension cords are designed for temporary use only. If they are to be used, they must be protected from physical damage. They must never be run under mats or carpets.
4. If a circuit breaker consistently “trips”, discontinue using the device that is causing the circuit to trip. It must be determined if the device is faulty, or if there is too much current passing through the circuit, or if the circuit wiring is at fault. Only a certified electrician should assess and repair problems in the electrical distribution system.

### Storage Areas

1. Storage areas must be kept clean and free of rubbish.
2. Materials must be stacked neatly to ensure stability of the piles.
3. There must be a clearance of at least 18 inches between fire sprinkler heads and stored material.
4. Material must not be stored directly touching an electrical outlet.
5. Circuit breaker panels located in storage rooms must not be covered or obstructed by stored material.
6. Electrical equipment and devices must not be operated, or connected to an electrical source in storage rooms.
7. Smoking in storage rooms is strictly prohibited.
8. Doors to storage rooms must be kept closed at all times.
9. Flammable and combustible liquids must not be stored in storage rooms used for ordinary combustible materials (e.g. paper, boxes, clothing, linens, etc.).
10. Hazardous, reactive, or unstable chemicals and substances must not be stored in storage rooms used for ordinary combustible materials.

## **FIRE DRILLS**

## **FIRE DRILLS**

### **Method and Frequency of Fire Drills**

The purpose of a fire drill is to ensure that all members of the Fire Safety Committee are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

Fire drills for all Fire Safety Committee Members are to be held on a quarterly basis each year. At a minimum, the drills will involve the training/rehearsal of all members of the Fire Safety Committee in their respective emergency procedures and duties. At least one drill will involve evacuation of the entire building. A full building evacuation will provide training for Fire Safety Committee members in managing an evacuation with occupants, and will give occupants essential training in safely evacuating the building.

### **Preparation**

Advance notice of the date and time of the fire drill will be given to all participants. The fire alarm monitoring company will be notified before and after the drill.

The Fire Safety Committee will meet prior to the full evacuation drill for a briefing. The briefing will ensure that all members of the Fire Safety Committee are in attendance, at which time the Fire Drill Report will be distributed.

### **During the Drill**

Once the fire alarm has been activated, the Fire Safety Committee members will follow the emergency procedures assigned to them.

### **After the Drill**

Building Operations/Security staff will reset the fire alarm control panel and notify the monitoring company to confirm that they received the correct information, as sent by the alarm (i.e. the building address and alarm activated, etc.).

A short debriefing for the Fire Safety Committee will take place, at which time any questions regarding the fire drill should be raised. Fire Wardens will be instructed to complete the Fire Drill Report and submit it to the Management Office within five business days for follow-up.

A summary of the findings of these reports will be prepared by the building management and circulated to all Fire Wardens.

Building occupants will be requested to advise their Fire Wardens if they experienced any problems during the drill (e.g. difficulty hearing the alarm/announcements, congestion in the stairwells/exits, etc.).

A record of all drills conducted will be kept by building management for a minimum of two years.

### Pre-Drill Checklist

*Residents must be notified by posting notices.*

*The monitoring company must be informed before-hand of the fire drill.*

Date of Drill	Supervisory Staff Present	Title
Time of Drill		

Method of Activation	Activating Device Location
<b>Note:</b> <b>Ensure That A Different Method Of Activation Is Used For Every Fire Drill</b>	

### DRILL RESULTS

Were the alarms audible throughout?	YES	NO - Description of Deficiency
Were Occupants Evacuated Properly?	YES	NO - Description of Deficiency



**General Comments/ Proposed Remedies**

**Drop off completed form(s) to Building Management Office**

## **ALTERNATE FIRE SAFETY MEASURES**

## **ALTERNATE FIRE SAFETY MEASURES**

### **Fire Alarm System Shutdown**

In the event of a shutdown of the FIRE ALARM SYSTEM, the MFES must be notified (905-456-5700), along with contacting the alarm monitoring company. All residents must be notified by the posting of notices at notice boards. The notices must explain the extent and duration of the shutdown. If the FIRE ALARM SYSTEM is anticipated to be shutdown for longer than 24 hours than MFES must be notified in writing.

When the FIRE ALARM SYSTEM is re-activated, notices must also be posted, and must remain posted for at least three days. Inform the MFES, Communication Division immediately of the return to service of the fire alarm system.

Residents must be instructed to advise the MFES, Communication Division (905-456-5700) immediately of any fire situation and to verbally warn other residents of imminent danger, whenever possible.

During these shutdowns, the Property Manager must arrange for patrol of unprotected areas by Security or Building personnel. Patrols must be hourly until the impairment is fixed and the FIRE ALARM SYSTEMS put back into service. All patrols must be entered into a log book complete with time, date, and person conducting the patrol. Patrol log books shall be made available to the MFES upon request.

### **Sprinkler System Shutdown**

In the event of a shutdown of the SPRINKLER SYSTEMS, the MFES, Communication Division must be notified (905-456-5700), along with contacting the alarm monitoring company. All residents must be notified of the extent and duration of the shutdown by the posting of notices at the entrances and notice boards on all floors. If the SPRINKLER SYSTEM is anticipated to be shut-down for longer than 24 hours than MFES must be notified in writing.

Residents must be instructed to use portable fire extinguishers rather than fire hoses during this kind of impairment. During these shutdowns, the Property Manager must arrange for patrol of unprotected areas by Security or Building personnel. Patrols must be hourly until the impairment is fixed and the SPRINKLER SYSTEMS put back into service. All patrols must be entered into a log book complete with time, date, and person conducting the patrol. Patrol log books shall be made available to the MFES upon request.

The occupants must be notified when the impairment is fixed and the systems back to normal operations by the posting of notices on all floors at notice boards locations. Notices must remain posted for at least three days.

### **Emergency Power (Generator) and Emergency Lighting Shutdown**

In the event of a shutdown of the emergency power systems, the following occur:

- Notification of the MFES, Communication Division (905-456-5700).
- Notification of the MFES in writing for any shut down anticipated to be longer than 24 hours.
- The Property Manager must initiate emergency service to be dispatched and provide lighting by hand held flashlight where necessary.
- Notification of all residents on all floors. The notices must explain the extent and duration of the shutdown.
- Notification to all residents to inform them that no candles are to be used in the building during this time.

When the emergency power systems have been restored, the following must occur:

- Notification of the MFES, Communication Division (905-456-5700), that the emergency lighting is repaired and is operational.
- The Maintenance Facilities Manager must communicate to all sections that the emergency lighting is repaired and is operational.

**NOTE:** ALL SHUTDOWNS MUST BE CONFINED TO AS LIMITED AN AREA AS POSSIBLE, AND THE DURATION OF SHUTDOWN MUST BE AS SHORT AS POSSIBLE. CALL THE APPLICABLE SERVICE COMPANY FOR IMMEDIATE REPAIR OF SYSTEMS. THE FIRE DEPARTMENT SHALL BE INFORMED IN WRITING WHEN SHUTDOWNS WILL EXCEED 24 HOURS.

### **Fire Watch Procedures**

The Property Management shall:

- Provide sufficient staff to effectively patrol the building.
- Provide a means for fire watch personnel to contact the MFES and alarm the residents of the building.
- Provide each fire watch personnel with portable illumination and access keys to the building.
- Provide portable fire extinguishers as required by Section 6.2.6. of the OFC.
- Ensure the fire watch personnel are trained to their responsibilities and records of patrol are kept.
- Records of patrol shall be kept and made available for inspection by the MFES or if required by the Chief will be sent to the MFES at predetermined intervals.



The fire watch personnel shall:

- Remain at the building until relieved by the owner.
- Patrol the building at least once per hour.
- Keep a written record of each patrol, and any unusual occurrences signed, dated and timed.
- In case of fire, ensure all residents are evacuated and that MFES are notified.
- Ensure fire equipment is in place and usable.
- Ensure exits are free of obstructions.
- Ensure there are no combustible materials inside or outside the building which could create a fire hazard.
- Report all defects and unusual occurrences to the owner

## **INSTRUCTIONS TO BE POSTED**

**NOTE:** THESE INSTRUCTIONS ARE TO BE PROMINENTLY POSTED ON EACH FLOOR

## **EMERGENCY PROCEDURES**

### **DO NOT USE ELEVATORS**

#### **IF YOU DISCOVER A FIRE**

- Leave the fire area closing all doors behind you
- Activate the building Fire Alarm System using the closest fire alarm pull stations.
- Fight the fire only if you are confident that it may be controlled with the fire-fighting equipment available.
- Evacuate using the exit staircase and proceed to the main lobby to inform Shipp Corporation personnel of the fire location.
- Ensure that the Fire Department has been called. Telephone 911 give the building address and name and your name and telephone number.

#### **IF YOU HEAR THE BUILDING FIRE ALARM**

- Leave the building using the closest exit staircase.
- Before opening your office door, test the door and the knob for heat.
- If the door is hot remain in your office.
- If the door is cool to the touch open it slightly and check the corridor for smoke.
- If the corridor is filled with smoke remain in your office. If the corridor is clear proceed to the closest exit staircase. If you find the staircases impassable try an alternate staircase. If all staircases are impassable return to your office, closing but not locking the doors behind you.
- If you must remain in your office, place damp towels or tape around the door frame to prevent smoke from entering your office.

#### **NON-AMBULATORY OCCUPANTS**

- If you have a disabled person, please advise Building Management NOW so they are aware and prepared to assist you first.

## **MAINTENANCE SCHEDULE**



## MAINTENANCE AND INSPECTION PROCEDURES FOR FIRE PROTECTION SYSTEMS

IT WILL BE THE RESPONSIBILITY OF THE BUILDING OWNER TO ENSURE THE FOLLOWING REQUIRED CHECKS, TESTS, AND INSPECTIONS ARE COMPLETED.

Records of all tests and corrective measures are required to be retained for a period of two years on site and available to the Fire Department upon request, as per the Ontario Fire Code.

This list has been prepared for purposes of convenience only. All building facilities provided for the safety of occupants must be maintained and tested in accordance with the applicable sections of the Ontario Fire Code in effect at the time. References made in this section are based on the Ontario Fire Code in effect at the time of developing this fire safety plan.

### KEY WORD DEFINITIONS:

<b>CHECK:</b>	Visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
<b>INSPECT:</b>	Physical examination to determine that the device or system will apparently perform in accordance with its intended function.
<b>QUALIFIED CONTRACTOR:</b>	In compliance with Division C Section 1.2.1. of the OFC.
<b>TEST:</b>	Operation of the device or system to ensure that it will perform in accordance with its intended operation or function.

Maintenance Procedure	Inspection Frequency	Performed By	Reference
<b>Emergency Lighting and Exit Lighting</b>			
Required exit signs shall be clearly visible and maintained in a clean and legible condition.	Daily	Building Maintenance Personnel	<b>OFC Article 2.7.3.1.</b>
Internally illuminated exit signs shall be kept clearly illuminated at all times when the building is occupied.	Daily	Building Maintenance Personnel	<b>OFC Article 2.7.3.2.</b>
Inspect and Test Emergency Lighting system.	Monthly	Building Maintenance Personnel	<b>OFC Article 2.7.3.3.</b>
<p>The pilot lights on emergency lighting unit equipment shall be checked monthly for proper operation.</p> <p>Emergency lighting unit equipment shall be inspected monthly to ensure that:</p> <ul style="list-style-type: none"> <li>a) The terminal connections are clean, free of corrosion and lubricated when necessary.</li> <li>b) The terminal clamps are clean and tight as per manufacturer's specifications.</li> <li>c) The electrolyte level and specific gravity are maintained as per manufacturer's specifications.</li> <li>d) The battery surface is kept clean and dry.</li> </ul> <p>Emergency lighting unit equipment shall be tested monthly to ensure that the emergency lights will function upon failure of the primary power supply.</p>	Monthly	Qualified Contractor	<b>OFC Article 2.7.3.3.</b>
<p>Emergency lighting unit equipment shall be tested annually to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.</p> <p>The charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.</p>	Annually	Qualified Contractor	<b>OFC Subsection 2.7.3.</b>
<b>Fire Alarm Systems</b>			
Records of tests and corrective measures or operational procedures shall be retained for a period of two years after being prepared.	Always	Building Maintenance Personnel	<b>OFC Subsection 1.1.2.</b>

Maintenance Procedure	Inspection Frequency	Performed By	Reference
<p>The following daily inspections shall be conducted to confirm the operability of the fire alarm system as per (CAN/ULC-S536-04)</p> <ul style="list-style-type: none"> <li>a) Status of the primary and remote trouble signal indicators; and</li> <li>b) Status of the primary power 'on' or equivalent indicator.</li> </ul>	Daily	Building Maintenance Personnel	<b>CAN/ULC-S536-04 Subsection 4.1.1.</b>
<p>Every month the following tests shall be conducted while on emergency power. If a fault is established the appropriate corrective action shall be taken as per (CAN/ULC-S536-04)</p> <ul style="list-style-type: none"> <li>a) One initiating field device or manual pull station shall be operated, on a rotating basis and shall initiate an alarm condition.</li> <li>b) All audible alarm devices shall be checked to ensure they are audible and function correctly.</li> <li>c) The annunciator panel shall be checked to ensure correct annunciation of the zone tested.</li> <li>d) Intended function of the audible and visual trouble signals shall be ensured.</li> <li>e) Fire alarm batteries shall be checked to ensure that: <ul style="list-style-type: none"> <li>i. terminals are clean and lubricated where necessary</li> <li>ii. terminal clamps are secure</li> <li>iii. electrolyte level and specific gravity (where applicable), meet manufacturer's specifications.</li> </ul> </li> </ul> <p>One emergency telephone shall be tested on a rotational basis for two-way communication and correct indication at the control unit or transponder.</p>	Monthly	Building Maintenance Personnel	<b>CAN/ULC-S536-04 Subsection 4.2.1.</b>
Annual tests shall be conducted. If faults are discovered, appropriate action shall be taken as per (CAN/ULC-S536-04).	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Subsection 5.2.2.</b>
Each control unit and transponder shall be tested to confirm operability, including the following functions, as per (CAN/ULC-S536-04).	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Article 5.2.2.1.</b>
Each control unit or transponder, and display and control centre shall be tested to confirm operability of the voice communication functions, as per (CAN/ULC-S536-04).	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Article 5.2.3.1.</b>

Maintenance Procedure	Inspection Frequency	Performed By	Reference
Each control unit or transponder main power supply shall be inspected for the following: a) Fused in accordance with manufacturer's marked rating of the system, and b) Adequate to meet the requirements of the system.	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Subsection 5.3.1.</b>
Each battery shall be inspected and tested to confirm operability as per (CAN/ULC-S536-04).	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Subsection 5.3.2.</b>
Each annunciator required by the National Building Code of Canada, including each sequential display, where used as an annunciator, shall be inspected and tested to confirm operability as per (CAN/ULC-S536-04).	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Section 5.4.</b>
All field devices shall be tested on a yearly basis, except in the event that a device cannot reasonably be made accessible for safety considerations (for example, continuous process operations, energized electrical equipment, radiation, and height), whereby the device and its location shall be recorded and identified as "inaccessible" in the remarks column of the report. The last test date shall also be recorded in the remarks column. The field devices identified as being inaccessible as noted in the remarks column shall be tested at least once every two years as per (CAN/ULC-S536-04).	Annually	Qualified Contractor	CAN/ULC-S536-04 Section 5.4.
<b>Fire Alarm System Monitoring Services</b>			
Where a fire alarm system is monitored to transmit a signal to the Fire Department, the owner shall record whether all signals from the tests conducted in Sentence (1), or other events, are received by the monitoring station, and records shall be kept.	As Required	Building Maintenance Personnel	<b>OFC Sentence 6.3.2.2.(5)</b>
Receipt of the alarm transmission to the fire signal receiving centre.  Receipt of the supervisory transmission to the fire signal receiving centre.  Receipt of the trouble transmission to the fire signal receiving centre.	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Section 5.2.2.1. DD, EE, FF</b>
Operation of the fire signal receiving centre disconnect means results in a specific trouble indication at the control unit or transponder and transmits a trouble signal to the fire signal receiving centre.	Annually	Qualified Contractor	<b>CAN/ULC-S536-04 Section 5.2.2.1.HH</b>



<b>Fire Separations</b>			
Where fire separations between rooms, corridors, shafts and other spaces are damaged so as to affect the integrity of their fire-resistance rating, the damaged fire separations shall be repaired so that the integrity of the fire separations is maintained.	As Required	Building Maintenance Personnel	<b>OFC Article 2.2.2.1.</b>
Where closures are damaged so as to affect the integrity of their fire-protection rating, the damaged closures shall be repaired so that the integrity of the closure is maintained.	As Required	Building Maintenance Personnel	OFC Article 2.2.3.1.
<p>Closures in fire separations shall be maintained to ensure that they are operable at all time by:</p> <ul style="list-style-type: none"> <li>a) Keeping fusible links and heat- or smoke-actuated devices undamaged and free of paint and dirt.</li> <li>b) Keeping guides, bearings and stay rolls clean and lubricated.</li> <li>c) Inspecting door hardware and other ancillary components and making necessary adjustments or repairs to ensure proper closing and latching.</li> <li>d) Repairing or replacing inoperative parts of hold-open devices and automatic releasing devices.</li> </ul>	As Required	Building Maintenance Personnel	<b>OFC Article 2.2.3.2.</b>
Closures in fire separations shall not be obstructed, blocked, wedged open or altered in any way that would prevent the attended operation of the closure.	Always	Staff, Building Maintenance Personnel	<b>OFC Article 2.2.3.3.</b>
Doors in fire separations in occupied buildings shall be checked as frequently as necessary to ensure that they remain closed, unless equipment is installed to close the doors automatically as required under the FSP.	As Required	Building Maintenance Personnel	<b>OFC Article 2.2.3.5.</b>
Door openings and the surrounding areas shall be kept clear of everything that would be likely to obstruct or interfere with the free operation of the door.	Always	Building Maintenance Personnel	<b>OFC Article 2.2.3.8.</b>
Fire dampers and fire-stop flaps shall be inspected annually, or on an approved time schedule.	Annually	Qualified Contractor	<b>OFC Article 2.2.3.7.</b>
Doors in fire separations shall be inspected monthly	Monthly	Building Maintenance Personnel	<b>OFC Article 2.2.3.4.</b>

<b>Means of Egress</b>			
Inspect all doors in fire separations.	Monthly	Building Maintenance Personnel	<b>OFC Article 2.2.3.4.</b>
Check all doors in fire separations to ensure they are closed.	As Required	Building Maintenance Personnel	<b>OFC Article 2.2.3.5.</b>
Maintain exit lights to ensure they are clear and lit.	As Required	Building Maintenance Personnel	<b>OFC Article 2.7.3.1.</b>
Maintain corridors to keep them free of obstructions.	As Required	Building Maintenance Personnel	<b>OFC Article 2.7.1.7.</b>
Ensure all corridors are always clear.	Daily	Building Maintenance Personnel	<b>OFC Article 2.7.1.7.</b>
<b>Portable Fire Extinguishers</b>			
All fire extinguishers should be inspected and tags should be signed to ensure they are charged and that they have not been tampered with.	Monthly	Qualified Contractor	<b>OFC Article 6.2.7.2.</b>
Perform maintenance, testing and inspections in conformance to NFPA 10.	Annually	Qualified Contractor	<b>OFC Article 6.2.7.2.</b>
Hydrostatically test water type extinguishers.	Every 5 Years	Qualified Contractor	<b>OFC Subsection 6.2.7.</b>
Empty stored pressure type extinguishers and refill.	Every 6 Years	Qualified Contractor	<b>OFC Subsection 6.2.7.</b>
Hydrostatically test dry chemical type extinguishers.	Every 12 Years	Qualified Contractor	OFC Subsection 6.2.7.
Listed portable extinguishers shall be installed when replacing or adding new extinguishers.	As Required	Qualified Contractor	<b>OFC Article 6.2.1.1.</b>
Portable fire extinguishers shall be kept operable and fully charged.	As Required	Qualified Contractor	<b>OFC Article 6.2.1.2.</b>
Portable extinguishers shall be located so that they are easily seen and shall be accessible at all times.	As Required	Qualified Contractor	<b>OFC Sentence 6.2.1.3.(1)</b>
Portable extinguishers shall be located in or adjacent to aisles that provide access-to-exit.	As Required	Qualified Contractor	<b>OFC Article 6.2.1.4.</b>
The location of portable extinguishers shall be prominently indicated by signs or markings in large floor areas and in locations where visual obstructions cannot be avoided.	As Required	Qualified Contractor	<b>OFC Article 6.2.1.5.</b>

<p>Portable extinguishers shall be inspected monthly.</p> <ul style="list-style-type: none"> <li>a) nozzles for obstructions</li> <li>b) seal or tamper indicators are in place</li> <li>c) pressure gauge reading in operable range</li> <li>d) no sign of physical or mechanical damage</li> <li>e) operation instructions on name plate legible and face outwards</li> <li>f) access and visibility to extinguishers not obstructed</li> </ul>	Monthly	Qualified Contractor	<b>OFC Article 6.2.7.2.</b>
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.	As Required	Qualified Contractor	<b>OFC Sentence 6.2.7.4.(1)</b>
A permanent record containing the maintenance date, the examiner's name and a description of any maintenance work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.	As Required	Qualified Contractor	<b>OFC Article 6.2.7.5.</b>
Portable extinguishers shall be replaced and recharged after use in conformance with the instructions given on the extinguisher nameplate.	As Required	Qualified Contractor	OFC Article 6.2.7.6.
Extinguisher shells, cartridges or cylinders that show leakage or permanent distortion in excess of specified limits or that rupture shall be removed from service.	As Required	Qualified Contractor	<b>OFC Article 6.2.7.7.</b>
<b>Sprinkler Systems</b>			
<ul style="list-style-type: none"> <li>a) Sprinkler systems shall be maintained in operating condition.</li> <li>b) No obstructions shall be placed so as to interfere with the effectiveness of water discharge from sprinklers.</li> <li>c) Sprinkler Systems shall not be used to support anything that will interfere with effective sprinkler system performance.</li> <li>d) Auxiliary drains shall be inspected to prevent freezing.</li> <li>e) Sprinklers shall be protected by sprinkler guards, where there is the possibility of mechanical damage.</li> <li>f) Sprinkler control valves shall be accessible and maintained in operable condition at all times.</li> </ul>	Always	Building Maintenance Personnel	<b>OFC Subsection 6.5.1.</b>
Check that sprinkler control valves have not been tampered with, and are in the open condition.	Weekly	Building Maintenance Personnel	<b>OFC Article 6.5.3.1.</b>

Water supply pressure and system air or water pressure shall be checked weekly by using gauges to ensure that the system is maintained at the required operating pressure.	Weekly	Building Maintenance Personnel	<b>OFC Article 6.5.3.3.</b>
Test the sprinkler alarm using the alarm test valve.	Monthly	Building Maintenance Personnel	<b>OFC Article 6.5.3.2.</b>
Test sprinkler supervisory transmitters and water flow switches.	Every 2 Months	Qualified Contractor	<b>OFC Article 6.5.3.2.</b>
Exposed sprinkler piping hangers shall be checked annually to ensure that they are kept in good repair. Sprinkler heads that are identified as inoperable shall be replaced where necessary as a result of such conditions.	Annually	Qualified Contractor	<b>OFC Article 6.5.3.2.</b>
Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash.	Annually	Qualified Contractor	<b>OFC Article 6.5.3.5.</b>
Inspect dry pipe valves priming level.	3 Months	Qualified Contractor	<b>OFC Article 6.5.4.3.</b>
Plugs or caps on Fire Department pumper connections shall be removed annually and the threads inspected for wear, rust or obstructions.	Annually	Qualified Contractor	<b>OFC Article 6.5.4.4.</b>
Plugs and Caps must be wrenched tight.	Monthly	Building Maintenance Personnel	<b>OFC Article 6.5.4.4.</b>
Test wet pipe sprinkler systems by flowing water through the Inspector's test connection.	Annually	Qualified Contractor	<b>OFC Article 6.5.5.3.</b>
Trip test dry pipe sprinkler systems by flowing water through the Inspector's test connection.	Annually	Qualified Contractor	<b>OFC Article 6.5.5.4.</b>
Test public water supply flow, using main drain valve on all sprinkler systems (wet and dry).	Annually	Qualified Contractor	<b>OFC Article 6.5.5.5.</b>
Inspect dry pipe systems for obstructions and flush if necessary.	15 Years	Qualified Contractor	OFC Article 6.5.4.2.
Check dry pipe rooms during freezing weather.	As Required	Building Maintenance Personnel	<b>OFC Article 6.5.3.4.</b>
Inspect auxiliary drains to prevent freezing.	As Required	Building Maintenance Personnel	<b>OFC Article 6.5.4.1.</b>

<p>A supply of spare sprinkler heads and equipment shall be maintained in conformance with the following:</p> <p>Spare sprinkler heads shall be kept in a cabinet where the temperature does not exceed 38°C.</p> <p>The minimum stock of spare sprinkler heads to be kept on hand shall be:</p> <ul style="list-style-type: none"> <li>a) 6 sprinkler heads for installations containing not more than 300 sprinklers.</li> <li>b) 12 sprinkler heads for installations containing 301 to 1000 sprinklers.</li> <li>c) 24 sprinkler heads for installations containing more than 1000 sprinklers.</li> <li>d) Spare sprinkler heads shall correspond to the types and temperature ratings of the sprinklers installed on the system.</li> </ul> <p>A wrench suitable for replacing sprinkler heads shall be kept in the cabinet where the spare sprinkler heads are stored.</p>	Daily	Building Maintenance Personnel	OFC Section 6.5.
An alarm test using the alarm test connection located at the sprinkler valve shall be performed monthly on sprinkler systems.	Monthly	Qualified Contractor	
Electrical supervisory signal service is provided for the sprinkler system shall be tested in conformance with ULC-S536-04. Transmitters and waterflow actuated devices shall be tested every 2 months.	2 Months	Qualified Contractor	
The priming water for dry-pipe systems shall be inspected every 3 months to ensure that the proper level above the dry-pipe valve is maintained.	3 Months	Qualified Contractor	
Valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be tested at least every 6 months.	6 Months	Qualified Contractor	
<p>Fire Department connections shall be equipped with plugs or caps secured wrench tight.</p> <p>Waterflow alarm tests using the most hydraulically remote test connection shall be performed annually on wet sprinkler systems.</p>	Annually	Qualified Contractor	OFC Section 6.5.
<b>Standpipe and Hose Systems</b>			
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.	Monthly	Building Maintenance Personnel	OFC Article 6.4.2.1.
Hose valves shall be inspected annually to ensure that they are tight so that there is no water leakage into the hose.	Annually	Qualified Contractor	OFC Article 6.4.2.4.



Standpipe hose shall be inspected and replaced on the rack annually and after use, and any worn hose or gaskets in the couplings at the hose valves and at the nozzle replaced.	Annually	Qualified Contractor	<b>OFC Article 6.4.2.5.</b>
Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed.	Annually	Qualified Contractor	OFC Article 6.4.1.3.(2)
Standpipe system piping shall be hydrostatically tested at a pressure of not less than 1400 kPa (gauge) for 2 h, or at 350 kPa (gauge) in excess of the normal hydrostatic pressure when the normal hydrostatic pressure is in excess of 1050 kPa (gauge)	As-Required	Qualified Contractor	OFC Article 6.4.3.2.
<b>Water Supply Equipment</b>			
Inspect all fire hydrants.	Annually	Qualified Contractor	<b>OFC Article 6.6.5.1.</b>
Inspect all fire hydrants for water flow.	Annually	Qualified Contractor	<b>OFC Article 6.6.5.6.</b>
All fire hydrants shall be maintained free of ice and snow.	As Required	Building Maintenance Personnel	<b>OFC Article 6.6.4.2.</b>
Private and public water supplies for fire protection installations shall be maintained to provide the required flow under fire conditions.	Daily	Building Maintenance Personnel	<b>OFC Article 6.6.1.1.</b>
Municipal and private hydrants shall be maintained in operating condition.	As Required	Qualified Contractor	<b>OFC Article 6.6.4.1.</b>
The main valve of the hydrant shall be fully opened and the hydrant operated with one port open and the water flow checked. A record of the hydrant operation shall be kept.	Annually	Qualified Contractor	<b>OFC Article 6.6.5.7.</b>
The port caps on hydrants shall be removed and the treads inspected for wear, rust or other obstructions and re-secured at the end of inspection.	Annually	Qualified Contractor	<b>OFC Article 6.6.5.2.(2)</b>
Where hydrant barrel is found to contain water, the drain valve shall be inspected for operation.	Annually	Qualified Contractor	OFC Article 6.6.5.5.
Where the hydrant barrel is found to contain water because of poor drainage that cannot be corrected, provisions shall be made to prevent freezing during winter conditions.	Annually	Qualified Contractor	<b>OFC Article 6.6.5.5.</b>
<b>Fire Department Access</b>			
Ensure fire access routes are maintained so as to be immediately ready for use at all times by fire department vehicles.	Daily	All Staff	<b>OFC Article 2.5.1.3.</b>

<b>Miscellaneous Inspections</b>			
Check corridors to ensure that they are free of obstructions.	Always	All Staff	<b>OFC Sentence 2.7.1.7.(1)</b>
Maintain illumination in egress and access to egress.	Always	Building Maintenance Personnel	<b>OFC Sentence 2.7.1.7.(2)</b>
Chimneys, flues and flue pipes that constitute a fire hazard shall be cleaned as often as necessary to keep them free from accumulations of combustible deposits.	As Required	Building Maintenance Personnel	<b>OFC Article 2.6.1.5.</b>
Every chimney, flue and flue pipe shall be inspected to identify any dangerous conditions at intervals not greater than 12 months.	Annually	Building Maintenance Personnel	<b>OFC Article 2.6.1.4.</b>
Hoods, ducts and filters subject to accumulations of combustible deposits shall be checked and cleaned if the accumulation of such deposits creates a fire hazard.	Intervals not greater than seven days.	Building Maintenance Personnel	<b>OFC Article 2.6.1.3.</b>
Annual tests shall be conducted as specified in CAN/CSA-C282.	Annually	Qualified Contractor	<b>CAN/CSA 282</b>
Five Year tests shall be conducted as specified in CAN/CSA-C282.	Every Five Years	Qualified Contractor	<b>CAN/CSA 282</b>
The emergency electrical power system shall be maintained as specified in the manufacturer's operations and maintenance manual.	Always	Qualified Contractor	<b>CAN/CSA 282</b>
<b>Elevators</b>			
Elevator door-opening devices operated by means of photo-electric cells shall be tested to ensure that the devices become inoperative after the door has been held open for more than 20 s with the photo-electric cell covered.	3 Months	Qualified Contractor	<b>OFC Sentence 7.2.2.1.(1)</b>
Key-operated switches located outside an elevator shaft shall be tested to ensure that actuation of the switch will render the emergency stop switch 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.	3 Months	Qualified Contractor	<b>OFC Article 7.2.2.1. (2)</b>

<p>Key-operated switches in each elevator car shall be tested to ensure that actuation of the switch will</p> <ul style="list-style-type: none"> <li>a) enable the elevator to operate independently of other elevators,</li> <li>b) allow operation of the elevator without interference from floor call buttons,</li> <li>c) render door protective devices inoperative, and</li> <li>d) control the opening of power-operated doors only by continuous pressure on the door-opening buttons or switches, to ensure that if the "OPEN" button or switch is released while the door is opening, the doors will automatically close.</li> </ul>	3 Months	Qualified Contractor	<b>OFC Article 7.2.2.1.(3)</b>
<b>Venting to Aid Fire Fighting</b>			
Closures in vent openings into smoke shafts from each floor area shall be inspected	sequentially over 5 years	Qualified Contractor/ Building Maintenance Personnel	<b>OFC Sentence 7.2.3.1.(1)</b>
<p>Every closure in an opening to the outdoors at the top of a smoke shaft shall be inspected to ensure that it will open</p> <ul style="list-style-type: none"> <li>a) manually from outside the building,</li> <li>b) on a signal from the smoke or heat actuated device in the smoke shaft, and</li> <li>c) when a closure in an opening between a floor area and the smoke shaft opens.</li> </ul>	Annually	Qualified Contractor/ Building Maintenance Personnel	<b>OFC Sentence 7.2.3.1.(2)</b>
Elevators in an elevator shaft that is intended for use as a smoke shaft shall be inspected to ensure that on activation of the fire alarm system they will return to the street floor and remain inoperative.	Semi-Annually	Qualified Contractor/ Building Maintenance Personnel	<b>OFC Sentence 7.2.3.1.(3)</b>
Where an air-handling system is used for venting floor areas in the event of a fire to comply with the requirements of the Building Code, the system shall be inspected to ensure that air is exhausted to the outdoors.	Annually	Qualified Contractor/ Building Maintenance Personnel	<b>OFC Sentence 7.2.3.1.(4)</b>

<b>Smoke Control</b>			
<p>Smoke control equipment is provided to be maintained in a manner to ensure that they are fully operational.</p> <p>a) Where smoke control measures for contained in NRC National Fire Code are used for below grade stairs:</p> <p>a. Test switches at the CACF to ensure mechanical air supply is initiated, and</p> <p>b. Test automatic operation of vent openings (if provided)</p> <p>b) When designed to meet the OBC requirements, inspections and approved procedures established for the system and issued under the seal of a Professional Engineer or Architect are to be implemented.</p>	Quarter Annually	Qualified Contractor/ Building Maintenance Personnel	<b>OFC Article 7.3.1.3.</b>
<b>Ancillary Devices</b>			
Shall be installed, inspected, tested and maintained to comply with the Ontario Building Code (OBC)	Annually	Qualified Contractor	<b>OBC Article 3.4.6.15.</b>
All ancillary devices shall be tested for correct program operation as per design and specification.	Annually	Qualified Contractor	<b>CAN/ULC S536-04 Sentence 5.2.2.1.2</b>
<b>Electromagnetic Locking Devices including Ancillary Devices</b>			
Shall be installed, inspected, tested and maintained to comply with the Ontario Building Code (OBC).	Annually	Qualified Contractor	<b>OBC Article 3.4.6.15.</b>
All ancillary devices shall be tested for correct program operation as per design and specification.	Annually	Qualified Contractor	<b>CAN/ULC S536-04 Sentence 5.2.2.1.2</b>

<b>Special Extinguishing System</b>			
<p>Inspect:</p> <p>Verify that nozzle caps are in place.</p> <p>Check the system for physical damage</p> <p>Check to make sure that the space being protected has not been altered</p> <p>Check to make sure that all doors of the room being protected are self-closing or capable of releasing automatically upon system operation.</p>	Monthly	Building Maintenance Personnel	

<p>Inspect:</p> <p>Check agent containers for damage.</p> <p>Check the container pressure gauges for proper operating pressure. If reading shows more than a 10 percent loss in pressure from that required on nameplate, refill, or replace the cylinder.</p> <p>Check agent quantity by weighing container. A container showing a loss in net weight of more than 5 percent should be refilled or replaced.</p> <p>Verify that the container weight and pressure are recorded on a tag attached to the container.</p>	Semi-Annually	Building Maintenance Personnel	<b>NFPA 2001</b> <b>7.1.3.</b>
<p>Inspect:</p> <p>Examine all system hose for damage. Defective hoses should be replaced or hydrostatically tested.</p> <p>Contact a thorough inspection of the system.</p>	Annually	Qualified Contractor	<b>NFPA 2001</b> <b>7.1.1</b> <b>7.3.1</b>
Conduct actuating test of system without discharge of system.	Annually	Qualified Contractor	<b>NFPA 2001</b> <b>7.1.1</b>
Conduct hydrostatic test of system hoses.	Every 5 years	Qualified Contractor	<b>NFPA 2001</b> <b>7.3.2.1</b>
Conduct a complete visual examination of the containers in accordance with Compressed Gas Association (CGA) pamphlet C-6.	Every 5 years	Qualified Contractor	<b>NFPA 2001</b> <b>7.2.2.</b>
<b>Emergency Electrical Power Supply (Generator)</b>			
The emergency electrical power supply equipment shall be operated and maintained in accordance with the manufacturer's recommendations and instruction manuals and the requirements from CAN/CSA listed below.	As Required	Building Maintenance Personnel	<b>CAN/CSA 282</b>



<b>Inspection Testing and Maintenance Log</b>			
<p>A permanent log of the inspection, testing, and maintenance of the emergency electrical power supply system shall be maintained in accordance with the manufacturer's manual of operating and maintenance instructions, shall be kept on site and shall include at least the following:</p> <ul style="list-style-type: none"> <li>a) the date on which the work was carried out,</li> <li>b) the name(s) of the person(s) who performed the work,</li> <li>c) an entry noting any unsatisfactory condition discovered and the steps taken to correct it,</li> <li>d) Copies of the design and installation performance test certificates</li> <li>e) an entry noting any parts replaced, and</li> <li>f) an entry verifying that switches and controls deactivated for safety reasons during maintenance have been restored to their intended operating condition.</li> </ul>	As Required	Building Maintenance Personnel	<b>CAN/CSA 282</b>
<b>Operational Tests</b>			
The emergency electrical power supply system shall be completely tested in accordance with the inspection test and maintenance requirements of CAN/CSA-C282 (Table 3) at least once a month.	Weekly	Building Maintenance Personnel	<b>CAN/CSA 282</b>
Annual tests shall be conducted as specified in CAN/CSA-C282.	Annually	Qualified Contractor	<b>CAN/CSA 282</b>
<b>Maintenance</b>			
The emergency electrical power system shall be maintained as specified in the manufacturer's operations and maintenance manual and at least the items specified in Tables 2-6 of CAN/CSA 282.	Always	Qualified Contractor	<b>CAN/CSA 282</b>
The minimum frequency of inspection, testing, and maintenance procedures shall be as specified in Tables 2-6 of CAN/CSA 282.	Always	Building Maintenance Personnel	<b>CAN/CSA 282</b>

<b>Weekly Tests</b>			
<p>Consumables:</p> <ul style="list-style-type: none"> <li>a) Inspect day tank fuel level (gas pressure) and main tank level (gas pressure) (if applicable). Minimum 2 h supply required (see Clause 7.3.1).</li> <li>b) Inspect lubricating oil level.</li> <li>c) Inspect engine coolant level.</li> <li>d) Inspect engine, generator, fuel tank(s), and cooling systems for leakage.</li> <li>e) Inspect for proper operation of fuel transfer pump (if applicable).</li> <li>f) Inspect fuel filter for contamination if filter is equipped with a transparent bowl.</li> </ul>	Weekly	Building Maintenance Personnel	<b>CSA-C282 Table 2</b>
<p>Starter system:</p> <ul style="list-style-type: none"> <li>a) Inspect electric starter for cleanliness, mounting, and terminal security.</li> <li>b) Air starter: <ul style="list-style-type: none"> <li>i. Inspect air tanks for pressure.</li> <li>ii. Inspect valves for leakage.</li> <li>iii. Test auxiliary engine and compressor for proper operation.</li> <li>iv. Bleed off any condensation.</li> </ul> </li> </ul>	Weekly	Building Maintenance Personnel	<b>CSA-C282 Table 2</b>
<p>Batteries and charging equipment:</p> <ul style="list-style-type: none"> <li>a. Inspect all battery cells for correct electrolyte fill level.</li> <li>b. Test all battery cells for correct electrolyte specific gravity.</li> <li>c. Inspect electrical connections for tightness and evidence of corrosion.</li> <li>d. Inspect battery for cleanliness and dryness between terminals.</li> <li>e. Inspect charger electrical connections for cleanliness and tightness.</li> <li>f. Test charger for proper operation of float and equalize modes.</li> </ul>	Weekly	Building Maintenance Personnel	

Engine:  a. Test lubricant and/or coolant heaters for proper operation. b. Inspect governor control linkages and oil level (if applicable). c. Inspect fuel pump oil sump (if applicable). d. Inspect fan belts for correct tension and wear.	Weekly	Building Maintenance Personnel	CSA-C282  Table 2
Control panel:  a. Inspect control panel covers for security. b. Test annunciator lamps to confirm that they are operational. c. Inspect control panel settings (ensure that the unit is ready for automatic start-up). d. Test remote visual and audible trouble signals at the building fire alarm panel.	Weekly	Building Maintenance Personnel	
Inspect air control louvre settings to ensure proper operation.	Weekly	Building Maintenance Personnel	CSA-C282  Table 2
Test emergency lighting unit(s).	Weekly	Building Maintenance Personnel	
Verify whether room temperature is above 10°C.			
Inspect generator and transfer switch room(s) for cleanliness and accessibility to all components of the emergency system.			
Correct all defects found during inspections and tests.	Weekly	Building Maintenance Personnel	
Record all inspections, tests, and corrective actions in the system logbook.	Weekly	Building Maintenance Personnel	
Monthly			
All items in Table 2 of CAN/CSA 282 plus the following.	Monthly	Building Maintenance Personnel	CSA-C282  Table 3

Test the entire system: <ol style="list-style-type: none"> <li>Simulate a failure of the normal electrical supply to the building.</li> <li>Operate the system under at least 30% of the rated load for 60 min.</li> <li>Operate all automatic transfer switches under load.</li> <li>Inspect brush operation for sparking.</li> <li>Inspect for bearing seal leakage.</li> <li>Inspect for correct operation of all auxiliary equipment, e.g., radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers, and engine room ventilation system(s).</li> <li>Record the readings for all instruments in the log (see Clause 11.5.3) and verify that they are normal.</li> <li>Drain the exhaust system condensate trap.</li> </ol>	Monthly	Building Maintenance Personnel	<b>CSA-C282 Table 3</b>
Inspect block heater hoses and wires	Monthly	Building Maintenance Personnel	
Correct all defects found during inspections and tests.	Monthly	Building Maintenance Personnel	
Record all inspections, tests, and corrective actions in the system logbook.	Weekly	Building Maintenance Personnel	<b>CSA-C282 Table 3</b>
<b>Semi-Annually</b>			
All items in Table 2 and 3 of CAN/CSA 282 plus the following.	Semi-Annually	Qualified Contractor	<b>CSA-C282 Table 4</b>
Inspect and clean engine crankcase breathers.	Semi-Annually	Qualified Contractor	
Inspect and clean all engine linkages	Semi-Annually	Qualified Contractor	
Lubricate the engine governor and ventilation system.	Semi-Annually	Qualified Contractor	
Test protective devices for proper operation.	Semi-Annually	Qualified Contractor	<b>CSA-C282 Table 4</b>
Before start-up, perform two full cranking cycles (as specified in Clauses 10.4.1 and 10.4.2). Near the end of each cycle (and while still cranking), measure and record the lowest indicated battery voltage. If the measured voltage is less than 80% of the battery's rated voltage, replace the battery. Alternatively, perform a battery load test using a suitable load tester.	Semi-Annually	Qualified Contractor	<b>CSA-C282 Table 4</b>
Inspect ventilation system belt(s).			
Correct all defects found during inspections and tests.	Semi-Annually	Qualified Contractor	

Record all inspections, tests, and corrective actions in the system logbook.	Semi-Annually	Building Maintenance Personnel	<b>CSA-C282 Table 4</b>
<b>Annually</b>			
All items specified in Tables 2 to 4 of CAN/CSA 282 plus the following			
Control panel: <ul style="list-style-type: none"> <li>a. Open all inspection covers and inspect all electrical connections.</li> <li>b. Test breakers for proper operation.</li> <li>c. Clean insulators and bushings.</li> <li>d. Test voltage regulator for proper operation.</li> <li>e. Operate all moving parts to ensure that they move freely.</li> <li>f. Clean and dress contacts as necessary.</li> <li>g. Remove all dust.</li> <li>h. Check gauge calibration.</li> <li>i. With the generator set operating at full load (see Clause 11.3), conduct an infrared survey of all electrical connections to identify any high-resistance connections.</li> </ul>	Annually	Qualified Contractor	<b>CSA-C282 Table 5</b>



<p>Engine:</p> <ul style="list-style-type: none"> <li>a. Change engine lubrication oil and filters.</li> <li>b. Test strength of coolant and chemical protection level of coolant inhibitors.</li> <li>c. Change fuel filters, clean strainer(s), and verify that the fuel supply is open.</li> <li>d. Inspect the exhaust system. Check and record the back pressure of the exhaust system to ensure that it complies with the engine manufacturer's requirements, and compare with previous readings.</li> <li>e. Clean and lubricate linkages.</li> <li>f. Inspect air filters.</li> <li>g. Inspect all mechanical connections.</li> <li>h. Inspect all electrical connections.</li> <li>i. For spark ignition engines, inspect all components of ignition system(s) and service or replace as appropriate.</li> <li>j. Inspect all external surfaces of heat exchanger(s) and clean as necessary.</li> <li>k. Inspect all belts and hoses and replace if necessary.</li> <li>l. Test and inspect ignition system(s). Replace any defective components.</li> <li>m. Inspect coolant pump(s) for leaks and external wear (if belt driven, remove the belt(s) first).</li> </ul>	Annually	Qualified Contractor	<b>CSA-C282</b> <b>Table 5</b>
<p>Fuel Storage Tank(s)</p> <p>The fuel oil in any storage tank (and day tank, if used) shall be tested in accordance with Clause 11.5.5, and if the fuel oil fails the test, it shall be</p> <ul style="list-style-type: none"> <li>a. drained and refilled with fresh fuel in accordance with Article 6.7.1.5 of the National Fire Code of Canada; or</li> <li>b. full filtered to remove water, scale, bacteria, and oxidized gums/ resins in order to minimize filter clogging and ensure diesel start-up (see Clause B.20 for commentary).</li> <li>c. When the fuel is filtered, it shall be treated with suitable conditioner and stabilizer to minimize degradation while in storage.</li> </ul> <p>Note: The bottom(s) of the tank(s) shall be also tested chemically for water.</p>	Annually	Qualified Contractor	<b>CSA-C282 -</b> <b>Table 5</b>

<p>Generator:</p> <ul style="list-style-type: none"> <li>a. Test surge suppressor and rotating rectifier on brushless machines.</li> <li>b. Grease bearings (replace old grease with new) (if applicable).</li> <li>c. Clean commutator and slip rings (if applicable).</li> <li>d. Clean rotor and stator windings using clean compressed air.</li> <li>e. Inspect coupling bolts and alignment.</li> <li>f. Inspect conduits for tightness.</li> <li>g. Inspect windings at rotor and stator slots.</li> <li>h. Inspect all electrical connections.</li> <li>i. With the generator set operating at full load (see Clause 11.3), conduct an infrared survey of all electrical connections to identify and high resistance connections.</li> </ul>	Annually	Qualified Contractor	
<p>Transfer switches:</p> <ul style="list-style-type: none"> <li>a. Isolate transfer switch, open all inspection covers, and inspect all electrical connections.</li> <li>b. Operate all moving parts to ensure that they move freely.</li> <li>c. Clean and dress contacts as required.</li> <li>d. Remove all dust.</li> <li>e. Clean and lubricate linkages.</li> <li>f. Conduct an infrared survey of all electrical connections, contacts, and energized components while under load on both the normal and the emergency side.</li> </ul>	Annually	Qualified Contractor	
Lubricate door locks and hinges (if necessary), especially those of outdoor enclosures.			
Conduct a 2 hour full load test.	Annually	Qualified Contractor	<b>CSA-C282 Table 5</b>
As needed, review and provide instruction on the technical requirements of the weekly and monthly tests with the person(s) responsible for carrying out the work.	Annually	Qualified Contractor	
Correct all defects found during inspections and tests.	Annually	Qualified Contractor	
Record all inspections, tests, and corrective actions in the system logbook.	Semi-Annually	Building Maintenance Personnel	<b>CSA-C282 Table 5</b>

<b>Quinquennial (every five years) inspection, test, and maintenance</b>			
<p>Generator:</p> <p>Inspect insulation of generator windings. Use an insulation tester (megger). The resistance in mega-ohms should be not less than</p> $\text{Resistance} \geq \frac{\text{Rated } v \times 1000}{1000}$ <p>If the resistance is less, dry out the insulation using the auxiliary heat process.</p>	Every 5 Years	Qualified Contractor	
<p>Engine:</p> <p>(a) Drain and flush the cooling system. Refill the system with new coolant.</p> <p>(b) Clean radiator tubes and cooling fins.</p> <p>(c) Replace thermostats.</p> <p>(d) Inspect valve clearances and adjust as appropriate.</p>	Every 5 Years	Qualified Contractor	<b>CSA-C282 Table 6</b>
Correct all defects found during inspections and tests.	Every 5 Years	Qualified Contractor	
Record all inspections, tests and corrective actions in the log	Every 5 Years	Qualified Contractor	

## **FIRE HAZARDS**

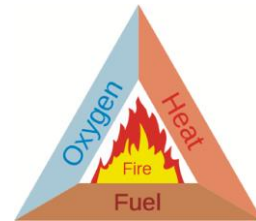
## FIRE HAZARDS

### Fire Fundamentals

#### Fire

Fire is a rapid oxidation-reduction reaction accompanied by the evolution of heat and light in varying intensities. Fire burns because three elements are present – heat, fuel and oxygen (air). Removal of any one of the three elements will prevent the development of a fire.

Fire is a chemical reaction. Disrupting the reaction itself in some way will also stop or inhibit the fire.



#### Removing Fuel

Taking away the fuel available to a fire will cause it to burn itself out. In an office environment this is accomplished by confining the fire to the point of origin and not allowing it to spread. The best way to confine a fire is to close all doors and windows around the fire.

#### Removing Oxygen

Using the example above, the confinement of the fire also causes the oxygen level in the confined fire room to decrease. In this scenario, the lack of oxygen does not extinguish the fire but it slows down the spread and converts a free-burning fire to a smoldering state.

A CO<sub>2</sub> extinguisher used on burning flammable liquids will displace the oxygen over the fire and extinguish it.

#### Removing Heat

The most common method of removing heat from a fire is with the application of water. Water, especially in a spray form, has a great capacity for absorbing heat. Water is applied using a pressurized water extinguisher or a fire hose.

#### Breaking the Chain Reaction

This method does not involve removing one of the elements of combustion. Instead this method disrupts the chemical reaction of a fire at the molecular level. This would include operation of dry chemical extinguishers. The material that is discharged disrupts the chemical process that is necessary for combustion to occur.

#### Classification of Fires

There are four classifications of fires, the classification is based on the type of material that is burning.

- |    |         |   |                                                    |
|----|---------|---|----------------------------------------------------|
| 1. | CLASS A | - | Ordinary Combustibles (paper, linen, wood, etc.)   |
| 2. | CLASS B | - | Flammable liquids (gasoline, alcohol, paint, etc.) |
| 3. | CLASS C | - | Live electrical (overheated wiring, stoves, etc.)  |
| 4. | CLASS D | - | Metals (There are no combustible metals on site.)  |
| 5. | CLASS K | - | Cooking Fires (grease, fatty oils, etc.)           |



**CLASSIFICATION OF FIRES**

<b>CLASS</b>	<b>TYPE OF FUEL</b>	<b>EXAMPLES</b>	<b>EXTINGUISHER TYPE</b>
<b>A</b>	<b>ORDINARY COMBUSTIBLES</b>	<b>PAPER, WOOD, LINEN, RUBBISH, BEDDING, DRAPES, ETC.</b>	<b>Pressurized water ABC Dry Chemical</b>
<b>B</b>	<b>FLAMMABLE LIQUIDS</b>	<b>FUEL, OIL, GASOLINE, SOLVENTS, PLASTICS, PAINT, GREASE, ETC.</b>	<b>ABC Dry Chemical CO<sub>2</sub> Halon/Substitute</b>
<b>C</b>	<b>LIVE ELECTRICAL</b>	<b>OVER-HEATED WIRING, FUSE BOXES, STOVES, MOTORS, ETC.</b>	<b>ABC Dry Chemical CO<sub>2</sub> Halon/Substitute</b>
<b>D</b>	<b>COMBUSTIBLE METALS</b>	<b>OVER-HEATED WIRING, FUSE BOXES, STOVES, MOTORS, ETC.</b>	<b>Class D</b>
<b>K</b>	<b>COOKING FIRES</b>	<b>COOKING OILS, GREASE, ETC.</b>	<b>K Class Wet Chemical</b>

Occupants are advised that, to prevent a serious fire hazard, the following should be understood and practised:

1. Do not put burning material, such as cigarettes, ashes and like material into the garbage.
2. Do not dispose of aerosol cans or flammable liquids in the garbage.
3. Practice safe cooking measures. Do not overheat any cooking utensil. Constantly attend to any deep-fat frying operations. Wear sensible clothes when cooking. Avoid dress that includes loosely hanging sleeves or highly combustible fabrics.
4. Do not use unsafe electrical appliances or frayed extension cords. Do not over-load circuitry.
5. Do not smoke anywhere within the MEC including in the underground Parking Garage.
6. No person shall intentionally disable a fire detector or fire alarm speaker so as to make it inoperable. Failure to comply will result in legal action / prosecution for the individual.
7. Fire detectors shall be maintained in operating condition.

## **TRAINING OF SUPERVISORY STAFF**

## **TRAINING OF SUPERVISORY STAFF**

### **Introduction**

The purpose of this section is to provide the trainer with background information that is relevant to training supervisory staff in the execution of their duties and responsibilities as outlined in the FSP. This information augments detailed information about fire and life safety systems and fire prevention measures presented in this section.

Employee training and orientation play a vital role in effectively carrying out the necessary emergency procedures. The benefit of developing a New Employee Fire Safety Training Orientation program is twofold.

- It ensures all staff members are made aware of their roles and tasks during a fire emergency condition so that confusion and havoc are limited.
- Well trained and organized staff will reduce evacuation time and the spread of fire and smoke, increasing the safety of all staff members, and reducing loss of life and property.

An effective fire safety program involves three main components: fire prevention, emergency response, and recovery. The Colliers International Fire Safety Program places the greatest emphasis on prevention. However, when a fire emergency does occur, both the physical environment and human element will determine the outcome. In such cases, employees are the first line of defence. In order for the FSP to protect the employees and property from fire, each employee's commitment to and enthusiasm for the program is necessary.