

Date: February 4, 2022

Attention: 4841 Yonge Street – Unit 100, Toronto, Ontario, M2N 5X2

RE: Angus Valley Montessori School – Fire Safety Plan

The enclosed Fire Safety Plan has been approved by the Toronto Fire Services.

The Toronto Fire Services approval of this plan is based upon the details and representations made therein. Any changes made after this date must be submitted to the Toronto Fire Services for approval.

It is the building owner(s) and/or their agent(s) responsibility to implement this plan as per Article 2.8.2.1. and to post the fire emergency procedures as per Article 2.8.2.5, of Ontario Regulation 213/07 (Ontario Fire Code) as amended.

Please direct inquiries to the undersigned at (416) 338-9159.

Yours truly,

A handwritten signature in cursive script that reads "Jessica Brown".

Jessica Brown

Fire Prevention Inspector

FIRE SAFETY PLAN



learn. grow. achieve.™

APPROVED

By Jessica Brown at 8:44 am, Feb 04, 2022

**ANGUS VALLEY MONTESSORI SCHOOL
4841 YONGE STREET, UNIT # 100
TORONTO, ON**

COPIES OF THIS PLAN ARE TO BE KEPT READILY AVAILABLE IN THE FIRE SAFETY PLAN BOX AND IN THE SUPERVISOR'S OFFICE.

Prepared: August 20, 2021

Revised: December 10, 2021



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FIRE CODE REQUIREMENTS

A Fire Safety Plan for this building/occupancy is required as per Division B, Section 2.8 of the Ontario Fire Code.

The subsections under this requirement require the Fire Safety Plan to be fully implemented in regards to all aspects of this plan including training 'Supervisory staff', conducting fire drills, completing maintenance requirements for the listed life safety systems, etc.

This plan has been developed to provide building occupants with instructions on how to safely and efficiently evacuate the building during a fire, to provide property management and supervisory staff with documentation that clearly defines their duties and responsibilities during a fire and everyday requirements as well as providing a useful tool to the municipal Fire Department which is to be readily available for their use during a fire emergency.

Ultimately the building **owner** is responsible for carrying out the provisions of the Ontario Fire Code. **Owner** is defined 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 Protection and Prevention Act, 1997 (Part VII, Section 28) defines the penalties associated with not complying with the Ontario Fire Code as follows; a corporation is liable to a fine of not more than \$500,000 for a first offence and \$1,500,000 for subsequent offences and an individual or director or officer of a corporation is liable to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for subsequent offences or to imprisonment for a term of not more than one year or to both.

This plan is required to be approved by the Chief Fire Official. This approval does not relieve the **owner** of their responsibilities set out in this plan. Since the Fire Safety Plan is approved as an entire document, any revisions or modifications to this document or any changes to the building that would subsequently require changes to this plan are required to be submitted to the Chief Fire Official.

The Fire Safety Plan is required to be reviewed as often as necessary but at intervals not greater than 12 months. In addition, before demolition or construction (including hot surface applications) commences in or on the building or premises, the Fire Safety Plan is required to be revised to include:

- Temporary alternative measures for the fire safety of occupants during demolition or construction, and
- Temporary procedures to control fire hazards associated with the demolition or construction including procedures to mitigate risks to adjacent buildings.

A copy of the Fire Safety Plan is required to be kept at the approved location within the building, readily available for the municipal Fire Department, supervisory staff and other personnel.

BUILDING RESOURCES - EXECUTIVE SUMMARY

CONSTRUCTION							
Year:	2021/22	Size:	10,423 ft ²	Construction:	Non-combustible		
Occupancy/Type:	A2 (Daycare)			Walls:	Drywall		
Above grade levels:	3			Floors:	Concrete		
Below grade levels:	No			Exterior:	Glass & metal siding		
ACCESS							
Primary Access:	Main entrance (north)			Fire route:	No		
Secondary Access:	N/A			FSP/Key box:	Yes		
Alternate Access:	N/A			Roof Access:	Yes		
FIRE ALARM SYSTEM							
Type:	Two-stage		FD Handsets:	Yes			
FACP:	Base building ground level (NW)		Voice comm.	Yes			
Annunciator:	N/A		Smoke Control:	Smoke exhaust fan			
WATER SUPPLY							
Main valve:	Base bldg. P1 level		Municipal hydrant:	Yes			
FDC:	Three (3)		Private hydrant:	No			
SPRINKLER AND STANDPIPE SYSTEMS							
Sprinkler: (SP)	Wet:	Yes		Standpipe: (ST)	Class:	3	
	Dry:	No			Hose:	100 FT	
	Pre-action:	No			Extinguisher:	5/10 lb ABC	
	Glycol:	No		Fire pump:	Base building P1 level		
Control valves:	Base building P1 level						
EMERGENCY POWER							
Battery-packs:	Yes			Generator:	Base building (2 nd floor)		
FACP:	Yes			Fuel:	Diesel		
ELEVATORS							
Passenger:	No	Service:	No	Red hat:	Yes	Yellow hat:	No
EMERGENCY SHUT-OFFS							
Electrical:	Base bldg. P1 level			Gas:	North and South sides of the bldg.		
EXITS							
Exterior Exits:	4			Maglocks:	Yes		
Stairwells:	2			Door hold open devices:	No		

AUDIT OF BUILDING RESOURCES

GENERAL BUILDING INFORMATION

4841 Yonge Street Unit #100 is a 3-storey tenant unit located in the Yonge Sheppard Centre tenanted by Angus Valley Montessori School (AVMS). AVMS is an early education and child care facility. Access to AVMS is directly from the exterior on the north side of the building.

The tenant unit is comprised of non-combustible construction including drywall partitions, concrete floors and glass and metal exterior.

This fire safety plan has been prepared for the AVMS only and does not include the base building which has a separately approved fire safety plan. Information regarding base building systems (i.e. sprinkler systems, fire pumps, generator, etc.) can be found in the base building fire safety plan. In addition, alternate measure procedures related to all systems other than fire extinguishers and the cooking suppression system.

GENERAL FLOOR INFORMATION

The 1st floor consists of a stroller space, reception area, toddler room (#1), infant/toddler room (#2), staff room, janitor room, laundry room, sleeping area, supervisors office, library/arts room, sick room and washrooms.

The 2nd floor consists of a storage room, two pre-school rooms (#3, #4), a toddler room (#5), school age/pre-school room (#6), staff closets, and washrooms.

The 3rd floor consists of a kitchen, two toddler/pre-school rooms (#7, #8), storage area, outdoor play areas, outdoor toy storage and washrooms.

There are eight (8) classrooms in total which include:

- Infant (#2) - Younger than 18 months,
- Toddler (#1, 2, 5, 7, 8) - 18 months to 3 months,
- Pre-school Junior (#3, 4) - 18 months to 30 months,
- Pre-school Senior (#6) - 31 months to 5 years.

HOURS OF OPERATION

AVMS operates from 7:00 a.m. to 6:30 p.m., Monday to Friday. Access to the unit after hours is via card or key access.

AUDIT OF BUILDING RESOURCES

FIRE DEPARTMENT ACCESS & FIRE ROUTE

The Fire Department can access the tenant unit building using the main entrance located off of Greenfield Avenue.

There is no designated fire route. Fire department response is via the municipal streets.

There is a fire safety plan box is located in the main entrance vestibule of the unit.

DESIGNATED ASSEMBLY AREA

Primary Area - Teachers/staff and children evacuating the building will meet east of the unit on the south side of Greenfield Avenue. Once children have been accounted for, staff and children can relocate as necessary. Fire Department access to the building must remain clear.

Secondary Area - Teachers/staff will relocate (location to be determined) during inclement weather on other situations (as necessary).

FIRE ALARM SYSTEM

The building is equipped with an Edwards EST-3 single stage fire alarm system, including one-way and two-way (Fire Department handsets) voice communication systems. The system is monitored by a central monitoring station.

There is a DGP (transponder) panel located in the ground floor staff room within the unit. The main control panel is located within the base building.

Upon activation of an initiating device (i.e. manual pull station, smoke detector, etc.) the 1st stage alert signal will sound throughout the space. The 2nd stage evacuation signal can be activated by operating a key switch in a manual pull station, expiration of the 5-minute timer (system not acknowledged) or operation of the general evacuation switch at the control panel. (Note: base building management is responsible for operation of the fire alarm system including switching the system to 2nd stage (evacuation) as required.

The fire alarm system is activated manually (m) or automatically (a) by the following devices:

- Smoke detectors (a),
- Heat detectors (a),
- Manual pull stations (m),
- Sprinkler system (a),
- Commercial cooking suppression system (a & m).

AUDIT OF BUILDING RESOURCES

FIRE ALARM SYSTEM (Cont'd)

The following functions will occur upon activation of the fire alarm system:

- A signal is sent to the fire alarm monitoring company,
- The fire alarm signals sounds as previously noted,
- Heating, ventilation & air conditioning (HVAC) systems shut down,
- All elevators will return to the ground floor (or alternate),
- Electromagnetic locking devices will release.

The system is provided with emergency power by batteries located in the FACP and/or an emergency generator (Base-building).

SMOKE AND CARBON MONOXIDE ALARMS

Smoke alarms are installed in classroom and sleeping room. A CO alarm is installed in the kitchen area.

TWO-WAY EMERGENCY VOICE COMMUNICATION

Two-way emergency voice communication (Fire Department handsets) are provided adjacent to each stairwell door on each floor.

ONE-WAY EMERGENCY VOICE COMMUNICATION

One-way emergency voice communication (paging) is provided throughout the unit on each floor. Messages cannot be used for the first 60 seconds from initial activation of the fire alarm system due to a programmed time delay. Voice communication messages will be made by base building management.

ELECTROMAGNETIC LOCKING DEVICES

Electromagnetic locking devices (maglocks) are located at select stairwell doors.

In a normal situation, these devices restrict access to the building or certain areas within the building. Upon activation of the fire alarm system all maglock devices are automatically released.

AUDIT OF BUILDING RESOURCES

SPRINKLER SYSTEMS

The entire unit is sprinklered using a wet-pipe sprinkler system.

All sprinkler riser control valves are electrically supervised by the fire alarm system, and are located within the five (5) sprinkler rooms on P1 level in 4841 Yonge St.

STANDPIPE SYSTEM

A Class 3 wet standpipe system is provided throughout the unit. Two (2) fire hose cabinets are located on each floor level.

Class 3 standpipe consists of a 1½ in (38 mm) and 2½ in (65 mm) hose connection outlets. In addition, each cabinet includes 100 ft (30 m) of hose and what type of fire extinguisher.

The main control shut off valves are located in the P1 level of 2 Sheppard Avenue East.

FIRE DEPARTMENT CONNECTIONS

There are three (3) sprinkler/standpipe Fire Department (Siamese) connections that serve the entire site.

FIRE PUMPS

Fire pump information can be found in the base building fire safety plan.

FIRE HYDRANTS

There are municipal hydrants located on the east side of Yonge Street, north side of Greenfield Avenue, east side of Doris Avenue and north side of Sheppard Avenue East.

COMMERCIAL COOKING SUPPRESSION SYSTEM

A wet chemical commercial cooking suppression system protects the cooking surface in the 3rd floor kitchen. This system is activated manually by a manual pull station located adjacent to the cooking area or automatically via fusible link.

Activation of this system causes an alarm signal to be sent to the main building fire alarm system.

AUDIT OF BUILDING RESOURCES

FIRE EXTINGUISHERS

There are 5lb ABC dry chemical fire extinguishers located in the fire hose cabinets and strategically located throughout the space. In addition, a Class K fire extinguisher is located in the kitchen area.

EXITS

There are 4 exterior exits and 2 exit stairwells located as follows:

Exterior Exits

- Exit No. 1 - Main entrance to the unit located on the north side of the building.
- Exit No. 2 - Exit from Stairwell E2 located on the north side of the building.
- Exit No. 3 - Exit from Stairwell E located on the north side of the building.
- Exit No. 4 - Exit from Stairwell F located on the north side of the building.

Exit Stairwells

- Stairwell E/E2 - Serves all three (3) floors and exits directly to the exterior (Exit #2/3)
- Stairwell F - Serves all three (3) floors and exits directly to the exterior (Exit #2/3)

ELEVATORS

There is one elevator serving the unit (#11). The elevator serves all floor levels. The elevator machine room is located on the 3rd floor.

All elevators are equipped with floor selection, open/close and alarm buttons, emergency key switch and emergency telephone/intercom.

Upon activation of the fire alarm system, the elevator will return to the ground floor. If the fire alarm system is activated on the ground floor, the elevators will recall to the alternate recall floor.

AUDIT OF BUILDING RESOURCES

EMERGENCY POWER

Emergency power is supplied to the building by a base building diesel generator. The generator provides emergency power to the following systems:

- Emergency lighting,
- Exit signs,
- Fire alarm system.

UTILITIES

Main Water Shut-off Valve

The main water shut-off valves are located in the base building P1 level.

Main Gas Shut-off Valve

The main gas valves are located on the north and south sides of the building.

Hydro Disconnect Switch

The main hydro disconnect switch is located in the base building P1 level transformer vault.

OCCUPANT LOAD

Maximum occupant loads for each room/area are as follows:

Room Name	Maximum occupant Load
Room #1 - Toddler Room	14 kids and 3 teachers
Room #2 - Infant Room	10 kids and 3 teachers
Room #3 - Pre-School (Senior)	24 kids and 3 teachers
Room #4 - Pre-School (Junior)	24 kids and 3 teachers
Room #5 - Toddler Room	15 kids and 3 teachers
Room #6 - School Age Group/ Pre-School	26 kids and 2 teachers
Room #7 - Toddler/ Pre-School Room	16 kids and 3 teachers
Room #8 - Toddler/ Pre-School Room	16 kids and 3 teachers
Total	145 kids, 23 teachers
Play Area #1	15 kids and 3 teachers
Play Area #2	15 kids and 2 teachers
Play Area #3	16 kids and 2 teachers

Total occupant load is 168 (145 kids and 23 teachers).

Maximum occupancy of playground is 47 Kids and 7 Teachers (Total: 54).

AUDIT OF HUMAN RESOURCES

This page is to be updated as changes occur and is not required to be resubmitted to the Chief Fire Official.

BUILDING INFORMATION	
Address:	Yonge Sheppard Centre 4841 Yonge Street North York, ON M2N 5X2

Building Owner Information

BUILDING OWNER			
Company Name:	RioCan	Address:	4841 Yonge Street Toronto, ON M2N 5X2
Tel.:	416-226-5151		

Fire Alarm Monitoring - Arranged by base building management

Tenant Information

TENANT			
Company Name:	Angus Valley Montessori Schools Inc.	Address:	4841 Yonge St. North York, ON M2N 5X2
Tel.:	1-833-819-AVMS (2867)		

DAY CARE SUPERVISOR			
Tel.:	TBD	Hours:	7:00 a.m. - 6:30 p.m., M-F
Cell:	TBD	On site/call:	On site and on call

TEACHERS & STAFF			
Tel.:	TBD	Hours:	7:00 a.m. - 6:30 p.m., M-F
		No. of staff:	23

CHILDREN/STAFF RATIOS			
Total no. of students/teachers:	145/23	Pre-School (Senior):	24/3
Toddlers:	29/6	Pre-School (Junior):	24/3
Infants:	10/3	Toddler/Pre-School:	32/6
School Age:	26/2		

RESPONSIBILITIES OF SUPERVISORY STAFF

BUILDING OWNER/TENANT

The responsibilities of the Building Owner (RioCAN) and the Tenant (AVMS) are defined in the responsibilities of supervisory staff section.

Owner in the Ontario Fire Code is defined 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.”*

SUPERVISORY STAFF

The following list of persons/positions (supervisory staff) are responsible for day-to-day administrative duties (as defined under the Responsibility of Supervisory Staff section) and/or responding to fire emergencies (as defined under the Emergency Procedures - Supervisory Staff section). Not all supervisory staff members have day to day administrative duties and/or respond to fire emergencies.

- Building Owner Representative
- Day Care Supervisor (Evacuation Coordinator)
- Day Care Teachers and Staff

The Ontario Fire Code defines supervisory staff as, “those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.”

Refer to the “Organizational Chart” for structure of supervisory staff during a fire emergency.

EVACUATION COORDINATOR (DAY CARE SUPERVISOR)

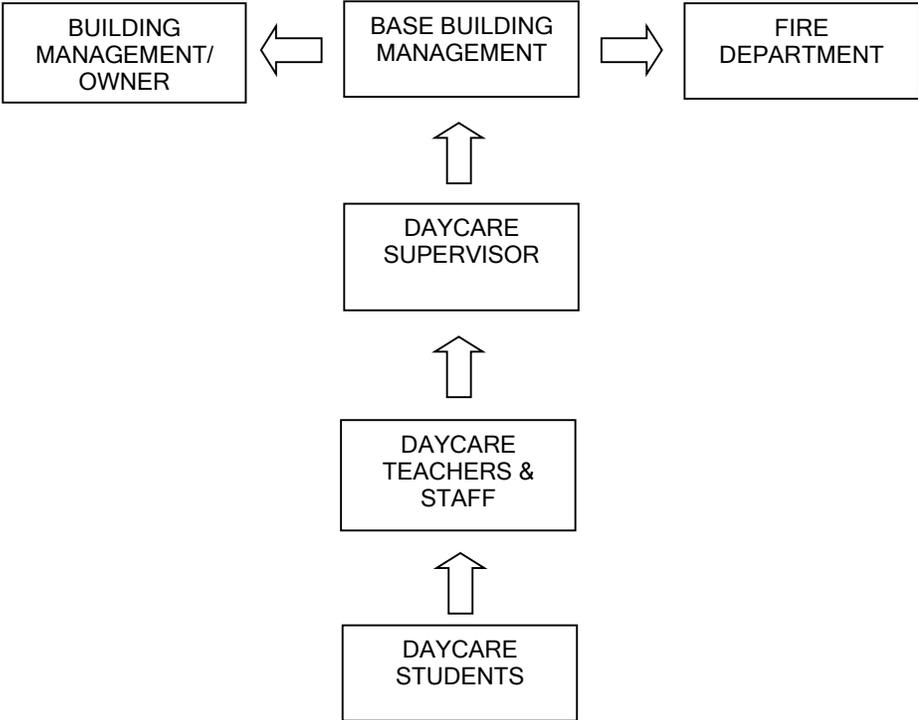
The Evacuation Coordinator is the person designated as the main contact for the tenant unit who is responsible for overseeing the evacuation. This person will coordinate the evacuation of children and staff and report to the Emergency Coordinator for the base building (or directly to the fire department as required).

BUILDING OWNER REPRESENTATIVE

The Building Owner Representative is responsible for addressing the fire alarm and sprinkler systems including operation of, alternative measures, maintenance and resetting.

RESPONSIBILITIES OF SUPERVISORY STAFF

ORGANIZATIONAL CHART - DURING A FIRE EMERGENCY



RESPONSIBILITIES OF SUPERVISORY STAFF

TRAINING

Training is an integral part of fire safety planning. It informs both supervisory staff and building occupants of procedures to be taken during a fire emergency and daily requirements of supervisory staff.

All Daycare supervisory staff should receive the following training (as appropriate to their position):

- Fire alarm system (operation of and device locations).
- One-way voice communication system (general operation).
- Two-way voice communication system (general operation).
- Electromagnetic locking devices (general operation).
- Sprinkler systems (general operation).
- Standpipe systems (locations).
- Commercial cooking suppression systems (manual activation and operation).
- Emergency lighting.
- Elevators (recall).
- Fire Department access (location, keys and procedures).
- Procedures to be followed during an emergency.
- Procedures for evacuating persons requiring assistance.
- Operation of portable fire extinguishers.

Note: Supervisory staff are required to be instructed in the fire emergency procedures before they are given any responsibility for fire safety.

RESPONSIBILITIES OF SUPERVISORY STAFF

BUILDING OWNER

The Building Owner is responsible for ensuring that all requirements in the Ontario Fire Code are met including the following:

- Ensure that supervisory staff are appointed and organized.
- Ensure that the building and life safety systems are properly maintained. This includes ensuring that all checks, tests and inspections as prescribed by the Ontario Fire Code are completed as required and records of testing are maintained on site.
- Ensure that during the shut-down of fire protection equipment in the building, alternate measures as described in this plan are provided.
- Ensuring that the fire department connections are kept clear and accessible for Fire Department use at all times.

Refer to the base building fire safety plan for a complete list of responsibilities.

RESPONSIBILITIES OF SUPERVISORY STAFF

TENANTS (Angus Valley Montessori School)

Although the Building Owner is responsible for ensuring that the fire safety plan is implemented within the building, Angus Valley Montessori School is responsible for ensuring that the provisions of this plan are implemented within the unit, including the following:

- Comply with all requirements in the Ontario Fire Code as applicable to your space.
- Ensure that all employees are trained for fire safety including evacuation procedures, sounds of the fire alarm signals, location of the designated assembly area, exit locations, fire prevention, etc. New employees should be trained during their initial orientation training session.
- Ensure that any fire hazards, unsafe conditions or equipment deficiencies (i.e. exit lights are not illuminated) are immediately addressed and corrected.
- Ensure that the evacuation of children requiring special assistance is addressed prior to an emergency.
- Ensure that an assembly area is designated for children, staff and visitors to congregate at, after they have evacuated the building. This location must be a minimum of 150 m (500 feet) away from the building.
- Ensure that the fire protection and life safety equipment is properly maintained. This includes ensuring that all checks, tests and inspections as prescribed by the Ontario Fire Code are completed as required and records of testing are maintained on site.
- Ensure that procedures are provided for the safe evacuation of all visitors

Note: Owner in the Ontario Fire Code is defined 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.”*

RESPONSIBILITIES OF SUPERVISORY STAFF

DAYCARE SUPERVISOR

The Daycare Supervisor is responsible for the implementation of the fire safety plan on behalf of the tenant and is responsible for:

- Selecting and training a person who is capable of fulfilling your role, during your absence.
- Knowing their duties and responsibilities in the plan and responding to all fire alarm conditions while in the building.
- Ensuring that all supervisory staff in the daycare are provided with a copy of the appropriate handouts from this plan and are trained in their duties and responsibilities, including the operation of the fire alarm and fire protection systems. New employees should be trained during their initial orientation training session.
- Ensure that any employees and students who require special assistance to evacuate the building are identified in advance of an emergency and provisions are made for their evacuation during a fire emergency.
- Conducting internal monthly fire drills with supervisory staff/children as described in this plan (refer to the Fire Drills section). Participating in the annual fire drill scheduled by base building management.
- Ensuring that all maintenance requirements for life safety systems applicable to the daycare as prescribed within the Ontario Fire Code, including checks, tests and inspections are completed as required (refer to Maintenance Schedule section).
- Ensuring that the Fire Safety Plan is reviewed annually and any revisions are completed and approved by the Fire Department.
- Ensuring that all issues regarding fire hazards, unsafe equipment or equipment deficiencies reported are addressed immediately.
- Practicing fire prevention (refer to the Fire Prevention section).
- Ensuring that all signage as required in the tenant unit are posted and maintained (i.e. emergency posted instructions, fire protection equipment, etc.).

RESPONSIBILITIES OF SUPERVISORY STAFF

DAYCARE SUPERVISOR (Cont'd)

- Knowing the following:
 - locations of and how to operate the fire alarm system,
 - the sounds of the fire alarm signals,
 - exit routes,
 - location of the designated assembly area.
- Having immediate access to the tenant unit and appropriate keys/card access.
- The Daycare Supervisor can delegate responsibilities to staff members including:
 - performing fire drills,
 - staff training, etc.

Although the Daycare Supervisor can delegate such responsibilities, overall responsibility to conform the completion of such tasks remains the responsibility of the Daycare Supervisor.

RESPONSIBILITIES OF SUPERVISORY STAFF

DAY CARE TEACHERS & STAFF

- Knowing their duties and responsibilities within this plan and responding to all fire alarm conditions while in the building.
- Knowing the following:
 - the sound of the fire alarm signals,
 - exit routes,
 - location of the designated assembly area.
- Participating in fire drills.
- Ensuring that all issues regarding fire hazards, unsafe equipment or equipment deficiencies are reported immediately.
- Practicing fire prevention (refer to the Fire Prevention section).

EMERGENCY PROCEDURES - SUPERVISORY STAFF

Emergency procedures for supervisory staff are categorized as follows:

- Upon discovering smoke or fire.
- Upon hearing a 1st stage (alert) signal.
- Upon hearing a 2nd stage (evacuation alarm) signal.

UPON DISCOVERING SMOKE OR FIRE

If you discover smoke or fire:

- Immediately leave the fire area, notifying any persons in the immediate area.
- Ensure that doors to the fire area are closed.
- Activate the fire alarm system by pulling the nearest fire alarm pull station.
- If safe to do so, perform your emergency duties as defined in the Emergency Procedures section of this plan.
- Use the nearest exterior exit or exit stairwell to evacuate the building. Do not use the elevator. If you encounter smoke or fire, use an alternate exit.
- Call the Fire Department at 911 from a safe location. Advise them of building address and location of the fire (i.e. 4841 Yonge Street, Unit #100).
- Proceed to your designated assembly area.
- Do not return to the building until the Fire Department has declared the “all clear”.
- Remain calm.

EMERGENCY PROCEDURES - SUPERVISORY STAFF

TESTING DOORS FOR HEAT, FIRE OR SMOKE

- Before opening any door, test the door for heat using the back of your hand against the door. Look for smoke around the edges of the door.
- If the door is hot or smoke is seen around the edges of the door, leave the door closed and unlocked.
 - If you are in a room or office with no other exit, remain where you are and call the Fire Department at 911, identifying your location.
 - Otherwise use an alternate exit to evacuate the area.
- If the door is not hot, brace yourself against the door, opening slightly. If you feel a hot draft or air pressure, close the door immediately, leaving it unlocked.
- If the door is not hot, you did not feel a hot draft or air pressure, and if the area is clear of smoke or fire, supervisory staff shall fulfil their emergency procedures as prescribes within the fire safety plan.

DEFENDING IN PLACE

If no additional exit is available, you are unable to use an alternate exit or you are trapped:

- Return to an office or safe location and close the door, leaving it unlocked.
- Call the Fire Department at 911 and inform them of your location.
- Seal off all openings which may admit smoke (i.e. door edges, vents, etc.).
- If smoke enters the rooms, crouch low to the floor.
- Wait for Fire Department arrival and listen for instructions.
- Remain calm.

EMERGENCY PROCEDURES - SUPERVISORY STAFF

UPON HEARING A 1ST STAGE (ALERT) FIRE ALARM SIGNAL

DAYCARE SUPERVISOR (EVACUATION COORDINATOR)

The Daycare Supervisor (providing it is safe to do so) will:

- Ensure teachers and kids are preparing to evacuate by suspending activities until the fire alarm condition has been resolved.
- Check your unit or ensure teachers are checking their immediate area for fire or smoke including office areas, classrooms, lunch room, washrooms, sleeping room, etc.
- **If fire or smoke is found:**
 - Leave the area immediately.
 - Activate the nearest fire alarm pull station to alert all other staff and children.
 - Fulfil your emergency duties, if safe to do so.
- **Before opening any door:**
 - Check the door for heat using the back of your hand against the door and look for smoke around the edges of the door.
 - If the door is hot or smoke is seen around the edges of the door, do not open the door. Direct occupants to an alternate exit until the area has been evacuated (while safe to do so).
 - If the door is not hot, brace yourself against the door and open slightly. If heat or air pressure is felt, immediately close the door and direct staff and children to an alternate exit until the area has been evacuated (while safe to do so).
- If no smoke or fire was found, monitor the situation until the fire alarm signals are silenced or there is a change in the fire alarm signals (from 1st stage (alert) to 2nd stage (evacuation)). If for any reason, you decide to evacuate the building before hearing the 2nd stage (evacuation) alarm, follow the duties listed under “Upon Hearing a 2nd stage Fire Alarm Signal”. Notify occupants directly and advise them to evacuate.

Note: Do not activate the fire alarm system using a manual pull station if no fire or smoke is seen in your unit.

EMERGENCY PROCEDURES - SUPERVISORY STAFF

UPON HEARING A 2ND STAGE (EVACUATION ALARM) FIRE ALARM SIGNAL

DAYCARE SUPERVISOR (EVACUATION COORDINATOR)

The Daycare Supervisor (providing it is safe to do so) will:

- Immediately start evacuating the day care area.
- Ensure that the Fire Department has been contacted at 911 and that they will attend the Fire Department response point.
- Oversee the evacuation of all children and assist as required.
- Ensure that any staff or children requiring special assistance to evacuate the building are assisted.
- Ensure that staff and children are located away from the building and are not blocking access routes and equipment.
- Ensure that access to the tenant unit is restricted so that no persons can re-enter the building until the Fire Department has declared the “all clear”.
- Meet with the base building Emergency Coordinator and relay information (or Fire Department personnel when they arrive on site). Provide access to the building as required.
- Ensure that teachers and staff report if any children were not accounted for.

If advised that a fire condition does not exist or if the alarm condition has been resolved:

- Permit employees to re-enter the building (upon approval from the Fire Department).
- Follow instructions from the Fire Department.

Children and staff members will not stop to obtain jackets, shoes, extra clothing, etc. during the evacuation.

EMERGENCY PROCEDURES - SUPERVISORY STAFF

UPON HEARING A 1ST STAGE (ALERT) FIRE ALARM SIGNAL

DAYCARE TEACHERS & STAFF

The Daycare Teachers & Staff (providing it is safe to do so) will:

- Suspend all activities and prepare to evacuate until the fire alarm condition has been resolved.
- Check your unit or ensure teachers are checking their immediate area for fire or smoke including office areas, classrooms, lunch room, washrooms, sleeping room, etc.
- **If fire or smoke is found:**
 - Leave the area immediately.
 - Activate the nearest fire alarm pull station to alert all other staff and children.
 - Fulfil your emergency duties, if safe to do so.
- **Before opening any door:**
 - Check the door for heat using the back of your hand against the door and look for smoke around the edges of the door.
 - If the door is hot or smoke is seen around the edges of the door, do not open the door. Lead children to an alternate exit until the area has been evacuated (while safe to do so).
 - If the door is not hot, brace yourself against the door and open slightly. If heat or air pressure is felt, immediately close the door and lead children to an alternate exit until the area has been evacuated (while safe to do so).
- If the fire alarm signal changes to 2nd stage (evacuation) signal, follow the duties listed under “Upon Hearing a 2nd stage Fire Alarm Signal”.

EMERGENCY PROCEDURES - SUPERVISORY STAFF

UPON HEARING A 2ND STAGE (EVACUATION ALARM) FIRE ALARM SIGNAL

DAYCARE TEACHERS & STAFF

The Daycare Teachers & Staff (providing it is safe to do so) will:

- Obtain the attendance records and bring with you to the designated area.
- Where safe to do so, quickly line up children at the classroom or playground door with one (1) teacher/staff member at the front of the line to lead the children to the designated assembly area and one (1) teacher/staff member at the back of the line to ensure that no children are left behind.
- Teachers and staff evacuating infants will ensure that the evacuation crib will be used.
- Immediately evacuate all children from their classroom/area/playground. When evacuating the 2nd and 3rd floors using the stairwells, ensure that one teacher/staff member enters the stairwell first and the last person entering the stairwell is a teacher/staff member.
- Conduct a search of the classroom/area/playground to ensure that no children have been left behind. Ensure that children and employees requiring special assistance are evacuated from your unit.
- Evacuate the building and attend the designated assembly area. Teachers/staff should organize students by classroom.
- Conduct a head count of children in their classroom/area/playground using the attendance records.
- Report the status of the evacuation for your classroom to the Daycare Supervisor or directly to the Fire Department including if any staff or children were not accounted for or left in the Daycare area.
- Follow instructions from the Fire Department.
- Do not return to the building until the Fire Department has given the “all clear”.

Children and staff members will not stop to obtain jackets, shoes, extra clothing, etc. during the evacuation.

EMERGENCY PROCEDURES - SUPERVISORY STAFF

UPON HEARING A 1ST STAGE (ALERT) OR 2ND STAGE (EVACUATION ALARM)
FIRE ALARM SIGNAL

CONTRACTORS

Contractors (providing it is safe to do so) will:

- Immediately cease activities and evacuate the building using the nearest exit stairwell or exterior exit.
- Attend the designated assembly area.
- Follow instructions from the Fire Department.
- Do not return to the building until the Fire Department has given the “all clear”.

FIRE PREVENTION

Fire prevention is the best way to reduce the chances of fire occurring. Most times, fire occurs due to human error or carelessness. It is important that everyone in the workplace take responsibility for fire prevention by reporting any hazards to the Daycare Supervisor.

The following are basic fire prevention tips that will make for a safer work environment.

Electrical Hazards

- Replace any electrical cords which have cracked insulation or broken connectors.
- Use only CSA approved power bars.
- Ensure power bars are not plugged in to one another.
- Extension cords are designed for temporary use only. Do not run extension cords under doorways or carpets. Avoid plugging in more than one extension cord into an outlet.
- Installation or repairs to permanent wiring should be completed by a certified electrician.
- Do not store combustible materials in service rooms or within 1 m (3 feet) of electrical panels not located in service rooms.
- Electrical outlets must remain clear of storage.
- Temporary wiring is not permitted where it presents a fire hazard.

Storage

- Do not obstruct sprinkler heads. A minimum clearance of 457 mm (18 in) is required.
- Combustible storage is not permitted in service rooms (i.e. electrical rooms, etc.), service spaces, elevator shafts, ventilation shafts, stairwells, concealed spaces, (i.e. ceiling spaces, etc.), means of egress or on the roof.
- Dumpsters storing combustible materials are required to be located so that they do not create a fire hazard to the building.

General Hazards

- Smoking is not permitted in this facility. Ensure that appropriate signage is posted.
- Fire and stairwell doors are to remain closed at all times.
- All exits and access to exits (i.e. hallways, corridors, aisles, etc.) are required to remain unobstructed.
- Do not hang anything from a sprinkler head.
- Abandoned optical fibre cables and electrical wires and cables with combustible insulation, jackets or sheaths and non-metallic raceways are required to be removed from a plenum, except where such items are permanently enclosed, removal would disturb the structure or finish of the building, where removal could affect the performance of the cables in use or the plenum is sprinklered.

FIRE PREVENTION

Cooking

- Ensure that commercial cooking hoods, duct work and associated equipment is cleaned regularly (as required by code) so as not to collect a build up of grease.

Day-Care Centres

- Combustible artwork and teaching materials that are attached to walls shall not exceed 20 percent of the area of the walls.
- Waste receptacles shall be made of non-combustible materials.
- Flammable and combustible liquids shall be stored in conformance with Part 4 and in areas inaccessible to children.
- Where children with disabilities are cared for, sufficient staff shall be present at all times during the period the children are in the centre to escort them to safety in the event of a fire emergency.

FIRE EXTINGUISHMENT CONTROL OR CONFINEMENT

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

Only after ensuring everyone has evacuated the area, the fire alarm system has been activated and the Fire Department has been notified, should a person that has been properly trained on how to use a fire extinguisher attempt to extinguish a small fire. This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of one (1) portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building and await the arrival of the Fire Department.

General Information

There are four (4) classifications of fires applicable to this building, as follows:



CLASS A - Combustible materials (e.g. paper, wood, cloth, etc.)



CLASS B - Flammable liquids & gases



CLASS C - Energized Electrical Equipment



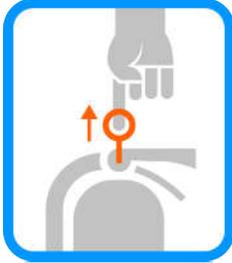
CLASS K - Cooking Media

Training

Training personnel on the use of fire extinguishers should include adopting an annual training program, where selected individuals are provided with hands on training in the use of portable fire extinguishers.

FIRE EXTINGUISHMENT CONTROL OR CONFINEMENT

SUGGESTED OPERATION OF A PORTABLE FIRE EXTINGUISHER (PASS METHOD)



PULL - the safety pin by grabbing the ring and twisting.



AIM - the nozzle (hose or horn) at the base of the fire (standing back 8 to 10 ft).



SQUEEZE - the handle releasing the agent.



SWEEP - the hose from side to side while discharging.

Only extinguish a fire when:

- The fire is small and confined to the immediate area where it started (i.e. wastebasket).
- Occupants have been alerted and are leaving the building (fire alarm has been activated).
- 911 has been called.
- There is a clear escape route that won't be blocked by fire.
- You are trained in the use and operation of fire extinguishers.

Note: Ensure that the fire extinguisher is rated for the type of fire and is in good working order. Never use more than one (1) fire extinguisher to put out the fire.

ALTERNATE MEASURES

Base building management is responsible for alternate measures required for fire alarm, sprinkler, standpipe and emergency power. Refer to the base building fire safety plan. Alternate measures within this section relate to the unit only.

In the event of the shut-down of the commercial cooking suppression system the Toronto Fire Services and supervisory staff are required to be notified. All alternate measures must be acceptable to the authority having jurisdiction.

SYSTEM SHUT-DOWN - 24 HOURS OR LESS

1. Notify the Toronto Fire Services at tel.: 416-338-9000 prior to system shut-down.
2. If the shutdown is not intentional, contact the service provider.
3. Ensure supervisory staff and occupants are informed of the shut-down.
4. Contact the monitoring company prior to system shut-down.
5. Conduct a fire watch of the affected area(s).
6. Contact the monitoring company once the system has been returned to normal.
7. Notify the Toronto Fire Services when the system has been returned to normal.

SYSTEM SHUT-DOWN - LONGER THAN 24 HOURS

Shut-down of any fire protection equipment systems longer than 24 hours requires written notice to the Toronto Fire Services.

1. Notify the Chief Fire Official in writing (fax: 416-338-9009) including the following information:
 - (a) how long the system will be shut down for,
 - (b) what alternate measures will be taken.
2. Ensure supervisory staff and occupants are informed of the shut-down.
3. Notify the Toronto Fire Services at tel.: 416-338-9000 prior to system shut-down.
4. Contact the monitoring company prior to system shut-down.
5. Conduct a fire watch of the affected area(s).
6. Contact the monitoring company once the system has been returned to normal.
7. Notify the Toronto Fire Services when the system has been returned to normal.

Supervisory staff are required to be notified in advance of the shut-down of the cooking suppression system.

ALTERNATE MEASURES

COMMERCIAL COOKING SUPPRESSION SYSTEM (Daycare)

If the commercial cooking suppression system is shut-down, all cooking operations are required to be suspended until the system is restored.

FIRE EXTINGUISHERS (Daycare)

If a fire extinguisher is removed for servicing, it must be replaced with a temporary fire extinguisher meeting the same type and rating requirement.

EXITS (Daycare/Building Owner)

If an exit is blocked or deemed unavailable for use (during construction), existing exit signs are to be covered so as not to be confused as an available exit, and temporary signage must be installed clearly identifying the nearest exits. Temporary emergency procedures should be prepared and provided to supervisory staff and building occupants. Any changes to exiting should be discussed with the Toronto Fire Services in advance.

ELECTROMAGNETIC LOCKING DEVICES (Daycare/Building Owner)

During a fire alarm shut-down the electromagnetic locking system and door hold devices must be disengaged. All doors equipped with maglocks are required to be unlocked. Once the fire alarm system has been returned to normal, the electromagnetic locking system can be restored.

POSTED INSTRUCTIONS

EMERGENCY PROCEDURES TO BE POSTED AND MAINTAINED
ON EVERY FLOOR LEVEL

IN CASE OF FIRE

UPON DISCOVERY OF FIRE OR SMOKE

- Leave the area immediately.
- Close doors behind you.
- Activate a fire alarm pull station.
- Leave the building by the nearest exit.

**Call the FIRE DEPARTMENT
DIAL 911**

UPON HEARING FIRE ALARM

IF CONTINUOUS SIGNAL

- Leave the building by the nearest exit.
- Close doors behind you.

IF INTERMITTENT SIGNAL

- Standby and prepare to leave the building.

CAUTION

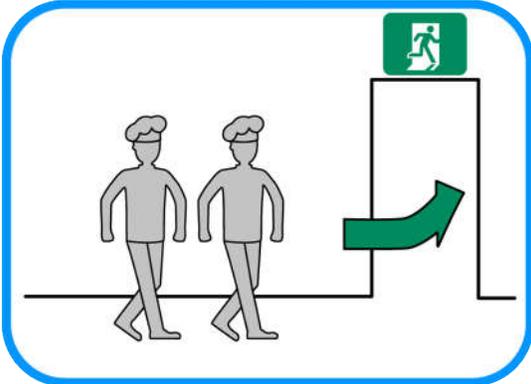
- If you encounter smoke, use an alternate exit.

REMAIN CALM

POSTED INSTRUCTIONS

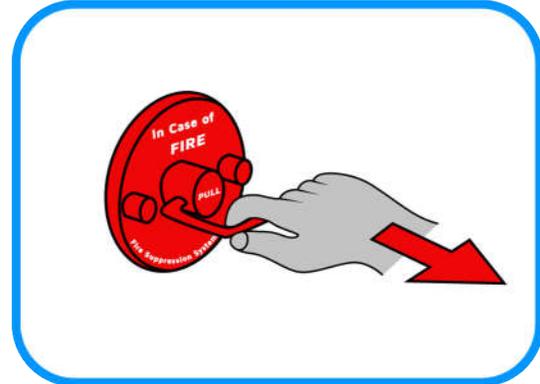
OPERATION OF COMMERCIAL COOKING SUPPRESSION SYSTEMS

STEP 1



Notify staff to evacuate the area.

STEP 2



If the cooking suppression system has not automatically activated, operate the system manually as follows:

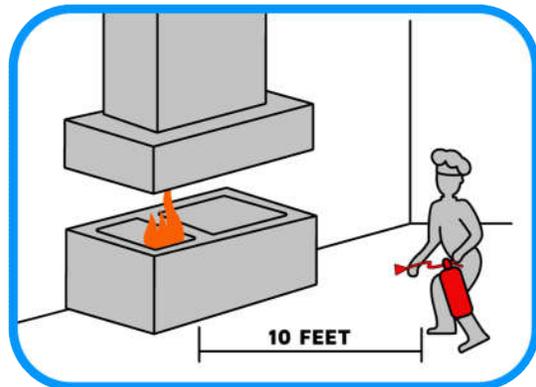
- Pull the handle or ring of the manual pull station straight out with enough force to activate the system.
- Once the fire suppression system is actuated, the fuel supply to the cooking appliances will shut off.

STEP 3



Call the Fire Department: **DIAL 911.**

STEP 4



If safe to do so, stand by with an appropriate fire extinguisher. If required, extinguish the fire (and if safe to do so) as follows:

Pull - the safety pin.

Aim - the nozzle.

Squeeze - the handle.

Sweep - from side to side.

CAUTION

Do not attempt to extinguish a grease fire with a portable fire extinguisher before the fire suppression system has automatically or been manually operated. Do not attempt to use a Class ABC, Multipurpose, Dry Chemical, CO₂, or Water type fire extinguisher in/on an appliance with burning cooking oil or grease.

POSTED INSTRUCTIONS

No Smoking

Areas where smoking is not permitted are required to be identified by signs (as defined in the OFC).

Fire Hose Cabinets

All fire hose cabinets (except for dry standpipe hose connections) are required to be equipped with a sign that states "FIRE HOSE FOR USE BY TRAINED PERSONS ONLY".

Commercial Cooking Suppression System

Operating and maintenance instructions for a commercial cooking suppression system shall be posted in proximity to the equipment and near the manual controls (where provided).

Commercial Cooking Suppression System - Fire Extinguishers

A placard identifying the use of the extinguisher as secondary backup means to the automatic fire-suppression system shall be conspicuously placed near each portable fire extinguisher intended to be used for protection in the cooking area.

FIRE DRILLS

NUMBER OF REQUIRED DRILLS

Day Care - The Ontario Fire Code requires Day Care facilities to conduct fire drills monthly (at a minimum).

The fire drill procedures shall be prepared in consultation with the Chief Fire Official.

SUPERVISORY STAFF & OCCUPANT PARTICIPATION

Employees and children are required to participate in all fire drills.

ACCIDENTAL FIRE ALARMS AND FIRE INCIDENTS

Fire Officials may consider an accidental alarm activation or fire incident to be a fire drill. However, the following provisions must be met:

- Thorough analysis of incident,
- Assessment of emergency response by supervisory staff,
- Documented outcomes,
- Implementation of corrective measures.

The best way to assess the level of preparedness from occupants and supervisory staff is during a regularly scheduled fire drill.

NOTIFICATION TO THE FIRE DEPARTMENT AND MONITORING COMPANY

The fire alarm monitoring company must be notified just prior to the commencement of the drill and directly after the fire alarm system has been reset.

The Toronto Fire Services should be notified of the drill.

DEBRIEFING MEETING

A short debriefing meeting with supervisory staff should be held (where possible) directly after the drill to discuss the outcome. Any problems that supervisory staff had during the drill or questions that can be addressed. The Daycare Supervisor is required to complete the fire drill report.

FIRE DRILLS

FIRE DRILL PROCESS - MONTHLY DAY CARE

The following steps should be taken when conducting a fire drill:

Prior to the Drill:

1. Notify base building management.
2. Partially or fully notify supervisory staff of the fire drill.

At the time of the Drill:

1. Simulate a fire emergency (i.e. blow a whistle) or request the building owner representative to activate the fire alarm system.
2. All supervisory staff are to fulfil their emergency roles.
3. End fire drill by announcing "all clear".
4. Assess the drill and document outcomes (e.g. occupant participation, timing, supervisory staff following emergency procedures, etc.).

After the Drill:

1. Conduct a debriefing session with supervisory staff to discuss the outcomes of the drill (where possible and where time permits).
2. The Daycare Supervisor is responsible for completing the fire drill report.
3. Retain documentation for a minimum of twelve (12) months.

FIRE DRILLS

FIRE DRILL REPORT - MONTHLY DAY CARE

Day-Care Name:	Angus Valley Montessori School				
Date:			Time:		
Device Activated:					
EVACUATION					
1.	Were doors closed during occupant evacuation?	Yes		No	
2.	Did Teachers and staff fulfil emergency duties?	Yes		No	
3.	Were children lined up at the classroom doors?	Yes		No	
4.	Did children stop for jackets, shoes or clothing?	Yes		No	
5.	Did persons requiring assistance participate?	Yes		No	
6.	Were corridors, exits and stairwells clear of obstructions?	Yes		No	
GENERAL					
7.	How long did it take you to evacuate the Day care?		mins		secs
8.	How long did it take you to evacuate the building?		mins		secs
9.	How long did it take you to complete the head count of the children?		mins		secs
10.	Approximate percentage of participants				%
OBSERVATIONS					
COMMENTS					
Name:		Signature:		Date:	
Title:					

The Daycare Supervisor is responsible for completing and retaining this report.

MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

USAGE

The following tables list the requirements to check, inspect, test and maintain fire and life safety systems as described in the Ontario Fire Code. The tables are listed in chronological order starting with daily requirements and ending with general maintenance.

Base building management is responsible for addressing all base building fire protection and life safety equipment. Refer to the base building approved fire safety plan. Information related to this unit only (and checks, inspection and testing requirements for the Daycare) has been included in the plan.

DEFINITIONS

The following definitions are used throughout the Ontario Fire Code to define the level of maintenance required for specific fire and life safety equipment:

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

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

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

***Maintain (M)** means to keep in a condition of good repair or efficiency.

The first letter of each definition will be used in the subsequent tables.

*Maintain is not specifically defined within the Ontario Fire Code but is used in requirements within the document.

DOCUMENTATION

All documentation for tests conducted on fire protection and life safety systems and corrective measures (or operational procedures) are required to be retained on site for a minimum of two (2) years. In addition, records maintained on site are required to include at least the current edition and the immediately preceding reports.

The initial verification or test reports for each system installed after November 21, 2007 are required to be retained throughout the life of the systems.

MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

RESPONSIBILITY

All of the maintenance requirements listed in this section have designated personnel assigned to complete the task. However, the Building Owner is ultimately responsible for ensuring completion of these tasks.

Fire protection installations are required to be maintained at all times. References to inspection, testing and maintenance of fire safety devices not noted within this document are required to be maintained as per the design requirements.

QUALIFICATIONS

Fire extinguishers, commercial cooking suppression systems any other system requiring expertise - Any person who performs the **annual test or inspections** or any person who repairs, replaces, alters or services such systems are required to be properly trained, qualified and be a certified company or person(s) acceptable to the authority having jurisdiction.

SYSTEM DEFICIENCIES

Any appliance, device or component of a device that does not operate or appear to operate as intended when checked, inspected are required to be repaired or replaced if the failure or malfunctioning would adversely affect fire or life safety.

REFERENCED DOCUMENTS

The Ontario Fire Code references the following documents:

- NFPA 10, "Portable Fire Extinguishers", 2010 Edition.
- NFPA 17A, "Standard for Wet Chemical Extinguishing Systems", 2009 Edition.
- NFPA 96, "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations", 2011 Edition,
- CAN/ULC-S552, "Maintenance and Testing of Smoke Alarms", 2002 Edition.

NOTIFICATION

Base building management is required to be notified prior to the semi-annual inspection of the cooking suppression system.

MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

OFC	DEF.	REQUIREMENT	RESP.
WEEKLY			
2.6.1.3.(1)	C	Hoods, filters and ducts subject to accumulations of combustible deposits and shall be cleaned when the combustible deposits create a fire hazard.	Daycare Supervisor (DS)
MONTHLY			
2.2.3.4.(4)	I	All doors in fire separations.	DS & Building Owner (BO)
2.8.3.2.(1)	T	Fire drills in Day Care and Group B facilities.	DS
6.2.7.2.	I	Portable extinguishers.	DS
6.8.1.1.(1)	I	<p>Wet Chemical suppression systems in accordance with the manufacturer's design, install and maint. manual or the owner's manual including:</p> <ul style="list-style-type: none"> - Extinguishing system is in proper location. - Manual actuators are unobstructed. - Tamper indicators and seals are intact. - Maintenance tag or certificate is in place. - No obvious physical damage or condition exists that might prevent operation. - Pressure gage is in the operable range. - Nozzle blow-off caps are intact and undamaged. <p>The hazard has not changed including replacement, modification and relocation of protected equipment.</p>	DS
EVERY SIX MONTHS			
2.6.1.13.	I	Fire-extinguishing system.	Daycare Contractor
2.6.1.13.	I&T	Replacement of fusible links in commercial cooking extinguishing systems (unless more frequent replacement is required by the manufacturer).	Daycare Contractor
6.8.1.1.(1)	I & T	Wet Chemical extinguishing systems.	Daycare Contractor

MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

OFC	DEF.	REQUIREMENT	RESP.
ANNUALLY			
2.6.1.13.	I	Entire exhaust system serving low volume cooking operations.	Daycare Contractor
6.2.7.1.	T	All portable fire extinguishers.	Daycare Contractor
6.3.3.8.(2) & (4)	T	Smoke alarms annually and if a change is made to the electrical circuit (hard-wired units).	DS
6.3.4.8.(2) & (4)	T	Carbon monoxide alarms annually and if a change is made to the electrical circuit (hard-wired units).	DS
EVERY FIVE YEARS			
6.2.7.1.	T	Dry chemical with stainless steel shells, carbon dioxide or wet chemical fire extinguisher hydrostatic testing.	Daycare Contractor
EVERY SIX YEARS			
6.2.7.1.	M	Stored-pressure fire extinguisher shall be emptied and subject to applicable maintenance procedures.	Daycare Contractor
EVERY 12 YEARS			
6.2.7.1.	T	Dry chemical, cartridge or cylinder operated, with mild steel shells, and dry power, stored pressure, cartridge or cylinder operated, with mild steel shells hydrostatic testing.	Daycare Contractor
ADDITIONAL REQUIREMENTS			
2.2.3.4.(2)	C	Doors in fire separations to ensure they remain closed.	DS & BO
6.4.2.5.(1)	I	Standpipe hose and unracked, unreeled or unrolled after use.	BO Contractor

MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

OFC	DEF.	REQUIREMENT	RESP.
GENERAL MAINTENANCE			
1.1.1.2.(2)	M	Where specific references to checking, inspection and testing of fire safety devices are not made in this Code, such devices shall be maintained to ensure they operate as per their design requirements.	DS & BO
1.1.1.2.(3)	M	Any appliance, device or component of a device that does not operate or appear to operate as intended when checked, inspected or tested as required by this Code shall be repaired or replaced if the failure or malfunctioning of the appliance, device or component would adversely affect fire or life safety.	DS & BO
2.2.1.1. 2.2.2.1.	M	Fire separations.	DS & BO
2.2.3.1. 2.2.3.2.(1)	M	Closures in fire separations are required to be maintained and kept operable at all times.	DS & BO
2.4.1.7	M	Lint traps in laundry equipment shall be cleaned to prevent the accumulation of lint.	DS
2.6.1.13.	M	Commercial cooking equipment exhaust and fire protection systems.	DS
2.7.1.7.(1)	M	Means of egress in good repair and free from obstructions.	DS & BO
2.7.1.7.(2)	M	Lighting provided for illumination in exits and access to exits.	DS & BO
2.7.1.8.(1)	M	Exterior passageways and exterior stairwells in good repair, operational and free from snow and ice accumulations.	BO
2.7.3.1.	M	Required exit signs clearly visible and in a clean and legible condition.	DS
2.8.2.5.(1)	M	At least one copy of the fire emergency procedures shall be prominently posted and maintained on each floor area.	DS
6.2.1.2.	M	Portable extinguishers shall be kept operable and fully charged.	DS
6.3.3.3.(1)	M	Smoke alarms in operating condition.	DS
6.3.4.3.(1)	M	Carbon monoxide alarm in operating condition.	DS

FLOOR PLANS

FLOOR PLAN	DRAWING NO.
Legend	
Site Plan	1 of 4
1 st Floor	2 of 4
2 nd Floor	3 of 4
3 rd Floor	4 of 4

LEGEND

FIRE ALARM

-  FIRE ALARM CONTROL PANEL
-  FIRE ALARM ANNUNCIATOR PANEL
-  MANUAL PULL STATION
-  FIREFIGHTERS EMERGENCY TELEPHONE

SPRINKLER/STANDPIPE

-  FIRE HOSE CABINET W/ FIRE EXTINGUISHER
-  SPRINKLER CONTROL VALVE

EMERGENCY POWER/LIGHTING

-  EXIT SIGN

OTHER

-  FIRE SAFETY PLAN BOX
-  MAIN ELECTRICAL DISCONNECT
-  MAIN GAS SHUT-OFF
-  EMERGENCY EXIT
-  ELECTROMAGNETIC LOCKING DEVICE

EXTINGUISHING

-  FIRE EXTINGUISHER
-  WET CHEMICAL MANUAL PULL STATION
-  WET CHEMICAL CYLINDER

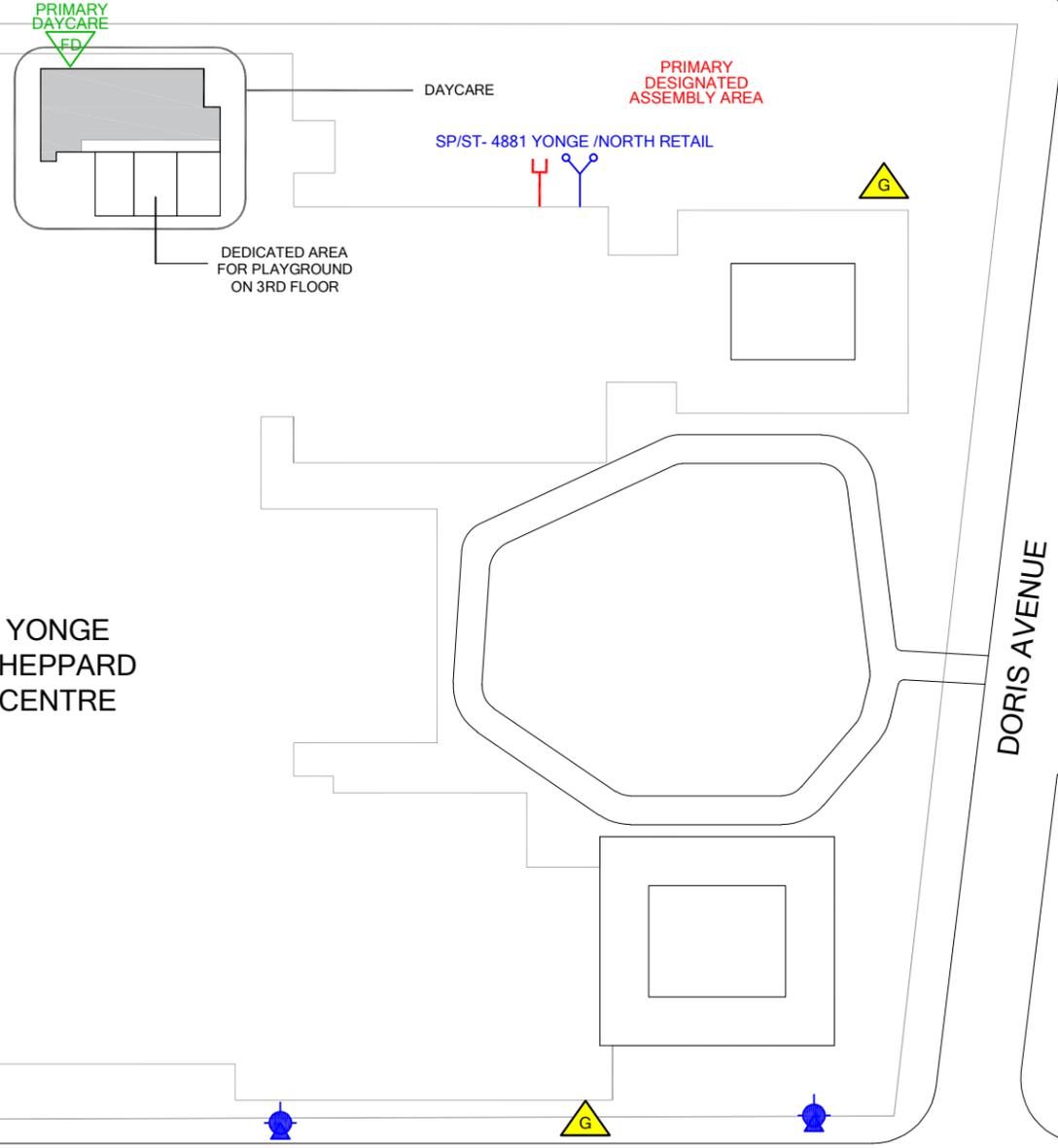
EXTERIOR

-  FIRE DEPARTMENT PRIMARY ACCESS
-  FIRE DEPARTMENT CONNECTION
-  MUNICIPAL FIRE HYDRANT
-  MAIN GAS SHUT-OFF
-  PUMP TEST HEADER

ELMHURST AVE.

GREENFIELD AVENUE

PRINT TO GO



HARLANDALE AVE.

YONGE SHEPPARD CENTRE

DORIS AVENUE

SHEPPARD AVENUE EAST

NORTH



FIRE SAFETY PLAN

DATE:
DECEMBER 10, 2021

FILE NO.
2021-030

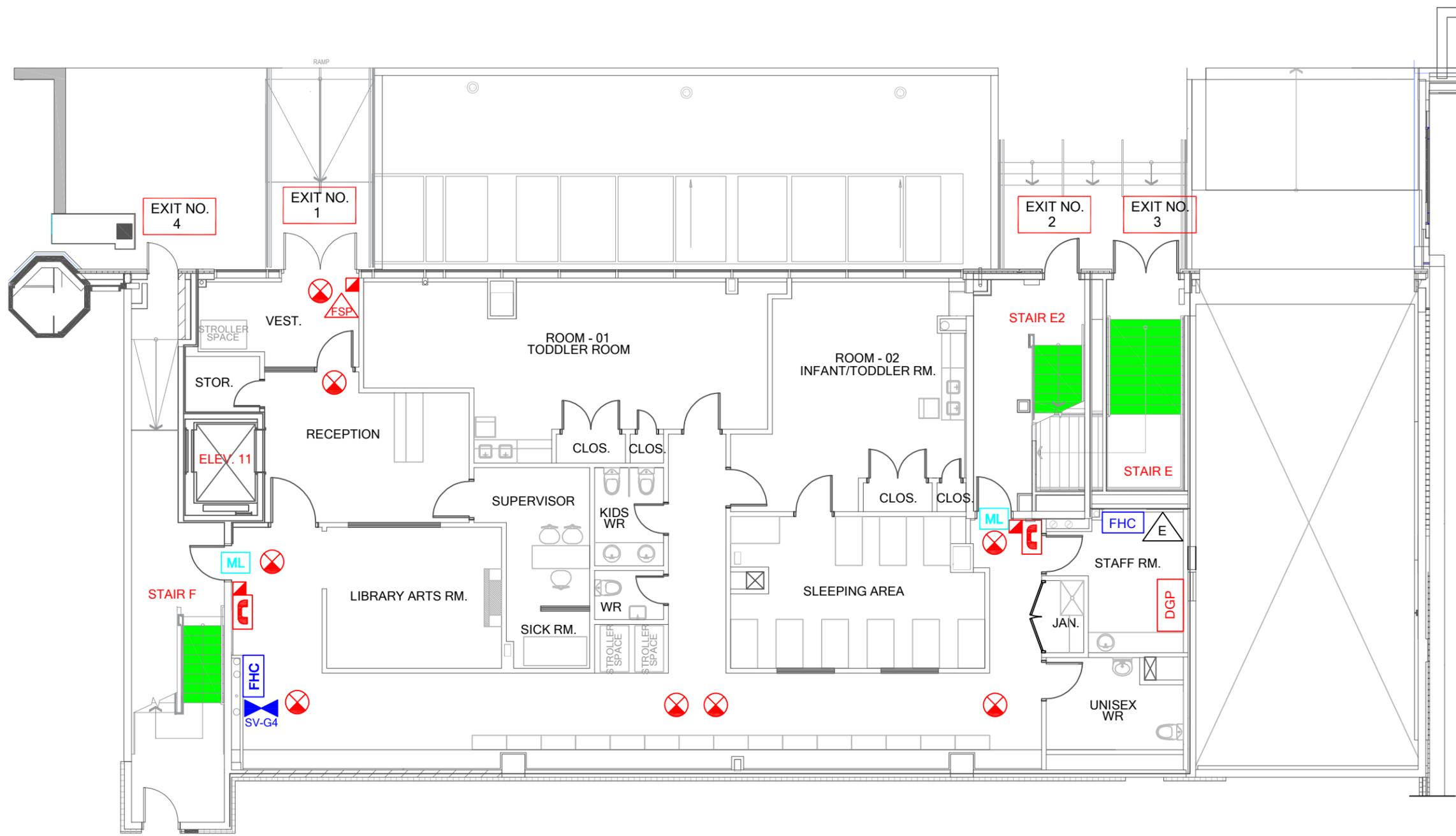
BUILDING NAME AND ADDRESS:
ANGUS VALLEY MONTESSORI SCHOOL
4881 YONGE STREET, UNIT #100
TORONTO, ON

SCALE:
NOT TO SCALE

REVISION NO.
1

DRAWING NO.
1 OF 4

DRAWING:
SITE PLAN



FIRE SAFETY PLAN

DATE:
 DECEMBER 10, 2021

FILE NO.
 2021-030

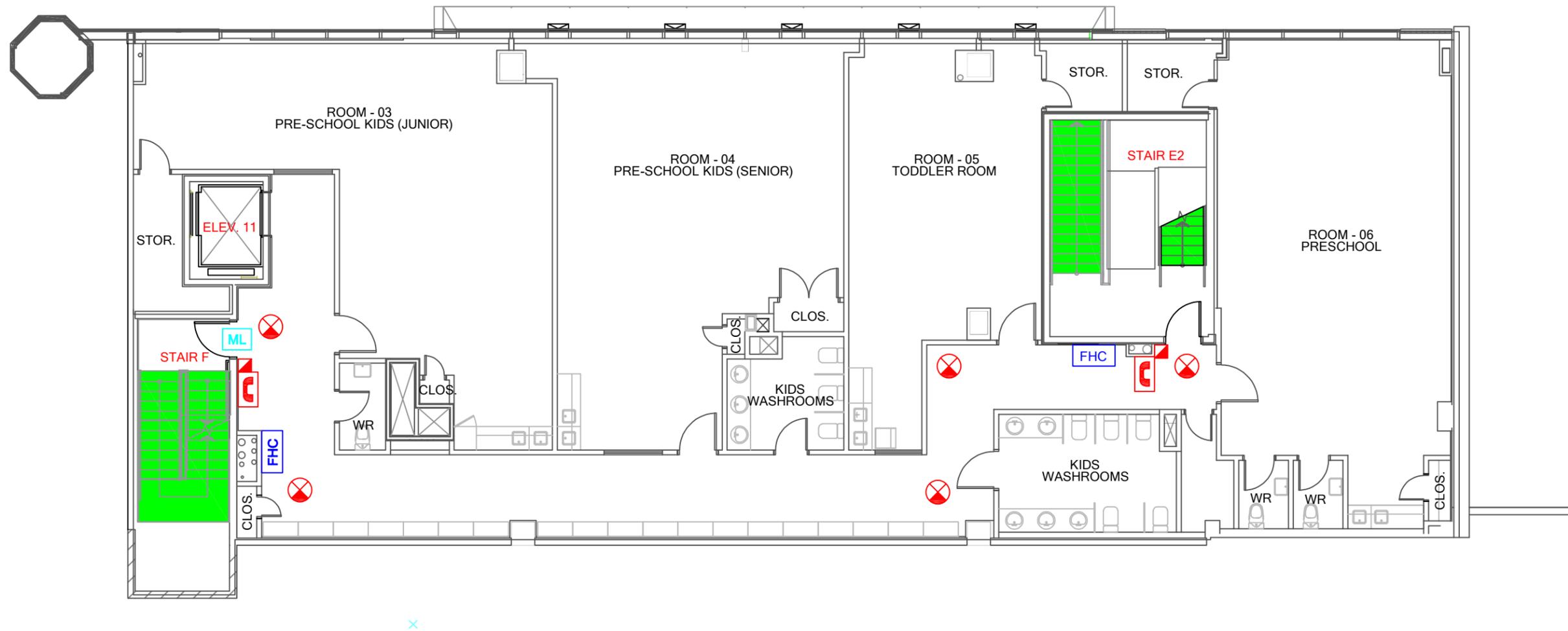
BUILDING NAME AND ADDRESS:
 ANGUS VALLEY MONTESSORI SCHOOL
 4881 YONGE STREET, UNIT #100
 TORONTO, ON

SCALE:
 NOT TO SCALE

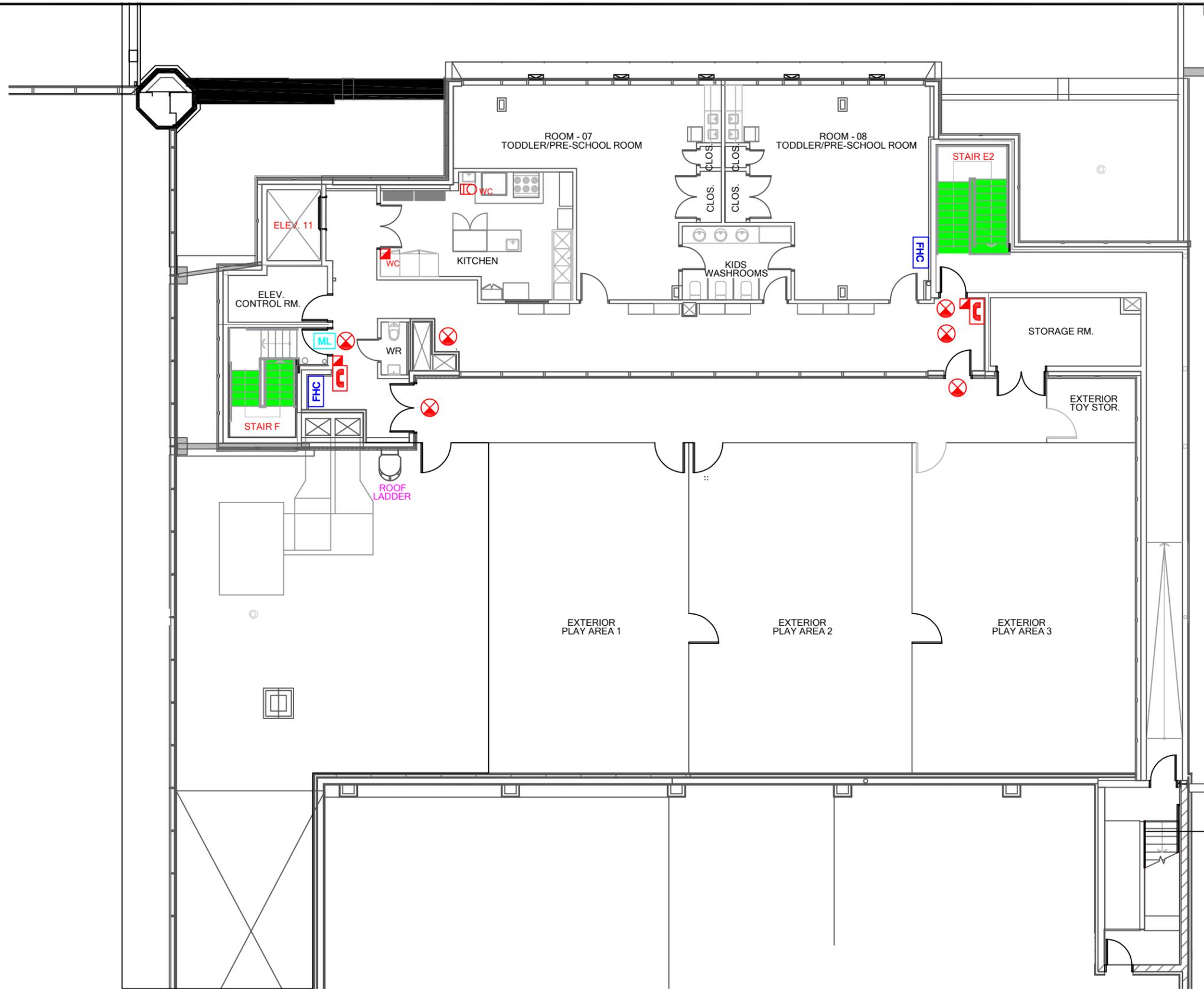
REVISION NO.
 1

DRAWING NO.
 2 OF 4

DRAWING:
 1ST FLOOR



FIRE SAFETY PLAN



FIRE SAFETY PLAN

DATE:
 DECEMBER 10, 2021

FILE NO.
 2021-030

BUILDING NAME AND ADDRESS:
 ANGUS VALLEY MONTESSORI SCHOOL
 4881 YONGE STREET, UNIT #100
 TORONTO, ON

SCALE:
 NOT TO SCALE

REVISION NO.
 1

DRAWING NO.
 4 OF 4

DRAWING:
 3RD FLOOR

APPENDIX A - DISTRIBUTION AND HANDOUTS

DISTRIBUTION AND HANDOUTS	PAGE NOS.
Building Owner	All Pages
Daycare Supervisor	All Pages
Daycare Teachers & Staff	10-12, 17, 22-23, 25-28
Contractors	24

APPENDIX A - DISTRIBUTION AND HANDOUTS

SUPERVISORY STAFF ACKNOWLEDGEMENT LETTER

I _____, _____, a member of the
(Name) *(Position)*

supervisory staff for 4841 Yonge Street, Unit #100, Toronto, hereby acknowledge that I

have received and reviewed a copy of the handouts from the Fire Safety Plan, pertaining

to my position. I understand the role and responsibilities my position carries within the

plan and during an emergency.

SIGNATURE

DATE

APPENDIX B - CONTACT LIST

EMERGENCY TELEPHONE NUMBERS

CONTACT	TEL.	EMERGENCY TEL.
Toronto Fire Services	416-338-9000	911
Toronto Police Service	416-808-2222	
Toronto EMS	416-392-2000	
City of Toronto	416-338-0338	--
Poison Information Centre	1-800-268-9017	--

UTILITIES

UTILITY	COMPANY	TEL.	EMERGENCY TEL.
Hydro			
Water			
Gas			
Telephone			

SERVICE PROVIDERS

TYPE	COMPANY	TEL.	EMERGENCY TEL.
Commercial Cooking Extinguishing System			
Mechanical			
Electrical			
Plumbing			