

FIRE SAFETY PLAN



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**ANGUS VALLEY MONTESSORI SCHOOL
2460 BROCK ROAD
PICKERING, ONTARIO**

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

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PO Box 25009, Toronto, ON M1E 0A7, Tel.: 416.221.0093, Fax: 416.221.9908

Visit: www.innovativefire.com

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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 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, 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: | 2020 | Size: | ~10,000 ft ² | Construction: | Non-combustible | | |
| Occupancy/Type: | A2 | | | Walls: | Gypsum & drywall | | |
| Above grade levels: | 2 | | | Floor: | Concrete | | |
| Below grade levels: | N/A | | | Exterior: | Brick | | |
| ACCESS | | | | | | | |
| Primary Access: | Main entrance | | | Fire route: | Yes | | |
| Secondary Access: | N/A | | | FSP/Key box: | Yes | | |
| Alternate Access: | N/A | | | Roof Access: | Yes | | |
| FIRE ALARM SYSTEM | | | | | | | |
| Type: | Single stage | | | FD Handsets: | No | | |
| FACP: | Elec/Sprinkler rm. | | | Voice comm. | No | | |
| Annunciator: | Main entrance vest. | | | Smoke Control: | No | | |
| SPRINKLER AND STANDPIPE SYSTEMS | | | | | | | |
| Sprinkler: (SP) | Wet: | Yes | | Extinguishers: | 5/10 lb ABC | | |
| | Dry: | No | | | | | |
| | Pre-action: | No | | | | | |
| Control valves: | Electrical/Sprinkler room accessed directly from the exterior | | | | | | |
| WATER SUPPLY | | | | | | | |
| Main valve: | Sprinkler room | | | Municipal hydrant: | Yes (2) | | |
| FDC: | Exterior (east) | | | Private hydrant: | Yes (2) | | |
| EMERGENCY POWER | | | | | | | |
| Battery packs: | Yes | | | Generator: | No | | |
| FACP: | Yes | | | Fuel: | N/A | | |
| ELEVATORS | | | | | | | |
| Passenger: | 1 | Service: | No | Red hat: | No | Yellow hat: | No |
| EMERGENCY SHUT-OFFS | | | | | | | |
| Electrical: | Elec/Sprinkler room | | | Gas: | Exterior, west side | | |
| EXITS | | | | | | | |
| Exterior Exits: | (exit stairwells from this level) | | | Maglocks: | No | | |
| Stairwells: | 2 | | | Door hold open devices: | No | | |

AUDIT OF BUILDING RESOURCES

GENERAL BUILDING INFORMATION

2460 Brock Road is a 2-storey multi-tenanted building. *The fire safety plan has been prepared for Angus Valley Montessori School only.*

Angus Valley Montessori School (AVMS) is located on the 2nd floor and serves as an early education and child care facility. Access to AVMS is via the main entrance lobby located on the north side of the building.

The building is comprised of non-combustible construction including drywall partitions, a concrete floor and a brick exterior.

GENERAL FLOOR INFORMATION

AVMS consists of 11 classrooms, library, reception area, kitchen, offices, sleep room, storage rooms, washrooms and a roof top outdoor play area.

HOURS OF OPERATION

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

FIRE DEPARTMENT ACCESS & FIRE ROUTE

The Fire Department can access the tenant unit using the main entrance located on the north side of the building which is considered their primary response point.

There is a designated fire route located around the perimeter of the building and accessed off of Palmers Sawmill Road.

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

DESIGNATED ASSEMBLY AREA

Teachers/staff and children evacuating the building will meet outside the main entrance on the sidewalk to conduct a quick head count of children. Once the headcount has been completed, Teachers and children will move to the designated assembly area located at the corner of Palmers Sawmill Road and Brock Road. Fire Department access to the building must remain clear.

AUDIT OF BUILDING RESOURCES

FIRE ALARM SYSTEM

The building is equipped with a Mircom FX-2000 single stage fire alarm system. The system is monitored by a central monitoring station.

The fire alarm control panel (FACP) is located in the base building electrical/sprinkler room accessed from the exterior of the building (east side). The annunciator panel is located in the main entrance lobby.

Upon activation of an initiating device (i.e. manual pull station, smoke detector, etc.) the fire alarm system will automatically sound a general (evacuation) alarm signal throughout the building.

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 systems (a),
- Commercial cooking suppression systems (a & m).

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 sound as previously noted.
- The elevator will return to the ground floor where the smoke detector in the lobby, shaft or machine room has been initiated (as per CSA B-44).

The system is provided with emergency power by batteries located in the FACP. The batteries will provide sufficient power during an emergency power failure to operate in supervisory mode for 24 hours and to sound the fire alarm signals.

SPRINKLER SYSTEMS

The building is sprinklered using wet-pipe sprinkler systems.

The main shut off valve is located in the electrical/sprinkler room (accessed directly from the exterior on the east side).



AUDIT OF BUILDING RESOURCES

FIRE DEPARTMENT CONNECTION

The sprinkler Fire Department (Siamese) connection is located on the east side of the building.



FIRE HYDRANTS

There are two (2) municipal fire hydrants located on the west side of Brock Road.

There are two (2) private hydrants located on the east side of the building along the fire route.



COMMERCIAL COOKING SUPPRESSION SYSTEM

A wet chemical commercial cooking suppression system protects the cooking surface area of the kitchen area. 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.

FIRE EXTINGUISHERS

5/10lb ABC dry chemical fire extinguishers are located in the main corridor. In addition, a Class K fire extinguisher is located in the kitchen area.



EXITS

There are 2 exit stairwells serving the 2nd floor located as follows:

- Northwest Stairwell - Serves the 2nd floor (AVSM) and exits directly to the main entrance vestibule.
- Southwest Stairwell - Serves the 2nd floor (AVSM) and exits directly to the exterior of the building.

AUDIT OF BUILDING RESOURCES

EMERGENCY LIGHTING & EXIT SIGNS

Battery powered spotlight fixtures are located throughout the unit. Exit signs are located at exits and along egress paths in the unit and are battery powered.

ELEVATOR

There is one (1) elevator that serves as access to the unit and is located in the main entrance vestibule.

The elevator is equipped with floor selection, open/close and alarm buttons, emergency key switch and emergency telephone. The elevator recall switch is located in the main entrance vestibule.

Upon activation of a smoke detector in the elevator lobby, machine room or shaft, the elevator will recall to the ground floor.



UTILITIES

Main Water Shut-off Valve

The main water shut-off valve is located in the base building electrical/sprinkler room.

Main Gas Shut-off Valve

The main gas shut-off valve is located exterior west side of the building.

Hydro Disconnect Switch

The main hydro disconnect switch is located in the base building electrical/sprinkler room.



BUILDING HEATING SYSTEM

The building is heated using natural gas-fired HVAC units located on the roof.

AUDIT OF BUILDING RESOURCES

OCCUPANT LOADS

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

| Room Name | Maximum occupant Load |
|---|------------------------------|
| Room #1 (Pre-school) | 16 kids, 2 teachers |
| Room #2 (Pre-school) | 16 kids, 2 teachers |
| Room #3 (Pre-school) | 16 kids, 2 teachers |
| Room #4 (Junior) | 20 kids, 4 teachers |
| Room #5 (Junior) | 20 kids, 4 teachers |
| | 15 kids, 1 teacher |
| Room #6 (Infant) | 10 kids, 3 teacher |
| Room #7 (Toddler) | 15 kids, 3 teachers |
| Room #8 (Toddler) | 15 kids, 3 teachers |
| Room #9 (Toddler) | 10 kids, 2 teachers |
| Room #10 (Toddler) | 15 kids, 3 teachers |
| Room #11 (Toddler) | 15 kids, 3 teachers |
| Total | 168 kids, 31 teachers |
| Play Area #1 (Pre-school Junior/Senior) | 24 kids and 3 teachers |
| Play Area #2 (Infant/Toddlers) | 10 kids and 3 teachers |
| Play Area #3 (Toddlers) | 20 kids and 4 teachers |

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: | 2460 Brock Road Pickering, Ontario |

Building Owner Information

| BUILDING OWNER | | | |
|-----------------------|---------------------|----------|--|
| Company Name: | Duffin's Point Inc. | Address: | 9140 Leslie Street, Suite 210, Richmond Hill, ON, L4B 0A9 |
| c/o: | Oxnard Developments | Tel.: | 905-762-9200 |

| FIRE ALARM MONITORING COMPANY |
|--------------------------------------|
| Completed by Building Owner |

Tenant Information

| TENANT | | | |
|---------------|--------------------------------|----------|---------------------------------------|
| Company Name: | Angus Valley Montessori School | Address: | 2460 Brock Road Pickering, Ontario |
| Tel.: | 1-833-819-AVMS(2867) | | |

| DAY CARE SUPERVISOR | | | |
|----------------------------|-----|---------------|---------------------|
| Tel.: | TBA | Hours: | TBA |
| Cell: | TBA | On site/call: | On site and on call |

| TEACHERS & STAFF | | | |
|-----------------------------|-----|---------------|-----|
| Tel.: | TBA | Hours: | TBA |
| | | No. of staff: | 31 |

| CHILDREN/STAFF RATIOS | | | |
|------------------------------|-----|----------------------|----|
| Total no. of students: | 168 | Pre-School (Senior): | 48 |
| Toddlers: | 70 | Pre-School (Junior): | 40 |
| Infants: | 10 | | |

RESPONSIBILITIES OF SUPERVISORY STAFF

BUILDING OWNER/TENANT

The responsibilities of the Building Owner and the Tenant 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)

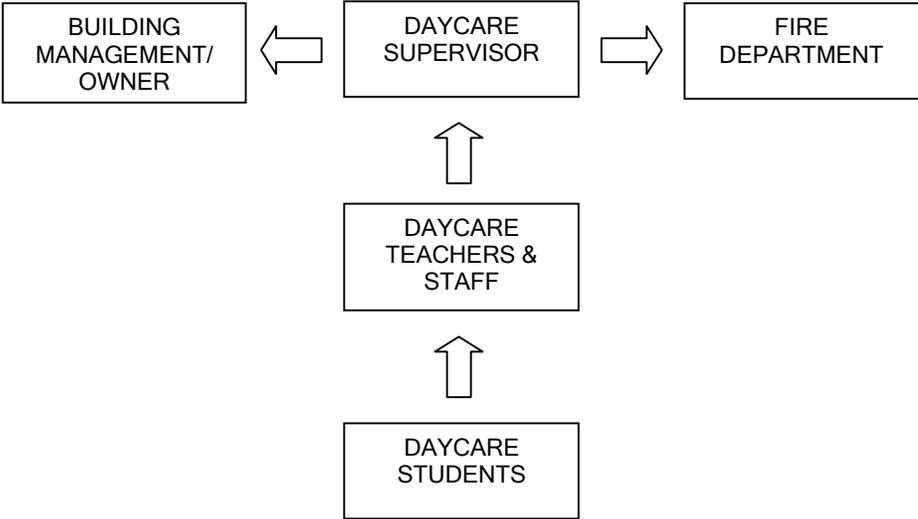
The Evacuation Coordinator is the person designated as the main contact who will meet with the municipal Fire Department to provide access to the building and provide information regarding the status of the evacuation.

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):

- Location of exits from their floor/area, including the nearest two (2) exits.
- Sound of the fire alarm signals.
- Procedures for evacuating the building during a fire emergency.
- Location of the designated assembly area.
- Fire alarm system (operation of and device locations).
- Sprinkler system (operation and system type).
- Commercial cooking suppression systems (manual activation and operation).
- Elevator (do not use).
- 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 training is provided for supervisory staff such that they understand their responsibilities for fire safety daily and during an emergency.
- 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 the fire alarm system, sprinkler system or private fire hydrants, alternate measures as described in this plan are provided.
- Ensuring that the fire route, hydrants and fire department connections are kept clear and accessible for Fire Department use at all times.

RESPONSIBILITIES OF SUPERVISORY STAFF

TENANT (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 their space, including the following:

- Complying 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, sound 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 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 employees, contractors 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 installed in the tenant unit 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

BUILDING OWNER REPRESENTATIVE

The Building Owner Representative is responsible for the implementation of the fire safety plan on behalf of the building owner and is responsible for:

- Knowing their duties and responsibilities within this plan.
- Ensuring that the plan is implemented in its entirety.
- Ensuring that fire drills are conducted with supervisory staff as described in this plan (refer to the Fire Drills section).
- Maintaining an up to date list of emergency contacts for the fire alarm monitoring company.
- Ensuring that all records are maintained as required (including maintenance of life safety systems, fire drill reports, supervisory staff training, etc.) and are retained on site for review by the authority having jurisdiction.
- Ensuring that all maintenance requirements for life safety systems as prescribed within the Ontario Fire Code, including checks, tests and inspections are completed as required (refer to Maintenance Schedule section).
- Notifying the Fire Department of the temporary shut-down of the fire alarm or sprinkler systems and appropriate alternate measures are arranged (refer to Alternate measures section).
- Ensuring that the fire alarm system and fire protection systems are returned to normal operation, immediately after maintenance, repairs or an emergency has taken place.
- Ensuring that all issues regarding fire hazards, unsafe equipment or equipment deficiencies are addressed immediately.
- Practicing fire prevention (refer to the Fire Prevention section).
- Ensuring that all signage as required throughout the building are posted and maintained (i.e. designated fire route, emergency posted instructions, identification of room names and fire protection equipment, etc.).
- Ensuring that all fire routes, hydrants and Fire Department connections (siamese) are kept clear and accessible for Fire Department use at all times.
- Having immediate access to the building and appropriate keys/card access.

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 within this plan and responding to all fire alarm conditions while in the building.
- Ensuring that the plan is implemented in its entirety.
- Ensuring that all supervisory staff 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 fire drills with supervisory staff as described in this plan (refer to the Fire Drills section).
- Ensuring that all records are maintained as required (including fire drill reports, supervisory staff training, etc.) and are retained on site for review by the authority having jurisdiction.
- Ensuring that all maintenance requirements applicable to the tenant unit for life safety systems 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 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, identification of room names and 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 sound 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 fire 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 to evacuate the building. 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. 2460 Brock Road, Pickering).
- Proceed to the 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

ONLY 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 BEING MADE AWARE OF OR HEARING A 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 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 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 take two (2) infants per staff member to remove infants from the building.
- Immediately evacuate all children from their classroom/area/playground.
- 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 FIRE ALARM SIGNAL

CONTRACTORS

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

- Immediately cease activities and evacuate the building using the nearest 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 ft) 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

- Combustible storage is not permitted in service rooms (i.e. electrical rooms, etc.), service spaces, 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.
- 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 or where removal could affect the performance of the cables in use.

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 unit, as follows:



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



CLASS B - Flammable liquids & gases



CLASS C - Electrical



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

In the event of the shut-down of the fire alarm or sprinkler system the Pickering Fire Services and supervisory staff are required to be notified. All alternate measures must be acceptable to the authority having jurisdiction.

The Building Owner is responsible for completing alternative measures for the fire alarm and sprinkler systems.

SYSTEM SHUT-DOWN - 24 HOURS OR LESS

1. Notify the Pickering Fire Services at tel.: 905-839-9968 prior to system shut-down.
2. If the shut down was 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 Pickering 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 Pickering Fire Services.

1. Notify the Chief Fire Official in writing (fax: 905-420-4691) including the following information:
 - (a) fire protection equipment system being shut-down,
 - (b) how long the system will be shut down for,
 - (c) what alternate measures will be taken.
2. Ensure supervisory staff and occupants are informed of the shut-down.
3. Notify the Pickering Fire Services at tel.: 905-839-9968 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 Pickering 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 fire alarm or sprinkler system.

Employees and visitors (where affected) will be notified and instructions will be provided in advance of the shut-down. Instructions will be posted at the main entrance, as to the alternate procedures to be taken in case of emergency. The notices are required to be promptly removed once the system has been returned to normal.

ALTERNATE MEASURES

FIRE WATCH

A fire watch consists of a patrol of the building, or portions thereof, where the fire alarm or sprinkler systems have been shut-down. In addition, a fire watch is required to be provided whenever an open flame torch or other ignition source is used for hot surface applications in or on a building. The fire watch is conducted in order to identify fire or smoke in the area of shut-down and to notify building occupants, supervisory staff and the Fire Department appropriately.

Required

A fire watch is required to be conducted immediately upon the shut-down of a portion of, or the entire fire alarm system or upon starting hot surface applications.

Personnel

A fire watch is to consist of a minimum of one (1) supervisory building personnel (i.e. security officer) patrolling the building or portion thereof, 24 hours a day or as long as the system is shut-down.

Person(s) completing the fire watch should be familiar with all fire safety features in the building including information and procedures in the Fire Safety Plan.

Frequency

Patrols are to be conducted at least once an hour. In respect to hot surface application, a fire watch is required to continue for at least 3 hours after the application ceases or at least 2 hours after the application ceases where a hand-held thermal scanner is used to identify hidden hot spots.

Area(s)

During regular business hours, patrols should concentrate on unoccupied rooms (i.e. electrical, mechanical, storage and computer rooms). After business hours, the patrol should encompass all areas affected by the shut-down. In addition, all patrols should include the means of egress to ensure that they are kept clear.

Communication and Equipment

Supervisory building personnel must carry a form of communication (e.g. bull horn, walkie talkies, available telephone, etc.) to inform building occupants and to contact (directly or indirectly) the Fire Department. In addition, personnel are required to be equipped with portable illumination, protective equipment and a 4A:40B:C fire extinguisher during hot surface applications.

Records

All patrols conducted should be recorded and kept for a minimum of two (2) years by the Daycare Supervisor.

ALTERNATE MEASURES

FIRE ALARM SYSTEM AND SPRINKLER SYSTEM (Building Owner)

If the fire alarm system or sprinkler system (or parts of) is shut-down for any length of time a fire watch is to be conducted of the affected areas.

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.

PRIVATE FIRE HYDRANTS (Building Owner)

When private fire hydrants are out of service for maintenance or testing, they are required to be bagged or marked out of service.

EXITS (Daycare)

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 Fire Department in advance.

HOT WORK (Daycare)

No work on ducts involving the use of hot work equipment shall be performed unless the system has been shut down, the duct has been cleaned of any accumulations of combustible deposits, and any combustible lining and covering material that could be ignited by such work has been removed. A fire extinguisher is required to be provided where welding or cutting operations take place.

ALTERNATE MEASURES

FIRE WATCH REPORT

| | | | | | | | | | |
|---|-------------------|----------|------|--------------|--------------------|----------------------|------|----------|----|
| ANGUS VALLEY MONTESSORI SCHOOL 2460 Brock Road, Pickering, ON | | | | | | | | | |
| DOCUMENTATION | | | | | | | | | |
| Date: | | Time: | | Prepared by: | | | | | |
| NOTIFICATION | | | | | | | | | |
| Fire Department notified (date & time): | | | | | | | | | |
| Monitoring company notified (date & time): | | | | | | | | | |
| Supervisory staff and occupants notified: | | | | Yes | No | Instructions posted: | | Yes | No |
| SYSTEM SHUT-DOWN | | | | | | | | | |
| System Type: | Fire Alarm System | | | Other: | Exit | | | | |
| | Sprinkler system | | | | Commercial Cooking | | | | |
| | | | | | Fire Extinguisher | | | | |
| Area: | | | | | | | | | |
| Description: | | | | | | | | | |
| Alternate Measures Taken: | | | | | | | | | |
| RECORD | | | | | | | | | |
| Date | Time | Initials | Time | Initials | Time | Initials | Time | Initials | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

POSTED INSTRUCTIONS

EMERGENCY PROCEDURES TO BE POSTED AND
MAINTAINED AT EACH EXIT

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**

DO NOT USE THE ELEVATOR

UPON HEARING FIRE ALARM

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

CAUTION

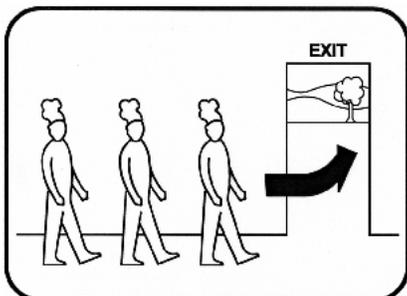
If you encounter smoke, use an alternate exit.

REMAIN CALM

POSTED INSTRUCTIONS

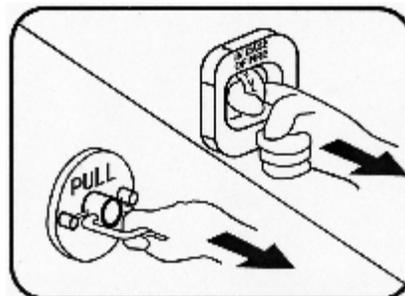
OPERATION OF COMMERCIAL COOKING SUPPRESSION SYSTEMS

STEP 1



Notify staff to evacuate the area.

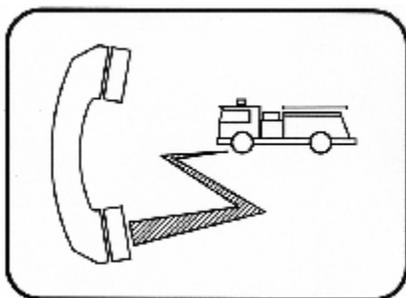
STEP 2



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

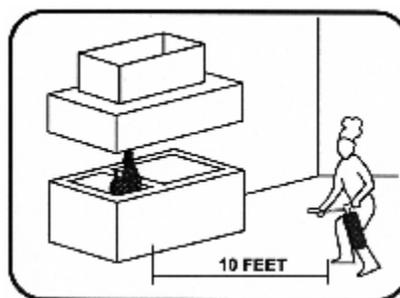
- Pull the handle or ring of the manual pull station straight out with enough force to activate the system.
- Once the fire suppression system is actuated, the fuel supply to the cooking appliances will shut off.

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 Department Access (Fire Route)

Approved signs are required to be displayed to indicate fire access routes.

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).

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 OF THE FIRE DEPARTMENT AND MONITORING COMPANY

Where the fire alarm system is activated, the fire alarm monitoring company must be notified just prior to the commencement of the drill and immediately after the fire alarm system has been reset.

The Pickering Fire Services is not required to 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. Partially or fully notify supervisory staff of the fire drill.
2. Where the fire alarm system is activated, contact the fire alarm monitoring company and Pickering Fire Services as required.

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. Where the fire alarm system has been activated, reset the fire alarm system.
2. Where the fire alarm system has been activated, contact the fire alarm monitoring company and Pickering Fire Services
3. Conduct a debriefing session with supervisory staff to discuss the outcomes of the drill (where possible and where time permits).
4. The Daycare Supervisor is responsible for completing the fire drill report.
5. Retain documentation for a minimum of twelve (12) months.

FIRE DRILLS

FIRE DRILL REPORT - MONTHLY DAY CARE

| | | | | | |
|---------------------|---|-----|-------|-------|------|
| Name of Day-Care: | Angus Valley Montessori School | | | | |
| Date: | | | Time: | | |
| EVACUATION | | | | | |
| 1. | Were doors closed during 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 | |
| 7. | Were corridors, exits and stairwells clear of obstructions? | Yes | | No | |
| GENERAL | | | | | |
| 6. | How long did it take to evacuate the Daycare? | | mins | | secs |
| 7. | Approximate percentage of participants | | | | % |
| OBSERVATIONS | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| COMMENTS | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Name: | Signature: | | | Date: | |

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.

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 alarm systems, fire extinguishers, commercial cooking suppression systems, sprinkler system and 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 13, "Standard for the Installation of Sprinkler Systems", 2013 Edition.
- NFPA 17A, "Standard for Wet Chemical Extinguishing Systems", 2009 Edition.
- NFPA 24, "Standard for the Installation of Private Fire Service Mains and their Appurtenances", 2013 Edition,
- NFPA 25, "Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems", 2014 Edition.
- NFPA 96, "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations", 2011 Edition,
- CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems", 2004 Edition.

NOTIFICATION

The fire alarm monitoring company is required to be contacted prior to and upon completion of testing of the fire alarm system.

Prior to water flow or other tests to be made to a sprinkler system, notification is required to be provided to all parties who could be affected by an alarm.

MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

| OFC | DEF. | REQUIREMENT | RESP. |
|----------------------------|-------|--|-------------------------|
| DAILY | | | |
| 6.3.2.2. | I | Status of the fire alarm primary AC power and primary and remote trouble signal indicators. | Building Owner (BO) |
| 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) |
| 6.4.3.6.(2) 6.5.3.2. | C | Sprinkler system water supply pressure and system air or water pressure using gauges to ensure maintenance of the required operating pressure. | BO |
| 6.5.4.5.(1) 6.6.1.2.(1) | C | Valves (not electrically supervised) controlling water supplies to sprinkler and alarm connections and water supplies used for fire protection systems (exclusive or combined with domestic) to ensure they are in the open position and are sealed or locked. | BO |
| MONTHLY | | | |
| 2.2.3.4.(4) | I | All doors in fire separations. | DS & BO |
| 2.7.3.3.(1) | C | Pilot lights on emergency lighting. | DS |
| 2.7.3.3.(2) | I | Emergency lighting. | DS |
| 2.7.3.3.(3) | T | To ensure emergency lighting functions upon failure of the primary power supply. | DS |
| 2.8.3.2.(1) | T | Fire drills in Day Care. | DS |
| 6.2.7.2. | I | Portable extinguishers. | DS |
| 6.3.2.2. | I | Fire alarm batteries. | BO Contractor |
| 6.5.5.2.(1) | T | Alarm on all sprinkler systems by flowing water through the test connection located at the sprinkler valve. | BO Contractor |
| 6.6.1.2.(2) | I | Valves which are locked open or valves which are electrically supervised. | BO Contractor |
| 6.3.2.2. | I & T | Fire alarm system while on emergency power in accordance with CAN/ULC-S536. | BO Contractor |
| 6.8.1.1.(1) | I | Wet Chemical extinguishing systems | DS |

MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

| OFC | DEF. | REQUIREMENT | RESP. |
|-------------------------|-------|--|-----------------------|
| EVERY TWO MONTHS | | | |
| 6.5.5.7.(2) | T | Transmitters and water flow actuated devices. | BO Contractor |
| EVERY SIX MONTHS | | | |
| 2.6.1.13. | I&T | Inspection and servicing of the fire-extinguishing system including checking for operation all actuation components. | 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 | | | |
| 2.2.3.5. | I | Fire dampers and fire stop flaps. | Daycare Contractor |
| 2.6.1.13. | I | Entire exhaust system serving low volume cooking operations. | Daycare Contractor |
| 2.7.3.3.(3) 2.7.3.3.(4) | T | To ensure emergency lighting will provide lighting for a duration equal to the design criteria under simulated power failure conditions. | Daycare Contractor |
| 6.2.7.1. | T | All portable fire extinguishers. | Daycare Contractor |
| 6.3.2.2. | T | Fire alarm system in accordance with CAN/ULC-S536. | BO Contractor |
| 6.5.3.1. | C | Exposed sprinkler piping hangers to ensure they are kept in good repair. | BO Contractor |
| 6.5.3.4. | C | Sprinkler heads to ensure they are free from damage, corrosion, grease, dust, paint or whitewash. | BO Contractor |
| 6.5.4.4.(2) | I | Sprinkler Fire Department connections for wear, rust or obstruction. | BO Contractor |
| 6.5.5.3. | T | Water flow alarm test using the most hydraulically remote test connection on wet sprinkler systems. | BO Contractor |
| 6.5.5.5. | T | Sprinkler system water pressure with the main drain fully open. | BO Contractor |
| 6.6.5.1. 6.6.5.2.(2) 6.6.5.3. 6.6.5.4. 6.6.5.6. | I | Hydrants including: port caps for wear rust or obstruction, barrel for obstructions or accumulated refuge, drain valve (for barrels containing water), and hydrant water flow. | BO Contractor |
| 6.6.5.7. | C | Main valve of the hydrant shall be fully opened and the hydrant operated with one port open. | BO Contractor |

MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

| OFC | DEF. | REQUIREMENT | RESP. |
|--------------------------------|------|---|--------------------|
| 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, halogenated agents 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 |
| 6.5.1.6.(1) | T | Sprinkler systems where alterations or repairs are made to feed or cross mains or risers. | BO Contractor |
| 6.5.4.5.(3) 6.6.1.2.(3) | I | Sprinkler valves or valves used for fire protection systems (exclusive or combined with domestic) after any alterations or repairs to ensure they are in the fully open position and are sealed, locked or electrically supervised. | 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 |
| 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 |
| 2.4.1.7 | M | Lint traps in laundry equipment shall be cleaned to prevent the accumulation of lint. | DS |
| 2.5.1.2.(1) 2.5.1.3. | M | Keep fire access routes and access panels or windows free of obstructions & be ready for use at all times by Fire department vehicles. | BO |
| 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 |
| 2.7.1.8.(1) | M | Exterior passageways in good repair and 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 |
| 6.3.1.4. | M | Fire alarm system in operating condition. | BO |

MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

| OFC | DEF. | REQUIREMENT | RESP. |
|----------------------------|------|--|-------|
| GENERAL MAINTENANCE | | | |
| 6.3.2.2.(3) | M | A description of the fire alarm system in the building at an approved location (as required by CAN/ULC-S536) and records of whether all signals from any testing or event were received by the monitoring station. | BO |
| 6.5.1.2. 6.5.6.2. | M | Sprinkler systems accessible and in operating condition. | BO |
| 6.5.6.5.(1) | M | Where sprinkler systems are installed, a supply of spare sprinkler heads and equipment shall be maintained. | BO |
| 6.6.4.1. 6.6.4.2. | M | Private hydrants in operating condition and free of snow and ice accumulations. | BO |

FLOOR PLANS

| FLOOR PLAN | DRAWING NO. |
|-----------------------|-------------|
| Legend | |
| Site Plan | 1 of 2 |
| 2 nd Floor | 2 of 2 |

APPENDIX A - FIRE ALARM ACTIVATION REPORT

| | | | | | | | |
|---------------------------------------|---------------------|-------|--|--------------------|------------------------|-------|--|
| ANGUS VALLEY MONTESSORI SCHOOL | | | | | | | |
| 2460 Brock Road, Pickering, ON | | | | | | | |
| DOCUMENTATION | | | | | | | |
| Date: | | Time: | | Prepared by: | | | |
| ALARM INFORMATION | | | | | | | |
| Date: | | Time: | | Personnel on duty: | | | |
| Condition: | Alarm | Zone: | | Trouble | | Zone: | |
| Type of Alarm: | Manual pull station | | | Type of Trouble: | Power on Light | | |
| | Heat Detector | | | | Battery Trouble Light | | |
| | Smoke Detector | | | | Ground Detection Light | | |
| | Other | | | | Common Trouble Light | | |
| | | | | | Other | | |
| Describe: | | | | Describe: | | | |
| Cause of Alarm: | Fire | | | | | | |
| | High Temperature | | | | | | |
| | Low Temperature | | | | | | |
| | Physical Damage | | | | | | |
| | High Humidity | | | | | | |
| ADDITIONAL INFORMATION | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

APPENDIX B - DISTRIBUTION AND HANDOUTS

| DISTRIBUTION AND HANDOUTS | PAGE NOS. |
|---------------------------|------------------------|
| Building Owner | All Pages |
| Daycare Supervisor | All Pages |
| Daycare Teachers & Staff | 9-11, 17-19, 21, 24-27 |
| Contractors | 22 |

APPENDIX B - DISTRIBUTION AND HANDOUTS

FIRE WARDEN & SUPERVISORY STAFF ACKNOWLEDGEMENT LETTER

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

supervisory staff for 2460 Brock Road, 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 C - CONTACT LIST

EMERGENCY TELEPHONE NUMBERS

| CONTACT | TEL. | EMERGENCY TEL. |
|-----------------------------------|----------------|----------------|
| Pickering Fire Services | 905-839-9968 | 911 |
| Durham Regional Police Department | 905-579-1520 | |
| EMS | -- | |
| City of Pickering | 905-420-4660 | |
| Poison Information Centre | 1-800-268-9017 | |

UTILITIES

| UTILITY | COMPANY | TEL. | EMERGENCY TEL. |
|-----------|---------|------|----------------|
| Hydro | | | |
| Water | | | |
| Gas | | | |
| Telephone | | | |

SERVICE PROVIDERS

| TYPE | COMPANY | TEL. | EMERGENCY TEL. |
|---|---------|------|----------------|
| Fire Extinguishers | | | |
| Emergency Lighting | | | |
| Commercial Cooking Extinguishing System | | | |
| Mechanical | | | |
| Electrical | | | |
| Plumbing | | | |
| Glass Window | | | |