

# FIRE SAFETY PLAN



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**ANGUS VALLEY MONTESSORI SCHOOL  
55 ONTARIO STREET SOUTH  
MILTON, 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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# 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 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	Size:	9,386 ft <sup>2</sup>	Construction:	Non-combustible
Occupancy/Type:	Group E & A Div. 2		Walls:	Gypsum & drywall	
Above grade levels:	1		Floors:	Concrete	
Below grade levels:	N/A		Exterior:	Brick and glass	
ACCESS					
Primary Access:	Main entrance (north)		Fire route:	Yes	
Secondary Access:	No		FSP/Key Box:	Yes/Yes	
Alternate Access:	No		Roof Access:	No	
FIRE ALARM SYSTEM					
Type:	Two-stage		FD Handsets:	No	
FACP:	Electrical Rm.#1		Voice comm.	No	
Annunciator:	Mgmt. office		Smoke Control:	No	
WATER SUPPLY					
Main valve:	Sprinkler room #2		Municipal hydrant:	Yes (3)	
FDC:	Northeast side of bldg., exterior		Private hydrant:	Yes (1)	
SPRINKLER AND STANDPIPE SYSTEMS					
Sprinkler: (SP)	Wet:	Yes	Extinguishers	5/10 lb ABC	
	Dry:	No			
	Pre-action:	No			
Control valves:	Sprinkler room #2 (Exterior, South side)				
EMERGENCY POWER					
Battery-packs:	Yes		Generator:	No	
FACP:	Yes		Fuel:	N/A	
EMERGENCY SHUT-OFFS					
Electrical:	Electrical Rm. #1		Gas:	Exterior, south side	
EXITS					
Exterior Exits:	2		Maglocks:	No	
Stairwells:	N/A		Door hold open devices:	No	

# AUDIT OF BUILDING RESOURCES

## GENERAL BUILDING INFORMATION

Angus Valley Montessori School (AVMS) is a single storey day care located in Milton Mall. *The fire safety plan has been prepared for the Montessori School only.*

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

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

## GENERAL FLOOR INFORMATION

AVMS consists of 8 classrooms, sleeping room, reception area, kitchen, offices, storage room, electrical room, janitors' room, staff room, sick room and washrooms.

## 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 on the north side of the building and accessed off of Nipissing 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 playground along the fence to conduct a quick head count of children. Once children have been accounted for, staff and children will relocate to the parking lot. Fire Department access to the building must remain clear.

# AUDIT OF BUILDING RESOURCES

## FIRE ALARM SYSTEM

The Mall is equipped with a two-stage fire alarm system (and the Montessori school is part of the mall fire alarm system). The fire alarm system is monitored by a central station (arranged by mall management).

The fire alarm control panel (FACP) is located in electrical room #1 which is accessed from the exterior of the building on the north side. There is an annunciator panel located on the west side of the mall (Retail B) and another located in the mall management office.

Upon activation of an initiating device (i.e. manual pull station, smoke detector, etc.) the fire alarm system will automatically sound a 1<sup>st</sup> stage (alert) signal to sound throughout the mall area including AVMA.

AVMS can receive a 2<sup>nd</sup> stage (alarm) signal if the following occurs:

- The alarm is not acknowledged within 5 minutes (by pressing the Acknowledge or Auto/Evac/Cancel button at the panel),
- The key switch is activated in a manual pull station, or
- The general alarm key switch at the control panel is activated.

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 system is provided with emergency power by batteries located in the FACP.

## SPRINKLER SYSTEMS

The building is sprinklered using wet-pipe sprinkler systems (including AVMS).

The main shut off valve is located in Sprinkler room #2 (exterior, south side)

# AUDIT OF BUILDING RESOURCES

## STANDPIPE SYSTEM

The building is not equipped with a standpipe system.

## FIRE DEPARTMENT CONNECTIONS

The sprinkler Fire Department (Siamese) connections are located on the northwest end of the building. A second Fire Department (Siamese) connection is located on the south side of the building.

## FIRE HYDRANTS

There are (3) three municipal fire hydrants located as follows:

- One (1) located on the south side of Nipissing Road east of the building.
- Two (2) located on the south side of Ontario Street South, south of the building.

There is one (1) private fire hydrant located as follows:

- adjacent to the main entrance along the fire route.

## COMMERCIAL COOKING SUPPRESSION SYSTEM

An Ansul R102 wet chemical commercial cooking suppression system protects the cooking surface in the 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.

## FIRE EXTINGUISHERS

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

# AUDIT OF BUILDING RESOURCES

## EXITS

There are two (2) exterior exits located as follows:

### Exterior Exits

Exit No. 1 - Main entrance located on the north side of the building

Exit No. 2 - Exit from the corridor located on the south side of the building.

## 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.

## UTILITIES

### Main Water Shut-off Valve

The main water shut-off valve is located in Sprinkler room #2 (exterior, south side)

### Main Gas Shut-off Valve

The main gas shut-off valve is located on the south side of the building.

### Hydro Disconnect Switch

The main hydro disconnect switch is located in electrical room #1 (exterior, north side)

## BUILDING HEATING SYSTEM

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

## CARBON MONOXIDE ALARMS

Carbon monoxide alarms are installed in each classroom (where children sleep) and the infant sleeping room.

# AUDIT OF BUILDING RESOURCES

## OCCUPANT LOADS

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

<b>Room Name</b>	<b>Maximum occupant Load</b>
Room #1 Preschool (Senior)	24 kids, 3 teachers
Room #2 Preschool (Senior)	24 kids, 3 teachers
Room #3 Preschool (Junior)	20 kids, 4 teachers
Room #4 Preschool (Junior)	20 kids, 4 teachers
Room #5 (Toddler)	15 kids, 3 teachers
Room #6 (Toddler)	15 kids, 3 teachers
Room #7 (Toddler)	15 kids, 3 teachers
Room #8 (Infant/Toddler)	10 kids, 3 teachers
<b>Total</b>	<b>143 kids, 26 teachers</b>
Play Area #1 (Preschool Junior/Senior)	24 kids and 3 teachers
Play Area #2 (Toddlers)	20 kids and 4 teachers
Play Area #3 (Infant/Toddlers)	10 kids and 3 teachers
<b>Maximum capacity of playground</b>	<b>54 kids and 10 teachers</b>

## EVACUATION CRIB

An evacuation crib is used to evacuate the infants (located in the infant room area).

# 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:	55 Ontario Street South Milton, Ontario L9T 2M3

## Building Owner Information

BUILDING OWNER			
Company Name:	Paradise Developments	Address:	1 Herron Hills Way, Toronto, Ont, M2J 0G2
		Tel.:	416-756-1972

FIRE ALARM MONITORING COMPANY
Completed by Building Owner

## Tenant Information

TENANT			
Company Name:	Angus Valley Montessori School	Address:	55 Ontario Street South Milton, Ontario L9T 2M3
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:	143	Pre-School (Senior):	48
Toddlers:	45	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)

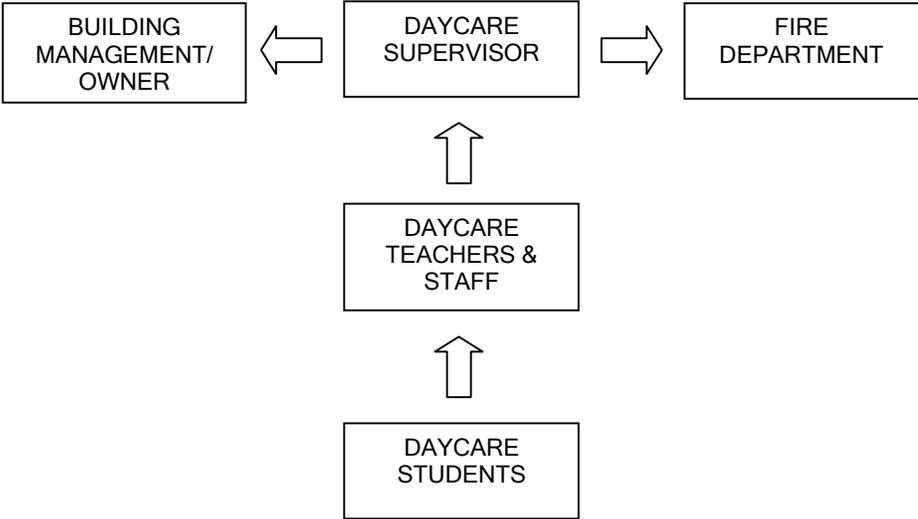
The Evacuation Coordinator is the person designated as the main contact who will meet with the municipal Fire Department to provide access to the building and provide information regarding the status of the evacuation.

## 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 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 system (manual activation and operation).
- 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 the fire alarm system or sprinkler system, that alternate measures as described in this plan are provided.
- Ensuring that the fire route, fire hydrant 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 unit, 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.
- 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 the fire route, fire hydrant 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 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 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, 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

### DAYCARE 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 1<sup>st</sup> stage (alert) signal.
- Upon hearing a 2<sup>nd</sup> 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 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. 55 Ontario Street South, Milton).
- 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 1<sup>ST</sup> 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.
  - Fulfill 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 1<sup>st</sup> stage (alert) to 2<sup>nd</sup> stage (evacuation)). If for any reason, you decide to evacuate the building before hearing the 2<sup>nd</sup> stage (evacuation) alarm, follow the duties listed under “Upon Hearing a 2<sup>nd</sup> 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 2<sup>ND</sup> 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 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 1<sup>ST</sup> 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.
  - Fulfill 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 2<sup>nd</sup> stage (evacuation) signal, follow the duties listed under “Upon Hearing a 2<sup>nd</sup> stage Fire Alarm Signal”.

## **EMERGENCY PROCEDURES - SUPERVISORY STAFF**

### **UPON HEARING A 2<sup>ND</sup> 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.
- 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 1<sup>ST</sup> STAGE (ALERT) OR 2<sup>ND</sup> 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 your 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 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** - Energized Electrical Equipment



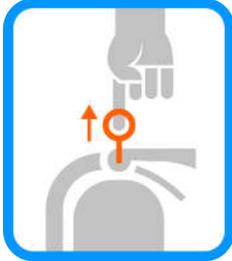
**CLASS K** - Cooking Media

### 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

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

*Note: Mall management is responsible for alternate measures.*

### SYSTEM SHUT-DOWN - 24 HOURS OR LESS

1. Notify the Milton Fire Department at tel.: 905-878-9251 prior to system shut-down.
2. If the shut-down 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 Milton Fire Department 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 Milton Fire Department.

1. Notify the Chief Fire Official in writing (fax: 905-878-5914) 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 Milton Fire Department at tel.: 905-878-9251 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 Fire Department 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 systems.

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 Building Owner Representative.

## **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.

### **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 Fire Department in advance.

### **HOT WORK (Daycare/Building Owner)**

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 55 Ontario Street South, Milton, 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**

### **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**

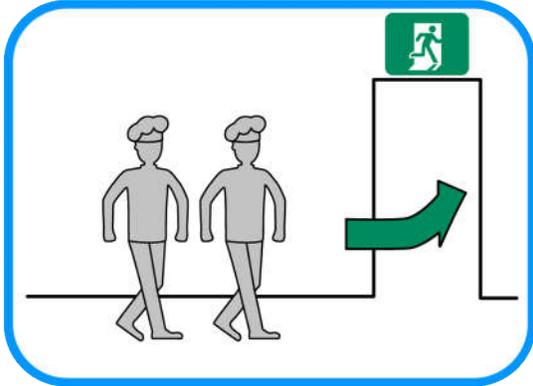
- If you encounter smoke, use an alternate exit.

**REMAIN CALM**

# POSTED INSTRUCTIONS

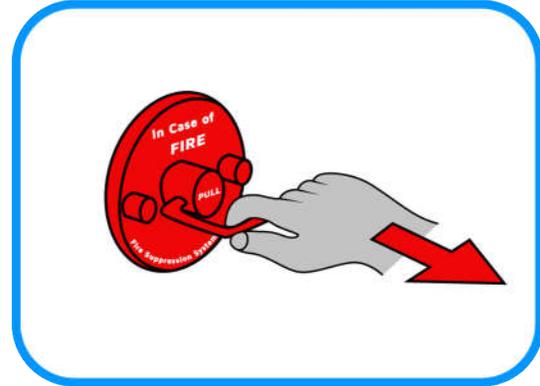
## OPERATION OF COMMERCIAL COOKING SUPPRESSION SYSTEM

### 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:

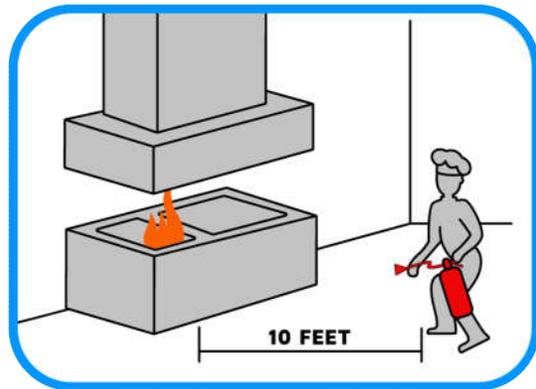
- Pull the handle or ring of the manual pull station straight out with enough force to activate the system.
- Once the fire suppression system is actuated, the fuel supply to the cooking appliances will shut off.

### 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, CO<sub>2</sub>, 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.

## **Fire Department Connections**

Fire Department sprinkler and standpipe connections are required to be clearly identified.

## **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 Milton Fire Department should be notified of the drill where the fire alarm system is activated.

## 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. (Mall management) Where the fire alarm system is activated, contact the fire alarm monitoring company and Milton Fire Department 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. (Mall Management) Where the fire alarm system has been activated, reset the fire alarm system.
2. (Mall Management) Where the fire alarm system has been activated, contact the fire alarm monitoring company and Milton Fire Department.
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:		
<b>EVACUATION</b>					
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	
<b>GENERAL</b>					
6.	How long did it take to evacuate the Daycare?		mins		secs
7.	Approximate percentage of participants				%
<b>OBSERVATIONS</b>					
<b>COMMENTS</b>					
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 systems 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 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 and sprinkler 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.
<b>DAILY</b>			
6.3.2.2.	I	Status of the fire alarm primary AC power and primary and remote trouble signal indicators.	Building Owner (BO)
<b>WEEKLY</b>			
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
<b>MONTHLY</b>			
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.
<b>EVERY TWO MONTHS</b>			
6.5.5.7.(2)	T	Transmitters and water flow actuated devices.	BO Contractor
<b>EVERY SIX MONTHS</b>			
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.
<b>ANNUALLY</b>			
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
6.3.4.8.(2) (3) & (4)	T	Carbon monoxide alarms annually and after the battery is replaced.	Daycare 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 refuse, 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.
<b>EVERY FIVE YEARS</b>			
6.2.7.1.	T	Dry chemical with stainless steel shells, carbon dioxide or wet chemical fire extinguisher hydrostatic testing.	Daycare Contractor
<b>EVERY SIX YEARS</b>			
6.2.7.1.	M	Stored-pressure fire extinguisher shall be emptied and subject to applicable maintenance procedures.	Daycare Contractor
<b>EVERY 12 YEARS</b>			
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
<b>ADDITIONAL REQUIREMENTS</b>			
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.
<b>GENERAL MAINTENANCE</b>			
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
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
2.5.1.2.(2)	M	Fire department sprinkler and standpipe connections free of obstructions.	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

## MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

OFC	DEF.	REQUIREMENT	RESP.
<b>GENERAL MAINTENANCE</b>			
6.3.1.4.	M	Fire alarm system in operating condition.	BO
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
6.3.4.3.(1)	M	Carbon monoxide alarms in operating condition.	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
6.6.1.1.	M	Private and public water supplies for fire protection installations to provide the required flow under fire conditions.	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
Ground Floor	2 of 2

# LEGEND

## FIRE ALARM

 MANUAL PULL STATION

## SPRINKLER/STANDPIPE

## EMERGENCY POWER/LIGHTING

-  EMERGENCY LIGHTING BATTERY UNIT W/ SPOTLIGHTS
-  EMERGENCY LIGHTING BATTERY UNIT W/ SPOTLIGHTS AND EXIT SIGN
-  EMERGENCY LIGHTING REMOTE SPOTLIGHTS
-  EXIT SIGN

## OTHER

-  FIRE SAFETY PLAN BOX
-  EMERGENCY EXIT

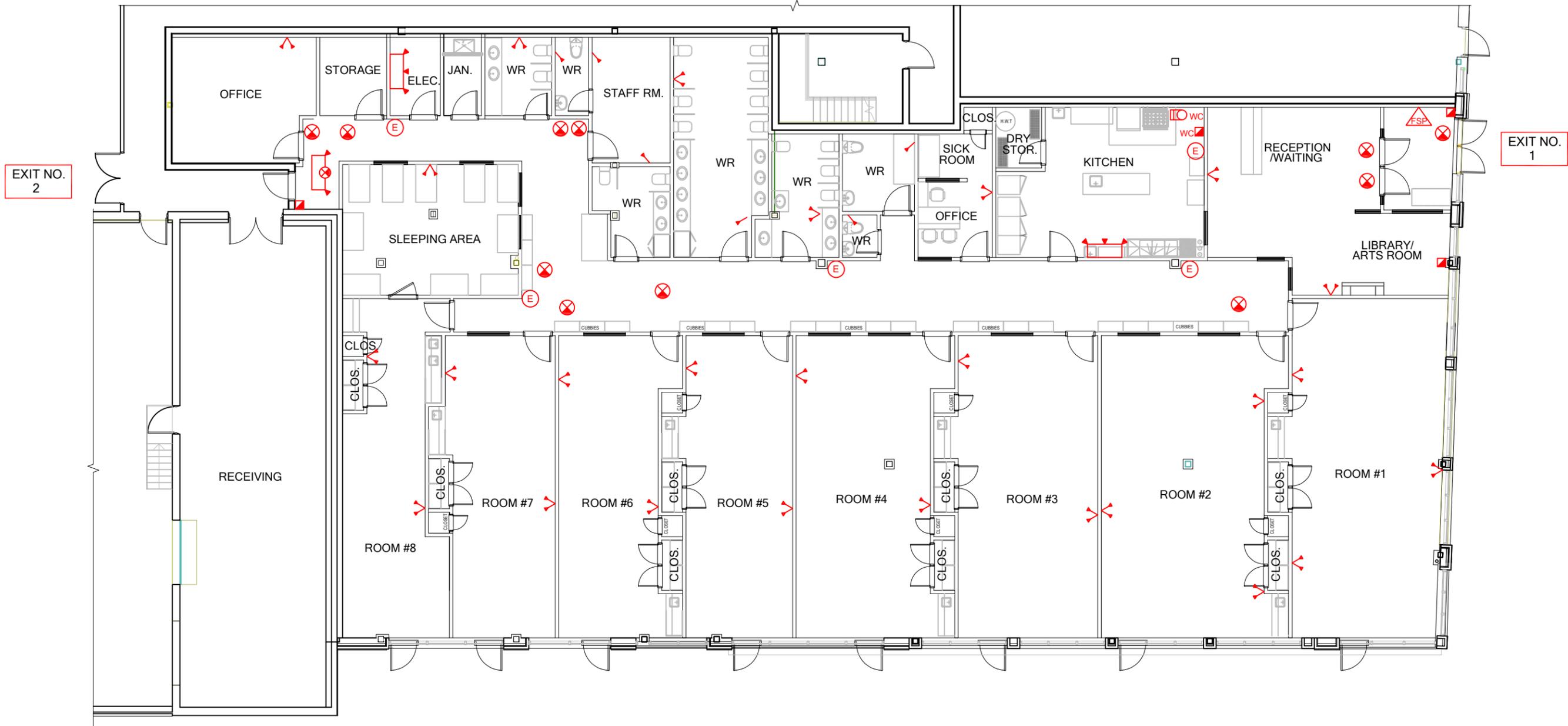
## EXTINGUISHING

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

## EXTERIOR

-  FIRE DEPARTMENT PRIMARY ACCESS
-  FIRE DEPARTMENT CONNECTION
-  MUNICIPAL FIRE HYDRANT
-  PRIVATE FIRE HYDRANT
-  FIRE ROUTE
-  MAIN GAS SHUT-OFF
-  FIRE ALARM CONTROL PANEL
-  FIRE ALARM ANNUNCIATOR PANEL
-  SPRINKLER CONTROL VALVE
-  MAIN WATER SHUT-OFF VALVE
-  MAIN ELECTRICAL DISCONNECT





# FIRE SAFETY PLAN

DATE:  
FEBRUARY 27, 2021

FILE NO.  
2021-004

SCALE:  
NOT TO SCALE

REVISION NO.  
1

DRAWING NO.  
2 OF 2

BUILDING NAME AND ADDRESS:  
AVMS MILTON  
55 ONTARIO STREET SOUTH  
MILTON, ONTARIO

DRAWING:  
GROUND FLOOR

## APPENDIX A - DISTRIBUTION AND HANDOUTS

DISTRIBUTION AND HANDOUTS	PAGE NOS.
Building Owner	All Pages
Daycare Supervisor	All Pages
Daycare Teachers & Staff	9-11, 17-19, 22-23, 25-28
Contractors	24

## APPENDIX A - DISTRIBUTION AND HANDOUTS

### FIRE WARDEN & SUPERVISORY STAFF ACKNOWLEDGEMENT LETTER

I \_\_\_\_\_, \_\_\_\_\_, a member of the  
*(Name)* *(Position)*

supervisory staff for 55 Ontario Street South, 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.
Milton Fire Department	905-878-9251	<b>911</b>
Halton Regional Police Service	905-825-4747	
Ambulance	--	
Town of Milton	905-878-7252	
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			