

FIRE SAFETY PLAN



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APPROVED

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Fire Prevention Officer
Kitchener FD
8/14/2025

**ANGUS VALLEY MONTESSORI SCHOOL
873 FAIRWAY ROAD NORTH, BLDG. D
KITCHENER, 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, 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:	2025	Size:	~5,032 ft ²	Construction:	Non-Combustible
Occupancy/Type:	A2 (Daycare)		Walls:	Drywall	
Above grade levels:	1		Floor:	Concrete	
Below grade levels:	No		Exterior:	Brick	
ACCESS					
Primary Access:	Main entrance (south)		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/Ann.:	Main entrance vestibule		Voice comm.	No	
			Smoke Control:	No	
SPRINKLER AND STANDPIPE SYSTEMS					
Sprinkler: (SP)	This section is not applicable		Extinguishers:	5/10 lb ABC dry chemical	
WATER SUPPLY					
Main valve:	Base bldg. Mech. Rm.		Municipal hydrant:	Yes (2)	
FDC:	N/A		Private hydrant:	Yes (3)	
EMERGENCY POWER					
Battery packs:	Yes		Generator:	No	
FACP:	Yes		Fuel:	N/A	
ELEVATORS					
This section is not applicable					
EMERGENCY SHUT-OFFS					
Electrical:	BB Elec/Mech. rm.		Gas:	Exterior, North side	
EXITS					
Exterior Exits:	4		Maglocks:	No	
Stairwells:	No		Door hold-open devices:	No	

AUDIT OF BUILDING RESOURCES

GENERAL BUILDING INFORMATION

873 Fairway Road North, Building D - Unit #2 is a single-storey building. Angus Valley Montessori School (AVMS) serves as an early education and child care facility. Access to AVMS is via the main entrance located on the south side of the building.

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

This Fire Safety Plan has been prepared for Angus Valley Montessori School only and does not contain information regarding adjacent tenant unit(s).

GENERAL FLOOR INFORMATION

AVMS consists of six (6) classrooms, reception area, kitchen, office, staff room, washrooms and electrical closet. Classrooms include:

- Toddler (#1, 2, 3, 4)
- Pre-school (#5 & 6)

Roof access is located in the base building electrical/mechanical room.

HOURS OF OPERATION

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

FIRE DEPARTMENT ACCESS & FIRE ROUTE

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

There is a designated fire route accessed off of Fairway Road.

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

AUDIT OF BUILDING RESOURCES

DESIGNATED ASSEMBLY AREAS

Primary Area - Teachers/staff and children evacuating the building will attend the the playground area and line up along the fence line.

Secondary Area - Where Teachers/staff and children evacuating the building need to move further away from the building, they can exit the playground area using the gate by the bike rack and move to Chicopee Hills Public High School (300 Chicopee Hills Drive, Kitchener, ON).

FIRE ALARM SYSTEM

AVMS is equipped with a single stage fire alarm system. The system is monitored by a central monitoring station.

The fire alarm control/annunciator panel (FACP) is located in the main entrance vestibule. There are two (2) zones on the fire alarm panel; Zone 1 - Ground floor and Zone 2 - Kitchen hood.

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 AVMS space.

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),
- 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,
- Shutdown of all air handling units.

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 for up to 30 minutes.

SPRINKLER/STANDPIPE SYSTEM

The building is not equipped with a sprinkler or standpipe system.

AUDIT OF BUILDING RESOURCES

FIRE HYDRANTS

There are two (2) municipal fire hydrants are located on the south side of Fairway Road to the east and west side of the plaza.

There are three (3) private fire hydrants for this site including:

- One (1) located on the east side of Bldg. A1,
- One (1) located on the south side of the property opposite Bldg. A2,
- One (1) located on the south side of the property west of Bldg. D.

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 4 exterior exits located as follows:

Exterior Exits

- Exit No. 1 - Main entrance located on the south side of the building.
- Exit No. 2 - Exit from room #3 located on the north side of the building.
- Exit No. 3 - Exit from room #5 located on the north side of the building.
- Exit No. 4 - Exit from room #6 located on the south side of the building.

EMERGENCY LIGHTING & EXIT SIGNS

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

AUDIT OF BUILDING RESOURCES

ELEVATOR

This section is not applicable.

UTILITIES

Main Water Shut-off Valve

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

Main Gas Shut-off Valve

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

Hydro Disconnect Switch

The main hydro disconnect switch is located in the base building mech./elec. room.

BUILDING HEATING SYSTEM

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

OCCUPANT LOADS

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

Room Name	Maximum occupant Load
Room #1 - Toddlers/Preschool	15/15 children and 2/3 teachers
Room #2 - Toddlers/Preschool	15/15 children and 2/3 teachers
Room #3 - Toddlers/Preschool	15/15 children and 2/3 teachers
Room #4 - Toddlers/Preschool	15/15 children and 2/3 teachers
Room #5 - Pre-School (Junior)	16 children and 2 teachers
Room #6 - Pre-School (Junior)	24 children and 3 teachers
Total	# children, # teachers
Play Area #1 - Toddlers/Pre-School	15/16 children and 3/2 teachers
Play Area #2 - Pre-School Junior/Senior	15/16 children and 3/2 teachers
Play Area #3 - Pre-School Junior/Senior	15/16 children and 3/2 teachers

Total occupant load is 100 children (60 toddlers/preschool and 40 pre-school), 13-17 teachers and 7 additional occupants.

CARBON MONOXIDE ALARMS

A carbon monoxide alarm is installed in each classroom where students sleep.

AUDIT OF HUMAN RESOURCES

This page is to be updated as changes occur and is required to be resubmitted to the Chief Fire Official.

BUILDING INFORMATION	
Address:	873 Fairway Road North Kitchener, ON

Building Owner Information

BUILDING OWNER			
Company Name:	1000788968 Ontario Inc.	Address:	26 Quintette Close, Brampton. ON L6P-4E2
Tel.:	647-889-1370		

Tenant Information

TENANT OWNER			
Company Name:	AVMS	Address:	90 Gough Road, Unit 1, 2 nd fl. Markham, ON L3R 5V5
Tel.:	905-431-5566		

DAY CARE SUPERVISOR			
Tel.:	519 894 7070	Hours:	7:00 a.m. - 6:30 p.m., M-F
		On site/call:	On site and on call

TEACHERS & STAFF			
Tel.:	519 894 7070	Hours:	7:00 a.m. - 6:30 p.m., M-F
		No. of staff:	--

CHILDREN/STAFF RATIOS			
Total no. of students:	100	Toddlers:	60
		Pre-School	40

FIRE ALARM MONITORING COMPANY			
Company Name:	TBD	Tel.:	TBD

RESPONSIBILITIES OF SUPERVISORY STAFF

BUILDING OWNER/TENANT (AVMS)

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

Owner in the Ontario Fire Code is defined as *“any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.”*

SUPERVISORY STAFF

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

- Building Owner Representative
- Day Care Supervisor (Evacuation Coordinator on behalf of AVMS)
- Day Care Teachers and Staff

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

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

EVACUATION COORDINATOR (DAY CARE SUPERVISOR)

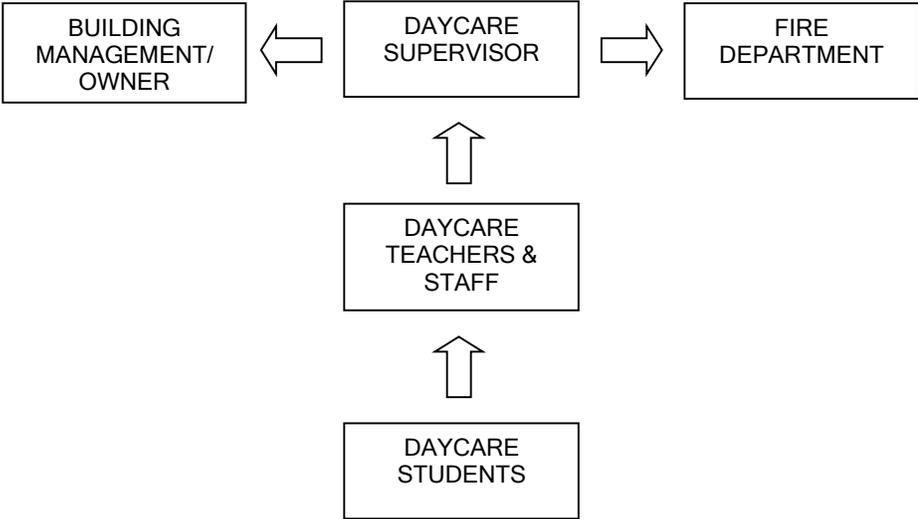
The Evacuation Coordinator is the person designated as the main contact for AVMS who will meet with the municipal Fire Department to provide access to the tenant unit and provide information regarding the status of the evacuation and resetting the fire alarm system.

BUILDING OWNER REPRESENTATIVE

The Building Owner Representative is responsible for addressing the private fire hydrants, fire route and exterior maintenance.

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 the unit.
- Sound of the fire alarm signals.
- Procedures for evacuating the building during a fire emergency.
- Locations of the designated assembly areas.
- Fire alarm system (operation of and device locations).
- 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 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.
- Ensuring that the fire route and hydrants are kept clear and accessible for Fire Department use at all times.

RESPONSIBILITIES OF SUPERVISORY STAFF

TENANT (Angus Valley Montessori School)

Angus Valley Montessori School is responsible for ensuring that the provisions of this plan are implemented for 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 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 during the shut-down of the fire alarm system, alternate measures as described in this plan are provided.
- 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 all records are maintained as required (including maintenance of life safety systems, 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).
- Ensuring that the fire hydrants 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.
- (When on site) Practicing fire prevention (refer to the Fire Prevention section).
- Ensuring that all signage as required on the exterior of the building are posted and maintained (i.e. designated fire route, identification of room names and fire protection equipment, etc.).
- Ensuring that the fire route and hydrants are kept clear and accessible for Fire Department use at all times.

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/children 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 the following in regards to fire alarm monitoring:
 - Continuation of monitoring,
 - Copy of the monitoring certificate is obtained from the central station operator and retained on site,
 - Provide an updated list of contacts to the monitoring company.
- Notifying the Fire Department (tel.: 519-741-2495) of the temporary shut-down of the fire alarm system and appropriate alternate measures are arranged (refer to Alternate measures section).

RESPONSIBILITIES OF SUPERVISORY STAFF

DAYCARE SUPERVISOR (Cont'd)

- Ensuring that the fire alarm system is returned to normal operation, immediately after maintenance, repairs or an emergency has taken place.
- Ensuring that all signage as required within the unit are posted and maintained (i.e. emergency posted instructions, signage related to commercial cooking suppression systems, etc.).
- 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).
- 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. 873 Fairway Road North, Kitchener).
- 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:

- Press the signal silence switch, silencing the fire alarm system (on approval from the Fire Department). Do not reset the fire alarm system until notified to do so by the Fire Department.
- Permit employees and children 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 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.
- Immediately evacuate all children from their classroom.
- Ensure that teachers in the play area are notified of the fire alarm or fire emergency condition. Children located in the play area should be lined up and accounted for.
- Conduct a search of the classroom to ensure that no children have been left behind. Ensure that children and employees requiring special assistance are evacuated from your unit.
- Staff in the kitchen will shut-off any cooking equipment and exit the building. Follow the procedures for activation of the cooking suppression system when required (refer to the Posted Instructions section).
- Evacuate the building and attend the designated assembly area. Teachers/staff should organize children by classroom and line up children along the fence of the playground.
- Conduct a head count of children in their classroom 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

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 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



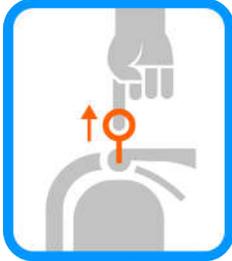
CLASS K - Cooking Media

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 commercial cooking suppression system the Kitchener Fire (KFD) Department are required to be notified. All alternate measures must be acceptable to the authority having jurisdiction.

SYSTEM SHUT-DOWN - 24 HOURS OR LESS

1. Notify the KFD at tel.: 519-741-2495 prior to system shut-down.
2. If the shutdown 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) for the fire alarm system.
6. Contact the monitoring company once the system has been returned to normal.
7. Notify the KFD at tel.: 519-741-2495 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 KFD.

1. Notify the Chief Fire Official in writing 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 KFD at tel.: 519-741-2495 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) for the fire alarm system.
6. Contact the monitoring company once the system has been returned to normal.
7. Notify the KFD 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 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 system has 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 (AVMS)

If the fire alarm 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 (AVMS)

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

FIRE EXTINGUISHERS (AVMS)

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 (AVMS/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 (AVMS)

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.

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.

ALTERNATE MEASURES

FIRE WATCH REPORT

ANGUS VALLEY MONTESSORI SCHOOL									
873 FAIRWAY ROAD NORTH, KITCHENER									
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			
						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 IN EACH CLASSROOM
(in combination with an exiting map)

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

Leave the building by the nearest exit.

Close doors behind you.

CAUTION

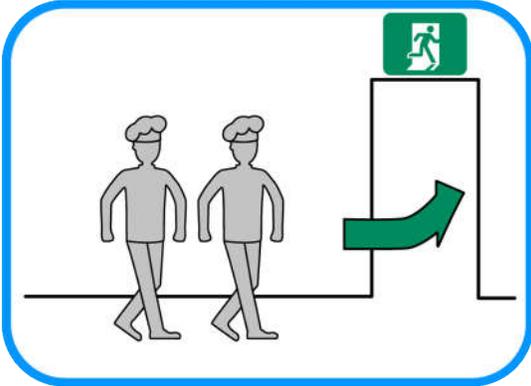
If you encounter smoke, use an alternate exit.

REMAIN CALM

POSTED INSTRUCTIONS

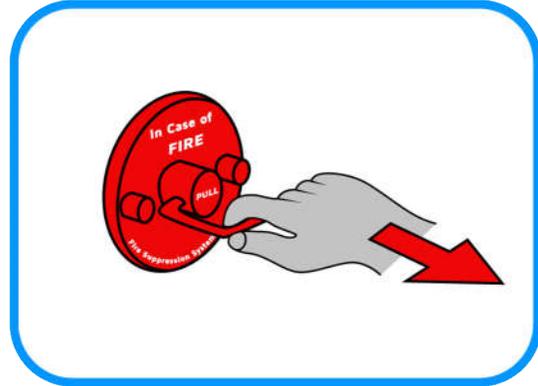
OPERATION OF COMMERCIAL COOKING SUPPRESSION SYSTEMS

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:

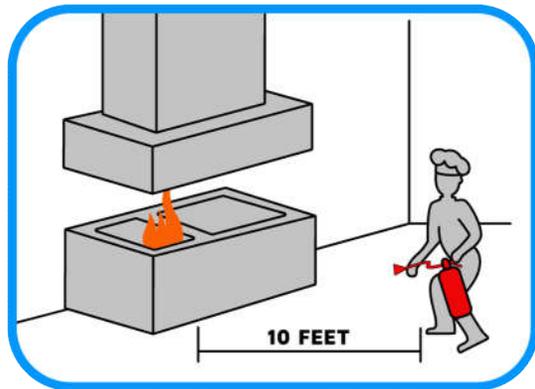
- Pull the handle or ring of the manual pull station straight out with enough force to activate the system.
- Once the fire suppression system is actuated, the fuel supply to the cooking appliances will shut off.

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

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

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

SUPERVISORY STAFF & OCCUPANT PARTICIPATION

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

ACCIDENTAL FIRE ALARMS AND FIRE INCIDENTS

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

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

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

NOTIFICATION 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 KFD is 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

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 KFD services as required.

At the time of the Drill:

1. Activate the fire alarm system or 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 KFD.
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	
6.	Were corridors and exits clear of obstructions?	Yes		No	
GENERAL					
7.	How long did it take to evacuate the Daycare?		mins		secs
8.	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, 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 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 system.

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.	Daycare Supervisor (DS)
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.	DS
MONTHLY			
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.	Daycare Contractor
6.3.2.2.	I & T	Fire alarm system while on emergency power in accordance with CAN/ULC-S536.	Daycare Contractor
6.8.1.1.(1)	I	Wet Chemical suppression systems in accordance with the manufacturer's design, install and maint. manual or the owner's manual including: <ul style="list-style-type: none"> - Extinguishing system is in proper location. - Manual actuators are unobstructed. - Tamper indicators and seals are intact. - Maintenance tag or certificate is in place. - No obvious physical damage or condition exists that might prevent operation. - Pressure gauge is in the operable range. - Nozzle blow-off caps are intact and undamaged. - The hazard has not changed including replacement, modification and relocation of protected equipment. 	DS

MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

OFC	DEF.	REQUIREMENT	RESP.
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
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.	Daycare Contractor
6.3.4.8.(2) (3) & (4)	T	Carbon monoxide alarms annually or after the battery is replaced (battery operated units)	Daycare 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.	Building Owner (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

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	Where fire separations have been damaged so as to affect the integrity of the fire-resistance rating, the damaged fire separation shall be repaired so that the integrity of the fire separation is maintained.	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
2.6.1.13.	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

MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

OFC	DEF.	REQUIREMENT	RESP.
GENERAL MAINTENANCE			
6.2.1.2.	M	Portable extinguishers shall be kept operable and fully charged.	DS
6.3.1.2.(1) & (4)	M	Where a fire alarm system is required to be monitored to transmit a signal to the fire department, the building owner shall ensure the continuation of the monitoring. Where a fire alarm system is required to be monitored and the monitoring is provided by a central station, the operator of the central station shall be responsible for maintaining the monitoring service and associated monitoring equipment in accordance with CAN/ULC-S561 or NFPA 71.	DS
6.3.1.4.	M	Fire alarm system in operating condition.	DS
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.	DS
6.3.4.3.(1)	M	Carbon monoxide alarm in operating condition.	DS
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



FIRE ALARM CONTROL PANEL



MANUAL PULL STATION

SPRINKLER/STANDPIPE

EMERGENCY POWER/LIGHTING



EMERGENCY LIGHTING BATTERY UNIT
W/ SPOTLIGHTS



EMERGENCY LIGHTING REMOTE SPOTLIGHTS



EXIT SIGN

OTHER



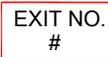
FIRE SAFETY PLAN BOX



MAIN WATER SHUT-OFF VALVE



MAIN ELECTRICAL DISCONNECT



EMERGENCY EXIT



VERTICAL LADDER (ROOF ACCESS)

EXTINGUISHING



FIRE EXTINGUISHER



WET CHEMICAL MANUAL PULL STATION



WET CHEMICAL CYLINDER

EXTERIOR



FIRE DEPARTMENT PRIMARY ACCESS



PRIVATE FIRE HYDRANT



MUNICIPAL FIRE HYDRANT



FIRE ROUTE

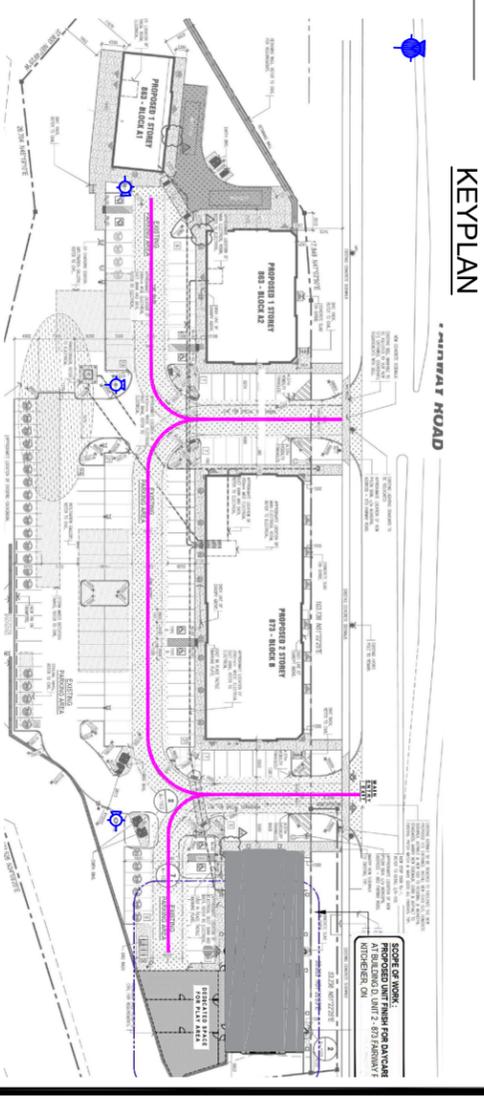
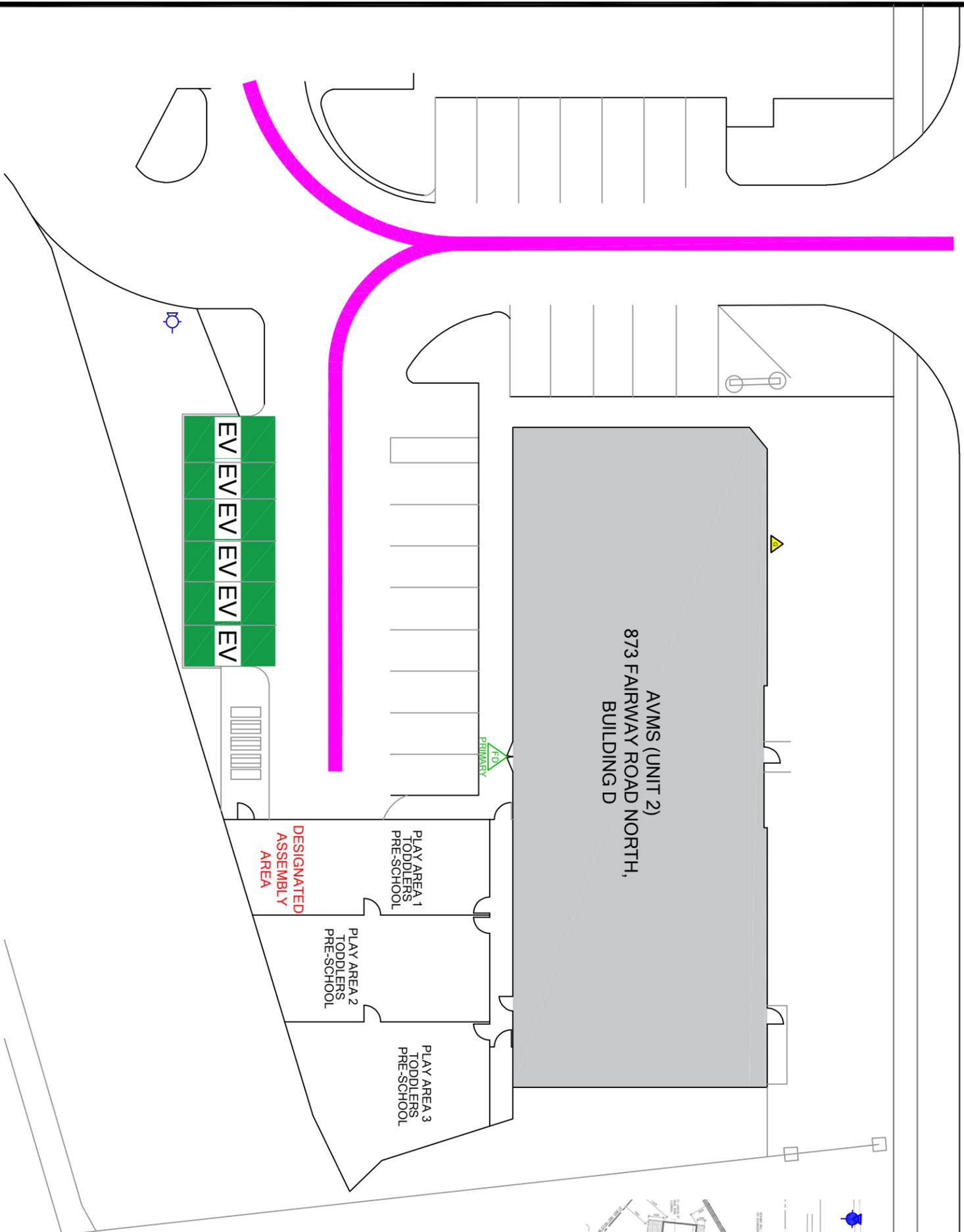


MAIN GAS SHUT-OFF



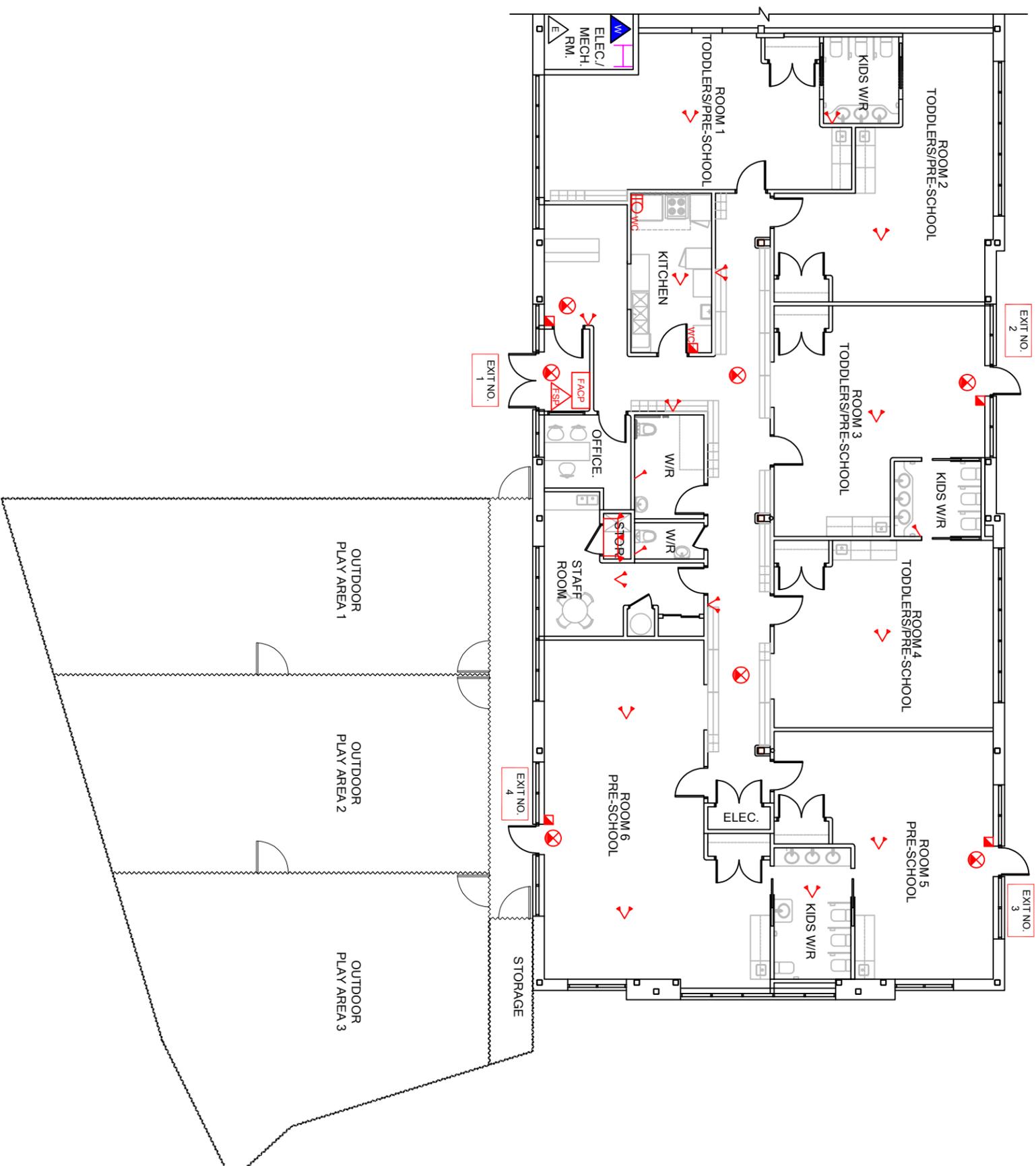
ELECTRIC VEHICLE PARKING SPOT

FAIRWAY ROAD



FIRE SAFETY PLAN

DATE: JUNE 20, 2025	FILE NO. 2025-022	BUILDING NAME AND ADDRESS: ANGUS VALLEY MONTESSORI SCHOOL 873 FAIRWAY RD. N, BLDG. D KITCHENER, ON
SCALE: NOT TO SCALE	REVISION NO. 1	DRAWING: SITE PLAN
	DRAWING NO. 1 OF 2	



NORTH

FIRE SAFETY PLAN

DATE: JUNE 20, 2025	FILE NO. 2025-022	BUILDING NAME AND ADDRESS: ANGUS VALLEY MONTESSORI SCHOOL 873 FAIRWAY RD. N, BLDG. D KITCHENER, ON
SCALE: NOT TO SCALE	REVISION NO. 1	DRAWING: GROUND FLOOR
	DRAWING NO. 2 OF 2	

APPENDIX B - FIRE ALARM ACTIVATION REPORT

ANGUS VALLEY MONTESSORI SCHOOL								
873 FAIRWAY ROAD NORTH, KITCHENER								
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 C - DISTRIBUTION AND HANDOUTS

DISTRIBUTION AND HANDOUTS	PAGE NOS.
Building Owner	All Pages
Daycare Supervisor	All Pages
Daycare Teachers & Staff	8-10, 16-18, 20, 22-25
Contractors	21

APPENDIX C - DISTRIBUTION AND HANDOUTS

SUPERVISORY STAFF ACKNOWLEDGEMENT LETTER

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

supervisory staff for 873 Fairway Road North, Kitchener, 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 D - CONTACT LIST

EMERGENCY TELEPHONE NUMBERS

CONTACT	TEL.	EMERGENCY TEL.
Kitchener Fire Department	519-741-2495	911
Waterloo Regional Police	519-570-9777	
PSV	519-575-4000	
City of Kitchener	519-741-2345	
Ontario Poison Centre	1-844-764-7669	

UTILITIES

UTILITY	COMPANY	TEL.	EMERGENCY TEL.
Hydro			
Water			
Gas			

SERVICE PROVIDERS

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