Fire Safety Plan

Building Fire Safety Plan for:

Huron University College
Dining Hall

F - 503
(Emergency Map Reference Number)

October, 2018
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1. Introduction

The Ontario Fire Code, Section 2.8 requires the implementation of a Fire Safety Plan for this building/occupancy. Typically, the plan is to be kept in the building in an approved location; however, due to the large number of buildings on and off campus, the Fire Safety Plans are maintained in a central database on the Western Fire Safety website. www.fire.uwo.ca.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of Western’s Fire Safety Department to ensure that the information contained within the Fire Safety Plan is accurate and complete.

The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than $100,000 and an individual is liable to a fine of not more than $50,000 or imprisonment for a term of not more than one year or both.

This Official Document is to be kept readily available in the approved location for use by building occupants including; staff, fire officials, other public officials and Supervisory Staff.

NOTE: As per the letter of understanding between Western University (and its affiliates who wish to participate) and the London Fire Department received on February 5, 2014, the London Fire Department agrees with the purchasing of tablets and the provided fire safety plans via pdf or other agreed upon format as a means of alternate compliance concerning Sentence 2.8.2.1(3), [Functional statement F12 – to facilitate emergency response, Fire safety objectives 1.2 and 1.5 and Fire Protection Objective 1.2] of the Ontario Fire Code and the City of London Bylaw #F-167-159. London Fire and Western University will liaise going forward on updates of said Fire Safety Plans as required.
Definitions

Alarm Signal: an audible signal transmitted throughout a zone or zones or throughout a building to advise occupants that a fire emergency exists.

Approved: approved by the Chief Fire Official.

Assembly: the type of occupancy or the use of a building, or part thereof, occupancy by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes or for the consumption of food or drink.

Building: any structure used or intended for supporting or sheltering any use or occupancy.

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

Chief Fire Official: the assistant to the Fire Marshal who is the City of London Fire Chief or a member or members of the fire department appointed by the City of London Fire Chief under Subsection 1.1.8. (of the Ontario Fire Code) or a person appointed by the Fire Marshal under Subsection 1.1.8.

Class A: a fire involving combustible materials such as wood, cloth and paper.

Class B: a fire involving a flammable or a combustible liquid, fat or grease.

Class C: a fire involving energized electrical equipment.

Class D: a fire involving a combustible metal.

Class K: a fire involving cooking oils.

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

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

Incident Command: the incident management structure used during emergencies by both Western University and municipal emergency agencies.

Incident Commander: the individual representing the authority having jurisdiction (London Fire Department) who is responsible for the coordination and response to a fire emergency.
Incident Commander — Western University: an individual authorized by the President to coordinate the University’s response to an emergency and to notify the Emergency Operations Control Group (EOCG) in the event of a major incident and/or the municipal emergency agencies incident manager.

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

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

Occupant Load: the number of persons for which a building or part thereof is designed.

Owner: 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.

Single Stage Fire Alarm System: a fire alarm system designed so that activation of any alarm initiating device (i.e. manual pull station, smoke or heat detector, etc.) will cause a general evacuation alarm signal to sound on all audible signal appliances throughout the building.

Supervisory Staff: those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan. This includes the Building Emergency Coordinator, Building Emergency Team members, and/or Residence Life Staff.

Test: means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
2. Contact Information

a. Emergency Contact Information

**Fire, Police, Ambulance: 9-1-1**

b. Building Key Holder(s) Information/Emergency Contacts:

**Building Name:** Huron University College Dining Hall

**Emergency Map Identification Number (Zone/Number):** F-503

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone/Extension</th>
<th>Alternate Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Principal of Finance and Administration – Deborah Lucas</td>
<td>519-438-7224 / x 245</td>
<td>519-630-5612</td>
</tr>
<tr>
<td>Maintenance Supervisor – Joe French</td>
<td>519-663-9455 ID 5712</td>
<td>519-225-2432</td>
</tr>
<tr>
<td>Director of Food Services – Brian Harness</td>
<td>519-438-7224 / x 266</td>
<td>226-663-5929</td>
</tr>
<tr>
<td></td>
<td>Cell – 519-808-7879</td>
<td></td>
</tr>
<tr>
<td>Huron’s Information Desk</td>
<td>519-438-7224 / x 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cell – 519-521-9407</td>
<td></td>
</tr>
</tbody>
</table>

c. Building Owner Information

Huron University College
1349 Western Road
London, ON N6B 1H3
519-438-7224
3. Building Resources Audit

General
Occupancy Type: A2 – Schools and colleges, non-residential

Occupant Load (If applicable): contact western fire safety for specific room occupancy loads

Designated Fire Route: Western Road to Huron Drive (south of dining hall) at stop sign turn right and another right and continue to Dining Hall.

Municipal/Private Hydrant Location: Beside the cooling tower across the road from the dining hall (north).

Lockbox Location: N/A

Type of Heating: Natural Gas and Electric.

Main Gas Shut-off to Building: South side of Dining Hall (Outside by roadway).

Main Electrical Shut-off Location: East utility room.

Main Domestic Water Shut-off Location: Washroom in shipping/receiving area.

Fire Alarm System
Make: Edwards
Model: Fire Shield Plus

Main Control Panel Location: Electrical Room
Annunciator Panel Location(s): Front entrance
Fire Alarm Description: Single stage, Conventional (10 zones)
Monitoring: Campus Police

Sprinkler System
Type: N/A

Connected to Fire Alarm System: N/A
Location of Shut-off/Isolation Valves: N/A
Fire Pump Location: N/A
Standpipe System: No
Location of Standpipe Shut-off/Isolation Valves: N/A
Fire Department Connection: No

Fixed Extinguishing System for Commercial Cooking Equipment
Location: Kitchen Area
Type: Pyrotex II - Wet Chemical fixed extinguishing system

Fuel Source: Natural gas

Location of Fuel Shut-off for Appliances: Automatic shutoff, Main shutoff south side of building.

Location of K type Extinguisher: See building schematics in section 4

Other
Type of Specialty/Other Extinguishing System(s): N/A

Portable Fire Extinguishers: Refer to Section 4, Building Diagrams

Type of Emergency Lighting: Wall Packs

Type of Emergency Power: N/A

Generator Fuel Supply Type/Location: N/A

Extra Hazardous Area Location(s): No

Exits: Refer to Section 4, Building Diagrams

Elevators: N/A
4. Building Schematics (Floor Plans)

- Occupant Assembly Area
- Huron Dining Hall Site Map
- Pull Pin for Kitchen Fire Suppression System
- Entrance/Exit
- Fire Hydrant
- Valve
- Fire Alarm Control Panel
- Fire Alarm Annunciator
- Siamese
- Pull Station
- Fire Extinguisher - D Type
- Fire Extinguisher - ABC Type
- Fire Extinguisher - ABC Type
- Hose Cabinet
5. Controlling Building Fire Hazards

A high standard of housekeeping and general maintenance is the single most important factor in the prevention of fire. Subsequently, some common fire hazards have been identified;

- Combustible materials stored improperly and in mass quantities in unapproved locations.
- Fire Doors being propped open or not closing properly.
- Improper storage of flammable liquids and gases.
- Defective wiring of appliances and electrical equipment, and/or overloading of specific outlets, power bars and extension cords.
- Improper disposal of oily rags.

Reporting Fire Hazards

Please report all fire hazards to Western Fire Safety at 519-661-3300 or extension 83300. There is no need to give your name and all hazards will be investigated if reported by phone or in person (Please do not report fire hazards by fax or email).
6. Instruction to Occupants

Procedure in Event of a Fire

Throughout campus there are signs posted with instruction pertaining to fire procedures as well as directions to follow in the event of an emergency. A sample of this sign has been included in this plan. You should familiarize yourself with your building’s signage as well as the instructions listed on them.

When the Alarm Sounds:

- Gather your coat, keys, purse, etc. and close your door.
- Evacuate the building using the closest exit. DO NOT USE ELEVATORS
- Proceed to your predetermined meeting place and advise your supervisor, Building Emergency Team or Emergency Personnel of any pertinent information (i.e. People inside, location of the fire, etc.)
- DO NOT re-enter the building until given permission to do so.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE
Leave fire area Immediately and close doors.
Call Fire Department - 911
Sound the fire alarm - pull the manual station.
Leave the building by the nearest exit.

DO NOT USE ELEVATOR

UPON HEARING FIRE ALARM
Leave the building by the nearest exit.
Close doors behind you. Take door key.

CAUTION
If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and place wet towel at base of door. If you encounter smoke in stairway, use alternate exit.

REMAIN CALM

FALSE ALARM - Everyone who wilfully, without reasonable cause, in ANY MANNER, makes or causes to be made an alarm of FIRE is guilty of an offence." - Criminal Code

UNIVERSITY POLICY REQUIRES FULL EVACUATION

CAMPUS EMERGENCIES 911
Provisions for Persons with a Disability

Persons with a physical disability may be limited in their ability to evacuate by means of stairwells if elevators are not available during a fire alarm. It is primarily for this type of disability that the following procedures apply.

For the purpose of fire safety planning, a “physical disability” is that which, even with the aid of Building Emergency Team members, would prevent a person from descending the stairs in an evacuation situation at a rate of speed consistent with the normal flow of other building occupants, or which would cause such person physical harm if they attempted to descend the stairs.

Procedure When an Alarm Sounds

Ground Level - Evacuation

If you can evacuate the building at ground level, a Building Emergency Team member (BET) or a volunteer may escort you to a safe location away from the building.

Above or below the ground floor – Shelter in Place Procedure

1. Seek a safe area with or without the assistance of a BET member. This may be an office, work area, or stairwell.
2. Immediately phone Campus Police at 911 to inform them of your location, circumstances for not evacuating and intention to remain in the building.
3. Tell the communication officer that your fire alarm is sounding but you have a disability and cannot leave your floor area. If you smell smoke, or are in immediate danger, immediately inform the communications officer.
4. Provide the phone number and extension you are calling from. It is IMPERATIVE that this number can receive return calls. Note that PAY telephones generally cannot receive incoming calls.
5. Campus Police have radio contact with officers at the scene and will provide you with updates on the situation via the phone number you provide. In the event that your safety could be compromised, Firefighters will assist in your safe evacuation. At any time, you can also call back for an update.

Whenever possible, the procedures to be taken for the evacuation of a person with disability should be discussed with the individual. Co-workers may also be informed of these procedures in order to achieve a mutual understanding of the impairment, and the procedures to initiate during an evacuation.
The person(s) with the disability is the best judge of his/her abilities and can provide valuable assistance in developing an evacuation plan. Persons with a sensory impairment (blindness, deafness, etc.) or a minor physical impairment may, with the assistance of their Building Emergency Team members, evacuate as quickly and safely as other building occupants. If this is the case, they should carry out standard evacuation procedures. However, these persons may require at least one Building Emergency Team Member to alert them of the alarm, if necessary, and to assist them to evacuate.

In building fire evacuation exercises (i.e. fire drills), the Building Emergency Team members and person(s) with a disability are to carry out the actions they would normally carry out in an emergency including Shelter in Place procedures.

Occupants who require assistance in evacuating during an alarm are responsible for:
- Advising their Building Emergency Team Coordinator or Western Fire Safety so that a pre-plan can be established;
- Assisting the Building Emergency Team Coordinator or Western Fire Safety in developing a specific evacuation plan if one is required.
- Practicing the evacuation procedures during fire drills and evacuation exercises

Please send any unanswered questions or concerns to firesafety@uwo.ca
7. Supervisory Staff

- Director of Food Service, Browns Catering
- Chef
- Supervisor (evenings/weekends)
- Supervisor (daytime/weekends)
- Director, IT & Infrastructure Projects, Huron University
- Parking & Mail Room Clerk
8. Responsibilities

Supervisors
- Keep the doors in fire separations closed at all times.
- Ensure that the doors to stairways are kept closed at all times (or will close on activation of a fire alarm)
- Keep access to exits and exit doors, inside and outside, clear of any obstructions at all times.
- Ensure that stairways, landings, hallways, passageways, and exits, inside and outside, are kept clear of any obstructions at all times.
- Ensure that combustible materials are not accumulated in any part of a stairway, fire escape or other means of egress, or near elevator and ventilation shafts.
- Ensure that combustible waste materials do not accumulate in locations that may constitute an undue fire hazard.
- Promptly remove all combustible waste from your area.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Participate in fire drills.
- Have a working knowledge of fire alarm procedures and the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Maintain fire protection equipment visibility and access.
- Arrange for an alternate person to be responsible for your duties in the event of your absence.
- Comply with the Ontario Fire Code.
Western Fire Safety

Western Fire Safety has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Develop Fire Safety Plans for each building and ensure that the information is current.

Huron College

Huron College Responsibilities

- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety – with assistance from Western Fire Safety as needed.
- Conducting fire drills in accordance with the Ontario Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code and are completed on schedule and that records are retained for the required period.
- Train sufficient building supervisory staff and alternates – with assistance from Western Fire Safety as needed.
- Maintain the provisions of the Fire Safety Plan – with assistance from Western Fire Safety as needed.
9. Assembly Area(s)
The following table indicates the assembly areas for the building:

<table>
<thead>
<tr>
<th>Huron Dining Hall</th>
<th>Assembly Area</th>
<th>Hellmuth Front Lawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Shelter</td>
<td>Kingsmill Room</td>
<td></td>
</tr>
<tr>
<td>Secondary Shelter</td>
<td>Classroom W12</td>
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</table>
10. Fire Drills

Campus fire drills are conducted in accordance with the Ontario Fire Code. This Code states that a fire drill, for at least supervisory staff, must occur once per year in all buildings equipped with fire alarm systems, every six months in buildings that have laboratories that use flammable or combustible liquids, every three months in high rise buildings, and monthly for day-care facilities.

A fire drill is a tool that can be used to train employees who have supervisory duties, expose building occupants to fire evacuation procedures, identify concerns that affect the occupants’ ability to evacuate, and increase the general fire safety awareness among building occupants.

As the name implies, a fire drill is just that, a “drill”, or a “practice” that is conducted during a non-emergency time. Building occupants are given the opportunity to carry out any “fire alarm duties” assigned to them without the danger presented by an actual fire. Fire Drills also prove to be good practice for all Building Emergency Team members. This provides all occupants the opportunity to give feedback that can be used to alter and modify plans, routines and habits in an effort to make a real emergency as safe as possible.

A fire drill may also be used as a diagnostic tool that can help emergency planners understand the strengths and weaknesses of each building’s reaction to a fire alarm/emergency situation. These findings can then be used to make adjustments to fire safety plans, training programs, and future fire drills.

Fire drills identify to the occupants the audible and visual evacuation devices and emergency tones that are heard and seen during an alarm as well as reinforce the procedures that are to take place during an alarm.

Participation in fire drills is mandatory, and each person within a building is expected to evacuate when the fire alarm sounds.

Fire drills will be held at least annually in this building to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.
11. Fire Extinguishment/Control/Confinement

Ensure that the Fire Alarm System has been activated and that the Fire Department has been notified prior to an attempt to extinguish a fire. Only those persons who are trained and familiar with extinguisher operation should attempt to fight a fire. In the event that a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire and the building should be evacuated.

**Portable Fire Extinguisher Operation**

Remember the acronym P.A.S.S.

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

Never re-hang or put back extinguishers after they have been used. Ensure that discharged fire extinguishers are reported to Western Fire Safety and that a replacement extinguisher is provided.

Keep extinguishers visible and unobstructed.

Throughout campus there is signage posted indicating instructions pertaining to operation of fire protection equipment (Commercial Kitchen Suppression Systems, Special Fixed Extinguishing Systems, Fire Hose Stations, etc.) as well as directions to follow in the event of an emergency. The fire extinguisher procedure sign has been included in this plan. You should familiarize yourself with your building’s/area’s signage as well as the instructions provided. Contact Western Fire Safety for any further training.
12. Alternative Fire Safety Measures

 Alternative fire safety measures will be implemented for any shutdown of fire protection equipment and systems or parts thereof. The London Fire Department will be notified of any shutdowns lasting longer than 24 hours.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of fire watch personnel, radios, procedures, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations are to be sought from Western Fire Safety & Emergency Management.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Adhere to all relevant University policies and procedures.
2. The London Fire Department is to be notified by Western Fire Safety of shutdowns lasting longer than 24 hours.
3. When required, persons/occupants in affected areas will be notified by the means identified by Western Fire Safety & Emergency Management.
4. When deemed necessary by Western Fire Safety & Emergency Management staff, or other reliable person(s), will conduct a Fire Watch within the affected area(s). All normally occupied areas shall be inspected and a log will be maintained via radio communication with CCPS radio system logging.
5. Alternative notification system(s) may need to be employed to evacuate occupants at the request of Western Fire Safety & Emergency Management or the London Fire Department.
6. During an emergency or unscheduled shutdown notify the Manager of Western Fire Safety & Emergency Management (or designate) via Campus Community Police Service Communications (519-661-3300). The notification is to be made by the employee or contractor creating the shutdown. Provide your name, address, phone number and/or location and a description of the problem including when you expect it to be corrected. Notify Community Campus Police Services again when repairs have been completed and systems are restored to normal.

**Note:** All shutdowns will be confined to as limited an area and duration as possible.

All hazardous operations (labs working with flammable and combustible liquids and gases) should be suspended in non-protected areas due to shutdowns.
13. Special Event Procedures

All Special Events are to have fire and life safety procedures developed if the provisions of the approved fire safety plan cannot be met. All special event organizers are to develop these plans in conjunction with Western Fire Safety.

The following are examples of special event items that would require the need for special procedures:

- Blocked exits
- Large quantities of combustibles
- Large number of persons with a physical disability
- High profile speaker(s)
- Change in building use
- Change in normal occupancy
- High occupancy loads

Check/Test/Inspect requirements of the Ontario Fire Code (OFC):

- Fire safety Officers check to ensure that the necessary checks, inspections, and/or tests are being completed, when conducting their inspections.
- This list has been prepared for the purpose of convenience only, for accurate reference please consult the OFC or Western Fire Safety.
- The OFC states that records of all tests (and corrective measures required) be retained for a period of two years. For all documented records contact Western Fire Safety.
- All maintenance and testing of building fire and life safety systems are the responsibility of Western Fire Safety & Emergency Management.
General Fire Protection Systems/Equipment

General

• Fire hydrants shall be readily available and unobstructed for use at all times
• Doors in fire separations are to be checked as frequently as necessary to ensure that they remain closed
• Exit signs are to be clearly visible and maintained in a clean and legible condition
• Internally illuminated exit signs are to be kept clearly illuminated at all times when the building is occupied

Weekly

• When subject to accumulation of combustible deposits, hoods, filters, and ducts are to be checked weekly and be cleaned when such deposits create an undue fire hazard

Monthly

• Doors in fire separations are to be inspected monthly for proper operation

Yearly

• Hydrants shall be inspected annually after each use
  o Ensure hydrants are equipped with port caps, secured wrench tight. The port caps shall be removed annually and inspected for wear, rust, or obstructions
  o The hydrant barrel shall be inspected annually to ensure that no water has accumulated
  o The drain valve shall be inspected for operation if water is found in the hydrant barrel when main valve is closed
  o Hydrant water flow shall be inspected for operation annually and a record shall be kept
  o Yearly inspection and maintenance of hydrants is the responsibility of the City of London
• Fire dampers and fire-stop flaps are to be inspected annually, or based on a schedule, via contractor, acceptable to the Chief Fire Official
• Every chimney, flue and flue pipe are to be inspected annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits
• Disconnect switches for mechanical air-conditioning and ventilating systems are to be inspected annually to establish that the system can be shut down
• Spark arresters are to be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters should be repaired or replaced
Portable Fire Extinguishers

**General**

- Each portable extinguisher is to have a tag securely attached to it showing the maintenance or recharge date, the servicing agency, and the signature of the person who performed the service
- A permanent record containing the maintenance date, the examiner's name, and a description of any work or hydrostatic testing carried out is to be prepared and maintained for each portable extinguisher
- All extinguishers are to be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer are to be followed

**Monthly**

- Portable fire extinguishers are to be inspected monthly

**Yearly**

- Extinguishers are to be subject to maintenance not more than one year apart or when specifically indicated by an inspection
- Maintenance procedures are to include thorough examination of the three basic elements of an extinguisher:
  - Mechanical parts
  - Extinguishing agent
  - Means of expulsion

**5 Years**

- Every five years, pressurized water and carbon dioxide extinguishers are to be hydrostatically tested.

**6 Years**

- Every six years, stored pressure extinguishers that require a 12 year hydrostatic test are to be emptied and subjected to the applicable maintenance procedures
Fire Alarm

General

- Fire alarm and voice communication system components are to be kept unobstructed
- Fire alarm control and annunciator panels are to be kept unobstructed
- Fire alarm system power supply disconnect switches are to be locked on in an approved manner

Daily

- The following daily checks should be conducted, and if a fault is established, appropriate corrective action should be taken
  - The fire alarm panel is monitored 24/7 by Security for any alarms, faults, or trouble which will result in the immediate dispatch of persons to investigate.

Monthly

- Every month the following tests are to be conducted under battery back-up power and if a fault is established, appropriate corrective action if to be taken:
  - One manual fire alarm initiating device is to be operated, on a rotating basis, and should initiate an alarm condition
  - Function of all signal devices should be ensured
  - The annunciator panel is to be checked to ensure correct annunciation
  - Intended function of the audible and visual trouble signals are to be ensured
  - Fire alarm batteries are to be checked to ensure that:
    - Terminals are clean and lubricated where necessary
    - Terminal clamps are clean and tight
    - Electrolyte level and specific gravity, where applicable, meet manufacturer’s specification
  - Voice paging capability to one zone is to be tested monthly on a rotational basis
  - One emergency telephone is to be tested monthly on a rotational basis for operations and correct indication at control unit
  - Loudspeakers are to be tested monthly as an all-call signal to ensure they function as intended
  - At least one firefighter’s emergency telephone is to be tested monthly, on a rotational basis to ensure communication with the control unit. All telephones are to be tested each year

Yearly

- Yearly tests are to be conducted by a certified fire alarm technician as required by The Ontario Fire Code. Tests should be in conformance with CAN/ULC S536, “Inspection and Testing of Fire Alarm Systems”.

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• Voice communications between floor areas and the central alarm control facility are to be tested annually, as required for fire alarm initiating and signalling devices.
Emergency Lighting System

Daily

- Check pilot lights for indication of proper operation

Monthly

- Batteries should be inspected monthly and maintained as per manufacturer’s specifications
- Ensure that the battery surface is clean and dry
- Ensure that the terminal connections are clean, free of corrosion and lubricated
- Ensure that the terminal clamps are clean and tight as per manufacturer’s specifications
- Emergency lighting equipment should be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply

Yearly

- Emergency lighting equipment should be tested annually to ensure that the units will provide emergency lighting for duration equal to the design criteria under simulated power failure conditions
- After completion, the charging conditions for voltage and current and the recovery period will be tested annually to ensure that the charging system is in accordance with the manufacturer’s specifications
15. Fire Alarm System and Device Information

Edwards Fire Shield Plus
Single Stage, Conventional Fire Panel

Automatic Devices:
- Heat detectors

Manual Devices:
- Manual Pull Stations