Building Fire Safety Plan for:

HURON UNIVERSITY COLLEGE
ACADEMIC BUILDING

F - 514
(Emergency Map Reference Number)

October 2020

CITY OF LONDON
FIRE PREVENTION DIVISION
FIRE SAFETY PLANS
APPROVED

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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 $500,000 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: Academic Building

      Emergency Map Identification Number (Zone/Number): F-514

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone/Extension</th>
<th>Alternate Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security Services</td>
<td>519-438-7224 x555</td>
<td>519-521-9407</td>
</tr>
<tr>
<td>Manager, Security</td>
<td>519-438-7224 x555</td>
<td>519-860-5133</td>
</tr>
<tr>
<td>AVP, Facilities</td>
<td>519-438-7224 x865</td>
<td>519-630-3097</td>
</tr>
<tr>
<td>Manager, Maintenance</td>
<td>519-438-7224 x856</td>
<td>519-521-5866</td>
</tr>
<tr>
<td>Huron Maintenance</td>
<td>519-438-7224 x232</td>
<td></td>
</tr>
<tr>
<td>Director, Community Safety</td>
<td>519-438-7224 x854</td>
<td>226-973-6222</td>
</tr>
<tr>
<td>Campus Community Police Service</td>
<td>519-661-3300 / x83300</td>
<td></td>
</tr>
<tr>
<td>Western Fire Safety</td>
<td>519-661-3300</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 Manager, Security for specific room occupancy loads

Designated Fire Route: Western Road to Huron Dr (south of dining hall). Turn right immediately after Dining hall and follow roadway to large truck cul-de-sac.

Municipal/Private Hydrant Location: In the courtyard across from the Academic building and Dining Hall.

Lockbox Location: West Entrance

Type of Heating: Gas

Main Gas Shut-off to Building: H107

Main Electrical Shut-off Location: H108

Main Domestic Water Shut-off Location: H107

Fire Alarm System

Make: Edwards

Model: EST3

Main Control Panel Location: H108

Annunciator Panel Location(s): West Entrance

Fire Alarm Description: Single-stage, fully addressable

Monitoring: Damar Security Systems

Sprinkler System

Type: Wet

Connected to Fire Alarm System: Yes

Location of Shut-off/Isolation Valves: H107

Fire Pump Location: N/A

Standpipe System: No

Fire Department Connection: Siamese, west entrance
Other
Type of Specialty/Other Extinguishing System(s): N/A

Portable Fire Extinguishers: Refer to Section 4, Building Diagrams

Type of Emergency Lighting: Battery operated, wall pack

Type of Emergency Power: N/A

Extra Hazardous Area Location(s): N/A

Exits: Refer to Section 4, Building Diagrams

Elevators:
   Type: Passenger
   Automatic / Manual Recall: Automatic with Manual override
   Total Number of Elevators: 1
   Number of Firefighter Elevators & Location: 1 during alarm in the middle of the building
   Location of Recall/Operating Keys: Lockbox and Campus Security Services
   Operating Instructions: As per TSSA standards

HVAC: System to shut down upon activation of alarm

Auditorium: Upon activation of alarm all lights will turn on to “non-show” levels.
New fire lane outlined above will be completed November 30, 2020
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

In General, Occupants of a Building Should Know;

- How to alert occupants of the building of a Fire or Emergency
- Where the exits are located
- To call 9-1-1 in the event of an Emergency
- The name and address of the building in which you are located
- The Fire Alarm procedures and meeting place in the event the building needs to be evacuated
- Who the Supervisory Staff are within the building
- How to report any Hazard to your Supervisor, Campus Security Services, or Occupational Health and Safety.

Reporting Fire Hazards

All reports of fire hazards shall be reported to Huron University College Campus Security Services by calling 519-438-7224 ext 555 or 519-521-9407. There is no need to give your name and all hazards will be investigated if reported by phone or in person (Do not report any fire hazard by email).
6. Instruction to Occupants

Procedure in Event of a Fire
Training is provided, to every staff member working within the building through their direct supervisor. Further, at the beginning of every academic year, it is the responsibility of the faculty to ensure that their students know what to do during a fire alarm or event.

When the Alarm Sounds:
- Gather your coat, keys, purse, etc. and proceed to leave the building ensuring to close doors behind you.
- Evacuate the building using the closest exit. **DO NOT USE ELEVATORS**
- Proceed to your predetermined meeting place and advise your supervisor, Building Supervisory Staff 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.

Provisions for Persons with a Disability
Persons with a physical disability are, in many cases, limited in their ability to evacuate by means of stairwells. 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 that 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, your supervisor, Building Supervisory Staff or a volunteer should escort you to a safe location away from the building.

Above the ground floor – Shelter in Place

1. Seek a safe area with or without the assistance of a Building Supervisory Staff member.
2. When there is a fire alarm, if possible, phone Campus Police at 911 to inform them of your location, circumstance and intentions.
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. The Building Supervisory Team has been instructed to ask and help you to identify the location where you will wait for evacuation. They are not trained to lift and carry you out of the building. Please ask someone to remain in the building with you until trained rescue workers arrive from the fire department. Make sure someone either from the evacuation team or a volunteer has noted your location (which floor and/or stairwell/room number) and that this person will notify first responders of your need for assistance.

5. Provide the phone number and extension you are calling from. It is IMPERATIVE that this number can receive return calls.

6. Campus Police communications officers have radio contact with Campus Security Services and Special Constables at the scene and will provide you with updates on the situation via the phone number you provide. If your safety could be compromised, Firefighters will assist in your safe evacuation. At any time, call for an update.

Note: Campus Security Services will typically arrive within one minute after the activation of a fire alarm. London Fire Service and Community Campus Police Service will typically arrive within seven minutes after alarm activation.

Whenever possible, the procedures to be taken for the evacuation of a person with disability must be discussed with the individual. Co-workers are also to 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 usually the best judge of his/her abilities and can provide valuable assistance in developing an evacuation plan. Persons having a sensory impairment (blindness, deafness, etc.) or a minor physical impairment can, with the assistance their supervisor or a volunteer, usually evacuate as quickly and safely as other building occupants. If this is the case, they may be permitted to carry out regular evacuation procedures. However, these persons may require at least one person 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 Supervisory Staff members and persons with a disability are to carry out the actions they would normally carry out in an emergency (i.e., respond to the pre-arranged location on the floor area). In a drill situation, it is not necessary for persons with a disability to evacuate the building completely. This action could in fact pose a danger to these persons and Building Supervisory Staff, as well as for the other occupants of the building.

Upon initiation of a fire alarm, the Building Supervisory Staff members may respond with the persons with a disability to a pre-arranged location on the floor area that does not block other evacuation traffic.
In all situations, the Building Supervisory Staff members should ensure that one person is assigned to report to the First Responders or Incident Commander, immediately upon evacuation, that the floor is clear and/or the number of persons with a disability, other Supervisory Staff members, etc. evacuating at a slower rate and their location, so that assistance may be dispatched if available/required.

If for any reason the evacuation of a person with a disability must be suspended, and the people involved take refuge on a floor area other than their own, the Supervisory Staff Member must make every effort to alert Emergency Personnel of their location. This can be done by advising other evacuees as they proceed down the stairs, by keeping a watch for would-be rescuers, searchers or fire fighters proceeding up the stairs, by using the telephone, two-way radio (if available) or by waving or shouting from a window to alert bystanders and/or arriving emergency personnel.

Upon successful evacuation of a person with a disability, the Supervisory Staff member shall advise the First Responders or Incident Commander that the evacuation has been completed.

It should be noted that telephone communications remain intact in many fire situations and an attempt should always be made to utilize this means of communication to either contact Campus Community Police Service or the Fire Department.

Occupants who require assistance in evacuating during an alarm are responsible for:

- Advising their direct supervisor, teacher or Building Supervisory Staff so that a pre-plan can be established;
- Informing their direct supervisory, teacher or Building Supervisory Staff how much help they may need; and
- Practicing the evacuation procedures.

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

- Huron University College Campus Security Services
- Huron University College Maintenance Staff
- Manager, Security
- Manager, Maintenance
- Director, Community Safety
- Associate Vice President, Facilities
- Vice President, Administration & Finance
- Campus Community Police Service
- Western Fire Safety
- Supervisors
8. Responsibilities

Supervisors
- Keep the doors in fire separations closed at all times (or will close on activation of a fire alarm)
- 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
- In conjunction with Huron University College, establish emergency procedures to be followed at the time of an emergency.
Huron University College

- 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 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>Academic Building</th>
<th>Assembly Area</th>
<th>Quad Courtyard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Shelter</td>
<td>Dining Hall</td>
<td>Kingsmill Room</td>
</tr>
<tr>
<td>Primary Shelter</td>
<td></td>
<td></td>
</tr>
</tbody>
</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 Supervisor Staff. 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. All building supervisory staff will be required to submit an evaluation of the Fire drill. 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 the Manager, Security 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. You should familiarize yourself with your building’s/area’s signage as well as the instructions provided. Contact the Manager, Security 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 the Manager, Security with assistance from Western Fire Safety.

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 Campus Security Services of shutdowns lasting longer than 24 hours.
3. When required, persons/occupants in affected areas will be notified by the means identified by Huron University College Facilities department.
4. When deemed necessary by Huron University College Facilities staff, a Fire Watch within the affected area(s) will be conducted. All normally occupied areas shall be inspected and a log will be maintained kept within the Huron University College security office.
5. Alternative notification system(s) may need to be employed to evacuate occupants at the request of the London Fire Department.
6. During an emergency or unscheduled shutdown notify Huron University College Campus Security Services (519-438-7224 ext 555 or 519-521-9407). 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. No work is to be conducted until you receive a call back form Campus Security Services advising the system has been taken offline. Notify Campus Security 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 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 the Manager, Security.

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):

- Supervisory Staff members 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 Ontario Fire Code.
- The Ontario Fire Code states that records of all tests (and corrective measures required) be retained for a period of two years. For all documented records contact the Manager, Security.
- All maintenance and testing of building fire and life safety systems are the responsibility of Huron University College Facilities department.
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 resting 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”.
- 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.
**Sprinkler System (Wet)**

**General**
- Auxiliary drains are to be inspected as required to prevent freezing

**Weekly**
- Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections should be checked weekly to ensure that they are sealed or locked in the open position
- Water supply pressure and system air or water pressure should be checked weekly by using gauges to ensure that the system is maintained at the required operating pressure

**Monthly**
- On all sprinkler systems, an alarm test, using the alarm test connection located at the sprinkler valve, should be performed monthly

**Two Months**
- All transmitters and water flow devices should be tested at two month intervals

**Six Months**
- Gate-valve supervisory switches and other sprinkler system supervisory devices should be tested at six month intervals

**Yearly**
- Exposed sprinkler piping hangers should be checked yearly to ensure that they are kept in good repair
- Sprinkler heads should be checked at least once per year to ensure that they are kept in good repair
- Sprinkler heads should be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They are to be replaced where necessary as a result of such conditions
- On wet sprinkler systems, water-flow alarm test, using the most hydrostatically remote test connection, should be performed annually
- Sprinkler system water pressure should be tested annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply
- Plugs or caps on Fire Department connections should be removed annually and the threads inspected for wear, rust, or obstruction. Re-secure plugs or caps wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps
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 EST3
Single Stage, addressable, Fire Panel

Automatic Devices:
- Heat detectors
- Smoke detectors including Duct Smoke detectors
- Sprinkler heads

Manual Devices:
- Manual Pull Stations
HURON UNIVERSITY COLLEGE - NEW ACADEMIC BUILDING

DATE: October 23, 2020
SCALE: 1:125

FIRE PLAN LEVEL 2

DATE: October 28, 2020
SCALE: 1:125
FP-2