

FIRE SAFETY PLAN



236 Cherrylawn Crescent
Amherstburg, ON, N9V 1P8
(519) 736-4022
www.brightchild.ca

Prepared By

Signature of Preparer

Date Prepared

FIRE SAFETY PLAN

INTRODUCTION

Fire safety is an important responsibility. The implementation of the fire safety plan helps to ensure effective utilization of life safety features to protect people from fire. The fire safety plan is designed to suit the resources of each individual building or complex of buildings.

Owner as defined in the Fire Code O. Reg. 213/07, as amended, “means 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”.

As required by the Fire Code Div. B Section 2.8, Emergency Planning, the owner is responsible for the preparation of a fire safety plan. After the fire safety plan has been prepared, it must be submitted to the municipal fire department Chief Fire Official for approval. Once approved, the owner is responsible for implementing the fire safety plan. The fire safety plan is used to provide training to the building’s supervisory staff who must have received instructions in fire emergency procedures as described in the plan before given any responsibility for fire safety.

Owners must be familiar with their responsibilities under the Fire Code. Fire Protection and Prevention Act Part VII, Section 28, states upon conviction 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 person, director or officer of a corporation is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

The owner is responsible to ensure fire emergency procedures are prominently posted so visitors and staff are informed of what to do in the event of fire.

SUBMISSION PROCEDURES

At least two copies of the fire safety plan must be submitted to the Chief Fire Official for approval, either by mail or electronic transmission. Once approved, one copy will be returned to the author and one copy will be retained by the municipal fire department. The fire safety plan shall be implemented and kept in an approved location.

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Part A**Audit of Human Resources**

Building Name	Bright Child Montessori
Address	236 Cherrylawn Crescent Amherstburg, ON, N9V 1P8 (519) 736-4022 www.brightchild.ca
Building Owner	2346678 Ontario Inc. 236 Cherrylawn Crescent Amherstburg, ON, N9V 1P8
Building Contact	John Tregaskiss 6 Atlantic Court Amherstburg, ON N9V 3P5 (519) 992- 7335

After Hours Contacts

John Tregaskiss	519-992-7335
Melissa Tregaskiss	519-980-7338

Firm Alarm Contacts

Monitoring	Fire Monitoring of Canada 1 (800) 563-3840
Service	Vipond (519) 737-2681

Part B
Audit of Building Resources**Occupancy Type:**

Child Care Centre

Building Description:

- Generally speaking the purpose use of this building is for a Child Care Centre and the building is considered to be a non-combustible construction.
- Interior layout of this building is all on one floor, there is no second floor structure.
- The building is approximately 20 feet tall
- There is no crawl space area.
- Age of building; approximately 40 years.
- This facility consists of 20 rooms, They are a (1) Kitchen (1) Office (1) sleep room, (5) classrooms, (6) Storage rooms, (4) washrooms, (1) Electrical room, (1) staff room.

Fire Department Access:

There is no lock box located on the wall by the entrance. Fire Department access is provided off of Cherry-lawn Avenue corner cross street is Pickering Street.

Municipal Hydrant:

Located directly in front of the building on the property Cherrylawn within 100 feet.

Private Hydrant:

The property is **NOT EQUIPPED** with a private hydrant.

Heating:

Natural Gas

Natural Gas Shut Off:

Located outside at the Gas Meter in the South West Corner of the building underneath the Bright Child sign.

Electrical Shut Off:

Essex Power Lines supplies electrical power to this building. An internal dedicated electrical room is located in the South Western corner of the building. The shut off and meter is located inside this room.

Main Domestic Water Shut Off:

Located inside the Boiler Room in the South West Corner of the building.

Fire Alarm Bell

Bright Child Montessori is equipped with a Notifier Alarm Panel Model # CFP-2401B. It is located in the front inside wall of the front lobby. There are audible devices, manual pull stations and heat sensors throughout the building.

Sprinkler System:

The building is **NOT EQUIPPED** with a sprinkler system.

Standpipe System:

The building is **NOT EQUIPPED** with a standpipe system.

Emergency Power

The building is **NOT EQUIPPED** with an Emergency Power system

Elevators

The building is **NOT EQUIPPED** with elevators

Emergency Lighting:

Emergency lighting is provided in the common room and at each exit illuminating the exit area and providing access to the exit in the event of loss of primary power.

Type: Generally Speaking, Emergency Lights with a 30-Minute Battery Pack

Exit Locations

This building has FIVE (5) exits. Locations shown on Schematics. *FIRE SAFETY PLAN PART L*

Portable Extinguishers:

There are Five (5) 5 lb ABC powder extinguishers located throughout the building at each exit; Locations shown on Schematics *FIRE SAFETY PLAN PART L*

- 1) One located on the wall in front of the staff room near the front exit
- 2) One located on the wall in the infant room near the exit
- 3) One located on the wall in the toddler room near the exit
- 4) One located on the wall in the common room near the exit
- 5) One located on the wall outside of the laundry room near the exit

There is 1 (one) Type K Wet Chemical Fire extinguishers located in the kitchen.

Commercial Cooking Equipment

There is a **Natural Gas** Moffat Double Range with 6 Burners and Flat Top located in the Kitchen. A industrial grade Range Hood Vent is located above the Range. It is inspected every 6 months.

The shut off is located in the cupboard on the bottom left side of the Range.

There is 1 (one) Type K Wet Chemical Fire extinguishers located in the kitchen.

The Kitchen is equipped with a fire suppression system.

Each staff member will be shown how to properly use the Fire Suppression System.

Hazardous Materials

Cleaning Products and other Janitorial Supplies are kept secure in the Locked Janitor Closet.

The exhaust fan in the Janitor Closet is to be kept on at all times.

Part C

Responsibilities of Owner

The owner has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- 1 Conduct a fire safety audit by identifying building features and human resources.
- 2 Appoint, organize and train supervisory staff and alternates to carry out fire safety duties and emergency procedures.
- 3 Supervisory staff must be instructed in fire emergency procedures described in the fire safety plan before given any responsibility for fire safety. A copy of fire emergency procedures and other duties for supervisory staff identified in the plan must also be given to supervisory staff.
- 4 Develop and post emergency procedures on each floor area.
- 5 Training and conducting fire drills is an integral part of preparedness. Owner must ensure that fire drills are effectively planned, conducted, appropriately monitored and documented to achieve compliance with the Fire Code. Fire drill procedures be prepared in consultation with the Chief Fire Official, conducted in accordance with the Fire Code and records maintained in accordance with the Fire Code.
- 6 Maintenance of buildings facilities and fire protection equipment through a detailed schedule of fire protection features identify required checks, inspections and tests in accordance with the Fire Code.
- 7 Establish fire watch procedures as alternative measures for occupant safety for temporary shutdown of fire protection equipment or systems.
- 8 Supervisory staff is notified when fire alarm, fire suppression systems or part thereof is shutdown.
- 9 Avoid, prevent, reduce and control fire hazards.
- 10 Prepare schematic diagrams and site plan including symbol legend indicating type, location and operation of building features and fire protection systems.
- 11 Fire safety plan is prepared by the owner and submitted for approval to the municipal fire department Chief Fire Official.
- 12 Owner implements and maintains approved fire safety plan. Reviews approved plan at least once per year for currency.

FIGHTING A FIRE IS A VOLUNTARY ACT

Part D**Appointment and Organization of Supervisory Staff**

Owner is responsible for the appointment and organization of designated supervisory staff and alternates who are required to be instructed in fire emergency procedures before given any responsibility for fire safety.

Duties of Site Administrator

The position(s) of **SITE ADMINISTRATOR** are designated supervisory staff in the fire safety plan and have delegated duties to carry out during a fire emergency identified in the approved fire safety plan.

Fire Emergency Procedures:

- In the event of fire, Alert all occupants and activate the Fire Alarm System.
- Provides building occupants with fire emergency procedures upon discovery of a fire or hearing the fire alarm sound, and includes emergency telephone number. *Fire Safety Plan Part E*
- Notify municipal fire department by calling **9-1-1**.
- If it is safe to do so, supervise the evacuation of occupants, including those requiring assistance identified in this fire safety plan. *Fire Safety Plan Part H*
- Upon arrival of the municipal fire department, inform officer-in-charge of the conditions in the building and co-ordinate the efforts of supervisory staff with those of the municipal fire department. Provide access, a copy of the **FIRE SAFETY PLAN** and vital information to the municipal fire department as to location of persons, master keys for occupancy and service rooms, etc.
- Notification of supervisory staff that may be off site if needed.
- Once the fire alarm system has been activated, it is not silenced until the municipal fire department determines no fire emergency exists or requests alarm be silenced.

Other Responsibilities:

- Maintains building services and fire protection equipment provided for the safety of the building occupants by ensuring that checks, inspections and tests are carried out as required by the Fire Code. *Fire Safety Plan Part K*
- Implements alternative measures for the safety of building occupants during the shutdown of any fire protection equipment or systems. *Fire Safety Plan Part J*
- Notify Chief Fire Official when alterations, additions or repairs involve interruption to fire alarm system or part thereof and shall not be shut down for more than 24 hours without notifying the Chief Fire Official.
- Document and remedy fire hazards. *Fire Safety Plan Part I*

FIGHTING A FIRE IS A VOLUNTARY ACT

Duties of Site Supervisor

The position(s) of **SITE SUPERVISOR** are designated supervisory staff in the fire safety plan and have delegated duties to carry out during a fire emergency identified in the approved fire safety plan.

Fire Emergency Procedures:

- In the event of fire, Alert all occupants and activate the Fire Alarm System.
- Provides building occupants with fire emergency procedures upon discovery of a fire or hearing the fire alarm sound, and includes emergency telephone number. *Fire Safety Plan Part E*
- Notify municipal fire department by calling **9-1-1**.
- If it is safe to do so, Supervise the evacuation of occupants, ensuring that persons requiring assistance are being escorted to safety. Once everyone has evacuated please be extra diligent in ensuring that all children and infants are accounted for and not left in the centre.
- Ensure that all groups are accounted for in the Designated Staging Area located in the North West side of the enclosed Casa Playground area within the Bike Track. Check attendance numbers with the lead teacher from each group.
- Redirect staff and children to the Secondary Staging area if a safer distance is required. The secondary staging area is located 750m away at Saint-Jean-Baptiste, 365 Fryer St, Amherstburg, ON N9V 3N8
- Inform the firefighters of the location of any persons unable to evacuate and provide any details as to the nature of the emergency.
- DO NOT silence the Fire Alarm System until the Fire Department has arrived and investigated the cause.

Other Responsibilities:

- Conducts and documents fire drills required by the Fire Code. *Fire Safety Plan Part G*
- Maintains written records of all tests and corrective measures as required by the Fire Code. *Fire Safety Plan Part K*
- Document and remedy fire hazards. *Fire Safety Plan Part I*

FIGHTING A FIRE IS A VOLUNTARY ACT

Duties of Infant Room Staff

Fire Emergency Procedures:

- In the event of fire, Alert all occupants and activate the Fire Alarm System.
- When the alarm sounds the lead teacher will immediately bring all students to the designated/labeled crib(s) for fire evacuation.
- The lead teacher will then take a head count and confirm the count with the daily attendance. They will then leave out the nearest safe exit. They will bring the classroom iPad with them.
- The assistant teacher will check the classroom, sleep room and storage closets. She will then grab the emergency log book and key for the back gate (located in the emergency log book). The assistant will shut the doors as they leave the classroom and the school. She will then assist with helping the students being lead to their designated staging/safe area.
- Each classroom will exit quickly and orderly to their designated staging/safe area, and wait for further instructions.

- The staging areas are on the North West side of the Casa Playground within the Bike Track or on The Stage.
- The lead teacher will then take another head count to ensure all students are accounted for.
- Inform the firefighters of the location of any persons unable to evacuate and provide any details as to the nature of the emergency.
- DO NOT silence the Fire Alarm System until the Fire Department has arrived and investigated the cause.
- If in the opinion of the Supervisor it is determined that further distance is necessary then staff will be redirected to the Secondary Staging area. The secondary staging area is located 750m away at Saint-Jean-Baptiste, 365 Fryer St, Amherstburg, ON N9V 3N8

Other Responsibilities:

- Conducts and documents fire drills required by the Fire Code. Fire Safety Plan Part G
- Maintains written records of all tests and corrective measures as required by the Fire Code. Fire Safety Plan Part K
- Document and remedy fire hazards. Fire Safety Plan Part I

FIGHTING A FIRE IS A VOLUNTARY ACT

Duties of Toddler and Casa Room Staff

Fire Emergency Procedures:

- In the event of fire, Alert all occupants and activate the Fire Alarm System.
- When the alarm sounds the lead teacher will immediately have her students line up at the classroom doors.
- The lead teacher will then take a head count and confirm the count with the daily attendance. They will then leave out the nearest safe exit. They will bring the classroom iPad with them.
- The assistant teacher will check the classroom, sleep room and storage closets. She will then grab the emergency log book and key for the back gate (located in the emergency log book). The assistant will shut the doors as they leave the classroom and the school. She will then assist with helping the students being lead to their designated staging/safe area.
- Each classroom will exit quickly and orderly to their designated staging/safe area, and wait for further instructions.
- The staging/safe area is on the North side of the enclosed Casa Playground area within the Bike Track.
- The lead teacher will then take another head count to ensure all students are accounted for.
- Inform the firefighters of the location of any persons unable to evacuate and provide any details as to the nature of the emergency.
- DO NOT silence the Fire Alarm System until the Fire Department has arrived and investigated the cause.
- If in the opinion of the Supervisor it is determined that further distance is necessary then staff will be redirected to the Secondary Staging area. The secondary staging area is located 750m away at Saint-Jean-Baptiste, 365 Fryer St, Amherstburg, ON N9V 3N8

Other Responsibilities:

- Conducts and documents fire drills required by the Fire Code. Fire Safety Plan Part G
- Maintains written records of all tests and corrective measures as required by the Fire Code. Fire Safety Plan Part K
- Document and remedy fire hazards. Fire Safety Plan Part I

Duties of Kitchen Staff**Fire Emergency Procedures:**

- In the event of fire, alert all occupants and activate the Fire Alarm System.
- In the event of a kitchen fire, the kitchen staff is responsible for activating the Fire Suppression System.
- If it is safe to do so, when the alarm sounds the kitchen staff will immediately turn off all cooking appliances.
- If it is safe to do so, the kitchen staff is responsible for bringing the medication lock box, and any Epi-Pens to the designated staging area.
- Leave the building via the nearest safe exit. Close all Doors behind you.
- If it is safe to do so, the kitchen staff will then assist with helping students being lead to their designated staging/safe area and wait for further instructions. The staging/safe area is on the North West side of the enclosed Casa Playground area within the Bike Track.
- Inform the firefighters of the location of any persons unable to evacuate and provide any details as to the nature of the emergency.
- DO NOT silence the Fire Alarm System until the Fire Department has arrived and investigated the cause.
- If in the opinion of the Supervisor it is determined that further distance is necessary then staff will be redirected to the Secondary Staging area. The secondary staging area is located 750m away at Saint-Jean-Baptiste, 365 Fryer St, Amherstburg, ON N9V 3N8

Other Responsibilities:

- Conducts fire drills required by the Fire Code. Fire Safety Plan Part G
- Inform Site Administrator of any fire hazards. Fire Safety Plan Part I

FIGHTING A FIRE IS A VOLUNTARY ACT

Part E
Emergency Procedures

Emergency Procedures to be used in case of fire are as follows.

Typical Signage

IN CASE OF FIRE

Upon Discovery of Fire:

Leave fire area immediately
Close all doors behind you
Activate Pull Station to Sound Fire Alarm
Leave building via nearest Exit
Dial 9-1-1 from a safe location

Upon Hearing Fire Alarm:

Leave building via nearest Exit
Close all doors behind you
Call 9-1-1 from a safe location


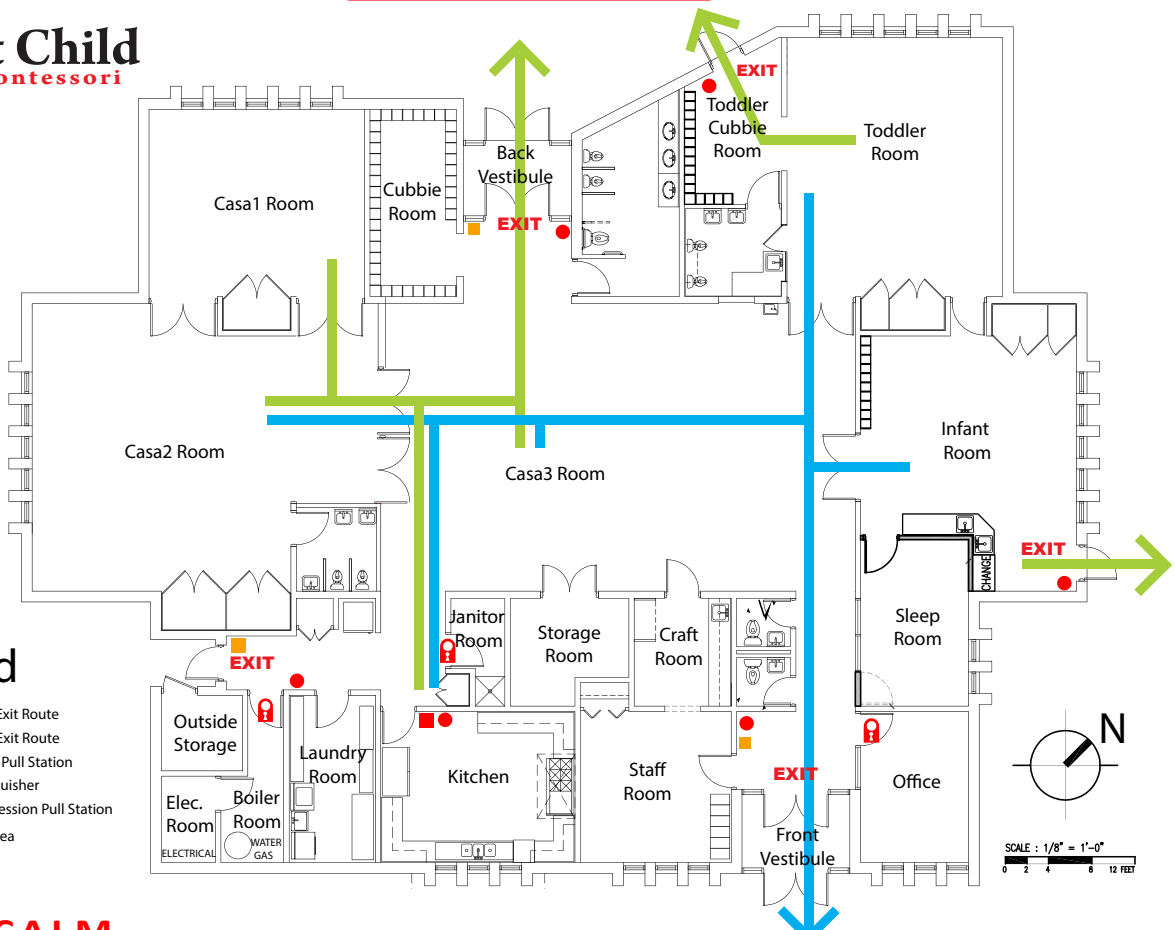
CAUTION

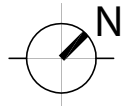
IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

Remain Calm

FIRE SAFETY PLAN

IN CASE OF FIRE


SCALE: 1/8" = 1'-0"
0 2 4 8 12 FEET

Legend

- Preferred Exit Route
- Alternate Exit Route
- Fire Alarm Pull Station
- Fire Extinguisher
- Fire Suppression Pull Station
- 🔒 Locked Area

REMAIN CALM

Upon Discovery of Fire: Leave fire area immediately, Close all doors behind you, Activate Pull Station to Sound Fire Alarm, Leave building via nearest Exit, Dial 9-1-1 from a safe location

Upon Hearing Fire Alarm: Leave building via nearest Exit, Close all doors behind you, Call 9-1-1 from a safe location

CAUTION: IF YOU ENCOUNTER SMOKE, USE AN ALTERNATE EXIT

FIRE SAFETY PLAN

Part F**Fire Extinguishment, Control or Confinement**

A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives; but portable extinguishers have limitations. Because fire grows and spreads so rapidly, the number one priority for residents is to get out safely.

Safety tips

- Use a portable fire extinguisher when the fire is confined to a small area, such as a wastebasket, and is not growing; everyone has exited the building; the fire department has been called or is being called; and the room is not filled with smoke.
- To operate a fire extinguisher, remember the word PASS:
 - **P**ull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.
 - **A**im low. Point the extinguisher at the base of the fire.
 - **S**queeze the lever slowly and evenly.
 - **S**weep the nozzle from side-to-side.
- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.
- Keep your back to a clear exit when you use the device so you can make an easy escape if the fire cannot be controlled. If the room fills with smoke, leave immediately.
- Know when to go. Fire extinguishers are one element of a fire response plan, but the primary element is safe escape.

NOTE: FIGHTING A FIRE IS A VOLUNTARY ACT.

Part G Fire Drills

Preparation is the key to effective fire emergency response. It provides scheduled opportunities for comprehensive fire emergency response training for supervisory staff and others. For this occupancy, fire drills shall be held **MONTHLY** for supervisory staff and designate to ensure efficient execution of the fire emergency procedures. Fire drill records are required to be retained for a period of 12 months after the drill.

In carrying out the fire drill, take into consideration the following:

- (a) Building occupancy and its fire hazards.
- (b) Safety features provided in the building.
- (c) Degree of participation of occupants other than supervisory staff.
- (d) Number and degree of experience of participating supervisory staff.
- (e) Testing and operation of the emergency systems installed in the building.

Site Administrator / Designate Fire Drill Procedures:

- Notification of anticipated date and time of fire drill at least 24 hours in advance by posting notices at each floor level and in common areas of the building.
- Meet prior to the fire drill to confirm the simulated fire scenario.
- Municipal fire department be notified (nonemergency telephone number) and fire alarm monitoring company, if applicable.
- At the scheduled time, predetermined scenario be simulated and fire drill commences. Supervisory staff operates emergency systems and equipment as they would in the event of an actual fire.
- Fire drill runs long enough to adequately assess expected responses of supervisory staff and fire emergency procedures relative to the scenario expectations (i.e., if the drill is too short, it may not be possible to adequately assess whether sufficient staff have or will respond, etc.).
- Fire drill outcomes are documented and where concerns are identified, corrective measures are implemented.
- Desirable degree of occupant participation is taken into account.
- Following the fire drill, supervisory staff or designate announce "All Clear".
- After completion of the fire drill, reset the fire alarm system, remove notices and contact the municipal fire department and fire alarm monitoring company, if applicable.
- Following each fire drill, Site Administrator or designate meet with participants to review the results of the fire drill.
- Complete Fire Drill Record Form and maintain for 12 months following the drill.

Part G
Fire Drill Record Form

Date of Fire Drill: _____

Start Time: _____ **Completion of Drill:** _____

Name of Site Administrator or Designate: _____

Number of Participants:	Students	Staff	Staff
Infant Room	_____	_____	Kitchen _____
Toddler Room	_____	_____	Administration _____
Casa1 Room	_____	_____	Other _____
Casa2 Room	_____	_____	
Casa3 Room	_____	_____	Total Participants: _____

Fire Scenario: _____

Alarm Activated by Device / Location: _____

Debriefing Comments: _____

Signature

Part H Persons Requiring Assistance

Bright Child Montessori is a child care serving children from 3 months to 6 years of age. These children all need assistance to evacuate the building.

Infants will be placed in designated Fire Evacuation Cribs and will be rolled out of the building with the assistance of their teachers. The lead teacher will conduct a head count to ensure all infants are accounted for. A second headcount will be conducted once they reach the designated staging area.

Toddlers will be paired up at the exit doors and led out of the building by their teachers. The lead teacher will conduct a head count to ensure all toddlers are accounted for. A second headcount will be conducted once they reach the designated staging area.

Casas will be paired up at the exit doors and led out of the building by their teachers. The lead teacher will conduct a head count to ensure all casas are accounted for. A second headcount will be conducted once they reach the designated staging area.

Part H Additional Persons Requiring Assistance

Create and maintain a current list of building occupants that identifies the name and/or location of any additional persons (other than the children) who need assistance to evacuate. The list is to be updated as often as necessary by owner or Site Administrator and is available to responding municipal fire department.

An updated list will be kept in the same location as the approved fire safety plan within the building.

Location	Name	Contact Number	Required Assistance

Part I
Control of Fire Hazards

To avoid potential fires and unsafe conditions in the building, staff and occupants should report fire hazards to the Site Administrator(owner) or designate.

- Exterior and interior exits, and vestibules to be maintained in good repair, operational and kept clear of obstructions.
- Do not allow combustible materials to accumulate in means of egress, service rooms or service spaces
- Keep janitor closet locked and the exhaust fan on at all times.
- Maintain clear access to fire protection equipment.
- Never put burning materials or ashes into a garbage can.
- There is to be no smoking on school property at any time.
- Never dispose of flammable liquids or aerosol cans in the garbage cans.
- Ensure safe cooking practices: avoid deep fat frying, too much heat, unattended stoves, loosely hanging sleeves.
- Always clean out clothes dryer lint collector before and after use.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.

Part J**Alternative Measures for Occupant Fire Safety – Fire Watch**

In the event of any shut-down of fire protection equipment systems or part thereof notify Amherstburg Fire Department by calling (519) 736-6500 (**DO NOT USE 911**). Give your name, address and a description of the problem and when you expect it to be corrected. Amherstburg Fire Department must be notified in writing of any shut-downs in excess of 24 hours.

All shutdowns should be confined to as limited an 'area and duration' as possible. Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

Fire watch is used to describe a dedicated person or persons whose sole responsibility is to watch for fires within an established area. Fire watch is required during shutdown of any fire protection equipment and systems or part thereof.

Building occupants be notified by posting a notice that fire protection systems in the building are not functional and that a fire watch is in place until systems are operational.

(1) At least one qualified staff person shall be employed to conduct fire watch duties until fire protection equipment or systems or part thereof is restored. Each person assigned to fire watch duties is provided with the following equipment;

- i. Cell phone, portable radio, etc. for notifying municipal fire department
- ii. Portable air horn or other means of sounding an alarm
- iii. Flashlight
- iv. Clipboard and pen
- v. Copy of fire watch duties
- vi. Copy of Fire Watch Log Record
- vii. Keys or access codes to provide entry to all rooms and areas
- viii. Floor plan(s) of the building under fire watch

(2) Fire watch personnel are to be familiar with the building and procedures for alerting the municipal fire department and building occupants in the event of a fire.

(3) Rounds shall be diligently completed at least once each hour and start / end times recorded of each round on the Fire Watch Log Record.

(4) Fire watch personnel have fire extinguishing equipment readily available and be trained in its use.

(5) Exit doors, access to exits and corridors checked periodically for proper operation and obstructions while performing fire watch duties.

(6) Discovery of fire or smoke conditions, alert building occupants by sounding alarm using portable air horn or other device.

(7) Telephone must be readily available at all times to notify the municipal fire department by calling 9-1-1. Always call from a safe area.

(8) Do not attempt to extinguish the fire unless it is safe to do so.

(9) Upon arrival of municipal fire department inform officer-in-charge of conditions in the building. Do not re-enter the building without permission from the municipal fire department.

FIRE SAFETY PLAN

Part J Fire Watch Log Record

System Out Of Service	Date:	Time:
System Out of Service-Notification to Fire Department	Date:	Time:

System Back In Service	Date:	Time:
System Back In Service-Notification to Fire Department	Date:	Time:

Fire Watch Duties Conducted By: _____
name position

Fire Watch Commenced: _____
date

Rounds	Start Time	End Time	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

FIRE SAFETY PLAN

Part K**Maintenance of Building Facilities and Fire Protection Equipment**

Fire safety plan contains a detailed maintenance schedule for supervisory staff specific to building facilities and fire protection equipment identifying the required Fire Code definitions of check, inspection and test. It also identifies qualified / certified persons for operation tests.

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

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

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

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 the Fire Code, shall be repaired or replaced if the failure or malfunctioning adversely affect fire or life safety.

Written records of tests and corrective measures or operational procedures will be kept in the building for two years following and made available to the Chief Fire Official upon request. **If a test, corrective measure or operational procedure required by the Fire Code is conducted, a written record shall be prepared noting what was done and the date and time it was done.** If the time interval between tests exceeds two years, written records are kept for the period of the test interval plus one year.

The following is a partial list of items that require test, check and inspect protocol. For a complete list refer to the Ontario Fire Code.

SMOKE ALARMS**General**

Smoke alarms must be installed and maintained by the owner.

Replace smoke alarms when alarm doesn't sound at test; casing is damaged or painted, smoke alarm causes frequent false alarms, smoke alarm is past the date for replacement.

Monthly

Test smoke alarm.

Annual

Battery operated – replace battery and test smoke alarm.

INTERCONNECTED SMOKE ALARMS**Weekly**

The power supply shall be checked. Written records shall be kept for at least six months after they are made.

Monthly

The operability of the interconnected system shall be confirmed monthly, by testing at least one smoke alarm using its test function, on a rotational basis.

Annual

Tested and maintained in operating condition in conformance with CAN/ULC-S552, "Standard for the Maintenance and Testing of Smoke Alarms", by qualified person, Div. C. 1.2.2.2. and as required by Article 6.3.2.6.

Where installed, each manual pull station shall be tested to ensure activation of the interconnected smoke alarms.

EMERGENCY LIGHTING**Daily**

Check pilot lights for indication of proper operation.

Monthly

Batteries shall be inspected monthly and maintained as per manufacturer's specifications.

Ensure that battery surface is clean and dry.

Ensure that 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 shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply.

Yearly

Emergency lighting equipment shall be tested annually to ensure that the units will provide emergency lighting for a 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.

COMMERCIAL COOKING EQUIPMENT

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".

Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.

Instructions for manually operating the fire protection systems required under Article 2.6.1.12. shall be posted conspicuously in the kitchen.

Weekly

Hoods, grease removal devices, fans, ducts, and other equipment shall be checked weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.

6 Months

Inspection and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1.

Exhaust system shall be maintained in conformance with NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations".

FIRE ALARM SYSTEMS

General

Fire alarm shall be kept unobstructed.

Fire alarm system power supply disconnect switches shall be locked on in an approved manner.

A description of the fire alarm system as required in Clause 3.6 of CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems", shall be kept current and maintained in the building at an approved location. The approved location is: **OFFICE**

Once activated, a fire alarm system shall not be manually silenced unless it has been confirmed by supervisory staff, in accordance with approved procedures as detailed in the fire safety plan that no fire emergency exists. The procedures are:

DO NOT silence the Fire Alarm System until the Fire Department has arrived and investigated the cause.

Daily

The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken.

- a) Check the principle and remote trouble lights for trouble indication;
- b) Inspection of the AC power-on light shall be done to ensure its normal operation.

Monthly

Every month the following tests shall be conducted under battery backup power and if a fault is established, appropriate corrective action shall be taken:

- a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition
- b) function of all signal devices shall be ensured
- c) the annunciator panel shall be checked to ensure correct annunciation
- d) intended function of the audible and visual trouble signals shall be ensured
- e) fire alarm batteries shall be checked to ensure that:
 - i) terminals are clean and lubricated where necessary;
 - ii) terminal clamps are clean and tight;
 - iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications

Yearly

Yearly tests conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. Tests shall 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 shall be tested annually, as required for fire alarm initiating and signally devices.

GENERAL FIRE PROTECTION SYSTEMS**General**

Exit signs shall be clearly visible and maintained in a clean and legible condition.

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.

Weekly

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

Yearly

Disconnect switches for mechanical air-conditioning and ventilating systems shall be inspected annually to establish that the system can be shut down.

PORTABLE FIRE EXTINGUISHERS**General**

Each portable extinguisher shall 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 shall be prepared and maintained for each portable extinguisher.

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.

Monthly

Portable extinguishers shall be inspected monthly.

Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

- a) mechanical parts
- b) extinguishing agent
- c) expelling means

Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable

5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested.











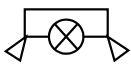





6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.

**Part L
BUILDING SCHEMATIC DRAWINGS**

Drawings to be submitted include a Site Plan and Elevation drawings of each floor. When submitting a drawing where numerous floors are identical i.e. in a high rise building, an elevation drawing marked "Typical" may be submitted.

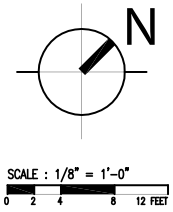
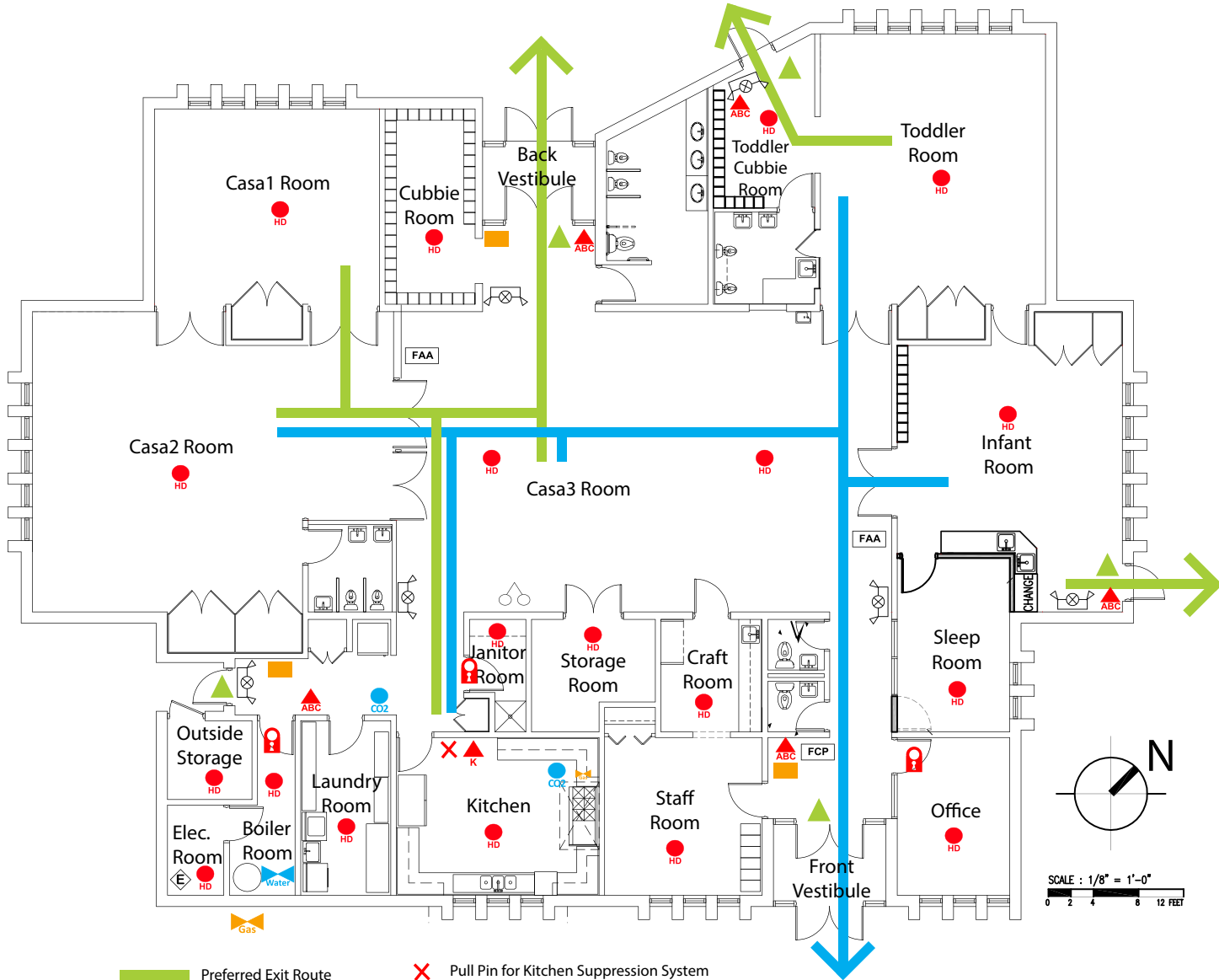
LEGEND FOR BUILDING FIRE EMERGENCY SYSTEMS

	Pull Pin For Kitchen Fire Suppression System
	Entrance / Exit
	Hydrant
	Gas Valve
	Water Valve
	Electrical Shut Off
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Emergency Light, Battery-Powered
	Illuminated Exit Sign, Single Face
	Combined Battery-Powered Emergency Light & Illuminated Exit Sign
	Pull Station
	Heat Detector
	Smoke Detector
	Fire Extinguisher - K Type
	Fire Extinguisher - ABC Type




















FIRE SAFETY PLAN

X Designated Staging Area

TODDLER INFANT INSIDE BIKE TRACK
 CASA 1, 2, 3, ON STAGE



Legend

- | | |
|--|--|
|  Preferred Exit Route |  Pull Pin for Kitchen Suppression System |
|  Alternate Exit Route |  Gas Valve |
|  Fire Alarm Pull Station |  Water Valve |
|  Fire Extinguisher - ABC Type |  Electrical Panel |
|  Fire Extinguisher - K Type |  FCP Fire Control Panel |
|  Locked Area |  FAA Fire Alarm Annunciator |
|  Entrance / Exit |  Emergency Light, Battery Powered |
|  Heat Detector |  Combined Battery Powered
Emergency Light, & Illumination Sign |
|  Smoke Detector |  Hydrant |
|  CO2 Detector | |

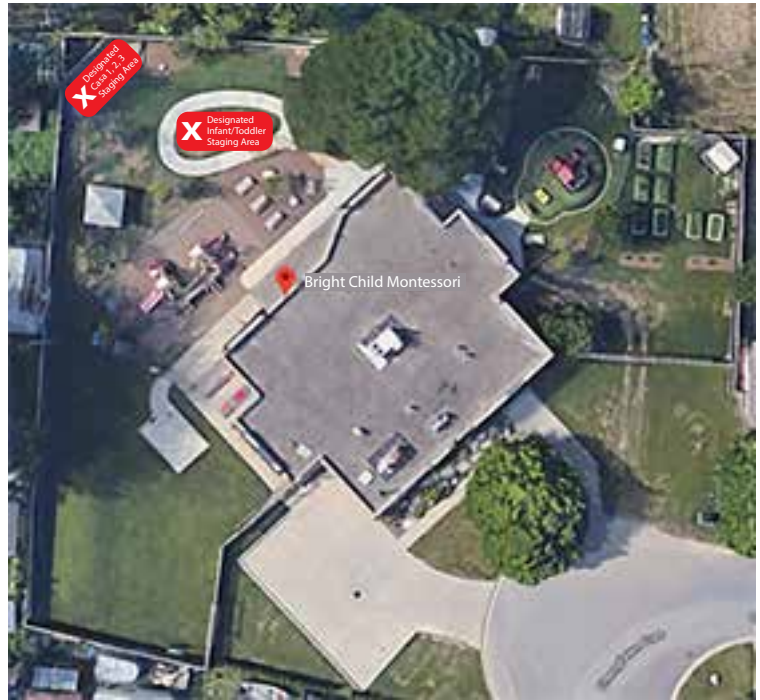
Designated Staging Area

The Infant and Toddler designated staging/safe area is on the North West side of the enclosed Casa Playground area within the Bike Track.

The Casa1, 2, and 3 designated staging/safe area is on the North West side of the enclosed Casa Playground area on or near the stage.

All groups are to evacuate the building through the nearest safe exit and meet at their respective designated staging areas.

The lead teachers should take attendance for their respective group and await further instruction from the supervisor.



Secondary Staging Area

If in the opinion of the Supervisor, it is determined that further distance is necessary, then staff will be redirected to walk the children to the Secondary Staging area. The secondary staging area is located 750m away from Bright Child Montessori at Ecole Saint-Jean-Baptiste, 365 Fryer Street, Amherstburg, ON N9V 3N8



