

TED LAURIER

Long-Term Care and Retirement Home
950 Tollgate Road,
Cornwall, ON
K6H 5R6

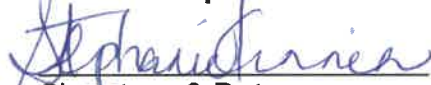
Fire Safety Plan

The Fire-Fighter's Key Box location (if applicable) is: NA

The Fire Safety Plan "approved" location is: Main Entrance-South Side

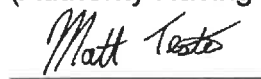
Fire Safety Plan (Original) Prepared By: Percival Fire and Life Safety Services Ltd

Person responsible for the Fire Safety Plan:


Signature & Date

Stephanie KINNEAR
print name

Fire Safety Plan Approved By: Cornwall Fire Department
(Authority Having Jurisdiction)


Signature Date: February 23, 2026
(Please print name for future reference))

NOTE: This Fire Safety Plan must be reviewed, and necessary changes made, within every 12-month period. The Fire Department must be advised of all changes as soon as possible after they Are made.

CORNWALL
FIRE SERVICES
FIRE PREVENTION

DATE:

February 23, 2026

APPROVED BY:
FPO MATTHEW TESTA

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Part 1 Introduction

The Ontario Fire Code requires that a Fire Safety Plan (FSP) is prepared, “approved” and implemented in buildings regulated by **Article 2.8.1.1.** of the Ontario Fire Code (see submission procedures below).

Section 2.8 of the Ontario Fire Code requires the implementation of a Fire Safety Plan that for this building/occupancy. The FSP is required to be kept in the building in an approved location. Care and treatment occupancies (long-term care and treatment homes) are specifically noted in this requirement.

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 shall be designed to suit the resources of each individual building or complex of buildings.

It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. As required by the Fire Code, the Fire Safety Plan must be reviewed as often as necessary, but at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building (Ontario Fire Code 2.8.2.1.(4) of Division B). ***As defined in the Ontario Fire Code, “Owner” 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.***

The Fire Protection and Prevention Act, 1997, 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 and an individual person, a director or officer of a corporation is liable to a fine or imprisonment or both.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The Fire Safety Plan is also used to provide training to the building’s “**Supervisory Staff**” who must have received instructions in the fire safety procedures as described in the plan before they are given any responsibility for fire safety. Supervisory staff shall be available on notification of a fire emergency to fulfil their obligation as described in the fire safety plan,. Common language will often refer to Supervisory Staff as Fire Wardens or something similar.

SUBMISSION PROCEDURES

The Fire Safety Plan must be submitted to the Chief Fire Official. Upon approval, one copy will be returned to the owner, and one copy will be retained by the Fire Department. A copy of the plan, signed by the Fire Department Official will be returned to the owner and must be placed on site in the approved location as noted on the cover page.

Note: Whenever you see the word “approved”, it means “*Approved by the Chief Fire Official*” and in this case, by the Fire Department official who approved and signed this plan.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

Glossary of Terms

“Alarm Initiating Devices”: are devices, such as pull stations, smoke detectors, heat detectors, sprinkler heads, that automatically transmit an alarm signal when a condition occurs that is indicative of a fire, or other situation requiring evacuation and fire department response

“Fire Alarm Pull Station”: wall-mounted device to activate the fire alarm.

“Evacuation”: refers to movement of person(s) from the room and area of the origin of the fire alarm to:

1. An interior area that is protected by fire rated doors or other similar structural means Or
2. from the entire building to an area/place of sanctuary (total evacuation).

“Nurse-In-Charge”: the Nurse-In-Charge is one of the staff persons on duty who takes complete charge (Person In Charge – PIC) whenever the fire bells ring; all staff, visitors, residents, volunteers, etc. are required to follow the instructions of the Nurse-in-Charge, during an emergency. Upon arrival of the Fire Department, the Fire responsibilities of the Nurse-In-Charge are shared with the fire department Senior Officer (Incident Commander) on the scene.

Person In Charge (PIC): if a Manager is available, they may be designated as the PIC

“Fire Separations” include doors and floor-to-ceiling walls or other structural element that creates a barrier to impede the spread of fire and smoke. Fire separations may or may Not have a fire resistance rating or a fire protection rating. Fire separations are intended to delay the spread of fire and smoke and allow occupants enough time to exit the building safely

Building Code Definition: *A fire separation is defined as “a construction assembly that acts as a barrier against the spread of fire.” (doors, walls, etc.).*

“Fire Resistance Rated Doors and Walls” (“Fire Rated”) A fire-resistance rating is defined as “the time in minutes or hours that a material or assembly of materials (doors, walls, etc.) will withstand the passage of flame and the transmission of heat when exposed to fire. For a door to be fire rated, there must be a label affixed to the door that shows the actual time of fire rating of the door

“Main Fire Panel” (Room #604) the main fire panel is the central fire alarm systems control unit that first receives the signal from a device such as a pull station, smoke or heat detector, or other initiating device (see “Alarm Initiating Device” above) and sends a signal to

- i. the central monitoring station and
- ii. the fire alarm annunciator panels.

“Fire Alarm Annunciator Panel” (Main Entrance) receives a signal from the main fire panel and provides information for the PIC and the Fire Department initially.

Persons Requiring Assistance: *As this is a Long-Term Care home the majority, if not all, of the residents will require some form of assistance to evacuate. A detailed document record of residents must be maintained and available to the fire services on request .*

Part 2 Audit of Human Resources

Building Owner: David and Stephanie Kinnear
Mailing Address: 950 Tollgate Road., Cornwall, On, K6h 5R6
Phone Number(s): Cell: 613 – 662 – 2832
Home Address: 4965 Calium Road, Iroquois, ON., K0E 1K0
Email: stephanie.kinnear@sandfieldplace.ca

Property Management Company: X N/A (owned and managed by owner)

After Hour Emergency Contacts (24 hour telephone numbers)

1. Name: Stephanie Kinnear Office: 613-933-4948 Cell #: 613 – 662 – 2832
 Position: Administrator

2. Name: Casey Saddlemire Office: 613-935-4948 Cell#: 613- 330-3095
 Position: Director of Care

3. Name: Taylor Pratt Office: 613-935-4948 Cell # 613-360-6151
 Position: Facilities Maintenance Technician

Other Key Contacts

Fire Alarm Monitoring Company: Chubb Fire Protection... 613-591-0762
Fire Alarm Company: Chubb Fire Protection... 613-591-0762
Fire Suppression System Contractor(s): VIPOND Fire Protection... 613-225-0538
Sprinkler: VIPOND Fire Protection... 613-225-0538
Kitchen Suppression System: Pyro Pro... 613-937-3473
Fire Extinguishers: Pyro Pro... 613-937-3473
Electrical Contractor: Barry Latreille Electric... 613-550-0550
Plumbing Contractor: Adam Beehler Plumbing... 613-577-1112

Part 3

Audit of Building Resources

Occupancy Type: B-2 Long Term Care

Building Height in Storeys: 1 **Storey(s) Below Grade: 0**

Number of Suites: 96 **Number of Residents:** Initially 39 and then progressively up to 128 within approximately 6 weeks

Fire Department Access

Fire Dept. Access to the Building: Fire Response is from Tollgate Road.
Primary building access: main entrance
(see site plan schematic)

Fire Safety Plan is located: Main Entrance and Administrator's Office

Main Fire Panel Location: room #604 (see floor plan schematic)

Designated Fire Route: ☒ Yes

Nearest Municipal Hydrant Location: Tollgate Road

Private Hydrants: ☒ Yes ~~South~~ North side of the building

Fire Department Connection: ☒ Yes **Location:** 1. ~~North~~ ^{South} side- (By the main entrance)
2. Tollgate Road- adjacent to water Rm.

NOTE: Fire Dept. connections shall be equipped with plugs or caps that are secured wrench tight.

Fire Pump Description: ☒ NA

Utilities and Shut-offs

Heating System: ☒ Natural Gas – forced air rooftop units

Other Natural Gas Units: Kitchen, Domestic Hot Water Heaters,

Main Gas Shut-off Location: west side

(See SITE PLAN Schematic)

Main Electrical Shut-off Location: room 904

(See FLOOR Schematic)

Main Domestic Water Shut-off Location: room 805

(See FLOOR PLAN Schematic)

Fire Protection Systems

Fire Alarm System: Type: 2 stage

Fire Alarm Manufacturer Name/Make: Edwards **Model:** EST 4

Main Panel Location: electrical room 604 (See FLOOR Plan Schematic)

NOTE: There is a Main Panel Backup Panel in electrical room 703

Annunciator Panel Location: main entrance and room

Emergency Power Supply for Fire Alarm: battery and generator

NOTE: The duration of supervisory power for the fire alarm is a minimum of 24 hours followed by a full alarm operation for ~~5, 30, 60, or 120 minutes.~~ **Min. 1 hour**

Alarm Signal Monitoring: ☒ CHUBB FS

Fire Alarm Devices

Manual Pull Stations: yes **Smoke Detectors:** throughout the building

Sprinkler Heads As Heat Detectors Duct-type Smoke Detectors: yes

Sounding Devices: visual/audible (combination) devices

NOTE: The Fire Alarm System shall Not be reset until permission is given by the on-scene fire department officer in charge following an emergency response

Emergency Voice Communication: voice communication from the main panel to speakers throughout the building

Air supply fan shutdown ☒ Yes **Magnetic door hold-open devices:** ☒ Yes

Maglocks must immediately release on activation of fire system

Main Master Mag-Lock Reset Switch Location Main entrance

Fire Rated Doors: ☒ Yes

Location: All the corridor separations are fire rated, plus other areas where required (see floor plan schematics)

Automatically Close With Activation of Fire Alarm ☐ No ☒ Yes

Fire Suppression System

Sprinkler System: ☐ No ☒ Yes

Sprinkler Flow and Valve Supervisory Switches: yes

Connected to the Fire Alarm System: ☒ Yes

Location of Sprinkler Room/Shut Off Valves: 805

Hydrants: ☒ Yes 1. Tollgate Road by the West entrance and the east entrance
2. Southside by the main entrance to the building

Fire Department Connection: ☒ Yes **Location:**

1. North exterior wall by Tollgate Road (Direct input to the sprinkler room)
2. South side by the main entrance

NOTE:

(i) "The Chief Fire Official shall be notified when any alterations, additions or repairs are to be made involving the interruption to A sprinkler system.

(ii) Sprinkler control valves and sprinkler water supplies shall not be shut down, disconnected or otherwise impaired for more than 24 hours without notifying the Chief Fire Official"

Location of Shutoff/Isolation Valves: Sprinkler Room (see floor plan schematic) 805

Standpipe System: No

Portable Fire Extinguishers:**Types:**

1. "ABC" Multipurpose dry chemical
2. "K" Type in Kitchen

Fixed Extinguishing System for Commercial Cooking Equipment ☒ Yes

Kitchen Appliance(s) Suppression System Rm. 901.2

Type: wet chemical **Manufacturer/Model** ANSUL R-102

Suppression Tank Location: Left facing side compartment of the hood

Emergency Activation: Emergency activation pull station by the hallway door

Other Extinguishing Systems: NA

Emergency Lighting: ☒ Yes

Location(s): hallways and corridors, emergency egress paths

Upon failure of the regular power source, Emergency Lighting for this building is required to have an alternative power supply that provides lighting for ~~30 minutes.~~ 60 minutes min.

Emergency Power: ☒ Yes **Type:** ☐ Battery ☒ Generator

Generator: CSA C282 emergency generator

Manufacturer: Blue Star **Model:** PD 750 – 01

Location: NE corner off of the roadway (see site plan schematic)

Fuel Type: diesel **Fuel Supply Location:** subbase tank (underneath the generator)

Transfer Switches: Automatically controlled by two automatic transfer switches located in the main electrical room 904:

Life Safety (Vital) ATS – 10 sec switch over from detection of a power outage to re energization of the Life-Safety (Vital) Loads.

It is capable of:

- Running full rated output for the entire emergency
- Accepting full block load
- Starting automatically within 15 seconds
- Operating continuously for 2 or 6 hours (or longer) depending on fuel supply
- Supporting life-safety systems including:
 - Smoke control fans
 - Emergency lighting
 - Fire alarm power supplies

Equipment Powered by Generator: fire alarm system, all emergency equipment, lighting, etc.

Extra Hazardous Area:

Are there hazardous materials on site? ☒ Yes (Consistent with a care facility)

SDS sheets in various areas in the facility

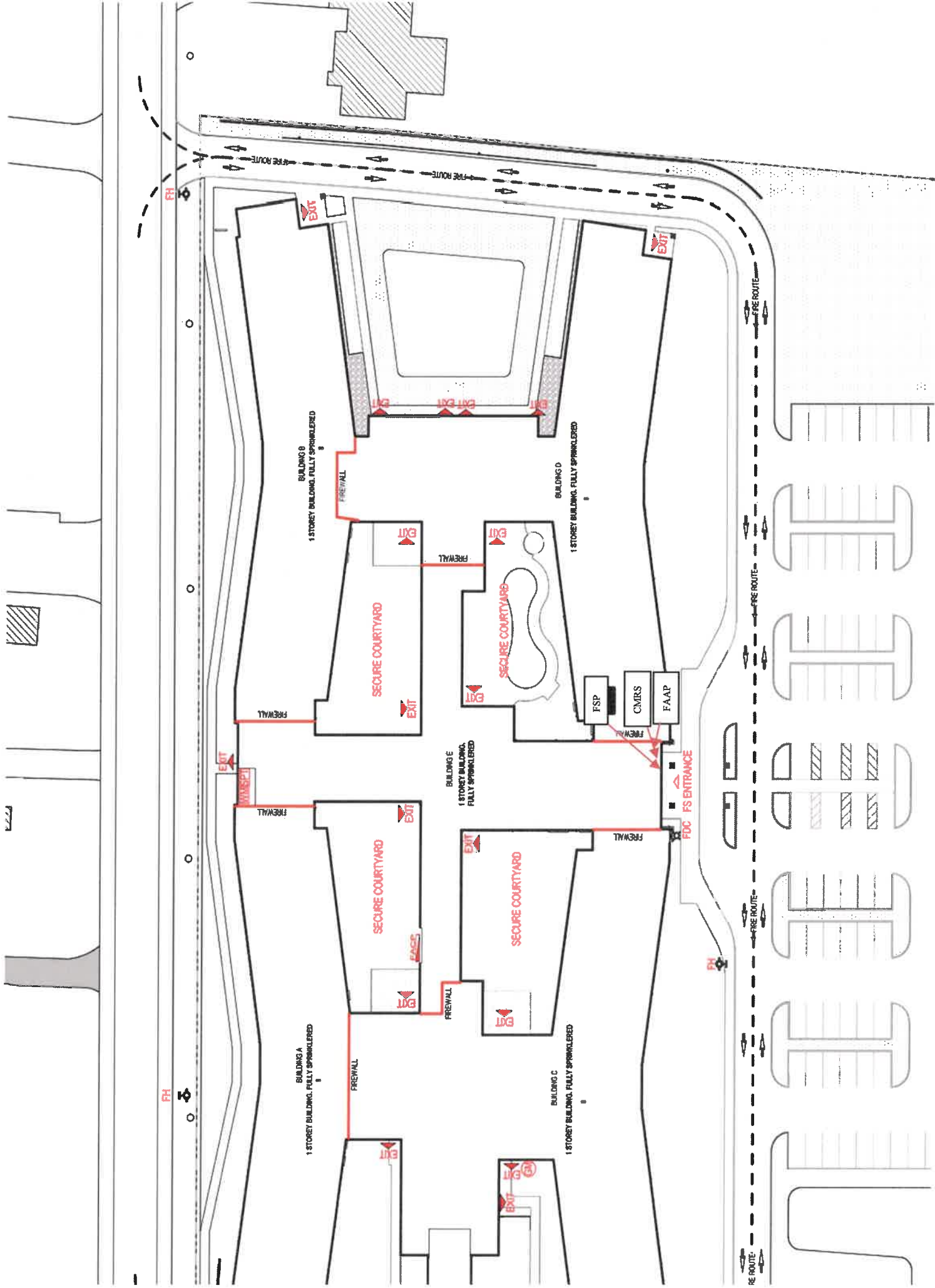
Are there Flammable Liquids/Combustible Liquids stored on site? ☒ Yes ☐ No
(Storage of these liquids must be in compliance with Part 4 of Division B of the Ontario Fire Code)

Exits: Refer to schematics for location of exits.

Elevators: ☒ No

Portable Oxygen: Storage, handling and use of portable oxygen systems shall be in conformance with CSA-Z305.12, "Safe Storage, Handling, and Use of Portable Oxygen Systems in Residential Buildings and Health Care Facilities".

Part 4	
<u>SCHEMATIC DRAWINGS</u>	
<u>PAGE #</u>	<u>DESCRIPTION</u>
8	Site plan
9	3D structural layout
10	floor plan with room numbering



Part 5
PERSONS REQUIRING ASSISTANCE

As this is a "Care and Treatment Facility", all residents will require some degree of assistance to evacuate. All Staff are trained in the Procedures for Evacuation and are familiar with the needs of residents. Visitors/Guests who may be in the facility at the time of an evacuation may need assistance to evacuate, as necessary, specific to their need.

PART 6
EMERGENCY PROCEDURES

NOTE: Emergency Evacuation Plans must be affixed to the wall in all "Floor Spaces", and must kept be current and easily read and understood.

VISITORS/GUESTS

WHAT TO DO IN THE EVENT OF A FIRE
OR

OTHER EVACUATION EMERGENCY

IF YOU DISCOVER A FIRE

- Pull the Fire Alarm
- Leave the area of the fire immediately
(You may assist the Care Workers if requested)
- Advise a Staff member that you have pulled the alarm and the conditions in the area of the fire
- Leave the building by the nearest EXIT and move completely away from the building to the back of the parking lot.
(**DO NOT REMAIN AT THE FRONT OF THE BUILDING OR NEAR THE FIRE DEPARTMENT VEHICLES/OPERATIONS**)

IF THE FIRE ALARM SOUNDS

- Leave the area of the fire immediately
 - I. You may assist the Care Workers if requested
 - II. If you require assistance please ask for help
- Leave the building by the nearest EXIT and move completely away from the building to the back of the parking lot
(**DO NOT REMAIN AT THE FRONT OF THE BUILDING OR NEAR THE FIRE DEPARTMENT VEHICLES/OPERATIONS**)

IN EITHER CASE: DO NOT ATTEMPT TO RE-ENTER THE BUILDING UNTIL YOU ARE ADVISED THAT IT IS SAFE TO DO SO.

RESIDENTS

WHAT TO DO IN THE EVENT OF A FIRE OR

OTHER EVACUATION EMERGENCY

IF YOU DISCOVER A FIRE

- IF YOU ARE NEAR A FIRE ALARM PULL STATION PULL/ACTIVATE THE FIRE ALARM
- ADVISE A STAFF MEMBER THAT YOU PULLED THE ALARM, WHERE THE FIRE IS, AND THEN LEAVE IF YOU CAN
- ACTIVATE A CALL BUTTON OR SIMILAR NOTIFICATION DEVICE FOR THE NURSE'S STATION
- IF YOU ARE ABLE TO LEAVE THE AREA YOU WILL BE DIRECTED TO DO SO IMMEDIATELY
- IF YOU CAN'T LEAVE ASK YOUR VISITORS TO STAY WITH YOU, OR THEY CAN HELP YOU LEAVE, IF THEY ARE ABLE TO DO SO SAFELY.
- OTHERWISE YOU WILL BE EVACUATED FROM AN AREA OF RISK TO A SAFE AREA BY TRAINED STAFF
- FOLLOW THE INSTRUCTIONS OF THE STAFF AND/OR FIREFIGHTERS
- IF YOU CAN, REASSURE OTHER RESIDENTS
- **STAY CALM...SOMEONE WILL HELP YOU... THE FIRE DEPARTMENT IS ON THE WAY**

Part 7

Emergency Procedures for Staff

Upon Discovery of Fire

- **Sound Fire Alarm, Call 9-1-1 and follow the fire alarm supervisory procedures.**
- **Remove occupants from room of fire origin and close the door(s)**
- Continue to evacuate persons requiring assistance from the fire zone to the next point of safety.
- If a “full evacuation” is required, Exit the building via the nearest exit and go to the designated “Gathering Point”. **South side parking lot.**
- “Charge Nurse” or their delegate must Await the arrival of Fire Department at the main entrance and be prepared to assist and provide information to the firefighters.

Upon Hearing of a Fire Condition

- Ensure that the other occupants are notified of the emergency conditions.
- One person must go to the Fire Alarm Annunciator/Panel to determine area of origin of alarm.
- Ensure that the Fire Department has been notified by calling 9.1.1.
- If you are not the person designated to meet the Fire Department, assist in the evacuation process.
- Upon the arrival of the Fire Department, the designated person will inform the fire officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the Firefighters as to location of persons, master keys for this occupancy and service rooms, etc.

Related Duties

In general:

- Keep the doors in fire separations closed at all times, **Except** for the fire doors at each corridor that close when the fire alarm is activated.
- Keep EXITS and access to exits, inside and outside, clear of any obstructions at all times.
- Maintain sufficient lighting in exits and corridors.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard. Keep stairways free of combustible storage and obstructions.
- Outdoor storage receptacles, such as dumpsters, used for combustible materials shall be located so that they do not create a fire hazard to buildings.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.
- Participate in fire drills.
- Have an understanding of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Be available upon notification of a fire emergency to fulfil your obligation as described in this plan.
- In the event of any shutdown of fire and life safety systems, notify the Fire Department and initiate approved alternative measures.

Part 8

Responsibilities of the Owner / Management /Staff

The building owner/occupant 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.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Ensure you, or your supervisory staff, are available upon notification of a fire emergency to fulfil your obligation as described in the Fire Safety Plan.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Ensure that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule, and that the original or a copy of these records are retained at the building premises for examination by the Chief Fire for a minimum period of two (2) years.
- Ensure the continuation of the monitoring of the fire alarm system when building required to transmit a signal to the fire department and that the central station operator is Fire Code compliant.
- Ensure the initial verification of test reports for fire protection systems installed after November 21, 2007, are retained throughout the life of the systems.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
- Review the Fire Safety Plan as often as necessary, but at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.
- Designate and train sufficient alternates to replace supervisory staff during any absence.
- Where testing is required for compliance with this Code, the tests shall be carried out by the owner or the owner's agent within such reasonable time as the Chief Fire Official may determine.

Any training of supervisory staff carried out under the Fire Safety Plan shall be recorded.

Part 9

Fire Hazards

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Clothes dryer lint collector full or improperly vented.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

In general, Management/Staff should:

- Know how to alarm occupants of building, know where exits are located.
- Call (9-1-1) whenever you need emergency assistance.
- Know the correct address of the building (950 Tollgate Rd., Cornwall, ON).
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Report any fire hazard to Facility Managers immediately
- Know all exits and evacuation paths
- Know the location of all extinguishers

Part 10

Fire Extinguishment, Control or Confinement

NOTE: IF ANY FIRE OCCURS, PULL THE FIRE ALARM AND EVACUATE EVERYONE TO AN ANOTHER AREA OF THE BUILDING

Most fires start small. Except for explosions, fires can usually be brought under control if a confident and competent trained person attempts to extinguish the fire correctly with the right type and size of extinguisher within the first two minutes. In the event a small fire cannot be extinguished with the use of a portable fire extinguisher, or smoke presents a hazard for the operator, **LEAVE IMMEDIATELY – CLOSE THE DOOR BEHIND YOU – INITIATE EVACUATION PROCEDURES FROM THE AREA OF ORIGIN OF THE FIRE** If you are using an extinguisher, ensure that the Fire Alarm System has been activated and the Cornwall Fire Services has been notified prior to any attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

The decision to use a fire extinguisher is one that is made by the individual, after considering the following:

- Type of fire (Class A, B, C, D or K)
- Type of fire extinguisher available for the fire
- Size and intensity of fire
- Size and capacity of the fire extinguisher
- Exit location and clear route away from fire

When not to fight a fire...

- If the fire could block your only exit
- If the fire is spreading quickly
- If the type or size of the extinguisher is wrong
- If the fire is too large
- If you don't know how to use the fire extinguisher

Suggested Operation of Portable Fire Extinguishers

Remember the (PASS) acronym

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 extinguishers after use. Ensure they are immediately properly recharged by a person that is qualified to service portable fire extinguishers, and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without any obstructions to accessing them.

Part 11

Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof the fire department shall be notified in writing. Occupants will be notified, and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

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, a "fire watch" must be put in place to monitor conditions and notify occupants of a fire condition.

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

1. Notify the Cornwall Fire Department communication Centre dial (613) [932-2110](tel:932-2110) Ext. 3 (DO NOT USE 9-1-1). Give your name, address and a description of the problem and when you expect it to be corrected.
2. The Central Monitoring Station is to be notified and given the same information as in (1) above hours.
3. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
4. Have staff of other reliable person(s) patrol the affected area(s) at least once every hour.
5. Notify the Cornwall Fire Department and the Central Monitoring Station and the building occupants when repairs have been completed, and systems are operational.

NOTE: All shutdowns will 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.

(See attached Fire Watch Duties and Report Log)

FIRE WATCH DUTIES

Definition: The term “**fire watch**” is used to describe a dedicated person or persons whose sole responsibility is to look for fire within an established area. Fire watch is required in the event of temporary failure of the fire alarm system or where activities require the interruption of any fire detection, suppression or alarm system component. The Facilities Administrator is to be advised immediately upon notice of a shut-down of any portion of the fire alarm or

NOTE: All Staff are to be notified that the fire protection system, or the specific part of the systems, in the building are not currently functional and that a Fire Watch has been instituted until repairs have been made. Management/Staff should take immediate actions to notify other Managers/Staff and evacuate the building when notified of a fire emergency. Notices should be placed at the Main entrance to notify visitors.

suppression system.

1. At least one (1) qualified staff person shall be employed to complete fire watch duties of the unprotected building area whenever the building is occupied. Each person assigned to Fire Watch duties must be provided with the following equipment;
 - i. Suitable means of communication (cell phone, portable radio, etc.) for notifying the Fire Dept.
 - ii. A portable air horn or other approved means of sounding an alarm
 - iii. Flashlight
 - iv. Clipboard and pen
 - v. Copy of fire watch duties
 - vi. Copy of the Fire Watch Log Sheet
 - vii. Keys and/or access codes to provide entry to all rooms/spaces
 - 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 fire Department and all building occupants in the event of a fire.
3. Rounds shall be diligently completed at least once each hour, and recorded immediately upon the conclusion of each round on the Fire Watch Log Sheet. The person completing the rounds will record the time each round was completed.
4. Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
5. If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn or another device approved by the Chief Fire Official. Attempt to extinguish the fire when it is safe to do so.
6. A telephone must be readily available at all times to CALL 9-1-1. Always call from a safe area.
7. Coordinate evacuation in fire compartment and close door in fire room. Keep all doors closed to limit smoke migration. Continue to assist those with physical or cognitive limitations during evacuation.

8. Once building evacuation is completed, await emergency response personnel at a safe location and direct them to the fire. NEVER re-enter the building without permission from the person in charge of the Fire Services on site
9. "Hot Works" such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired or be limited to areas where approved precautions have been put into place.
10. While the sprinkler and/or fire alarm system(s) are shut down, assigned fire watch personnel shall patrol the area until both the fire alarm system and the sprinkler system has been restored.
11. Exit doors, access to exits and corridors are to be kept closed and checked periodically for proper operation and obstructions while performing Fire Watch duties.

FIRE WATCH LOG REPORT

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: _____

Persons assigned to Fire Watch duties shall follow the requirements listed on the fire watch duties sheet and shall patrol all unprotected areas of the building every hour to check for signs of fire or smoke conditions. All patrols are to be recorded on this log report immediately following each round. Records of fire watch shall be kept for 2 years after they are made and shall be made available upon request to the Chief Fire Official.

Fire Watch Commenced: Date: _____

Time: _____

Rounds	Start Time	Finished	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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14				
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22				
23				
24				

Start a new Fire Watch Log Report Sheet for each new day of fire watch

Part 12 Fire Drills

Management/Staff Fire drills will be held at least once every month for this building to ensure efficient execution of the Emergency Procedures by supervisory staff. Fire drill records are required to be retained for a period of 12 months after the fire drill and made available to the Chief Fire Official upon request.

A Code required **evacuation Fire Department "Observed - Fire Drill Scenario"** shall be held annually consistent with the procedures required for Care and Treatment Facilities. The "Fire Drill Scenario Form" (copy in Addendum) must be created and submitted to the Fire Department for approval. The Fire Department will provide a time and date for their attendance on site and the form must be fully completed as required. The Fire Department will either "approve" the observed actions or recommend corrective action for "approval".

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

(A) MONTHLY FIRE DRILLS SHOULD:

- 1) demonstrate the efficiency and timeliness of evacuation preparedness. Staff responding to the resident/patient room of the fire "origin", etc.
- 2) replicate/simulate the removal or assistance of the occupant(s) from the room, and other residents in that section to a "point of safety"

(B) THE ANNUAL FIRE DEPARTMENT OBSERVED "FIRE DRILL SCENARIO"

The purpose of this "Fire Drill" is to assist the Chief Fire Officials and owners/operators of buildings that contain care occupancies, care and treatment occupancies and retirement homes address the provisions of Sentence 2.8.3.2.(6) of Division B of the Fire Code.

Background: Sentence 2.8.3.2.(6) of Division B of the Fire Code requires that once every 12 months, a fire drill in care occupancies, care and treatment occupancies and retirement homes be carried out using a scenario representing the lowest staffing levels that might be encountered in the facility. This scenario must be approved by the Chief Fire Official in advance of the fire drill.

The purpose of the drill is to confirm compliance with Sentence 2.8.2.2.(1) which requires that there be sufficient supervisory staff to carry out the duties in the fire safety plan.

The annual fire drill required by Sentence 2.8.3.2.(6) should be based on a probable fire scenario that would provide the greatest evacuation challenge for staff. Ontario fire loss statistics reveal that fires starting in resident/patient rooms tend to be the most serious in that they account for the largest number of fire deaths in vulnerable occupancies. Typically, night time hours represent the time during which staffing levels are at the lowest levels. As a result, a scenario based on a fire originating in a patient/resident room during night time hours would constitute an effective annual fire drill exercise.

It should be noted that the fire drill is a simulation of a fire occurrence and although the number of staff and their location in the facility should replicate lowest staffing complement conditions, the drill itself can be undertaken on any day, at any time. Furthermore, owner/operators may consider the use of proxies in lieu of actual residents/patients for participation in the drill.

In keeping with the objective of developing a probable fire scenario that poses evacuation challenges, the zone or floor area chosen to demonstrate the fire drill should be one that includes either the largest number of residents/patients or a large number of residents/patients that require the greatest assistance with evacuation. In facilities with a variety of sleeping arrangements, the sleeping room chosen to be the room of fire origin within the selected zone or floor area should be *one occupied by non-ambulatory resident(s)/patient(s) with more than one occupant, where applicable.*

Background: Ontario Regulation 364/13 requires that fire drills be observed and fire safety inspections be undertaken, as directed by the Fire Marshal, for every **care occupancy, care and treatment occupancy, and retirement home** for which an annual fire drill is required by Sentence 2.8.3.2.(6) of Division “B” of the Fire Code. This directive provides direction to Assistants to the Fire Marshal on Fire Drill Scenario approvals, fire drill observations, and fire safety inspections required by the regulation.

Directive:

1. When contacted by the owner of a **care occupancy, care and treatment occupancy, or retirement home** for approval of a fire drill scenario required by Sentence 2.8.3.2.(6) of Division “B” of the Fire Code, the Chief Fire Official shall engage with the owner to agree on and approve in writing:
 - a) A scenario representing the lowest staffing level complement that determines:
 - i. The time available for staff to respond to the room of origin, remove the occupant(s) from the room, and close the door to the room
 - ii. The time available, after closing the room door, for staff to evacuate residents/patients from the zone or floor area containing the room of fire origin to the next point of safety.

using the form in Annex A ‘Fire Drill Scenario’ (follows in this document). A different form may be used provided that it collects all of the information required by the form in Annex A

- b) A notification time period for the fire drill as required by Article 2.8.3.3. of Division B of the Fire Code, including a minimum notice period should the need arise to reschedule the fire drill.
2. The fire drill observation required by Ontario Regulation 364/13 for every **care occupancy, care and treatment occupancy and retirement home**, shall be carried out to determine if there is sufficient **supervisory staff**:
- a) To respond to the room of fire origin, remove occupant(s) from the room and close the room door within the time approved in item 1(a)(i),
 - b) To evacuate residents/patients from the zone or floor area containing the room of fire origin to the next point of safety, within the time approved in item 1(a)(ii), and
 - c) To carry out other duties in the approved fire safety plan that may be necessary within the context of the fire drill.

NOTE: The Fire Drill and the Fire Inspection referenced in the regulation are not required to be undertaken on the same day.

FIRE MARSHAL'S DIRECTIVE: 2014-002
(revised May 9, 2016)

ANNEX A

Fire Drill Scenario

Fire Drill Scenario

Purpose:

The purpose of this document is to assist Chief Fire Officials and owners/operators of buildings that contain **care occupancies, care and treatment occupancies** and **retirement homes** address the provisions of Sentence 2.8.3.2.(6) of Division B of the Fire Code.

Background:

Sentence 2.8.3.2.(6) of Division B of the Fire Code requires that once every 12 months, a fire drill in **care occupancies, care and treatment occupancies** and **retirement homes** be carried out using a scenario representing the lowest staffing levels that might be encountered in the facility. This scenario must be approved by the Chief Fire Official in advance of the fire drill. The purpose of the drill is to confirm compliance with Sentence 2.8.2.2.(1) which requires that there be sufficient supervisory staff to carry out the duties in the fire safety plan.

The annual fire drill required by Sentence 2.8.3.2.(6) should be based on a probable fire scenario that would provide the greatest evacuation challenge for staff. Ontario fire loss statistics reveal that fires starting in resident/patient rooms tend to be the most serious in that they account for the largest number of fire deaths in vulnerable occupancies. Typically, night time hours represent the time during which staffing levels are at the lowest levels. As a result, a scenario based on a fire originating in a patient/resident room during night time hours would constitute an effective annual fire drill exercise.

It should be noted that the fire drill is a simulation of a fire occurrence and although the number of staff and their location in the facility should replicate night time conditions, the drill itself can be undertaken on any day, at any time. Furthermore, owner/operators may consider the use of proxies in lieu of actual residents/patients for participation in the drill. Additionally, in hospitals, proxy locations should be used in situations where conducting a drill in an inpatient unit may put patients at risk.

In keeping with the objective of developing a probable fire scenario that poses evacuation challenges, the zone or floor area chosen to demonstrate the fire drill should be one that includes either the largest number of residents/patients or a large number of residents/patients that require the greatest assistance with evacuation. In facilities with a variety of sleeping arrangements, the sleeping room chosen to be the room of fire origin within the selected zone or floor area should be one occupied by non-ambulatory resident(s)/patient(s) with more than one occupant, where applicable.

The fire drill should demonstrate staff responding to the resident/patient room of fire origin, the removal or assistance of the occupant(s) from the room, and the closing of the door to the room.

Similarly, evacuation of residents/patients in the zone/floor area outside the room of origin to the nearest point of safety should also be undertaken as part of the drill. This portion of the drill should demonstrate that evacuation can be accomplished while conditions within the corridor remain safe. The following are considered points of safety for this portion of the drill:

- Outside the building
- Exit stairwell separated from the remainder of the building with fire separations rated for at least 30 minutes, and
- Adjacent zone where floor is divided into zones by fire separations rated for at least 30 minutes

The times available to safely carry out these critical duties are determined in advance of the fire drill and constitute a critical part of the scenario. The ability of staff to carry out these duties within these times needs to be verified during the drill so as to establish that the provisions of Sentence 2.8.2.2.(1) are satisfied for the scenario.

The fire drill begins with activating the fire alarm system and ends when all residents/patients that require assistance have reached a point of safety.

The following form is to be used for the fire drill scenario. A different form may be used provided that it collects all of the information required in the following form.

Additional information is available on the OFMEM website at:

www.ofm.gov.on.ca/english/FireMarshal/CareOccupanciesCareandTreatmentOccupanciesRetirementHomes/QuestionandAnswers/QandAsFireCode.html

Fire Drill Scenario Form

Parts A, B and C to be completed by Owner/Operator

Parts D to be completed by the Chief Fire Official with the authority to approve the fire drill scenario

Part E to be completed by the Inspector witnessing the fire drill

PART A – PROPERTY PROFILE

Owner:			
Operator: (if different from above)			
Address:			
City/Town:		Postal Code:	
Contact Name: (please print)			
Contact number:			
Contact e-mail:			

OCCUPANCY CLASSIFICATION

Check the appropriate occupancy classification:

- ☐ Care Occupancy
- ☐ Care and Treatment Occupancy
- ☐ Retirement Home regulated under the *Retirement Homes Act, 2010*

PART B – PROPOSED FIRE DRILL

Step 1 – Develop a Scenario Representing Lowest Staffing Level Complement

- A. Select a zone/floor area of fire origin involving residents/patients in resident/patient rooms that poses the greatest evacuation challenge for staff.

Floor #: _____ Zone: _____

Number of residents/patients in the selected zone/floor area that will require evacuation to a point of safety: _____

- B Select a resident/patient room within this zone/floor area that would represent the room of fire origin.

Room #: _____ Total residents/patients in the room: _____

- C Identify the point of safety to which residents/patients in the zone/floor area of fire origin will be evacuated.

- ☐ Outside Building
- ☐ Exit stairwell (minimum 30 minutes fire resistance rating)
- ☐ Adjacent Zone (minimum 30 minutes fire resistance rating)

- D Specify the time of day that represents the lowest staffing level complement and the number of staff available at that time to respond to the room of fire origin.

Time of day: _____ Number of staff available to respond: _____

PART B – PROPOSED FIRE DRILL, continued

Step 2 – Determine Time Available for Closing the Door to the Room of Fire Origin

- A. Using the table below, enter the time required for detecting a fire in the room of fire origin.

Fire detection time (A): _____ minutes

- B Enter the time period during which the suite or room of fire origin is safe to enter

Choose **2.5 minutes** for an unsprinklered room or **5 minutes** for a sprinklered room

Time room is safe to enter (B): _____ minutes

- C Calculate the time available for staff, following activation of the alarm, to carry out the duties required in the fire safety plan leading up to and including closing the door to the room of fire origin

Time available (C): _____ minutes, where $C = B - A$

Fire Detection Times

Detection Method	Time to Detect ¹ (min)
Smoke alarm/detector in small bedroom (12x12 ft.) (3.66x3.66 m.)	0.25 - 0.50
Smoke alarm/detector in medium to large room (15x20 to 25x25 ft.) (4.6x6.1m to 7.6x7.6 m.)	0.25 - 0.75
Smoke detector in corridor, with fire initiating in adjacent bedroom with open door, based on smoke detector spacing of 30x30 ft. (9.1x9.1 m.)	0.50 - 1.50
Smoke detector in corridor, with fire initiating in adjacent small bedroom with closed solid-core wood door, based on smoke detector spacing of 30x30 ft. (9.1x9.1 m.)	2.66 – 5.00
135°F heat detector in small bedroom (12x12 ft.) (3.66x3.66 m.)	0.66 - 1.50
135°F heat detector in medium to large room (15x20 to 25x25 ft.) (4.6x6.1m to 7.6x7.6m.)	0.66 - 2.50
135°F heat detector in corridor outside small bedroom with door open	2.00 - 3.30
135°F heat detector in corridor outside small bedroom of fire origin with closed solid-core wood door	15.00 - 18.00
135°-165°F residential type sprinkler system in a bedroom based on sprinkler spacing of 15x15 ft. (4.6x4.6 m.)	1.50 - 2.50

¹ The higher value should be used unless a lower value is known for the specific detection device.

PART B – Proposed Fire Drill -continued

Step 3 – Determine Time Available to Evacuate Occupants in the Zone/Floor Area of Fire Origin to a Point of Safety Following Closing the Door to the Room of Fire Origin

A. Enter the fire rating of the door to the room of fire origin from the following information:

- Wood panel or Hollow-core wood door I frame – 5 minutes
- 45 mm thick solid-core wood in wood or metal – 15 minutes
- Steel door in wood frame – 15 minutes
- 20-min. labelled door in 20 min labelled frame – 20 minutes
- Steel door in steel frame – 30 minutes
- 45 min labelled door in 45 min labelled frame – 45 minutes

Door rating (D) _____ minutes

B Enter the water supply duration for automatic sprinklers from the following information:

- No sprinklers = 0 minutes
- Sprinklers designed to NFPA 13D = 20 minutes
- Sprinklers designed to NFPA 13R = 30 minutes
- Sprinklers designed to NFPA 13 = 30 minutes
- Municipal water supply to sprinklers = 60 minutes

Sprinkler system water supply duration (E) _____ minutes

C Calculate the time available for staff, following closing of the door to the room of fire origin, to carry out the duties required in the fire safety plan leading up to and including evacuating residents/patients that require assistance to the point of safety

(F) _____ minutes, where $F = D + E$

Proposed Fire Drill Date _____

Proposed Alternate Date _____

PART C – SUBMISSION TO FIRE DEPARTMENT

Parts A, B and C prepared
by: _____

and submitted to the Chief Fire Officials on: _____

PART D – CHIEF FIRE OFFICIAL APPROVAL

Fire Drill Scenario Approved By:

Print Name

on

Date

Proposed Fire Drill Dates Approved By:

Print Name

on

Date

PART E – OBSERVATION OF FIRE DRILL

Step	Time Available	Time Required	Were the duties completed within the time available ⁽¹⁾
Carrying out the duties required in the fire safety plan leading up to and including closing the door to the room of fire origin	Enter time C _____ Minutes	Enter time measured during the drill _____ Minutes	☐ Yes ☐ No
Carry out the duties required in the fire safety plan leading up to and including evacuating residents / patients that require assistance to the point of safety	Enter time F _____ Minutes	Enter time measured during the drill _____ Minutes	☐ Yes ☐ No

⁽¹⁾ There is sufficient staff to carry out the duties under the approved fire drill scenario if the answer is yes for both steps.

Fire Drill observed by inspector: _____ Print Name On: _____

Footnote

Section 6.6 of technical guideline [OFMEM TG-03-2016](#) provides guidance on adjustments that may be considered if the fire drill determines that there is insufficient staff to carry out the duties required to complete step 2 or step 3.

Part 13
Requirements of the Ontario Fire Code
Check/Test/Inspect requirements of the Ontario Fire Code:

The following is a list of the references in the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. Please familiarize yourself with these requirements and ensure that the appropriate persons have performed the necessary checks, inspections and/or tests for the items which may apply at your long-term care and treatment home.

This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code shall be consulted. Where specific references to checking, inspection and testing of fire safety devices are not made in this Code, such devices shall be maintained to ensure they operate as per their design requirements.

Where a building or its contents must be tested for compliance with this Code, the tests shall be carried out by the owner or the owner's agent within such reasonable time as the Chief Fire Official may determine.

Any appliance, device or component of a device that does not operate or appear to operate as intended when checked, inspected or tested as required by this Code shall be repaired or replaced if the failure or malfunctioning of the appliance, device or component would adversely affect fire or life safety.

Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections, and asked to see the required written records.

Definitions for key words are as follows:

Check	means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed
Test	means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function
Inspect	means physical examination to determine that the device or system will apparently perform in accordance with its intended function

The Ontario Fire Code requires that written records of all tests and corrective measures be retained for a period of two years after they are made, and shall be available upon request to the Chief Fire Official. Records shall be made and the original or a copy shall be retained at the building premises for examination by the Chief Fire Official. Records of tests and corrective measures or operational procedures shall be retained so that at least the current and the immediately preceding reports are available, however; records shall be retained for a period of at least two years after being prepared.

NOTE: The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained on the premises throughout the life of the systems. This requirement applies to systems installed in accordance with this Code or the Building Code.

MAINTENANCE REQUIREMENTS OF BUILDING FIRE & LIFE SAFETY SYSTEMS

CHECK - Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

TEST - Means operation of device or system to ensure that it will perform in accordance with its intended operation or function.

INSPECT - Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

A record of all tests and corrective measures as required by the Ontario Fire Code will be retained for period of two years after they are made. These records are to be made available to the Chief Fire Official when asked.

****The owner is responsible to ensure the following requirements are completed and where required they shall utilize qualified contractors.****

Frequency Intervals	Function	O.F.C. Reference	Responsibility Owner?-contractor?
	<u>PORTABLE EXTINGUISHERS</u>		
Annually	Maintenance and testing of portable extinguishers shall be in conformance with NFPA 10, "Portable Fire Extinguishers". ** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	Div B - 6.2.7.1.	Contractor
Monthly	Portable extinguishers shall be inspected monthly. ** A record of this inspection shall be recorded on the tag located on the portable extinguisher or in a maintenance log book. **	Div B - 6.2.7.2.	Contractor
Every 5 Years	Pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested ** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	Div B - 6.2.7.1.	Contractor
Every 6 Years	Stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures. ** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	Div B - 6.2.7.1.	Contractor
	<u>FIRE ALARM SYSTEM</u>		
Daily	The central alarm and control facility shall be checked daily for indication of trouble in the system.	Div B - 6.3.2.3.	Owner
Monthly	A fire alarm system with or without voice communication shall be inspected and tested in conformance with CAN/ULC – S536 "inspection and testing of Fire alarm systems"	Div B – 6.3.2.2.(1)	Contractor
Monthly	Voice communication systems that are not integrated with a fire alarm system shall be tested monthly in compliance with Sentences (2) and (3) ** Voice communication systems are not required to be tested in conformance with Sentences (1) and (2) where the systems are regularly used as part of a paging system. **	Div B - 6.3.2.5.(1)	Contractor

Monthly	Loudspeakers described in Sentence (1) shall be tested monthly as an all-call signal to ensure they function as intended.	Div B - 6.3.2.5.(2)	Contractor
Frequency Intervals	<u>Fire Alarm System (cont'd.)</u>	O.F.C. Reference	Responsibility
Monthly	Communication from at least one remote firefighter emergency telephone location to the control unit shall be tested monthly on a rotational basis so that communication from all remote firefighter emergency telephone locations are tested at least once per year.	Div B - 6.3.2.5.(3)	Contractor
Annually	A fire alarm system, with or without voice communication capability, shall be inspected and tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems". ** The fire alarm system must be inspected and tested by a qualified technician. A copy of the inspection certificate must be available to the fire department. **	Div B - 6.3.2.2.	Contractor
<u>STANDPIPE AND HOSE SYSTEMS</u>			
Weekly	Valves, except for electrically supervised valves, controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they are in the open position.	Div B - 6.5.3.1.	Owner
Weekly	Water supply pressure and system air or water pressure shall be checked weekly by using gauges to ensure that the system is maintained at the required operating pressure.	Div B - 6.5.3.3.	Owner
Monthly	Except as provided in Article Div B-6.5.5.7., the alarm on all sprinkler systems shall be tested monthly by flowing water through the test connection located at the sprinkler valve.	Div B - 6.5.5.2.(1)	Contractor
Every 2 Months	Where an electrical supervisory signal service is provided for a sprinkler system, it shall be tested by operating the supervisory signal devices in conformance with Sentence (2) Transmitters and waterflow actuated devices shall be tested every 2 months.	Div B - 6.5.5.7.(1) Div B - 6.5.5.7.(2)	Contractor
Every 3 Months	The priming water for dry-pipe systems shall be inspected at least every three months to ensure that the proper level above the dry-pipe valve is maintained.	Div B - 6.5.4.3.	Contractor
Every 6 Months	Where an electrical supervisory signal service is provided for a sprinkler system, it shall be tested by operating the supervisory signal devices in conformance with Sentence (3) Valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be tested at least every 6 months	Div B - 6.5.5.7.(1) Div B - 6.5.5.7.(3)	Contractor Contractor
Frequency Intervals	<u>STANDPIPE AND HOSE SYSTEMS (cont'd.)</u>	O.F.C. Reference	Responsibility
Annually	Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair.	Div B - 6.5.3.2.	Contractor

Annually	Except when in use or being inspected in accordance with Sentence (2), fire department connections shall be equipped with plugs or caps that are secured wrench tight. Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed. If plugs or caps are missing, the fire department connections shall be examined for obstructions, back flushed when conditions warrant and the plugs or caps replaced.	Div B - 6.4.1.3.(1) Div B - 6.4.1.3.(2) Div B - 6.4.1.3.(3)	Contractor and owner
Annually	Sprinkler system water supply pressure shall be tested annually with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply. The test prescribed in Article Div B - 6.5.5.5. shall be conducted after any sprinkler system control valve has been operated.	Div B - 6.5.5.5. Div B - 6.5.5.6.	Contractor
Annually	Waterflow alarm tests using the most hydraulically remote test connection shall be performed annually on wet sprinkler systems.	Div B - 6.5.5.3.	Contractor
Annually	Except when in use or being inspected in accordance with Sentence (2), fire department connections shall be equipped with plugs or caps that are secured wrench tight. Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed. If plugs or caps are missing, the fire department connections shall be examined for obstructions, back flushed when conditions warrant and the plugs or caps replaced.	Div B - 6.5.4.4.(1) Div B - 6.5.4.4.(2) Div B - 6.5.4.4.(3)	Contractor
Annually	Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash.	Div B - 6.5.3.5.	Contractor
	<u>WATER SUPPLIES FOR FIRE PROTECTION</u>		
Weekly	Valves controlling water supplies used exclusively for fire protection systems shall be inspected weekly to ensure that they are wide open and are sealed or locked in that position.	Div B - 6.6.1.2.	Owner
	<u>Hydrants</u>		
Annually	Fire hydrants shall be inspected annually and after each use in accordance with articles 6.6.5.2. to 6.6.5.5.	Div B- 6.6.5.1.	Contractor
Annually	Hydrant water flow shall be inspected annually. The main water valve shall be fully opened and the hydrant operated with one port open and the water flow checked. This record shall be kept for a period of two years	Div B – 6.6.5.	Contractor
	<u>EMERGENCY POWER SYSTEMS</u>		
Weekly/Monthly/Annually	Emergency power systems shall be inspected, tested and maintained in conformance with CSA-C282 “emergency Electrical Power Supply for Buildings”	Div B- 6.7.1.1	Contractor
Annually	Liquid fuel tanks shall be drained and refilled with a fresh supply at least once a year.	Div B - 6.7.1.5.(1)	Contractor
	<u>MEANS OF EGRESS</u>		
As Needed	Required exit signs shall be clearly visible and maintained in a clean and legible condition.	Div B - 2.7.3.1.	

Monthly	Doors in fire separations shall be inspected monthly.	Div B - 2.2.3.4.	Owner
Monthly	Pilot lights on emergency lighting units shall be checked monthly for operation	Div. B- 2.7.3.3 (1)	Owner
Monthly	Emergency lighting unit equipment shall be inspected monthly to ensure that: (a) the terminal connections are clean, free of corrosion and lubricated when necessary, (b) the terminal clamps are clean and tight as per manufacturer's specifications, (c) the electrolyte level and specific gravity are maintained as per manufacturer's specifications, and (d) the battery surface is kept clean and dry.	Div B - 2.7.3.3.(2) Emergency Lighting and Exit Signs now need to conform to Section 6.7.	Contractor and owner
Monthly	Emergency lighting unit equipment shall be tested monthly to ensure that the emergency lights will function upon failure of the primary power supply.	Div B - 2.7.3.3.(3)(a)	Owner
Yearly	Emergency lighting unit equipment shall be tested annually to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions. After completion of the test required in Clause (3)(b), the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.	Div B - 2.7.3.3.(3)(b) Div B - 2.7.3.3.(4)	Contractor
<u>FLAMEPROOFING TREATMENTS</u>			
As Needed	Flameproofing treatments shall be renewed as often as required to ensure that the material will pass the match flame test in NFPA 701, "Standard Methods of Fire Tests for Flame-Resistant Textiles and Films".	Div B - 2.3.2.2.	Owner and contractor
<u>SERVICE EQUIPMENT</u>			
Weekly	Hoods, filters and ducts that are subject to accumulations of combustible deposits shall be checked weekly.	Div B - 2.6.1.3.(1)	Owner
Annually	Chimneys, flues and flue pipes shall be inspected (a) annually, (b) when any appliance is added to it, and (c) after any chimney fire.	Div B - 2.6.1.4.(1)	Owner and contractor

Frequency Intervals	<u>FIRE DAMPERS</u>	O.F.C. Reference	Responsibility
Annually	Fire dampers and fire-stop flaps shall be inspected annually, or on an approved time schedule.	Div B - 2.2.3.7.	Contractor
	<u>SMOKE ALARMS</u>		
As Needed	Ensure dwelling unit smoke alarms are maintained in operating condition.	Div B – 6.3.3.2.(1)	Owner and contractor
	<u>CARBON MONOXIDE ALARMS</u>		
As Needed	Ensure carbon monoxide alarms are maintained in operating condition.	Div B – 6.3.4.3.(1)	Owner and contractor
	<u>INTERCONNECTED SMOKE ALARMS</u>		
Annually	Interconnected smoke alarms shall be tested and maintained in conformance with CAN/ULC-S552, “Standard for Maintenance and Testing of Smoke Alarms”. as required by this article. ** The interconnected smoke alarm system must be tested by a qualified technician. A copy of the inspection report must be submitted to the fire department. **	Div B - 6.3.2.6.(2)	Contractor
Weekly	The power supply shall be checked weekly.	Div B - 6.3.2.6.(3)	Contractor
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.	Div B - 6.3.2.6.(4)	Contractor
Annually	Where installed, each manual pull station shall be tested to ensure activation of the interconnected smoke alarms on an annually basis.	Div B - 6.3.2.6.(5)	Contractor
Weekly	Written records shall be kept of weekly checks of the power supply for at least six months after they are made, and be available upon request to the Chief Fire Official .	Div B - 6.3.2.6.(6)	Owner and contractor
Monthly / Annually	Monthly and annual tests shall be recorded and kept in accordance with Article Div B - 1.1.2.1.	Div B - 6.3.2.6.(7)	Owner and contractor
	<u>COMMERCIAL COOKING EQUIPMENT</u>		
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.	Div B - 2.6.1.3.	Owner and contractor
Every 6 Months	Commercial cooking equipment exhaust systems shall be installed and maintained in conformance with NFPA 96, “Ventilation Control and Fire Protection of Commercial Cooking Operations”.	Div B - 2.6.1.13.	Contractor
Every 6 Months	Commercial cooking equipment fire protection systems shall be installed and maintained in conformance with NFPA 96, “Ventilation Control and Fire Protection of Commercial Cooking Operations”.	Div B - 2.6.1.13.	Contractor

Frequency Intervals	<u>FIRE DEPARTMENT ACCESS TO BUILDINGS</u>	O.F.C. Reference	Responsibility
As Needed	Fire access routes and access panels or windows provided to facilitate access for fire fighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction	Div B – 2.5.1.2.(1)	Owner
As Needed	Fire department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times.	Div B - 2.5.1.2.(2)	Owner
As Needed	Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles.	Div B - 2.5.1.3.	Owner
	<u>FIRE SAFETY PLAN</u>		
As needed	Update Persons requiring assistance list	Div B- 2.8.2.1.(2)	Owner
Annually	The Fire Safety Plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building and premises.	Div B- 2.8.2.1.(4)	Owner
	<u>FIRE DRILL</u>		
Monthly	A fire drill shall be held for the supervisory staff at least monthly in care and treatment occupancy, detention occupancies day cares, schools – with conditions	Div B- 2.8.3.2(2)	Owner
Annually	Subject to Sentences (2),(3), (4) and (5), a fire drill shall be held for the supervisory staff at least once during each 12 month period. (Fire Department witnessed drill)	Div B – 2.8.3.2	Owner

Part 14
Fire Safety Plan Review Record

The Fire Safety Plan must be reviewed as often as necessary, but at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. (*Ontario Fire Code 2.8.2.1.(4) of Division B*).

Date of Review: 22/02/2026

Prepared by Percival Fire and Life Safety Services Ltd.

Position: Fire and Life Safety Professional

Signature:



Richard (Rick) Percival

Date of Review: _____

Reviewed By: _____

Position: _____

Signature: _____

Date of Review: _____

Reviewed By: _____

Position: _____

Signature: _____

Date of Review: _____

Reviewed By: _____

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Date of Review: _____

Reviewed By: _____

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Date of Review: _____

Reviewed By: _____

Position: _____

Signature: _____

Ted Laurier Place Silence and Rest Procedures

In the event of Fire Alarm

1. Locate Fire Alarm Panel in Main Electrical Room
2. Once Alarm has deemed clear or False by Fire Department, press “Alarm Silence”. This will stop the tones from being transmitted in the building.
3. Press “Reset”. Panel will enter reset cycle and should clear when complete if all conditions causing alarm have cleared.
4. If panel remains in alarm, reinvestigate area and repeat step 5.
5. If after several attempts panel remains in alarm, contact Service Provider for support.

