



FIRE SAFETY PLAN

Building Name: North Middlesex Arena & Fitness Centre

Building Address: 256 McLeod St. Parkhill, Ontario

Plan Prepared By: Donna VanHooydonk

Last updated: September 18, 2024 - Brandon Drew

Approved: ☐ Date: _____

By: _____

Fire Prevention Officer – Municipality of Middlesex-Centre

FIRE SAFETY PLAN

INDEX

	<u>Subject</u>	<u>Page No.</u>
Introduction		2
Information for Building Owners, Property Managers and Other Persons Controlling Properties		2
Section 1	Building Profile	4
Section 2	Emergency Listings – 24 Hours a Day	5
Section 3	Alarms & Evacuation Systems	6
Section 4	Posted Emergency Procedures to Occupants	9
Section 5	Owner’s Responsibilities and Instructions to Supervisory Staff	10
Section 6	Fire Drills.....	14
Section 7	Alternative Measures for Occupant Fire Safety	16
Section 8	Maintenance Procedures.....	19
Section 9	Fire Extinguishment – Control or Confinement	25
Section 10	Schematic Diagrams	25
Section 11	Ammonia Leak Procedure.....	26

INTRODUCTION

The Ontario Fire Code, Section 2.8, requires the establishment and implementation of a Fire Safety Plan for every building containing a Group A to F occupancy and to every building required by the Ontario Building Code to have a fire alarm system.

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 of not more than \$100,000 and an individual person, a 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.

This plan is required to be acceptable to the Chief Fire Official.

The implementation of a Fire Safety Plan helps to assure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings.

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 fulfill their obligation as described in the fire safety plan, although it is not necessary that supervisory staff be in the building on a continual basis.

INFORMATION FOR BUILDING OWNERS/MANAGERS AND OTHER PERSONS CONTROLLING PROPERTIES

The Fire Code, Ontario Regulation 213/07 as amended is a provincial regulation made under Section 18a of the Fire Marshal's Act. This Code requires the owner to be responsible for carrying out the provisions of the Code, and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner may be any one of or a combination of parties, including building management, maintenance staff, and tenant groups.

It is advisable that you obtain your own copy of the Fire Code and the Fire Protection and Prevention Act (FPPA). These may be purchased from the Government of Ontario Book Store/Service Ontario Publications at 777 Bay Street, Toronto, Ontario M7A 2J3, toll-free phone: 1-800-668-9938.

NOTE: Items identified in the following pages which do not pertain to your building must be deleted from your plan or marked as not applicable (N/A) prior to submission to the Fire Department.

Section 1 BUILDING PROFILE

Building Information

Common Name of Building: North Middlesex Arena & Fitness Centre

Address: 256 McLeod St. Parkhill, Ontario

Municipality: North Middlesex

Postal Code: N0M 2K0

Number of Stories: 2 Arena/YMCA/Goal Post Hall Building Area: 40,625.00 sq. ft.

Type of Building: Combustible or Noncombustible

Indicate which of the following activities take place in your building:

☒ Public Assembly ☐ Institutional (Hospital, Nursing/Group Home) ☐ Residential
☐ Mercantile/Retail ☒ Office (includes medical offices) ☐ Industrial

Indicate which of the above is the major part of your building is. Public Assembly

Describe in your own words the business operations taking place in your building:

We are a skating rink for 7 months a year Sept-March Hockey, Figure Skating, Public Skating.
 Summer months April-Aug we host Dances and games (pickle ball, ball hockey, etc.)
 YMCA operates on the second floor twelve months a year, (gym, fitness classes and day camps)

Building Facilities

Do you have a parking garage?

Yes ☐ No ☒

Do you have an elevator?

Yes ☒ No ☐

Is there a firefighter elevator?

Yes ☐ No ☒

Do you have smoke control devices?

Yes ☐ No ☒

Do you have pressurized stairwells?

Yes ☐ No ☒

is there interior roof access?

Yes ☒ No ☐

Where: 2nd floor South/East Mechanical room

Do all stairwells exit to the exterior? Yes ☐ No ☒ If no, explain:

We have stairs that lead to the viewing area for the ice surface on both the North and South side

Do you have hazardous materials stored on site?

Yes ☒ No ☐ If yes, list the materials below:

Paint, compressor oil and ammonia

Building Access

☒ Lock Box ☐ Entry Code ☐ Alarm Company

Location: Building Key in Fire Box

Onsite Building Information

☒ Fire Safety Plan Revised Date: Location: Front Lobby

☒ WHMIS 2015 Information Location: Staff Room

☐ Other Location:

Fire Safety Plan

Occupants		
<u>Residents/Tenants/Public:</u>	Total Number:	Daytime approx. Number: 25
		Evenings approx. Number: 250
Staffing Levels		
<u>Supervisory:</u>	Total Number: 1	Morning Shift: 1
		Afternoon Shift: 1
		Evening Shift: 0
<u>Worker/Support Staff:</u>	Total Number: 5	Morning Shift: 2
		Afternoon Shift: 2
		Evening Shift: 1

Section 2 EMERGENCY LISTINGS / 24 HOURS A DAY

Ownership			
Building Owner: Municipality of North Middlesex	Phone: 519-294-6244	Res: ()	Cell: ()
	Bus: (519) 294-6244	Ext:	
Address: 229 Parkhill Main St.			
City: Parkhill	Postal Code: N0M 2K0	Fax: (519) 294-0573	Pager: ()
	Email:		

Key holders			
1.			
Name: Brandon Drew	Phone:	Res: Cell: (519) 319-2255	
Position: Recreation/Facilities Manager	Bus: (519) 294-6244	Ext: 205	
Address: 141 Ness Street, Ailsa Craig	Fax: (519) 294-0998	Pager: ()	
2.			
Name: Jerry Waters	Phone:	Res: ()	Cell: (519) 808-1368
Position: Facilities Operator	Bus: ()	Ext:	
Address: 186 Parkhill Main Street, Parkhill	Fax: ()	Pager: ()	
3.			
Name: Tyler Mitchell	Phone:	Res: ()	Cell: (519) 808-3162
Position: Facilities Operator	Bus: ()	Ext:	
Address: Parkhill	Fax: ()	Pager: ()	
4.			
Name: Doug Tribe	Phone:	Res: ()	Cell: (519) 808-8462
Position: Facilities Operator	Bus: ()	Ext:	
Address:	Fax: ()	Pager: ()	

Section 3 ALARMS & EVACUATION SYSTEMS

Alarm Systems

☒ Main Fire Alarm Control Panel Location: Hydro Room North West end

☒ Remote Annunciator Location(s): Main Entrance West

Type of Alarm (check the appropriate box below)

☒ Single Stage ☐ Two Stage ☐ Interconnected Smoke Alarms ☒ Monitored

☐ Security/Intrusion ☐ Partial System ☒ Sprinkler System used as Fire Alarm

Fire Protection Devices

☐ Smoke Alarms (Battery or hardwire in units) ☒ Emergency Lighting (Battery powered)

☒ Smoke Detectors (Alarm System) ☐ Carbon Monoxide Detectors

☒ Heat Detectors ☒ Fire Extinguishers

☒ Evacuation Communications System (PA) ☐ Firefighters Voice Communication (Phones)

☒ Kitchen Hood Suppression System ☐ Other

Evacuation Information

☒ Areas of Refuge Interior Location: Main Lobby Area

☒ Meeting Place Location: Main parking lot front of the building West
(Location tenants assemble after leaving building during evacuation)

☒ Re-entry Procedures: Upon approval of the Fire Department

FIRE PROTECTION

Water Supply

Is there a fire hydrant within 90 meters of your building's front door? Yes ☒ No ☐

If you answered no, is there another year-round source of water on your property (swimming pool, reservoir, pond, etc...)? Yes ☐ No ☐

Sprinkler System

Do you have a sprinkler system in your building? Yes ☒ No ☐ (If no, go to Standpipe Systems)

If yes, does it cover your whole building? Yes ☒ No ☐

If no, what areas have a sprinkler?

Sprinkler System (cont'd)

If you have a sprinkler system in your building, the following devices **must be indicated** on the diagram of your building: Fire Department Connection (Siamese), Sprinkler Control Room, Fire Pump(s), Main Control Valve, Isolation Control Valve(s), and Post Indicator Valve(s).

Is your sprinkler connected to the Fire Alarm? Yes ☒ No ☐

If no, is there a water gong or other alerting device to indicate water flow? Yes ☐ No ☒

Standpipe System

Do you have a standpipe system in your building? Yes ☐ No ☒ (If no, go to Fixed Extinguishing Systems)

If yes, does it cover your whole building? Yes ☐ No ☐

If no, what areas are covered?

Do your fire hose cabinets have fire extinguishers? Yes ☐ No ☐

How are the hose cabinet doors opened if they are locked or fastened?

If you have a standpipe system in your building, the following devices **must be indicated** on the diagram of your building: Fire Department Connection (Siamese) Connection, Hose Cabinets, and Main Shut-Off Valve.

Fixed Extinguishing System

Do you have a fixed extinguishing system in your building? Yes ☒ No ☐ (If no, go to Utility Provisions)

<u>Area Protected</u>	<u>Type</u>	<u>Specify Details</u>
☐ Kitchen (Goal Post)	KP 375	Wet Chemical
☐ Canteen/Arena Lobby	R-102	Wet Chemical
☐ Other		

Extinguishing System connected to Fire Alarm System? Yes ☒ No ☐

UTILITY PROVISIONS

Electrical, Utility & Fuel Supplies (check all that apply)

☒ Water Main Shut off ☒ Main Electrical Shut off

☒ Natural Gas Shut off ☐ Fuel Oil/Diesel Shut off

☒ Photo Voltaic System Location: LOCATED ON THE ROOF

☐ Emergency Generator Location:

UTILITY PROVISIONS (cont'd)

Refuse	
<u>Sprinkler Coverage</u>	
☐ Garbage Room	Location: ☐ Yes
☐ Garbage Chute	Location: ☐ Yes
☐ Garbage Compactor	Location: ☐ Yes
☒ Garbage Exterior Storage	Location: Dumpster parking lot East end of the building

EXITS

Location of Exits / All exits including principal entrance for Fire Department response must be indicated on your building diagram	
1. Main Entrance (lobby) South/West	6. Exit Fitness Centre second floor South/East
2. Exit Lobby Hallway North/West	7. Exit Dressing Room Hallway South/East
3. Exit Arena Stands North/West	8. Exit Goal Post Hall North/West
4. Exit Arena Stands North/East	9. Exit Goal Post Hall North
5. Exit Arena Stands South/East	10. Exit YMCA South/West

Section 4 POSTED EMERGENCY PROCEDURES TO OCCUPANTS

These procedures are to be posted to assist occupants at the time of a fire. The owner must customize the procedures to fit the building and its facilities. These are intended to be provided in public areas. These instructions may also be posted in individual suites or given in printed form to each tenant, in addition to posting publicly.

IF YOU DISCOVER FIRE

- LEAVE THE FIRE AREA IMMEDIATELY
- CLOSE DOORS
- SOUND THE FIRE ALARM
- LEAVE BUILDING VIA NEAREST EXIT
- DO NOT USE ELEVATOR
- CALL 911

IF YOU HEAR THE FIRE ALARM

- LEAVE THE BUILDING VIA THE NEAREST FIRE EXIT
- CLOSE DOORS BEHIND YOU
- DO NOT USE ELEVATOR
- BRING YOUR KEYS

IF YOU ENCOUNTER HEAVY SMOKE

- IT MAY BE SAFER TO STAY IN YOUR AREA
- CLOSE DOOR AND PLACE WET TOWEL AT BASE OF DOOR
- CROUCH LOW TO THE FLOOR IF SMOKE ENTERS THE ROOM
- IF TRAPPED CALL 911 AND WAIT TO BE RESCUED
- REMAIN CALM – DO NOT PANIC OR JUMP
- IF YOU ENCOUNTER SMOKE IN STAIRWAY USE AN ALTERNATE EXIT OR RETURN TO YOUR AREA AND CALL 911
- DO NOT USE ELEVATOR

Section 5 OWNER'S RESPONSIBILITIES & INSTRUCTIONS TO SUPERVISORY STAFF

OWNER'S RESPONSIBILITIES

The Ontario Fire Code (O. Reg. 213/07) as amended is a provincial regulation made under the Fire Protection and Prevention Act 1997. The Code requires the owner to be responsible for carrying out the provisions of the Code and defines “owner” as “any person, firm or corporation controlling the property under consideration”.

It is advisable that you obtain your own copy of the Fire Code and the Fire Protection and Prevention Act 1997 (FPPA). It is available online at the Ontario Fire Marshal's website: <http://www.ofm.gov.on.ca>.

In general, the owner of a building is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code. The building owner has numerous responsibilities related to fire safety and must ensure that the following measures are incorporated in the Fire Safety Plan:

1. Establishment of emergency procedures to be followed at the time of an emergency.
2. Appointment and organization of designated supervisory staff to carry out fire safety duties.
3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
4. Ensure you, or your supervisory staff, are available upon notification of a fire emergency to fulfill your obligation as described in the Fire Safety Plan.
5. Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
6. Control of fire hazards in the building.
7. Maintenance of building facilities provided for safety of the occupants.
8. Provisions of alternate measures for safety of occupants during shutdown of fire protection equipment.
9. 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 Official for a minimum period of two (2) years.
10. Ensure the continuation of the monitoring of the fire alarm system when building required transmitting a signal to the fire department and that the central station operator is Fire Code compliant.
11. Ensure the initial verification of test reports for fire protection systems installed after November 21, 2007, are retained throughout the life of the systems.
12. 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.
13. Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
14. Review 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.
15. Designate and train sufficient alternates to replace supervisory staff during any absence.

16. 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.

INSTRUCTIONS TO SUPERVISORY STAFF

These are provided as a guide to the owner. The owner should identify each supervisory position and describe the individual responsibilities of that position. For example, the property manager is not going to have the same responsibilities as the head of maintenance. Take some time and think through what you want to have your staff do when the fire alarm sounds.

Upon Discovery of Fire

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm supervisory procedures.
- Call 9-1-1 from a safe location.
- Exit the building via the nearest exit.
- Await the arrival of Fire Department at the main entrance.
- Do not use elevator.

Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Notify the Fire Department of the emergency condition. Dial 9-1-1. If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Check Fire Alarm Annunciator/Panel to determine area of origin of alarm.
- Upon the arrival of the Fire Department, inform the fire officer of the conditions in the building and coordinate 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. This includes mechanical room doors and stairway separation doors.
- Keep EXITS and access to exits, inside and outside, clear of any obstructions at all times, which includes snow and ice accumulation.
- 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.
- Hydrants shall be readily available and unobstructed for use at all times and shall be maintained free of snow and ice accumulations.
- Maintain the fire protection equipment in good operating condition at all times.

- Participate in fire drills. Occupants' participation should be encouraged but not required.
- Have a working knowledge 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 fulfill your obligation as described in this plan.
- Arrange for a substitute in your absence.
- Comply with the requirements of the Ontario Fire Code.
- In the event of any shutdown of fire and life safety systems, notify the Fire Department and initiate approved alternative measures.

The Building Owner will:

1. Ensure the Fire alarm system has been activated. Call 911 to ensure fire alarm received by Fire Department.
2. Supervise the evacuation of the occupants. Emergency voice communication systems should be used wherever available.
3. Ensure disabled persons are evacuated to a safe location.
4. Upon arrival of firefighters, inform the Fire Officer regarding conditions in the building and coordinate the efforts of supervisory staff with those of the Fire Department.
5. Provide access and vital information to Firefighters (e.g. master keys for offices, service rooms, elevators, location of disabled persons, etc....).
6. See that the fire alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated.

The Operating Staff will:

1. Proceed to the main Annunciator panel. (Main Entrance Lobby)
2. Provide technical assistance to the owner and fire department personnel on building systems.
3. Investigate the cause of the alarm.
4. Assist the evacuation of occupants.
5. Confirm all occupants evacuated and report all clear to owner.
6. Provide technical assistance to Fire Department as required.

FIRE EXTINGUISHMENT – CONTROL OR CONFINEMENT

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then the fire door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the Fire Department has been notified and wait for them outside of the building.

Record of Supervisory Staff Training of Fire Safety Plan Review

Name (print)	Signature	Address	Date	Owner Name/Signature

Section 6 FIRE DRILLS

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities, as required by the Ontario Fire Code.

Fire drills must be conducted annually. In some buildings they must be conducted more often – a daycare for example must have fire drills conducted on a monthly basis. While occupant participation is highly recommended, it is not necessarily mandatory. However, when providing notification of the fire drill it is beneficial to recommend occupants review their own fire safety instructions, etc. and provide them with updates and fire safety educational literature.

Fire drills may be conducted at the request of the tenants. **Middlesex County Fire Prevention Officers** are able to offer Fire Safety Lectures & Fire Extinguisher Training, if requested and pending availability, location, attendance and other pertinent conditions. They can be contacted **at (519) 434-7321 - office, (519) 777-0599 - cell OR (519) 318-0382 - cell.**

The requirements for fire drills can be found in the Ontario Fire Code Section 2.8.

- a) Who is responsible for coordinating fire drills?
- b) When are they going to be held?
- c) How frequently?
- d) Who is going to participate?
- e) Where is the record of fire drills going to be kept?

FIRE DRILL RECORD

<i>Date:</i>		<i>Time:</i>		<i>Full Drill or Table-top exercise:</i>	
<i>Device Activated:</i>					
<i>On-Duty Manager/Supervisor Conducting Drill:</i>					
<i>Staff Present:</i>					
<i>Deficiencies Noted:</i>					
<i>General Comments:</i>					

Section 7 ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

In the event of any shutdown of fire protection equipment and systems or part thereof, the fire department and occupants will be notified and instructions will be posted as to alternate provisions or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the Chief Fire Official.

Fire Alarm or Sprinkler Shutdown

In the event of a shutdown of the fire alarm or sprinkler system, the Fire Department Dispatch will be notified by calling **519-245-1300 Strathroy-Caradoc Police Services/Fire Dispatch**, and all occupants will be notified by way of notices posted at elevators on all floors. The notice will explain the extent and duration of the shutdown. Notices will also be posted when the system has been reactivated, and the Fire Department Dispatch will be notified by calling **519-245-1300 Strathroy-Caradoc Police Services/Fire Dispatch** again.

Occupants will be instructed to advise the Fire Department immediately via 911 if they should detect any fire situation, and to warn other occupants verbally.

In the event of a shutdown, a fire watch must be activated. A walk-through every hour is required (logged).

FIRE WATCH DUTIES

Definition: The term “fire watch” is used to describe a dedicated person or persons whose sole responsibility is to look for fires 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.

NOTE: All building occupants are to be notified in writing that the fire protection systems in the building are not functional and that a Fire Watch has been instituted until repairs have been made.

- (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 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.
- (6) A telephone must be readily available at all times to notify the Fire Department by calling **9-1-1**. Always call from a safe area.
- (7) Do not attempt to extinguish the fire unless it is safe to do so.
- (8) Once building evacuation is completed, await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building without permission from the Fire Department.
- (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 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 REQUIRMENTS 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. Start a new Fire Watch Log Report Sheet for each new day of fire watch.

Fire Watch Duties Conducted By: _____
(PRINT NAME & POSITION)

Rounds	Start Time	Finished	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				

Section 8 MAINTENANCE PROCEDURES

(To assist you in fulfilling your obligations, included is a list of some portions of the Ontario Fire Code which require periodic checks, inspections and/or tests to be made on equipment and systems within facilities. You must read over this list and identify the required checks, inspections and/or tests and identify who is going to perform them. All the procedures that do not apply to your building must be deleted.)

When conducting their inspections, Fire Prevention Officers will check to ensure that the required checks, inspections and/or tests are being done. It is stated in the Ontario Fire Code that records of all test and corrective measures are required to be retained on site for a period of two (2) years after they are made.

DEFINITIONS FOR KEY WORDS ARE AS FOLLOWS:

CHECK	Means a <u>visual</u> observation to ensure that devices or systems are in place, and no obvious damage or obstructions to proper operation exist.
INSPECT	Means a <u>physical</u> examination to determine that the devices or systems will apparently perform in accordance with its intended function.
TEST	Means <u>operation</u> of the devices or systems to ensure that it will perform in accordance with its intended operating functions. It is generally required to have a certified system technician perform tests.

PORTABLE FIRE EXTINGUISHERS

(Reference should be made to NFPA 10-1990 for exact details)

<u>Reference No.</u>	<u>Action</u>	<u>Inspection Frequency</u>
6.2.7.2.	Inspect all portable extinguishers	Monthly (Staff)
6.2.7.1.(1)	Subject to maintenance	Annually (Contractor)
6.2.7.1.(1)	Hydrostatically test carbon dioxide and water extinguishers	Every five years (Contractor)
6.2.7.1.(1)	Empty stored pressure type extinguishers and subject to maintenance	Every six years (Contractor)
6.2.7.1.(1)	Hydrostatically test dry chemical and vaporizing liquid type extinguishers	Every twelve years (Contractor)

FIRE ALARM SYSTEMS

(Reference should be made to CAN/ULC-S536 for exact details)

<u>Reference No.</u>	<u>Action</u>	<u>Inspection Frequency</u>
6.3.2.2.	Check fire alarm AC power lamp and trouble light	Daily (Facility Operator)
6.3.2.2.	Check trouble conditions	Daily (Facility Operator)
6.3.2.3.	Check central alarm and control facility	Daily (Facility Operator)
6.3.2.2.	Check all fire alarm components including standby power batteries	Monthly (Facility Operator)
6.3.2.2.	Test fire alarm system by persons acceptable to the authority having jurisdiction for service of Fire Alarm Systems	Annually (Contractor)
6.3.2.4.	Test voice communication systems that are integrated with a Fire Alarm System	Annually (Contractor)
6.3.2.5.(1)	Test voice communication systems that are not integrated with a Fire Alarm System	Monthly (Facility Operator)

EMERGENCY LIGHTING

<u>Reference No.</u>	<u>Action</u>	<u>Inspection Frequency</u>
2.7.3.3.(2)	Inspect batteries for connections and corrosion	Monthly (Facility Operator)
2.7.3.3.(3)	Test function on failure of power	Monthly (Facility Operator)
2.7.3.3.(3)	Test for duration equal to design criteria	Annually (Contractor)
2.7.3.3.(4)	Test charging system	Annually (Contractor)
2.7.3.3.(4)	Full annual inspection of the system by a qualified person	Annually (Contractor)

EMERGENCY POWER SYSTEMS

(Reference should also be made to CSA C282 - 1977 for exact details)

<u>Reference No.</u>	<u>Action</u>	<u>Inspection Frequency</u>
6.7.1.1.(1)	Check all components of the system	N/A
6.7.1.1.(1)	Test	N/A
6.7.1.3.	Maintain written records of check, inspect and test	N/A
6.7.1.2.	Check instructions for switching and starting are provided	N/A
6.7.1.4.	Check fuel sufficient for 2 hours of operation	N/A
6.7.1.5.	Drain and refill fuel, unless achieved by replenishment during normal tests	N/A

SPRINKLER SYSTEMS
(Reference should be made to NFPA 13)

<u>Reference No.</u>	<u>Action</u>	<u>Inspection Frequency</u>
6.5.4.5.(1)	Check that unsupervised sprinkler system control valves are open	Weekly (Staff)
6.5.3.2.	Check that air pressure on dry pipe systems is being maintained	Weekly (Staff)
6.5.5.2.(1)	Test sprinkler alarms using alarm test connection	Monthly (Contractor)
6.5.5.7.(2)	Test sprinkler supervisory transmitters and water flow devices	Every 2 months (Contractor)
6.5.5.7.(3)	Test gate valve supervisory switches and other sprinkler and protection system supervisory devices	Every 6 months (Contractor)
6.5.3.1.	Check exposed sprinkler system pipe hangers	Annually (Contractor)
6.5.3.4.	Check all sprinkler heads are free of damage, corrosion, grease, dust, paint	Annually (Contractor)
6.5.4.3.	Inspect dry pipe valve priming levels	Every 3 months (Contractor)
6.5.4.4.(2)	Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions	Annually (Contractor)
6.5.5.3.	Test water flow on wet sprinkler systems using the most hydraulically remote test connection	Annually (Contractor)
6.5.5.4.(1)	Trip-test dry pipe valves to ensure proper operation of system	Annually (Contractor)
6.5.5.5.	Test flow of water supply using main drain valve	Annually (Contractor)
6.5.4.2.	Inspect dry pipe systems for obstructions and flush as necessary	Every 15 years (Contractor)
6.5.3.3.	Check dry pipe valve rooms or enclosures during freezing weather	As required
6.5.4.1.	Inspect auxiliary drains to prevent freezing	As required

MEANS OF EGRESS

<u>Reference No.</u>	<u>Action</u>	<u>Inspection Frequency</u>
2.2.3.4.(2)	Inspect all doors in fire separations	Monthly (Custodian)
2.2.3.4.(1)	Check all doors in fire separations to ensure they are closed	As required (Custodian)
2.7.3.1.	Maintain exit signs to ensure they are clear & legible	As required (Custodian)
2.7.3.2.(2)	Maintain exit lights to ensure they are illuminated and in good repair	As required (Custodian)
2.7.1.7.(1)	Maintain corridors are free of obstructions	As required (Custodian)

FIRE DEPARTMENT ACCESS

(Reference also made to property site plan conditions under Section 41 & 51 of the Planning Act)

<u>Reference No.</u>	<u>Action</u>	<u>Inspection Frequency</u>
2.5.1.2.(1)	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 material, vegetation, signs or any other form of obstructions.	Daily (Staff)
2.5.1.2.(2)	Fire department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times.	Daily (Staff)
2.5.1.3.	Ensure streets, yards and private roadways provided for fire department access are kept clear.	Daily (Staff)
2.5.1.4.	Approved signs shall be displayed to indicate fire access routes.	Daily (Staff)

WATER SUPPLIES FOR FIRE PROTECTION

(Reference also made to NFPA 25)

<u>Reference No.</u>	<u>Action</u>	<u>Inspection Frequency</u>
6.6.1.1.	Private and public water supplies for fire protection installations shall be maintained to provide required flow under fire conditions	Annually (Facility Operator)
6.6.1.2. (1)	Control valves shall be checked to ensure they are in the open position	Weekly (Facility Operator)
6.6.1.2. (2)	Valves that are locked open or electrically supervised shall be inspected	Monthly (Facility Operator)
6.6.1.2. (3)	After repair or maintenance work, valves shall be inspected to ensure they are in the open position	As Required (Facility Operator)
6.6.1.3.	Water supply maintained free from ice accumulation	As Required (Facility Operator)

FIRE PUMPS
(Reference also made to NFPA 25)

<u>Reference No.</u>	<u>Action</u>	<u>Inspection Frequency</u>
6.6.3.1.	Check water level	N/A
6.6.3.2.	Check temperature of pump rooms during freezing weather	N/A
6.6.3.3. (1)	Operate fire pump at rated speed	N/A
6.6.3.3. (2)	Inspect discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions	N/A
6.6.3.4. (1)	Internal combustion engine fire pumps shall be operated to bring the engine up to normal operating temperature	N/A
6.6.3.4. (2)	Inspect storage batteries, lubrication systems, oil and fuel supplies	N/A
6.6.3.5.	Test fire pump at full rated capacity to ensure they are capable of delivering the rated flow	N/A

SMOKE ALARMS
(Reference also made to manufacturer's instructions)
(Reference also made to CAN/ULC – S531)

<u>Reference No.</u>	<u>Action</u>	<u>Inspection Frequency</u>
6.3.3.3.(1)	Maintain smoke alarms ensuring cleaning of alarm and smoke chamber, installation of fresh batteries and testing of alarm function	N/A
6.3.3.8.(1)	Test alarm function	N/A
6.3.3.4.	Occupant has a copy of manufacturer's instructions	N/A
6.3.3.6.	Check smoke alarm has not been tampered with	N/A
2.13.2.1.(1)	Check smoke alarms installed between each Sleeping area and remainder of the dwelling unit	N/A
2.13.2.1.(1)	Check smoke alarms installed on each storey	N/A

INTERCONNECTED SMOKE ALARMS
(Reference also made to CAN/ULC-S552)

<u>Reference No.</u>	<u>Action</u>	<u>Inspection Frequency</u>
6.3.2.6.(2)	Test and maintain interconnect smoke alarm systems	N/A
6.3.2.6.(3)	Check power supplied to system	N/A
6.3.2.6.(4)	Test at least one smoke alarm using its test function, on a rotational basis	N/A
6.3.2.6.(5)	Test pull station function	N/A

CARBON MONOXIDE ALARMS
(Reference manufacturer's instructions)
(Reference also made to CSA – 6.19 or UL2034)

<u>Reference No.</u>	<u>Action</u>	<u>Inspection Frequency</u>
6.3.4.4.	Maintain carbon monoxide alarms as recommended by the manufacturer. (WRITTEN RECORD REQUIRED, if done by owner or custodian, have the tenant initial the record.)	N/A
6.3.4.8.	Test alarm function monthly as recommended by the manufacturer.	N/A
6.3.4.4.	The landlord of each rental suite shall give the tenant a copy of the carbon monoxide manufacturer's maintenance instructions.	N/A
6.3.4.7.(3)	Replace carbon monoxide alarms on the frequency prescribed by the manufacturer.	N/A
6.3.4.8.(5)	Test carbon monoxide alarms using the test button or other manufacturer recommended method.	N/A
6.3.4.8.(3)	Test carbon monoxide alarm after replacing the battery.	N/A
2.16.2.1.(2)(a)	Check CO alarm is installed in area of the service room or appliance is installed.	N/A
2.16.2.1.(2)(b)	Check CO alarm is installed adjacent to each sleeping area.	N/A

Section 9 FIRE EXTINGUISHMENT – CONTROL OR CONFINEMENT

CONFINEMENT

- Leave the fire area immediately
- Close doors
- Sound the fire alarm
- Leave building via nearest exit
- Call 911

CONTROL

- In the event a small fire is discovered.
- Fire may be extinguished provided the smoke and fire does not present an immediate hazard to staff and public and proper fire extinguishing training has been given to staff. Training must be logged
- Where a fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then the fire door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the Fire Department has been notified, and wait for them on the exterior of the building.

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)

Ensure extinguishers are properly recharged after use and that a temporary replacement is provided.

Keep extinguishers in a visible area without obstructions around them.

Section 10 SCHEMATIC DIAGRAMS AND EXAMPLE

BUILDING DIAGRAMS

What are they?

Building Diagrams provide greater detail to your building managers and fire fighters to aid them in the locations and identity of fire safety features, provisions and hazards for firefighting, etc.

The “*Approved*” Fire Safety Plan Building Diagrams are then laminated/protected and installed within the Fire Alarm Annunciator Panel or other “*approved*” location. It is required that additional copies are provided to building managers to familiarize themselves with the building and maintain it accordingly. Two copies of the Building Diagrams shall be provided with your submission of the Fire Safety Plan.

What part of the building must be shown?

Site Plans, Basements, Parking Garages, and Floor Plans of all levels including Typical Floors, Penthouses, Mezzanines & Partial Floor Levels, Roof Plans, Building Sections may also be necessary.

What symbols must be shown?

Refer back to the Information part of the FSP, you will find a number of things have been indicated in that section for inclusion in the drawing. Typical symbols to be included are Pull Stations, Designated Exits, and Portable Fire Extinguishers.

LIST OF EQUIPMENT

- Fire alarm panels
- Fire annunciator panels
- Emergency voice communication centre
- Sprinkler shut-off valves
- Gas shut-off valves
- Fire pumps
- Fire Department Siamese connections
- Emergency power sources
- Boiler rooms
- Electrical rooms
- Compactor room (garbage room)
- All exits
- All other major fire protection equipment (if any)

Section 11 Ammonia Leak Procedure

Emergency Situation

Ammonia Leak: In an effort to protect the health and safety of arena employees and the public from possible exposure to ammonia, we have set up emergency procedures. Different situations require a different response. Please analyze situations quickly and react.

If a minor leak is detected by smell and no ammonia detection alarm has sounded, usually there is a small leak around a packing nut, which can be easily corrected.

First, notify the supervisor and other on-shift workers.

Second, turn ventilation system on for compressor room.

Third, open all outside doors to compressor room.

Fourth, when attempting to repair any minor leak, a buddy system should be used where a second employee remains outside of the compressor room.

Fifth, the first worker will enter the room to repair the leaking wearing:

- **Long sleeve shirt and pants/coveralls**
- **Protective eye, face and hand coverings**
- **Rope/Lifeline**

Some methods of determining exactly where leaking are:

Litmus Paper – wet litmus turns reddish in presence of ammonia.

Sulphur – a burning sulphur stick gives off a “white smoke.”

Soap Bubbles – soap and water spray on, look for bubbles.

In the event of an emergency, the second worker can assist in the evacuation of the initial worker using the lifeline. The standby person is **NOT** to enter compressor room under any circumstances. If need be, the compressors may be shut off by the emergency electrical switch located outside the condenser, or by turning off the power to brine pump, which will shut all compressors down.

If a major leak occurs which prohibits an employee from entering the compressor room or any leak that has activated the ammonia detection alarm, a) when building is occupied, or b) when building is unoccupied (during day or thru the night).

- When occupied:** Call 911 for fire department and pull fire alarm. Advise them of a major ammonia leak and instruct them to meet staff at the designated assembly area. The meeting area will be the main parking lot in front of the building/West. Evacuate the arena ensuring dressing rooms, official’s rooms and all staff evacuate to meeting area. Enlist the assistance of participating groups to evacuate and take attendance. Patrons should be instructed to remain calm and to leave the building immediately. Do not re-enter the building until instructed to do so. Contact Black & MacDonald Refrigeration 519-681-4801. Contact Recreation Facilities Manager Darryl Tune 519-319-2255.
- When unoccupied:** If ammonia alarm is activated and a staff member has been summoned, they should call 911 to alert fire department if not already done. Do not enter the building until fire department arrives with proper breathing apparatus. The fire department should be familiar with shut offs in vestibule area outside refrigeration room and shut off by the back door condenser area. Contact Recreation Facilities Manager.

The following reporting procedures must be followed:

1. Call 911 for the Fire Department
2. The following Ministries of Ontario must be called:
 - a) Ministry of Labour for appropriate Regional Inspector: **416-326-7770**
(After hours call Ministry of Environment Spills Action Centre: **1-800-268-6060**)
 - b) Ministry of Environment: **416-325-3000** or **1-800-268-6060**
 - c) Technical Standard and Safety Authority (TSSA): **416-325-0606**
8:30am till 5:00pm Monday-Friday (After hours call the Ministry of Environment Spills Action Centre: **1-800-268-6060**)

The Boiler and Pressure Vessel Regulation states that the owner or person in charge must notify the chief inspector in person or by telephone immediately and within 48 hours send a written report of the circumstances of the occurrence.

3. Under no circumstances shall any parts or debris be removed from the scene, except for the purpose of saving a life or relieving human suffering, until permission to do so in writing is given by an inspector.
4. No person shall make any major repairs to the plant until the chief inspector has concurred (agreed) to the repair, and shall not put the system back in operation until a further inspection of the repair is made by TSSA inspector (Test Pressure).
5. **Every** person who, contravenes the above procedure is guilty of an offense, and on conviction, is liable for a fine not to exceed \$50,000, or imprisonment for term of not more than a year, or to both, or, if the person is a body corporate, to a fine of not more than \$1,000,000.

The above excerpts are from the Boiler and Pressure Vessel Regulation and Technical Standards and Safety Act, which includes the plant and all piping systems.

It is imperative that you notify Director of Community Services Brandon Drew 519-319-2255.

Call: Black and McDonald **519-681-4801**



North Middlesex
Arena - Fire Plan.pdf