

Fire Safety Plan

**CITY OF THOROLD
LOCK 7 VIEWING CENTRE
50 CHAPEL STREET, SOUTH
THOROLD, ONTARIO**

This approved document shall be kept readily available on the premises in the fire safety plan box at all times for use by fire officials in case of an emergency.

The designated location of the Fire Safety Plan is in the fire safety plan box at the south entrance door.

The designated assembly area for evacuation is in the parking lot south of the building.

Prepared by:

Ernie Cronier, BA,
ERC Design & Consulting Inc
12131 Crowland Ave, RR#1
Welland, ON L3B 5N4
Phone: 905-384-1952
Email: ercronier@gmail.com

TABLE OF CONTENTS

TOPIC	PAGE	
PART 1	INTRODUCTION	3
	ONTARIO FIRE CODE - EMERGENCY PLANNING	4
	FIRE SAFETY COORDINATOR	6
	TRAINING OF STAFF	6
	DISTRIBUTION OF THE PLAN	7
PART 2	(A) AUDIT OF BUILDING RESOURCES	8
	(B) AUDIT OF HUMAN RESOURCES	10
	(C) FIRE PROTECTION SERVICES	11
PART 3	(A) EMERGENCY PROCEDURES FOR OCCUPANTS /STAFF	12
	(B) EMERGENCY PROCEDURES FOR SUPERVISORY STAFF	13
	(c) PERSONS REQUIRING ASSISTANCE TO EVACUATE	15
PART 4	RESPONSIBILITIES OF THE OWNER/OCCUPANT	16
PART 5	FIRE HAZARDS	17
	EXTRA HAZARD AREAS	17
PART 6	FIRE EXTINGUISHMENT/CONTROL/CONFINEMENT	18
PART 7	FIRE DRILLS	19
	RECORD OF FIRE DRILL REPORT	20
PART 8	(A) REQUIREMENTS OF THE ONTARIO FIRE CODE FOR INSPECTION AND MAINTENANCE	21
	(B) GENERAL FIRE PROTECTION SYSTEMS/EQUIPMENT	22
	(C) PORTABLE FIRE EXTINGUISHERS	23
	(D) EMERGENCY LIGHTING SYSTEMS	24
	(E) INSPECTION/MAINTENANCE RECORDS	25
PART 9	BUILDING SCHEMATICS	32

PART 1

INTRODUCTION

It is the owner's responsibility to affect a plan that can be both easily understood and implemented by staff. What follows is a fire safety plan which has been developed specifically for the City of Thorold Public Lock 7 Viewing Centre.

This plan has been formulated to assign responsibilities and to guide the immediate actions of the Viewing Centre staff at the onset of an emergency. For this plan to be effective, it is essential that all concerned be aware of its provisions and that each staff member and user organization be prepared to carry out their assigned functions and responsibilities in an emergency.

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 Fire Safety Plan should 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 and is communicated to all staff and building users.

The Fire Safety Plan has been approved by the City of Thorold Fire & Emergency Services, but this does not in any way relieve the owner, the lessee, or the management, of their responsibilities as set out under the Fire Protection and Prevention Act and Ontario Fire Code. 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.

Location of the Fire Safety Plan: Fire Safety Plan Box at the South Entrance.

Building construction and fire safety equipment provide a great deal of protection. However, it is the action of the building owner, staff and the occupants that will improve the chances of surviving a fire emergency.

When a fire alert is "yelled" by an occupant, it is a clear indication that a fire emergency exists. Building staff members must complete the duties assigned to him or her. Others responding to the alarm will be assigned duties by the supervisor in charge as necessary. Every staff member and event user or organizer should understand the basic principles of Fire Safety Planning. To be most effective, each staff member and event user or organizer must know and understand the specific emergency duties assigned to them.

ONTARIO FIRE CODE - EMERGENCY PLANNING

EXCERPTS FROM THE ONTARIO FIRE CODE:

DIVISION A - Part 1 - Article 1.2.1.1.

"Unless otherwise specified, the owner is responsible for carrying out the provisions of this code."

DIVISION B - Part 1

Notification

1.1.1.1. Where tests, repairs or alterations are made to fire protection installations, including sprinkler and standpipe systems, a procedure of notification shall be established, and the procedure shall include notifying the fire department and the building occupants where necessary for safety in the event of a fire emergency.

Check, inspect and test

- 1.1.1.2. (1) The checking, inspection and testing of fire safety devices shall be conducted in accordance with this Code.
- (2) 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.
- (3) 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.

Records to be prepared

- 1.1.2.1. (1) If a test, corrective measure or operational procedure required by this Code is conducted, a written record shall be prepared noting what was done and the date and time it was done.
- (2) If an inspection required by this Code is conducted in a supported group living residence or an intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, a written record shall be prepared noting what was inspected and the date and time of the inspection.

Retention of records

- 1.1.2.2. (1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates
- (a) for a period of at least two years after being prepared, and
 - (b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained.
- (2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code.

Records to be made available on request

1.1.2.3. The original or a copy of any record required by this Code shall be made available to the Chief Fire Official for examination on request.

Division B - Part 1 - Section 2.8. "Emergency Planning" of the Ontario Fire Code sets out specific requirements for the preparation and posting of fire safety procedures in all public assembly buildings, institutional buildings, residential buildings and others identified by the Ontario Fire Code.

The building 'owner' is responsible for preparing an emergency plan, acceptable to the Fire Chief, and for ensuring that the building occupants and staff are familiar with the emergency plan. The Ontario Fire Code defines owner as: **"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."** Building occupant instructions must be prominently posted on each floor area.

The **"owner"** and/or his agent (manager, superintendent, etc.) are responsible, for the following:

- Prepare and submit a draft fire safety plan to the Chief Fire Official for review and approval
- Once approved, the owner must implement the plan and follow all requirements as set out in the plan.
- The fire safety plan shall be kept in the building in an approved location. You must contact the Thorold Fire & Emergency Services Fire Prevention Officer to determine the proper location.
- Building staff must be properly trained to discharge their emergency duties as set out in the plan
- Building occupants must be provided with information regarding fire safety
- Emergency instructions must be prominently posted on each floor
- Fire safety maintenance duties must be conducted, as set out in the plan and written records kept of all fire safety maintenance duties.

The Ontario Fire Code must be referred to for the exact regulation requirements. If you require any assistance, you should contact the fire department.

Thorold Fire & Emergency Services
Fire Prevention Office
16 Towpath Street
Thorold
Phone: 905-227-6412, Ext 25 Email: fpo@thorold.com

The 'owner, or owner's agent must review this fire safety plan on an annual basis, or after any changes to the building, or staffing. Any revisions, required as a result of these changes or the annual review, must be submitted to the Chief Fire Official, for review and approval.

FIRE SAFETY COORDINATOR

The supervisor of this facility will be the Fire Safety Coordinator for the building. The Fire Safety Coordinator is required to comply with the provisions of the fire safety plan and to ensure that staff has been trained on their duties outlined in the plan.

RESPONSIBILITIES:

1. Appoint a designate to assume the duties of Fire Safety Coordinator during absences.
2. Appoint Department Supervisors to assist Fire Safety Coordinator with emergency evacuation and day to day fire safety duties.
3. Review the Fire Safety Plan annually with all staff, including new employees.
4. Assign the duties of the Fire Safety Plan to appropriate staff.
5. Provide training to staff so they are able to carry out their assigned duties of the Fire Safety Plan.
6. Ensure all duties of the Fire Safety Plan are carried out as described in the plan.
7. With assistance from the City of Thorold Facilities Manager, ensure that all fire safety systems and equipment are properly maintained and that written records are kept of all fire safety maintenance duties.
8. Upon yearly review of the Fire Safety Plan, any required changes must be approved by Thorold Fire and Emergency Services.

TRAINING OF STAFF:

Emergency response can only be effective when all staff and facility users fully know and understand the duties and responsibilities assigned to them. It is the responsibility of the Fire Safety Coordinator to ensure that the following fire safety training requirements are attained as set out below in accordance with this manual and as often as is necessary.

1. All staff, including supervisors, will be trained on an annual basis on any duties assigned to them with regards to the Fire Safety Plan.
2. All staff will be required to read the Fire Safety Plan annually and will sign an acknowledgement form to indicate this has been completed.
3. New employees will be required to read the Fire Safety Plan and sign off they have done so. In addition, new employees will be provided with training for any duties assigned to them with regards to the Fire Safety Plan.
4. The duties of the Fire Safety Plan which will be assigned to individuals can include the following:
 - Method of sounding fire alarm
 - Evacuation procedures
 - Providing assistance to persons unable to evacuate
 - Location and an understanding of the function of fire and life safety systems and equipment
 - Use of fire extinguishers
 - Identification and control of fire hazards
 - Maintaining records of maintenance of fire and life safety systems and devices

DISTRIBUTION OF THE PLAN

- The copies of the Fire Safety Plan will be distributed as follows:
- 1. One complete copy in the fire safety plan box
- 2. One complete copy for the Fire Safety Coordinator

PART 2(A) AUDIT OF BUILDING RESOURCES

OCCUPANCY TYPE(s): Viewing Centre/Museum - Assembly, Group A, Divison 2 (OBC)

ADDRESS: 50 Chapel Street, South, Thorold, Ontario

YEAR BUILDING BUILT: 2017 Renovations to update to OBC.

BUILDING AREA: Building Area - 136 m2 (1,460 sq ft)

BUILDING HEIGHT: One storey plus partial basement.

CONSTRUCTION TYPE: Combustible and Non-combustible.

OCCUPANT LOAD: 30 persons

ACCESS:

Designated Fire Route: NO

NEAREST HYDRANT LOCATIONS:

One municipal hydrant 78 metres south on the east side of Chapel Street, South.

WATER SUPPLY : Municipal

KEYBOX: NO

HEATING:

Forced Air Natural Gas HVAC unit in basement.

MAIN GAS SHUT-OFF LOCATION:

Exterior, northeast corner.

MAIN ELECTRICAL SHUT-OFF LOCATION:

Main floor behind reception desk.

MAIN DOMESTIC WATER SHUT-OFF LOCATION:

Basement, west side.

FIRE ALARM SYSTEM: NO

EMERGENCY VOICE COMMUNICATIONS: NO

SMOKE CONTROL MEASURES:

Openable windows and doors only.

STANDPIPE AND HOSE SYSTEM: NO

SPRINKLER SYSTEM: NO

FIRE DEPARTMENT CONNECTION: NO

PORTABLE FIRE EXTINGUISHERS: YES
Locations: See schematic drawings.

EMERGENCY LIGHTING: YES
Locations: See schematic drawings.

EXTRA HAZARDOUS AREAS IN THIS BUILDING: NO

ELEVATOR: NO

EXITS: Refer to schematics for location of exits.

EMERGENCY POWER: NO.

ELETROMAGNETIC LOCKING DEVICES: NO

PART 2(B) AUDIT OF HUMAN RESOURCES

PROPERTY OWNER: City of Thorold
3540 Schmon Parkway, P. O. Box 1044
Thorold, ON L2V 4A7
Phone: 905-227-6613

VIEWING CENTRE SITE: Lock 7 Viewing Centre
50 Chapel Street, South
Thorold, Ontario
Phone: 905-680-9477

FIRE SAFETY COORDINATOR: Curtis Dray
Phone:905-227-1911
Mobile: 905-933-6252

**FIRE SAFETY COORDINATOR:
(ALTERNATE)** Curtis Dray
Phone:905-227-1911
Mobile: 905-933-6252

FACILITIES MANAGER: Curtis Dray
Phone:905-227-1911
Mobile: 905-933-6252

EMERGENCY AFTER HOURS: 905-227-3521

SYSTEMS INSPECTIONS & MAINTENANCE COMPANIES:

Portable fire extinguishers: Birmingham Fire Control - 905-227-1991
Emergency Lighting: Birmingham Fire Control - 905-227-1991

PART 2(C) FIRE PROTECTION SERVICES

FIRE DEPARTMENT: City of Thorold Fire & Emergency Services

FIRE CHIEF: Brian Dickson, Chief Fire Official

ADDRESS: 3540 Schmon Parkway, P. O. Box 1044
Thorold, ON L2V 4A7

PHONE: 905-227-6412

NEAREST FIRE STATION TO SITE: Station 1, 16 Towpath Street

DISTANCE FROM SITE TO NEAREST FIRE STATION: 0.8 Kilometers

MUNICIPAL WATER SUPPLY FOR FIRE FIGHTING: YES

DISTANCE TO NEAREST HYDRANT:

One municipal hydrant 78 metres south on the east side of Chapel Street, South.

FULL TIME FIRE FIGHTERS: Yes

FIRE PREVENTION OFFICE: 905-227-6412, Ext 25

FIRE DISPATCH: 905-684-4311

EMERGENCY: 911

PART 3(A) EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS/STAFF

Upon Discovery of Smoke/Fire:

Leave fire area immediately
Close all doors behind you
Alert occupants, yell "FIRE"
Leave building via nearest Exit
Call 9-1-1
If possible, notify staff of the fire location
Proceed to designated meeting area: south parking lot

Upon Hearing Fire Alert:

Leave building immediately via closest exit
Close all doors behind you
Call 9-1-1
Proceed to designated meeting area: south parking lot

REMAIN CALM AT ALL TIMES.

CAUTION Confining, Controlling & Extinguishing a Fire

This is primarily the responsibility of the THOROLD FIRE & EMERGENCY SERVICES. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring everyone has evacuated the area, the alarm has been raised and the THOROLD FIRE & EMERGENCY SERVICES has been notified, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire. This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building and await the arrival of the THOROLD FIRE & EMERGENCY SERVICES.

PART 3(B)

EMERGENCY PROCEDURES FOR SUPERVISORY STAFF

Upon Discovery of Smoke/Fire:

Leave fire area immediately

Close all doors behind you

Alert occupants, yell "FIRE"

Call 9-1-1

Only use fire extinguisher if trained and confident doing so

Under the direction of the Fire Safety Coordinator, if safe to do so, direct occupants/staff to:

- exit via nearest exit
- go to designated meeting area: south parking lot

Provide assistance to Fire Department if required

Upon Hearing the Building Fire Alarm:

Call 9-1-1

If there is a fire, only use fire extinguisher if trained and confident doing so

Under the direction of the Fire Safety Coordinator, if safe to do so, direct occupants/staff to:

- exit via nearest exit
- go to designated meeting area: south parking lot

Provide assistance to Fire Department if required

Related Duties:

In general:

- Establish emergency measures as necessary to be followed in time of emergency;
- Appoint and organize designated supervisory staff to undertake safety duties;
- Provide instruction and training to personnel of their responsibilities for fire safety;
- Ensure measures are taken to mitigate fire hazards;
- Keep the doors in fire separations closed at all times;
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times;
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard;
- 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. Occupants' participation should be encouraged;
- Have a working knowledge of the building fire and life safety systems;

- Keep accurate records of all staff and occupants that would normally be expected to be in the building and maintain a current evacuation checklist to ensure that all known occupants are evacuated in an emergency;
- Ensure the building fire and life safety systems are in operating condition;
- Arrange for a substitute in your absence;
- Comply with the Ontario Fire Code;
- In the event of any shutdown of fire and life safety systems, notify Fire Department and initiate alternative measures;
- Provide assistance to persons requiring assistance to evacuate;
- Review the fire safety plan during orientation of new employees;
- Review the fire safety plan once a year at departmental safety meetings.

CAUTION Confining, Controlling & Extinguishing a Fire

This is primarily the responsibility of the THOROLD FIRE & EMERGENCY SERVICES. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring everyone has evacuated the area, the alarm has been raised and the THOROLD FIRE & EMERGENCY SERVICES has been notified, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire. This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building and await the arrival of the THOROLD FIRE & EMERGENCY SERVICES.

PART 3(C)

PERSONS REQUIRING ASSISTANCE TO EVACUATE

FIRE SAFETY COORDINATOR:

- The Fire Safety Coordinator must keep a detailed list of all staff, including their locations, and the type of assistance required by any occupant who may require assistance to evacuate in the event of a fire emergency.
- In the event of a fire emergency the Fire Safety Coordinator must give a copy of this list to the responding fire office in charge upon arrival of the Fire Department.
- The Fire Safety Coordinator must be involved with the development of any method to provide assistance to all building occupants.

BUILDING STAFF

- In the event of a fire or fire alarm activation all building staff should attempt to evacuate the building by the closest exit or exit stair.
- If any staff member believes he/she would be unable to evacuate in the event of a fire emergency, he/she must notify their Fire Safety Coordinator.
- If any member of staff is unable to evacuate during a fire emergency, and is not being assisted by another staff member, he/she should call 9-1-1 to notify emergency services giving your name, building address and location within the building.
- Building staff capable of assisting other staff members with evacuation may provide assistance as follows:
 - a) Each person unable to evacuate identifies himself/herself to the Fire Safety Coordinator
 - b) Two able bodied staff persons will be assigned to each person unable to evacuate
 - c) In an emergency, if safe to do so, the two assigned persons will respond to the location of the person requiring assistance and:
 - Assist the person to evacuate the building, OR
 - Assist the person to a safe area within the building in or close to an emergency exit. One person is to wait with the person requiring assistance while the other reports the location to the Fire Safety Coordinator or Fire Officer in charge.

VISITORS REQUIRING ASSISTANCE

- All staff members should note the location of any visitors who may require assistance to evacuate during a fire emergency.
- If the alarm sounds, staff must notify their Fire Safety Coordinator or designated supervisor that a visitor or visitors require assistance to evacuate along with their locations within the building.
- The Fire Safety Coordinator or designated supervisor will assign additional staff to assist with the evacuation of visitors unable to evacuate on their own.
- Staff will provide assistance to visitors if safe to do so and ensure that their Fire Safety Coordinator or Fire Officer in charge is informed of the status of the evacuation of any such visitors.

PART 4

RESPONSIBILITIES OF THE OWNER / OCCUPANT

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.
- 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.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures on each floor area.
- 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.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.

PART 5 FIRE HAZARDS

Industrial:

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.
- Careless use of smoking materials.
- Improper disposal of oily rags.

In general, occupants should:

- Know how to alert occupants of the building, know where exits are located.
- Call Fire Department immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Participate in fire alarm drills and practice escape plans from areas of the building that you frequent. Always know at least two ways out of the building.

EXTRA HAZARDOUS AREAS:

N/A

PART 6

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

In the event of a fire, ensure that the Fire Alarm has been activated throughout the building and that the Fire Department has been notified by calling 911 prior to any attempt to extinguish the fire with a portable fire extinguisher. If a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area and follow fire emergency procedures. Only those persons who are trained and familiar with extinguisher operation should attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

Remember the acronym P.A.S.S.

- P - Pull the safety pin
- A - Aim the nozzle
- S - Squeeze the trigger handle
- S - Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are 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 obstructions around them.

CAUTION: Confining, Controlling & Extinguishing a Fire

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring everyone has evacuated the area, the alarm has been raised and the Fire Department has been notified, should a trained and experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire. This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing doors. Leave the building and await the Fire Department in the designated emergency assembly area.

PART 7 FIRE DRILLS

The Ontario Fire Code requires that fire drills are conducted annually for this building. Fire drills provide the opportunity to ensure that everyone knows his or her actions to take in an emergency. The objective is to perfect a quick orderly evacuation and response to fire emergencies.

Problems noted during fire drills regarding staff responsibilities and duties, occupant response and troubles associated with the fire alarm system can be noted, documented and addressed. Solutions to the problems that arise from these exercises can be identified and rectified.

METHOD OF DRILL

It is the responsibility of the FIRE SAFETY COORDINATOR, or alternate, to conduct the fire drill. Advise staff of the drill in advance; all building staff should participate. Activate one of the pull stations to sound the fire alarm. Upon hearing the alarm, all staff are to report to the Fire Safety Coordinator, who will check the fire alarm panel to determine the location of the alarm activation. The Fire Safety Coordinator will direct staff first to the area of alarm activation, then the remaining areas (keeping in mind, only if “safe to do so” during an actual fire alarm). Note any deficiencies/problems. Following each drill, all staff should attend a debriefing to report on their observations. All results must be recorded in the log and kept on site.

RECORD OF FIRE DRILL REPORT

Fire drills will be held at least once every year to ensure efficient execution of the Fire Safety Plan. Fire drill records are required to be retained for a period of two years.

Date of Fire Drill: _____ Time of Fire Drill: _____

Name of Supervisor conducting Fire Drill: _____

Names of participating Staff: _____

Notices posted 24 hrs. prior to drill	YES	NO
Alert: "yelled fire" throughout the building	YES	NO
All exits clear, unobstructed and accessible	YES	NO
All exit doors operated and opened properly	YES	NO
All exit signs clear and visible	YES	NO

Deficiencies Noted: _____

General Comments: _____

PART 8(A) REQUIREMENTS OF THE ONTARIO FIRE CODE - INSPECTION AND MAINTENANCE

Check/test/inspect requirements of the Ontario Fire Code:

- To assist you in fulfilling your obligations included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items that may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

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

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

PART 8(B) GENERAL FIRE PROTECTION SYSTEMS/EQUIPMENT

General

Responsibility

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.

Owner/supervisor

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

Owner/supervisor

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

Owner/supervisor

Weekly

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

Owner/supervisor

Monthly

Doors in fire separations shall be **inspected** monthly for proper operation.

Owner/supervisor

Yearly

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

Owner/Qualified Tech

PART 8(C) PORTABLE FIRE EXTINGUISHERS

General

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.

Responsibility

Owner/supervisor

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic **testing** carried out shall be prepared and maintained for each portable extinguisher.

Owner/Qualified Tech

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

Owner/supervisor

Monthly

Portable extinguishers shall be **inspected** monthly.

Owner/supervisor

Yearly

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

Owner/Qualified Tech

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

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

Owner/Qualified Tech

6 Years

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

Owner/Qualified Tech

PART 8(D) EMERGENCY LIGHTING SYSTEM

Responsibility

Monthly

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

Owner/supervisor

Ensure that battery surface is clean and dry.

Owner/supervisor

Ensure that terminal connections are clean, free of corrosion and lubricated.

Owner/supervisor

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.

Owner/supervisor

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

Owner/supervisor

Yearly

Emergency lighting equipment shall be **tested** annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.

Owner/Qualified Tech

After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer's specifications.

Owner/Qualified Tech

PART 8(E): INSPECTION/MAINTENANCE RECORDS

The Ontario Fire Code mandates that the owner is responsible for carrying out the provisions of the Fire Code.

It is the owner's responsibility to ensure that the required checks, inspections, and tests are carried out in accordance with the applicable standards at the prescribed time intervals. All deficiencies found during checks, inspections, and tests shall be corrected.

Fire prevention officers may request the required documentation to ensure that the prescribed checks, inspections and/or tests are being done when conducting their inspections.

Written records shall be kept on the attached Record Sheets and maintained readily available on site at all times for a period of at least two (2) years after they have been made:

- Weekly Maintenance Record
- Monthly Maintenance Record
- Annual Maintenance Record
- Six and Twelve Year Maintenance Record
- Repairs or Replacements of Equipment/Systems Record

FIRE SAFETY MAINTENANCE RECORD

YEAR: _____

WEEKLY MAINTENANCE DUTIES

Place 'Date' Duty Completed in Box Each Week

BUILDING: Lock 7 Viewing Centre

ADDRESS: 50 Chapel Street, South

Fire Safety Maintenance Duty

Date Duty Completed

1. Check duct outlets in ventilation systems for evidence of accumulation of combustible deposits such dark colouring around the grilles.	1												
													52
2. Exit signs checked to ensure that they are illuminated and have not been damaged.	1												
													52
3. Check to ensure that doors in fire separations are self-closing and latching, are not propped, wedged, or blocked and free of any obstructions.	1												
													52

FIRE SAFETY MAINTENANCE RECORD
MONTHLY MAINTENANCE DUTIES

YEAR: _____

Place 'Date' Duty Completed in Box

BUILDING: Lock 7 Viewing Centre

ADDRESS: 50 Chapel Street, South

Fire Safety Maintenance Duty

Day of the Month

1. Inspect all doors in exits for proper operation and function.	January	February	March	April
	May	June	July	August
	September	October	November	December
2. Emergency lighting systems, batteries, units and lamps to be inspected and tested as detailed in Fire Safety Maintenance Duties.	January	February	March	April
	May	June	July	August
	September	October	November	December
3. Inspect all portable fire extinguishers.	January	February	March	April
	May	June	July	August
	September	October	November	December
	January	February	March	April
	May	June	July	August
	September	October	November	December

**FIRE SAFETY MAINTENANCE RECORD
ANNUAL MAINTENANCE DUTIES**

YEAR: _____

Place 'Date' Duty Completed in Box

BUILDING: Lock 7 Viewing Centre

ADDRESS: 50 Chapel Street, South

Fire Safety Maintenance Duty

Date Duty Completed

1. Inspect all flues and flue pipes.	
2. Inspect disconnect switches for mechanical air conditioning and ventilation systems.	
3. Conduct fire drill.	
4. Conduct a test of the emergency lighting system to ensure it operates as designed. (Duration at least ½ hour)	
5. Carry out maintenance procedures for fire extinguishers by qualified personnel.	

**FIRE SAFETY MAINTENANCE RECORD
SIX YEAR MAINTENANCE DUTIES**

Place 'Date' Duty Completed in Box

BUILDING: Lock 7 Viewing Centre

ADDRESS: 50 Chapel Street, South

Fire Safety Maintenance Duty	Date Duty Completed		
1. Replace the extinguishing agent in dry chemical fire extinguishers.			
2.			

**FIRE SAFETY MAINTENANCE RECORD
TWELVE YEAR MAINTENANCE DUTIES**

Place 'Date' Duty Completed in Box

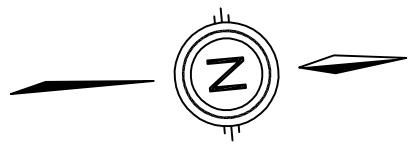
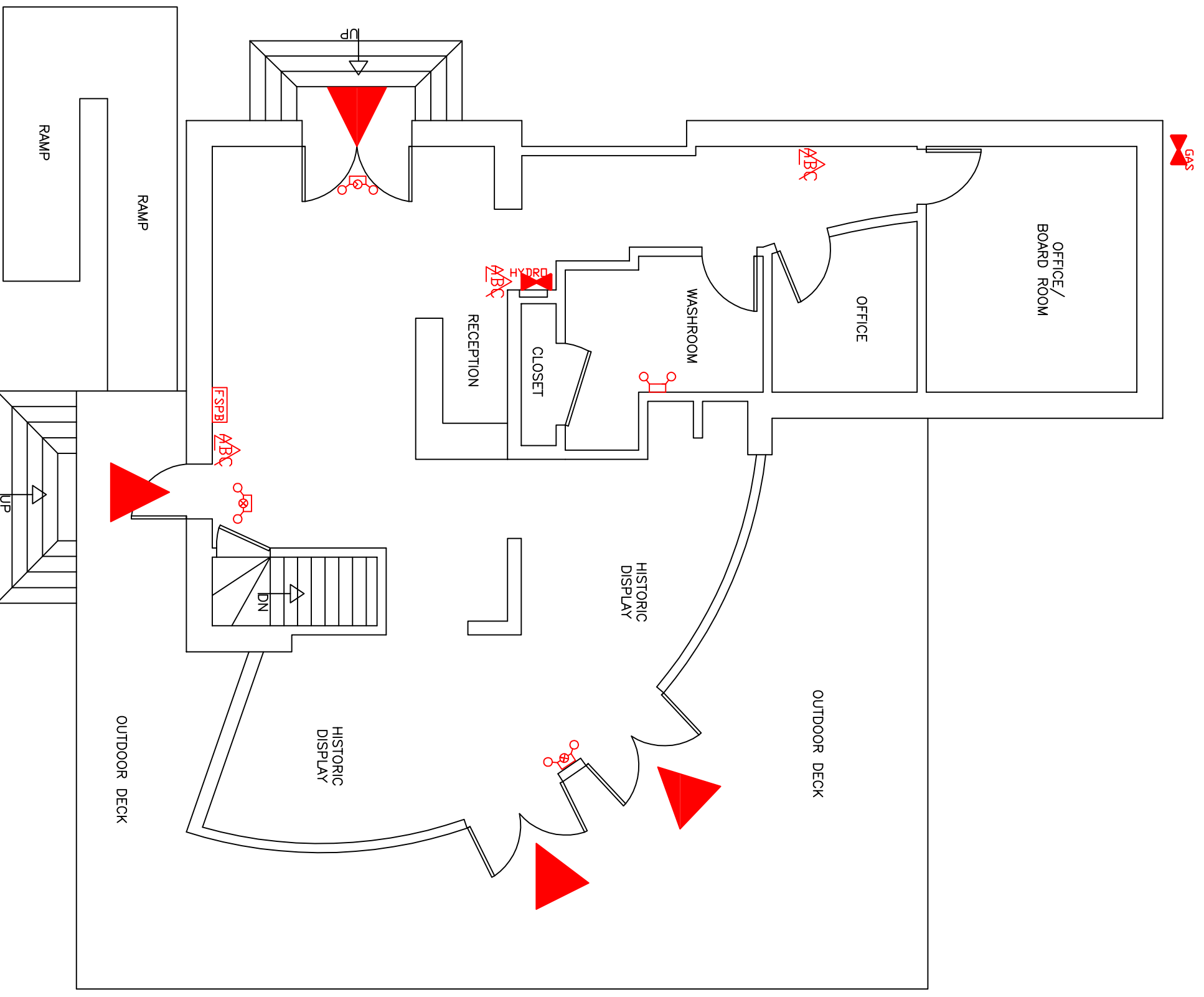
BUILDING: Lock 7 Viewing Centre

ADDRESS: 50 Chapel Street, South












Fire Safety Maintenance Duty	Date Duty Completed		
1. Conduct hydrostatic testing of dry chemical fire extinguishers, as required, by qualified personnel.			

PART 9
BUILDING SCHEMATICS

See attached building schematics.

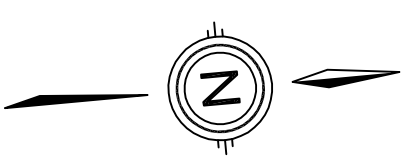
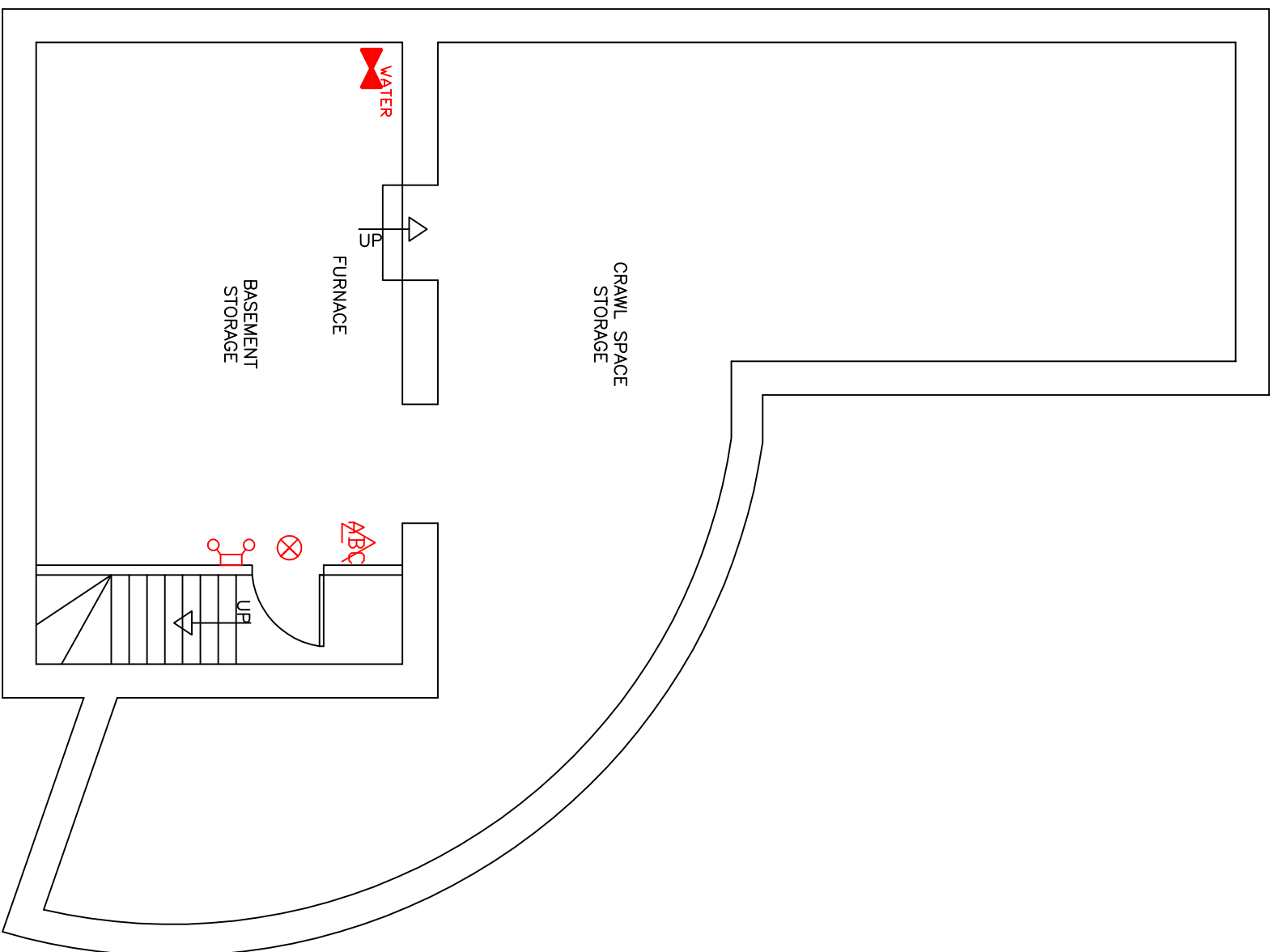


LEGEND:












-  FIRE SAFETY PLAN BOX
-  SMOKE ALARM
-  EXIT SIGN
-  COMBO EXIT SIGN/EMERGENCY LIGHT
-  EMERGENCY LIGHT WITH BATTERY PACK
-  REMOTE EMERGENCY LIGHT HEAD
-  FIRE EXTINGUISHER
-  GAS SHUT OFF
-  WATER SHUT OFF
-  HYDRO SHUT OFF
-  BUILDING EXITS

CITY OF THOROLD
 LOCK 7 VIEWING CENTRE
 50 CHAPEL STREET, SOUTH
 THOROLD, ONTARIO

GROUND FLOOR PLAN



LEGEND:

- FIRE SAFETY PLAN BOX 
- SMOKE ALARM 
- EXIT SIGN 
- COMBO EXIT SIGN/EMERGENCY LIGHT 
- EMERGENCY LIGHT WITH BATTERY PACK 
- REMOTE EMERGENCY LIGHT HEAD 
- FIRE EXTINGUISHER 
- GAS SHUT OFF 
- WATER SHUT OFF 
- HYDRO SHUT OFF 
- BUILDING EXITS 

CITY OF THOROLD
 LOCK 7 VIEWING CENTRE
 50 CHAPEL STREET, SOUTH
 THOROLD, ONTARIO
 BASEMENT PLAN