

FIRE SAFETY PLAN

Building Name
ADDRESS
CITY, NOVA SCOTIA

COPIES OF THIS PLAN ARE TO BE KEPT READILY AVAILABLE AT
THE CUSTOMER SERVICE DESK, IN THE STORE GENERAL
MANAGERS OFFICE AND AT HEAD OFFICE.

DATE PREPARED:

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FIRE CODE REQUIREMENTS

A Fire Safety Plan for this building/occupancy is required as per the Nova Scotia Fire Safety Act which adopts the National Fire Code of Canada (NFC) Section 2.8.

The subsections under this requirement require the Fire Safety Plan to be fully implemented in regards to all aspects of this plan including training 'Supervisory staff', conducting fire drills, completing maintenance requirements for the listed life safety systems, etc.

This plan has been developed to provide managers and employees with instructions on how to safely and efficiently evacuate the building during a fire, to provide property management and supervisory staff with documentation that clearly defines their duties and responsibilities during a fire and everyday requirements as well providing a useful tool to the municipal Fire Department which is to be readily available for their use during a fire emergency.

The plan is required to be reviewed at intervals not greater than 12 months to ensure that it takes into account any changes in the use and/or other characteristics of the building.

Ultimately the building owner is responsible for carrying out the provisions of the National Fire Code.

The Nova Scotia Fire Safety Act Section 44 (4) (5), states that in the case of an offence for contravention of the fire code, an individual is liable to a fine of not more than \$150,000 or imprisonment for a term of not more than two years or both and a corporation is liable to a fine of not more than \$250,000.

This plan is required to be prepared in cooperation with the Fire Department and other applicable regulatory authorities. Since the Fire Safety Plan is prepared as an entire document, any revisions or modifications to this document or any changes to the building that would subsequently require changes to this plan should be submitted to the municipal Fire Department for their records.

A copy of the Fire Safety Plan is required to be retained within the building for reference by the fire department, supervisory staff and other personnel.

Building Resources – Executive Summary

CONSTRUCTION				
YEAR		SIZE		CONSTRUCTION
OCCUPANCY/TYPE			WALLS	
ABOVE GRADE LEVELS			FLOORS	
BELOW GRADE LEVELS			EXTERIOR	
ACCESS				
PRIMARY ACCESS			FIRE ROUTE	
SECONDARY ACCESS			FSP/KEY BOX	
ALTERNATE ACCESS			ROOF ACCESS	
FIRE ALARM SYSTEM				
TYPE			FD HANDSETS	
FACP/ANN:			VOICE COMMAND	
ANNUNCIATOR			SMOKE CONTROL	
WATER SUPPLY				
MAIN VALVE			MUNICIPAL HYDRANT	
FDC			PRIVATE HYDRANT	
SPRINKLER AND STANDPIPE SYSTEMS				
SPINKLER (SP)	WET:		STANDPIPE (ST):	
	DRY:		EXTINGUISHER:	
CONTROL VALVES:				
EMERGENCY POWER				
BATTERY-PACKS			GENERATOR	
FACP			FUEL	
ELEVATORS				
EMERGENCY SHUT-OFFS				
ELECTRICAL			GAS	
EXITS				
EXTERIOR EXITS			MAGLOCKS	
STAIRWELLS			DOOR HOLD OPEN DEVICES	

Audit of Building Resources

General Building Information

This single-story box-store strip plaza building is occupied by multiple tenants. This Fire Safety Plan has been prepared for XXXXXX only and does not contain information regarding the other tenants.

XXXXX is a <XXXXXX> ft² (XXXX m²) retail store selling clothing and safety gear.

The store is constructed of non-combustible materials including concrete floors, drywall partitions and a stucco exterior.

General Floor Information

The ground floor consists of retail sales area, change rooms, customer service desk, electrical room, janitor's closet, cash office, staff room, stock room, manager's office, receiving area and washrooms.

The roof level is accessed XXXXXXXXXXXX

Hours of Operation

The store is accessible to the general public as follows:

- Monday to Friday – XXXXXX
- Saturday – XXXXXX
- Sunday – XXXXXX

Hours may vary during seasonal holidays. Employees occupy the store a minimum of 30 minutes to one hour prior to and after the times noted above.

Fire Department Access & Fire Route

The Fire Department can access the store via the main entrance located on the <XXX> side of the building which is considered their primary response point.

There is a designated fire route located on the south side of the building and is accessible from <List Roads>.

The fire Safety Plan box is located at <list area>.

Audit of Building Resources

Designated Assembly Area

Employees evacuating the store must attend the designated assembly area located at <location> a minimum of 150 m (500 feet) away from the building. Fire Department access to the building must remain clear.

Fire Alarm System

The building is equipped with a <Make and Stage> fire alarm system. The system is monitored by a central monitoring station.

The fire alarm control panel (FACP) is <location>. The annunciator panel is located <Location>.

Upon activation of an initiating device (i.e. manual pull station, smoke detector, etc.) the fire alarm system will automatically sound a general (evacuation) alarm signal throughout the store.

The fire alarm system is activated manually (m) or automatically (a) by the following devices:

- Smoke detectors (a),
- Manual pull stations (m),
- Sprinkler systems (a).

The following functions will occur upon activation of the fire alarm system:

- The fire alarm signal sounds as previously noted,
- A signal is sent to the fire alarm monitoring company,
- Heating, ventilation & air conditioning (HVAC) systems shut down.

Emergency power is supplied to the fire alarm system using battery back-up in the fire alarm control panel. The batteries will provide sufficient power during an emergency power failure to operate in supervisory mode for 24 hours and to sound the fire alarm signals.

Sprinkler System

The store is sprinklered using an automatic wet-pipe sprinkler system.

All sprinkler system actuation devices (including alarm pressure and water flow switches and control valve) are connected to the fire alarm system.

The main shut off valve for the store is located <Location>.

AUDIT OF BUILDING RESOURCES

Standpipe System

This store is not equipped with a standpipe system.

Fire Department Connection

The sprinkler Fire Department (Siamese) connection is located at the <Location> corner of XXXX.

Fire Hydrants

One (1) private fire hydrant is located along the fire route opposite to the store.

There are two (2) municipal fire hydrants; located on the south side of Regent Avenue West.

Fire Extinguishers

10lb ABC dry chemical fire extinguishers are located throughout the store.

Exits

There are three (3) exterior exits located as follows:

Exit No. 1 - Main entrance located on the west side of the store.

Exit No. 2 - Exit from the retail area located at the northeast corner of the store.

Exit No. 3 - Exit from the stockroom located on the south side of the store.

Elevators

This store is not equipped with elevators.

Emergency Lighting & Exit Signs

Battery powered spotlight fixtures are located throughout the store. Exit signs are located at exits from the store and are battery powered.

AUDIT OF BUILDING RESOURCES

Utilities

Main Water Shut-off Valve

The main water shut-off valve is located <Location>.

Main Gas Shut-off Valve

The main gas shut-off valve is located on <Location>.

Hydro Disconnect Switch

The main hydro disconnect switch is located <Location>.

Building Heating System

The building is heated using roof top HVAC units.

Storage Racks

Storage racks in the store extend to a maximum height of 10 feet (3.05 m).

Audit of Human Resources

This page is to be updated as changes occur and is not required to be resubmitted to the Chief Fire Official.

BUILDING INFORMATION			
COMPANY		TEL.	
ADDRESS		FAX.	

BUILDING OWNER			
COMPANY		C/O	

PROPERTY MANAGEMENT COMPANY			
COMPANY		TEL.	
ADDRESS		FAX.	

PROPERTY MANAGER			
TEL.		HOURS	
		ON SITE/CALL:	

TENANT OWNER			
COMPANY		TEL	

SENIOR OCCUPATIONAL HEALTH AND SAFETY CONSULTANT			
TEL		FAX	

SPRINKLER MONITORING COMPANY			
NAME		TEL	

FIRE ALARM MONITORING COMPANY			
NAME		TEL	

ON SITE PERSONNEL			
STORE GENERAL MANAGER	1		
SHIFT LEADERS			
EMPLOYEES			
The average number of staff on site during operating hours is approximately X to X employees including 1 Manager/Shift Leader.			

Responsibilities of Supervisory Staff

Building Owner/Tenant

The responsibilities of the Building Owner and the Tenant (XXXXXX) are defined in the responsibilities of supervisory staff section.

Supervisory Staff

The following list of persons/positions (supervisory staff) are responsible for day to day administrative duties (as defined under the Responsibility of Supervisory Staff section) and/or responding to fire emergencies (as defined under the Emergency Procedures- Supervisory Staff section). Not all supervisory staff members have day to day administrative duties and/or respond to fire emergencies.

- Senior Occupational Health and Safety Consultant (acting on behalf of XXXXX)
- Property Manager (List Company Name)
- Store General Manager (XXXXXX)
- Shift Leaders (XXXXXX)
- Employees (XXXX)

The National Fire Code defines supervisory staff as, “those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.”

Refer to the “Organizational Chart” for structure of supervisory staff during a fire emergency.

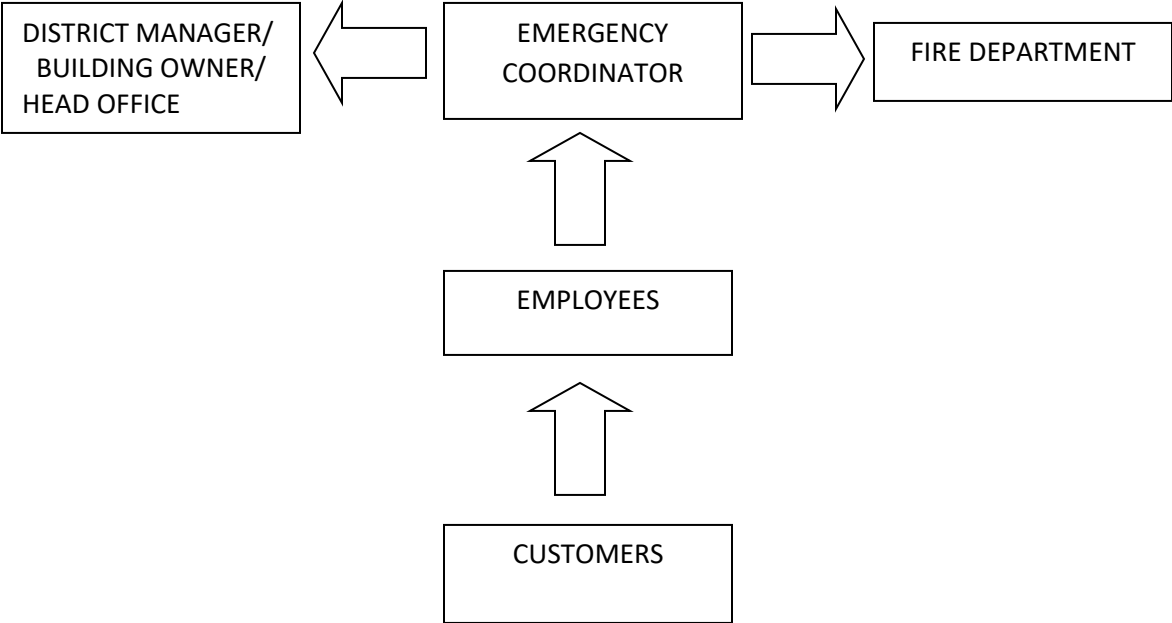
All Employees (employees) report to the Emergency Coordinator (Manager on Duty) during a fire emergency.

Emergency Coordinator (Store General Manager/Shift Leader on Duty)

The Emergency Coordinator is the person designated as the main contact who will meet with the municipal Fire Department to provide access to the store and provide information regarding the status of the evacuation. In addition, this person will oversee the evacuation of employees and the general public, restrict access to the store and reset the fire alarm system.

RESPONSIBILITIES OF SUPERVISORY STAFF

Organizational Chart – During a Fire Emergency



RESPONSIBILITIES OF SUPERVISORY STAFF

Training

Training is an integral part of fire safety planning. It informs supervisory staff of procedures to be taken during a fire emergency and daily requirements of supervisory staff.

All **employees** should receive the following training:

- Location of exits from stores.
- Sound of the fire alarm signal.
- Procedures for evacuating the building during a fire emergency.
- Location of the designated assembly area.

In addition to the above, all **Store General Manager and Shift Leaders** are required to receive the following training (as appropriate to their position):

- Fire alarm system (operation of and device locations).
- Sprinkler systems (operation of).
- Fire Department access (location, keys and procedures).
- Procedures to be followed during an emergency.
- Procedures for evacuating persons requiring assistance.

Note: Supervisory staff are required to be instructed in the fire emergency procedures before they are given any responsibility for fire safety.

RESPONSIBILITIES OF SUPERVISORY STAFF

Building Owner

The Building Owner is responsible for ensuring that all requirements in the National Fire Code are met including the following:

- Ensure that supervisory staff are trained, appointed and organized.
- Ensure that the fire hydrants are properly maintained. This includes ensuring that all tests, inspections and maintenance as prescribed by the National Fire Code are completed as required and records of testing are maintained on site.
- Ensure that all signage as required on the exterior of the building are posted and maintained (i.e. designated fire route, identification of room names and fire protection equipment, etc.).
- Ensure that the fire route, hydrants and Fire Department connection (siamese) are kept clear and accessible for Fire Department use at all times.

RESPONSIBILITIES OF SUPERVISORY STAFF

Tenant (XXXXX)

XXXX is responsible for ensuring that the provisions of this plan are implemented within their space, including the following:

- Comply with all requirements in the National Fire Code as applicable to your space.
- Ensure that all employees are trained for fire safety including evacuation procedures, sound of the fire alarm signal, designated assembly location, exit locations, fire prevention, etc. New employees should be trained during their initial orientation training session.
- Ensure that any fire hazards, unsafe conditions or equipment deficiencies (i.e. exit lights are not illuminated) are immediately addressed and corrected.
- Ensure that the evacuation of persons requiring assistance is addressed prior to an emergency.
- Ensure that the fire protection and life safety equipment (as applicable to your space) is properly maintained. This includes ensuring that all tests, inspections and maintenance as prescribed by the National Fire Code are completed as required and records of testing are maintained on site.
- Ensure that during the shut-down of the fire alarm or sprinkler systems, alternate measures as described in this plan are provided.

RESPONSIBILITIES OF SUPERVISORY STAFF

Senior Occupational Health and Safety Consultant

(XXXXX)

The Senior Occupational Health and Safety Consultant is responsible for ensuring the implementation of the fire safety plan on behalf of the tenant owner and is responsible for:

- Knowing their responsibilities within this plan.
- Ensuring that the plan is implemented in its entirety.
- Ensuring that all employees are appropriately trained (including daily duties, emergency procedures, fire prevention and operation of life safety systems, as appropriate).

In addition, ensure that selected employees are capable of fulfilling the maintenance requirements (tests, inspections and maintenance) as prescribed in the National Fire Code and assigned in the Maintenance Schedule section.

- Ensuring that fire drills are conducted with staff as described in this plan (Fire Drills section).
- Ensuring that all records are maintained as required (including maintenance of life safety systems, fire drill reports, staff training, etc.).
- Ensuring that all maintenance requirements for life safety systems (as applicable to your space) as prescribed within the National Fire Code, including tests, inspections and maintenance are completed as required (refer to Maintenance Schedule section).
- Ensuring that the Fire Safety Plan is reviewed annually and any revisions are completed and approved by the Fire Department.
- Ensuring that all issues regarding fire hazards, unsafe equipment or equipment deficiencies are addressed immediately.

RESPONSIBILITIES OF SUPERVISORY STAFF

PROPERTY MANAGEMENT REPRESENTATIVE/BUILDING OWNER REPRESENTATIVE

The **property manager/building owner rep** is responsible for the implementation of the fire safety plan on behalf of the building owner and is responsible for:

- Knowing their duties and responsibilities within this plan.
- Ensuring that the plan is implemented in its entirety.
- Ensure that **XXXX** completes a fire drill as described in this plan (Fire Drills section).
- Ensuring that all records are maintained as required (including maintenance of the hydrants, etc.) and are retained on site for review by the authority having jurisdiction.
- Ensuring that all maintenance requirements for life safety systems (as applicable to the building owner) as prescribed within the National Fire Code, including tests, inspections and maintenance are completed as required (refer to Maintenance Schedule section).
- Ensuring that all issues regarding fire hazards, unsafe equipment or equipment deficiencies are addressed immediately.
- Ensuring that all signage as required are posted and maintained (i.e. designated fire route, identification of room names and fire protection equipment, etc.).
- Ensuring that the fire route, hydrants and Fire Department connection (siamese) are kept clear and accessible for Fire Department use at all times.
- Ensuring that all contracted company personnel are familiar with the procedures to be taken during an emergency.

RESPONSIBILITIES OF SUPERVISORY STAFF

STORE GENERAL MANAGER (XXXX)

The Store General Manager is responsible for the implementation of the fire safety plan within the store and is responsible for:

- Selecting and training a person who is capable of fulfilling their role, during their absence.
- Knowing their duties and responsibilities within this plan and responding to all fire alarm conditions while in the store.
- Ensuring that the plan is implemented in its entirety.
- Ensuring that all employees are trained (including daily duties, emergency procedures, fire prevention and operation of life safety systems, as appropriate) and are provided with a copy of the appropriate handouts from this plan. New employees should be trained during their initial orientation training session.
- In conjunction with the Building Owner Representative, conducting fire drills in with supervisory staff as described in this plan (Fire Drills section).
- Preparing and maintaining a list of Supervisory Staff for the building (Appendix A).
- Preparing and maintaining a list of Emergency Contacts for the building (Appendix D).
- Ensuring that all records are maintained as required (including maintenance of life safety systems, fire drill reports, supervisory staff training, etc.) and are retained on site for review by the authority having jurisdiction.
- Ensuring that all maintenance requirements for life safety systems (as applicable to your space) as prescribed within the National Fire Code, including tests, inspections and maintenance are completed as required (refer to Maintenance Schedule section).

RESPONSIBILITIES OF SUPERVISORY STAFF

STORE GENERAL MANAGER (Cont'd)

- Notifying the Fire Department of the temporary shut-down of the fire alarm or sprinkler systems and appropriate alternate measures are arranged (refer to Alternate measures section).
- Ensuring that the fire alarm and/or sprinkler systems are returned to normal operation, immediately after maintenance, repairs or an emergency has taken place.
- Ensuring that the Fire Safety Plan is reviewed annually and any revisions are completed and approved by the Fire Department.
- Ensuring that all issues regarding fire hazards, unsafe equipment or equipment deficiencies are addressed immediately.
- Practicing fire prevention by ensuring that:
 - combustible materials do not collect in exits, access to exits or service rooms,
 - exits and access to exits are not obstructed,
 - fire doors remain clear at all times.
- Ensuring that all signage as required throughout the store are posted and maintained (i.e. emergency posted instructions, etc.).
- Knowing the following:
 - how to contact the Fire Department if a fire occurs,
 - the Fire Department response points.
 - locations of and how to operate the fire alarm system,
 - the sound of the fire alarm signal,
 - exit routes,
 - location of the designated assembly area.
- Having immediate access to the store and appropriate keys.

RESPONSIBILITIES OF SUPERVISORY STAFF

SHIFT LEADERS (XXXXXX)

The Shift Leaders are responsible for:

- Fulfilling the role of the Store General Manager during their absence.
- Knowing their duties and responsibilities in the plan and responding to all fire alarm conditions while in the store.
- Participating in fire drills.
- Ensuring that all issues regarding fire hazards, unsafe equipment or equipment deficiencies reported are addressed immediately.
- Practicing fire prevention by ensuring that:
 - combustible materials do not collect in exits, access to exits or service rooms,
 - exits and access to exits are not obstructed,
 - fire doors remain clear at all times.
- Knowing the following:
 - how to contact the Fire Department if a fire occurs,
 - the Fire Department response points.
 - locations of and how to operate the fire alarm system,
 - the sound of the fire alarm signal,
 - exit routes,
 - location of the designated assembly area.
- Having immediate access to the store and appropriate keys.

RESPONSIBILITIES OF SUPERVISORY STAFF

Employees (XXXXX)

All Employees are responsible for:

- Knowing their duties and responsibilities in the plan and responding to all fire alarm conditions while in the store.
- Knowing the following:
 - locations of and how to operate the fire alarm system,
 - the sound of the fire alarm signal,
 - exit routes,
 - location of the designated assembly area.
- Participating in fire drills.
- Ensuring that all issues regarding fire hazards, unsafe equipment or equipment deficiencies are reported immediately.
- Practicing fire prevention by ensuring that:
 - combustible materials do not collect in exits, access to exits or service rooms,
 - exits and access to exits are not obstructed,
 - fire doors remain clear at all times.

EMERGENCY PROCEDURES – SUPERVISORY STAFF

Emergency Procedures

Upon Discovery of Fire or Smoke

- Leave the area immediately.
- Close doors behind you.
- Activate a fire alarm pull station.
- Fulfil your emergency duties (if safe to do so).
- Use the nearest exterior exit to evacuate the building.
- Call the Fire Department at 911 (from a safe location).
- Proceed to the designated assembly area.
- Remain calm.

Upon Being Made Aware of a Fire

- Fulfil your emergency duties (if safe to do so).
- Leave the building by the nearest exterior exit.
- Close all doors behind you.
- Proceed to the designated assembly area.
- Remain calm.

EMERGENCY PROCEDURES – SUPERVISORY STAFF

Emergency procedures for supervisory staff are categorized as follows:

- Upon discovering smoke or fire.
- Upon hearing a fire alarm signal.

Upon Discovery of Smoke or Fire

If you discover smoke or fire:

- Immediately leave the fire area, notifying any persons in the immediate area.
- Ensure that doors to the fire area are closed.
- Activate the fire alarm system by pulling the nearest fire alarm pull station.
- If safe to do so, perform your emergency duties as defined in the Emergency Procedures section of this plan.
- Use the nearest exterior exit to evacuate the building. If you encounter smoke or fire, use an alternate exit.
- Call the Fire Department at 911 from a safe location. Advise them of building address and location of the fire (i.e. XXXX <Location>).
- Proceed to the designated assembly location and participate in the head count procedures.
- Do not return to the building until the Fire Department has declared the “all clear”.
- Remain calm.

EMERGENCY PROCEDURES – SUPERVISORY STAFF

Testing Doors for Heat, Fire or Smoke

- Before opening any door, test the door for heat using the back of your hand against the door. Look for smoke around the edges of the door.
- If the door is hot or smoke is seen around the edges of the door, leave the door closed and unlocked.
 - If you are in a room or office with no other exit, remain where you are and call the Fire Department at 911, identifying your location.
 - Otherwise use an alternate exit to evacuate the area.
- If the door is not hot, brace yourself against the door, opening slightly. If you feel a hot draft or air pressure, lose the door immediately, leaving it unlocked.
- If the door is not hot and you did not feel a hot draft or air pressure, proceed to the nearest exit and evacuate the building.

Defending in Place

If no additional exit is available, you are unable to use an alternate exit or you are trapped:

- Return to an office or safe location and close the door, leaving it unlocked.
- Call the Fire Department at 911 and inform them of your location.
- Seal off all openings which may admit smoke (i.e. door edges, vents, etc.)
- If smoke enters the rooms, crouch low to the floor.
- Wait for Fire Department arrival and listen for instructions.
- Remain calm.

EMERGENCY PROCEDURES – SUPERVISORY STAFF

UPON BEING MADE AWARE OF OR HEARING A FIRE ALARM SIGNAL

EMERGENCY COORDINATOR (STORE GENERAL MANAGER during normal operating hours or SHIFT LEADER during the Store General Manager's absence)

The Emergency Coordinator (providing it is safe to do so) will:

- **Contact the Fire Department at 911** and ensure that they will attend the fire department response point.
- Meet the Fire Department at the primary response point (main entrance of the store), providing information regarding the fire emergency and access to the store including keys.
- Coordinate the evacuation of employees, customers and contractors.
- Meet with employees to obtain information regarding:
 - Location of persons requiring assistance who were left in the store.
 - Names of persons who were not accounted for.
 - Status of injured persons.
 - Location of where fire and/or smoke was seen.
- Ensure that access to the store is restricted so that no persons can re-enter the store until the Fire Department has declared the "all clear".
- Ensure that customers are located away from the store and are not blocking access routes and equipment.
- Relay all information regarding the emergency to the Fire Department.

If advised that a fire condition does not exist or has been resolved:

- Press the signal silence switch, silencing the fire alarm system (on approval from the Fire Department). Do not reset the fire alarm system until notified to do so by the Fire Department.
- Allow employees and customers to re-enter the store (provided it is safe to do so).
- Where the sprinkler system has activated, ensure that the sprinkler control valve is closed (upon approval from the Fire Department) and a fire watch of the area is completed until the sprinkler system is restored to normal condition.
- Coordinate the clean-up, taking any photographs of the damage prior to clean-up.
- Follow instructions from the Fire Department.

EMERGENCY PROCEDURES – SUPERVISORY STAFF

Upon Being Made Aware of a Fire

Property Management/Building Owner Representative

The Property Management Representative will:

- Ensure that a representative attends the site location.

If advised that a fire condition does not exist or has been resolved:

- Silence and reset the fire alarm system (when advised to do so by the Fire Department).
- Where the sprinkler system has activated, ensure that the sprinkler control valve serving that area is closed (upon approval from the Fire Department) and a fire watch of the area is completed until the sprinkler system is restored to normal condition.

EMERGENCY PROCEDURES – SUPERVISORY STAFF

Upon Being Made Aware of a Fire Alarm Signal

Employees Operating Check Out counters

Employees Operating Check Out counters (provided it is safe to do so) will:

- Complete the transaction and advise customers that your cash is closed and that they are to evacuate the store.
- Lock your cash drawer.
- Immediately evacuate all persons in your area to the nearest exit.
- Assist persons requiring assistance in your area to evacuate the store. If persons requiring assistance cannot be evacuated from the store, report this information directly to the Emergency Coordinator after exiting the store.
- Evacuate the store using the nearest exit.
- Report any information to the Emergency Coordinator (Manager on Duty) or directly to the Fire Department, including:
 - If anyone was left inside the store and their approximate location.
 - Names of persons not accounted for.
 - If any persons were injured.
 - Location of where fire and/or smoke was seen.
- Instruct customers to move away from the store while the fire condition is being investigated.
- Attend the designated assembly area.
- Do not return to the store until the Fire Department has given the “all clear”.

EMERGENCY PROCEDURES – SUPERVISORY STAFF

Upon Hearing a Fire Alarm Signal

All Other Employees

All other employees (provided it is safe to do so) will:

- Immediately evacuate all customers in your area to the nearest exit.
- Check your immediate area to ensure that no customers are left in the store, including checking the men's and women's washrooms.
- Assist persons requiring assistance in your area to evacuate the store. If persons requiring assistance cannot be evacuated from the store, report this information directly to the Emergency Coordinator after exiting the store.
- Evacuate the store using the nearest exit and report any information to the Emergency Coordinator (Manager on Duty) or directly to the Fire Department, including:
 - If anyone was left inside the store and their approximate location.
 - Names of persons not accounted for.
 - If any persons were injured.
 - Location of where fire and/or smoke was seen.
- Instruct customers to move away from the store while the fire condition is being investigated.
- Attend the designated assembly area.
- Do not return to the store until the Fire Department has given the "all clear".

EMERGENCY PROCEDURES – SUPERVISORY STAFF

Upon Being Made Aware of a Fire

Contractors

Contractors (provided it is safe to do so) will:

- Immediately cease activities and evacuate the store using the nearest exit.
- Attend the designated assembly area.
- Follow instructions from the Fire Department.
- Do not return to the building until the Fire Department has given the “all clear”.

EMERGENCY PROCEDURES – SUPERVISORY STAFF

Upon Receiving an Alarm Notification

Fire Alarm and Sprinkler Monitoring Company

The Sprinkler Monitoring Company will:

1. Contact the <Enter Fire Department Name>. Provide them with the building address and any other pertinent information regarding the alarm
2. Contact the building/store personnel as per the updated contact list provided by <property management company> and XXXX.

Fire Prevention

Fire prevention is the best way to reduce the chances of fire occurring. Most times, fire occurs due to human error or carelessness. It is important that everyone in the workplace take responsibility for fire prevention by reporting any hazards to the Store General Manager or Shift Leader. The Store General Manager or Shift leader must address or report any such findings immediately.

The following are basic fire prevention tips that will make for a safer work environment.

Electrical Hazards

- Replace any electrical cords which have cracked insulation or broken connectors.
- Use only CSA approved power bars.
- Extension cords are designed for temporary use only. Do not run extension cords under doorways or carpets. Avoid plugging in more than one extension cord into an outlet.
- Installation or repairs to permanent wiring should be completed by a certified electrician.
- Do not store combustible materials in service rooms or within 1 m (3ft) of electrical panels not located in service rooms.
- Electrical outlets must remain clear of storage.
- Temporary wiring is not permitted where it presents a fire hazard.

Storage

- Do not obstruct sprinkler heads. A minimum clearance of 457 mm (18in) is required.
- Combustible storage is not permitted in service rooms (i.e. electrical rooms, etc.), concealed spaces, (i.e. ceiling spaced, etc.), means of egress or on the roof.
- Dumpsters storing combustible materials are required to be located so that they do not create a fire hazard to the building.

General Hazards

- Smoking is not permitted in this facility. Ensure that appropriate signage is posted.
- Fire doors are to remain closed at all times.
- All exits and access to exits (i.e. hallways, corridors, aisles, etc.) are required to remain unobstructed.
- Do not hang anything from a sprinkler head.
- Abandoned optical fibre cables and electrical wires and cables with combustible insulation, jackets or sheaths and non-metallic raceways are required to be removed from a plenum, except where such items are permanently enclosed, removal would disturb the structure of finish of the building or where removal could affect the performance of the cables in use.

FIRE EXTINGUISHMENT CONTROL OR CONFINEMENT

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

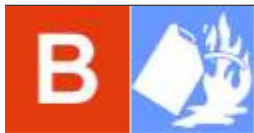
Only after ensuring everyone has evacuated the area, the fire alarm system has been activated and the Fire Department has been notified, should a person that has been properly trained on how to use a fire extinguisher attempt to extinguish a small fire. This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of one (1) portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building and await the arrival of the Fire Department.

General Information

There are three (3) classifications of fires, as follows:



CLASS A - Combustible materials (e.g. paper, wood, cloth, etc.)



CLASS B - Flammable liquids & gases



CLASS C - Electrical

FIRE EXTINGUISHMENT CONTROL OR CONFINEMENT

SUGGESTED OPERATION OF A PORTABLE FIRE EXTINGUISHER (PASS METHOD)



PULL - the safety pin by grabbing the ring and twisting.



AIM - the nozzle (hose or horn) at the base of the fire (standing back 8 to 10 feet).



SQUEEZE - the handle releasing the agent.



SWEEP - the hose from side to side while discharging.

Only extinguish a fire when:

- The fire is small and confined to the immediate area where it started (i.e. wastebasket).
- Occupants have been alerted and are leaving the building (fire alarm has been activated).
- 911 has been called.
- There is a clear escape route that won't be blocked by fire.
- You are trained in the use and operation of fire extinguishers.

Note: Ensure that the fire extinguisher is rated for the type of fire and is in good working order. Never use more than one (1) fire extinguisher to put out the fire.

FIRE EXTINGUISHMENT CONTROL OR CONFINEMENT

Training

Training personnel on the use of fire extinguishers should include adopting an annual training program, where selected individuals are provided with hands on training in the use of portable fire extinguishers.

ALTERNATE MEASURES

In the event of the shut-down of fire protection equipment systems (i.e. fire alarm, sprinkler systems) the <fire department name> and staff are required to be notified. All alternate measures must be acceptable to the authority having jurisdiction.

Property Management/building Owner is responsible for the fire alarm system and private fire hydrants. XXXX is responsible for alternate measures for the sprinkler system, fire extinguishers and exits.

SYSTEM SHUT-DOWN - 24 HOURS OR LESS

1. **(If longer than 2 hours)** Notify the <fire department> at tel.: <phone> to system shut-down.
2. If the shut-down is not intentional, contact the service provider.
3. Ensure staff are informed of the shut-down.
4. Ensure that the monitoring company is contacted prior to system shut-down.
5. Conduct a fire watch of the affected area(s).
6. Ensure that the monitoring company is notified once the system has been returned to normal.
7. **(When applicable)** Notify the <fire department> when the system has been returned to normal.

SYSTEM SHUT-DOWN - LONGER THAN 24 HOURS

Shut-down of any fire protection equipment systems longer than 24 hours requires written notice to the WFPS.

1. Notify the Fire Inspector in writing (fax.: <fax>) including the following information:
 - a. fire protection equipment system being shut-down,
 - b. how long the system will be shut down for,
 - c. what alternate measures will be taken.
2. Ensure staff are informed of the shut-down.
3. Ensure that the monitoring company is contacted prior to system shut-down.
4. Notify the <fire department> at tel.: <phone> prior to system shut-down.
5. Conduct a fire watch of the affected area(s).
6. Ensure that the monitoring company is notified once the system has been returned to normal.
7. Notify the <fire department> when the system has been returned to normal.

Supervisory staff are required to be notified in advance of the shut-down of the sprinkler system. Occupants (where affected) will be notified and instructions will be provided in advance of the shut-down. Instructions will be posted, as to the alternate procedures to be taken in case of emergency, at the main entrance to the store. The notice is required to be promptly removed once the system has been returned to normal.

ALTERNATE MEASURES

Fire Watch

A fire watch consists of a patrol of the store, or portions thereof, where the sprinkler systems have been shut-down. The fire watch is conducted in order to identify fire or smoke in the area of shut-down and to notify customers, staff and the fire Department appropriately.

Required

A fire watch is required to be conducted immediately upon the shut-down of a portion of, or the entire sprinkler system.

Personnel

A fire watch is to consist of a minimum of one (1) supervisory building personnel (i.e. security officer) patrolling the building or peroration thereof, 24 hours a day or as long as the system is shut-down.

Person(s) completing the fire watch should be familiar with all fire safety features in the building including information and procedures in the Fire Safety Plan.

Frequency

Patrols are to be conducted at least once an hour.

Area(s)

During regular business hours, patrols should concentrate on unoccupied rooms (i.e. electrical, storage rooms and offices). After business hours, the patrol should encompass all areas affected by the shut-down. In addition, all patrols should include the means of egress to ensure that they are kept clear.

Communication

Supervisory building personnel must carry a form of communication (e.g. bull horn, walkie talkies, available telephone, etc.) to inform building occupants and to contact (directly or indirectly) the Fire Department.

Records

All patrols conducted should be recorded and kept for a minimum of two (2) years by the Property Management Representative or Store General Manager.

ALTERNATE MEASURES

FIRE ALARM AND SPRINKLER SYSTEMS (XXXX)

If the fire alarm or sprinkler systems (or parts of) are shut-down for any length of time a fire watch is to be conducted of the affected areas. When a sprinkler system is shut down additional measures can be taken, including provision of emergency hose lines, portable fire extinguishers and where practical, temporary water connections to the sprinkler system.

FIRE EXTINGUISHERS (XXXX)

If a fire extinguisher is removed for servicing, it must be replaced with a temporary fire extinguisher meeting the same type and rating requirement.

EXITS (XXXX)

If an exit is blocked or deemed unavailable for use (during construction), existing exit signs are to be covered so as not to be confused as an available exit, and temporary signage must be installed clearly identifying the nearest exits. Temporary emergency procedures should be prepared and provided to employees and store customers. Any changes to an exit should be discussed with the Fire Department in advance.

HOT WORK (XXXX)

Any combustible and flammable material, dust or residue shall be removed from the area where hot work is carried out, or protected against ignition by the use of non-combustible materials. Combustible materials that cannot be removed or protected against ignition are required to be thoroughly wetted where hot work is carried out.

Any process or activity that produces flammable gases or vapours, combustible dusts or combustible fibres in quantities sufficient to create a fire or explosion hazard shall be interrupted and the hazardous conditions shall be removed before any hot work is carried out.

Hot work is not permitted to be performed on containers, equipment or piping containing flammable or combustible liquids or flammable gases unless they have been cleaned and tested with a gas detector to ascertain that they are free of explosive vapours or safety measure are taken in conformance with good engineering practice. In addition, hot work is not permitted to be performed on totally enclosed containers or on metal objects that are in contact with combustible materials (unless safety precautions are taken to prevent their ignition by conduction).

A fire watch is to be provided during the hot work and for a period of not less than 60 minutes after its completion. During the fire watch, the area is required to be examined for ignition of combustible materials by personnel equipped with and trained in the use of fire extinguishing equipment.

ALTERNATE MEASURES

PRIVATE FIRE HYDRANTS (Building Owner)

When private fire hydrants are out of service for maintenance or testing, they are required to be bagged or marked out of service.

ALTERNATE MEASURES

Fire Watch Report

XXXX <Address>									
DOCUMENTATION									
Date		Time		Prepared by					
NOTIFICATION									
FIRE DEPARTMENT NOTIFIED (date & time)									
Monitoring company notified (date & time)									
Staff notified:				Yes	No	Instructions posted		Yes	no
SYSTEM SHUT-DOWN									
System type	Sprinkler system			Other	Exit				
	Fire Alarm System				Hot work				
					Fire Extinguisher				
Area									
Description									
Alternate Measures Taken									
RECORD									
Date	Time	Initials	Time	Initials	Time	Initials	Time	Initials	

POSTED INSTRUCTIONS

Emergency Procedures to be Posted Adjacent to Each Exit

IN CASE OF FIRE
UPON DISCOVERY OF FIRE OR SMOKE Leave the area immediately. Close doors behind you. Activate a fire alarm pull station. Leave the building by the nearest exit.
Call the FIRE DEPARTMENT DIAL 911
UPON HEARING FIRE ALARM Leave the building by the nearest exit. Close doors behind you. CAUTION If you encounter smoke, use an alternate exit.
REMAIN CALM

POSTED INSTRUCTIONS

No Smoking

Areas where smoking is not permitted are required to be identified by signs (as defined in the NFC)

Fire Department Access (Fire Route)

Streets, yards and roadways provided for Fire Department access are required to have signs (that identify prohibiting parking) installed.

Posting of Signage

Where a sign, notice, placard or information is required to be posted, it must be clearly legible and be permanently mounted in a prominent location in proximity to the location in which it refers.

Maintenance of Posted Instructions

Every sign, notice, placard or information is required to be maintained.

FIRE DRILLS

NUMBER OF FIRE DRILLS

The National Fire Code requires a minimum of one (1) fire drill be held once during each 12-month period.

SUPERVISORY STAFF PARTICIPATION

Supervisory staff are required to participate in all fire drills.

NOTIFICATION TO THE FIRE DEPARTMENT

The fire alarm monitoring company must be notified just prior to the commencement of the drill and directly after the fire alarm system has been reset.

The Fire Department is not required to be notified of the drill.

DEBRIEFING MEETNIG

A short debriefing meeting with employees should be held (where possible) directly after the drill to discuss the outcome. Any problems that staff had during the drill or questions that can be addressed. Staff should be reminded to submit their review of the drill within five (5) business days to the Store General Manager.

FIRE DRILLS

Fire Drill Process

The following steps should be taken when conducting a fire drill:

Prior to the Drill:

1. Notify supervisory staff of the fire drill.
2. Contact the fire alarm monitoring company.

At the time of the Drill:

1. Activate the fire alarm system.
2. All supervisory staff are to fulfil their emergency roles.
3. End fire drill by announcing “all clear”
4. Assess the drill and document outcomes (e.g. timing, staff following emergency procedures, etc.).

After the Drill:

1. Reset the fire alarm system.
2. Contact the fire alarm monitoring company.
3. Conduct a debriefing session with staff to discuss the outcomes of the drill (where possible and where time permits).
4. Collect drill reports from staff and compile them into one report.
5. Retain documentation for a minimum of twelve (12) months.

FIRE DRILLS

Fire Drill Report

Company Name: XXXX <Store Number>					
Date:		Time:		Location: <Insert City>	
NOTIFICATION					
1	Was the fire department notified of the fire drill?	Yes		No	
2	Were employees notified of the fire drill?	Yes		No	
EVACUATION					
3	Did employees fulfil emergency duties?	Yes		No	
4	Did employees evacuate customers?	Yes		No	
5	Did employees check their areas for customers?	Yes		No	
6	Did employees attend the designated assembly location?	Yes		No	
7	Were corridors and exits clear of obstructions?	Yes		No	
OPERATION OF EMERGENCY EQUIPMENT					
9	Was the fire alarm signal heard?	Yes		No	
GENERAL					
8	How long did it take to evacuate the store?		Mins		Secs
OBSERVATIONS					
COMMENTS					
Name:		Signature:		Date:	

MAINTENANCE OF FIRE & LIFE SAFETY SYSTEMS

USAGE

The following tables list the requirements to inspect, test and maintain fire and life safety systems as described in the National Fire Code. The tables are listed in chronological order starting with daily requirements and ending with general maintenance.

DEFINITIONS

The following definitions are not defined but are used throughout the National Fire Code to describe the level of maintenance required for specific fire and life safety equipment. General definitions for inspect, test and maintain are as follows:

Inspect (I) Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

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

Maintain (M) Means to keep in a condition of good repair or efficiency.

The first letter of each definition will be used in the subsequent tables.

DOCUMENTATION

All documentation for **tests, inspections, maintenance or operational procedures** conducted on fire protection and life safety systems is required to be retained on site for examination by the authority having jurisdiction for a minimum of two (2) years. Where test intervals exceed two (2) years, the records are required to be kept for the current and immediately preceding records.

The initial verification or test reports for each system shall be retained throughout the life of the systems.

RESPONSIBILITY

All of the maintenance requirements listed in this section have designated personnel assigned to complete the task. However, the Building Owner is ultimately responsible for ensuring completion of these tasks.

Fire protection installations are required to be maintained at all times. References to inspection, testing and maintenance of fire safety devices not noted within this document are required to be maintained as per the design requirements.

MAINTENANCE OF FIRE & LIFE SYSTEMS

QUALIFICATIONS

Fire alarm systems, fire extinguishers, sprinkler systems and any other system requiring expertise - Any person who performs the **test** or **inspections** or any person who repairs, replaces, alters or services such systems shall be properly trained, qualified and be certified company or person(s) acceptable to the authority having jurisdiction.

SYSTEM DEFICIENCIES

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

REFERENCED DOCUMENTS

The National Fire Code references the following documents where inspection, testing and maintenance of fire protection and life safety systems (as applicable) is required:

- NFPA 10, "Portable Fire Extinguishers", 2007 Edition.
- NFPA 13, "Installation of Sprinkler Systems", 2007 Edition.
- NFPA 24, "Installation of Private Fire Service Mains and their Appurtenances", 2002 Edition,
- NFPA 25, "Inspection, Testing and Maintenance of Water-Based Fire Protection Systems", 2008 Edition.
- CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems", 2004 Edition.

NOTIFICATION

The fire alarm monitoring company is required to be contacted prior to and upon completion of testing of the fire alarm and sprinkler system.

Prior to water flow or other tests to be made to a sprinkler system, notification is required to be provided to all parties who could be affected by an alarm.

Maintenance of Fire & Life Safety Systems

NFC	DEF.	Requirement	Resp.
DAILY			
2.2.2.4. (2)	I	Doors in fire separations to ensure that they are closed (except for doors equipped with hold open devices).	Manager on Duty (MOD)
6.3.1.2.	I	Status of the fire alarm primary AC power and primary and remote trouble signal indicators.	MOD
WEEKLY			
2.4.1.3.(8)	I	Receptacles for combustible recycling material shall be emptied when full or at least weekly.	Store General Manager (SGM)
6.4.1.1.(1)	I	Gauges (dry, pre-action and deluge systems) and control valves for sprinkler systems to ensure normal air water pressure is maintained.	SGM
6.4.1.1.(1)	I	Sealed control valves, pre-action/deluge/dry-pipe enclosure (during cold weather), casing relief valves, pressure relief valves, reduced pressure and reduce pressure detectors on water based fire protection systems.	SGM
MONTHLY			
2.2.2.4.(3) 2.7.2.1.(1)	T&M	Doors in fire separations are required to be operated and properly maintained.	SGM
6.2.1.1.	I,T &M	Portable extinguishers (NFPA 10).	SGM
6.3.1.2	I	Fire alarm batteries	SGM
6.3.1.2	T	Fire alarm system.	SGM
6.4.1.1. (1)	I	Gauges for wet-pipe sprinkler systems to ensure normal water pressure is maintained.	SGM
6.4.1.1. (1)	I	Gauges (dry, pre-action and deluge systems) and control valves for sprinkler systems.	SGM
6.4.1.1. (1)	I	Locked control valves, tamper switches, alarm/pre-action/dry-pipe valve exterior, reduce pressure, reduced pressure detector for water based fire protection systems.	SGM
6.5.1.6. (1)	I & T	Self-contained emergency lighting unit equipment.	SGM
EVERY THREE MONTHS			
6.4.1.1. (1)	I	Alarm devices and hydraulic nameplate for sprinkler systems.	SGM
6.4.1.1. (1)	T	Alarm devices for sprinkler systems.	SGM
6.4.1.1. (1)	I	Fire Department connections.	SGM

Maintenance of Fire & Life Safety Systems

NFC	DEF.	Requirement	Resp.
EVERY SIX MONTHS			
6.4.1.1.(1)	T	Vane type waterflow devices for sprinkler systems.	SGM
ANNUALLY			
2.2.2.4.(5)	I	Fire dampers and fire stop flaps.	XXXX Contractor/Tenant contractor
2.6.1.4.(1)	I	Chimneys, flues and flue pipes.	XXXXX Contractor/Tenant contractor
2.6.1.6.(2)	T	Disconnect switches for mechanical HVAC systems (except for self-contained units).	XXXX Contractor/Tenant contractor
2.8.2.1.(2)	I	Review the Fire Safety Plan.	SGM
2.8.3.2.(1)	T	Fire Drill.	SGM
6.2.1.1.(1)	I & T	Portable fire extinguishers (NFPA 10)	XXXX Contractor/Tenant contractor
6.3.1.2	T	Fire alarm system	XXXX Contractor/Tenant contractor
6.4.1.1.(1)	I	Buildings (prior to freezing weather), hangers/seismic bracing, pipe and fittings, sprinklers and spare sprinklers for sprinkler systems.	XXXX Contractor/Tenant contractor
6.4.1.1.(1)	M	All valves types and low point drains of a dry-pipe sprinkler system (prior to freezing weather)	XXXX Contractor/Tenant contractor
6.4.1.1.(1)	M	Replace sprinklers and automatic spray nozzles used for protecting commercial-type cooking equipment and ventilating systems.	XXXX Contractor/Tenant contractor
6.4.1.1.(1)	I	Hydrants, mainline strainers and exposing piping for private fire service mains.	BOR Contractor
6.4.1.1.(1)	T	Monitor nozzles and hydrants on private fire service mains.	BOR Contractor
6.4.1.1.(1)	M	Hose house, hydrants and monitor nozzles on private fire service mains.	BOR Contractor
6.5.1.6.(1)	T	Self-contained emergency lighting unit equipment and emergency lights.	XXXX Contractor/Tenant contractor

Maintenance of Fire & Life Safety Systems

NFC	DEF.	Requirement	Resp.
EVERY FIVE YEARS			
6.2.1.1(1)	T	Dry chemical fire extinguisher hydrostatic testing.	XXXX Contractor/Tenant contractor
6.4.1.1(1)	T	Gauges and extra high temperature sprinkler heads or sprinkler heads subject to harsh environments (ie. Corrosive atmospheres) or the replacement of sprinkler heads for sprinkler systems. Retesting is required every 5 years.	XXXX Contractor/Tenant contractor
6.4.1.1(1)	M	Investigate for obstructions to sprinkler systems.	XXXX Contractor/Tenant contractor
6.4.1.1(1)	T	Flow test exposed and underground piping for private fire service mains.	BOR Contractor
6.4.1.1(1)	T	Flow test underground piping for private fire service mains.	BOR Contractor
6.4.1.1(1)	I	Alarm valve interior, alarm/pre-action/deluge/dry-pipe valve strainers/filters/orifices, check/pre-action/deluge valve interior.	XXXX Contractor/Tenant contractor
EVERY SIX YEARS			
6.2.1.1(1)	M	Stored-pressure fire extinguishers shall be emptied and subject to applicable maintenance procedures.	XXXX Contractor/Tenant contractor
EVERY 12 YEARS			
6.2.1.1(1)	M	Removal of non-rechargeable fire extinguishers from the date of manufacture.	XXXX Contractor/Tenant contractor
6.2.1.1(1)	T	Dry chemical, stored pressured, cartridge or cylinder operated, with mild steel shells, halogenated agents and dry power, stored pressure, cartridge or cylinder operated, with mild steel shells hydrostatic testing.	XXXX Contractor/Tenant contractor
EVERY 20 YEARS			
6.4.1.1(1)	T	Fast response sprinkler heads in sprinkler systems. Retesting is required every 10 years.	XXXX Contractor/Tenant contractor

Maintenance of Fire & Life Safety Systems

NFC	DEF.	Requirement	Resp.
EVERY 50 YEARS			
6.4.1.1.(1)	T	All sprinkler heads in sprinkler systems (or replacement). Retesting required every 10 years.	XXXX Contractor/Tenant contractor
EVERY 75 YEARS			
6.4.1.1.(1)	T	All sprinkler heads (or replacement of heads). Retesting is required every 5 years.	XXXX Contractor/Tenant contractor
ADDITIONAL REQUIREMENTS			
2.3.2.2.(1)	M	Flame retardant treatments shall be renewed as often as is required to ensure that the material will pass the match flame test.	XXXX Contractor/Tenant contractor
6.4.1.1.(1)	M	Investigate for obstructions to sprinkler systems.	XXXX Contractor/Tenant contractor
6.4.1.1.(1)	I	Hydrants, mainline strainers and exposed piping for private fire service mains after each operation/significant flow.	BOR Contractor
GENERAL MAINTENANCE			
2.1.4.2	M	Every sign, notice, placard or information that is required to be posted shall be maintained.	SGM/BOR
2.2.1.1.	M	Fire separations.	SGM/BOR
2.2.2.1. 2.2.2.4.(1)	M	Closures in fire separations.	SGM/BOR
2.4.1.7.	M	Electrical installations shall be used & maintained so as not to constitute an undue fire hazard.	SGM
2.5.1.2.(1) 2.5.1.4.(1) 2.5.1.5.(1)	M	Access panels, windows, fire department connections, streets, yard and roadways free of obstructions.	BOR
2.6.1.4.(2)	M	Chimneys, flues and flue pipes shall be cleaned as often as necessary to keep them free from dangerous accumulations of combustible deposits.	SGM
2.6.1.6.(1)	M	HVAC systems including appliances, chimneys and flue pipes shall be operated and maintained so as not to create a hazardous condition.	SGM

Maintenance of Fire & Life Safety Systems

NFC	DEF.	Requirement	Resp.
2.7.1.6.(1)	M	Means of egress free from obstructions and in good repair.	SGM
2.7.1.7.(1)	M	Exterior passageways free of snow and ice accumulations.	BOR
2.7.3.1.(2)	M	Exit lighting & exit signs are required to be illuminated during times when the building is occupied.	SGM
2.7.3.1.(3)	M	Emergency lighting in operating condition.	SGM
3.2.2.3.(1)	M	Wall clearances of not less than 600 mm where products may swell and expand with the absorption of water.	SGM
3.2.2.3.(3)	M	Clearance of 300 mm between the top of storage in piles, on shelves, in bin boxes or on racks located above the lower chords at the floor or roof structural framing members.	SGM
3.2.2.3.(4)	M	Clearance between the top of storage and ceiling sprinkler deflectors in conformance with the design	SGM
6.3.1.4.	M	Fire alarm system in operating condition.	SGM
6.4.1.1.(1)	M	Retain water-based fire protection systems as-built system installation drawings, original acceptance test records, and device manufacturer's maintenance bulletins to assist in the proper care of the system and its components.	SGM
6.4.1.1.(1)	M	All equipment as per manufacturer's recommendations for private fire service mains, fire pumps.	SGM

Floor Plans

Floor Plan	Drawing No.
Site Plan	1 of 2
Ground Floor	2 of 2

APPENDIX A – SUPERVISORY STAFF

The Store General Manager is responsible for completing and keeping this list current.

Name	Title	Address	Tel	Cell or Pager

APPENDIX B – FIRE ALARM ACTIVATION REPORT

XXXX (Store Number) (Address)									
DOCUMENTATION									
Date		Time		Prepared by:					
ALARM INFORMATION									
Date		Time		Personnel on duty					
Condition	Alarm		Area		Trouble		Area		
Type of Alarm	Manual pull station				Type of Trouble	Power on Light			
	Duct Smoke Detector					Battery Trouble Light			
	Sprinkler Flow					Ground Detection Light			
	Smoke Detector					Common Trouble Light			
	Other					Other			
Describe:					Describe:				
Cause of Alarm		Fire							
		High Temperature							
		Low Temperature							
		Physical Damage							
		High Humidity							
ADDITIONAL INFORMATION									

APPENDIX C – DISTRIBUTION AND HANDOUTS

Distribution and Handouts	Page Nos.
Building Owner	All Pages
Senior Occupational Health and Safety Specialist	All Pages
Building Owner Representative	All Pages
Store General Manager (XXXX)	List Pages
Shift Leader (XXXX)	List Pages
Employees (XXXX)	List Pages
Contractors	List Pages

APPENDIX C – DISTRIBUTION AND HANDOUTS

Supervisory Staff Acknowledgement Letter

I _____, _____, a member
(Name) (Position)

of the supervisory staff for XXXX (Store Number) located at (Address) hereby acknowledge that I have received and reviewed a copy of the handouts from the Fire Safety Plan, pertaining to my position. I understand the role and responsibilities my position carries within the plan and during an emergency.

SIGNATURE

DATE

APPENDIX D – CONTACT LIST

Emergency Telephone Numbers

Contact	Tel.	Emergency Tel.
Fire department		911
Police Service		
Ambulance		
City of XXXX		--
Poison Information Centre	1-800-268-9017	--

Utilities

Utility	Company	Tel.	Emergency Tel.
Hydro			
Water			
Gas			
Telephone			

Service Providers

Type	Company	Tel.	Emergency Tel.
Fire Alarm			
Sprinkler System			
Fire Extinguishers			
Emergency Lighting			
Mechanical			
Electrical			
Glass Window			