

Allendale Fire Safety Plan

Code Red

v.13

THIS OFFICIAL DOCUMENT IS TO BE KEPT READILY AVAILABLE ON SITE AT ALL TIMES FOR USE BY FIRE OFFICIALS AND DESIGNATED BUILDING PERSONNEL IN THE EVENT OF AN EMERGENCY.

<u>BUILDING ADDRESS</u>	185 Ontario Street South Milton, ON L9T 2M4 905-825-6000 Ext.
<u>BUILDING OWNER</u>	Regional Municipality of Halton 1151 Bronte Road Oakville ON L6M 3L1 905-825-6000
<u>FIRE SYSTEM MONITORING</u>	Basic Security Systems Inc. 1200 Speers Road Unit #12 Oakville, ON L6L 2X4 905-845-3351

Conditional Approval Received
Final Approval by Chief Fire Official /Milton Fire Department

Name: _____ Signature: _____

Date of Approval: _____

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AUDIT OF HUMAN RESOURCES

The Long Term Care section of this building has a capacity of 200 residents within 176 resident rooms. All residents at this site are considered to be non-ambulatory.

<i>Occupant Type</i>	<i>Time of Occupancy</i>	<i>Number</i>
<i>Long Term Care Home</i>		
Management staff	Monday to Friday 0900-1700	9 (Incl. Prod. Kitchen)
	Monday to Friday 1300-2100	1
Registered Nurse/ Registered Practical Nurse (in charge of units)	0700 to 1500 hours	11
	1500 to 2300 hours	11
	2300 to 0700 hours	3
Staff (excluding staff listed above)	0700 to 1500 hours	81
	1500 to 2300 hours	39
	2300 to 0700 hours	16
Long-term care residents	24 hours per day	(at full capacity)
	First Floor – Nelson	25
	First Floor – Trafalgar	25
	First Floor – Bronte	25
	First Floor – Adams	25
	Second Floor – Halton	25
	Second Floor – Sykes	25
	Second Floor – Pettit	25
	Second Floor – Allen	25
<i>Adult Day Programs</i>		
Milton Place / Friends Landing – Supervisors	Monday to Friday 0730-1630 hours	1
Adult Day Program staff	Monday to Friday 0730-1630 hours	11
Milton Place Program Clients	Monday to Friday 0730-1630 hours	25
Friends Landing Program Clients	Monday to Friday 0730-1630 hours	10

The building has an average occupancy load during the day, Monday through Friday of 346. This includes staff, residents and clients: 200 residents and up to 35 Adult Day Program clients.

of staff per shift: Days: 99 Afternoons: 48 Nights:12

KEY CONTACTS AT ALLENDALE - 185 Ontario Street South, Milton, ON

ADMINISTRATOR:

JR Gauthier

Ph.# 905-825-6000 Ext. 8161 or Cell# 289-834-0675

ADULT DAY PROGRAMS:

Nancy Fazzalari

Ph.# 905-825-6000 Ext.8027

<i>ACCESS HALTON – (Ask for Services for Seniors MANAGER-ON-CALL)</i>	After Hours / Weekends: call 311
<i>MILTON HYDRO</i>	905-876-4611
<i>UNION GAS</i>	1-877-215-6959
<i>HALTON REGIONAL POLICE (MILTON)</i>	905-825-4777
<i>SPILL ACTION CENTRE (reporting, support, chemical info)</i>	1-800-268-6060
<i>MINISTRY OF LONG TERM CARE CENTRAL WEST REGION</i>	905-546-8292 or 1-800-561-7137 After Hours/Weekends: 1-866-434-0144

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1.0 INTRODUCTION

This Fire Safety Plan is for the Halton of Region Allendale facility, located at 185 Ontario Street South in the Town of Milton, Ontario. This location consists of 2 storeys plus basement. This facility is a Long Term Health Care Facility which also houses two (2) Adult Day Programs, located on the ground floor on the east side of the building (Appendix A).

This Fire Safety Plan is based on the requirements of Section 2.8 of the Ontario Fire Code. It provides an audit of fire safety resources in the building, emergency procedures and actions to be taken in the event of a fire. It further provides for a training requirements, duties of designated personnel, detailed maintenance procedures and fire protection measures.

The information contained in this Fire Safety Plan will help the residents, staff, visitors and volunteers in utilizing the life safety features of the building. The fire safety plan will ensure an orderly evacuation at the time of an emergency.

1.1 OWNER/OPERATOR

As defined by the OFC an 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. Therefore, the Owner may be considered any one, or combination of, building management, building staff or licensee.

As stated by OFC, Division A, Sentence 1.2.1.1. Unless otherwise specified, the Owner is responsible for carrying out the provisions of this code. Owners must therefore take responsibility for ensuring compliance with the OFC.

Responsibilities include, but are not limited to, maintenance of the life safety and fire protection systems provided for occupant safety, conducting training and fire drills in accordance with the requirements of the OFC and controlling fire hazards in the building.

Building managers may be charged with the responsibility of running a building on a day-to-day basis, and may carry out some or all of the above requirements. Owners bear the responsibility to ensure that they do not contravene the OFC (e.g. allowing fire hazards to exist within their units).

1.2 BUILDING CONSTRUCTION/FIRE SEPARATION

The Allendale building was constructed in 1992, fully commissioned and occupied in March 1993. The building construction is comprised of combustible and non-combustible construction in combination. The building structure is wood framing laid on top of 290mm concrete block foundation.

- Exterior wall assembly is made of 13mm gypsum wallboard, 140mm wood studs, 12mm exterior sheathing with 90mm cavity wall and 25mm air space. The roof is covered with 2 ply modified bitumen membrane roofing over the flat areas and asphalt and shingles over the gable roof.
- Firewalls extend above the roof elevation to form the end gable, which are clad with metal siding.
- Floor assemblies are fire separations with 45 min. fire resistance rating.
- Mezzanines where combustible, have 45 min. fire resistance rating.
- Roof assemblies do not have fire resistance rating, due to sprinkled building.
- Load bearing walls, columns etc. have fire resistance rating of 45 minutes where supporting a floor.

The building area is approximately 15,300sq.m (165,000 sq. ft.)

- Adult Day Programs comprise approximately 4400 ft² of the building's area.

Fire separations are construction assemblies such as walls, ceilings, floors etc. designed to act as barriers against the spread of fire. When such an assembly is required to act as a fire separation, all openings through the separation must be protected.

Fire separation features at Allendale include but are not limited to:

- Building fully sprinklered
- Walls, beams and columns supporting floor slab have minimum 2-hour fire resistance rating

1.3 RESIDENT LOCATIONS / SECURE UNIT(S)

The resident population at Allendale is diverse and constantly changing. Residents range in age from their mid-30's to over 100 years of age. The majority of residents are in the mid-80's. A substantial proportion of residents in the home at any given time are dependant on a walker or a wheelchair.

Compressed oxygen tanks are secured within home areas with proper storage and safety precautions. There is a list posted in the main entrance vestibule that identifies room numbers where oxygen is in use.

The secure unit is located on the second floor (Allen) – The secure unit is home to 25 residents with the majority suffering a significant degree of cognitive impairment, most are ambulatory and at high risk of elopement. It is important to approach residents with cognitive impairment calmly and from the front. Startling a resident with a dementia may lead to agitation and/or aggressive behaviour.

1.4 BUILDING TENANTS

ADULT DAY PROGRAMS (Milton Place and Friends Landing)

2.0 AUDIT OF BUILDING RESOURCES & FIRE PREVENTION MEASURES

2.1 FIRE PREVENTION

High standards of housekeeping and building maintenance are significant factors in fire prevention. The following guidelines are intended to assist in the reduction of risk. All potential hazards, whether listed or not, shall be addressed in the appropriate manner.

- Combustible materials *are not* to be stored in electrical rooms, mechanical rooms, at entrances and exits, elevator shafts and stairways.

- Greasy and/or oily rags and materials that may spontaneous combust must be stored in approved containers with appropriate signage as to the contents.
- Flammable liquids must be stored and transported in approved safety containers. They are to be stored in approved storage cabinets and /or rooms.
- Smoking is prohibited in all areas of the building.
- Burning materials, including cigarettes and ashes, *are not* to be put in garbage chutes.
- Flammable liquids or aerosol cans *are not* to be put in garbage chutes.
- Never force cartons, coat hangers, bundles of paper into garbage chute as it may become blocked.
- Avoid unsafe cooking practices.
- Clothing, mops or rags soaked with flammable / combustible liquids *are not* to be laundered on site.
- Fire doors must be kept closed at all times. Never wedge open or disengage the self-closing device.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- Keep stairs, landings, halls, passageways and exits clear of obstructions (shoes, mats, equipment, etc.) at all times.
- Keep doors to stairwells closed at all times.
- Ensure that small electronically powered equipment, especially coffee makers, portable heaters and hot plates are shut off when not in use.
- Ensure fire hazards throughout the building are identified and eliminated or controlled.
- Report any condition, which may be a fire hazard, to supervisory staff immediately.

2.2 FIRE FIGHTERS' ACCESS TO BUILDING

Fire fighters' access to the building is through the main entrance.

A black key vault and a Fire Safety Plan Box are located at the front entrance to that building. The black key vault can be accessed by the Fire Department using a master key to obtain building, elevator service, 2nd Stage fire and annunciator panel keys. The Fire Safety Plan box contains the most current fire safety plan and building floor plans. Fire Department access allows fire fighters and their equipment to gain access to the building in a timely manner to locate the fire area and begin control and extinguishing procedures.

Vehicles parked in the fire route, excessive vegetation, snow, and other forms of obstructions to access routes, fire hydrants and fire department connections are not permitted by the Ontario Fire Code. The fire department access routes shall be maintained free of obstructions at all times.

2.3 FIRE DEPARTMENT ACCESS ROUTE

Fire Department access to the building is available via 2 driveways on Ontario Street and one driveway on Childs Drive (Site Map Appendix A).

2.4 ELEVATORS

There are four (4) elevators in the building; three (3) run from the basement to the top floor; 1 runs from the main floor to the top floor.

During a fire emergency or power failure situation, the elevators should only be used by the fire department and designated personnel. In the event of a fire alarm the Communication Warden will manually lock the elevators to the first floor after making the “Code Red” fire announcement. Once the alarm is silenced and the “All Clear” is announced on the PA system the elevators will be manually released from the first floor to be fully operational.

In the event of a fire, the Communication Warden will return the elevators to street level and lock off using the service key. In the event of a power outage three of the four elevators will return to the street level and shut down. They will not run until power is restored. The only elevator on emergency power is the passenger elevator beside the hair salon.

It will switch over to emergency power automatically and run uninterrupted. There will be a chance to test this soon as we are planning to have all of our breakers heat tested.

2.5 WATER SUPPLY/HYDRANTS

There are five fire hydrants located along the access routes (Appendix A):

- South East of staff Parking Lot at Martin House
- North East side of Seniors Centre
- North West side of Allendale across from ambulance entrance
- West side at Fire Access off Ontario Street (at Solarium)
- South West of Allendale off Receiving Road Entrance

The total water supply required for fire fighting purposes will be supplied from the municipal water system. The water supply is accessible to fire fighting equipment.

2.6 FIRE DEPARTMENT CONNECTIONS

The Siamese / Stand Pipe connection for the building is located on the west side of the building on the patio wall (at solarium) between Adam House and Trafalgar House, accessible by the fire access road off Ontario Street

2.7 FIRE ALARM SYSTEM

Allendale is equipped with a two-stage fire alarm system, fire alarm speakers and voice communication system throughout the building.

The fire alarm system is activated by: a manual pull-key station, heat/smoke detector and / or a sprinkler head. A general alarm (second stage) throughout the building shall require total evacuation of the building. The main annunciator panel is located in the main entrance vestibule, the control panel is located in the basement electrical room 067 of the building and a secondary panel is located at the Central Command Post outside of the Nelson / Trafalgar RHAs beside conference room #117.

A sub annunciator panel, equipped with an LCD screen only, is located on the second floor on the wall immediately across from Halton House, and in the basement in the corridor between the laundry room and mechanical room.

The purpose of a fire alarm system is to alert all residents, staff, visitors and volunteers in the building that an emergency exists. Upon hearing the fire alarm, residents, staff, visitors and volunteers shall follow the measures outlined in the Fire Safety Plan.

The second stage is activated manually via a key switch from any pull station in the building. This is done by authorized personnel only.

Should a full building evacuation be required, the 2nd Stage alarm would need to be activated to sound throughout the facility. This can be done at the Central Command Post annunciator panel or the main control panel in the basement room 067.

The fire alarm system shall be maintained in full operating condition at all times.

2.8 VOICE COMMUNICATION SYSTEM

There is a Public Address (P.A). system in the building. It is located at the Central Command Post.

2.9 SPRINKLER SYSTEM

An automatic sprinkler system is a series of underground and overhead pipes designed in accordance with fire protection standards. The system is connected to the municipal water supply and is activated by heat from a fire.

There is a combination wet and dry sprinkler system throughout the building. The sprinkler control valve is located in the Sprinkler Room in the basement. Spare sprinkler heads are located in a box in the Sprinkler Room. Flow alarm pressure switches are located in the Sprinkler Room and are connected to the fire alarm system. Air compressors for the dry sprinkler system are located in the Second Floor Storage Room (218) and Mechanical Room (222).

The main sprinkler system is wet. A wet sprinkler system exists in the laundry and garbage chutes.

A dry system has been installed in the non-insulated attic of Halton House, Sykes House, Pettit House, Allen House, Adult Day Programs; blast chillers, range hood and the freezers and coolers.

2.10 FIRE PUMP

There are no fire pumps at Allendale.

2.11 ELECTROMAGNETIC LOCKING / HOLD – OPEN DEVICES

All electromagnetic locking devices will release when the first stage alarm is activated. The manual release / reset key switch for the electromagnetic locks is located in the Main Fire System control room 067.

2.12 FIRE EXTINGUISHERS

There are fire extinguishers throughout the building in hose cabinets and mounted on walls. (Floor Plans Appendix B)

Portable extinguishers are intended as a first measure to cope with fires of limited size. The basic types of fires are classes A, B and C. Portable extinguishers are rated for the corresponding classes of fire.

2.13 EMERGENCY LIGHTING/EMERGENCY POWER

Emergency lighting ensures that exits, hallways and principal routes providing access to exits are illuminated in the event of power failure.

Emergency power is required to ensure the continued operation of fire and life safety equipment systems in case of the loss of normal hydro-electric power.

The emergency generator provides power to operate emergency lighting and exit signs throughout the building. The generator is located in the basement in the generator room 065 which can be found inside the Main Electrical Room in the basement.

In the event of a power failure, the generator will operate the following:

- Some hallway lights
- Stairwell lights
- The P.A. system
- Fire alarm system
- Exit lights
- Some electrical outlets

The transfer switch is located beside the generator.

2.14 MAIN POWER DISCONNECT

The main power disconnect switch is located in the main electrical room 067 in the basement.

2.15 GAS SHUT-OFF VALVE

The main gas shut-off valve is located at the top of the fire exit stairwell to the west of the main entrance. (Appendix B)

2.16 OPERATION OF DOMESTIC STOVE/RANGE IN FAMILY KITCHEN

Locations: Bronte, Trafalgar, Sykes, and Allen Activity Rooms

The main breaker and switch for these units remain off when not in use. Life Enrichment stores the keys.

Family Kitchen/Dining located on Allen, Sykes, Trafalgar and Bronte Resident Home areas are equipped with a domestic stove/range. The domestic stove / range used in the Family Kitchen/Dining space is not used as part of the kitchen facilities for preparation of meals for the residents or to supplement or support cooking operations of the institutional kitchen. Any cooking or meal preparation allowed in the Family Kitchen/Dining Room will be for life enrichment programming only or with special request by family when Life Enrichment staff are on duty to supervise.

The following operational procedures will be followed when using Family Kitchen stoves or ranges:

- The cooking equipment / stove / range must be turned on by unlocking the cupboards to turn the power panel on for each of the 4 stove/ovens.
- The key switch is equipped with a lighted visual indicator when in the “on” position—we do not have a lighted visual indicator; it is a panel that you push the lever in the on position behind locked door.
- The key required to turn on the cooking equipment / stove / range will be kept with a Nurse in Charge and Life Enrichment Staff.
- The cooking equipment / stove / range will be turned off at all times when not in use.
- The cooking area must be supervised during use and cleaned following use.
- No cooking will be allowed where grease-laden vapours are produced

- Signage is posted beside the cooking equipment/stove/range indicating it is for use for life enrichment programming only.

2.17 KITCHEN AREAS IN BASEMENT (PRODUCTION KITCHEN)

The main kitchen and preparation kitchen is located in the basement. Both kitchen areas are equipped with cooking equipment exhaust fans. The main kitchen and preparation kitchen are not equipped with kitchen suppression systems as both kitchens do not produce grease-laden vapours.

2.18 TRANSFORMER VAULT

The main above ground hydro transformer vault is located to the west side of the receiving ramp. (Appendix A)

2.19 SMOKE CONTROL MEASURES

Smoke control measures consist of special construction and equipment to control / limit contaminated air into other areas.

Smoke control measures include:

- Pressurized stairwells and elevator shafts
- Smoke shafts
- Fire dampers in duct system

Upon activation of the fire alarm system:

- Exhaust and re-circulating fans in the affected building will stop
- Stairwells to basement venting to outdoors near bottom of shafts
- Electromagnetic hold open devices on doors in the building will deactivate causing doors to close
- Electromagnetic locking devices on doors in the building will release causing doors to unlock

3.0 INSTRUCTIONS OF FIRE PROCEDURES

3.1 POSTED FIRE INSTRUCTIONS – REACT

The actions to be taken by residents, staff, volunteers and visitors in an emergency situation will be posted at each pull station and will read as follows:

IN CASE OF FIRE
R.E.A.C.T

R - Rescue anyone in the fire area and Remain Calm

E - Enclose the fire by closing the door(s)

A - Activate the fire alarm

C - Call the Fire Department, dial 9-1-1 and give the exact location of the fire

T - Try to fight the fire (if possible) only if you are trained

UPON HEARING THE FIRE ALARM:

- **IF 1ST STAGE INTERMITTENT TONE** Proceed to designated safe area and prepare to leave building
- **IF 2nd STAGE RAPID TONE** Leave building via nearest exit. Close doors behind you.

DO NOT USE ELEVATORS.

REMAIN CALM

3.2 FIRE EXTINGUISHMENT/CONTROL OF CONFINEMENT

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

Only after ensuring that alarms have been raised and the Fire Department has been notified should experienced persons (familiar with extinguisher operation) attempt to extinguish a small fire. 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.

Suggested Operation of Portable Fire Extinguishers:

Remember the (PASS)

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-use extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers.

3.3 IF TRAPPED BY FIRE

- Remain calm and close doors.
- Unlock doors for possible entry by fire fighters.
- If phone is available, dial 911 and tell the Fire Department that you are trapped at ... (give exact location; house/floor, room number and building address).

- Seal or block all openings or cracks where smoke may get in by using rolled up towels, blankets, sheets or clothing (wet if possible).
- On ground floor, consider window as an alternate exit (if possible).
- On upper floor, go to window or balcony for fresh air and alert outside people to your location by calling or waving a sheet. (Close window if smoke comes in.)
- Do not open a door without looking for signs of smoke and feeling the door with the back of your hand for heat. Keep hot doors closed. If not hot, stay low and to the side, brace yourself against the door and open slightly. If you feel air pressure or a hot draft, close the door quickly.
- Stay low (close to the floor) in smoke filled areas.
- Wait to be rescued. Do not panic or jump.
- Listen for instructions that may be given by authorized personnel over Fire Department loud speakers.

3.4 ACTIVATION OF FIRE ALARM

The fire alarm system is connected to an emergency diesel generator located in generator room 065 in the basement.

Instructions for operating the fire alarm systems are located beside the control panel in the main electrical room in the basement. The fire alarm disconnect switches are located beside the above described control panel.

The fire alarm system is monitored by an off-site third party monitoring company. Upon receiving an alert signal, the monitoring company is responsible for notifying the Milton Fire Department and Allendale management. In addition, the Communication Warden will also ensure that the Milton Fire Department is contacted, by dialling “911”.

The fire alarm system shall be maintained in operating condition at all times by building maintenance as per applicable Fire and Building Code standards.

PULL STATIONS to activate the fire alarm are located at every exit door in the building.

Activation of the fire alarm system will automatically:

- sound the alarm throughout the building
- stop re-circulating and exhaust air fans
- release all hold open/close devices on doors
- return passenger elevator to ground floor and service elevator to the basement

The fire alarm system is a two stage system.

1st Stage – Alert Mode:

- Sounds like a pulsing tone designed to alert staff to a problem in the building.
- Sounds throughout the building and signals staff to go to their designated assembly areas.
- Is activated by either a manual pull-key station, heat/smoke detector or the operation of a sprinkler.

- Initiation of the 1st Stage Alert Mode will release all internal fire separation doors (including stairwell doors) equipped with Mag-locks allowing them to close unassisted.

2nd Stage - Alarm Mode:

- Is an audibly more rapid tone designed to notify staff that a full evacuation is now required.
- Sounds throughout the building to signal the need for total evacuation of the facility.
- Is activated by authorized personnel only (Chief Fire Warden, Administrator, Alternate, or Fire Department Personnel), via a manual key or at the fire alarm control panel.
- Initiation of the 2nd Stage alarm will unlock Mag-locks on all doors to the outside.

3.5 ALARM RESET PROCEDURE

1. Before resetting panel, always reset pull station/detector.
2. To reset pull station:
 - a. RETURN white handle/black cover to normal position
 - b. INSERT “simplex B” key into slot located near the top of the pull station
 - c. TURN key to lock pull station
 - d. REMOVE key
3. To reset detector:
 - a. clear smoke, dust or other cause which activated detector
4. The panel can now be reset by:
 - a. Acknowledge the alarm and press “ALARM ACK”
 - b. Press “ALARM SILENCE” button.
 - c. Press “SYSTEM RESET” button.
 - d. the system should then return to normal operation.
 - IF the system does not return to normal operation and continues to display an alarm, this could mean the device which caused the alarm, has not been reset (i.e. the pull station is still in active mode)
5. The panel can only be reset from the main annunciator location.
6. If a detector etc. cannot be reset, Maintenance Supervisor must be called and Fire Watch to be initiated.

3.6 EXIT LOCATIONS

An exit leads from the floor / building area it services to a public thoroughfare or to an approved open space. Walls, floors, doors or other means provide a protected path necessary for residents, staff, volunteers and visitors to proceed with reasonable safety to a place of refuge. Stairwells are protected from the remainder of the building provided the doors leading to the stairwell are kept closed.

There are emergency exits from the building. The exits are clearly identified by illuminated exit signs. These exits are shown on the posted schematic floor plans. (Appendix B)

- Stairwell A1 – Servicing Nelson/Halton – Ontario Street Exit

- Stairwell A2 – Servicing Nelson/Halton – Parking Lot Exit
- Stairwell B1 – Servicing Trafalgar/Sykes – Ontario Street Exit
- Stairwell B2 – Servicing Trafalgar/Sykes- Solarium Courtyard Exit
- Stairwell C1 – Serving Adams/Pettit – Receiving Driveway Exit
- Stairwell C2 – Servicing Adams/Pettit – Solarium Courtyard Exit
- Stairwell D1 – Servicing Bronte/Allen – Receiving Driveway Ontario Street Exit
- Stairwell D2 – Servicing Bronte/Allen – Gazebo Exit

* B2 is the only stairwell that services the basement see floor plans Appendix B *

3.7 DESIGNATED SAFE AREAS

A safe area of refuge is intended to be a smoke free area, usually protected by a fire separation from other zones, to which residents, staff, volunteers and visitors may proceed immediately following the sounding of the fire alarm and when instructed to do so. Residents, staff, volunteers and visitors shall remain in these designated areas until further instructions are received.

AREA	DESIGNATED SAFE ASSEMBLY AREAS
Basement/Service Area	Receiving Area at back of building
1 st Floor Administration Area	1 st Floor – Administration Area vestibule
1 st Floor Adult Day Programs	Bar/Café
1 st Floor Auditorium	Any of the 1 st Floor RHA Activity Rooms
1 st Floor Nelson	Nelson Activity Room
1 st Floor Trafalgar	Trafalgar Activity Room
1 st Floor Bronte	Bronte Activity Room
1 st Floor Adams	Adams Activity Room
2 nd Floor Halton	Halton Activity Room
2 nd Floor Sykes	Sykes Activity Room
2 nd Floor Pettit	Pettit Activity Room
2 nd Floor Allen	Allen Activity Room
Outside/Exterior Assembly Area	Parking lot east side, b/w Seniors' Centre & Allendale

3.8 HORIZONTAL EVACUATION PROCESS

During a 1st Stage Alarm, staff will conduct a horizontal evacuation using the following response process:

1. Evacuate immediate fire area.
2. Evacuate “T-Zone” of fire area (area beside and across from fire area).
3. Evacuate Ambulatory residents.
4. Evacuate Non-Ambulatory residents.

If a staff member encounters a non-cooperative or resistive resident during the evacuation process, staff are instructed to:

- Leave that resident
- Move on to the next resident (based on above process)
- Return to non-cooperative/resistive resident if it is safe to do so

3.9 VERTICAL EVACUATION

If the Fire Department determines that the building is not safe, they may order a total evacuation (code green). The second stage alarm will be activated as above. This involves all occupants exiting the building to the outside. All available staff may be assigned to assist with this type of evacuation. Occupants may not return to the building until it has been declared safe by the Fire Department. The location of the exterior assembly areas for vertical evacuation is located in the North parking lot by visitor parking area.

4.0 SUPERVISORY STAFF & RELATED DUTIES

The OFC defines Supervisory Staff to mean those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan. Supervisory Staff members will be responsible for certain administrative functions to be performed throughout the year. Some members may be responsible to ensure that tasks are carried out, while others may be responsible for carrying out those tasks. Some of the persons named above will also be responsible for carrying out duties in the event of a fire emergency/incident.

For the purpose of this Plan supervisory staff will consist of:

- Director, Services for Seniors
- Administrator
- Managers
- Nurses (RPN, RN), Personal Support Workers (PSW)
- Maintenance Staff (including supervisors)
- All Other Employees- Resident Care Clerks, Kitchen, Dietary, Laundry, Housekeeping, Administration Staff

4.1 ADMINISTRATOR

- Ensure a Fire Safety Plan is developed, approved, fully implemented maintained and updated.
- Ensure the Fire Safety Plan is maintained, reviewed and updated annually.
- Ensure emergency procedures are established and posted for staff, residents, volunteers and visitors to follow at the time of an emergency.
- Appoint a team of designated staff to carry out the Fire Safety Plan and the duties contained in the event of a fire.
- Ensure the instruction of supervisory staff and others so that they are aware of their responsibilities for fire safety.
- Ensure maintenance of building facilities for the safety of everyone.
- Ensure the scheduling and coordinating of monthly fire drills.
- Ensure that checks, inspections and tests, as required by the Ontario Fire Code, are completed on schedule and that records are maintained.
- Provide alternate measures for fire safety in the building during the temporary shutdown of building fire protection equipment or systems.
- Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of designated personnel.

- Designate and train sufficient replacements to act in the positions and ensure that vacant positions are filled immediately.
- Ensure the education and training of staff in the use of the fire safety equipment (fire extinguishers, pull stations, etc.) and actions to be taken under the approved Fire Safety Plan in the event of a fire emergency.
- Ensure supervisory training is conducted and recorded.
- Prepare and post on each floor and/or area a schematic floor plan for use by the residents, staff, visitors and volunteers, showing exits (primary and safe areas).
- Ensure that a sufficient number of alternates are designated and trained to act in a supervisory capacity in the event the Administrator is absent from the building.
- Ensure that fire drills are held monthly on all shifts and maintain records of such drills.
- Ensure notification of the Chief Fire Official annually regarding conducting an approved scenario representing the lowest staffing compliment.
- Ensure notification of the Chief Fire Official regarding any changes in the Fire Safety Plan.

4.2 ALL SUPERVISORY STAFF

- Must know to activate the 2nd stage evacuation signal
- Must know the process and criteria for silencing and resetting the alarm

4.3 MAINTENANCE SUPERVISOR

- Ensure maintenance of building facilities for the safety of everyone.
- Implement provisions for alternate safety measures during a shutdown of fire protection equipment undergoing repair, adjustments or replacement.
- Ensure checks, inspections and tests, as required by the Ontario Fire Code, are performed on schedule and that records are maintained.

4.4 ALL STAFF

- Know what to do when discovering a fire and/or hearing an alarm.
- Know how to call the Milton Fire Department (dial 911) whenever emergency assistance is required.
- Know the correct building address.
- Know the number of exits available from each floor area.
- Know where emergency fire safety equipment is located.
- Know the location of designated temporary safe areas.
- Know the floor area and/or adjacent connecting buildings (where designated as temporary safe areas of refuge).
- Know the specific procedures when responding to a fire condition and the role to be performed.
- Ensure an alternate, trained in the specific emergency procedure responsibilities, has been notified to take your place when absent from the building.

- Participate in monthly fire drills.
- Ensure list of residents in your designated area is up to date.
- Identify and establish a plan for residents who require assistance to evacuate due to physical or mental disabilities.
- Ensure all hallways, landings, stairwells and exits are kept clear of storage, debris, clutter and equipment (such as medication carts, wheel chairs, mobile lift equipment, and appliances and tools used by housekeeping and maintenance).
- Ensure that stairwell doors and doors in other fire separations are kept closed at all times, except where approved mag-lock hold-open devices are provided that are designed to automatically close on activation of a fire alarm.
- Ensure combustible waste and debris is kept in designated storage areas.
- Know what a 1st stage fire alert sounds like (intermittent) and means
- Know what a 2nd stage fire alarm sounds like (rapid) and means
- Know where pull stations are located and how to initiate the fire alarm from anywhere in the building
- Know their role specific responsibilities as outline below. On hearing an alarm, shut off electrical and gas equipment (e.g. stoves, washers, dryers, coffee pots, etc.), if safe to do so.
- Know the Fire Warden assigned to your work area and the Chief Fire Warden for the building.
- In order to assist with the orderly movement of residents, staff, visitors and volunteers, and the efficient operation of the Fire Safety Plan, the following are required:
 - Identify each stairway by designation so that confusion may be avoided when referring to a particular stairway during an emergency.
 - Clearly identify each floor level from both the floor side and the stairwell side.
- Identify those persons in need of special assistance in emergency situations. As well, staff need to be aware of the location of mobile residents.

4.5 KITCHEN STAFF (IN THE EVENT OF A FIRE)

- Stop what you are doing and leave the area immediately.
- If it is a kitchen fire, leave the fire area via the designated exit.
- If the fire originated elsewhere in the building, use the closest manual pull station to activate the building fire alarm system and leave the fire area.
- Shut off all equipment/appliances that you are using, if it is safe to do so.
- Proceed to the designated assembly area via the nearest safe exit or stairway. Close all doors behind you. Do not use elevators.

RESPONSIBILITY OF DESIGNATED EMERGENCY PERSONNEL

The building Fire Safety Plan is an effective way to ensure an orderly, organized evacuation of the entire building, or portions of the building, when an emergency condition has been identified. To assist in the implementation of an evacuation Allendale has a designated Evacuation Team consisting of a Chief Fire Warden, Communication Warden, Area Fire Wardens and Alternates.

The Area Fire Wardens are responsible for the evacuation of their designated floor areas. The Fire Department must be notified of any person that cannot be accounted for during the evacuation of their assigned zone.

An alternate person is provided for each member of the Evacuation Team to ensure that in the absence of one of the Evacuation Team members, someone will be trained and available to assist with the evacuation of the building.

All the residents of the Allendale located in the Long Term Care Section of this site are considered to be non-ambulatory. Due to the amount of assistance required to evacuate the entire building of residents, the initial objective of the Fire Safety Plan is to relocate residents in the affected areas to safe refuge assembly areas in a non-affected area of the building. The first priority of the Fire Safety Plan is the overall safety of the building occupants.

5.1 ADMINISTRATOR DESIGNATE

- Respond to the command centre and confer with the Chief Fire Warden.

5.2 CHIEF FIRE WARDEN

1. PUT ON coloured vest to identify yourself as the Chief Fire Warden.
2. GO TO the fire panel to determine the location of the alarm.
3. GO TO the fire area.
4. ASSESS the situation at the fire area.
5. CONTACT the Communication Warden to provide an update & request additional assistance (if required).
6. ENSURE that additional assistance is called for from assembly areas if necessary.
7. BE in command throughout the period of the alarm or until the Fire Department arrives.
8. BE RESPONSIBLE for activation of 2nd Stage Alarm.
9. CONSULT & TAKE DIRECTION from the Fire Department upon arrival.
10. In the event of a false alarm, reset the alarm system.

5.3 COMMUNICATION WARDEN

1. PUT ON your coloured vest to identify yourself as the Communication Warden.
2. GO TO fire panel and page “Code Red & location”. Repeat this announcement 3 times.
3. CALL 9-1-1 and advise them of the fire alarm location.
4. GO to the passenger / public access elevators on 1st floor and manually lock into position (unlock after ALL CLEAR is paged).
5. GO TO the main entrance and greet the Fire Department.
6. ESCORT or DIRECT the Fire Department to the fire area.
7. HELP EVACUATE and assist as required.
8. TAKE DIRECTION from the Chief Fire Warden or the Fire Department.
9. PAGE “ALL CLEAR” once emergency is over at the direction of the Chief Fire Warden or the Fire Department.

* Alternate paging site and telephone: main electrical room 067 in the basement.

5.4.1 AREA FIRE WARDEN (A) Fire IS in your area. (Affected area)

1. PUT ON coloured vest to identify yourself as the Area Fire Warden.
2. SET UP a command post in a safe area away from the fire zone.
3. BE in command for your area.
4. CONTACT the Communication Warden to advise them of the exact location of the fire.
5. BEGIN a horizontal evacuation. Starting at the fire zone, then the rooms on either side, moving outwards towards the designated safe area.
6. BRING the Resident Evacuation Kit from the team office on the unit with you to the designated safe area.
7. DIRECT STAFF to check all rooms & activate the door tags.
8. MOVE all residents behind the fire separation doors.
9. CONDUCT a head count of residents, staff, visitors/volunteers etc.
10. REPORT status of your horizontal evacuation to the Chief Fire Warden.
11. IDENTIFY residents with badges from the Resident Evacuation Kit.
12. TAKE direction from the Chief Fire Warden/Fire Department.
 - Allocate sufficient manpower to the area to ensure an efficient horizontal evacuation.
13. PREPARE for possible Code Green evacuation of the building.

5.4.2 AREA FIRE WARDEN (B) Fire is NOT in your area. (Non-Affected area)

1. PUT ON coloured vest to identify yourself as the Area Fire Warden.
2. SET UP a command post in your Designated Meeting Area.
3. BE IN COMMAND for your area.
4. SEND all available nursing staff to the fire area to provide assistance.
5. MOVE all residents behind the fire separation doors.
6. CHECK all rooms & activate the door tags.
7. STAND BY for further instructions/information.

5.5 NIGHT STAFF RESPONSE

Following all of the steps outlined in step 4.4 above, in the event of a fire during the night shift, staff responding will deploy based on the below model.

Chief Fire Warden 1st floor RN

- Check location of the fire on the Nelson/Trafalgar fire panel
- Put on the vest
- Proceed to the fire area and take command during a fire or drill

Communication Warden 1st floor float PSW

- Check location of the fire and make the announcement (following directions on phone box).
- Put on vest
- Call the Fire Department

- Lock down the elevators
- GO to the front doors to meet the fire departments and take them to the fire area
- Announce “all clear” when directed to do so by the Chief Fire Warden

5.6 NIGHT STAFF RESPONSE BY RESIDENT HOME AREA

FIRE LOCATION	RESPONDERS	COVERAGE
NELSON	Nelson, Adams Bronte Pettit 1st and 2nd floor Registered Staff	Trafalgar remains in unit prepares to respond as needed Halton remains in unit prepares to respond as needed Allen remains in unit covers front section and prepares to respond as needed Sykes * go to Halton to prep if needed
TRAFALGAR	Trafalgar, Bronte, Pettit 1st and 2nd floor Registered staff	Nelson remains in unit and prepares to respond as needed Adams remains in the unit and prepares to respond as needed Sykes remains on the unit and prepares to respond as needed Allen remains in unit covers front section and prepares to respond as needed Halton * to go to Sykes to prep if needed
ADAMS	Adams, Nelson, Halton, 1st and 2nd floor Registered staff	Bronte remains in unit prepares to respond as needed Trafalgar remains on the unit and prepares to respond as needed Pettit remain in the unit and prepares to respond as needed Allen remains in unit covers front and end section and prepares to respond as needed Sykes * to go to Pettit to prep as needed
BRONTE	Bronte, Trafalgar, Nelson, Sykes and 2nd floor Registered staff	Adams remains in unit prepares to respond as needed Pettit will remain in the unit prepares to respond as needed Allen remains in unit covers front and end section and prepares to respond as needed Halton * to go to Allen to prep as needed
HALTON	Halton, Pettit, Bronte, Adams 1st and 2nd floor Registered Staff	Sykes remains on the unit and prepares to respond Nelson remains on the unit and prepares to respond Allen remains in unit covers front and end section and prepares to respond as needed Trafalgar * to go to Nelson to prep as needed
SYKES	Sykes, Nelson, Adams, Pettit 1st and 2nd floor Registered Staff	Halton to remain in the unit and prepares to respond as needed Pettit to remain in the unit and prepares to respond as needed Trafalgar to remain on the unit and prepares to respond as needed Allen remains in unit covers front and end section Nelson * to go to Trafalgar to prep as needed
PETTIT	Pettit, Halton, Nelson, Bronte 1st and 2nd floor Registered staff	Sykes remains on the unit and prepares to respond as needed Adams to remain on the unit and prepares to respond as needed Allen remains in unit covers front and end section and prepares to respond as needed Trafalgar * to go to Adams to prep as needed
ALLEN	Allen, Halton, Trafalgar, Adams, Sykes, 1st and 2nd floor Registered Staff	Pettit remains in unit prepares to respond as needed Bronte remains on the unit prepares to respond as needed Nelson * to go to Bronte to prep as needed

6.0 METHOD/FREQUENCY OF CONDUCTING FIRE DRILLS

The purpose of a fire drill is to ensure that the residents, staff and volunteers are familiar with emergency evacuation procedures, therefore resulting in an orderly evacuation.

Fire drills are conducted as per the requirements of the Ontario Fire Code. Each Resident Home Area (RHA) will be required to complete a horizontal evacuation, as part of the Fire Drill, at least annually.

The Adult Day Program is to take part in a fire drill every month during the Program's business hours.

Authorized personnel will notify both the Fire Department and the monitoring company before and after a drill.

When the alarm sounds, the designated emergency personnel will carry-out the emergency procedures as described in the Fire Safety Plan.

The alarm will be reset, upon proper authorization of the Administrator, or Chief Fire Warden/Designate.

The designated emergency personnel and supervisors will complete their Fire Alarm Reports.

Following each drill, the designated emergency personnel and supervisory staff will attend a debriefing session. At this session, everyone will report on the actions and reactions of the participants and discuss any deficiencies. The designated emergency personnel will each complete, and submit to the Administrator, a fire alarm report within 24 hours of the alarm.

Managers/Supervisors of each home area will observe the drill. The managers will use the Halton Region LTC Homes FIRE ALARM REPORT (05-06-02A) as their observation tool. Following each drill, the designated emergency personnel and management staff will complete their fire alarm reports and attend a debriefing session. At this session, everyone will report on the actions and reactions of the participants and discuss any deficiencies. The Fire Drill Coordinator will summarize the information from each fire drill using the Fire Alarm Reports (05-06-02B). The Fire Drill Coordinator will complete a monthly summary using the Monthly Fire Drill Report (05-06-02C). The Monthly Fire Drill Report is routed to the Administrator and the Joint Health & Safety Committee. Subsequently, the Fire Drill Coordinator will provide a quarterly report (05-06-02-D) to the Administrator.

6.1 ANNUAL DRILL

In addition to the monthly fire drill requirement, Ontario Regulation 364/13 (O.Reg.364/13), requires an annual fire drill to be conducted. The fire drill needs to represent an approved scenario by the Milton Fire Department and must represent the lowest staffing level. The owner must notify the Chief Fire Official and schedule the annual fire drill in accordance with Article 2.8.3.3. of Division B of the Ontario Fire Code.

6.2 FIRE DRILL RECORDS

Records of all drills conducted must be retained for a period of at least 12 months following the drill and made available to the Fire Department upon request.

7.0 TRAINING

As per the Ontario Fire Code, training of Supervisory Staff carried out under the Fire Safety Plan shall be recorded. Training records (original or a copy) or at least the current and immediately preceding record shall be retained in the building for a period of at least two years and shall be made available for examination by the Chief Fire Official on request.

All new staff will receive training to the Fire Safety Plan including; fire safety response process and walked through the emergency procedures, exit routes and advised of the sound and meaning of the different fire alarms signals at the time of orientation, at monthly fire drills and at least annually. Attendance at in-services is tracked via education records.

Training of persons, including support staff, will be the responsibility of the LTC home and the Staff Development Coordinator who will respond to the Administrator. He/she will discuss the Fire Safety Plan and its application as required by the Ontario Fire Code.

The Administrator shall ensure that members of the Evacuation Team as well as building support staff are familiar with:

- The method of sounding a fire alarm.
- Notifying the Fire Department.
- Evacuation procedures.
- The location of fire and life safety equipment and services provided for the safety of occupants.
- Evacuation procedures.
- Methods of controlling fire hazards.
- Voice Communication system
- Emergency Power system

Life Enrichment staff will ensure Section 1.0 and 3.3 are reviewed with the residents at least annually.

8.0 FIRE SYSTEM FAILURE OR SHUTDOWN/FIRE WATCH PROCEDURE

In the event of any shutdown of the fire protection system/equipment or part thereof, the Fire Department, residents, staff, visitors, volunteers and the designated emergency personnel shall be notified by the maintenance supervisor. The staff shall implement the Fire Watch procedures until the fire system has returned to normal operation

Steps to be followed:

1. Notify staff, supervisory staff and designated emergency personnel of the fire protection systems being shut down
2. Notify the monitoring company when the fire protection systems are shut down, by calling ***Basic Security at 905-845-3351***.
3. Notify the Milton Fire Department at 905-878-9251. Do not use 911.
4. Post notices at all building entrances, common areas, elevator cars and near all elevator controls to alert residents, staff, visitors and volunteers about the situation. The notice shall describe the Fire Watch procedures, and provide instructions that if a person(s) should find a fire that they call 9-1-1 immediately. (Appendix C)
5. Notify staff, supervisory staff, designated emergency personnel, Milton Fire Department and the monitoring company when the systems are returned to normal.
6. Remove notices posted at all building entrances, common areas, elevator and near elevator controls.

If the fire alarm, standpipe or sprinkler system or any part of these systems are shut down, designated personnel will patrol all unprotected areas every hour until such time as the fire protection system is again operational.

If a fire is detected, call 9-1-1 immediately.

- See Appendix “C” for detailed procedures re Fire Watch.

9.0 FIRE PLAN DISTRIBUTION

1 copy to:

- the Milton Fire Department
- the Fire Safety Plan box located at the front doors of the building
- Central Command Post – Trafalgar / Nelson Conference Room
- the Reception Area in the Fire Plan Binder
- the Adult Day Program
- the Building Operations Supervisor
- the Photocopy Room in the basement

All residents and families will be made aware that a copy of the Fire Safety Plan is available for them through the Registered Staff in their home area. Audit of Human Resources (page 2) will be reviewed with residents annually.

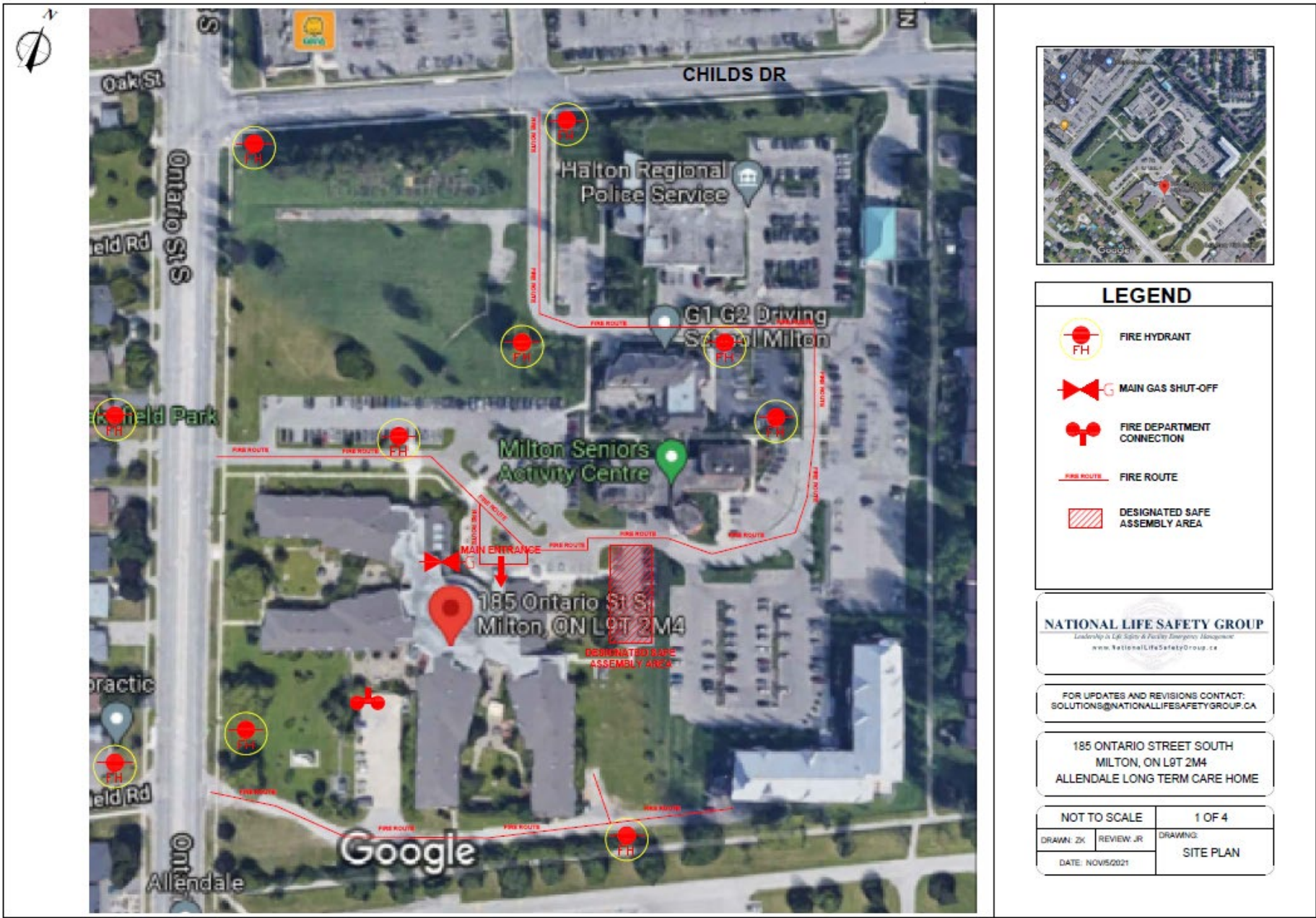
10. FIRE PLAN REVISIONS

Section/Page Revised	Date Revised	Revised by:
	Jan 1993	
	June 1995	
	Mar 2006	
	Nov 2006	
Entire Fire Plan	February 2011	H&S Advisor, Administrator Fire Plan Review Team
Sections 3.5 up to 7.0 reviewed/revised	Apr 2011	Fire Plan Review Team H&S Advisor
Sections 7.0 to 11.0 were reviewed/revised.	May 2011	Fire Plan Review Team H&S Advisor
Section 3.8 was added and Section 6.0 and 7.0 were reviewed/revised based on Fire Dept. feedback	Oct 2011	H&S Advisor
Human Resources information updated based on details provided by Administrator Sections 1.0, 1.1, 1.2, 2.2, 2.5, 2.7, 2.8, 2.11, 2.13, 2.14, 2.16, 3.4, 3.6, 3.7, 5.2, 5.3, 6.0, 7.0 revised or information inputted based on details provided by Administrator	Oct 2011	H&S Advisor
Sections 1.2, 2.2, 2.4, 3.4, 3.6, 6.0 and 7.0 were revised based on feedback provided by the Administrator	January 2012	H&S Advisor
Added information re: key vault and Fire Safety Plan box as per Fire Depart recommendations. Reviewed, revised layout and language in line with building postings and Code procedures e.g. REACT signage wording.	June 2012,	H&S Advisor, Administrator, Halton Region Emergency Management Advisor
Added improved site map as per Fire Inspector request.	Nov 2012	H&S Advisor, Administrator,
Reviewed Fire Safety Plan with not changes.	Nov 2013	Administrator
Added updates to reflect new fire panel system. Improved wording in responsibility of designated personnel in section 5.0.	December 2015	CQI Risk Manager, Administrator, Asset

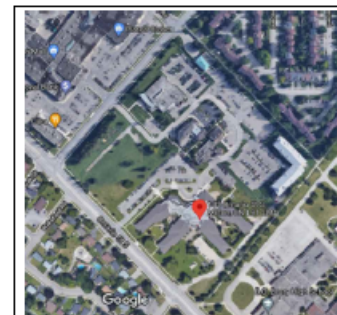
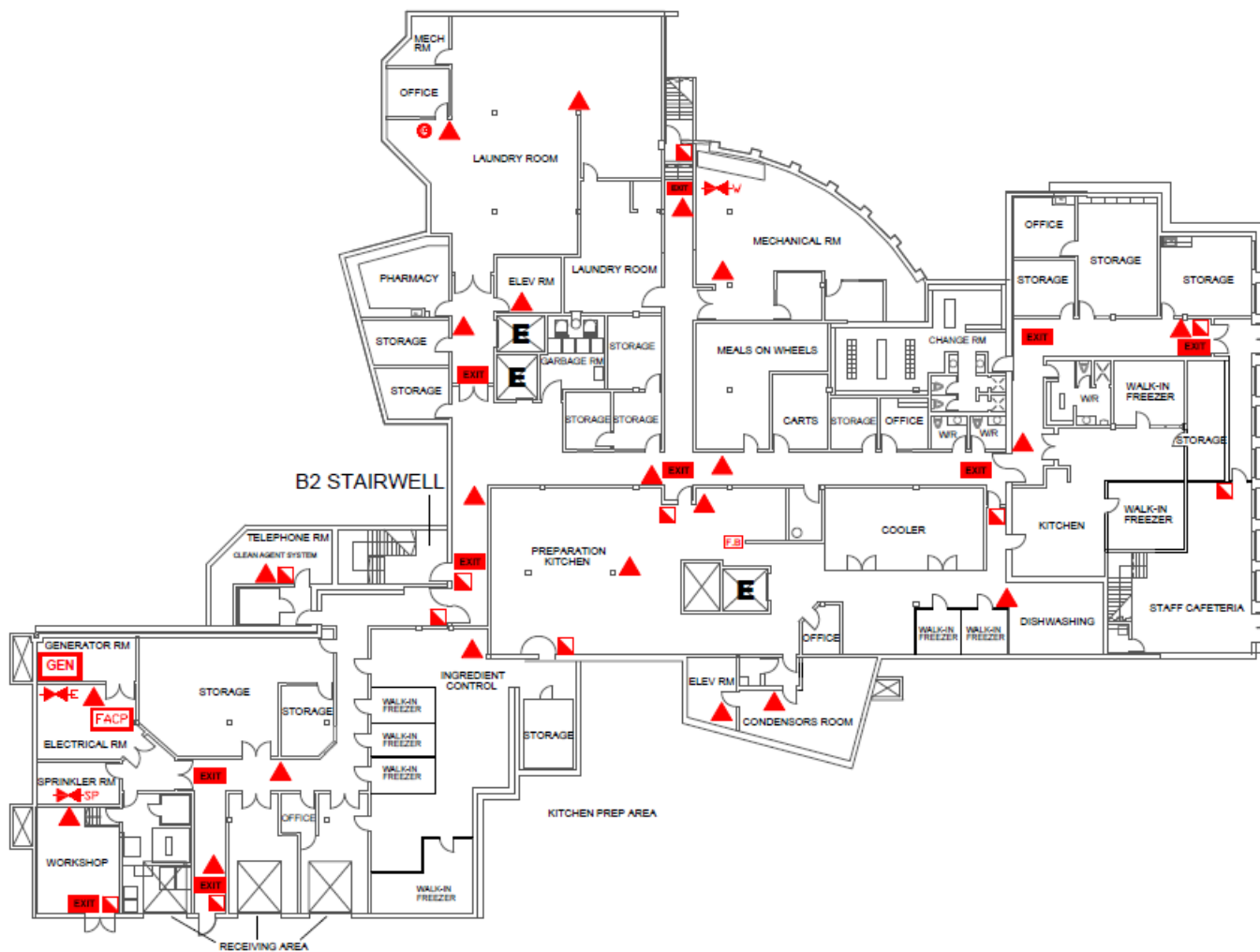
Section/Page Revised	Date Revised	Revised by:
Method and frequency of fire drills amended to indicate the Fire Drill Summary Reports, monthly and quarterly reporting process. Inserted night staff deployment model representing the lowest staffing compliment.		Management
Reviewed Fire Safety Plan reviewed with no recommended changes.	Dec 2017	CQI Risk Manager, Administrator
Updated Administrator contact info on page 2.	September 2017	Administrator
Updated page 2: # of Registered Nurse/Registered practical Nurse on 15:00-23:00 shift and Adult Day Program time of occupancy and staff #'s.	November 2019	CQI Risk Manager, Administrator
Revisions at recommendation of Chief Fire Official Milton Fire Department made Dec 19, 2019	March 2020	CQI Risk Manager, Administrator, Building Operations Supervisor
Under Section Building Audit Human Resources, sections numbering corrected. (2.17 page 11)		
Audit of Human Resources page 3, occupant count updated		
Div.B.2.8.2.1(2)(a) page sections renumbered page 11		
Div.B.2.8.2.1(2)(d) included diagrams showing type and location and operation of building fire emergency systems added page 25-27		
Div.B.2.8.2.1(2)(g) inserted provider for maintenance of building facilities page 29.		
Under Alternative Measures 8.0 removed incorrect phone #.		
Div.B.2.8.3.1(2) inserted the annual fire drill shall be prepared in consultation with the Chief Fire Official page 20.		
Div.B.2.8.3.4(1) inserted on page 20 that fire drill records shall be kept for 12 months after the drill.		
Div.B.2.6.1.14.(2) Included instructions for manually operating systems required under Article 2.6.1.12 commercial cooking on page 9.		
Div.B.2.6.1.14.(1) included manual instructions shall be conspicuously displayed in the kitchen on page 9.		
Div.B.2.8.2.1 (8) inserted on page 20 that training records shall be retained for two years and training material will be available for examination by the CFO upon request.		
Div.B.2.8.3.2 (6) inserted on page 20 that a fire drill for supervisory staff shall be carried out at least once during a 12-month period for an approved scenario representing the lowest staffing level.		
Div.C.1.2.3.2(1)inserted page 4 qualifications of person required to implement to provisions of section 2.8 in a Care and Treatment Occupancy Effective January 2017 and Supervisory staff responsibilities on page 14.		
Removed incorrect reference under Building Construction in 1.1		
Included information to north indication, firefighter access and on floor plans page 25-27.		
Updated Site Map and Floor Plans with enhanced labelling on pages 25-28.	November 2021	National Life Safety Group
Alignment and edits to section 4.0 numbering on pg 3, pg 14 &		CQI Risk Manager,

Section/Page Revised	Date Revised	Revised by:
15. Edits to Appendix A & B references throughout document to align with actual appendices. Revise Maintenance Schedule responsibilities where none were assigned; added FDC Testing, pipe inspection and H-testing will be completed added to automatic sprinkler system testing and maintenance; and X2 500 L fuel tanks #6. Page 13 to include if a detector etc. cannot be reset, Maintenance Supervisor must be called and Fire Watch to be initiated		Administrator, Building Operations Supervisor
Page 2 Audit of Human Resources – update to Administrator contact information and staff totals Page 10 - Addition of 2.17 Kitchen Area in Basement Page 14 – Change of designated staff assemble area for basement service area Page 17 – Addition of 4.5 Kitchen Staff Responsibilities Page 20 – revisions to responders based on staffing enhancements Page 27 Floor Plans removal of assembly area from staff cafeteria area due to current renovation & addition of carbon monoxide detectors Page 29 -30 Floor Plans addition of carbon monoxide detectors Page Maintenance of Building Facilities & Fire Protection Equipment enhanced to Maintenance Requirements of Building Fire and Life Safety Systems (including Cooking Equipment Exhaust System & Commercial Cooking Equipment pg. 43 & 44)	October 2022	National Life Safety Group CQI Risk Manager, Administrator












APPENDIX A - ALLENDALE SITE PLANS



APPENDIX B - ALLENDALE FLOOR PLANS & FIRE SAFETY EQUIPTMENT LOCATIONS



LEGEND

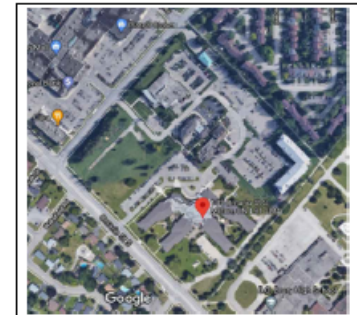
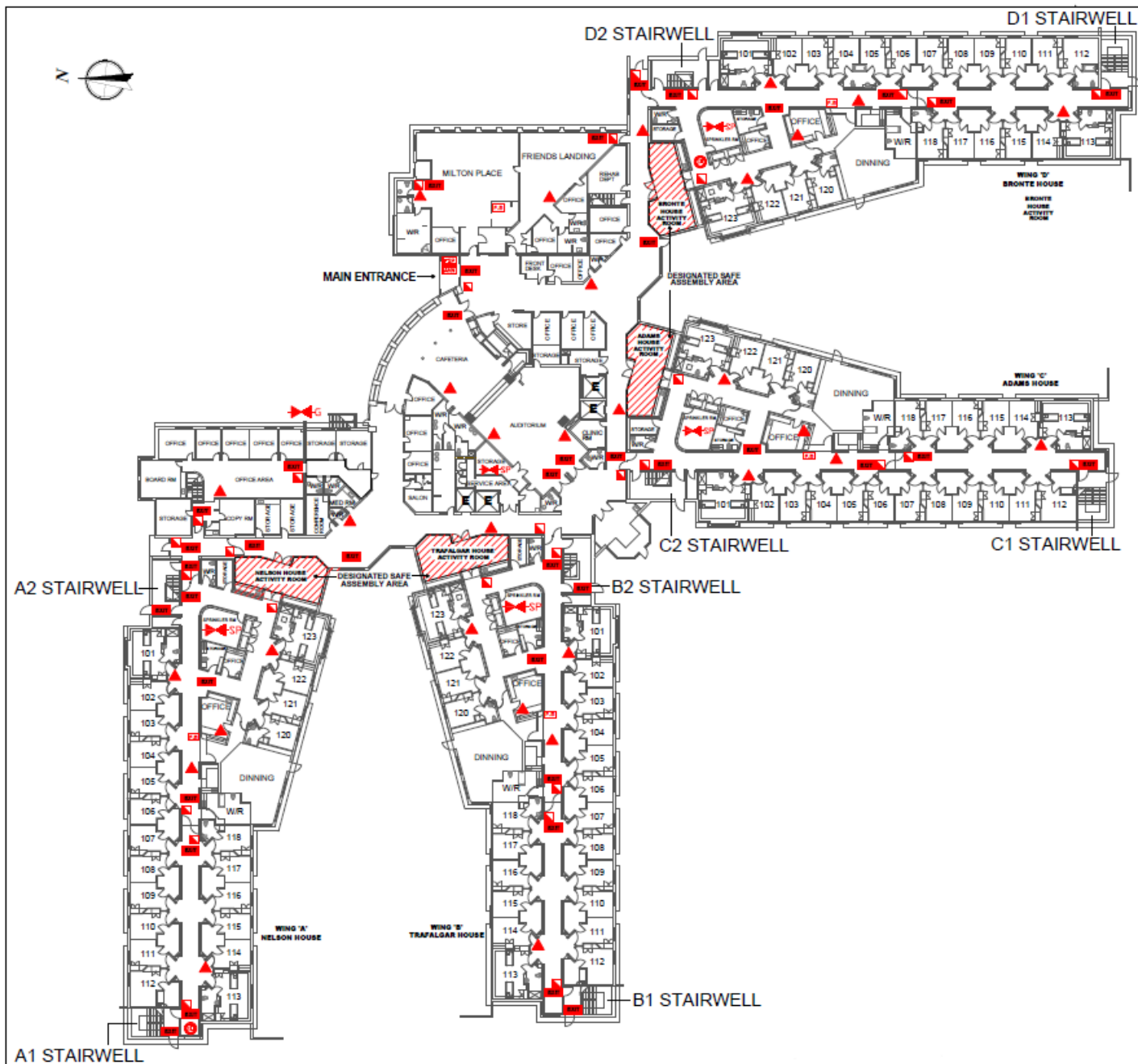
-  MANUAL PULL STATION
-  EXIT SIGN
-  FIRE EXTINGUISHER
-  ELECTRICAL SHUT-OFF
-  SPRINKLER SHUT-OFF
-  FIRE ALARM CONTROL PANEL
-  EMERGENCY GENERATOR
-  DESIGNATED SAFE ASSEMBLY AREA
-  CARBON MONOXIDE ALARM
-  FIRE BLANKET
-  MAIN WATER SHUT-OFF

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FOR UPDATES AND REVISIONS CONTACT:
SOLUTIONS@NATIONALLIFESAFETYGROUP.CA

185 ONTARIO STREET SOUTH
 MILTON, ON L9T 2M4
 ALLENDALE LONG TERM CARE HOME

NOT TO SCALE		2 OF 4	
DRAWN: ZK	REVIEW: JR	DRAWING:	
DATE: OCT/2/2022		BASEMENT LEVEL	



LEGEND

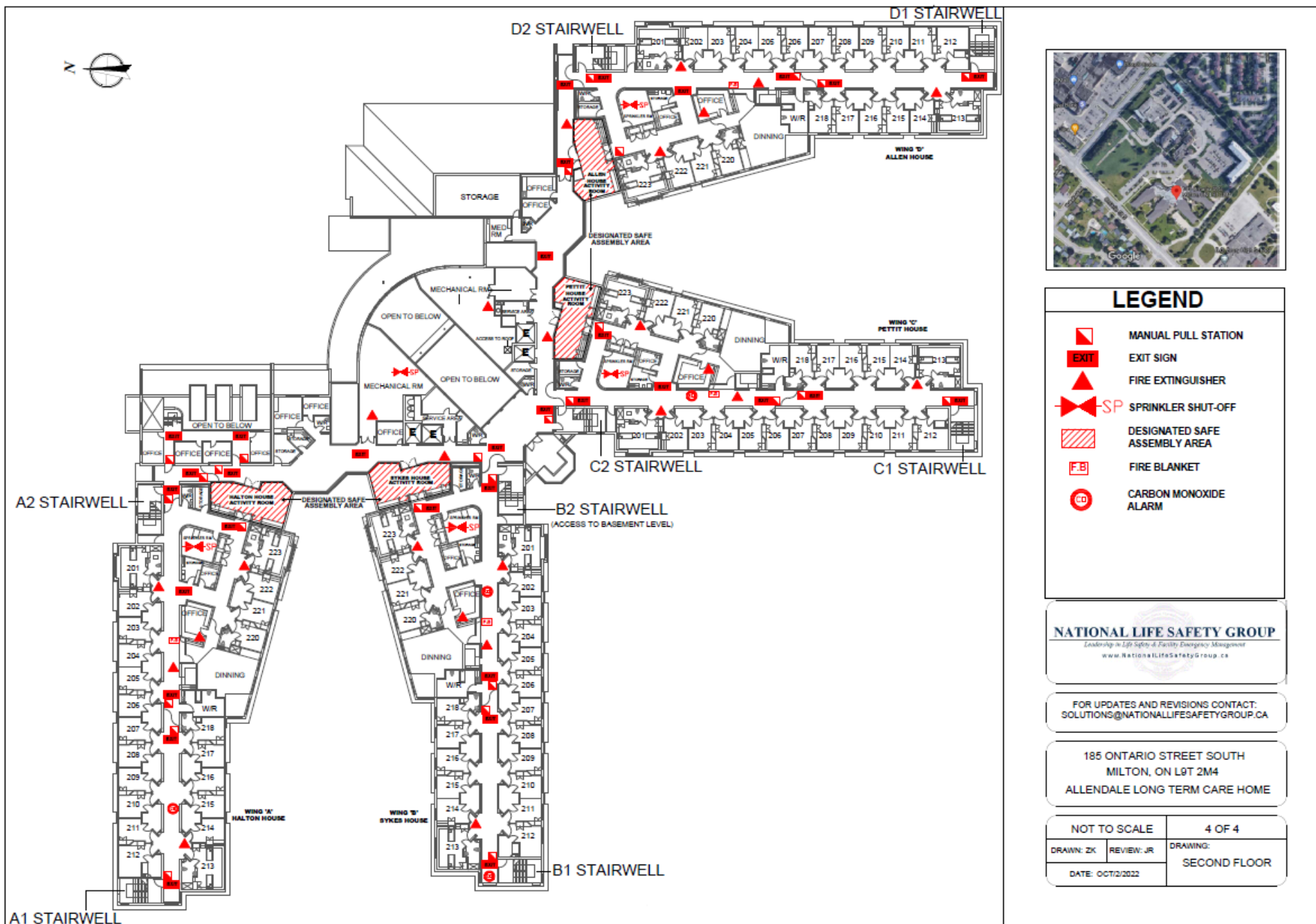
-  MANUAL PULL STATION
-  EXIT SIGN
-  FIRE EXTINGUISHER
-  FIRE SAFETY PLAN BOX
-  FIRE ALARM ANNUNCIATOR
-  SPRINKLER SHUT-OFF
-  DESIGNATED SAFE ASSEMBLY AREA
-  FIRE BLANKET
-  MAIN GAS SHUT-OFF
-  CARBON MONOXIDE ALARM

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185 ONTARIO STREET SOUTH
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 ALLENDALE LONG TERM CARE HOME

NOT TO SCALE		3 OF 4
DRAWN: ZK	REVIEW: JR	DRAWING: GROUND FLOOR
DATE: OCT/2/2022		



APPENDIX C

FIRE WATCH PROCEDURES

In the event of a shutdown of the fire protection system / equipment or part thereof, the Fire Department, residents, staff, visitors, volunteers and the designated emergency personnel shall be notified. The staff shall implement the Fire Watch procedures until the fire system has returned to normal operation. Designated personnel will patrol all unprotected areas every hour until such time as the fire protection system is again operational.

Steps to be followed:

1. Notify staff, supervisory staff and designated emergency personnel of the fire protection systems being shut down.
2. Notify the monitoring company when the fire protection systems are shut down, by calling ***Basic Security at 905-845-3351***.
3. Notify the Milton Fire Department at ***905-878-9251***. Do not use 911.
4. Post notices at all building entrances, common areas, elevators and near all elevator controls to alert residents, staff, visitors and volunteers about the situation. The notice is to describe the Fire Watch procedures, and provide instructions that if a person(s) should find a fire that they are to call 9-1-1 immediately.

When the system(s) are returned to normal:

1. Notify staff, supervisory staff, designated emergency personnel, Milton Fire Department and the monitoring company of the systems being returned to normal.
2. Remove notices posted at all building entrances, common areas, elevator and near all elevator controls.

Fire Watch System Specifics

If, Fire Alarm System:

- 30 minute patrols of building
- Log each patrol

If, Sprinkler System:

- Hourly patrols of affected area
- Log each patrol

If, Fire Hose System:

- Label affected fire hose cabinets “Out of Service - Do Not Use Equipment”

If, Fixed Extinguishing Systems:

- Label system “Out of Order – Do Not Use Equipment”

If, Emergency Generator:

- Use only approved equipment as alternative

If, Fire Fighters Elevator:

- Notice of system shutdown

APPENDIX D

MAINTENANCE OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

The purpose of inspection, testing and maintenance of the fire protection systems is to provide a reasonable level of confidence that the systems can function as intended in the event of an emergency.

The Ontario Fire Code requires that the Owner be responsible for carrying out the provisions of the Code. The code also requires that written records be kept of all tests and corrective measures for a period of two years. These records must be available upon request by the Fire Department.

MAINTENANCE SCHEDULE

The following list outlines the schedule of checks, inspections, tests and other procedures required by the Ontario Fire Code. The maintenance of building facilities provided for the safety of occupants is completed by building staff and where indicated by EPI Fire Protection outside contract services. A written record of the maintenance tests, procedures and corrective measures will be kept in the building and available on request by the Chief Fire Official. The information provided in the schedule is a guideline to the scope of work. The Ontario Code should be consulted for exact details of the tasks listed on the next page.

GENERAL LIFE SAFETY SYSTEMS	FREQUENCY	RESPONSIBLE
Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed.	General	Owner
Exit signs shall be clearly visible and maintained in a clean and legible condition	General	Owner
Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.	General	Owner
When subject to accumulation of combustible deposits, hoods, filters and ducts shall be checked and be cleaned when such deposits create an undue fire hazard.	Weekly	Owner
Doors in fire separations shall be inspected for proper operation.	Monthly	Owner
Fire dampers and fire-stop flaps shall be inspected.	Annually	Owner
Disconnect switches for mechanical air-conditioning and ventilating systems shall be inspected to establish that the system can be shut down.	Annually	Owner

EXITS AND EXIT SIGNS	FREQUENCY	RESPONSIBLE
Check to ensure that internally illuminated EXIT signs are illuminated.	Daily	Owner
Check EXIT signs to ensure that they are clearly visible and in a legible condition.	Daily	Owner
Maintain exits and access to exits free of obstructions both inside and outside.	Daily	Owner
Maintain exit doors to be opened easily and without the use of a key from the inside. Where required, only panic style hardware shall be used to secure exit doors.	Daily	Owner

FIRE SEPARATIONS	FREQUENCY	RESPONSIBLE
Check closures to ensure that they are not blocked or wedged open.	Daily	Owner
Check the area around the doors to ensure that they are clear of anything that would interfere with the free operation of the door.	Daily	Owner
Inspect closures to ensure that they operate as originally designed.	Monthly	Owner
Inspect separations to ensure that there is no damage that could affect the fire resistance rating of the separation.	Monthly	Owner

EMERGENCY LIGHTING SYSTEM	FREQUENCY	RESPONSIBLE
Check pilot lights for indication of proper operation.	Monthly	Owner
Ensure that battery surface is clean and dry.	Monthly	Owner
Ensure that terminal connections are clean, free of corrosion and lubricated.	Monthly	Owner
Ensure that terminal clamps are clean and tight as per manufacturer's specifications.	Monthly	Owner
Emergency lighting equipment shall be tested to ensure that the emergency lighting will function upon failure of the primary power supply.	Monthly	Owner
Emergency lighting equipment shall be tested to ensure that the units will provide lighting for a duration equal to the design criteria under simulated power failure conditions.	Annually	Owner
After completion, the charging conditions for voltage and current and the recovery period will be tested to ensure that the charging system is in accordance with the manufacturer's specifications.	Annually	Owner

PORTABLE FIRE EXTINGUISHERS	FREQUENCY	RESPONSIBLE
Except as otherwise stated in this section, maintenance and testing of portable fire extinguishers shall be in conformance with NFPA 10-2013.	General	All Parties
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.	General	Owner
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.	General	Certified Contractor
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.	General	Certified Contractor
Portable extinguishers shall be inspected.	Monthly	Owner
Extinguishers shall be subject to maintenance.	Annually	Certified Contractor
Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: a) mechanical parts b) extinguishing agent c) expelling means	Annually	All Parties
Pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested.	Every 5 Years	Qualified Contractor

Stored pressure extinguishers shall be emptied and subjected to the applicable maintenance procedures.	Every 6 Years	Qualified Contractor
Mild steel or aluminum shell fire extinguishers shall be hydrostatically tested.	Every 12 Years	Qualified Contractor

SPRINKLER SYSTEMS (WET)	FREQUENCY	PERSON RESPONSIBLE
Auxiliary drains shall be inspected as required to prevent freezing.	General	Owner
Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be checked to ensure that they are sealed or locked in the open position.	Weekly	Owner
Water supply pressure and system air or water pressure shall be checked by using gauges to ensure that the system is maintained at the required operating pressure.	Weekly	Owner
On all sprinkler systems, an alarm test, using the alarm test connection located at the sprinkler valve, shall be performed.	Monthly	Qualified Contractor
All transmitters and water flow devices shall be tested.	Every 2 Months	Qualified Contractor
Gate-valve supervisory switches and other sprinkler system supervisory devices shall be tested.	Every 6 Months	Qualified Contractor
Exposed sprinkler piping hangers shall be checked to ensure that they are kept in good repair.	Annually	Qualified Contractor
Sprinkler heads shall be checked to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	Annually	Qualified Contractor
On wet sprinkler systems, water-flow alarm test using the most hydraulically remote test connection shall be performed.	Annually	Qualified Contractor
Sprinkler system water pressure shall be tested with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply.	Annually (or after use)	Qualified Contractor
Plugs or caps on fire department connections shall be removed and the threads inspected for wear, rust or obstructions. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	Annually	Owner

SPRINKLER SYSTEMS (DRY)	FREQUENCY	PERSON RESPONSIBLE
Check the principle and remote trouble lights for trouble indication.	Daily	Owner
Auxiliary drains shall be inspected as required to prevent freezing.	Daily	Owner

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be checked to ensure that they are sealed or locked in the open position.	Weekly	Owner
Water supply pressure and system air or water pressure shall be checked by using gauges to ensure that the system is maintained at the required operating pressure.	Weekly	Owner
System pressure gauges shall be checked weekly. The system shall be maintained at the required operating pressure.	Weekly	Owner
On all sprinkler systems, an alarm test, using the alarm test connection located at the sprinkler valve, shall be performed monthly.	Monthly	Owner
All transmitters and water flow devices shall be tested at two month intervals.	2 Months	Owner
The priming water for dry-pipe systems shall be inspected at least every three months to ensure that the proper level above the dry-pipe valve is maintained.	3 Months	Owner
Gate-valve supervisory switches and other sprinkler system supervisory devices shall be tested at six month intervals.	6 Months	Owner
Exposed sprinkler piping hangers shall be checked to ensure that they are kept in good repair.	Annually	Qualified Contractor
Sprinkler heads shall be checked to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	Annually	Qualified Contractor
Sprinkler system water pressure shall be tested annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.	Annually	Qualified Contractor
Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	Annually	Qualified Contractor
Dry-pipe valves shall be trip tested by means of the inspector's test valve to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. Dry-pipe valves shall be trip tested annually. During the test the control valve is not required to be in the fully open position.	Annually	Qualified Contractor
Dry-pipe valve rooms or enclosures in unheated buildings shall be checked as often as necessary when the outside temperature falls below 0 Celsius to ensure that the system does not freeze	As Needed	Owner
Dry-pipe valves shall be trip tested at least once every 3 years with the control valve fully open. The trip time for the tests may exceed the acceptance trip time by not more than 10 per cent.	3 Years	Qualified Contractor
Dry-pipe systems shall be inspected every 15 years for obstructions in the sprinkler piping and, if necessary, the entire system flushed of foreign material.	15 Years	Qualified Contractor

FIRE ALARM SYSTEMS	FREQUENCY	PERSON RESPONSIBLE
Fire alarm system components shall be kept unobstructed.	General	Owner
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	General	Qualified Contractor
Check the principle and remote trouble lights for trouble indication.	Daily	Owner
Inspect the AC power-on light to ensure its normal operation.	Daily	Owner
One manual alarm-initiating device shall be operated, on a rotational basis, and shall initiate an alarm condition. Note: the Fire Alarm System shall be running on the backup power source during this test.	Monthly	Owner
Function of all signal devices shall be ensured.	Monthly	Owner
The annunciator panel shall be checked to ensure correct annunciation.	Monthly	Owner
Intended function of the audible and visual trouble signals shall be ensured.	Monthly	Owner
Fire alarm batteries shall be checked to ensure that: i) terminals are clean and lubricated where necessary; ii) terminal clamps are clean and tight; iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications.	Monthly	Owner
Yearly tests shall be conducted by a certified fire alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. Tests shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".	Annually	Qualified Contractor

VOICE COMMUNICATION SYSTEMS	FREQUENCY	PERSON RESPONSIBLE
Voice communication systems components shall be kept unobstructed.	General	Owner
Inspect the AC power-on light to ensure its normal operation.	Daily	Owner
At least one fire fighters emergency telephone shall be tested on a rotational basis to ensure communication with the control unit.	Monthly	Owner
Every fire fighters emergency telephone shall be tested to ensure communication with the control unit.	Annually	Qualified Contractor

EMERGENCY POWER SYSTEMS	FREQUENCY	PERSON RESPONSIBLE
Emergency power systems shall be inspected, tested and maintained in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".	General	Owner
To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer's instructions.	General	Owner
At least two copies of the instructions manual shall be maintained.	General	Owner
The emergency electrical power shall be completely tested as follows: a) Simulate a failure of the normal power supply. b) Arrange so that: i) an engine generator set operates under at least 30% of the rated load for 60 minutes and; ii) all automatic transfer switches are operated under load. c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls. d) Record all instrument readings associated with the prime mover and generator and verification that they are normal. e) Log and report as further prescribed in the manual of instruction for operation and maintenance. f) Check fuel supply for sufficient quantity.	Monthly	Owner
Emergency power systems shall be tested and maintained in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".	Annually	Qualified Contractor

ELEVATORS	FREQUENCY	PERSON RESPONSIBLE
Ensure keys required to recall elevators and to permit independent operation are in their approved location.	General	Owner
Maintain correct signage for firefighters' elevator.	General	Owner
Elevator door opening devices operated by means of photo-electric cells shall be tested to ensure that the devices become inoperative after the door has been held open for more than 20 seconds with the photo-electric cell covered.	Every 3 Months	Qualified Contractor
The key operated switch located outside an elevator shaft shall be tested to ensure that the actuation of the switch will render the emergency stop button in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.	Every 3 Months	Qualified Contractor

<p>Key operated switches in each elevator car shall be tested to ensure that the actuation of the switch will:</p> <ul style="list-style-type: none"> a) Enable the elevators to be operable independently of other elevators. b) Allow operation of the elevator without interference from floor call buttons. c) Render door re-opening devices inoperative. d) Control the opening of power operated doors only by the continuous pressure on the "door open" button to ensure that if the button is released while the door is opening, the doors will automatically close. 	Every 3 Months	Qualified Contractor
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SMOKE ALARMS/CARBON MONOXIDE ALARMS	FREQUENCY	RESPONSIBLE
<p>Preventative Maintenance</p> <p>Smoke alarms & Carbon Monoxide (CO) Alarms are important life safety devices and as such must be maintained in operating condition at all times. Smoke / CO Alarms generally become inoperative when the power source (either battery or AC power supply) is disconnected. Disconnected power supply, missing batteries, dead batteries and improperly installed batteries are the most common reasons for smoke / CO alarm failure during a fire emergency.</p> <p>On AC powered smoke / CO alarms, the "power on" indicator on the smoke alarm should be checked regularly to ensure operability. When the circuit breaker is turned off or the fuse is removed from the smoke alarm circuit to carry out servicing, the power should be restored to the circuit immediately on completion of the work. In the event that the circuit cannot be restored the same day, battery operated smoke / CO alarms should be installed to provide protection on a temporary basis.</p> <p>Battery operated smoke alarms normally provide an intermittent warning signal for up to seven days when the battery is nearing the end of its life. When this occurs, the correct battery type should be installed immediately to ensure continued operability of the smoke / CO alarm.</p> <p>Smoke / CO alarms should be tested as required under the following conditions:</p> <ul style="list-style-type: none"> a. During a change of tenancy in rental units. b. In the case of battery operated smoke alarms, when the occupants have been absent for seven or more days (such as for vacation) to ensure that the battery is still operational. (Note: In rental 	General	Owner

<p>units, it is the responsibility of the tenant to inform the landlord of the absence and request a test of the smoke alarm - please refer also to the information contained in Section 5 of this guideline.)</p> <p>c. Following installation of a new battery for battery operated smoke alarms.</p> <p>d. Following electrical renovations or servicing when smoke alarms are AC powered to ensure that the smoke alarm circuit has not been disconnected.</p>		
<p>Routine Test and Maintenance</p> <p>a. The smoke / CO alarm should be tested using the test device located on the smoke alarm or another test method recommended by the manufacturer. The alarm signal should sound during this test. If interconnected smoke / CO alarms are installed, all smoke / CO alarms should sound the alarm when any one of the smoke / CO alarms is tested.</p> <p>b. Do a visual check to ensure that the smoke / CO alarm is securely fastened to the ceiling or wall.</p> <p>c. Do a visual check to ensure that the smoke / CO alarm is not obstructed/installed in a manner that would prevent smoke / CO from reaching or entering the smoke / CO alarm (i.e. the ventilation holes of the smoke / CO alarm must be kept clean and unobstructed, any ceiling fans are not close enough to prevent air flow from reaching the smoke / CO alarm, etc.).</p>	General	Owner
<p>Annual Test and Maintenance</p> <p>a. Unless otherwise recommended by the manufacturer of the smoke / CO alarm (such as for 10 year battery units), replace the battery in each battery operated smoke alarm and ensure that it is securely connected to the battery clips. CAUTION: Check to ensure that the battery is of the type recommended by the manufacturer. Smoke alarms identified by the manufacturer as requiring alkaline batteries should have only alkaline batteries installed, otherwise the smoke / CO alarm may fail to operate. Rechargeable batteries should not be used in smoke / CO alarms unless the manufacturer has specifically recommended such use.</p> <p>b. Smoke alarms should be checked to ensure that battery</p>	General	Owner

<p>terminals have not corroded and batteries have not leaked. Where batteries show evidence of leakage or corrosion, the smoke / CO alarm should be replaced.</p> <p>c. Vacuum the exterior of the smoke alarm with a household vacuum cleaner. A brush attachment may assist in removing accumulated dust on the cover of the device. Only if specifically recommended by the manufacturer, open the battery cover on battery operated smoke / CO alarms and gently vacuum the circuit board.</p> <p>CAUTION: For smoke / CO alarms that are AC powered, some manufacturer's specify that the power supply to the smoke alarm circuit be disconnected (normally a separate breaker or fuse at the main panel) before vacuuming. AC powered smoke / CO alarms should only be vacuumed externally and no attempt should be made to open the case. Be sure to follow the manufacturer's instructions at all times. Remember to restore the power supply when the cleaning is completed.</p> <p>d. Do a visual check to ensure that the smoke / CO alarm is securely fastened to the ceiling or wall.</p> <p>e. Smoke Alarms Only: After vacuuming, test the smoke alarm using smoke from an incense stick, punk stick, or a cotton string placed in an ashtray or other suitable noncombustible container. CAUTION: Smoldering materials used in this test should be disposed of in a manner that does not create a fire hazard. Direct open flames from matches, lighters or candles should not be used to test smoke alarms.</p>		
<p>Replacement of Smoke / CO Alarms</p> <p>Smoke / CO alarms should be replaced if:</p> <p>a. The smoke / CO Alarm does not sound an alarm during the test (after it is confirmed that the battery is fully charged or the AC power supply is not disconnected).</p> <p>b. The exterior of the case is physically damaged.</p> <p>c. The exterior case is painted.</p> <p>d. The unit is covered with smoke stains, heavy grease or dirt accumulations.</p>	General	Owner

e. The smoke / CO alarm causes frequent false alarms that are not the result of cooking or steam.		
f. Batteries show evidence of leakage or corrosion.		
g. The smoke / CO alarm is more than 10 years old or has exceeded the manufacturer's recommended life cycle.		

ELECTROMAGNETIC LOCKING DEVICES	FREQUENCY	PERSON RESPONSIBLE
Ensure automatic release of electromagnetic locking devices upon activation of the fire alarm system.	Annually	Qualified Contractor
Ensure manual release of electromagnetic locking devices upon activation of manual key release switch.	Annually	Qualified Contractor

SMOKE CONTROL SYSTEM	FREQUENCY	PERSON RESPONSIBLE
Maintain smoke control equipment in operating condition.	General	Owner
Smoke control equipment shall be tested to ensure it is maintained and fully operational.	Quarterly	Qualified Contractor
Inspect all fire dampers and fire stop flaps.	Annually	Qualified Contractor
Switches at the Annunciator panel shall be tested to ensure: -Elevator pressurization fans are turned on automatically -That the individual manual fan switches function properly -that all elevators return to the ground floor	Every 3 months	Qualified Contractor
Test pressurized elevator shafts by a pressure sensor or tracer smoke to ensure system functions as designed.	Every 2 years	Qualified Contractor
Elevators-Smoke shafts: Closures in vent openings into smoke shafts from each floor area shall be inspected sequentially over a period not to exceed 5 years.	Every 5 years	Qualified Contractor
Elevators in an Elevator shaft that is intended for use as a smoke shaft shall be inspected semi-annually to ensure that on activation of the fire alarm system they will return to the street floor and remain inoperative.	Every 6 months	Qualified Contractor

FIRE HYDRANTS	FREQUENCY	PERSON RESPONSIBLE
Municipal and private hydrants shall be maintained in operating condition.	General	Qualified Contractor
Hydrants shall be maintained free of snow and ice accumulations. Hydrants shall always be readily available and unobstructed for use.	General	Owner
<p>Hydrants shall be inspected annually and after each use in accordance with Articles 6.6.5.2. to 6.6.5.5.;</p> <p>Except when in use or being inspected in accordance with Sentence (2), hydrants shall be equipped with port caps that are secured wrench-tight.</p> <p>(2) The port caps shall be removed and the connections inspected for wear, rust or obstructions that in any way hamper easy removal and corrective action shall be taken as needed.</p> <p>(3) If the caps are missing, the hydrant shall be examined for obstructions or accumulated refuse and flushed in accordance with Article 6.6.5.7. and the port caps shall be re-installed.</p> <p>The hydrant barrel shall be inspected to ensure that no water has accumulated within the barrel when the main valve is in the closed position.</p> <p>Where the hydrant barrel is found to contain water under Article 6.6.5.3., the drain valve shall be inspected for operation.</p> <p>If the hydrant barrel is found to contain water because of poor drainage that is impractical to correct, approved measures shall be taken to prevent freezing during winter conditions.</p>	Annually	Qualified Contractor
Hydrant water flow shall be inspected annually in accordance with Article 6.6.5.7.; The main valve of the hydrant shall be fully opened, and the hydrant operated with one port open and the water flow checked.	Annually	Qualified Contractor

COOKING EQUIPMENT EXHAUST SYSTEM	FREQUENCY	PERSON RESPONSIBLE
Inspect cooking equipment exhaust systems regularly and clean as necessary.	General (dependent on use)	Qualified Contractor
Inspect fusible linked fire dampers serving the exhaust system regularly and clean and replace as necessary.	General (dependent on use)	Qualified Contractor
Inspect filters to ensure that they are cleaned as required.	General (dependent on use)	Qualified Contractor

COMMERCIAL COOKING EQUIPMENT	FREQUENCY	PERSON RESPONSIBLE
Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".	General	Qualified Contractor
Ensure wet chemical, alkaloid based chemical or "K" rated portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.	General	Owner
Hoods, grease removal devices, fan, ducts and other equipment shall be checked and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.	Weekly	Qualified Contractor
Inspection and servicing of the fire extinguishing system shall be performed by properly trained and qualified persons in conformance with the Ontario Fire Code, Section 6.8.1.1.	Every 6 Months	Qualified Contractor

NOTE: Yearly tests shall be conducted by a certified fire alarm contractor as required by the Ontario Fire Code, Section 1.1.5.3. Tests shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".