Volume

A

First Edition

GUIDE TO FIRE SAFETY PLANNING

FOR LICENSED NIGHTCLUBS AND LOUNGES

ST. JOHN'S REGIONAL FIRE DEPARTMENT

Guide to Fire Safety Planning

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ST. JOHN'S

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INTRODUCTION

An effective fire safety plan offsets panic and indecision, and replaces it with purposeful acting during an emergency. It also contains measures to control fire hazards in a building on a daily basis.

This guideline is intended to assist owners, managers and staff in developing and implementing effective fire safety plans for licensed liquor establishments.

Fire safety is an important responsibility for everyone, including constantly changing environments such as lounges and nightclubs. The need for a Fire Safety Plan is vital to ensure the life safety of all occupants.

As required by Section 2.8 of the National Fire Code of Canada (Appendix P), buildings designated as assembly occupancies or buildings required to have fire alarms must also have an approved Fire Safety Plan. The owner or manager is responsible for the preparation of the Fire Safety Plan. Once the plan is prepared, the owner or manager is responsible for implementing the Plan and training all staff in their respective duties.

Your Fire Safety Plan is a unique document that must be prepared specifically for your building. All of the procedures in the Plan must provide staff and occupants with the guidance necessary to ensure the safe evacuation from the building.

ICON KEY

L Important to Note!

📖 Template in Appendix

Appendix A contains some common definitions used throughout this entire manual.

Objectives of the Fire Safety Plan

Fire safety planning has 3 primary objectives:

- ✓ Fire Hazard Control
- ✓ Fire Protection System Maintenance
- ✓ Emergency Evacuation

Fire safety planning prevents the occurrence of fire by the control of fire hazards in the building, ensures operation of fire protection systems by establishing maintenance procedures, and provides a systematic method of safe and orderly evacuation of the building in the event of fire.

Section 1

ASSESSMENT

Before the preparation of a Fire Safety Plan can begin, there needs to be an assessment.

Human Resources & Equipment

The assessment of human resources should include the following people:

- Owner of the building
- Manager of the business
- Supervisory staff
- Occupants

The assessment of building equipment and the emergency systems within should outline features such as:

- ✓ Building construction
- ✓ Fire detection and alarm systems
- ✓ Exiting information
- ✓ Emergency lighting units
- ✓ Emergency power and lighting
- ✓ Elevators
- ✓ Fixed extinguishing systems
- ✓ Portable fire extinguishers
- ✓ Standpipe and systems
- ✓ Sprinkler systems
- ✓ Freezing protection
- ✓ Heating, ventilation and air conditioning
- ✓ Electrical rooms and equipment
- ✓ Fire pumps
- ✓ Access for fire department equipment

Once the assessment of the building and all systems is complete, with all emergency systems in proper working order, then organization of staff can be chosen and individual duties can be given to staff.

📖 ***Appendix D provides a suggested template of the key points of a building assessment, including specific requirements to note in each area.***

FAQs

Some commonly asked questions that emerge while reviewing this section are:

Q. **"Why is there a need to perform an assessment on the building and staff in my nightclub?"**

A. This assessment is important in the initial stages of your Fire Safety Plan. The development of this section will familiarize the manager of the club with all the types of safety equipment and their locations throughout the building. In addition, the assessment on human resources will also help the manager to develop an organized plan of staff, which will be dealt with in the next section.

Q. **"I do not have all the equipment located on the Suggested Building Assessment Template in Appendix D, is this template for my establishment?"**

A. This template is a general example of possible equipment. If you decide to use this form, any information that is not applicable to your establishment should be marked with 'NA', and any additional information should be added.

Section

2

PREPARING STAFF FOR EMERGENCIES

Trained supervisory staff is essential in directing and assisting the orderly movement of people in the event of a fire, and performing fire control until the fire department arrives.

Evacuation procedures relying heavily on supervisory staff are complex, in that such staff require continued training, frequent drilling, and must be continuously on the premises in order to fulfill their responsibilities during an emergency. Once the plan is implemented, the time required for continued training and drilling, as well as the coordination necessary to maintain supervisory staff awareness of their surroundings, is essential to the success of the plan.

Based on these facts, the evacuation objective outlined can be met simply and realistically with evacuation control officers or the Fire Safety Manager's involvement in evacuation control.

Review of Staff

Fire Safety Manager and Deputy Fire Safety Manager

The Fire Safety Manager is appointed by the building owner. For nightclubs and lounges, this is typically the manager of daily operations.

The Deputy Fire Safety Manager is appointed by the Fire Safety Manager. For nightclubs and lounges, it is necessary to make certain that an alternate person is available to take the lead at times when both the Fire Safety Manager and Deputy Fire Safety Manager are unavailable.

The Fire Safety Manager may not be in the building on a continuous basis, but should be available to provide, or respond to:

- the building on notification of a fire emergency;
- emergency assistance to the fire department during an emergency.

Floor Staff

Floor staff responsibilities and training are arranged by the Fire Safety Manager. It is very important that all Floor Staff are well trained and knowledgeable of all their responsibilities in order for the Fire Safety Plan to be effective.

Responsibilities & Duties

Fire Safety Manager

The responsibilities and duties of the Fire Safety Manager are as follows:

1. To administer and maintain the Fire Safety Plan, including updating the plan when alterations are made to the building.

2. To train the Deputy Fire Safety Manager and Floor Staff.

3. To obtain and issue equipment necessary for the successful performance of the Fire Safety Plan *(i.e. flashlights and megaphones for outside communications).*

4. To record information on the following:
    - Fire incidents
    - False alarms
    - Fire drills
    - Discharge or operation of fire equipment
    - Training periods

5. To ensure that fire protection systems are inspected, maintained and serviced in accordance with the Plan and the Fire Code.

L ***When an inspection, maintenance or testing procedure is beyond in-house capabilities, the Fire Safety Manager is responsible to have qualified personnel, certified by the Fire Commissioner's Office, to complete the procedure.***

Fire Safety Manager (con't)

6. To ensure that additional precautions are taken to offset the hazard to occupants where fire protection systems are inoperable. This should include checking the Fire Safety Plan and applicable Fire Code when fire systems are in need of repair and advising the fire department of the system status.

7. To ensure that any building maintenance, alteration or renovation does not expose the building or occupants to unnecessary fire hazards, and precautions are taken to ensure building and occupant safety. This should include checking the Fire Safety Plan and applicable Fire Code when such activities take place, to ensure that they meet the requirements of the Fire Safety Plan and Fire Code regulations.

8. To ensure that supervisory staff is available to respond to the premises in the event of notification of an emergency. This should include notifying the Deputy Fire Safety Manager or person in charge when they will not be available.

9. To resolve any fire hazards which are reported by occupants, staff or the fire department.

10. To maintain familiarity with the building's fire protection system.

11. To maintain familiarity with fire regulations. This should include ensuring that the electrical rooms are not used for storage and that established policies are adhered to.

Deputy Fire Safety Manager (or designate)

The duties and responsibilities of the Deputy Fire Safety Manager are as follows:

1. To assume the responsibilities of the Fire Safety Manager in his/her absence;
2. To assist the Fire Safety Manager in his/her duties listed above.

Floor Staff

1. Floor Staff will check their floor or area daily for:

- Accumulation of combustible material, rubbish or flammable liquids in excess of quantities allowed by permit;
- Dangerous ignition sources, i.e. worn electrical cords, oily rags, overheating equipment;
- Exit lights in good order and adequate lighting in public corridors and stairwells;
- Fire and exit doors and their self-closing hardware in good operating condition (*doors should not be wedged under any conditions);*
- Exit routes are unobstructed;
- Fire hose and portable extinguishers are not obstructed, are in good order and ready to use;
- Other suggested items outlined in Appendix C (Daily Inspection Template)

2. All fire hazards that are discovered must be reported to the Fire Safety Manager immediately.

Floor Staff Duties During an Emergency

1. To be familiar with and to act in accordance with all the provisions of the emergency procedures;
2. Supervise the orderly evacuation of his/her area to the outside of the building;
3. Check the exit stairwells to see that they are clear for evacuation and choose an alternate route, should egress be blocked by fire or smoke;
4. Report to the Fire Safety Manager on whether his/her area is evacuated;
5. Do not allow anyone to go back into the building under any circumstances until the fire department has given permission to do so.

Fire Drills

This Section was developed to assist in planning, documenting, coordinating, conducting and monitoring fire drills in buildings and occupancies regulated by Section 2.8 of the National Fire Code of Canada (NFC). The guideline also provides guidance about analyzing and documenting fire drills to achieve compliance with the Code.

PREPARATION IS THE KEY TO ANY EFFECTIVE EMERGENCY RESPONSE

The purpose of fire drills is to ensure the safe and efficient use of exit facilities available. A proper drill ensures orderly egress under control and prevents panic which has accounted for a large portion of the loss of life in major fire disasters throughout history.

In nightclubs and lounges, the occupant load is constantly changing and not as closely controlled in situations like schools where fire drills can be held for everyone in the building. In such cases, the fire drills must be limited to regular employees who can be thoroughly taught proper procedures in the event of fire. For the persons having the responsibility of conducting, coordinating, monitoring, or participating in the fire drills, you have probably asked yourself a number of questions, including:

1. What are the objectives for conducting fire drills?
2. How often do fire drills have to be conducted?
3. What does a fire drill involve?
4. Who has to participate in fire drills?
5. What training is necessary before people participate in fire drills?
6. How should fire drills be documented?

This Section offers answers to these questions and provides useful tips to enhance the effectiveness of fire drills for licensed liquor establishments.

Objectives for Fire Drills

Preparation is the key to any effective emergency response. Conducting effective fire drills helps building owners, property management and others responsible for fire safety within a building to:

- provide scheduled opportunities for comprehensive fire emergency response training for supervisory staff;
- determine whether designated supervisory staff can competently respond in accordance with the emergency fire and evacuation procedures;
- determine whether supervisory staff responds in a timely manner to carry out their duties;
- assess the ongoing effectiveness of the emergency procedures under different fire scenario conditions;
- comply with the National Fire Code of Canada's mandatory requirements for conducting fire drills.

Frequency of Fire Drills

Fire drills for supervisory staff and all employees should be held at minimum intervals of 12 months (as stated in NFC code: 2.8.3.2.1) and during the year as staff members may change, or as management and the fire department may recommend. The consistencies of holding regular fire drills help achieve the objectives described above.

Planning of Fire Drills

The evacuation of any area due to fire is always an unexpected event, and since nightclubs and lounges have the added problem of constantly changing environments due to their type of occupancy, regular drills are next to impossible to coordinate. Fire drills for nightclubs and lounges should be designed to familiarize the staff with all available means of egress, particularly emergency exits that are not regularly used during the normal occupancy of the building. The best way a Fire Safety Manager of this type of occupancy can develop a fire drill plan is to hold 'fire drill meetings' where all staff can discuss procedures and be shown where all exits are and where they lead to. It may also be necessary to hold additional fire drill meetings outside normal working hours for the benefit of employees on night shifts, who should be as familiar with fire drill procedures as those who work during the day.

Training of Staff

To properly prepare the supervisory staff, and all other staff that will be given responsibility during a fire or fire drill meeting, they must be instructed on emergency procedures outlined in the Fire Safety Plan. Once the staff has a suitable understanding of their specific duties, they can then be given the responsibility for fire safety procedures in their place of work. A copy of the fire safety procedures and duties shall also be given to each employee or should be readily available at work for them to review.

At the end of every completed fire drill meeting, there should be a brief information session. This session is meant for all staff involved in the fire drill meeting to review the procedures and conduct of all who participated. During this meeting, areas that need improvement can be outlined and potential solutions can then be suggested for implementation.

Documentation

Fire drill meetings must be documented and these documents must be maintained until the Authority Having Jurisdiction requests to view them. The documentation should include the date of the drill, the particular scenario of the drill, the staff participating in the drill, and the outcomes of the drill.

📖 ***Appendix E has a sample template of a fire drill / incident report record.***

Section

3

EVACUATION & EMERGENCY PROCEDURES

Emergencies can occur at any time without warning. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

It is important to read this Section thoroughly so that you become familiar with the procedures in the event of an emergency. When you are familiar with the information, you will be better prepared to protect yourself, your co-workers and your patrons.

Emergency Procedures

In Case of Fire

1. **IMMEDIATELY SOUND THE FIRE ALARM** by activating the alarm switch**.**

2. **DIAL 911**

    - State your name;
    - Give the address of the building involved and the nearest intersection;
    - Give information about the fire such as which floor it is on, how fast it is spreading, the location of disabled or trapped persons.

If an emergency occurs during a special event, make certain the special communication page was sent ***(refer to "Special Events Guide to Fire Safety Planning" Manual).***

If You Cannot Control the Fire:

1. **MAKE CERTAIN ALL OCCUPANTS HAVE EVACUATED THE BUILDING.** Floor Staff should be the last to leave the building, after a quick check of all rooms and washrooms of the building, if it is safe to do so.

2. **CLOSE THE DOOR** of the room involved, then

3. **LEAVE THE BUILDING** using the nearest exit**.**

- **WALK... DO NOT RUN.** Close all doors behind you and proceed along corridors and down stairways in a quiet and orderly manner.

- **DO NOT USE THE ELEVATOR,** always use the stairwell**.**

- **ASSIST THE DISABLED OR INJURED** to an area of refuge or other safe place, if possible.

4. **DO NOT GO BACK TO THE BUILDING FOR ANY REASON** until you have been advised to do so.

5. **MEET THE FIRE DEPARTMENT AT THE BUILDING ENTRANCE** to provide them with updated information and to assist as a resource person, making certain no occupants block fire department access or traffic while crossing the street.

Operation Of A Fire Extinguisher

Portable fire extinguishers are useful only if you know how to use them, if they are right for the type of fire you are fighting, and if the fire is discovered immediately. You should not attempt to fight even a small fire until people have been evacuated from the area and the fire department has been called.

Never attempt to fight a fire if any of the following are true:

- You are uncertain about how to use the extinguisher.
- The fire is spreading beyond the immediate area where it started.
- The fire could block your escape route.
- You are alone.

How to Use a Multi-Purpose Dry Chemical Type Fire Extinguisher

Remember the word: **PASS**

PULL the pin;

AIM low... pointing the extinguisher nozzle at the base of the fire;

SQUEEZE the handle... this releases the extinguishing agent;

SWEEP from side to side... at the base of the fire until it appears to be out. Watch the fire area. If fire breaks out again, repeat use of the extinguisher.

Report any use of an extinguisher to the Fire Safety Manager or to a fire department officer.

L Most portable fire extinguishers work according to these directions, however be aware that some do not. Read and follow the directions on the fire extinguishers within your building.

Fire Extinguisher Types	
Class A:	Used for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicate the amount of water it holds and the amount of fire it can extinguish.
Class B:	Used for flammable or combustible liquids such as gasoline, kerosene, grease and oil. The numerical rating for class B extinguishers indicate the approximate number of square feet of fire it can extinguish.
Class C:	Used for electrical equipment, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish class C fires - the risk of electrical shock is far too great! Class C extinguishers do not have a numerical rating. The C classification means the extinguishing agent is non-conductive.
Class D:	Used for fires that involve combustible metals, such as magnesium, titanium, potassium and sodium. These fire extinguishers are commonly found in a chemical laboratory. These types of extinguishers have no multi-purpose rating - they are designed for class D fires only.

Operation Of A Fire Hose

Fire hoses are useful only if you know how to use them. You should not attempt to fight even a small fire until people have been evacuated from the area and the fire department has been called.

Never attempt to fight a fire if any of the following are true:

- You are uncertain about how to use the extinguisher.
- The fire is spreading beyond the immediate area where it started.
- The fire could block your escape route.
- You are alone.

How to Use a Fire Hose:

- OPEN hose cabinet.
- PULL all hose out of rack and remove kinks.
- OPEN hose valve FULLY and ensure water flows into hose.
- OPEN nozzle and ADJUST to create a wide spray pattern.
- APPROACH the fire area.
- ADJUST nozzle to produce narrower pattern ***(NOT a straight stream as this pattern may be less effective).***
- DIRECT the water in a circular motion at the base of the flame.
- BACK away when the fire appears extinguished, but watch for re-ignition.
- REPORT any use to the Fire Safety Manager or to a fire department officer.

Section

4

TESTING & MAINTAINING EQUIPMENT

Is testing equipment on a regular basis important? Through business continuity and disaster recovery planning, it has become apparent that to cut problems in advance, it is imperative to consistently test infrastructure and technology.

The Fire Code requires that building fire protection and life safety systems receive a variety of regular inspections, service, and maintenance. The majority of inspections are generally quick checks to ensure that the particular system is operational and not in need of service. Some inspections do not require a high degree of technical knowledge of the particular system, but rather the ability to check for a specific problem, and have it corrected. Such inspections could be adequately performed by the Fire Safety Manager since he or she is in the building on a daily basis.

Annual Inspections, Testing and Maintenance procedures generally involve technical procedures and will be performed by qualified individuals or private contractors certified by the Fire Commissioner's Office.

Records

Records of inspection, testing or maintenance of fire protection equipment, which is completed by the Fire Safety Manager, qualified person, or a private inspector shall be retained for at least 2 years from the date of the activity. The records shall be located in the Fire Safety Plan for review by the Authority Having Jurisdiction.

The items on the Daily Inspection Report are exempt from this requirement.

Private Inspector/Contractor

Inspectors or contractors may perform their own unique inspection and testing procedures but their procedures must meet the minimum requirements set by the

applicable code. The following section provides information on these procedures so the Fire Safety Manager has an idea of what the inspector should be doing.

FIRE EQUIPMENT

PORTABLE FIRE EXTINGUISHERS

Reference Standard: NFPA 10 "Portable Fire Extinguishers"

A *visual inspection* of an extinguisher is a quick check that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. *Maintenance* is a thorough check of an extinguisher which is intended to give maximum assurance that an extinguisher will operate effectively and safely, and will normally reveal the need for hydrostatic pressure testing. Recharging is the replacement of the extinguishing agent.

INSPECTION FREQUENCY:	*RECORD KEEPING (REFER TO):*	*RESPONSIBILITY:*
Daily	Appendix C	Fire Safety Manager
Monthly	Appendix F	Fire Safety Manager
Yearly	Appendix F	Certified Contractor

📖 ***Daily inspections for portable fire extinguishers is located in Section 3.0 of Appendix C.***

MEANS OF EGRESS

INSPECTION FREQUENCY:	*RECORD KEEPING (REFER TO):*	*RESPONSIBILITY:*
Daily	Appendix C	Fire Safety Manager

📖 ***Daily inspections for means of egress is located in Section 1.0 of Appendix C.***

FIRE DETECTION AND ALARM SYSTEM

Reference Standard: CAN/ULC-S536-M "Inspection and Testing of Fire Alarm Systems"

INSPECTION FREQUENCY:	*RECORD KEEPING (REFER TO):*	*RESPONSIBILITY:*
Daily	Appendix C	Fire Safety Manager
Monthly	Appendix G	Fire Safety Manager
Yearly	Appendix G	Certified Contractor

📖 ***Daily inspections for Fire Detection & Alarm System is located in Section 4.0 of Appendix C.***

EMERGENCY LIGHTING UNITS

Reference Standard: National Fire Code Regulation, Section 6.7

INSPECTION FREQUENCY:	*RECORD KEEPING (REFER TO):*	*RESPONSIBILITY:*
Daily	Appendix C	Fire Safety Manager
Monthly	Appendix H	Fire Safety Manager
Yearly	Appendix H	Certified Contractor

📖 ***Daily inspections for emergency lighting is located in Section 2.0 of Appendix C.***

EMERGENCY LIGHTING GENERATOR

Reference Standard**:** CAN/CSA-C282-M "Emergency Electrical Power Supply for Buildings"

INSPECTION FREQUENCY:	*RECORD KEEPING (REFER TO):*	*RESPONSIBILITY:*
Monthly	Appendix I	Fire Safety Manager
Yearly	Appendix I	Certified Contractor

SPRINKLER SYSTEM

Reference Standard: National Fire Code Regulation, Section 6.5, also NFPA 25 and 13.

NOTIFICATION

Prior notification of waterflow or other tests to be made to a sprinkler system shall be given to parties who could be affected by an alarm.

INSPECTION FREQUENCY:	*RECORD KEEPING (REFER TO):*	*RESPONSIBILITY:*
Daily	Appendix C	Fire Safety Manager
Weekly	Appendix J	Fire Safety Manager
Monthly	Appendix J	Certified Contractor

📖 ***Daily inspections for sprinkler systems is located in Section 3.0 of Appendix C.***

STANDPIPE AND HOSE SYSTEM

Reference Standard: NFPA 14 "Installation of Standpipe and Hose Systems"

ALTERATIONS

Standpipe systems that have been modified or extended or are being restored to service after a period of disuse exceeding twelve months, shall be flow and pressure tested at the highest and most remote hose connection to ensure the availability of the water supply for which the system was designed.

INSPECTION FREQUENCY:	*RECORD KEEPING (REFER TO):*	*RESPONSIBILITY:*
Monthly	Appendix K	Fire Safety Manager
Yearly	Appendix K	Certified Contractor

FREEZING PROTECTION

INSPECTION FREQUENCY:	*RECORD KEEPING (REFER TO):*	*RESPONSIBILITY:*

Yearly	Appendix L	Certified Contractor

CHIMNEYS, FLUES AND FLUE PIPES

INSPECTION FREQUENCY:	*RECORD KEEPING (REFER TO):*	*RESPONSIBILITY:*
Yearly	Appendix M	Certified Contractor

HEATING, VENTILATING AND AIR CONDITIONING SYSTEMS

INSPECTION FREQUENCY:	*RECORD KEEPING (REFER TO):*	*RESPONSIBILITY:*
Yearly	Appendix M	Certified Contractor

COMMERCIAL COOKING EQUIPMENT FIRE PROTECTION

Reference Standard: NFPA 96 "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations"

INSPECTION FREQUENCY:	*RECORD KEEPING (REFER TO):*	*RESPONSIBILITY:*
Semi-Annual	Appendix N	Certified Contractor

FIRE DEPARTMENT ACCESS TO BUILDING

INSPECTION FREQUENCY:	*RECORD KEEPING (REFER TO):*	*RESPONSIBILITY:*
Daily	Appendix C	Fire Safety Manager

📖 ***Daily inspections for Fire Department Access to Building is located in Section 8.0 of Appendix C.***

FAQs

Some commonly asked questions that emerge while reviewing this section are:

Q. **"What should I do if the tag on my portable fire extinguisher has been torn off?"**

A. If this situation arises, you should contact your certification agency (private contractor) and get them to re-tag your portable fire extinguisher.

Q. **"Who is responsible for finding a qualified contractor to check all the equipment located in the establishment?"**

A. You are responsible for hiring your own qualified contractor; this section is only here to aid you in what this person should be doing.

Q. **"Can a trusted employee other than the Fire Safety Manager perform required checks where a qualified contractor is not required?"**

A. Yes, a trained employee other than the Fire Safety Manager can inspect the non-technical items that are designated as the responsibility of the Fire Safety Manager.

Section

5

DAILY INSPECTIONS

Are you prepared in the event of a Fire? There are no second chances, therefore instead of guessing what to do, know what to do.

These daily inspection requirements are to provide management or the person in charge with a list of common violations that should be checked daily to reduce the hazard of fire and take an active role in life safety.

The requirements listed are to be checked and corrected every day the establishment is open to the public.

LIST OF ITEMS TO CHECK DURING DAILY INSPECTION

- 🕮 ***Items listed below for a daily checklist come from a <u>larger</u> list located in Appendix B.***
- 🕮 ***Suggested Template Located in Appendix C.***

1.0 EXITS AND ACCESS TO EXITS

1.2 Outside stairs and steps clear of ice and snow and any obstruction *(including fire escapes).*
1.6 Exit door is accessible, not obstructed by tables/chairs, etc.
1.7 Exit doors are operating freely with no dead bolts, latches, or chains *(physically opens).*
1.8 Smoke barrier doors and all doors with closures are maintained in the closed position *(no wedges holding the door)*
1.9 Exit lights illuminated *(none are broken or blown out);*
All corridors free from obstruction

2.0 EMERGENCY LIGHTS

2.1 All emergency lights are operating *(test)*
2.3 Recharging light signal "on" in each unit

3.0 FIRE EXTINGUISHERS AND AUTOMATIC EXTINGUISHER SYSTEMS

3.2 Kitchen system operational and maintained as required.
3.3 Fire extinguishers operable *(check gauge).*
3.4 Seals are intact *(no evidence of tampering).*
3.6 No extinguisher units obstructed, hidden from view, or have foreign material on them.
3.10 Hose Stations are not damaged and are maintained.
3.12 Sprinkler System maintained and operational.

4.0 FIRE ALARM SYSTEMS

4.1 Fire alarm system is operating *(test light on).*

8.0 FIRE DEPARTMENT ACCESS

8.2 Access panels or windows provided to facilitate access for fire fighting operations shall be maintained free of obstructions at all times.
8.5 Streets, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times by fire department vehicles.
8.6 Vehicles shall not be parked to obstruct access of fire department vehicles and signs shall be posted prohibiting such parking.

9.0 GENERAL

9.5 Storage area accessible and illuminated

FAQs

Some commonly asked questions that emerge while dealing with daily inspections are:

Q. **"Can a trusted person other than the Fire Safety Manager perform the required daily inspection?"**

A. Yes, the daily inspection requirements are a non-technical check list that can be performed by any trained staff.

Q. **"Other inspection forms are to be saved for two years, how long should I keep these inspection forms on hand?"**

A. It will be very clear to the fire department inspectors if these inspections are performed or not by their own visual inspection and while questioning staff. Therefore it is only required to retain these forms for one month, however it is good practice to keep the daily logs on file for future reference.

Q. **"Why do some categories on the suggested template (Appendix C) have two entries for the same day?"**

A. In the fast paced environment of a club or lounge, certain items of safety need to be checked more than once, especially in businesses that are open for long hours throughout the day with many different staff members.

Section 6

RESETTING & REPAIRING EQUIPMENT

In the event of a fire or an accidental activation of fire safety equipment, there is a need for procedures to get the equipment back into operational condition as soon as possible. This is usually performed by a qualified contractor or trained staff.

FIRE DETECTION AND ALARM SYSTEM

Procedure for false alarm

- ENSURE the fire department is aware of the incident.
- DO NOT SILENCE OR RESET the fire alarm system.
- When the fire department is satisfied that the alarm was false, RESTORE any activated manual pull station and RESET the system ***(if qualified).***
- COMPLETE the Incident Report.

📖 ***A template of an Incident Report is located in Appendix E.***

If a fire has occurred damaging system wiring and/or detection devices and you are unsure of the reset procedures, a qualified contractor should be contacted to make the necessary repairs.

AUTOMATIC SPRINKLER SYSTEM

Where a sprinkler has activated during a fire condition or accidentally through mechanical damage, it is necessary to place the system back in operation as soon as possible.

This procedure should be conducted by a qualified sprinkler contractor; however, where a contractor is not immediately available, the following procedure could be followed in the interim:

- Ensure that the fire department is aware of the incident.
- Close the zone or main system shut-off valve.
- Open the drain serving the floor.
- Use the special sprinkler wrench and replace the damaged sprinkler with a new one of the same type.
- Close the floor drain.
- Open the floor shut-off valve.
- Perform an inspection and main drain tests.
- Reset the fire alarm system.
- Contact a qualified contractor to check work.
- Notify the Fire Department of the temporary repair.

PORTABLE FIRE EXTINGUISHERS

When extinguishers have been used, they should be serviced by qualified personnel.

FIXED EXTINGUISHING SYSTEM

Following operation, the system shall be restored by a qualified contractor.

> 🕮 ***A template for names and numbers of service, repair and emergency contacts that should be available for all staff, is located in Appendix O.***

PRECAUTIONS DURING REPAIRS, ALTERATIONS AND RENOVATIONS

While in the process of making changes to the building, whether the building is still in operation and accessible to the public or closed to the public due to these repairs, management must make certain that their establishment is still a safe place. The following section outlines major concerns and procedures needed to ensure everyone within the business is aware of their surroundings during time of construction in order to maintain a safe work environment.

FIRE DETECTION AND ALARM SYSTEM

When the system cannot be repaired and returned to full operation, the following precautions should be implemented:

- Notify the fire department of the system status.
- Have a person remain at the premises until the system is fully operable.
- A watchperson shall make inspection rounds of all areas of the building every half hour, 24 hours per day.
- A watchperson shall remain on the property between rounds.

WHERE A PROBLEM IS SUSPECTED, THE FIRE DEPARTMENT SHOULD BE CONTACTED FOR ADVICE OR TO PERFORM AN INSPECTION

AUTOMATIC SPRINKLER SYSTEMS

After repairs or alterations are made to any sprinkler system, the following should be performed as required by the National Fire Code of Canada;

- New system piping shall be pressure tested in conformance with Articles 6.5.3.8 to 6.5.3.10 of the NFC.
- A main drain test conforming to Article 6.5.3.11 of NFC shall be performed to ensure that all valves controlling water supply are fully opened.
- Alarm and supervisory devices shall be checked to ensure they will function properly.

PORTABLE FIRE EXTINGUISHERS

Where a service company removes a fire extinguisher from the building for an extended length of time, a fire extinguisher of the same type should be provided temporarily in its place.

BUILDING

During alterations and repairs, ensure that the building and its occupants are not exposed to undue fire hazards created by contractor's equipment or supplies which are brought into the building. A frequent inspection of the affected area is suggested in order to ensure the following:

- Exits are free of obstructions.
- Dangerous work areas are inaccessible to the building occupants.
- Contractors have obtained necessary building and operation permits.
- Flammable and combustible liquids are handled and stored safely.
- Heat producing equipment such as welding/cutting equipment and portable heaters are used safely.

Section 7

CAPACITY

As stated in the National Building Code of Canada, the Life Safety Codes, and also stated in the Liquor Licensing Regulations *(Reference Manual for Owners and Managers, Section 3)*, set calculated capacities must be followed.

Enforcing Capacity

The manager and employees are responsible to enforce the capacity since the property can be subject to a random check by the Authority Having Jurisdiction.

Methods of Enforcement

Assign a staff member at the door to perform a count as patrons enter and exit.

When the limit is reached, ask guests to form a line outside the door, keeping in mind any issue that may arise due to a bloackage of the exit doors.

HOW AND WHY CAPACITY IS CALCULATED

The door attendant (or door person) must understand that the point of occupant load calculation in the Code is not to determine an occupant load, but a "safe" occupant load. In simple terms, the intent is not to calculate the maximum amount of people allowed in a floor area, but to determine the maximum amount of people that can safely be accommodated in a floor area.

The Life Safety Code uses two of the following calculations to determine the maximum permissible occupant load in existing buildings, with the lowest number being the maximum permissible occupant load:

- Net Floor Space available to allow people to move freely to an exit.
- Exit capacity *(including the number of exits).*

FAQs

Q. **"Is it alright to exceed the set capacity in an establishment if the place 'looks' empty"**

A. No, capacity is determined through calculation based not only on floor area but exit width and the number of available exits.

Q. **"Does the number set on the capacity card mean the number of patrons allowed or the total number of people allowed?**

A. The capacity numbers calculated are formulated for the total number of 'people' within the establishment, including all staff.

Q. **"Will reconfiguring the floor area of an establishment with different table and chair configurations affect my capacity numbers or will they remain the same?"**

A. Depending on the configuration your capacity numbers could change because the required space for standing room and room for tables and chairs are different. Say you added tables and chairs to a section that was normally standing room, the capacity calculation is 7 square feet per person for standing, but for tables and chairs it is 15 square feet per person therefore you would lose more than half of your capacity for that section.

Please note that any configurations made to your property must be inspected by the Fire Department to determine any new calculations for capacity.

LIST OF APPENDICES

L The information in the appendices are suggested templates and should be modified according to the user's needs within his/her organization.

APPENDIX A

COMMON DEFINITIONS

Common Definitions

Access to Exits – a means of egress within a floor area that provides access to an exit serving the floor area.

Appliance –a device to convert fuel into energy and includes all components, controls, wiring and piping required to be part of the device by the applicable standard.

Assembly Occupancy – (Group A) the occupancy or the use of a building, or part thereof, by a gathering of persons for recreational or like purposes, or for the consumption of food or drink.

Authority Having Jurisdiction –the governmental body responsible for the enforcement of any part of Code or the official or agency designated by that body to exercise such a function.

Basement –a story or storeys of a building located below the first story.

Building –any structure used or intended for supporting or sheltering any use or occupancy.

Chimney –a primarily vertical shaft enclosing at least one flue for conducting flue gases to the outdoors.

Deputy Fire Safety Manager –Appointed supervisory staff member who assumes the duties of the Fire Safety Manager during his/her absence. (Person in charge)

Door Attendant –the person who monitors the crowd to ensure everyone behaves and follows the house rules, and assists occupants in the event of an emergency evacuation.

Event Area (Net) –the area within a fenced assembly occupancy. When referring to the Net Event Area, this is the total occupant space considered for capacity and does <u>not</u> include space taken up by the stage or pathways for means of egress.

Exit –a means of egress, including doorways that lead from the floor area it serves, to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

Fire Drill Meetings –Due to the type of occupancy that nightclubs and lounges have it is difficult to have full evacuation fire drills therefore it is recommended for Fire Safety Managers of this type of occupancy to hold a meeting type fire drill for all staff.

Fire Safety Manager –The person responsible for the development and implementation of the Fire Safety Plan.

Fire Safety Plan –A plan that provides occupants with information for control of fire hazards, maintenance of fire protection systems, and evacuation procedures for their building.

Fire Separation –means a construction assembly that acts as a barrier against the spread of fire.

Flame Spread Rating –an index or classification indicating the extent of spread-of-flame on the surface of a material or an assembly of materials as determined in a standard fire test as prescribed in the National Building Code.

Floor Area –the space on any story of a building between exterior walls and required firewalls, including the space occupied by interior walls and partitions, but not including exits and their

enclosing assemblies.

Flue –an enclosed passageway for conveying flue gases.

Flue Pipe –the pipe connecting flue collar of an appliance to a chimney.

LSC –used when referencing the NFPA 101 '**L**ife **S**afety **C**ode"

Means of Egress –a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. (Includes exits and access to exits)

NBC –used when referencing the '**N**ational **B**uilding **C**ode of Canada'

NFC –used when referencing the '**N**ational **F**ire **C**ode of Canada'

Occupancy –the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.

Occupant Load –the number of persons for which a building or part thereof is designated.

Owner/Manager –the person in charge or responsible for the establishment or building, this person has the responsibility of preparing all documentation for the authority having jurisdiction.

Passageway –(when referring to exits) a path outside the exit that leads to the street.

Smoke Alarm –a combined smoke detector and audible alarm device designed to sound an alarm within the room or suite in which it is located upon detection of smoke within that room or suite.

Sprinklered – the building or part thereof is equipped with a system of automatic sprinklers.

Special Event Committee (SEC) –The committee in charge of any special event that requires additional personnel (crowd managers) or special requirements, such as a street closure.

Supervisory (Floor) Staff –those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan. For lounges and nightclubs, since there are limited numbers of staff compared to the number of occupants, all staff will be consider supervisory staff in the event of an emergency.

Watchperson –The person hired when an emergency system is not in operation and there is a need to have someone qualified on the site to make rounds every half hour, 24 hours a day, until the system is back in proper working condition.

APPENDIX B

NBC, NFC, AND LSC CODES & DEFINITIONS

VIOLATION TYPE		CODE	CODE DEFINITION	SJRFD DEFINITION
1.0	**EXITS AND ACCESS TO EXITS**			
1.1	Panic hardware: if required, installed and working	2.2.2.4.(1)(c) NFC	Defects that interfere with the operation of closures in fire separations shall be corrected, and such closures shall be maintained to ensure that they are operable at all times by making necessary adjustments and repairs to door hardware and accessories to ensure proper closing and latching.	Ensure people cannot become locked in a building in an emergency.
1.2	Area outside exits clear and free of ice and snow	2.7.1.7.(1) NFC	Exterior passageways and exterior exit stairs serving occupied buildings shall be maintained free of snow and ice accumulations.	People attempting to leave the building do not have their exit impeded due to a blockage.
1.3	No storage in and / or under exit stairways	2.4.1.1.(2) NFC	Combustible materials, other than those for which the location, room, or space is designed shall not be permitted to accumulate in any part of the means of egress.	Ensures the exit and stairway are free from debris for persons exiting and/or in the event of a fire.
1.4	Testing of exit doors	2.7.2.1.(1) NFC	All doors forming part of a means of egress shall be tested at intervals not greater than one month to ensure that they are operable.	Ensure doors that are not normally used are in working order.
1.5	Exit lights and signs	2.7.3.1.(2) NFC	Exit lights and exit signs shall be illuminated during times the building is occupied.	Ensure everyone in the building can see where the exits are located.
1.6	Means of egress free and clear of obstructions	7.1.10.1 LSC	Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.	Provides a clear exit for people trying to leave a building in an emergency.
1.7	No bolts, chains, etc.., on exit doors	7.2.1.5.1 LSC	Doors shall be arranged to be opened readily from the egress side whenever the building is occupied.	Ensure doors are always opened from egress side when building is occupied, so that people can access an exit readily.
1.8	Exit stairway doors not blocked open.	7.2.1.8.1 LSC	A door normally required to be kept closed shall not be secured in the open position at any time and shall be self-closing or auto-closing.	Doors keep toxic environments out. Closed doors will allow smoke and heat from entering other areas.
1.9	Exits lights installed and illuminated.	7.10.1.2 LSC	Exits other than main exterior exit doors that obviously and clearly are identified as exits, shall be marked by an approved sign that is readily visible from any direction of exit access.	In an emergency, patrons will be able to to find their way out when exit are illuminated.
1.10	Minimum lighting requirements	3.2.7.1.(1) NBC	An exit, a public corridor, or a corridor providing access to exit for the public shall be equipped to provide illumination to an average level not less than 50 1x at floor or tread level and at angles and intersection changes of level where there are stairs or ramps.	Minimum lighting requirements guarantees there is a proper level of light to see important access and exits points.
1.11	Exit doors and access to exit doors swing direction	3.3.1.10.(2) NBC	A door that opens into a corridor or other facility providing access to exit from a room that is used or intended for an occupant load more than 60 shall swing in the direction of travel to the exit.	A door shall swing in the direction of egress ensuring fast and easy exit for many people at once.

VIOLATION TYPE		CODE	CODE DEFINITION	SJRFD DEFINITION
1.12	Mirrors or draperies near exits	3.4.1.9.(1) 9.9.5.6.(1) NBC	No mirror shall be placed in or adjacent to any exit in a manner that would confuse the direction of exit, and no mirror or draperies shall be placed on or over exit doors.	To avoid confusion during an emergency, mirrors or draperies next to or on exits are not permitted..
1.13	Effort required to open exit doors.	9.9.6.10. (1) NBC	Every exit door shall be designed and installed so that when the latch is released the door will open in the direction of exit travel under a force of not more than 90 N applied at the knob or other latch releasing device.	A force of no more than 20 pounds (90 N) is required to open any door.
1.14	Visibility of exits	9.9.10.2. (1) NBC	Exits shall be located so as to be clearly visible or their locations shall be clearly indicated.	To ensure the door does not blend in with the wall, exits should be distinctive and not of the same color or contrast with the wall.
1.15	Required exit signs	9.9.10.3. (1) NBC	Except for the main entrance door to a building, every exit door in a building 3 stories in building height or in a building having an occupant load greater than 150 shall have an exit sign over or adjacent to it.	All main exit doors and any exit door in a 3 storey or capacity larger than 150 building should have an exit sign.
1.16	Exit direction signs	9.9.10.4. (1) NBC	Exit direction signs shall be placed in corridors and passageways where necessary to indicate the direction of exit travel	Where ever an exit can not be easily seen a directional sign shall be posted.
1.17	Visibility of exit signs	9.9.10.5. (1) NBC	Exit signs shall be installed so as to be visible from the exit approach and shall be illuminated continuously while the building is occupied.	Approved illuminated directional exit signs should be used to allow easy directions for people during an emergency..
1.18	Exits continuing to a basement	9.9.10.8. (1) NBC	In buildings 3 stories in building height any part of an exit ramp or stair that continues down to a basement past an exterior exit door shall be clearly marked to indicate that it does not lead to an exit where the portion below ground level may be mistaken as the direction of exit travel.	Any convenience stairway at grade level leading to the basement area should be clearly identified with a sign on the door reading: "TO BASEMENT - NO EXIT"
1.19	Interior finish in exits	7.1.4 LSC	The flame spread of interior finish on walls and ceilings shall be limited to class A or class B in exit enclosures	Interior finish in exits and exit stairways should not exceed a flame spread rating of 25.
2.0	**EMERGENCY LIGHTS**			
2.1	Emergency lights	9.9.11.3. (1)-(3) NBC	Emergency lights shall be provided in exits, routes providing access to exits and corridors. Also the lights shall be provided from a source of energy separate from the electrical supply for the building, and be designed to automatically actuate for at least 30 minutes when the electric lighting in the area is interrupted.	Approved emergency lighting of thirty minute duration should be installed to effectively illuminate all exits, exit stairways and access to exit in case of power failure.
2.2	Battery operated lights	7.9.2.4 LSC	Battery-operated emergency lights shall use only reliable types of rechargeable batteries provided with suitable facilities for maintaining them in properly charged condition.	The use of non-rechargeable battery units are not acceptable.

VIOLATION TYPE		CODE	CODE DEFINITION	SJRFD DEFINITION
2.3	Periodic testing of emergency lighting equipment	7.9.3 LSC	A functional test shall be conducted on every required emergency lighting system . Equipment shall be fully operational for the duration of the test. Written records of visual inspections and tests shall be kept by the owner for inspection by the authority having jurisdiction.	Emergency lights or lighting systems should be spot checked daily, inspected and tested weekly. Units or systems requiring maintenance should be serviced as soon as possible after malfunction has been determined.
3.0	**FIREFIGHTING EQUIPMENT/ AUTOMATIC EXTINGUISHING SYSTEMS FOR KITCHENS**			
3.1	No buildup of grease permitted in exhaust duct work.	2.6.1.9.(3) NFC	Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned at frequent intervals to prevent surfaces from becoming heavily contaminated with grease or other residues.	Ensure hoods, grease removal devices, fans, ducts, and other apputenances are claened to redcue the potential of fire and fire spread.
3.2	Kitchen system operational and maintained as required.	2.6.1.9.(6) NFC	Commercial cooking equipment which is certified shall be installed and maintained in conformance with its certification	Equipment must be kept up to the maintenance and installation requirements to reduce the risk of fire or injury.
3.3	All extinguishers are visible and accessible.	6.2.1.1.(1) NFC	Portable extinguishers shall be selected and installed in conformance with NFPA 10	Extinguishers have to be visible and available to be used in the event of a fire.
3.4	Standards	6.2.1.2.(1) NFC	Portable extinguishers shall conform to the appropriate CAN/ULC guidelines	Only portable fire extinguishers with a certified listed label thereon from ULC and as approved by the fire commissioner should be used.
3.5	Location	6.2.1.3.(1) NFC	Portable extinguishers shall be located in or adjacent to corridors or aisles that provide access to exits.	Each extinguisher shall be hung on walls so the top of the unit is not more than 1.5 meters (5 feet) from the floor and the bottom is not less than 100 millimeters (4 inches) from the floor. No material should be placed on top or around the unit.
3.6	Accessibly	6.2.1.3.(2) NFC	Portable extinguishers in proximity to a fire hazard shall be located so as to be accessible without exposing the operator to undue risk.	Extinguishers should be accessible without risk of injury when in close proximity to a fire hazard.
3.7	Instructions	6.2.1.4.(1) NFC	All instructions for operating, maintaining and recharging portable extinguishers shall be permanently fixed to each unit.	To avoid confusion the instructions for operating, maintaining and recharging portable extinguishers is to be permanently fixed to the unit.
3.8	Inspection, testing, and maintenance	6.2.4.2.(1) NFC	Inspection, testing, and maintenance of portable extinguishers shall be in conformance with NFPA 10	In accordance with NFPA 10, fire extinguishers shall be inspected monthly by management and serviced annually by a licensed servicing agency and the date of servicing should be marked on a tag attached to the fire extinguisher.
3.9	Tags	6.2.4.5.(1) NFC	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.	In accordance with NFPA 10, fire extinguishers shall have tags attached to each unit for easy visual inspection by authority having jurisdiction.

VIOLATION TYPE		CODE	CODE DEFINITION	SJRFD DEFINITION
3.10	Hose Stations	6.4.1.3.(1) NFC	Hose stations and cabinets shall be: conspicuously identified, free of obstruction, and inspected at intervals not greater than one month to ensure that hose is in proper position and all equipment is in place and operable.	Interior fire hose stations (standpipes) should be spot checked daily, inspected monthly and maintained annually. Care must be exercised to ensure that unlined linen type fire hose does not become damp or wet. Fire hose should not be used
3.11	Obstructions	6.5.1.5.(1) NFC	No obstructions shall be placed so as to interfere with the effectiveness of water discharge from sprinklers.	The area around the sprinkler control riser should be kept free of all material.
3.12	Sprinklers	3.2.5.13.(1) NBC	Automatic sprinkler systems shall be designed, constructed, installed and tested in conformance with NFPA 13	Fixed automatic fire systems installed in kitchen areas should be tested and maintained by qualified personnel in accordance with NFPA standard pertaining to that type approved system.
3.13	Use of equipment	13.7.6.2 LSC	Employees or attendants of assembly occupancies shall be instructed in the proper use of portable fire extinguishers and other manual fire suppression equipment where provided.	All staff members should be trained in the safe and correct operation of fire extinguishers, automatic fire extinguishing systems, fire hoses, fire alarms and other fire and life safety equipment.
3.14	Maintenance and testing	9.7.5 LSC	All automatic sprinkler and standpipe systems required by this code shall be inspected, tested, and maintained in accordance with NFPA 25	Sprinkler systems, where installed, should be tested and maintained in accordance with requirements contained in the National Fire Code of Canada and NFPA 25.
4.0	**FIRE ALARM and EARLY WARNING SYSTEMS**			
4.1	Inspection and testing	6.3.1.2.(1) NFC	Fire alarm systems shall be inspected and tested in conformance with CAN/ULC-S536-M	Proper inspections and testing shall be conducted to ensure fire alarm systems are in operable condition at all times.
4.2	Records	6.3.1.3.(1) NFC	A record shall be kept of all tests required by 6.3.1.2.(1), and such records shall be retained for examination by authority having jurisdiction.	Test records will allow inspectors to verify proper records kept of tests performed on system.
4.3	Installations of fire alarms	3.2.4.5.(1) &(2)	Fire alarm systems shall be installed in conformance with CAN/ULC-S524-M and tested in conformance with CAN/ULC-S537-M.	Fire alarm systems shall be installed in conformance with ULC standard 524 and verified in accordance with ULC standard 537.
4.4	Requirements	9.10.17.3.(3) NBC	Heat detectors and smoke detectors are not required in sprinkler equipped buildings in which the sprinkler system is electrically supervised and equipped with a water flow alarm.	Buildings having a complete approved sprinkler system shall not be required to have heat detectors installed, providing the sprinkler system is supervised and interconnected into the fire alarm panel.
4.5	Out of service procedures	9.6.1.8 LSC	Where a required fire alarm system is out of service foe more than four hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service.	In the event the fire alarm system is temporarily inoperative, the operator should: (1) Immediately notify local fire department. (2) Immediately call a qualified serviceman. (3) Immediately place "Out of Order" signs on each manual pull s

VIOLATION TYPE		CODE	CODE DEFINITION	SJRFD DEFINITION
4.6	Location of controls	9.6.6 LSC	Operator controls, alarms indicators, and manual communications capability shall be installed in a control center at a convenient location acceptable to the authority having jurisdiction	Fire alarm control panels should be located behind the bar in an area where it can be properly supervised daily.
4.7	Records kept of maintenance	9.6.1.7 LSC	Testing and maintenance records required by NFPA 72 National Fire Alarm Code shall be maintained at an approved, secured location.	Testing and maintaining records required by NFPA 72 shall be kept so that inspectors can ensure assembly is code compliant.
5.0	**FIRE SAFETY PLAN**			
5.1	Plan in place	2.8.2 NFC	A fire plan shall be prepared in cooperation with the fire department and other applicable regulatory authorities.	A fire plan will assist in developing an safe and organized evacuation of patrons during an emergency..
5.2	All staff trained	2.8.2.1 NFC	Training of supervisory staff and other occupants in their responsibilities for fire safety.	Trainng of staff wil provides a fire safe environment for patrons and staff alike.
5.3	Review of plan to ensure it is current.	2.8.2.1.(2) NFC	The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.	A consistant review of the fire safety plan will help keep everything up to date in case there have been changes.
5.4	Fire drills procedures	2.8.3.1.(1) NFC	The procedure for conducting fire drills shall be determined by the person in responsible charge of the building.	The owner or manager of an establishment know their property best so they are usually most knowledgeable to create drill procedures.
5.5	Fire drill frequency	2.8.3.2.(1) NFC	Fire drills shall be held at intervals not greater than 12 months for supervisory staff.	Fire drills will help ensure staff are familiar with procedures
6.0	**OPEN FLAME DEVICES**			
6.1	Open flame with hazard	2.4.3.1.(1) NFC	Open flames whose quantity and method of use create a fire hazard shall not be permitted.	No open flame candles should be allowed in any room, however flashlights (battery) may be used.
6.2	Use of candles	13.7.1.4. (2)&(3) LSC	Candles shall be permitted to be used on tables used for food service where securely supported on substantial non-combustible bases located to avoid danger of ignition of combustible materials and only where approved by the authority having jurisdiction. Also the candles shall be protected.	Candles may be used on dining tables for decorative purposes if the flame is protected, the candleholder is non-combustible and necessary safety precautions are taken. No lighted candles shall be used where dining tables are covered with c
6.3	Open flame dishes	2.4.3.2.(2) NFC	In assembly occupancies, flaming meals or drinks shall be ignited only at the location of serving.	Limiting the location of flamining meals will reduce the possibility of an accident or fire.
6.4	Refueling of appliance for flaming dishes.	2.4.3.2.(3) NFC	Refueling of equipment used for flaming meals or drinks or for warming food shall be carried out :(a) outside the serving area, and (b) away from ignition sources.	Limiting the location of flamining meals will reduce the possibility of an accident or fire.
6.5	Portable extinguishers for flaming meals.	2.4.3.3.(1) NFC	A portable extinguisher with a minimum rating of 5-B:C shall be located on the serving cart or table where flaming meals and drinks are being served.	Dealing with open flames ican be a safety concern therefore a portable unit is necessary.
6.6	Removal of oily rags	2.4.1.3.(1) NFC	Greasy or oily rags or materials subject to spontaneous ignition shall be deposited in a proper receptacle or removed from the premises.	Greasy or oily rags or paper should not be mixed with regular combustible refuse, but should be placed in a separate metal covered metal container.

VIOLATION TYPE		CODE	CODE DEFINITION	SJRFD DEFINITION
6.7	BBQ limitations		N/A	Barbecuing shall be prohibited on balconies or verandas. Barbecuing may be permitted in outside areas of the licensed establishment provided supervision and reasonable care is exercised.
7.0	**FLAMMABLE AND COMBUSTIBLE LIQUIDS**			
7.1	No open storage of flammable liquids	8.4.3.2 LSC	No storage or handling of flammable liquids shall be permitted in any location where such storage would jeopardize egress from the structure.	Storage of flammable liquids used in regular building maintenance should be approved by the local fire chief.
7.2	Proper storage methods	8.4.3.1	The storage and handling of flammable liquids shall be in accordance with NFPA 30	No open containers of flammable liquids such as paint, thinners, strippers, and others should be stored in the building.
7.3	Storage of gasoline	4.1.8.1.(1) NFC	All flammable and combustible liquids shall be stored in containers conforming to the amount of liquid stored.	Storage of quantities of gasoline for refueling lawn mowers, snow blowers, etc. should be in ULC listed five gallon cans and in locations approved by the fire chief.
7.4	Refueling	4.1.8.4.(2) NFC	Only enclosed pumping equipment designed in conformance with good engineering practice shall be used to transfer Class 1 liquids to or from the fuel tanks of vehicles inside buildings.	Refueling of lawn mowers, snow blowers, and other gasoline operated appliances should be prohibited inside the building.
8.0	**FIRE DEPARTMENT ACCESS**			
8.1	Access to building	2.5.1.1.(1) NFC	Fire departments vehicles shall have direct access to at least one face of every building by means of a street, yard or roadway.	Fire department vehciles must have at least one type of access to the facility.
8.2	Window access	2.5.1.2.(1) NFC	Access panels or window panels provided to facilitate access for fire fighting operations shall be maintained free of obstruction.	Ensures obstructions on the inside are seen by firefighters, reducing hazard or injury.
8.3	Roof access	2.5.1.3.(1) NFC	Where access to a roof is provided for fire fighting purposes, keys shall be provided for locked roof access doors and kept in a location determined in cooperation with the fire department.	Accessible keys for roof doors allow quick access to the building.
8.4	Access to connections	2.5.1.4.(1) NFC	Access to fire department connections for sprinkler or standpipe by fighters and their equipment shall be maintained free of obstruction.	Fire department connnections shall be free of obstruction, so that firefighters have quick access to the equipment.
8.5	Street access	2.5.1.5.(1) NFC	Streets, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times by the fire department	Ensure garbage or snow and ice does not accumulates in areas designated for the fire department.
8.6	Parked vehicles obstructing access	2.5.1.5.(2) NFC	Vehicles shall not be parked to obstruct access by fire department vehicles and signs shall be posted prohibiting such parking.	Ensure vehicles are not parked in areas designated for the fire department.
9.0	**GENERAL CONCERNS**			

VIOLATION TYPE		CODE	CODE DEFINITION	SJRFD DEFINITION
9.1	Waste receptacles	2.4.1.3.(4) NFC	A receptacle shall be constructed of noncombustible material, have a close-fitting metal cover, and if upon a combustible floor have a flanged bottom or legs not less than 50 mm high.	Cardboard or wooden boxes, and high combustible plastic containers should not be used for trash or garbage. However, plastic garbage pail liners that are not combustible may be used.
9.2	Waste in concealed spaces	2.4.1.1.(3) NFC	Horizontal concealed spaces, such as crawl spaces and ceiling spaces, shall not be used for the storage of combustible materials.	Attics, basements , and crawl spaces should be clean at all times with no garbage, junk, etc.. accumulated or stored therein.
9.3	Inspections of chimneys	2.6.1.4.(1) NFC	Every chimney, flue and flue pipe shall be inspected to identify any dangerous conditions at intervals not greater than 12 months, at the time of addition of any appliance, and after any chimney fire.	Inspections will help keep chimneys/flues free from dangerous accumulation of combustible deposits.
9.4	Electrical equipment	9.1.2 LSC	Electrical wiring and equipment shall be in accordance with NFPA 70, National Electrical Code, unless existing installations, which shall be permitted to be continued in service, subject to approval by the authority having jurisdiction.	Extension cords of #18 gauge wire without plastic or rubber types cannot be used on heat appliances; the use of portable multi-outlet plugs are prohibited; all electrical plugs and cords shall be kept in good shape and not spliced; extensions cords are not be tied or attached to walls or ceilings, and any non-essential appliance should be disconnected when not in use.
9.5	Rooms designated for storage	13.3.2.1. (3) LSC	Rooms or spaces for the storage, processing , or use of material shall be protected from the remainder of the building by fire barriers.	Ensure there are fire barriers to help confine and stop the spread of fire.
9.6	Location of capacity sign	13.7.8.3 LSC	Every room constituting an assembly occupancy shall have the occupant load of the room posted in a conspicuous place near the main exit from the room.	Posting of an assembly occupancy load will ensure staff are aware of the occupancy requirements and therefore ensure overcrowding does not occur.
9.7	Over crowding	2.7.1.3.(2) NFC	The number of occupants permitted to enter a room shall not exceed the maximum occupant load calculated.	Limiting the number of occupants to the occupancy requirements will assist in safe exiting in the case of an emergency.

APPENDIX C

SUGGESTED DAILY INSPECTION TEMPLATES

DAILY INSPECTION FORM

Name of Business: _____
Address: _____
Phone Number: _____

INSTRUCTIONS:

Marks to be placed in appropriate blocks for days which property is open: " × " if attention required " √ " if ok " **NA** " if not applicable

Where ⊘ represents 2 inspections of this category performed daily, with the top for the primary (day) shift and the bottom for the secondary (night or relief) shift.

ITEMS TO BE CHECKED		This form covers a period of two weeks, fill in the appropiate date: (days entered below) **Year: 200 __ Month:** _____													
1.0	**Exits and Access to Exits**														
1.2	Outside stairs and steps clear of ice and snow and any obstruction (Including Fire Escapes)	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
1.6	Exit door is accessible, not obstructed by tables/chairs and corridors are free from obstruction.	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
1.7	Exit doors are operating freely with no dead bolts, latches, or chains (Physically Opens)	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
1.8	Smoke barrier doors and all doors with closures maintained in the closed position (No Wedges Holding Door)	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
1.9	Exit lights illuminated (None Broken or Blown Out)	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
2.0	**EMERGENCY LIGHTS**														
2.1	All emergency lights are operating (Test)														
2.3	Recharging light signal "on" in each unit														
3.0	**FIRE EXTINGUISHERS AND AUTOMATIC EXTINGUISHER SYSTEMS**														
3.2	Kitchen system operational and maintained as required	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
3.3	Fire extinguishers operable (Check Gauge)	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
3.4	Seals are intact (No Evidence of Tampering)	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
3.6	No extinguisher units obstructed, hidden from view, or have foreign material on them	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘

DAILY INSPECTION FORM

Name of Business: _____
Address: _____
Phone Number: _____

INSTRUCTIONS:

Marks to be placed in appropriate blocks for days which property is open: " × " if attention required " √ " if ok " **NA** " if not applicable

Where ⊘ represents 2 inspections of this category performed daily, with the top for the primary (day) shift and the bottom for the secondary (night or relief) shift.

ITEMS TO BE CHECKED		This form covers a period of two weeks, fill in the appropiate date: (days entered below) **Year: 200 __ Month:** _____													
3.10	Hose Stations are not damaged and are maintained	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
3.12	Sprinkler System Maintained and Operational	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘
4.0	**FIRE ALARM SYSTEMS**														
4.1	Fire alarm system is operating (Test Light On)														
8.0	**FIRE DEPARTMENT ACCESS**														
8.2	Access panels or windows provided to facilitate access for fire fighting operations shall be maintained free of obstructions at all times.														
8.5	Streets, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times by fire department vehicles.														
8.6	Vehicles shall not be parked to obstruct access of fire department vehicles and signs shall be posted prohibiting such parking.														
9.0	**GENERAL**														
9.5	Storage area accessible and illuminated														
INSPECTED BY (Initials)															

APPENDIX D

SUGGESTED BUILDING ASSESSMENT TEMPLATE

BUILDING ASSESSMENT

Building Construction and Occupancy

Instructions:
Fill in where blank and circle the underlined information about your building. Also note the sections required to be placed on floor plans of establishment.

_____is located at_____. The building is classified as a non-combustible or combustible structure with respect to the building code and has ___ storeys above grade, and ___ levels below grade.

Construction is concrete or wood floors with interior room partitions of gypsum on steel stud or gypsum on wood stud.
The building has a combustible or non-combustible roof.

Fire Detection and Alarm System

Manufacturer:	_____	Model:	_____
Stages:	_____	Supervised:	_____
Monitored:	_____	Annunciator location:	_____
# Zones:	_____	Sprinkler valve supervision:	_____

Heat detector locations:

Smoke detector locations:

Smoke alarm locations:

Manual pull station locations (to be noted on floor plans):

Adjacent to exterior exit doors and at entrances to stair shafts.

Main entrance door:

During an alarm condition the main lobby entrance door latch releases or does not release, allowing firefighter entry.

Exiting Information

Number of exits: _____

Location and Street Name Exit Leads to: _____
_____

Required Exits:

Exits as required by the National Building Code. (to be noted on floor plans)

Closures:

Fire rated doors and self closing devices are provided at entrance to the following areas: storage rooms and service rooms.

Exit signs:

Locations: _____

Connected to emergency power: _____

Emergency Lighting Units

Emergency lighting units connected to battery pack units are installed in the following areas: _____
_____

Emergency Power and Lighting

Emergency generator: _____ Fuel Type: _____

Location: _____

Automatic Battery Charger: _____ Serves: _____

Elevators

Make: _____ Type: _____

Capacity: _____ Location: _____

Serves: _____

Fixed Extinguishing Systems

Locations: _____

Types: _____

Portable Fire Extinguishers (to be noted on floor plans)

Locations: _____

Types: _____

Standpipe System (to be noted on floor plans)

Type: _____

Riser locations: _____

Riser isolation valve locations: _____

Hose connection locations: _____

Siamese connection location: _____

Pressure reducing valves –

Location: _____

Type: _____

Sprinkler Systems

Locations: _____

Valve types: _____

Isolation valve locations: _____

Main supply shut-off location: _____

Siamese location: _____

Test valves locations: _____

Air pressure maintenance: _____

The dry sprinkler systems are provided with an air compressor which automatically or manually maintains the air pressure in the piping.

Freezing Protection

Automatic heat tape locations: _____

Heating, Ventilation and Air Conditioning

Type of heating: _____

Electrical Rooms and Equipment

Location: _____

Equipment Types: _____

Fire Pump

Type:

Electrically driven and automatic starting, capable of _____ gpm @ _____PSI boost.

Connected to the emergency generator and supplies: _____

Location: _____

Test header locations: _____

Fire Department Access

To Building

Width: _____ Marked: _____

Locations: _____

To Roof

Location: _____

Key Location: _____

APPENDIX E

SUGGESTED FIRE DRILL/INCIDENT REPORT TEMPLATE

Fire Drill and/or Incident Report		
Date:	**Time:**	**Location:**

Instructions:

Each manager or supervisior is responsible for monitoring employee responses and assessing building features during every fire drill and at any time the fire alarm audible signal activates.

Section 1	**Assessment of persons discovering / responding to fire**		
Describe fire drill scenario, fire incident or fire alarm occurrence (false alarm, accidental triggering etc..):			
		Yes	**No**
Simulated or actual activities?			
Were people in immediate danger evacuated?			
Zone of origin evacuated?			
Were doors closed and latched to confine the fire and reduce smoke spread?			
Was the fire alarm manually activated (if the scenario required this action)?			
Was the fire department called or notified as required by procedures?			
Was an attempt made to extinguish the fire?			
Was attempt appropriate?			
Did sufficient staff respond and evacuate endangered occupants in an organized and timely manner?			
Was scene supervision appropriate?			
Were instructions clear?			
Comments/observations/recommendations on emergency responses:			

Assessment of specialized Supervisory Staff responses	**Yes**	**No**
Was the fire department notified by phone promptly and correctly?		
Were verbal instructions correct and clearly stated over the voice communication system (if applicable)?		
Did designated staff respond correctly to provide fire department assistance and access?		
If “No” was answered for question(s) above, provide comments/observations/recommendations:		

Section 2	**Did the following features operate properly in your area?**	**Yes**	**No**
A) fire alarm pull station (where applicable) and audible fire alarm devices			
B) voice communication system (voice messages were audible,where applicable)			
C) self-closing doors closed and latched upon fire alarm system activation			
D) fire hose stations, fire extinguishers and/or sprinklers (where applicable)			

Section 3	**Did employees respond properly upon hearing the fire alarm signal and voice communication instructions?**	**Yes**	**No**
A) checked rooms and area for fire and closed doors immediately			
B) designated staff responded to the fire area to assist with evacuation			
C) corridors were clear and unobstructed			
If “No” was answered for question(s) above, provide comments/observations/recommendations:			

Print Name:	**Signature:**	**Date:**

Record of Fire Drill Attendance			
Date:	**Time:**	**Location:**	
Print Name	**Signature**	**Print Name**	**Signature**

APPENDIX F

SUGGESTED PORTABLE FIRE EXTINGUISHER INSPECTION TEMPLATE

Testing and Maintaining of Portable Fire Extinguishers

This Form Covers a One Year Period

Inspector:

Location:

Instructions:

Perform the following for **monthly** checks:

1. Extinguishers are located in their designated location, are secured properly and are the proper type.
2. Extinguishers are not obstructed with respect to access or visibility.
3. Extinguishers are examined for obvious physical damage, corrosion, leakage, or clogged nozzles.
4. Legible operating instructions are on the extinguisher nameplate facing outward.
5. Seals and tamper indicators are not broken or missing.
6. Pressure-gauge readings or indicators are in the operable ranges.

Perform the following for **yearly** checks:

1. All monthly inspection items.
2. Inspection of the hose and nozzle for cracks, blockages, or other damage.
3. Inspection of extinguisher shell for corrosion, dents, or other damage.
4. Any necessary hydrostatic pressure test
5. Carbon dioxide extinguishers are weighed to ensure no weight deviation greater than 10%.

Date:	Extinguisher Location	Extin-guisher Type	Serial Number	Purchase Date	Use (M) for monthly Inspections Use (A) for annual maintenance checks Use (R) for extinguisher recharge J	F	M	A	M	J	J	A	S	A	N	D	*** Notes

*** Notes: (number the note above and explain here)

APPENDIX G

SUGGESTED FIRE ALARM INSPECTION TEMPLATE

Testing and Maintaining of Fire Alarm System

This Form Covers A One Year Period

Notify the alarm monitoring company, the fire department and any other business in close proxmitty that you are testing the system. Notify all parties when you have completed testing.

Monthly Inspection: Year: _____

System Type: _____

Location:

Y = Satisfactory N = Unsatisfactory (explanation required) N/A = Not applicable

Date:												
Inspector:												
Check Indicator Panel												
Test one manual pull station												
Allow alarm to sound for a maximum one minute												

Notes or explanation of any 'N' above:

Yearly Inspection:

Y = Satisfactory N = Unsatisfactory (explanation required) N/A = Not applicable

Date:	
Inspector:	
Visual checks of all manual pull stations	
Test one manual pull station and one dector on each	
Further checks as recommended by the manufacturer	

Notes or explanation of any 'N' above:

APPENDIX H

SUGGESTED EMERGENCY LIGHTING INSPECTION TEMPLATE

Testing and Maintaining of Emergency Lighting

This Form Covers a One Year Period

Monthly Inspection: Year: _____

System Type: _____

Location:

Y = Satisfactory N = Unsatisfactory (explanation required) N/A = Not applicable

Date:												
Inspector:												
Pilot lights functioning, not damaged or obstructed												
Terminal connections are clean, free of corrosion and lubricated when necessary												
Terminal clamps are clean and tight												
Battery surface is kept clean and dry												
Functional Test (30 Second Minimum)												

Notes or explanation of any 'N' above:

Yearly Inspection:

Y = Satisfactory N = Unsatisfactory (explanation required) N/A = Not applicable

Date:	
Inspector:	
Functional Test (On Battery Powered Units) for not less than 1.5 hours	
The recovery period of the battery (timed), to ensure charging system within manufactured specifications	

Notes or explanation of any 'N' above:

APPENDIX I

SUGGESTED EMERGENCY LIGHTING GENERATOR INSPECTION TEMPLATE

Testing and Maintaining of Emergency Lighting Generator

This Form Covers a One Year Period

Monthly Inspection:

Year: _____

System Type: _____

Location:

Y = Satisfactory N = Unsatisfactory (explanation required) N/A = Not applicable

Date:												
Inspector:												
check fuel tank level												
check lubricating oil level												
check engine coolant												
generator fuel tanks and cooling systems for evidence of leakage												
battery electrical connections (tightness, leaks or sulfation)												
starting system-batteries, etc., for leakage, cleanliness and terminal security												
Simulate a failure of the normal electrical power supply, arranged so that:generator operates under a min 30% load for 60 minutes and all automatic transfer switches are operated under load												
Check manufacturer's maintenance manual for other considerations												

Notes or explanation of any 'N' above:(Place on back of sheet)

Yearly Inspection:

Y = Satisfactory N = Unsatisfactory (explanation required) N/A = Not applicable

Date:	
Inspector:	
Check crankcase breathers	
Check lubricant governor	
Check linkages	
Contractor shall perform checking, testing, and servicing of items which require attention at 1 year intervals (required by CSA C282-M)	
Liquid fuel storage tank shall be drained and refilled with a fresh supply of fuel at intervals not greater than 12 months.	

Notes or explanation of any 'N' above:(Place on back of sheet)

APPENDIX J

SUGGESTED SPRINKLER SYSTEM INSPECTION TEMPLATE

Testing and Maintaining of Sprinkler System

This Form Covers A Two Month Period

Weekly Inspection:

Year: _____

System Type: _____

Location:

Instructions:

1) If valves are sealed note 'Y' in this block. If any are not sealed, reseal and note 'resealed' in this block.
2) If all sprinklers are in good condition and storage is maintained at least 46 cm (18 '') below the sprinklers, note 'Y" in the block. If not place 'N' and see that corrections are made and describe under 'notes'.
3) Record any notes about the system that the inspector believes to be significant.

Date:								
Inspector:								
Valves sealed (1)								
Sprinklers OK (2)								
Notes (3) :								

Monthly Inspection:

Instructions:

1) Confirm valves are open. If valves are locked note 'Y' in this block. If any are not locked, relock and note 'relocked' in this block.
2) Inspect alarm valves to assure no leakage from retard chamber, alarm drains and no physical damage. Confirm that trim valves are in appropriate closed or open position.
3) Assure there is proper number and type of sprinklers (spare) and a sprinkler wrench.
4) Check for physical damage and that electrical connections are secure.
5) Record any notes about the system that the inspector believes to be significant.

Date:		
Inspector:		
Valves open, locked, or tamper (1)		
Alarm valves (2)		
Spare Sprinklers (3)		
Alarm devices (4)		
Notes (5) :		

APPENDIX K

SUGGESTED STANDPIPE AND HOSE SYSTEM INSPECTION TEMPLATE

Testing and Maintaining of Standpipe & Hose System

This Form Covers a One Year Period

Monthly Inspection: Year: _____

System Type: _____

Location:

Y = Satisfactory N = Unsatisfactory (explanation required) N/A = Not applicable

Date:												
Inspector:												
Inspect Hose cabinets to ensure that the hose is in proper position												
Inspect Hose cabinets to ensure that all equipment is in place												
Inspect Hose cabinets to ensure that it is in operable condition.												
Hose valves shall be checked to ensure they are tight.												
Main shut off valve shall be checked to ensure that it is open.												

Notes or explanation of any 'N' above:

Yearly Inspection:

Y = Satisfactory N = Unsatisfactory (explanation required) N/A = Not applicable

Date:	
Inspector:	
Inspect all portions of the system	

Notes or explanation of any 'N' above:

APPENDIX L

SUGGESTED FREEZING PROTECTION INSPECTION TEMPLATE

Testing and Maintaining of Freeze Protection Equipment

This Form Covers a One Year Period

Yearly Inspection: Year:_____

Equipment Type: _____

Location:

Y = Satisfactory N = Unsatisfactory (explanation required) N/A = Not applicable

Date:	
Inspector:	

Check automatic heat tape to ensure that it is operable	
Locations are identified in Appendix B	

Any Notes or Remarks:

APPENDIX M

SUGGESTED HEATING, VENTILATING, AND AIR CONDITIONING SYSTEMS, CHIMNEY, FLUES, AND FLUE PIPES INSPECTION TEMPLATE

Testing and Maintaining of Heating System & Chimney Flutes

This Form Covers a One Year Period

Heating Ventilating & Air Conditioning Systems

Yearly Inspection: Year:_____

Equipment Type: _____

Location:

Y = Satisfactory N = Unsatisfactory (explanation required) N/A = Not applicable

Inspect and service as necessary to ensure that these systems do not create a fire hazard.	
Except for self-contained systems within dwelling units, disconnect switches for mechanical air-conditioning and ventilating systems shall be operated to establish that the system can be shut down in an	

Any Notes or Remarks:

Chimneys, Flues & Flue Pipes

Yearly Inspection: Year:_____

Equipment Type: _____

Location:

Y = Satisfactory N = Unsatisfactory (explanation required) N/A = Not applicable

Inspect to identify any dangerous conditions at intervals not greater than twelve months,	
Inspect after any chimney fire	
Inspect at the time of addition of any appliance	
Clean as often as necessary to keep them free from dangerous accumulations of combustible deposits.	

Any Notes or Remarks:

APPENDIX N

SUGGESTED COOKING FIRE PROTECTION EQUIPMENT INSPECTION TEMPLATE

Testing and Maintaining of Cooking Fire Protection Equipment

This Form Covers a One Year Period

Six Month Inspection: Year:_____

Equipment Type: _____

Location:

Y = Satisfactory N = Unsatisfactory (explanation required) N/A = Not applicable

Date:		
Inspector:		
A contractor shall perform the inspection and maintenance of comerical cooking equipment and fire protection system in conformance with NFPA 96		
Make certain hoods, grease removal devices, fans, ducts, and other applicable equipment are cleaned at frequent intervals to prevent grease build-up.		
Make sure flammable cleaning materials or solvents not used for cleaning exhaust systems		

Any Notes or Remarks:

APPENDIX O

SUGGESTED FIRE SYSTEM REPAIR, SERVICE, AND EMERGENCY CONTACTS

Fire System Repair, Service & Emergency Contacts

Fire Safety Equipment	Company Name	Phone Number
Sprinkler System		
Fire Alarm		
Portable Extinguishers		
Standpipe System		
Emergency Lighting		
Chimneys and Flues		
Exhaust ducts		
Heating, Ventilation & Air conditioning		
Building Manager		
Building Owner		

APPENDIX P

SECTION 2.8 OF THE NATIONAL FIRE CODE: EMERGENCY PLANNING

SECTION 2.8 EMERGENCY PLANNING
(NATIONAL FIRE CODES OF CANADA)

2.8.1. General

2.8.1.1 Application

2.8.1.1. (1) Fire emergency procedures conforming to this section shall be provided for every building containing an assembly occupancy and every building required by the National Building Code of Canada to have a fire alarm system.

2.8.1.2 Training of Supervisory Staff

2.8.1.2. (1) Supervisory staff shall be trained in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.

A-2.8.1.2 (1) Adequately trained supervisory staff can be of great value in directing people to move in an orderly fashion in the event of a fire and in carrying out appropriate fire control measures until the public fire department arrives. These measures are, as described in the fire safety plan, developed in cooperation with the fire department. The supervisory staff referred to in this Section are assigned their responsibilities by the building owner.

2.8.1.3 Keys and Special Devices

2.8.1.3 (1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection system or equipment shall be readily available to on-duty supervisory staff.

2.8.2 Fire Safety Plan

2.8.2.1 Measures in a Fire Safety Plan

2.8.2.1 (1) In buildings or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include:

a) the emergency procedures to be used in case of fire including:

i) sounding the fire alarm,

ii) notifying the fire department,

iii) instructing occupants on procedures to be followed when the fire alarm sounds,

iv) evacuating occupants, including special provisions for the persons requiring assistance, and

v) confining, controlling and extinguishing the fire

b) the appointment and organization of supervisory staff to carry out fire safety duties,

c) the training of supervisory staff in their responsibilities for fire safety,

d) documents, including diagrams, showing the type, location and operation of the building fire emergency systems,

e) the holding of fire drills,

f) the control of fire hazards in the building, and

g) the inspection and maintenance of building facilities provided for the safety of occupants.

A-2.8.2.1.(1)(a)(i) These procedures should also include instructions to authorized personnel for silencing fire alarm and alert signals under specified conditions.

2.8.2.1 (2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

2.8.2.3 Assembly Occupancies

2.8.2.3 (1) In Group A, Division 1 assembly occupancies containing more than 60 occupants, there shall be at least one supervisory staff member on duty in the building to perform the tasks outlined in the fire safety plan in Clause 2.8.2.1.(1)(a) whenever the building is open to the public.

2.8.2.5 Retention of Fire Safety Plans

2.8.2.5 (1) The fire safety plan shall be kept in the building for reference by the fire department, supervisory staff and other personnel.

2.8.2.6 Distribution

2.8.2.6 (1) A copy of the fire emergency procedures and other duties for supervisory staff, as laid down in the fire safety plan, shall be given to all supervisory staff.

2.8.2.7 Posting of Fire Emergency Procedures

2.8.2.7 (1) At least one copy of the fire emergency procedure shall be prominently posted on each floor area.

2.8.2.7 (3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signalling box requesting that the fire department be notified, and including the telephone number to that department.

2.8.3 Fire Drills

2.8.3.1 Fire Drill Procedures

1) The procedure for conducting fire drills shall be determined by the person in responsible charge of the building, taking into consideration:
    a) the building occupancy and its fire hazards,
    b) the safety features provided in the building,
    c) the desirable degree of participation of occupants other than supervisory staff
    d) the number and degree of experience of participating supervisory staff
    e) the requirements of the fire department

2.8.3.2 Fire Drill Frequency

2.8.3.2 (1) Fire drills as described in Sentence 2.8.3.1.(1) shall be held at intervals not greater than 12 months for supervisory staff.