

FIRE SAFETY PLAN

STAFF COPY

Sarsfield Colonial Home

**2861 Colonial Road
Sarsfield, ON K0A 3E0**

FSP Staff Copy Location:
Administration Office, Lower Level

Fire occurrence / Equipment maintenance log location:
Administration Office, Lower Level and posted at FACP

Firefighter's Key Box: ☒ YES ☐ NO
Keybox located at front entrance vestibule

Extra Hazardous Area: ☒ YES ☐ NO

Propane: Kitchen stove, dining room fire place and boiler in maintenance room at lower level
Outside tank at back, South-West of building

Emergency Number:
613-239-6847

November 2025

Prepared by Qualpro Management Inc. 613-614-0269

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Introduction

The **Ontario Fire Code Section 2.8** requires the implementation of a Fire Safety Plan for this building. It is an eight (8) storey building complete with a Mechanical Penthouse and one (1) Basement Level. An approved copy of this Fire Safety Plan is kept in the following approved locations in the building:

- Administration Office, Lower Level

The implementation of the Fire Safety Plan is to ensure an effective utilization of the building life safety systems to protect the residents from fire.

This plan is designed to suit the resources of this building and its occupants.

It is the responsibility of the owner to ensure the information in this plan is accurate and complete. The approved Fire Safety Plan is reviewed once per year to ensure that it remains current in the use and other characteristics of the building.

This document is kept readily available at all times for use by staff and fire officials in the event of an emergency.

This building is occupied at all times, minimum two (2) staff at all times. Staffing to be adjusted as required based on occupancy.

The Chief Fire Official will be notified regarding any subsequent changes in the approved Fire Safety Plan.

Contacts and Emergency Telephone Numbers

Internal Resources

OWNER / PROPERTY MANAGEMENT:

2629693 Ontario Inc.
Sarsfield Colonial Home
2861 Colonial Road, Box 130
Sarsfield, ON K0A 3E0
613-835-2977

General Manager:

Younan Greis
613-835-2977 ext. 221

Environment Manager:

Miss. Cassandra Hagen
613-835-2977

Emergency Services

Emergencies	9-1-1
Ottawa Fire Department	613-232-1551
Ottawa Police Department	613-236-1222
Ottawa Paramedic Service	613-580-4771
Ontario Regional Poison Control Centre	1-800-268-9017
Telehealth Ontario	1-866-797-0000
Hydro Ottawa	613-738-0188
Bell Canada	310-7070
City of Ottawa	3-1-1
Environment Canada	819-997-2800
Ottawa Public Health	613-580-6744

Building Description

Occupancy Classification: Seniors Residence - Group C / B2

Building Height: 4 floors above grade, 0 floor below grade

Heating System: Electric

Number of Units: 46

Year of Construction: 1964 / 1984

Roof Access: Access hatch at the top of south stair

Designated Fire Route: Yes

Nearest Municipal Hydrant Location: n/a

Private Hydrants: n/a

Fire Dept Lockbox: Yes Location: Main entrance

Fire Dept Lockbox at main entrance

Main Gas Shut-off: n/a

Electrical Shut-off Location: Electrical Room, Lower Level

Domestic Water Shut-off Location: Dining Room, Lower Level

Designated Meeting Area: Dining Room, Lower Level

FIRE PROTECTION EQUIPMENT AND LOCATION

Fire Alarm System: Edwards Custom 6500, addressable fire alarm system

Fire Alarm Control Panel: Located on 1st floor upstairs, central location at desk area

Fire Alarm Annunciator Panel: Located at main entrance vestibule and 2nd & 3rd floor at central location at desk area.

Voice Evacuation: Yes

Manual Fire Alarm Pull Stations: Located at all exits.

Heat Detectors: Lower level kitchen, maintenance / electrical room, central location RN office

Smoke Detectors: Every room including elevator room, hallways & stairwells.

Sprinkler System: Wet sprinkler system provides protection for entire building. Main control valve in Basement - Mechanical Room

Standpipe control valve: Main control valve in dining room on north wall.

Fire Hose Cabinet: Located on each floor of the building consisting of water valve, 75' hose and fire extinguisher in cabinet.

Fire Pump: No

Sprinkler and Standpipe Connection: East side, front of building

Portable Extinguishers: ABC extinguishers are located on each floor in fire hose cabinets. Class K located in kitchen.

Battery operated lighting system: Building is equipped with a generator to provide emergency lighting for the entire building. The only battery packs are located in elevator control room, and on each floor in corridor.

Ventilation System: n/a

Gas Shut Off: n/a

Generator: Propane emergency generator located at the back of the building, west side. It will supply emergency power to emergency lighting, UPS telephone maglock, and fire panel. The generator is automatically controlled and will automatically operate during power failure.

Firefighter Service Elevator: No

Special Systems:

Smoke Control:	☐ YES	☒ NO
Stairwell Pressurization:	☐ YES	☒ NO
Elevator Shaft Pressurization:	☐ YES	☒ NO
Smoke Exhaust:	☐ YES	☒ NO

Emergency Staff Structure

*Emergency Fire co-ordination will be carried out by the Charge Nurse and Nursing Staff.

Building Staff consist of the following:

	<u>Day Shift</u>	<u>Evening Shift</u>	<u>Night Shift</u>
Director of Care Manager	___1___	___0___	___0___
RAI Coordinator	___1___	___0___	___0___
Nursing Staff	___2___	___2___	___1___
PSW	___7___	___6___	___3___
Building Manager Maintenance	___1___	___0___	___0___
Dietary Manager	___1___	___0___	___0___
Dietary Staff	___2___	___2___	___0___
Activity Staff	___2___	___0___	___0___
Physiotherapy	___1___	___0___	___0___
Housekeeping Staff	___2___	___0___	___0___
Human Resource Manager	___1___	___0___	___0___

Note:

Additional Staff will be added as required by occupancy levels.

Responsibilities of the Owner

The building owner will ensure an **approved** up to date Fire Safety Plan is in place at all times and that an Emergency Team is in place.

The Owner will also ensure that:

- Maintenance of all building life safety equipment is carried out in accordance with the Ontario Fire Code.
- Ensure **Emergency Team** is properly trained in their responsibilities.
- All access roads, fire routes and fire department connections are clear and accessible at all times.
- The General Manager has been designated as the Fire Safety Coordinator and shall be in complete charge of the Fire Safety Plan including implementation and training.

The General Manager /Designate is responsible for all the Emergency Team/Staff training at our facility. This includes ensuring Emergency Team/Staff are familiar with the following:

- Knowledge of their specific duties in the event of a fire.
- Use and location of fire fighting equipment, pull stations and exits.
- Methods to control fire hazards within the facility.
- Procedures for evacuating the building, including evacuation of impaired residents.
- Procedures for contacting Fire Department and alerting staff and residents of any fire situation.
- Designate and train sufficient alternates to replace supervisory staff during any absence.

The General Manager shall also ensure:

- The Fire Safety Plan information is current and reviewed annually.
- Notify the Chief Fire Official regarding changes in the Fire Safety Plan.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location - Administration Office, Lower Level.

Emergency Team and Staff Responsibilities

Emergency Team consists of Nursing Staff, Management Staff and all other Staff and is responsible for following the emergency procedures of the Fire Safety Plan.

The General Manager is in complete charge of the Fire Safety Plan and specific responsibilities of the personnel. The General Manager or designate will ensure the following:

- Ensure all staff has been trained in the operation of all the emergency systems in the building and advise occupants in the use of building safety equipment and actions to be taken under the Fire Safety Plan
- Holding of fire drills
- Notify the Ottawa Fire Department of changes to the Fire Safety Plan
- Ensure list of people requiring assistance is up to date and available in the Fire Safety Plan, FireFighter's Copy and Emergency Binder

The Emergency Team is expected to perform or have knowledge of:

- Proper operation of the fire alarm system
- Notify Fire Department in the event of a fire
- Investigate the fire alarm zone activated
- Meet the Fire Department with Fire Safety Plan when they arrive and apprise them of the situation
- In the event of a evacuation, gather several copies of the resident list and give them to the Evacuation Team along with copies of the sign in and out sheets
- Emergency Generator
- Manage the occupants to the designated meeting area
- Location and operation of sprinkler and standpipe shut-offs
- Emergency and management after hours telephone numbers

Environment Manager is responsible for the following:

- Inspection and testing of fire protection and life safety systems in the building as required by the Ontario Fire Code
- Keep fire records in a designated location
- Ensure all staff has been trained in the operation of all the emergency systems in the building and advise occupants in the use of building safety equipment and actions to be taken under the Fire Safety Plan
- Notifying the Ottawa Fire Department In the event of a shutdown of building fire alarm, sprinkler or standpipes systems with the extent and duration of the shutdown
- Holding of fire drills
- In the event of the kitchen fire suppression or exhaust systems being inoperable, the cooking equipment shall NOT be used
- Control of Fire Hazards in the building

The following are general rules that apply to all staff:

- Do not use elevators
- Keep the doors in fire separations closed at all times
- Always feel the door for heat before entering. If not hot open slowly to make sure there is no smoke. If you encounter smoke do not use. Use alternate stairwell
- Do not attempt to move through areas of heavy smoke
- If you must move through a fire area, stay low
- Do not investigate a fire situation unless you have contacted the nurse in charge
- Immediately report any fire hazards to the nurse in charge
- If the fire alarm sounds, carry out your assigned procedures
- Do not attempt any procedure that will put you in danger
- Know your procedures at all times
- Keep access to exits, inside and outside, clear of any obstructions at all times
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use
- Maintain the fire protection equipment in good operating condition at all times
- Participate in fire drills and encourage occupants' to participation
- Have a working knowledge of the building fire and life safety systems
- Ensure the building fire and life safety systems are in operating condition
- Arrange for a substitute in your absence
- Comply with the Ontario Fire Code, Reg. 213/07

All Staff has received training in the following:

- Emergency procedures in the Fire Safety Plan
- How to sound the fire alarm and notify the Ottawa Fire Department
- How to contain a fire
- How to evacuate occupants in danger
- How the fire alarm system works and its sequence
- Kitchen staff in the operation of fixed fire extinguishing system

Emergency Procedures for Emergency Team and Staff

Day/Evening Shift - 1st Stage Alarm

Upon hearing the fire alarm at the Slow Tone (1st Stage) the members of the Emergency Team/Staff shall:

Fire Safety Coordinator

- Proceed to fire panel and determine which building zone the alarm is in.
- Make the following announcement:

FIRE ALARM (REPEAT)

“Your attention please, we are in an alarm condition.
Ottawa Fire Services has been notified.

Residents please remain in your suites with the doors and windows closed and
await further instructions.

All visitors/residents please remain in their area and await further instructions.
Please do not use the elevators.
Thank you.”

*“Votre attention s'il vous plaît, nous sommes dans un état d'alarme.
Le Service des incendies d'Ottawa ont été notifiés.
Résidents, veuillez demeurer dans vos suites avec les portes et fenêtres fermées et
attendre pour de plus amples instructions.
Tous les visiteurs/résidents veuillez rester en place et attendre les directives.
N'utilisez pas les ascenseurs.
Merci.”*

UPON ARRIVAL OF FIRE DEPARTMENT (REPEAT)

“Attention Ottawa Fire Services have arrived.
Please listen for further instructions.
Thank you”

*“Attention! Les service des incendies d'Ottawa sont arrivés.
Veuillez écouter pour de plus amples instructions.
Merci”*

ALL CLEAR (REPEAT)

“Your attention please,
Ottawa Fire Services has declared the emergency over.
The fire alarm system is being reset to normal condition.
Thank you for your cooperation.”

“Votre attention s’il vous plaît, le Service des incendies d’Ottawa a déclaré que l’urgence est terminée. Le système d’alarme incendie est en cours de réinitialisation à l’état normal. Je vous remercie pour votre coopération.”

- Contact the Charge Nurse by portable phone and wait for the Nurse in Charge’s update after they have investigated the cause of the alarm.
- Remain at the fire panel with a copy of the Fire Safety Plan, all building keys and resident occupant list and await the arrival of the fire department.
- Upon their arrival update them as to the situation.

Nurse in Charge

- The Nurse in Charge will identify the location of the zone in alarm via the Annunciator at the Nurse’s station and, if safe to do so, investigate the cause of the alarm.
- Upon alarm investigation update the Fire Safety Coordinator via portable phone of the situation.

All Members of Emergency Team/Staff

- Immediately proceed to the fire panel unless you are with a resident
- Housekeeping to ensure all carts are stowed out of hallways and exits
- Kitchen staff to ensure all cooking equipment is shut down
- Maintenance to ensure all equipment is stowed out of hallways and exits
- Nurse in Charge to direct two staff members to each floor to assist
- Ensure all residents remain calm and in their room/area.

Emergency Procedures for Emergency Team and Staff

Day/Evening Shift - 2nd Stage Alarm

Upon hearing the fire alarm at the Fast Tone (2nd Stage) the members of the Emergency Team/Staff shall:

Fire Safety Coordinator

- Proceed to fire panel and make the following announcement as required:

ZONE EVACUATION (REPEAT)

“Your attention please, we have an alarm condition on the ____ floor.
The Ottawa Fire Services have been notified.

All occupants on (floor as well as floor above and below alarm floor),
are advised to evacuate by the stairwells, if possible.
Do not use elevators.
Please remain calm.”

*“Votre attention s’il vous plaît, nous avons un état d’alarme sur le ____ étage.
Le Service des incendies d’Ottawa ont été notifiés.*

*Tous les occupants sur (étage ainsi que l’étage du dessus et dessous de l’étage de
l’alarme), sont priés d’évacuer par l’escalier, si possible.
N’utilisez pas les ascenseurs.
Veuillez rester calme.”*

TOTAL EVACUATION (REPEAT)

“Your attention please, we have an alarm condition
on the ____ floor.
All occupants are advised to evacuate by the stairwells, if possible.
Do not use elevators.
Please remain calm.
Listen for further instructions.”

*“Votre attention s’il vous plaît, nous avons un état d’alarme sur le ____ étage.
Tous les occupants sont priés d’évacuer par l’escalier, si possible.
N’utilisez pas les ascenseurs.
Veuillez rester calme.”*

- Remain at the fire panel with a copy of the Fire Safety Plan, all building keys and a resident occupant list and await the arrival of the fire department.
- Upon their arrival update them as to the situation.
- Provide all members of the Emergency team with a copy of the resident occupant list.

Nurse in Charge

- The Nurse in Charge on the fire floor will assist in the evacuation of occupants in their area to the designated meeting area.
- Upon evacuation of all occupants on the affected floor proceed to the Fire Command Room and update the fire department upon their arrival of the situation.
- Assume complete charge of the fire safety plan and evacuation of all occupants.
- Be prepared to assist the fire department with any duties they may ask.
- Make “All Clear” announcement upon direction from the fire department.

All Members of Emergency Team/Staff

- Immediately proceed to the fire panel unless you are with a resident
- Fire Safety Coordinator will assign two (2) staff members to each floor, depending on the number of staff available.
- Begin the evacuation of all occupants in your area
- Evacuate residents to the designated meeting area - Main dining room
- Assist with determining that all residents are accounted for with your resident list
- Advise the Nurse in Charge immediately if any residents not accounted for.
- Assist with crowd control and do not let any residents back in the building until the “All clear” has been given by the fire department.

Emergency Procedures for Emergency Team and Staff

After hours - 1st Stage Alarm

Upon hearing the fire alarm at the Slow Tone (1st Stage) the members of the Emergency Team/Staff shall:

Nurse in Charge

- Proceed to fire panel
- Contact Staff/Emergency Team via portable phone as to the affected zone
- Make the following announcements as required:

FIRE ALARM (REPEAT)

“Your attention please, we are in an alarm condition.

Ottawa Fire Services has been notified.

Residents please remain in your suites with the doors and windows closed and await further instructions.

All visitors/residents please remain in their area and await further instructions.

Please do not use the elevators.

Thank you.”

“Votre attention s’il vous plaît, nous sommes dans un état d’alarme.

Le Service des incendies d’Ottawa ont été notifiés.

Résidents, veuillez demeurer dans vos suites avec les portes et fenêtres fermées et attendre pour de plus amples instructions.

Tous les visiteurs/résidents veuillez rester en place et attendre les directives.

N'utilisez pas les ascenseurs.

Merci.”

UPON ARRIVAL OF FIRE DEPARTMENT (REPEAT)

“Attention Ottawa Fire Services have arrived.

Please listen for further instructions.

Thank you”

“Attention! Les service des incendies d’Ottawa sont arrivés.

Veuillez écouter pour de plus amples instructions.

Merci”

ALL CLEAR (REPEAT)

“Your attention please,
Ottawa Fire Services has declared the emergency over.
The fire alarm system is being reset to normal condition.
Thank you for your cooperation.”

“Votre attention s’il vous plaît, le Service des incendies d’Ottawa a déclaré que l’urgence est terminée. Le système d’alarme incendie est en cours de réinitialisation à l’état normal. Je vous remercie pour votre coopération.”

- Keep phone communication open to receive updates from the PSW after they have investigated the cause of the alarm.
- Upon fire department arrival to fire floor update them as to the situation
- Follow directions of the fire department
- Make “All Clear” announcement after given the OK by the Fire Department

PSW

- The PSW will identify the location of the zone in alarm via the Annunciator at the Nurse’s station and, if safe to do so, investigate the cause of the alarm.
- Upon alarm investigation update the Nurse in Charge via portable phone of the situation.
- Begin evacuation of fire area starting with rooms closest to the fire area.

Emergency Procedures for Emergency Team and Staff

After hours - 2nd Stage Alarm

Upon hearing the fire alarm at the Fast Tone (2nd Stage) the members of the Emergency Team/Staff shall:

Nurse in Charge

- Continue evacuation of fire floor
- Assume complete charge of the fire safety plan and evacuation of all occupants.
- Make the following announcement as directed by the Fire Department:

ZONE EVACUATION (REPEAT)

“Your attention please, we have an alarm condition on the ____ floor.
The Ottawa Fire Services have been notified.

All occupants on (floor as well as floor above and below alarm floor),
are advised to evacuate by the stairwells, if possible.
Do not use elevators.
Please remain calm.”

*“Votre attention s’il vous plaît, nous avons un état d’alarme sur le ____ étage.
Le Service des incendies d’Ottawa ont été notifiés.*

*Tous les occupants sur (étage ainsi que l’étage du dessus et dessous de l’étage de
l’alarme), sont priés d’évacuer par l’escalier, si possible.
N'utilisez pas les ascenseurs.
Veuillez rester calme.”*

TOTAL EVACUATION (REPEAT)

“Your attention please, we have an alarm condition
on the ____ floor.
All occupants are advised to evacuate by the stairwells, if possible.
Do not use elevators.
Please remain calm.
Listen for further instructions.”

*“Votre attention s’il vous plaît, nous avons un état d’alarme sur le ____ étage.
Tous les occupants sont priés d’évacuer par l’escalier, si possible.
N'utilisez pas les ascenseurs.
Veuillez rester calme.”*

- Upon arrival of fire department to the fire floor update them as to the situation.
- Make the “All Clear” announcement upon direction from the fire department.

PSW

- The PSW will assist in the evacuation of all occupants beginning with the rooms nearest to the fire by verifying at Nurse's station Annunciator.
- Be prepared to assist the fire department with any duties they may ask.

Emergency Team and Staff General Duties 8:00am to 9:00pm

1. Stop all activities and remain calm.
2. Cooks - will shut down all kitchen equipment and check their area for potential problems
3. PSW to remain on the 2nd Floor at all times
4. Nurse in Charge to assign staff members to be posted at stairwells
5. Dining Room/Kitchen staff to report to Nurse in Charge for further instructions.
6. Listen for further instructions over the PA system.
7. Do not leave the building until you are instructed to do so.
8. DO NOT USE THE ELEVATORS.

Total Evacuation Procedures for Emergency Team and Staff

A full building evacuation will normally be carried out only upon the direction of the Nurse in Charge or the Ottawa Fire Department. An announcement will be made over the building PA system.

- Charge Nurse will notify one of the managers when the decision has been made to evacuate.
- The Manager involved will contact the other Managers and RPNs to meet at reception. If after hours, call the GM and they will initiate calls to the other managers.
- Charge nurse will have ready several copies of the resident list and give them to the Emergency Team along with copies of the sign in and out sheets.
- The team will be informed that we have to evacuate the building and everyone will be given a task. If this is not a fire emergency we may be able to use the elevators.
- The 2nd floor Nurse in Charge will call 911 and state that our emergency is unknown this will initiate dispatch of all emergency services to our location. Our evacuation facility will have to be notified at this time as well.
- The 2nd Floor nurse will load all of the medical files onto the carts and ready the med carts for transport.
- 2nd Floor Nurse will instruct the Fire Safety Coordinator who is at the Fire Command Center to make an announcement that we will be evacuating the building. All residents should immediately evacuate the building using the nearest, safest stairwell.
- If using the elevators, only if directed to do so by the Ottawa Fire Department, elevators will be put on service and a member of the Emergency Team will man both elevators.
- Staff will be given clear direction to begin evacuation
- Once a suite has been evacuated, evaculever will be engaged
- A Staff member will be designated to check off residents as they come down
- A PSW will remain on 2nd floor at all times
- Once residents have been loaded on the bus all staff should meet at the designated meeting area to board the bus.
- Everyone should be encouraged not to rush and to keep the residents calm.

Emergency Procedures for Occupants

IN CASE OF FIRE

IF YOU DISCOVER A FIRE
LEAVE THE AREA OF DANGER
CLOSE ALL DOORS IN YOUR PATH OF EXIT
SOUND THE FIRE ALARM
TELEPHONE THE FIRE DEPARTMENT FROM AN AREA OF SAFETY - 911
USE A SAFE EXIT STAIRWELL

DO NOT USE THE ELEVATORS

UPON HEARING FIRE ALARM AT THE SLOW RATE, STANDBY READY TO EVACUATE
UPON HEARING FIRE ALARM AT THE FAST RATE OR ON INSTRUCTION OVER LOUDSPEAKER TO
EVACUATE, LEAVE BUILDING VIA NEAREST EXIT, CLOSING ALL DOORS BEHIND YOU

CAUTION

IF YOU ENCOUNTER SMOKE IN STAIRWAY, USE ALTERNATE EXIT OR IF ALL STAIRWAYS ARE
AFFECTED, IT MAY BE SAFER TO STAY IN YOUR ROOM
CLOSE DOOR AND PLACE WET TOWEL AT THE BOTTOM OF DOOR

REMAIN CALM

General Safety Practices

- Know the location of your exits and pull stations and designated meeting place
- Call the fire department - 911 - for any emergency
- Know your address
- No person shall intentionally disable a smoke alarm as per the Ontario Fire Code
- Do not tamper with or cover the in-suite audible device
- DO NOT USE THE ELEVATORS
- Always feel the stairwell door for heat before entering. If not hot open slowly to make sure there is no smoke. If you encounter smoke do not use. Use alternate stairwell
- If you cannot exit via the stairwells return to your suite or knock on a nearby suite and take refuge. Wait for further instructions over the PA system
- Remember to stay close to the ground in a smoke filled environment as smoke rises
- Ensure that the other occupants have been notified of the emergency conditions

Fire Hazards

No Hazardous materials stored on-site.

Fire Hazards

- DO NOT put burning material such as flammable liquids in garbage cans.
- Smoking is NOT permitted in the building.
- Do not use candles.
- Do not use matches.

Combustible Materials

- Do not let combustible materials accumulate in areas such as stairwells, path of egress, elevator shafts, etc.
- Greasy or oily rags to be disposed of in proper containers.
- Lint traps in laundry rooms cleaned regularly.
- Flammable liquids are not to be used for cleaning purposes.
- Combustible materials are not to be stored on the roof or adjacent to the building.

General Safety Practices

- Know the location of your exits, pull stations and designated meeting place
- Call the fire department - 911 - for any emergency
- Know your address
- No person shall intentionally disable a smoke alarm as per the Ontario Fire Code
- Do not tamper with or cover the in-suite audible device
- Ensure that suite and stairwell doors are closed, report any that are not closed to the front desk immediately
- Know the audible signals and the procedures established to implement safe evacuation
- Report any fire hazards to the maintenance staff
- Contact the Maintenance Manager if you have any questions.

Use of Stairwells

If you are evacuating the building during an emergency situation the following precautions should be made:

- Always feel the stairwell door for heat before entering. If not hot open slowly to make sure there is no smoke. If you encounter smoke do not use. Use alternate stairwell.
- If you cannot exit via the stairwells return to your suite or knock on a nearby suite and take refuge. Wait for further instructions over the PA system.
- Remember to stay close to the ground in a smoke filled environment as smoke rises.

Fire Extinguishment, Control or Confinement

This is primarily the responsibility of the Ottawa Fire Department. The production of toxic fumes is likely in a high rise fire making fire fighting potentially dangerous.

ANY ATTEMPT TO EXTINGUISH A FIRE MUST BE A VOLUNTARY ACT.

Only attempt to extinguish a fire after ensuring the fire alarm system has been sounded and the Ottawa Fire Department has been notified. Only someone experienced or familiar with the operation of an extinguisher should attempt to extinguish a small fire. If the fire cannot be easily extinguished leave the area and close the doors to confine the fire.

Remember the acronym P.A.S.S.

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

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

NOTE: Prior to using a K-type extinguisher, activate the kitchen extinguishing system to avoid electrocution.

Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the Ottawa Fire Department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. When portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of security, two-way radio or cell phone will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from the Ottawa Fire Department.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify the Ottawa Fire Department. Give your name, address and a description of the problem and when you expect it to be corrected. The Ottawa Fire Department will be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Staff or other reliable person(s) will patrol the affected area(s) at least once every hour. Patrols shall be documented including person(s), date, time, areas patrolled and conditions found.
4. Notify the Ottawa Fire Department and the building occupants when repairs have been completed and systems are operational.

Note: All shutdowns will be confined to as limited an area and duration as possible.

Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

Fire Drills

Fire drills are held once every month to ensure efficient execution of the Emergency Procedures. Fire drill records are retained for a period of two years.

FIRE DRILL REPORT

THE FIRE ALARM WAS ACTIVATED:

Time: _____ Day: _____ Month: _____ Year: _____

Location of Alarm: _____

Person who activated alarm: _____

Location of simulated incident: _____

Fire Department notified at (before drill): _____
613 - 232 - 1551

Fire Department notified at (after drill): _____
613 - 232 - 1551

Time of all clear: _____

Time pull station reset: _____

Time fire panel reset: _____

Reference Number: _____

STAFF PRESENT:

COMMENTS:

SIGNATURE: _____

Yearly Staff Log Sheet for Fire Drills

[illegible]

Fire Panel Training

Object: To understand the operation of the fire panel and how to use it properly.

Date: _____

Trainee: _____

Trainer: Environment Manager/General Manager

Fire Panel Equipment

Paging System how to use correctly		
Reading and understanding the LCD display		
Understand how to reset the fire panel		
Understand the verbiage protocol to follow during the event of an alarm		
Understand that the Fire Safety Plan binder found in the Administration Office (this binder is to be present to fire department upon arrival)		
Understand how to reset the magnetic locking system		

Note: All staff trained on the fire panel ensured they understood and were comfortable with all items trained before signing this document.

Signature of Trainee upon completion for training on task:_____

Signature of Trainer: _____

Ontario Fire Code Maintenance Requirements

The Fire Code requires checks, inspections and/or tests to be conducted on fire and life safety systems. You are required to perform or have performed the necessary checks, inspections and/or tests for the items which apply to your property.

Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.

This list has been prepared for purposes of convenience only. For accurate reference, the Ontario Fire Code should be consulted.

Definitions for key words are as follows:

Check means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

Test means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

Inspect means physical examination to determine that the device or system will apparently perform in accordance with its intended function

Records of all tests and corrective measures are required to be retained for a period of two years after they are made.

PORTABLE EXTINGUISHERS

Frequency	Item	O.F.C.	Responsibility
Annually	Maintenance and testing of portable extinguishers shall be in conformance with NFPA 10, "Portable Fire Extinguishers". ** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	Div B - 6.2.7.1.	Fire protection contractor
Monthly	Portable extinguishers shall be inspected monthly. ** A record of this inspection shall be recorded on the tag located on the portable extinguisher or in a maintenance log book. **	Div B - 6.2.7.2.	Environment Manager
Every 5 Years	Pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested ** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	Div B - 6.2.7.1.	Fire protection contractor
Every 6 Years	Stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures. ** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	Div B - 6.2.7.1.	Fire protection contractor

FIRE ALARM SYSTEM

Frequency	Item	O.F.C.	Responsibility
General	Fire alarm and voice communication system components shall be kept unobstructed.	Div B - 6.3.1.1	Environment Manager
General	Fire alarm and voice communication systems shall be maintained in operating condition.	Div B - 6.3.1.4	Environment Manager
Daily	The central alarm and control facility shall be checked daily for indication of trouble in the system.	Div B - 6.3.2.3.	Environment Manager
Monthly	A fire alarm system with or without voice communication shall be inspected and tested in conformance with CAN/ULC -S536 “inspection and testing of Fire alarm systems	Div B - 6.3.2.2.(1)	Environment Manager
Monthly	Loudspeakers described in Sentence (1) shall be tested monthly as an all-call signal to ensure they function as intended.	Div B - 6.3.2.5.(2)	Environment Manager
Annually	A fire alarm system, with or without voice communication capability, shall be inspected and tested in conformance with CAN/ULC-S536, “Inspection and Testing of Fire Alarm Systems”. ** The fire alarm system must be inspected and tested by a qualified technician. A copy of the inspection certificate must be available to the fire department. **	Div B - 6.3.2.2.	Fire protection contractor

SPRINKLER / STANDPIPE SYSTEMS

Frequency	Item	O.F.C.	Responsibility
As Needed	Auxiliary drains shall be inspected to prevent freezing.	Div B - 6.5.4.1.	Environment Manager
Weekly	Valves, except for electrically supervised valves, controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they are in the open position.	Div B - 6.5.4.5.(1)	Environment Manager
Weekly	Water supply pressure and system air or water pressure shall be checked weekly by using gauges to ensure that the system is maintained at the required operating pressure.	Div B - 6.5.3.2.	Environment Manager
Monthly	Except as provided in Article Div B-6.5.5.7., the alarm on all sprinkler systems shall be tested monthly by flowing water through the test connection located at the sprinkler valve. An alarm line subject to freezing shall be cleared of all obstructions susceptible to freezing after the test specified in Sentence (1).	Div B - 6.5.5.2.(1) Div B - 6.5.5.2.(2)	Environment Manager
Monthly	Hose stations shall be inspected monthly to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.	Div B - 6.4.2.1.	Environment Manager

Every 2 Months	Where an electrical supervisory signal service is provided for a sprinkler system, it shall be tested by operating the supervisory signal devices in conformance with Sentence (2) Transmitters and waterflow actuated devices shall be tested every 2 months.	Div B - 6.5.5.7.(1) Div B - 6.5.5.7.(2)	Environment Manager
Annually	Hose valves shall be inspected annually to ensure that they are tight so that there is no water leakage into the hose.	Div B - 6.4.2.4.	Fire protection contractor
Annually	Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair.	Div B - 6.5.3.1.	Fire protection contractor
Annually	Standpipe hose shall be unracked, unreeled or unrolled and inspected at least annually and after use, and any worn hose or gaskets in the couplings at the hose valves and at the nozzle replaced. If the hose is replaced on the rack, reel or storage area, it shall be reracked, rereeled or rerolled so that any folds do not occur at the same position they were previously on the hose.	Div B - 6.4.2.5.(1) Div B - 6.4.2.5.(2)	Fire protection contractor
Annually	Except when in use or being inspected in accordance with Article 6.4.3.7, fire department connections shall be equipped with plugs or caps that are secured wrench tight. Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed. If plugs or caps are missing, the fire department connections shall be examined for obstructions, back flushed when conditions warrant and the plugs or caps replaced.	Div B - 6.4.1.3.(1) Div B - 6.4.1.3.(2)	Fire protection contractor
Annually	Sprinkler system water supply pressure shall be tested annually with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply. The test prescribed in Article Div B - 6.5.5.5. shall be conducted after any sprinkler system control valve has been operated.	Div B - 6.5.5.5. Div B - 6.5.5.6.	Fire protection contractor
Annually	Waterflow alarm tests using the most hydraulically remote test connection shall be performed annually on wet sprinkler systems.	Div B - 6.5.5.3.	Fire protection contractor
Annually	Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash.	Div B - 6.5.3.4.	Fire protection contractor

WATER SUPPLIES FOR FIRE PROTECTION

Frequency	Item	O.F.C.	Responsibility
As Needed	Water supply systems used for fire protection shall be kept free of ice accumulations that may interfere with flow.	Div B - 6.6.1.3.	Environment Manager
Daily	A daily check of the temperature of the water contained in tanks shall be carried out during freezing weather to ensure that it does not fall below the freezing temperature.	Div B - 6.6.2.3.	Environment Manager
Daily	Tank heating equipment and accessories shall be checked daily during freezing weather to ensure that they are in operating condition and that heater valves are open.	Div B - 6.6.2.2.	Environment Manager
Daily	A daily check of the temperature of the tank enclosure for tanks in buildings shall be carried out during freezing weather to ensure that the temperature of the tank enclosure does not fall below 0°C.	Div B - 6.6.2.4.	Environment Manager
Daily	The temperature of pump rooms shall be checked daily during freezing weather.	Div B - 6.6.3.2.	Environment Manager
Weekly	Pressure tanks shall be checked weekly during which the water level shall be observed and the air pressure shall be read. Corrective action shall be taken immediately if the observed water level or air pressure are outside the designed operating range for the tank.	Div B - 6.6.2.12.(1) Div B - 6.6.2.12.(2)	Environment Manager
Weekly	The water level in the fire pump reservoir shall be checked weekly.	Div B - 6.6.3.1.	Environment Manager
Weekly	Relief valves on the air and water supply lines of pressure tanks shall be inspected weekly.	Div B - 6.6.2.13.	Environment Manager
Weekly	(1) Except as permitted in Sentences (2) and (3), valves controlling water supplies used exclusively for fire protection systems or combined domestic water supplies and fire protection systems shall be sealed in the open position and inspected weekly. (2) Valves which are locked open or valves which are electrically supervised shall be inspected monthly. (3) After any alterations or repairs, an inspection shall be made to ensure valves are returned to the fully open position and are sealed, locked or electrically supervised.	Div B - 6.6.1.2.	Environment Manager

Monthly	The water level in gravity tanks shall be inspected monthly.	Div B - 6.6.2.8.	Environment Manager
Annually	Gravity tanks shall be inspected annually to ensure that the tank roof is tight and in good repair, that hatches or doors are kept closed and properly secured and that the frostproof casing of the tank riser makes a tight joint with the bottom of the tank.	Div B - 6.6.2.9.	Fire protection contractor
Annually	An annual inspection shall be made of tanks for fire protection, tank supporting structures and water supply systems including piping, control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in operating condition.	Div B - 6.6.2.1.	Fire protection contractor
Annually	Where cathodic protection equipment is installed to prevent corrosion of steel tanks, the equipment shall be inspected annually.	Div B - 6.6.2.7.	Environment Manager
Annually	Fire pumps shall be tested annually at full rated capacity to ensure that they are capable of delivering the rated flow.	Div B - 6.6.3.5.	Fire protection contractor
Every 2 Years	Steel and iron work including the inside and outside of steel tanks and hoops and grillages for wooden tanks shall be checked for corrosion at intervals not exceeding 2 years and scraped and repainted as required.	Div B - 6.6.2.5.	Fire protection contractor
Every 2 Years	Tanks, other than tanks supplied by a potable water supply, shall be inspected for accumulations of sediment at least every 2 years and cleaned as required.	Div B - 6.6.2.6.(1)	Fire protection contractor
Every 5 Years	Tanks supplied by a potable water supply shall be inspected every 5 years and scraped and repainted as required.	Div B - 6.6.2.6.(2)	Fire protection contractor

EMERGENCY POWER SYSTEMS

Frequency	Item	O.F.C.	Responsibility
Weekly/Monthly/Annually	Emergency power systems shall be inspected, tested and maintained in conformance with CSA-C282 "emergency Electrical Power Supply for Buildings"	Div B - 6.7.1.1	Environment Manager/ Contractor
Annually	Liquid fuel tanks shall be drained and refilled with a fresh supply at least once a year.	Div B - 6.7.1.5.(1)	Generator Contractor

MEANS OF EGRESS

Frequency	Item	O.F.C.	Responsibility
As Needed	Doors in fire separations in occupied buildings shall be checked as frequently as necessary to ensure that they remain closed. Sentence (1) and (2) does not apply to: (a) doors designed to close automatically in the event of a fire, or (b) doors for which an approved fire safety plan contains provisions for closing in the event of a fire.	Div B - 2.2.3.4.(2) Div B - 2.2.3.4.(3)	Environment Manager
As Needed	Means of egress shall be maintained in good repair and free of obstructions.	Div B - 2.7.1.7.(1)	Environment Manager
As Needed	Required exit signs shall be clearly visible and maintained in a clean and legible condition.	Div B - 2.7.3.1.	Environment Manager
Monthly	Doors in fire separations shall be inspected monthly.	Div B - 2.2.3.4.(4)	Environment Manager

EMERGENCY LIGHTING

Frequency	Item	O.F.C.	Responsibility
Monthly	Pilot lights on emergency lighting unit equipment shall be checked monthly for operation.	Div B - 2.7.3.3.(1)	Environment Manager
Monthly	Emergency lighting unit equipment shall be inspected monthly to ensure that: (a) the terminal connections are clean, free of corrosion and lubricated when necessary, (b) the terminal clamps are clean and tight as per manufacturer's specifications, (c) the electrolyte level and specific gravity are maintained as per manufacturer's specifications, and (d) the battery surface is kept clean and dry.	Div B - 2.7.3.3.(2)	Environment Manager
Monthly	Emergency lighting unit equipment shall be tested monthly to ensure that the emergency lights will function upon failure of the primary power supply.	Div B - 2.7.3.3.(3)(a)	Environment Manager
Yearly	Emergency lighting unit equipment shall be tested annually to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions. After completion of the test required in Clause (3)(b), the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.	Div B - 2.7.3.3.(3)(b) Div B - 2.7.3.3.(4)	Fire protection contractor

SERVICE EQUIPMENT

Frequency	Item	O.F.C.	Responsibility
Weekly	Hoods, filters and ducts that are subject to accumulations of combustible deposits shall be checked weekly.	Div B - 2.6.1.3.(1)	Environment Manager
Annually	Chimneys, flues and flue pipes shall be inspected (a) annually, (b) when any appliance is added to it, and (c) after any chimney fire.	Div B - 2.6.1.4.(1)	Environment Manager
Annually	Except for self-contained systems within dwelling units , disconnect switches for mechanical air-conditioning and ventilating systems shall be operated annually to establish that the system can be shut down.	Div B - 2.6.1.8.	Environment Manager

SMOKE ALARMS

Frequency	Item	O.F.C.	Responsibility
As Needed	Ensure dwelling unit smoke alarms are maintained in operating condition.	Div B - 6.3.3.3.(1)	Environment Manager
As Needed	Ensure a copy of the smoke alarm manufacturer's Maintenance instructions or approved alternative has been provided to each rental dwelling unit .	Div B - 6.3.3.4	Environment Manager

CARBON MONOXIDE ALARMS

Frequency	Item	O.F.C.	Responsibility
As Needed	Ensure carbon monoxide alarms are maintained in operating condition.	Div B - 6.3.4.3.(1)	Environment Manager
As Needed	Ensure a copy of the carbon monoxide alarm manufacturer's instructions or approved alternative has been provided to each rental dwelling unit .	Div B - 6.3.4.4	Environment Manager

COMMERCIAL COOKING EQUIPMENT

Frequency	Item	O.F.C.	Responsibility
Weekly	Hoods, grease removal devices, fans, ducts, and other equipment shall be checked weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.	Div B - 2.6.1.3.	Environment Manager
Every 6 Months	Commercial cooking equipment exhaust systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".	Div B - 2.6.1.13.	Fire protection contractor

FIRE DEPARTMENT ACCESS TO BUILDINGS

Frequency	Item	O.F.C.	Responsibility
As Needed	Fire access routes and access panels or windows provided to facilitate access for fire fighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction	Div B - 2.5.1.2.(1)	Environment Manager
As Needed	Fire department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times.	Div B - 2.5.1.2.(2)	Environment Manager
As Needed	Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles.	Div B - 2.5.1.3.	Environment Manager

FIRE SAFETY PLAN

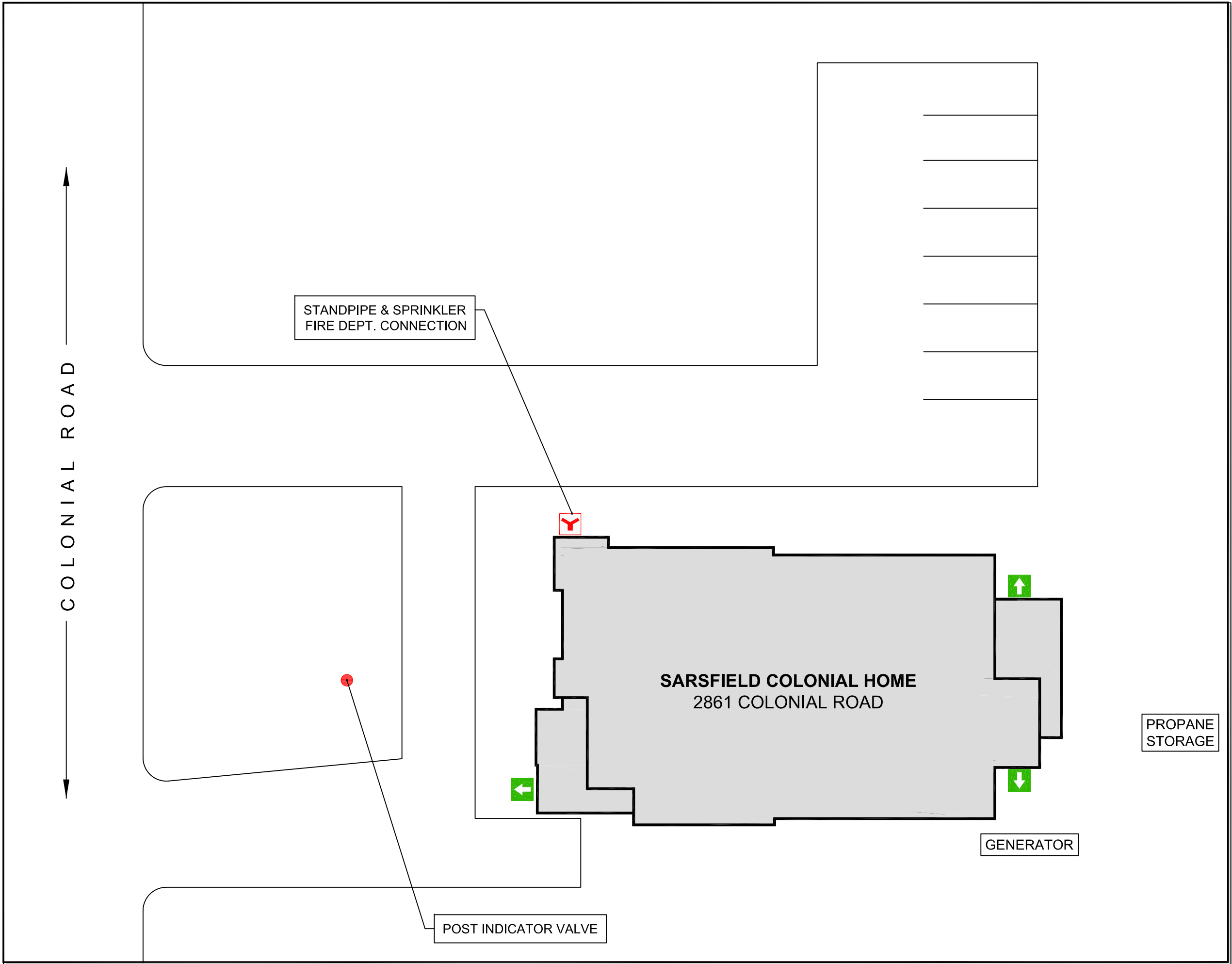
Frequency	Item	O.F.C.	Responsibility
As needed	Update Persons requiring assistance list	Div B- 2.8.2.1.(2)	Environment Manager
Annually	The fire safety Plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building and premises.	Div B- 2.8.2.1.(4)	Environment Manager

FIRE DRILL

Frequency	Item	O.F.C.	Responsibility
Monthly	A fire drill shall be held for the supervisory staff at least monthly in care and treatment occupancy, detention occupancies day cares, schools - with conditions	Div B- 2.8.3.2(2)	Environment Manager

Appendix A

Site Plan and Schematic Drawings



Legend:
Légende:

	Fire alarm pull station Poste manuel d'alarme
	Fire hose cabinet & ext. Cabinet d'incendie & ext.
	Fire extinguisher Extincteur de feu
	Fire alarm control panel Panneaux d'alarme à feu
	Remote annunciator Panneaux annonceur
	Emergency light with battery unit Éclairage d'urgence avec bloc-pile
	Electro-magnetic lock Serrure électromagnétique
	Door hold open device Dispositif de maintien ouverte de la porte
	Smoke detector Détecteur de fumée
	Heat detector DéTECTEURS de chaleur
	Fire department connection Raccord-pompier
	Exit Sortie
	Emergency bag Sac de secours

SARSFIELD COLONIAL HOME
2861 COLONIAL ROAD
SARSFIELD, ON

Drawing:
Dessin:

SITE PLAN


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Drawing No:
N° de dessin:

1 of 5

COLONIAL ROAD



Legend:
Légende:

	Fire alarm pull station Poste manuel d'alarme
	Fire hose cabinet & ext. Cabinet d'incendie & ext.
	Fire extinguisher Extincteur de feu
	Fire alarm control panel Panneaux d'alarme à feu
	Remote annunciator Panneaux annonciateur
	Emergency light with battery unit Éclairage d'urgence avec bloc-pile
	Electro-magnetic lock Serrure électromagnétique
	Door hold open device Dispositif de maintien ouverte de la porte
	Smoke detector Décteur de fumée
	Heat detector Décteurs de chaleur
	Fire department connection Raccord-pompier
	Exit Sortie
	Emergency bag Sac de secours
	Flow switch Interrupteur de débit
	Supervisory valve Vanne surveillée

SARSFIELD COLONIAL HOME
2861 COLONIAL ROAD
SARSFIELD, ON

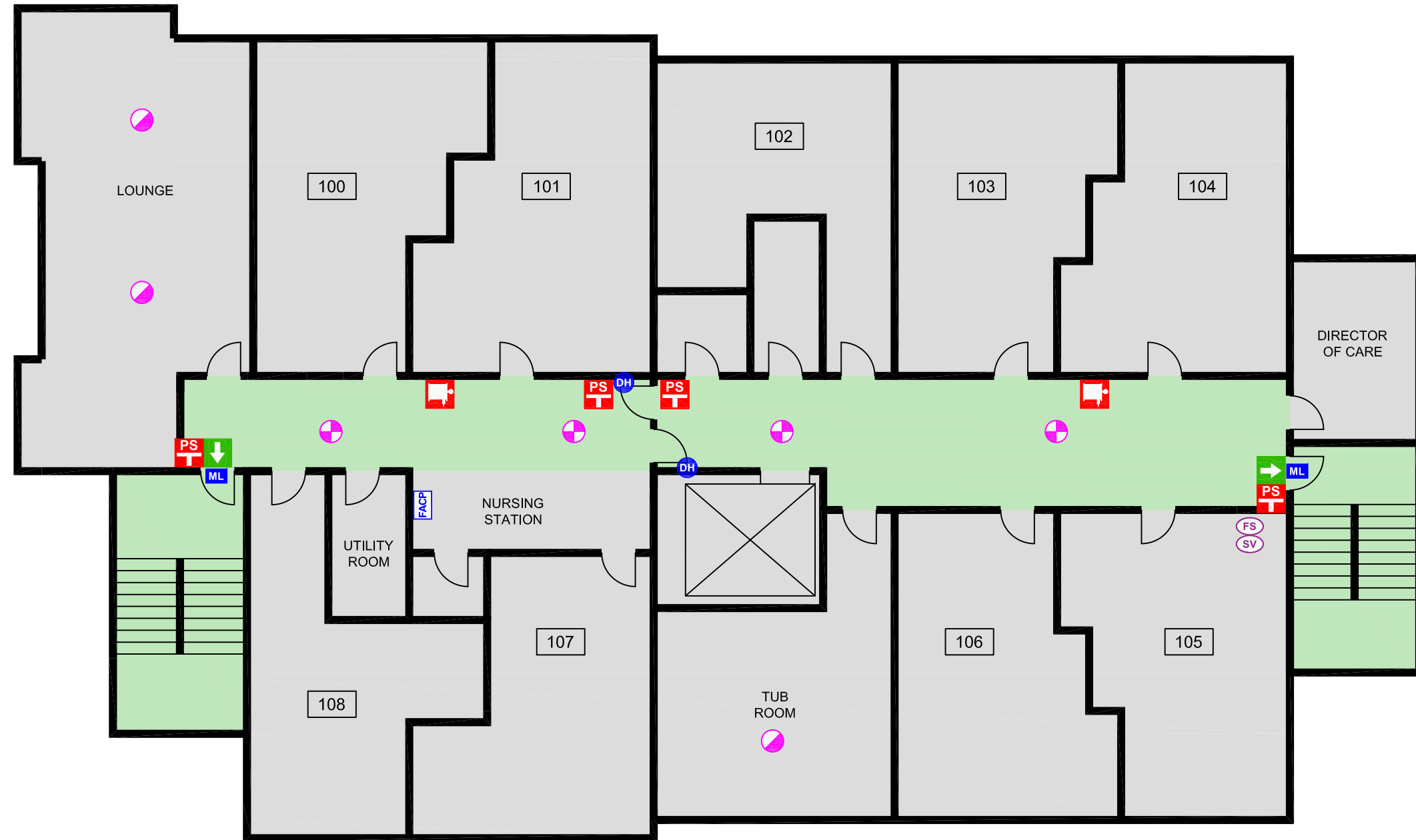
Drawing:
Dessin:

LOWER LEVEL

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COLONIAL ROAD



Legend:
Légende:

	Fire alarm pull station Poste manuel d'alarme
	Fire hose cabinet & ext. Cabinet d'incendie & ext.
	Fire extinguisher Extincteur de feu
	Fire alarm control panel Panneaux d'alarme à feu
	Remote annunciator Panneaux annonciateur
	Emergency light with battery unit Éclairage d'urgence avec bloc-pile
	Electro-magnetic lock Serrure électromagnétique
	Door hold open device Dispositif de maintien ouverte de la porte
	Smoke detector Détecteur de fumée
	Heat detector Détecteurs de chaleur
	Fire department connection Raccord-pompier
	Exit Sortie
	Emergency bag Sac de secours
	Flow switch Interrupteur de débit
	Supervisory valve Vanne surveillée

SARSFIELD COLONIAL HOME
2861 COLONIAL ROAD
SARSFIELD, ON

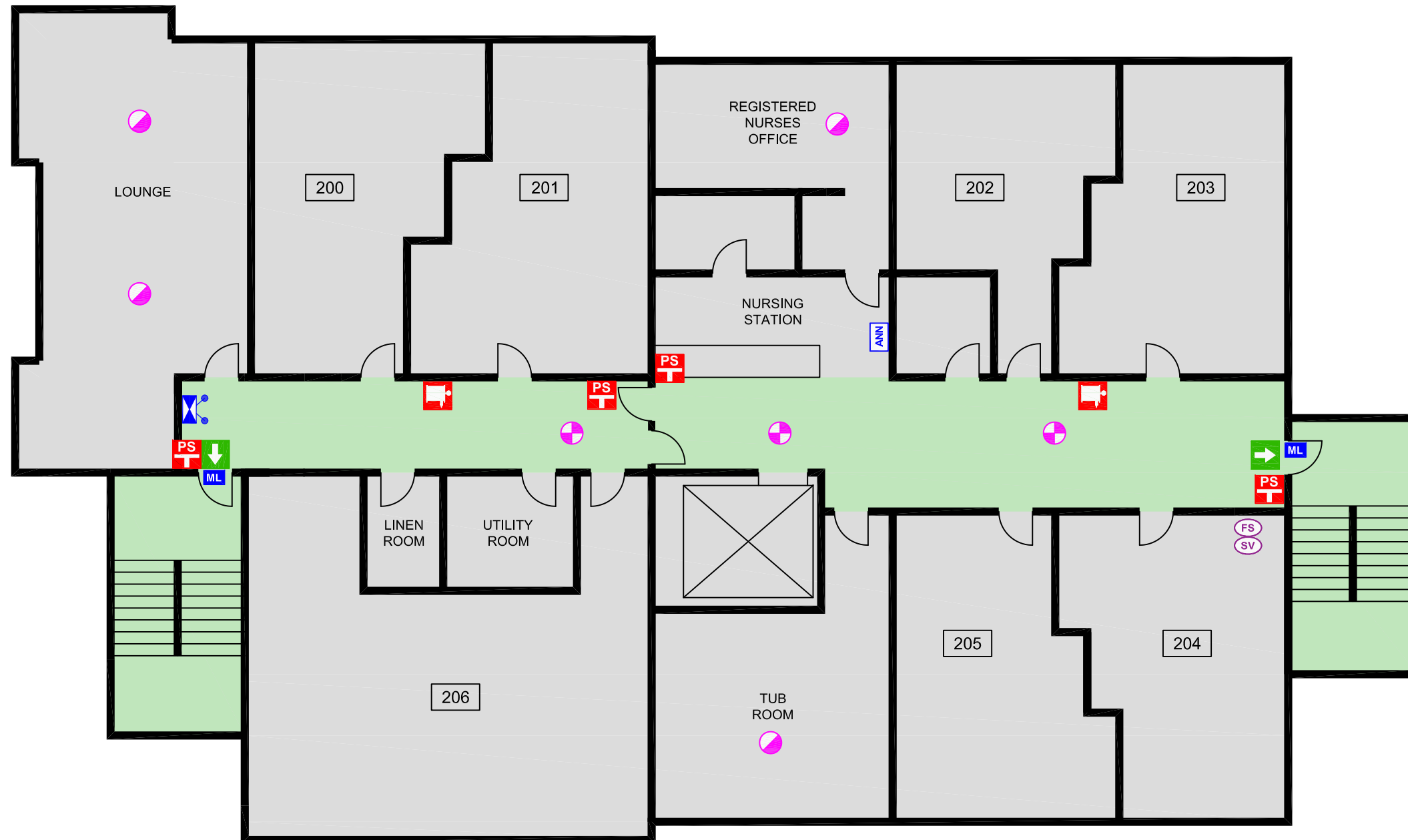
Drawing:
Dessin:

LEVEL I

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COLONIAL ROAD



Legend:
Légende:

- Fire alarm pull station
Poste manuel d'alarme
- Fire hose cabinet & ext.
Cabinet d'incendie & ext.
- Fire extinguisher
Extincteur de feu
- Fire alarm control panel
Panneaux d'alarme à feu
- Remote annunciator
Panneaux annonciateur
- Emergency light with battery unit
Éclairage d'urgence avec bloc-pile
- Electro-magnetic lock
Serrure électromagnétique
- Door hold open device
Dispositif de maintien ouverte de la porte
- Smoke detector
Décteur de fumée
- Heat detector
Décteurs de chaleur
- Fire department connection
Raccord-pompier
- Exit
Sortie
- Emergency bag
Sac de secours
- Flow switch
Interrupteur de débit
- Supervisory valve
Vanne surveillée

SARSFIELD COLONIAL HOME
2861 COLONIAL ROAD
SARSFIELD, ON

Drawing:
Dessin:

LEVEL 2

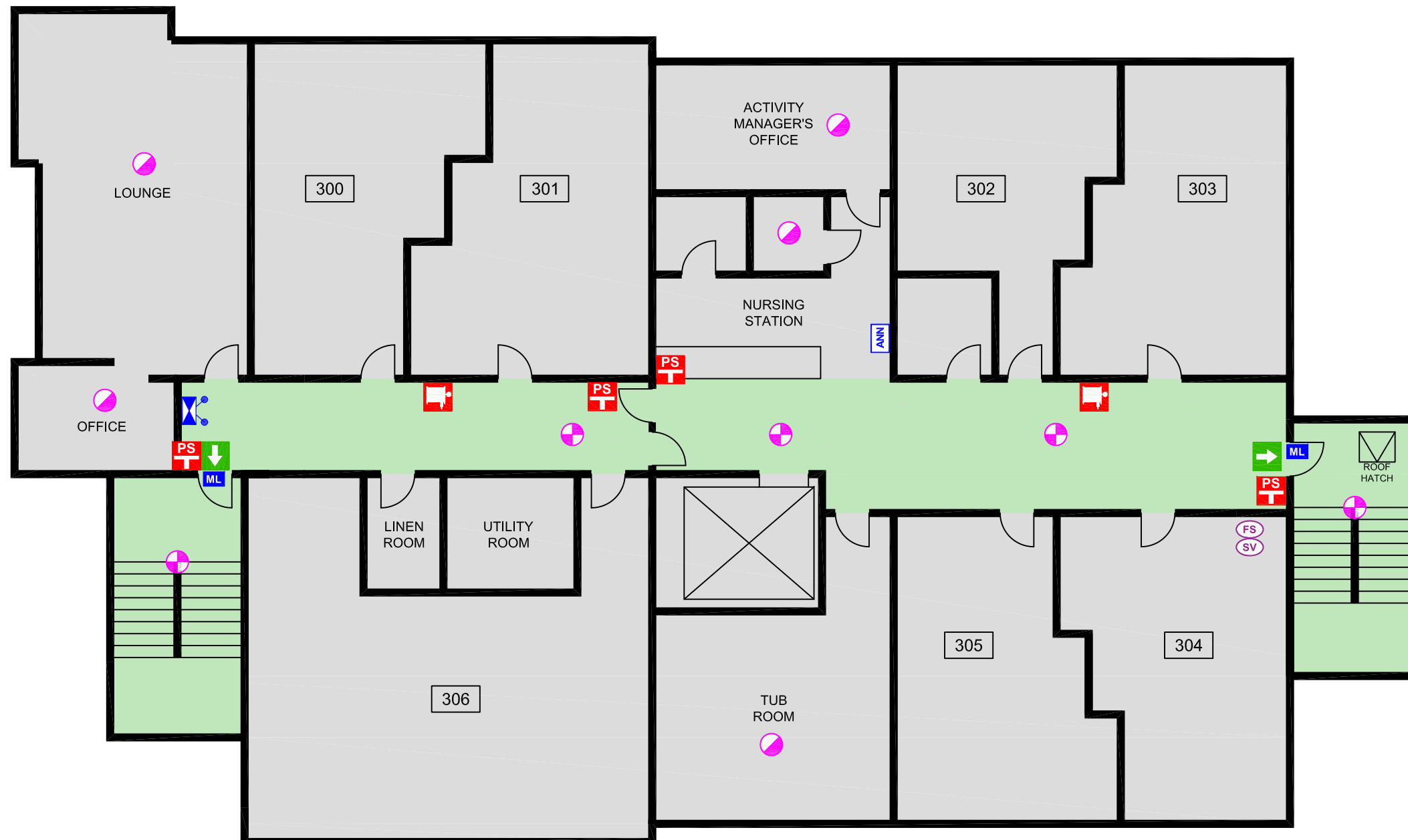
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Drawing No:
N° de dessin:

4 of 5

COLONIAL ROAD



Legend:
Légende:

- Fire alarm pull station
Poste manuel d'alarme
- Fire hose cabinet & ext.
Cabinet d'incendie & ext.
- Fire extinguisher
Extincteur de feu
- Fire alarm control panel
Panneaux d'alarme à feu
- Remote annunciator
Panneaux annonciateur
- Emergency light with battery unit
Éclairage d'urgence avec bloc-pile
- Electro-magnetic lock
Serrure électromagnétique
- Door hold open device
Dispositif de maintien ouverte de la porte
- Smoke detector
Détecteur de fumée
- Heat detector
Détecteurs de chaleur
- Fire department connection
Raccord-pompier
- Exit
Sortie
- Emergency bag
Sac de secours
- Flow switch
Interrupteur de débit
- Supervisory valve
Vanne surveillée

SARSFIELD COLONIAL HOME
2861 COLONIAL ROAD
SARSFIELD, ON

Drawing:
Dessin:

LEVEL 3

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Drawing No:
N° de dessin:

5 of 5

Appendix B

Record of Mobility Impaired Occupants

Record of Mobility Impaired Occupants

Copies will be kept on the front inside cover of Fire Safety Plan Binder

This will be updated weekly.

[illegible]

Appendix C

Announcements

Announcements

Slow Tone (1st Stage):

FIRE ALARM (REPEAT)

“Your attention please, we are in an alarm condition.

Ottawa Fire Services has been notified.

Residents please remain in your suites with the doors and windows closed and
await further instructions.

All visitors/residents please remain in their area and await further instructions. Please do
not use the elevators.

Thank you.”

"Votre attention s'il vous plaît, nous sommes dans un état d'alarme.

Le Service des incendies d'Ottawa ont été notifiés.

*Résidents, veuillez demeurer dans vos suites avec les portes et fenêtres fermées et
attendre pour de plus amples instructions.*

Tous les visiteurs/résidents veuillez rester en place et attendre les directives.

N'utilisez pas les ascenseurs.

Merci."

UPON ARRIVAL OF FIRE DEPARTMENT (REPEAT)

“Attention Ottawa Fire Services have arrived.

Please listen for further instructions.

Thank you”

"Attention! Les service des incendies d'Ottawa sont arrivés.

Veuillez écouter pour de plus amples instructions.

Merci"

ALL CLEAR (REPEAT)

“Your attention please,

Ottawa Fire Services has declared the emergency over.

The fire alarm system is being reset to normal condition.

Thank you for your cooperation.”

*"Votre attention s'il vous plaît, le Service des incendies d'Ottawa a déclaré que l'urgence
est terminée. Le système d'alarme incendie est en cours de réinitialisation à l'état
normal. Je vous remercie pour votre coopération."*

Announcements

Fast Tone (2nd Stage):

ZONE EVACUATION (REPEAT)

“Your attention please, we have an alarm condition on the ____ floor.
The Ottawa Fire Services have been notified.

All occupants on (floor as well as floor above and below alarm floor),
are advised to evacuate by the stairwells, if possible.
Do not use elevators.
Please remain calm.”

*“Votre attention s’il vous plaît, nous avons un état d’alarme sur le ____ étage.
Le Service des incendies d’Ottawa ont été notifiés.*

*Tous les occupants sur (étage ainsi que l’étage du dessus et dessous de l’étage de
l’alarme), sont priés d’évacuer par l’escalier, si possible.
N’utilisez pas les ascenseurs.
Veuillez rester calme.”*

TOTAL EVACUATION (REPEAT)

“Your attention please, we have an alarm condition
on the ____ floor.
All occupants are advised to evacuate by the stairwells, if possible.
Do not use elevators.
Please remain calm.
Listen for further instructions.”

*“Votre attention s’il vous plaît, nous avons un état d’alarme sur le ____ étage.
Tous les occupants sont priés d’évacuer par l’escalier, si possible.
N’utilisez pas les ascenseurs.
Veuillez rester calme.”*

Appendix D
Vulnerable Occupancy - Fire Drill Scenario
Form



Vulnerable Occupancy – Fire Drill Scenario Form

This Section Completed by Owner / Operator

This guideline is intended to assist facility administrators and Chief Fire Officials with the development and validation of the annual fire drill scenario requirement in care occupancies, care and treatment occupancies and retirement homes. Complete the 4 steps below when seeking a fire service approval of the fire drill scenario.

PART (1) PROPERTY INFORMATION

Property Operating Name:		Contact number:
Contact Name:		Occupancy Classification: CHECK Below
Occupancy Address:		☐ Care Occupancy
City/Town:	Postal Code:	☐ Care and Treatment Occupancy
Licensing Agency:	Licensing Number:	Retirement Home

PART (2) CONTACT INFORMATION

Owner Name:	
Owner Address:	
City/Town:	Postal Code:
Contact Number:	Email address:

PART (3) APPROVED FIRE DRILL SCENARIO

TIP:	- The Ontario Fire Code requires monthly fire drills to be performed in care occupancies, and care and treatment occupancies. The local fire service observes an annual fire drill to determine sufficient supervisory staff is available to perform fire safety duties described in the Fire Safety Plan. - Every person required to implement a fire safety plan must have completed an acceptable training program/course by January 1, 2017. - Additional requirements and Compliance dates can be found in the Compliance Schedule. Check all Fire Code applications here
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Step 1 - Develop a Scenario Representing Lowest Staffing Level Complement

A	Select a zone/floor area of fire origin involving residents/patients in resident/patient rooms that poses the greatest evacuation challenge for staff.	Floor # : _____ Zone: _____ Number of residents/patients in the fire compartment that will require evacuation to a point of safety: _____
B	Identify the point of safety to which residents/patients in the zone/floor area of fire origin will be evacuated.	☐ Outside Building ☐ Exit stairwell (min. 30 minutes fire resistance rating) ☐ Adjacent Zone (min. 30 minutes fire resistance rating)

C	Select a resident/patient room within this zone/floor area that would represent the room of fire origin.	Room #: _____ Total residents/patients in the room: _____
D	Simulate the time of day representing the lowest staffing level complement available to respond to the room of fire origin.	Time of day: _____ Number of staff available to respond: _____

TIP:	- Submit drawings to the fire service that show the building features and the proposed area affected by the fire drill. Include the proposals listed above on the drawing so that the scenario can be reviewed and approved. - Evacuations in stairwells with non-ambulatory residents may be labour intensive. Proxies should be considered when scenarios are developed to ensure the safety of all residents / patients within the facility. Refer to OFMEM TG-01-2013 and TG-01-2004 for details.
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Step 2 - Determine Time Available for Closing the Door to the Room of Fire Origin
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A	Estimate the time required for detecting a fire in the room of fire origin based on the device in the room of fire origin. Use the time shown from Table C.1 below unless otherwise documented.	Fire Detection Time _____(minutes) (A)
B	Estimate the time period during which the suite or room of fire origin is safe to enter. Choose 2.5 minutes for an unsprinklered room or 5 minutes for a sprinklered room.	Time room is safe to enter _____(minutes) (B)
C	Calculate the time available for staff to : - respond to the room of fire origin - remove/assist occupants from the room, and - close the room of fire origin door.	(B) - (A) = (C) Time Available Time available : _____(minutes) (C)

Table C.1 Detection Method**Maximum Detection Time	Time to Detect (min)
smoke alarm/detector in small bedroom (12 x12 ft) of fire origin	.5
smoke alarm/detector in medium to large room (15 x 20 to 25 x 25 ft) of fire origin	.75
smoke detector in corridor, with fire initiating in adjacent bedroom with open door	1.5
smoke detector in corridor, with fire initiating in adjacent small bedroom with closed solid-core wood door	5
135°F heat detector in small bedroom (12 x12 ft) of fire origin	1.5
135°F heat detector in medium to large room (15 x 20 to 25 x 25 ft) of fire origin	2.5
135°F heat detector in corridor outside adjacent small bedroom of fire origin with open door	3.3
135°F heat detector in corridor outside adjacent small bedroom of fire origin with closed solid-core wood door	18
135°-165°F residential type sprinkler system in a bedroom of fire origin	2.5
supervisory staff at work station smelling smoke from fire in room with door open to corridor	6
supervisory staff at work station smelling smoke from fire in room with solid-core wood door closed to corridor	8.3

** For the purposes of this document only the maximum time to detect is shown. Refer to OFM TG-01-2013 Table C.1 for additional information.

Method of Alarm Activation for Fire Drill Scenario

May be direct fire alarm activation, silent alarm, verbal notification:

TIP:

- PRACTICE the fire drill scenario and supervisory duties prior to fire service observations to ensure time requirements are obtained with minimum staffing levels. Ensure the Fire Department has the most current Fire Safety Plan.**
- Options to improve evacuation times can be found on page 15 of the OFMEM Guideline [TG-01-2013](#).
- Submit the plan to the Chief Fire Official for approval of the Fire Drill Scenario.

PART (4) APPROVED FIRE DRILL SCENARIO INFORMATION

Document Prepared by:

Date Prepared by:

Proposed Date for Fire Drill Observation:

Alternative Date:

Date Submitted to Chief Fire Official for APPROVAL:

Chief Fire Official Approval of Fire Drill Scenario

Print Name	Signature	Date

This Section Completed by the Fire Service

Verification of Fire Drill Scenario Variables

Verify the following prior to running the actual fire drill. Adjust scenario times as required if discrepancies identified.	Confirmed
Does the Fire Drill Scenario represent the lowest staffing level as identified in the Fire Safety Plan?	
Is the detection method provided in Step 2 A (table C.1) properly identified and used in calculation?	
Will the identified point of safety accommodate everyone from the evacuated zone?	
Is the door rating provided in Step 3 A properly identified and used in calculation?	

Time Verification by the Fire Service

Actions from Directive 2014-02	Time Calculated By Owner	A	
The actual time to respond to the room of fire origin, remove occupant(s) from the room, and close the door to the room.	Show time from Step 2 C – Available Time _____	Record actual time to complete task _____	Acceptable Y or N
The actual time to evacuate residents/patients from the zone or floor area containing the room of fire origin to the next point of safety	Show time from Step 3 C – Available Time _____	Record actual time to complete task _____	Acceptable Y or N
			Pass Fail
Was the actual time to respond to the room of fire origin, remove occupant(s) from the room, and close the door to the room within the time permitted?			
Was the actual time to evacuate residents/patients from the zone or floor area containing the room of fire origin to the next point of safety within the time permitted?			
Were all identified Supervisory Staff duties from Fire Safety Plan completed as shown above?			
Did the fire drill observation identify any <i>Supervisory Staff</i> duties performed that were not shown in the Fire Safety Plan?			YES NO

TIP

If the fire drill observations determine that insufficient supervisory staff is available to perform the fire safety duties as described in the Fire Safety Plan, appropriate enforcement options provided in OFMEM TG-01-2012 – [Fire Safety Inspections and Enforcement](#) should be utilized to ensure the safety of the occupants.

- Complete the "Registry of Vulnerable Occupancies" as required in Directive [2014-001](#) and detailed in [Communiqué 2014-09](#)
- Directive [2014-002](#) requires a Fire Safety Inspection to be completed. The inspection may be done on a different date than the Fire Drill.

**Ensure the Fire Safety Inspection Checklist is completed and retained in the fire department file.