

# **FIRE SAFETY PLAN**

**WINDSOR, ONTARIO**

**THIS OFFICIAL DOCUMENT IS TO BE KEPT  
READILY AVAILABLE ON SITE**

Plan prepared by: Miroslav Mike Zelembaba

Date Prepared: September 2005

## **INTRODUCTION**

A fire safety plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of fire, fire safety, supervisor staff and related duties, and other related issues.

In order for this plan to be effective management must know the plan and be able to implement it in the event of fire. The Fire Code requires the owner to be responsible for carrying out the provisions for fire safety, and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner may be any one of or a combination of parties, including building management, maintenance staff and tenant groups.

The fire safety plan has been accepted by the Windsor Fire Department, but this does not in any way relieve the owner, the lessee, or the management, of their responsibilities. The fire marshals act stated that "every person who contravenes any provision of the Fire Code and every director or officer of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than \$25,000 for an individual or \$50,000 for a corporation or to imprisonment for a term of not more than one year, or to both".

Do not make any changes in this plan without the acceptance of the Windsor Fire Department.

The Windsor Fire Department may require this plan once approved to be resubmitted if there are any changes to occupancy or use, if there is any change in standards, if the fire plan has not been kept current or up to date or because the chief fire official judges the current fire safety plan as no longer being acceptable.

## **DISTRIBUTION**

Windsor Fire Department: Complete Copy  
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## **Building Description**

### **AUDIT OF BUILDING RESOURCES**

#### **DETECTORS**

Fixed temperature/rate of rise heat detectors or interconnected smoke alarms are located in the hallway of each apartment and in the front and back building hallways.

#### **PORTABLE FIRE EXTINGUISHERS**

(List Type and mark location on Schematic Diagrams)

#### **EXITS**

The main entrance is located on the WEST side and exits onto the DAYTONA AVE.

There is an alternative exit on the EAST side, which exits onto parking lot.

#### **FIRE DEPARTMENT ACCESS**

1970 Daytona is accessible from West side, Daytona Ave side, as well as from back side, parking side.

#### **HYDRANTS**

There is city water hydrant on the Daytona Ave, 30 m North of the building.

## **GAS SHUT OFF**

The gas shut off valve is located laundry room of each unit.

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## **AUDIT OF HUMAN RESOURCES**

### **NAME AND ADDRESS**

1970 Daytona Ave N9B 3V7

### **OWNER**

Miroslav Mike Zelembaba  
Slobodanka Danka Zelembaba

### **MANAGER**

Miroslav Mike Zelembaba

### **EMERGENCY CONTACTS**

Mike's cell (519) 991-4602  
Danka's cell (519) 567-8152

## **EMERGENCY PROCEDURES**

THE ACTIONS TO BE TAKEN BY OCCUPANTS IN EMERGENCY SITUATIONS WILL BE POSTED AT ALL PULL STATIONS AND WILL READ AS FOLLOWS:

### **IN CASE OF FIRE**

# **Dial 911**

#### **UPON DISCOVERY OF FIRE:**

- LEAVE THE FIRE AREA
- CLOSE THE DOOR BEHIND YOU
  - SOUND THE FIRE ALARM
- LEAVE THE BUILDING BY THE NEAREST EXIT

The building is equipped with a fire / smoke detectors system. The fire / smoke detectors system is to be activated to alert the occupants of an emergency and to put

into operation the approved Fire Safety Plan. The fire department is to be notified by dialing **911** and given the correct address and exact location of the fire.

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## **FIRE EXTINGUISHMENT AND CONFINEMENT**

Confining a fire in an enclosed space can keep the fire, smoke and fumes from entering into a means of exit. In many cases, this can be accomplished if one remembers to close the door when leaving the fire area.

Fire extinguishment is the responsibility of the fire department. Only after ensuring that the alarm has been raised, and the fire department notified at 911, should an attempt be made to extinguish a small fire.

If a small fire cannot be extinguished with the use of a portable fire extinguisher, or the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire.

### **ATTEMPTING TO EXTINGUISH A FIRE IS A VOLUNTARY ACT**

**Only persons who have been properly trained and feel confident in use of an extinguisher should contemplate their use. Improper use of a fire extinguisher can lead to severe injury or death.**

## **EXAMPLE OF PORTABLE FIRE EXTINGUISHER INSTRUCTIONS**

### **BASIC OPERATION (PASS)**

- P** - **PULL** the safety pin (usually a twist-pull action)
- A** - **AIM** (the nozzle. Horn or hose at the base of the fire)
- S** - **SQUEEZE** the trigger handle
- S** - **SWEEP** from side to side (watch for reflash)

**NEVER** re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds). Have it recharged by a service company.

**ALWAYS** maintain an area of three (3) feet clearance around all fire protection equipment.

- **ALWAYS KEEP AN EXIT AT YOUR BACK. DO NOT GET TRAPPED.**

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## **CONTROL OF FIRE HAZARDS**

### **In order to avoid fire hazards in the TENANTS are advised:**

- Not to put burning material such as cigarettes and ashes into garbage containers.
- To avoid unsafe cooking practices, unattended stoves, loosely hanging sleeves.
- Not to use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- Keep hallways, passageways and exits clear of obstructions and combustible refuse at all times.

### **In general, Occupants advised to:**

- Know where the pull stations and exits are located.
- Call the Windsor Fire Department at 911 whenever you need emergency assistance.
- Know the correct building address – 1970 Daytona Ave N9B 3V7

**Note:** When work is to be done on the fire alarm system, you must contact the Windsor Fire Dispatch at **255-6478** and also notify the Tenants

## **OWNERS or MANAGERS RESPONSIBILITIES**

**The owner has numerous responsibilities related to fire safety and they include:**

- Establishment of emergency procedure to be followed at the time of an emergency.
- Holding of fire drills. Annually
- Control fire hazards in the Building ie electrical wiring and collection of combustibles
- Maintenance of the facilities providing for safety of the occupants.
- Provisions of alternate measures for the safety of occupants during shutdown of fire protection equipment.
- Assuring that checks, inspections and tests, as required by the Fire Code are completed on schedule and that records are retained.
- Notify the Chief Fire official regarding changes in the fire safety plan.
- Be in complete charge of the approved fire safety plan and the specific responsibilities.
- Educate all Tenants in the use of the existing fire safety equipment and in the actions to be taken under the approved fire safety plan.
- Post Procedures and give tenants information package.

- Prepare and post in each area, the emergency procedure for use by the occupants in case of an evacuation.
- Prepare and implement a maintenance program for smoke alarms in each unit. Follow instructions in tenant hand out. Smoke alarms will be tested every six months by the owner or as situations arise. Batteries and or smoke alarms will be replaced whenever necessary. Procedures on page 13

**IN THE EVENT OF FIRE:**

**Attend the building immediately upon notification of the emergency and assist emergency crews if required.**

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**OWNERS OR MANAGERS RESPONSIBILITIES (Cont'd.)**

**IN GENERAL: Instruct Tenants and maintain building.**

- Keep hallways, passageways and exits inside and outside, clear of any obstructions at all times. (Including ice and snow)
- Do not permit combustible waste materials to accumulate in quantities or locations, which will constitute a fire hazard.
- Prompt removal of all combustible waste from all areas where waste is placed for disposal.
- Do not empty ashtrays into combustible containers.
- Maintain the fire protection equipment in good operating condition at all times.
- Arrange for a substitute in your absence.
- Conduct fire drills.
- Be aware of the requirements of the Ontario Fire Code and make sure the requirements are met.

## **FIRE DRILLS**

### **FIRE DRILLS ARE TO BE HELD ANNUALLY**

The purpose of a fire drill is to ensure that the Tenants are totally familiar with the emergency evacuation procedures, resulting in orderly evacuation with efficient use of the exit facilities.

Fire drills will be held Annually.

Owner is to check and report on the following:

- Were the alarm horns audible throughout the Building
- Were the exit areas accessible?
- Did all exit doors open properly?
- Did tenants assemble in a pre-determined location?
- Was the fire alarm control panel reset?

## **RECORD OF FIRE DRILL**

**Date of Fire Drill: September 8, 2005 Time of Fire Drill: 6:00PM**

**Owner Present: Yes**

**Tenants Present: Yes**

**Deficiencies Noted: No deficiencies.**

**General Comments:**

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## **MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS**

### **Check, Inspect, Test Requirement of the Fire Code**

To assist in fulfilling your obligations, included is a list of the portions of the Fire Code which require that checks, inspections and/or tests be made of equipment and facilities from time to time. It is suggested that you read over this list, and perform or have performed the necessary checks, inspections and/or tests.

Fire prevention officers will check to ensure that the necessary check, inspections, and/or tests are being done when conducting their inspections.

#### **Definitions for key words are as follows:**

**Check:** means a visual observation to ensure that the device or system is in place and is not obviously damaged or obstructed.

**Inspect:** means physical examination to determine that the device or systems will apparently perform in accordance with its intended operation or function.

Test: means operations of device or system to ensure that it will perform in accordance with its intended operation or function.

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

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## Checking of Smoke Alarms

- **TENANTS check your smoke alarm weekly by activating the test button. If difficulties are discovered contact the landlord or owner of the building immediately.**
- **The landlord will check the smoke alarms every six months and replace the batteries. Records of Checks will be kept and the tenants will be asked for signature of test and action taken with smoke alarm.**

- **The smoke alarms will be check whenever work is conducted in the unit and recorded for verification of checks.**
  
- **A smoke alarm maintenance program is for the protection of the owner and the tenant. Intentionally disabling a smoke alarm is a provincial offence and is punishable by a fine of \$200.00.**

This page will be in tenant's hand out.

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## **PORTABLE FIRE EXTINGUISHERS**

### **Inspection, Test and Maintenance Guidelines**

#### **Monthly Inspection:**

1. Inspect all portable fire extinguishers.
2. Check nozzle visually for operation and any obstructions.
3. Seal or tamper indicators are in place.
4. Pressure gauge reading satisfactory.
5. No apparent physical or mechanical damage.

6. Instructions for use on nameplate legible and face outwards.

**Notes:**

- Only ULC labeled extinguishers shall be installed.
- Portable extinguishers will be located so they are easily seen and will be accessible at all times.
- Ensure extinguisher is set on hanger or bracket.
- Installed so that the top of the extinguisher is not more than:  
1.5 (5ft) above floor, where the gross weight of the extinguisher is 18kg (40 lbs.)  
or less.
- Extinguisher must have an inspection tag attached, showing maintenance or recharge dates, the servicing agency and signature of person who performed service.
- Extinguisher shells, cartridges, or cylinders that rupture or show leakage or permanent distortion in excess of specified limits are removed from service.

**A permanent record of the inspection and maintenance record of all portable fire Extinguishers must be maintained for at least two years.**

**PORTABLE FIRE EXTINGUISHERS (Cont'd.)**

**Notes:**

- Defective portable fire extinguishers are repaired, replaced or recharged as necessary.
- Portable fire extinguishers are maintained in accordance with the recommendations of the manufacturers, and are inspected annually by a qualified fire extinguisher service company.
- After use, portable fire extinguishers are replaced and recharged according to the instructions given on the extinguisher's nameplate.

- Replace the extinguishing agent in dry chemical fire extinguisher every six years.
- All portable fire extinguishers are subjected to hydrostatic testing at the following intervals:
  - Dry chemical extinguishers – every 12 years.
- A label must be affixed to the extinguisher indicating month and year of hydrostatic test, including test pressure and signature of the person or agency performing the test.
- For complete details refer to NFPA 10-1984, "Portable Extinguishers".

**Monthly inspections to be conducted by: tenants.**

**Recharging and hydrostatic tests to be conducted by service contractor.**

**All portable extinguishers are subject to annual maintenance.**

## **HEATING, VENTILATION AND AIR CONDITIONING**

### **Check**

Check filters and ducts subject to the accumulation of combustible deposits and ensure they are cleaned when deposits create an undue fire hazard.

### **Notes:**

1. Every defective heating appliance shall be removed, repaired or replaced when it creates a hazardous condition.
2. Ventilation shafts shall be used only for ventilation purposes.

3. Any work on ducts involving the use of heat-producing devices for cutting, welding, or soldering, shall not be undertaken before the system has been shut down, the duct cleaned of any accumulations of combustible deposits and any combustible lining and covering material that could be ignited by such work, has been removed.

**A permanent record shall be kept of all inspections, tests and maintenance for at least two years.**

## **MEANS OF EGRESS**

### **Inspection and Maintenance Guidelines**

**As Required:**

- Maintain exit signs to ensure they are clear and legible.
- Maintain exit lights to ensure they are illuminated and in good repair.

- Maintain corridors free of obstructions.

## **RECORDS**

A written record shall be kept of all tests and corrective measures for a period of two years after they are made, and the record shall be made available upon request to the chief fire official.

### **Inspection, Test and Maintenance Records**

- **Fire Alarm system**
- **Smoke Alarms**
- **Portable Fire Extinguishers**
- **Emergency Lighting**
- **Heating and Air Conditioning**
- **Means of Egress**

### **ALTERNATIVE MEASURES FOR SAFETY OF OCCUPANTS**

Indicates the established procedure when any part of the fire protection equipment is inoperative.

#### **Alternative Measures for the Fire Alarm System**

- Call the fire alarm service company for immediate repairs.
- Notify Tenants

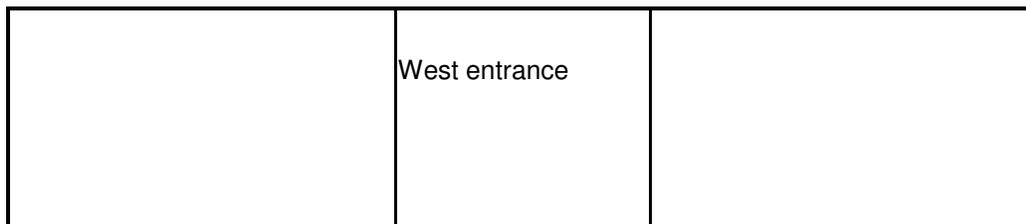
- Notify the Windsor Fire Department at 255-6478
- Post notices of all the pull stations.
- Patrol the Building hourly.
- When repairs have been completed, and the system is operational, notify the Windsor Fire Department at 255-6478.
- Remove posted notices.

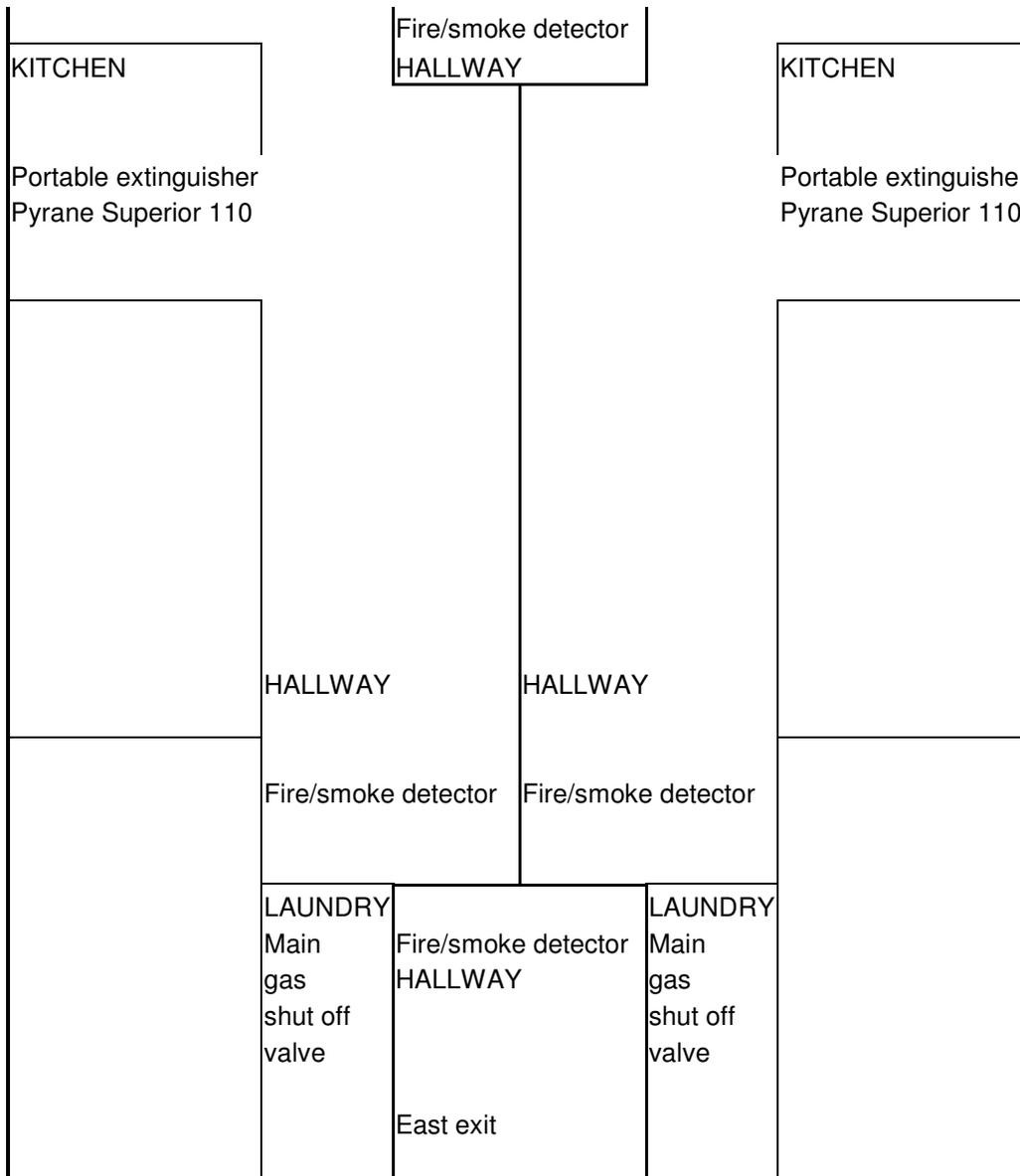
**Alternative Measures for Fire Extinguishers**

- Replace the fire extinguisher with a spare of the same rating, or post a notice at the fire extinguisher location indicating the location of the next closest fire extinguisher.

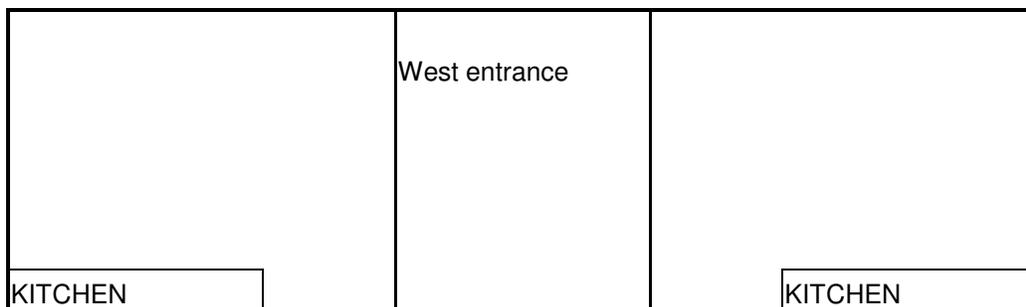
**SCHEMATIC DIAGRAMS**

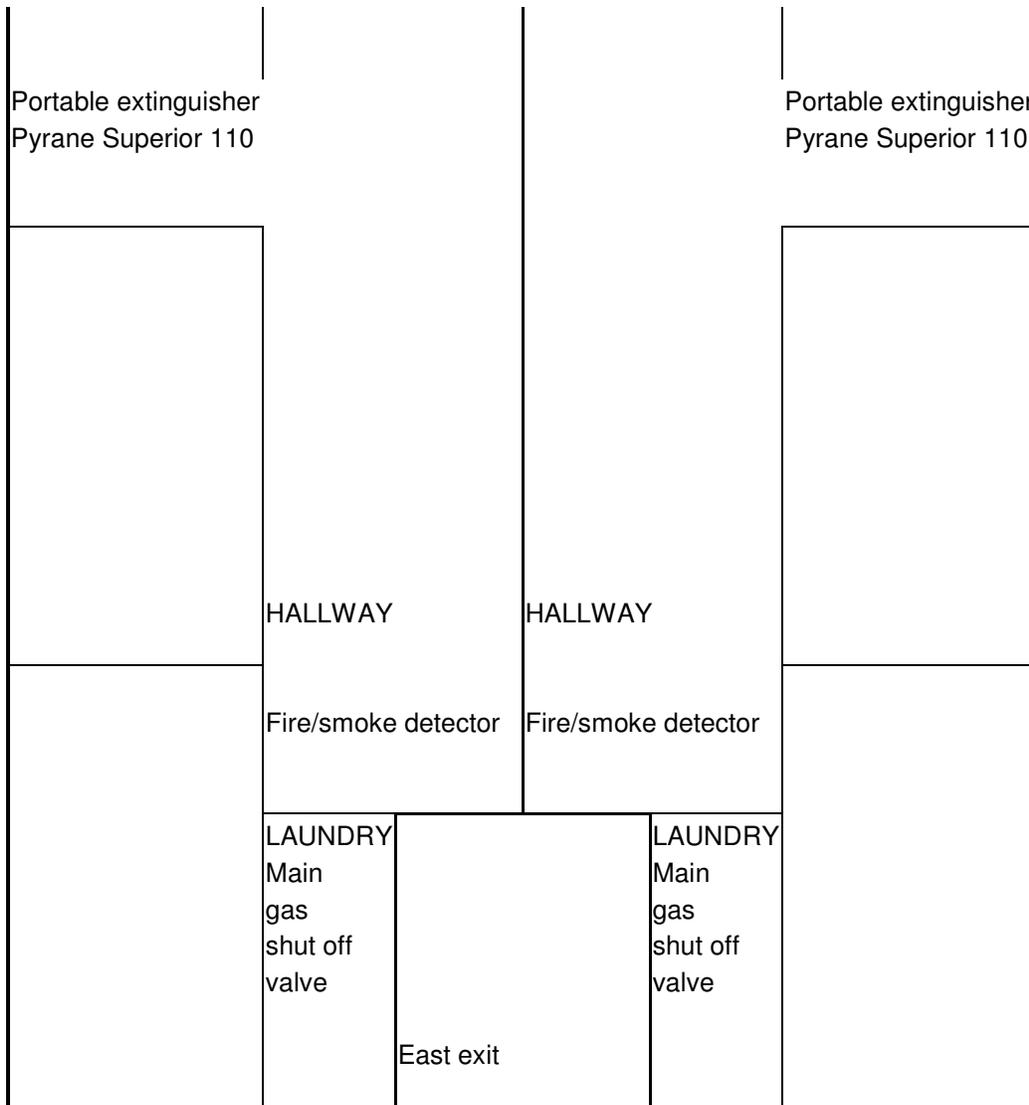
**UPPER LEVEL**





**LOWER LEVEL**





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