

# FIRE SAFETY PLAN

## Appleby Ice Centre



Appleby Ice Centre  
1201 Appleby Line  
Burlington, Ontario  
L7L 5H9  
905-331-7465

# FIRE SAFETY PLAN

## EMERGENCY CONTACT INFORMATION:

**Ambulance/EMS:** 9-1-1 (Emergency)  
905-825-6000 (Ambulance Services Hotline)

**Fire Department:** 9-1-1 (Emergency)  
905-637-8253 (Dispatch)

**Police Service:** 9-1-1 (Emergency)  
905-825-4777 (Non-emergency)

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**Facility Address:** **Appleby Ice Centre**  
1201 Appleby Line  
Burlington, Ontario  
L7L 5H9

**Phone #:** 905 -331-7465

**Prepared by:** Rich Trella  
Manager, Facility Operations – Arenas East  
426 Brant Street  
Burlington, Ontario  
L7R 3Z6

**Phone #:** 289-962-5708

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**Section 1: Fire Safety Plan****1.1 Purpose**

This Fire Safety Plan has been prepared for Appleby Ice Centre, 1201 Appleby Line, Burlington, Ontario. This Fire Safety Plan has been prepared in conformance with Division B, Subsection 2.8.2. of the Ontario Fire Code. This Fire Safety Plan is designed to provide guidelines with respect to occupant safety in the event of a fire; to provide effective utilization of the fire safety features of the building; and to minimize the possibility of fires.

**1.2 Scope**

The plan outlines: what occupants are to do in the event of a fire; general fire safety and the control of fire hazards; supervisory staff and their related duties; building resources; maintenance requirements for fire and life safety systems; and the requirements for fire drills.

**1.3 Emergency Resources**

The Fire Safety Plan will also assist firefighters in the performance of their duties by providing information on fire suppression & detection systems, floor plans, as well as building & tenant information. In order for this plan to be effective all supervisory staff must know the Fire Safety Plan and be able to implement it in the event of a fire.

The Fire Safety Plan is approved by the Burlington Fire Department. This does not in any way relieve the owner, or the management of their responsibilities as set out under the Ontario Fire Code. The Burlington Fire Department may require this plan, or parts thereof, to be resubmitted if there are any changes to occupancy use, changes in standards, or because the Chief Fire Prevention Officer judges the current Fire Safety Plan as no longer being acceptable.

The Fire Safety Plan is required to be reviewed at least once per calendar year to ensure that it takes into account any changes regarding occupancy use, other characteristics of the building, or staffing and contact information updates. The Chief Fire Prevention Officer is to be notified regarding any subsequent changes in the approved Fire Safety Plan.



**Section 2: Contact Information**

**2.1 Emergency Contact Information**

Fire/Police/Ambulance Emergency:	911
Fire Alarm Monitoring – A1 Security:	905-333-4566
Fire Alarm Service – Troy Life and Fire Safety:	1-877-441-8769 905-328-8718
Fire Department Dispatch:	905-637-8253

**2.2 Owners Contact Information**

<b>Contact Name:</b>	The Corporation of the City of Burlington
<b>Address:</b>	426 Brant Street PO Box 5013 Burlington, Ontario L7R 3Z6
<b>Phone Number:</b>	(905) 335-7600
<b>Email Address:</b>	<a href="mailto:city@burlington.ca">city@burlington.ca</a>

**2.3 Contact Information**

<b>Contact Name:</b>	Rich Trella Manager, Facility Operations – (Arenas East)
<b>Contact Number:</b>	289-962-5708
<b>Address:</b>	426 Brant Street Burlington, Ontario L7R 3Z6

## **2.4 Audit of Human Resources**

<b>Name &amp; Address:</b>	<b>Company</b>	Appleby Ice Centre
	<b>Address</b>	1201 Appleby Line
	<b>City, Province</b>	Burlington, Ontario
	<b>Postal Code</b>	L7L 5H9
	<b>Telephone</b>	905 -331-7465
<b>Owner</b>		
<b>Manager, Facility Operations:</b>	<b>Name</b>	Rich Trella
	<b>Emergency Contact #</b>	289-962-5708 (Cell)
	<b>Company</b>	City of Burlington
	<b>Address</b>	426 Brant Street
	<b>City, Province</b>	Burlington, Ontario
	<b>Postal Code</b>	L7R 3Z6
	<b>Telephone</b>	905-335-7600 ext. 6554
	<b>Email</b>	rich.trella@burlington.ca

## **2.5 Fire Wardens**

<b>Name</b>	<b>Position</b>
<b>Warden "A" – Operations</b>	Manager, Facility Operations (Arenas East) Operations Supervisor (Arenas East) Facility Operator Utility Person Part Time Maintenance Staff
<b>Warden "B" – Recreation Services</b>	Operations Coordinator Customer Service Associate Customer Service Clerk



## **2.6 Facility Operations On Call Contact**

**Phone Number:**

1-855-266-7243 ID#: 73787

**Email Address:**

[78737@OnPage.com](mailto:78737@OnPage.com)

### **2.6.1 Instructions to use OnPage System**

1. Dial the applicable OnPage access number: 1-855-266-7243. If using a corporate phone dial 9 (to dial externally) followed by the phone number.
2. When prompted enter the OnPage ID followed by the number sign: 78737#
3. Enter your call-back number you can be reached at followed by the number sign. (e.g. 9052241234#)
4. Wait for confirmation that your page has been sent. The system will automatically hang up on you when process complete.

Pages will be answered by an on-call staff person within 15 minutes of the page being sent. If you do not receive a response within 15 minutes please re-send the page following the instructions above.

### **Section 3: Approved Distribution List**

#### **3.1 Fire Safety Plan**

- Fire Department, Chief Fire Prevention Officer
- Chief Fire Warden, Parks & Recreation
- Fire Wardens
- Departments
- A copy of the emergency procedures is to be posted on each floor.

#### **3.2 Building Orientation for Meetings:**

- All renters and meeting organizers
  - Renters and meeting organizers of the Facility will be provided a Fire Safety Meeting Orientation at time of booking, outlining fire safety emergency procedures

**Section 4: Building Descriptions and Components****4.1 Description of Building**

Appleby Ice Centre is issued as a standalone Class “A3” Building with Class 2 activities. The facility was originally constructed in 1999 as a Twin Pad Arena. In 2010 an additional Twin Pad Arena was constructed on the east end of the original building. The buildings are connected via a hallway having the entrance to the addition at the east end of Ice Pad 2.

The original building is 2 storey’s being constructed of reinforced concrete, steel and cement block. The total area is 64,577 sq. ft.

The addition is a one story building being constructed of reinforced concrete, steel and cement block. The total area is 66,391 sq. ft.

The building functions as a 4 pad arena and is staffed on average 20 hours per day, 5 a.m. – 1 a.m. In addition to the 4 ice pads there are 2 community rooms which are rented for various functions.

Building Address:	1201 Appleby Line Burlington, Ontario L7L 5H9
Intersecting Street:	Appleby Line and Mainway
Construction:	Non-combustible construction
Original Date of Construction:	1999 with an addition in 2010
Major Occupancy:	Group A – Assembly Occupancy
Number of Storey’s:	Original – 2 storey’s above grade Addition – 1 storey above grade
Building Area:	130,968 ft <sup>2</sup>

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Fire Department Access:	Main entrance is accessible via Appleby Line
Municipal Fire Hydrant:	Nearest municipal hydrant is located at the front of Ice Pad 1 & 2 and 2 hydrants located on the south side of the south laneway
Fire Department Connections:	Front Exterior of the Building
Lockbox:	CHUBB Box adjacent the main entrance (east façade)
Main Electrical Shutoff Location:	Electrical room in Ice Pad 2 of the building
Main Water Shutoff Location:	Multi – Purpose Room
Main Gas Shutoff Location:	South side of ice Pad 1 & 2

### **4.2 Building Resources**

#### **4.2.1 Exits:**

Stairs:	Main Lobby to Upper Level on A-side  Southeast corner of Pad 1 to outside
Other Exits	Around the perimeter of the building indicated on the drawings

#### **4.2.2 Emergency Lighting:**

Locations:	Throughout the ground floor within various areas as indicated on the drawings
Power Source:	Direct with battery back up

**4.2.3 Portable Fire Extinguishers**

Locations:	Throughout the ground floor within various areas as indicated on the drawings
Types:	10lb – abc /a, 5lb – abc / a, 5lb abc 050e, 20lb 1-ak

**4.2.4 Fire Alarm System**

Make:	Edwards
Model:	Issue # BJ8001 Avantis #57486
Control Panel Location:	Front Entrance Ice Pad 1 & 2
Remote Trouble Indicator:	Front Entrance Ice Pad 3 & 4
Annunciation Panel:	Front Entrance Ice Pad 3 & 4
	QSA-2D Rev 509271 BH – 2365 Avantis # 181092
Secondary Power Supply:	Battery Back Up
Monitored:	A1 Security
Audible Signal Devices	YES
Smoke Detectors:	YES
Heat Detectors:	YES
Manual Pull Stations:	Adjacent to each exit door
Ancillary Devices:	NA

**4.2.5 Fire Suppression System (REMOVED)**

\*Space converted to office for Eagles Hockey Club, all kitchen equipment and fire suppression system removed and fuel supply capped.

Type of System: \_\_\_\_\_ DRY Chemical

Manufacture: \_\_\_\_\_ Aqua Force

Location: \_\_\_\_\_ Kitchen Concession

Activated: \_\_\_\_\_ Pull Station, Fusible Link

Automatic fuel supply shutoff: \_\_\_\_\_ Yes

**4.2.6 Automatic Sprinkler System**

Type: \_\_\_\_\_ Dry Sprinkler

Manufacture: \_\_\_\_\_ Vipond Model D

Area Coverage: \_\_\_\_\_ Rink 3 & 4 Mechanical room, common areas

Shutoff Valve Location: \_\_\_\_\_ Mechanical room adjacent to the Multi-Purpose Room

Supervision: \_\_\_\_\_ YES

**4.2.7 Rendezvous Point:**

Location: \_\_\_\_\_ In the Parking lot adjacent to Appleby Line at the front of the building

## **Section 5: Confining, Controlling and Extinguishing the Fire**

### **5.1 Confining the Fire**

- Confining the fire is as simple as closing doors behind you when you leave a room or area.
- By closing doors, it will initially slow the spread of toxic smoke and assist in confining the fire.

### **5.2 Controlling the Fire**

- This is primarily the responsibility of the Fire Department.
- The production of toxic smoke in buildings makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.
- Only after ensuring everyone has been evacuated from the area, the alarm has been activated and the Fire Department has been notified, must an experienced person (familiar with and trained in the use of fire extinguisher operation) attempt to extinguish a small fire.
- This is a voluntary act.
- Never attempt to fight a fire alone.
- Make sure you have a safe exit before you start fighting a fire.
- Never turn your back on a fire.
- If the fire cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.
- Leave the building and await the arrival of the Fire Department.

### **5.3 Instructions for Fire Extinguisher Use**

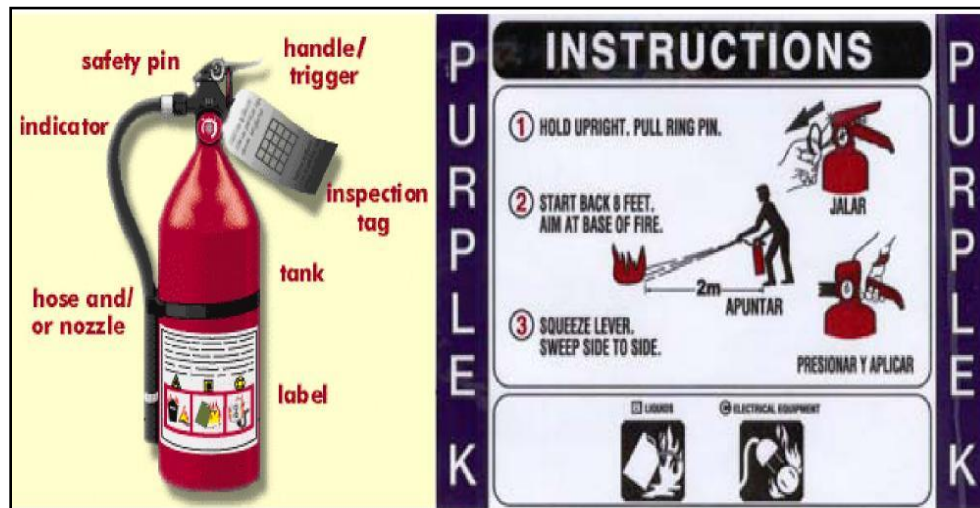
The following are basic instructions for use of a fire extinguisher. Only persons whom are familiar with fire extinguisher operation should attempt to extinguish a small fire.

P – PULL	Pull the pin.
A – AIM	Always aim at the base of the fire using the nozzle provided.
S – SQUEEZE	Activate the fire extinguisher by squeezing the handle.
S – SWEEP	Move from side to side in a sweeping motion, watching to make sure that flames don't start up again.



Break up any clumps of burnt materials to ensure the fire is fully extinguished.





### 5.3.1 Instructions for Fire Extinguisher Use Diagram



## 5.4 Types of Fires

- In order to choose the right type of fire extinguisher, you must know what type of fire you are attempting to control.
- If you are not sure, your best course of action is to leave the area and activate the fire alarm (if it has not already been activated).
- Extinguishers are labeled as to which type(s) of fire they are effective in controlling.

### 5.4.1 Types of Fires Diagram










Extinguisher		Type of Fire					Special Notes
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats	
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity.
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use.
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No	Safe use up to 1000v.
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe on high and low voltages.

## **Section 6: Fire Hazards**

### **6.1 Specific Hazards:**

- Combustible materials stored in non-approved areas (i.e. service rooms).
- Fire doors not operating properly (i.e. wedged open)
- Improper storage of flammable & combustible liquids and gases.
- Defective electrical wiring and appliances, over-fusing and the use of extension cords as permanent wiring.
- Careless use of smoking materials.
- Improper disposal of oily rags.
- Do not permit combustible materials to accumulate in any part of a stairway, or other means of egress, or in ventilation shafts.
- Keep hallways, passageways and exits clear of any obstructions at all times.
- Perform regular inspection of exit areas and storage areas to ensure the removal of trash and hazardous materials.
- Keep access roadways and fire routes clear and accessible at all times.
- Ensure that electrical circuits are not over-fused or over-loaded.
- Do not use unsafe electrical appliances and/or frayed extension cords.

#### **6.1.2 Classes of Fire Diagram**

CLASSES OF FIRES	TYPES OF FIRES	PICTURE SYMBOL	TYPES OF EXTINGUISHERS
<b>A</b>	Wood, paper, cloth, trash & other ordinary materials.		<b>CLASS A</b> 
<b>B</b>	Gasoline, oil, paint and other flammable liquids.		<b>CLASS AB</b> 
<b>C</b>	May be used on fires involving live electrical equipment without danger to the operator.		<b>CLASS BC</b> 
<b>D</b>	Combustible metals and combustible metal alloys.		<b>CLASS ABC</b> 
<b>K</b>	Cooking media (Vegetable or Animal Oils and Fats)		

## **Section 7: Emergency Procedures**

### **7.1 Fire Emergency Procedures to Post**

Emergency procedure signage must be attached to the wall adjacent all fire alarm pull stations. The Ontario Fire Code states “At least one copy of the fire emergency procedures will be prominently posted and maintained on each floor area.” (Division B, Sentence 2.8.2.5. (1)).

#### **7.1.1 Fire Emergency Procedures Signage**

**IN CASE OF FIRE**

**UPON DISCOVERY OF FIRE**

LEAVE FIRE AREA IMMEDIATELY  
AND CLOSE DOORS.

SOUND FIRE ALARM.

CALL BURLINGTON FIRE DEPARTMENT

DIAL **9 1 1**

LEAVE THE BUILDING VIA NEAREST EXIT.

**UPON HEARING FIRE ALARM**

LEAVE BUILDING, VIA NEAREST EXIT. CLOSE  
DOORS BEHIND YOU.

**CAUTION**

IF SMOKE IS HEAVY IN THE CORRIDOR, STAY  
LOW TO THE GROUND AND PROCEED TO THE  
CLOSEST EXIT.

IF YOU ARE TRAPPED CLOSE DOOR AND PLACE  
WET TOWEL AT BASE OF DOOR AND WAIT TO BE  
RESCUED.

**REMAIN CALM**

**7.2**  
**Procedures for All**  
**Occupants**

**7.2.1**  
**Emergency**

**Emergency**  
**Staff and Building**

**In the Event of an**

- All efforts should be made to evacuate the building to the Rendezvous point while taking consideration to the options and risks of injuries to yourself and others.
- Prepare and self evacuate the building by proceeding to the nearest building exits to the Rendezvous Point, located in the Parking Lot adjacent to Appleby Line at the front of the building.

### **7.2.2 Upon Discovery of Fire in the Building**

- Alert occupants by yelling “FIRE”.
- Leave the fire area. Activate the fire alarm system using the pull station.
- Close all doors behind you.
- Use the nearest exit to leave the building and proceed directly to the predetermined Rendezvous Point, located in the Parking Lot adjacent to Appleby Line at the front of the building.
- When safe to do so, call the Fire Department from a safe location. Dial 911. Never assume this has already been done.
- Give the address of the building (1201 Appleby Line, Burlington, Ontario)
- Do not re-enter until it is declared safe to do so by the Fire Department.
- Keep the front entry area clear at all times.

### **7.2.3 Upon Discovery of Fire Entrapment**

- Close the door but leave it unlocked for possible entry by firefighters.
- Dial 911 and give the Fire Department the building address (1201 Appleby Line) and your location in the building (be specific).
- Seal all cracks where smoke can enter using wet materials, if possible.
- Keep low to the floor if smoke enters the room.
- Move to the most protected room.
- Remain calm. Do not panic.

### **7.2.4 Upon Hearing or Seeing the Fire Alarm**

- Stop what you are doing and evacuate using the nearest exit to leave the building.
- Before opening, check door and doorknob for heat. If the door or doorknob is hot, go to an alternate exit. If they are not hot, crouch low and brace yourself against the door and open it slightly. If you see smoke, feel air pressure or a hot draft, close the door quickly. Go to an alternate exit.
- If the corridor is free of fire and/or smoke, close the door behind you and leave by the nearest exit.
- Listen to any instruction from your areas designated fire warden.

- Do not return until it is declared safe to do so by the Fire Department.
- If you cannot leave your area or have returned to it because of fire or heavy smoke, remain in the area and;
- Close the door but leave it unlocked for possible entry by firefighters.
- Dial 911 and give the Fire Department the building address (1201 Appleby Line) and your location in the building.
- Seal all cracks where smoke can enter by using wet materials, if possible.
- Keep low to the floor if smoke enters the room.
- Wait to be rescued, remain calm. Do not panic.

<b>Listen to instructions or information given by authorized personnel.</b>
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**7.3 Person(s) Requiring Assistance**

- “AODA O. Regulation 191/11 Section 28 Workplace Emergency response information requires that the City provide individualized workplace emergency response information to employees who have a disability.”

**7.3.1 Emergency Procedures for Person(s) Requiring Assistance**

- Persons Requiring Assistance (PRA) – are those individuals that require assistance evacuating from the building. Anyone who has reduced mobility, a speech, hearing, or visual impairment, or a cognitive limitation-regardless of whether or not these conditions are temporary or permanent.
- Examples include:
  - Someone who uses a wheelchair or is temporarily using crutches due to an injury.
  - A pregnant woman who is having difficulty walking long distances.
  - A person who requires use of a walker.
  - Someone who has difficulty understanding verbal or written instructions.
  - Someone whose first language is not English.
- Persons with disabilities are the best source of information on their condition and needs. When offering or soliciting assistance for people with disabilities, have them direct you on the best way to help.
- The requirements for Person(s) Requiring Assistance (PRA) pertain to employees that normally work within the building.
- Refer to the Chief Fire Warden Binder for the Persons Requiring Assistance Form information and template.

**7.4 Individual Accessibility Guidelines**

**7.4.1 Physical Disability**

- If someone uses a wheelchair or other personal mobility device;
  - Follow their direction; assist them if safe to do so in exiting the building to the Rendezvous Point to the best of your ability.
  - Have someone stay with them if it is safe to do so while you immediately report their situation and location to the Chief Fire Warden located at the Rendezvous Point (parking lot, adjacent to Appleby Line in the front of the building)
  - Call 911 and immediately advise location of person(s) requiring assistance.

**7.4.2 Deafness or Hearing Loss**

- Individuals who are deaf or hard of hearing may not be aware of audible alarms, so it is important to inform them of what is happening around them.
- Use the following points to assist:
  - Gain their attention – tap them on the shoulder, turn lights on/off, wave your hands.
  - If safe to do so, give them brief, written instructions or indicate through gestures that there is an alarm and that they must evacuate (e.g. point to the fire alarm or fire evacuation sign)
  - If necessary and if safe to do so help them proceed to the nearest safe exit and Rendezvous Point.

**7.4.3 Blindness or Visually Impaired**

- People with visual impairments may become disoriented, and many not know where to proceed during an emergency evacuation.
- Use the following points to help assist them if safe to do so:
  - Gain their attention through vocal or physical methods.
  - Explain the nature of the emergency.
  - Guide them towards the nearest safe exit and Rendezvous Point.
  - While guiding them to safety, tell them where you are going, and advise them of any obstacles, e.g. stairs, change in grade when going through doors etc.
  - Once safe, orient those to where they are and offer further assistance.
  - Stay with the individual until the emergency is over.
  - Do not leave the individual in unfamiliar territory.

**7.5 Evacuation Options****7.5.1 Self Evacuation**



- Use the building exits to the outside ground level reporting to the Rendezvous Point located in the parking lot adjacent to Appleby Line, in the front of the building.

### **7.5.2 Stay in Place**

- If you decide to stay or are unable to leave:
  - Protect yourself from smoke.
  - Stay in your location until rescued or until you are told to leave.
  - Leave your door unlocked.
  - If the door is hot or smoke is entering from around your location – do not open the door.
  - If smoke is coming around your door stop it from entering your location:
    - Seal any cracks around doors to prevent entry of smoke.
    - Seal vents, or air ducts in a similar manner.
  - Call 911 and tell the Fire Department where you are.
  - Go to the most smoke free room – close and seal doors.
  - Open the window, if possible, for fresh air as long as smoke is not entering from the outside.
  - Attract attention – make noise, flash lights, etc.
  - Listen for instructions from authorities.

### **7.6 Emergency Procedures for Kitchen Staff**

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

- Manually activate the cooking equipment fire suppression system if safe to do so.
- Alert occupants by yelling “FIRE”
- Leave the fire area. Activate the fire alarm system using the pull station.
- Close all doors behind you.
- Use nearest exit to leave the building and proceed directly to the predetermined rendezvous point, located in the parking lot northeast of the building.
- When safe to do so, call the Burlington Fire Department from a safe location. Dial 9-1-1. Never assume that this has been done.
- Give the address of the building (1201 Appleby Line), location of the fire and your name.
- Do not return until it is declared safe to do so by the Burlington Fire Department.

#### **IF ADVISED TO EVACUATE OR ON HEARING A FIRE ALARM:**

- Isolate the cooking equipment by switching off all cooking equipment primary and main gas valves and/or electrical switches.
- Use nearest exit to leave the building.
- Before opening, check door and doorknob for heat. If the door or doorknob is hot, go to an alternate exit. If you see smoke, feel air pressure or a hot draft go to an alternate exit.
- If the corridor is free of fire and/or smoke, close the door behind you and leave by the nearest exit.
- Close all doors behind you.
- Do not return until it is declared safe to do so by the Burlington Fire Department.

**IF YOU CANNOT LEAVE YOUR AREA OR HAVE RETURNED TO IT BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN THE AREA AND:**

- Dial 9-1-1 and give the Burlington Fire Department the building address (1201 Appleby Line) and your location in the building (area \_\_\_\_).
- Keep low to the floor if smoke enters the room.
- Move to the most protected room.
- Wait to be rescued. Remain calm. Do not panic.

<p><b>Listen to instructions or information given by authorized personnel.</b></p>
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**Section 8: Roles and Responsibilities of Supervisory Staff**

The term Supervisory Staff *means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan and may include the **fire department** where the **fire department** agrees to accept these responsibilities.*

In the event of an emergency the Supervisory Staff are required to carry the responsibilities as outlined in this Plan. Alternates are required to be appointed and trained in the event that the one of the Supervisory Staff is absent. Please refer to Part 2.5 “Fire Wardens” for the complete listing.

### **8.1 General Supervisory Staff**

- The term *Supervisory Staff* means Chief Fire Warden and Fire Wardens of a building who have some delegated responsibility for fire safety of other occupants under the Fire Safety Plan.
- In the event of an emergency the Supervisory Staff are required to carry out the responsibilities as outlined in this Plan.
- Alternates are required to be appointed and trained in the event that one of the Supervisory Staff is absent (Refer to Section 2.5: Fire Wardens)
- Do not permit combustible materials to accumulate in any part of a means of egress, or in ventilation shafts.
- Perform regular inspection of exit areas and storage areas to ensure the removal of trash and hazardous materials
- Keep access roadways and fire routes clear and accessible at all times.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- In the event of any shutdown of fire and life safety systems, initiate alternative measures as specified in the Appendixes section of this plan.
- Participate in fire drills. Occupant participation should be encouraged.
- Arrange for a substitute in your absence.

### **8.2 Training of Supervisory Staff**

- The training of all designated Fire Wardens, including new personnel is the responsibility of the Chief Fire Warden.
- All Supervisory Staff must know their duties when a fire emergency occurs.
- Training will be scheduled at the time of fire drills as often as necessary to ensure that Supervisory Staff know their roles and responsibilities.
- All supervisory staff must know the location and operation of all building fire and life safety systems

### **8.3 General Responsibilities of All Supervisory Staff**

- Having a working knowledge of the building fire and life safety systems.
- Participate in fire drills.
  - Occupant orientation must be encouraged.
- Arrange for a substitute in your absence.

- Control of fire hazards in the building.
- Refer to the Chief Fire Warden Binder for a complete list of Fire Wardens.

#### **8.4 Responsibilities of the Chief Fire Warden**

The Chief Fire Warden is defined as any person, firm or corporation controlling any portion of the building or the property under consideration and includes the persons in the building or property.

- The Chief Fire Warden is responsible for the following:
  - Adherence to the Ontario Fire Code, a provincial regulation made under Section 12 of the Fire Protection and Prevention Act.
  - Carrying out the provisions of this Code.
  - To ensure the fire safety of all occupants at all times.
  - To have a current Fire Safety Plan and must ensure that the building and fire facilities comply with the provisions of the Fire Code.
  - To establish and implement emergency procedures to be used in case of a fire emergency or evacuation.
  - To ensure the building fire and life safety systems are in operating condition.
  - In the event of any shutdown of fire and life safety systems, initiate alternative measures as specified in Section 12: *Alternative Measures*.
  - Appoint and organize designated Supervisory Staff to carry out fire safety duties and specific responsibilities as per the approved Fire Safety Plan.
  - Designate and train sufficient alternatives to replace Supervisory Staff during any absence.
  - Hold fire drills annually in accordance with the Fire Code.
  - Ensure the information in the Fire Safety plan is current and notify the Chief Fire Prevention officer if there are any changes made to the approved Fire Safety Plan.
  - The Fire Safety Plan must be reviewed at least once per year as per the Fire Code.
  - Post and maintain emergency procedures
  - Supervise evacuation of occupants in an emergency situation in the building. These include:
    - Meeting the Fire Captain at the *Fire Department Access* (Appleby Arena Parking Lot)
    - Documenting the Fire Warden's clearance areas as they report in. Inform Fire Captain of any Fire Wardens not reporting in immediately.
    - Checklist to ensure each area is cleared.
  - Ensure Police and Fire departments are called as required and liaise with them upon arrival.
  - Provide responding emergency services personnel with keys, current approved copy of the Fire Safety Plan and list of Persons Requiring Assistance.

- System to be re-set once cleared by Burlington Fire Department.

### **8.5 Responsibilities of Fire Warden**

- Perform Operations Supervisor duties in the absence of the Operations Supervisor.
- Train “supervisory staff” and other occupants so that they are aware of their general and specific responsibilities for fire safety.
- Instruct occupants in the operation of the fire alarm manual pull stations.
- Maintain a current list of persons requiring assistance in an emergency as outlined in the Fire Safety Plan.
- Ensure all occupants in their section are aware of the location of their primary and secondary fire exits and their external rendezvous point, as well as the Evacuation Procedures.
- Control fire hazards in their section.
- Ensure that electrical circuits are not over-fused or over-loaded.
- Do not use unsafe electrical appliances, frayed extension cords.
- Supervise evacuation of occupants and visitors in an emergency situation in their section.
- Ensure the orderly and complete evacuation of their section.
- Ensure all doors are closed after evacuation.
- If the building has been evacuated, search for stragglers before reporting the section clear to the Operations Supervisor or Fire Department.
- Advise the Operations Supervisor or Fire Department immediately that their section has evacuated or if anyone has been left behind for any reason and stand by for further instructions.
- Direct to alternate exits if the primary exit is inaccessible.
- Exit the building and proceed to the assigned rendezvous point.
- Ensure occupants keep clear of emergency vehicle routes.
- Report incident to City of Burlington On-call: Refer to Section 2.6

Role	Building	Dedicated Area
Chief Warden	Operations Supervisor	Entire Building
Fire Warden	Operations Coordinator	Entire Building
Fire Warden	Recreation Coordinator	Entire Building

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Fire Warden	Arena/Pool Operator/Temp Operator	Entire Building
Back Up Warden	Part Time Maintenance	Entire Building

*IN THE EVENT OF AN EMERGENCY THE SUPERVISORY STAFF ARE REQUIRED TO CARRY THE RESPONSIBILITIES AS OUTLINES IN THIS PLAN. THE CHAIN OF COMMAND IS AS LISTED ABOVE. ALTERNATES ARE REQUIRED TO BE APPOINTED AND TRAINED IN THE EVENT THAT THE ONE OF THE SUPERVISORY STAFF IS ABSENT.*

### **8.6 Responsibilities of Occupants**

- Be familiar with manual pull stations and designated exits including alternate exits.
- Ensure that electrical circuits are not over-fused or over-loaded.
- Do not use unsafe electrical appliances, frayed extension cords.
- Keep the rooms safe from fire hazards and report any potential fire hazards to fire warden.
- Do not permit combustible materials to accumulate in any part of a means of egress.
- Exit the building and proceed to the assigned rendezvous point.
- Avoid unsafe cooking practices.

## **Section 9: Fire Drills**

### **9.1 Purpose of Fire Drills**

The purpose of a fire drill is to ensure that the Supervisory Staff and occupants are familiar with emergency evacuation and equipment procedures. This will ensure an orderly evacuation when required to do so.

### **9.2 Fire Drill Procedures**

- The Chief Fire Warden is responsible to contact the Burlington Fire Department by calling Fire Dispatch: (905) 637-8253 with the following information:
  - Notification prior to fire drill
  - If you will be activating the fire alarm systems during the fire drill.
- The Burlington Fire Department will determine whether or not they wish to attend the drill.
- Once you indicate to the Fire Department that you will be activating the fire alarm system you **must** also call the fire alarm monitoring service (API – 1-800-268-6870) and advise them of the fire drill.
- Supervisory Staff may choose to meet one-half hour prior to the drill for a briefing on the Fire Drill.
- Use a manual pull station to activate the fire alarm system into alarm mode. Note any deficiencies and/or problems.
  - Prior to using a manual pull station, ensure that all equipment required to reset the fire alarm is readily available.
- Following each drill, all Supervisory Staff must attend a debriefing to report on their observations. This provides vital information for the improvement on future drills and types of training required.
- Occupants and Fire Wardens are requested to advise the Chief Fire Warden of any concerns and/or observations.
- Notify the Burlington Fire Department (Fire Dispatch: (905) 637-8253) and the alarm monitoring company (API – 1-800-268-6870) when the fire drill has been completed.
- Fire Drills must be conducted in accordance with the Fire Code.
  - All results must be recorded and kept on-site for a period of 2 years.
- The Ontario Fire Code requires that fire drills be conducted every twelve (12) months.

## **Section 10: Fire Alarm Operating Instructions**

### **Normal Standby Operation**

- Green Power indicator lit steadily. (All other indicators should be off).



- Red Fire Alarm indicator off.
- Yellow Trouble indicator off.

## **Alarm Signal**

### **Upon activation of the fire alarm system:**

- Red Fire Alarm indicator lit.
- Audible (bell) alarm/ strobe lights signaling devices activate.
- Alarm information visible on control panel.

## **Alarm Reset Procedure**

Do not reset or silence an alarm signal until instructed to do so by the Burlington Fire Department. Silencing and resetting of a fire alarm system should only be done after a thorough investigation into the cause of the alarm has been completed by the Burlington Fire Department.

## **Silencing of Fire Alarm System Trouble Signals**

Activation of trouble signals under normal operation indicates a condition that requires immediate attention. Contact your Fire Alarm Service Contractor. Silence the audible signal by pushing the “ACKNOWLEDGE” switch. The trouble indicator will remain illuminated.

## **Signal Silence**

If an alarm exists, “Signal Silence” turns off all alarm signaling devices and illuminates the Signals Silenced indicator. A fire alarm must be silenced by the Fire Department.

## **System Reset**

Push the “SYSTEM RESET” button and hold for 3 seconds to reset the control panel, ONLY after receiving the okay from the Burlington Fire Department.

## **Section 11: Equipment Inspection & Testing**

### **11.1 Check, Inspection, and Test Requirements of the Code**

- The Chief Fire Official (typically Fire Prevention Personnel) periodically inspects buildings to ensure that the required checks, inspections and tests are being carried out.
- The Ontario Fire Code sets specific requirements for checking, inspecting, and testing of fire and life safety systems in buildings.
- There are also requirements for the maintaining of records.
- Whenever a defect or deficiency is discovered in any fire or life safety device, the Chief Fire Warden or their agent must take immediate corrective action.

### **11.2 Definitions**

- Check**            A visual observation, to ensure their device or system is in place and is not obviously damaged or obstructed.
- Inspect**          A physical examination, to determine that the device or system will apparently perform in accordance with its intended function.
- Test**             The operation of the device or system to ensure that it will perform in accordance with its intended operation or function.

### **11.3 Equipment Documents & Records**

- The Ontario Fire Code states that records of all tests, corrective measures and operational procedures are required to be retained on site so that at least the current and the immediately preceding reports are available.
- However, records are required to be kept for a minimum of two (2) years and made available to the Chief Fire Inspector on request.
- The Chief Fire Warden is responsible to ensure that all checks, inspections and tests are completed.
- The Chief Fire Warden is permitted to assign qualified contractor(s) and/or where appropriate Supervisory Staff to fulfill the following maintenance requirements.

### **11.4 Equipment Testing & Inspection Schedule**

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General Life Safety Systems	Frequency	Person Responsible
Doors in fire separations will be checked as frequently as necessary to ensure that they remain closed.	General	All Parties
When subject to accumulation of combustible deposits, hoods, filters and ducts will be checked and be cleaned when such deposits create an undue fire hazard.	Weekly	Operations Staff
Doors in fire separations will be inspected for proper operation.	Monthly	Operations Staff
Fire dampers and fire-stop flaps will be inspected.	Annually	Qualified Contractor
Disconnect switches for mechanical air-conditioning and ventilating systems will be inspected to establish that the system can be shut down.	Annually	Qualified Contractor
Evacuation Devices: Check location and working order	Monthly	Operations Staff
Fire Separations	Frequency	Person Responsible
Check closures (doors within fire separations) to ensure that they are not blocked or wedged open.	Daily	Operations Staff
Check the area around the doors to ensure that they are clear of anything that would interfere with the free operation of the door.	Daily	All Staff
Inspect closures to ensure that they operate as originally designed.	Monthly	Operations Staff

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Inspect separations to ensure that there is no damage that could affect the fire resistance rating of the separation.	Monthly	Operations Staff
<b>Exits And Exit Signs</b>	<b>Frequency</b>	<b>Person Responsible</b>
Check EXIT signs to ensure that they are clearly visible and maintained in a clean and legible condition.	Daily	All Parties
Check to ensure that externally or internally illuminated EXIT signs are illuminated and in good repair.	Daily	All Parties
Maintain exits and access to exits free of obstructions both inside and outside.	Daily	All Staff
Maintain exit doors to be opened easily and without the use of a key from the inside. Where required, only panic style hardware will be used to secure exit doors.	Daily	Operations Staff
<b>Emergency Lighting System</b>	<b>Frequency</b>	<b>Person Responsible</b>
Check the pilot lights for indication of proper operation.	Monthly	Operations Staff
Inspect the emergency lighting equipment to ensure that the battery surface is clean and dry.	Bi-Monthly	Qualified Contractor
Inspect the emergency lighting equipment to ensure that terminal connections are clean, free of corrosion and lubricated.	Bi-Monthly	Qualified Contractor
Inspect the emergency lighting equipment to ensure that terminal clamps are clean and tight as per manufacturer's specifications.	Bi- Monthly	Qualified Contractor

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Emergency lighting equipment will be tested to ensure that the emergency lighting will function upon failure of the primary power supply.	Bi- Monthly	Qualified Contractor
Emergency lighting equipment will be tested to ensure that the units will provide lighting for duration equal to the design criteria under simulated power failure conditions.	Annually	Qualified Contractor
After completion, the charging conditions for voltage, current and the recovery period will be tested to ensure that the charging system is in accordance with the manufacturer's specifications.	Annually	Qualified Contractor
The emergency back-up generator will be tested and inspected at least annually. Any general service and maintenance will be done at this time.	Annually	Qualified Contractor
Portable Fire Extinguishers	Frequency	Person Responsible
Except as otherwise stated in this section, maintenance and testing of portable fire extinguishers will be in conformance with NFPA 10.	General	All Parties
Each portable extinguisher will have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.	General	Qualified Contractor
A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out will be prepared and maintained for each portable extinguisher.	General	Qualified Contractor

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All extinguishers will be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer will be followed.	General	Qualified Contractor
Portable extinguishers will be inspected.	Monthly	Operations Staff
Extinguishers will be subject to maintenance not more than one year apart or when specifically indicated by an inspection.	Annually	Qualified Contractor
Maintenance procedures will include a thorough examination of the three (3) basic elements of an extinguisher: <ul style="list-style-type: none"><li>i. Mechanical parts</li><li>ii. Extinguishing agent</li><li>iii. Expelling means</li></ul>	Annually	Qualified Contractor
Stored pressure extinguishers that require a 12 year hydrostatic test will be emptied and subjected to the applicable maintenance procedures.	Every 6 Years	Qualified Contractor
Dry chemical extinguishers will be hydrostatically tested.	Every 12 Years	Qualified Contractor
<b>Fire Alarm Systems</b>	<b>Frequency</b>	<b>Person Responsible</b>
Fire alarm system components will be kept unobstructed.	General	All Parties
Fire alarm system power supply disconnect switches will be locked on in an approved manner.	General	Qualified Contractor
Check the primary and remote trouble lights for trouble indication.	Daily	Operations Staff
Inspect the AC power-on light to ensure its normal operation.	Daily	Operations Staff

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One initiating field device or manual pull station will be operated, on a rotational basis, and will initiate an alarm condition. Note: the Fire Alarm System will be running on the backup power source during this test.	Monthly	Qualified Contractor
Function of all signal devices will be ensured.	Monthly	Qualified Contractor
The primary annunciator panel will be Inspected to ensure that the tested device annunciated correctly.	Monthly	Qualified Contractor
Intended function of the common audible and visual trouble signals will be ensured.	Monthly	Qualified Contractor
Fire alarm batteries will be checked to ensure that: <ul style="list-style-type: none"><li>i. Terminals are clean and lubricated where necessary;</li><li>ii. Terminal clamps are clean and tight;</li><li>iii. Electrolyte level and specific gravity, where applicable, meet manufacturer's specifications.</li></ul>	Monthly	Qualified Contractor
Yearly tests will be conducted by a certified fire alarm contractor as required by the Ontario Fire Code, Division C, Section 1.2.1.2. Tests will be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems". The records are required to be kept on site.	Annually	Qualified Contractor
<b>Sprinkler Systems (Wet)</b>	<b>Frequency</b>	<b>Person Responsible</b>
Auxiliary drains will be inspected as required to prevent freezing.	General	Qualified Contractor
Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections will be checked to ensure that they are sealed or locked in the open position.	Weekly	Qualified Contractor



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

## **Section 12: Alternative Measures**

- The Burlington Fire Department and the Chief Fire Warden are required to be notified of any temporary shutdown of any fire protection or life safety system within the building.

### **12.1 Check, Inspection, and Test Requirements of the Code**

- The following procedures must be followed when any fire or life safety system may be shut down:
  1. Contact the Burlington Fire Department and advise:
    - a) The system will be shutdown;
    - b) A description of the problem pertaining to the system being shut down;
    - c) The intended duration that the system will be shutdown; and
    - d) Alternate measures that will be implemented during the system shutdown.
  2. Post a notice at all entrances of the building indicating the nature of the problem and when it is expected to be corrected. Refer to the Chief Fire Warden Binder for the templates of the “Fire Alarm System – Out of Service” signage.
  3. Have reliable person(s) patrol (fire watch) the affected areas at least once every hour and document. Refer to the Chief Fire Warden Binder for the Fire Watch Log template.
  4. Upon restoration of the system to normal operating conditions – Contact the Burlington Fire Department, life safety monitoring company, and notify building occupants when the defective system or equipment has been repaired and is operational.
  5. Remove all notices posted.

**NOTE:** All shutdowns will be confined to as limited area and duration as possible. A Fire Watch must be implemented during this time.

### **12.2 Fire Watch**

- Responsible person provided by the Chief Fire Warden will conduct the Fire Watch and will be free from all other duties.
- The building will be patrolled at least every 60 minutes.
- The patrol is required continually on a 24 hour basis until the fire safety system has been restored to normal operating condition.
- The Fire Watch will cover all areas of the building affected by the fire safety system.

### **12.2.1 Fire Watch Equipment**

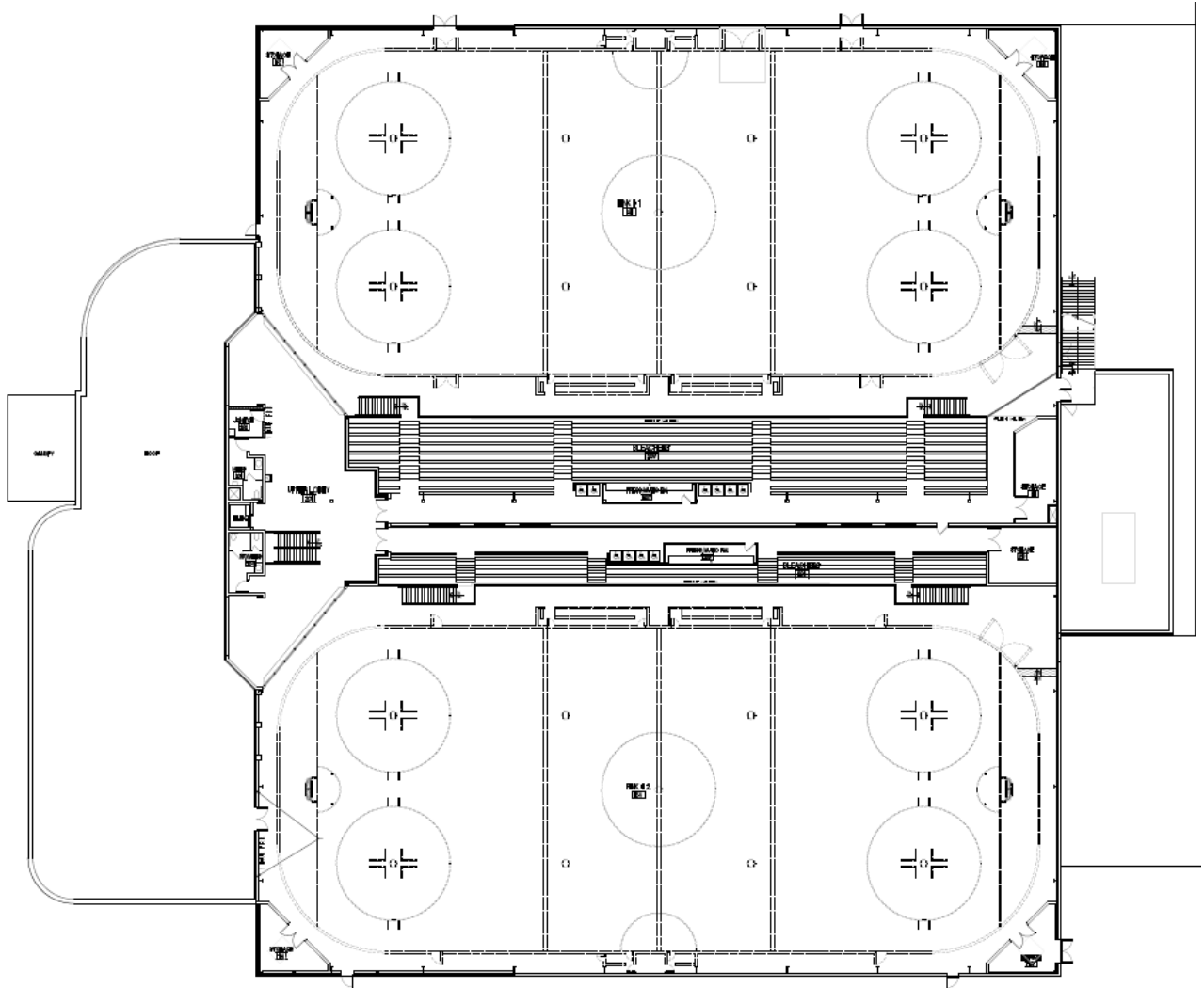
- The person performing the patrol will be equipped with the following equipment:
  - Bull horn to notify occupants of a fire condition.
  - Working cell phone or other method of communication to contact 9-1-1 for Emergency Services only.
  - Working flashlight.

### **12.2.2 Fire Watch Log**

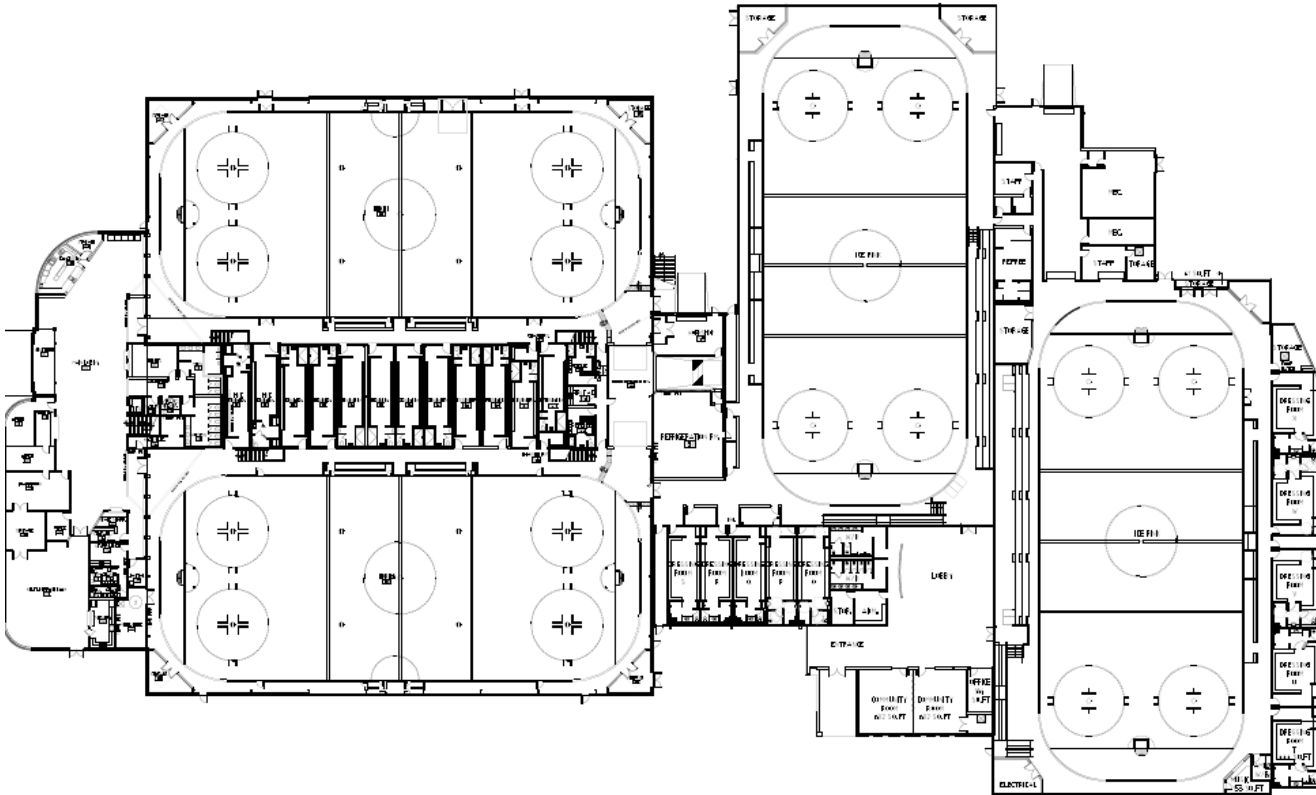
- A Fire Watch Log (Refer to Chief Fire Warden Binder for Fire Watch Log template) will be maintained from the beginning to the end of the Fire Watch recording the time of each individual patrol.
- The Fire Watch log will be available for inspection by the Fire Department.
- The watch log must contain times, deficiencies and corrective measures.

**Section 13: Schematic Diagrams**

**13.1 A-Side Upper Level**



**13.2 Main Level**



**Appendix A – Acknowledgement Table**

All parties who are designated Supervisory Staff with responsibilities in this plan must sign the form below indicating that they have read the master copy of the Fire Safety Plan, understand their role / responsibilities & procedures and received a copy of the applicable Parts of the Fire Safety Plan.

NAME:	ROLE:	SIGNATURE:	DATE:

**Appendix B – Fire Drill Log**

Please note below details of all fire drills that occur at this site. Please note: you are required to perform a fire drill at least once per calendar year. In the comments section, please note any issues that occurred and recommendations for the next drill. You are not limited to only one drill per year.

DATE:	TYPE OF EXERCISE:	COMMENTS:

**Appendix B – Fire Drill Log (Continued)**

<b>DATE:</b>	<b>TYPE OF EXERCISE:</b>	<b>COMMENTS:</b>



**Appendix C – Fire Alarm Testing**

Content appears on the following page.

# FIRE ALARM TESTING

**The fire alarm system will be tested in conformance with the Ontario Fire Code on:**

---

**(date)**

---

**(exact time)**

**The fire alarm will sound intermittently. Please do not call the Fire Department when you hear the fire alarm at the time specified above.**

**Please notify the Building Owner if you have difficulty hearing the fire alarm in your area.**

**Should you hear the fire alarm at any other time during the day, please treat it as an emergency and follow the emergency procedures.**

**Appendix D – Fire Alarm System Offline**

Content appears on the following page.

# **FIRE ALARM OUT OF SERVICE**

**A fire watch has been activated at this facility. Please be advised that a fire watch contains the following:**

- 1. A designated, responsible person (free from all other duties).**
- 2. A continuous patrol of the facility on a 24-hour basis (until the fire alarm system is restored to normal operating conditions).**

**IN CASE OF FIRE, CALL 9 1 1**

**FIRE SAFETY PLAN**

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	<b>Date (MM/DD/YY):</b>	
	<b>Time (watch initiated):</b>	
<b>Address:</b>	1201 Appleby Line Burlington, ON L7L 5H9	

Please indicate the reason this fire watch has been initiated:

- ☐ Fire protective system(s) out of service,
- ☐ Alarm system out of service.
- ☐ Sprinkler system out of service.
- ☐ Other (please describe):

---

---

**NAMES OF PERSON(S) PERFORMING FIRE WATCH:**

<b>Start Time:</b>	<b>End Time:</b>	<b>Areas Patrolled:</b>	<b>Initials:</b>
		<input type="checkbox"/> 1 <sup>st</sup> Floor <input type="checkbox"/> 2 <sup>nd</sup> Floor Other: _____	

<b>RESTORAL OF OPERATION:</b>		<b>Date (MM/DD/YY):</b>	
		<b>Time:</b>	
<b>NOTIFY:</b>	<input type="checkbox"/> Fire Department 905-637-8253	<input type="checkbox"/> Alarm Monitoring 1-800-268-6870	<input type="checkbox"/> Operations Pager 1-855-266-7243 #78737

**FIRE SAFETY PLAN**

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1201 Appleby Line  
Burlington, Ontario L7L 5H9**Appendix F – Fire & Life Safety System Shutdown Log**

<b>Address:</b>	1201 Appleby Line Burlington, ON L7L 5H9
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<b>Area/Zone Shutdown (Indicate all affected):</b>			
<b>REMOVAL FROM OPERATION:</b>		<b>Date (MM/DD/YY):</b>	
		<b>Time:</b>	
<b>NOTIFY:</b>	<input type="checkbox"/> Fire Department 905-637-8253	<input type="checkbox"/> Alarm Monitoring 1-800-268-6870	<input type="checkbox"/> Operations Pager 1-855-266-7243 #78737

<b>RESUMPTION OF OPERATION:</b>		<b>Date (MM/DD/YY):</b>	
		<b>Time:</b>	
<b>NOTIFY:</b>	<input type="checkbox"/> Fire Department 905-637-8253	<input type="checkbox"/> Alarm Monitoring 1-800-268-6870	<input type="checkbox"/> Operations Pager 1-855-266-7243 #78737

**Notes:**

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### Registration for Persons Requiring Assistance

<b>Name:</b>	
<b>Address:</b>	
<b>Floor:</b>	
<b>Department:</b>	
<b>Phone:</b>	

**Reason Assistance is Required** (Note: completion of this section is optional, but may enable responding Fire Department personnel to render better assistance during an actual evacuation)

\_\_\_\_\_

\_\_\_\_\_

I acknowledge that: I require assistance in evacuating the building and request assistance of a designated Buddy. I must complete the PRA form and maintain current information with my Fire Warden. I understand my role in evacuating during an emergency.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return the completed form to the Operations Supervisor

**Note:** While the Fire Department may be able to effect limited evacuation operations during a fire emergency, this cannot be guaranteed. Provisions should be in place to provide for the safe evacuation of persons requiring assistance to exit a building during a fire emergency. Procedures should be formulated based on the physical resources in a particular building. It may be necessary to stage persons needing assistance in areas of refuge to await assistance in evacuation. Specific procedures should be discussed with a Fire Services representative prior to implementation.

