



**FIRE SAFETY
PLANS CANADA INC.**
www.firesafetyplans.ca

FIRE SAFETY PLAN

Victoria Village

**72, 74, 78 Ross Street and 146 Toronto Street
Barrie, ON L4N 4Z9**

Signature of Person Responsible for Implementing This Plan:



Bill Grever, Chief Executive Officer

Jan 3/24
Date

Approved by Chief Fire Official for Vulnerable Occupancies:



Barrie Fire and Emergency Service

April 24/25
Date

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 or premises. The Chief Fire Official is to be notified regarding any subsequent change in the approved fire safety plan.

Date	Reviewed By	Revisions	Pages
December 2023	Loree Carter, Director of Operations and Samantha Murray-Cameron, author	Yes	Please refer to attached list
February 2025	Loree Carter, Director of Operations and Samantha Murray-Cameron, author	Yes	Revised to reflect minimum staffing level of 8 persons
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
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		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	

Fire Safety Plans Canada Inc. is available to assist you with the annual review of your fire safety plan. Please contact us at 705-817-PLAN | 705-817-7526 to schedule.

Revisions December 2023

- Page 1 Revised signature fields
- Page 8 Removed duplicate and incorrect paragraph
- Page 15 Removed reference to annunciator at CEO's office
- Page 16 Clarified that all three smoke detectors need to be in alarm
- Page 19 Corrected stairwell descriptions
- Page 22 Removed reference to phone 813 in communication tools
- Page 25 Updated to reflect current President
- Page 27 Revised minimum staffing level to 6
- Parts 4A, 4B Added page breaks to facilitate human resources revisions
- Page 44 Revised minimum staffing level to 6
- Page 45 Revised procedures to remove phone 813
- Page 45 Revised to clarify final check of the room markers, and specifying not to check the room of origin a 2nd time.
- Page 45 Revise to delete investigating the fire
- Page 45 Revise to add checking the annunciator and paging CODE RED
- Page 45 Revise procedures for announcing ALL CLEAR
- Page 45 Removed procedures for responding to areas that are not in LTC
- Page 47 Removed procedures for responding to areas that are not in LTC
- Page 50 Removed references to the Fire Nurse announcing CODE RED
- Page 56 Added reference for portable oxygen systems to comply with CSA Z305.12
- Page 62 Add requirement to repair

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Part 1: Introduction

This fire safety plan is required by the Ontario Fire Code, Division B, Section 2.8.1.1.(b).

This 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 outlines what occupants are to do in the event of fire, fire safety, Supervisory Staff and related duties, and other related issues.

The fire safety plan will also assist firefighters in the performance of their duties, by providing them floor plans, building and resident information.

In order for this plan to be effective, management must know the fire safety 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. It defines "Owner" as "any person, firm or corporation having control over any portion of the building or the property under consideration and includes the persons in the building or property." Consequently, the Owner may be any one of, or a combination of parties, including building management, maintenance staff and tenant groups.

If this fire safety plan has been approved by Barrie Fire and Emergency Service, this does not in any way relieve the owner, the lessee or the management of their responsibilities as set out under the Ontario Fire Code. Penalties if convicted of an offense could include:

Individual:

- Initial conviction: A fine of not more than \$50,000 or imprisonment for a term of not more than one year, or both
- Subsequent conviction: A fine of not more than \$100,000 or imprisonment for a term of not more than one year

Corporation:

- Initial conviction: A set fine of not more than \$500,000
- Subsequent conviction: A set fine of not more than \$1,500,000

Directors:

- Initial conviction: For a director or officer of a corporation who knows that the corporation is violating or has violated a provision of the fire code is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year, or to both
- Subsequent conviction: A set fine of not more than \$100,000

Subsequent Offense:

- A subsequent offense recognizes a previous conviction under the Act, even if the conviction was for a different section in the Act.

Barrie Fire and Emergency Service may require this plan, or parts thereof, once approved, to be resubmitted if there are any changes to occupancy or use, if there is any change in standards, if the fire safety 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.

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 or premises. The Chief Fire Official is to be notified regarding any subsequent change in the approved fire safety plan.

Revision Submission Procedures:

At least two copies of the plan (8-1/2" x 11" format) or revised sections, along with a copy of the original approved plan or page(s) must be submitted to the Chief Fire Official. Upon approval, one copy will be returned to the author and one copy will be retained by Barrie Fire and Emergency Service.

Note:

The Ontario Fire Code can be purchased from:

Ontario Publications
880 Bay Street
Toronto, Ontario
M7A 1N8

Or viewed online at: <https://www.ontario.ca/laws/regulation/070213>

Copyright Notice:

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Part 2: Distribution

Entire Copy

Approved location: In the firefighter room

- Barrie Fire and Emergency Service
- Chief Executive Officer
- Director of Operations
- Director of Care

Life Lease and Hybrid Life Lease Residents

- Part 5 – appropriate sections
- Part 6C
- Part 6D
- Part 9
- Part 10

Long-Term Care Residents

- Part 5 – appropriate sections
- Part 6A
- Part 6B
- Part 9
- Part 10

Commercial Tenants

- Part 5 – appropriate sections
- Part 6E
- Part 9
- Part 10

Nursing Staff

- Part 5
- Part 6, including all subsections
- Part 7, including all subsections
- Part 9
- Part 10

All Staff

- Part 5
- Part 7A

- Part 7B
- Part 9
- Part 10

Maintenance Staff

- Part 12
- Part 13

Part 3: Building Resources



Victoria Village is a high-rise complex designed for residents 55 years of age and older. Construction of the non-combustible, formed concrete with brick building was completed in 2003. The south section of the 2nd floor was fully renovated for new use in 2018. The building features the following:

Life Lease Residential Suites:

Located at **74 Ross Street**, this portion of the building is classified as Group C residential, with 8 levels above grade, plus a mechanical penthouse. The 1st floor is home to the entrance lobby, management office and a small theatre. Floors 3 through 8 features 57 single level, full dwelling, residential suites. The occupant load typically does not exceed 2 persons per suite, for a total occupant load of 114 persons. The entrance door to this building is locked at all times but can be released by a resident through the entry phone system or by using a fob.

Hybrid Life Lease Residential Suites:

Located at **146 Toronto Street**, this portion of the building occupies the 2nd floor only is classified as Group C residential, with 16 single level suites. The residents in this area are independent and participate in full meal service. The occupant load typically does not exceed 2 persons per suite, for a total occupant load of 32 persons. The entrance door to this building is locked at all times but can be released by a resident through the entry phone system or by using a fob.

Long-Term Care – Victoria Village Manor:

Located at **78 Ross Street**, this portion of the building is classified as a Group B2 care occupancy, with 5 levels above grade. The entrance to the building is on Level 2 of the complex, with this level being home to reception, administration, physiotherapy and personal services, fitness centre, loading docks and a commercial kitchen. Levels 3 through 6 features 26 care suites with 32 beds on each floor, for a total of 104 rooms with 128 beds in the building. The entrance door to this building is open between 8:30 am and 8:00 pm each day of the week.

Commercial Suites:

Located at **72 Ross Street**, this portion of the building is a single level above grade with a total area of approximately 16,400 ft² and has several classifications:

Restaurant	Group E	seats less than 30 persons
Pharmacy	Group E	
Other offices	Group D	

Fire Response



The responding fire department is Barrie Fire and Emergency Service.

Emergency:

9-1-1

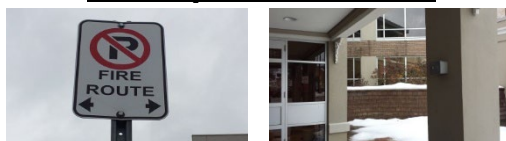
Fire Prevention:

705-728-3199

Communications:

705-728-3133

Fire Department Access



Access to the building is available from both directions on both Ross and Toronto Streets. Fire department response is to the Life Lease lobby at 74 Ross Street. There is a secured key box installed on the pillar outside the entrance to the life lease suites at 74 Ross Street. The key box contains a fob, a grand master key and a great grandmaster key to open the Chief Executive Officer's and the Director of Care's office. A signed fire route provides access from Ross Street to this entrance foyer.

A firefighter's room is provided off of the entrance vestibule. This room has multiple key sets prepared for firefighter use, as well as keys to the fire alarm control panel, elevator controls and the manual magnetic door lock switches.

The building is staffed at all times in long-term care. On-site Supervisory Staff will respond to this entrance upon activation of the fire alarm system. The central monitoring station will also dispatch management staff to the building.

Fire Hydrants

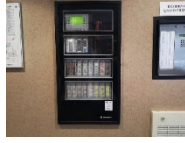


Municipal fire hydrants are located:

- On the north side of Ross Street, adjacent to the parking entrance for long-term care
- On the north side of Ross Street, adjacent to the entrance to commercial parking on the east side of the building
- On the northwest corner of Ross and Toronto Streets
- On the southwest corner of Ross and Toronto Streets
- On the northeast corner of Toronto Street and Wellington Street West

Fire Alarm System

Model



The building is protected with a Notifier, NFS2-3030, two-stage, multi zoned, fully addressable fire alarm system. The central alarm control facility (CACF) is located in the entrance vestibule for the life lease suites at 74 Ross Street.

Annunciators



Fire alarm annunciators are located:

- Entrance foyer of 78 Ross Street, commercial suites
- The nursing station of each floor in long-term care

System Operation

The fire alarm system is a two stage, fully addressable system. Three fire alarm operations are described below. A sequence of operations matrix is included in Appendix B

Pre-Alarm

The system will initiate a pre-alarm state if any smoke detector senses smoke at 1.66%/ft obscuration.

Upon activation of a pre-alarm the fire alarm system will:

- The device will have a steady green LED illuminated
- Operate a trouble condition in the fire alarm system
- Illuminate the trouble light on the fire alarm control panel and annunciators
- Sound a beeping on the fire alarm panel
- Send a supervisory signal to the central monitoring station

1st Stage Fire Alarm (ALERT)

Automatic fire detection devices are located throughout the building including corridors, common rooms, residential suites, service rooms, elevator shafts and ventilation ducts.

The following events will trigger a 1st stage alarm condition in the fire alarm system:

- Any smoke detector sensing smoke at 2.12% obs/ft (located primarily in corridors, stairwells, top of elevator shafts and in ventilation ducts)
- Any heat detector measuring a temperature increase of 15 F°/min or a temperature of 135 F° (located primarily in Life Lease suites, building service rooms and elevator shaft pits)
- Water flow in the sprinkler system
- Activation of the kitchen hood suppression system

- Manual initiating devices located at all exits
- When the server and one of the two dining room smoke detectors have a sum exceeding 2.12%/ft obscuration:
 - L3D18 4th floor dining room 4014
 - L3D20 4th floor dining room 4013
 - L3D68 4th floor servery 4015
- When the server and one of the two dining room smoke detectors have a sum exceeding 2.12%/ft obscuration:
 - L4D28 5th floor dining room
 - L4D22 5th floor dining room
 - L4D25 5th floor servery
- When the server and one of the two dining room smoke detectors have a sum exceeding 2.12%/ft obscuration:
 - L5D24 6th floor dining room 6014
 - L5D27 6th floor dining room 6013
 - L5D68 6th floor servery 6015

Upon activation of a 1st stage fire alarm the system will:

- Cause all audible signals in the building to sound an alert tone of approximately 20 strokes per minute
- Transmit the LED zone location of the alarm to the fire alarm control panel and all equipped annunciators
- Transmit the device location to the LCD screen of the fire alarm control panel and all annunciators
- Transmit a signal to the central monitoring station
- Release all magnetic door hold-open devices
- Release all magnetic door locks on the 2nd floor of long-term care
- Release all bathroom locks
- Shut down the following fans:
 - MUA 1
 - SF 1
- Turn on pressurization fans in Elevator 4 shaft
- Turn on pressurization fans in Stair 6
- Recall elevators to the lowest floor they serve
- Initiate a 5-minute timer to automatically initiate 2nd stage in all areas of the building
- Initiate 2nd stage alarm in all areas of the building upon activation of a second alarm device

2nd Stage Fire Alarm (EVACUATION)

Upon activation of a 2nd stage fire alarm, the system will:

- Sound an evacuation signal in all areas of the building in a temporal pattern
- Release all magnetic door locks on the remaining floors in long-term care

The following events will trigger a 2nd stage alarm condition in the fire alarm system:

- Using the key switch in a manual pull station

- Any 1st stage alarm that is not acknowledged within 5 minutes

Signals

The fire alarm system is designed such that activation of a fire alarm initiating device will cause an alarm in all areas of the building. Fire alarm speakers are located throughout all areas of the building, including within residential suites. Visual signals in the form of strobe lights, are located in the laundry room, kitchen, mechanical rooms and parking areas.

Emergency Voice Communication System



Emergency voice communication speakers are provided in all areas of the building. The microphone is located in the central alarm control facility (CACF) in the entrance vestibule of 74 Ross Street. Please refer to Part 7D of this plan for instructions on using this system.

Fire department handsets are red and located at all stairwells. The master handset is located in the central alarm control facility (CACF) in the entrance vestibule of 74 Ross Street. The master control for the emergency telephones is for fire department use only.

Pre-Recorded Messages



Pre-recorded messages are available by using the buttons on the lower right-hand side of the emergency voice communication system controls. Please refer to Part 7D for instructions on using this feature. The following pre-recorded messages are available:

- ALL CLEAR
- Alarm testing
- Testing complete

Alternate Power

Alternate power for the fire alarm system is provided by two 12-volt battery units located within the control panel, and through a diesel generator.

Central Monitoring Station

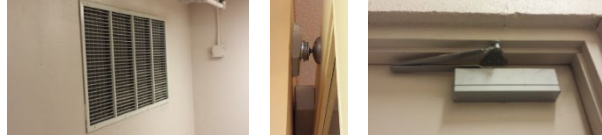
The fire alarm system is monitored by a central monitoring company. Fire alarm monitoring is required to comply with CAN/ULC-S561. This listing is required to be renewed and maintained throughout the life of the building. Upon receipt of an alarm, the monitoring company will dispatch Barrie Fire and Emergency Service to the building.

Monitoring Company:	Huronia Alarm and Fire Security Inc.
Telephone:	705-730-0843

Resetting the Fire Alarm Panel

Please refer to Part 7C for instructions on resetting the fire alarm panel.

Smoke Control, Containment and Ventilation



Upon activation of the fire alarm system, the following smoke control and containment measures will be implemented:

- Air handling units in the building will shut down
- Magnetic door hold-open devices will release, allowing fire doors to close
- Pressurization fans in Stair 6 will turn on
- Pressurization fans in Elevator 3/4 shaft will turn on

The following smoke control measures are implemented in the

- Make-up air fans will shut down.
- Exhaust fans will continue to operate when the hood suppression system is activated.

Door self-closing devices are installed on all common area doors and on all doors to suites.

The doors to the patio can open at the end of the east and west corridors in long-term care to assist with smoke ventilation. The windows in the activity / sunrooms at the end of the south corridor in long-term care also able to open. Stair 6 at the east end of the life lease residences is equipped with pressurization fans.

Magnetic Door Locks



Magnetic door locks are installed on each stairwell in the long-term care at 78 Ross Street. All locks on the 2nd floor release upon activation of the 1st stage of the fire alarm system. The locks on floors 3 through 6 release upon activation of the 2nd stage alarm. The key reset switches are located in the firefighter's room, in the entrance vestibule of 74 Ross Street. Each is marked as 1st and 2nd stage.

Smoke / Carbon Monoxide Alarms

Each life lease residential suite is equipped with a 120-volt combination smoke and carbon monoxide alarm located outside the sleeping area. Addressable smoke detectors that are connected to the fire alarm system are installed in each suite in the long-term care facility.

Carbon monoxide alarms are required to be installed adjacent to all sleeping areas in all suites:

- Where combustion exists (such as a gas fireplace)
- That share a wall, floor or ceiling with a room where combustion exists
- That share a wall, floor or ceiling with a parking area
- In all service rooms where combustion exists

Carbon monoxide alarms shall:

- Be permanently connected to an electrical circuit with no disconnect switch between the overcurrent device and the carbon monoxide alarm,
- Be battery operated, or
- Be plugged into an electrical receptacle.
- Meet the requirements of SCA-6.19 "Residential Carbon Monoxide Alarming Devices" or UL2034 "Single and Multiple Station Carbon Monoxide Alarms".
- Be mechanically fixed, attached, plugged in or placed at the manufacturer's recommended height or, if the manufacturer has not recommended a height, on or near the ceiling.
- When installed outside a sleeping area, be equipped with an alarm that is audible throughout the sleeping area, even if any doors between the carbon monoxide alarm and any parts of the sleeping area are closed.

Combustion exists in the following areas of the building, requiring a carbon monoxide alarm:

- Both 2nd floor kitchens cooking appliances
- 3rd floor lounge fireplace
- 3rd floor mechanical room heating appliance
- 10th floor boiler room

Carbon monoxide alarms are installed in the following suites:

- Suite 39
- Suite 82

Sprinkler System

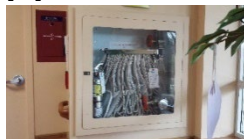


An automatic, wet-valve sprinkler system is installed throughout the entire building, except inside the life lease residential suites. The sprinkler riser is in the Water Room, centrally located on the east side of the building on Level 1.

An automatic dry-valve sprinkler system is installed throughout the secured parking area, west of the building on the lower level. The sprinkler riser is located in the sprinkler room at the northeast corner of this parking area.

Water flow switches for both systems are connected to the fire alarm system and all sprinkler control valves are electrically supervised by the same.

Standpipe Fire Hose System



Class III wet type standpipe systems are provided throughout all parts of the building. All fire hose cabinets are equipped with a 1-1/2" outlet complete with 75' of hose, nozzle and 2-1/2" fire department connection. Standpipe hoses are for use by trained persons only.

Fire Department Connections



Fire department connections are located:

- Wet sprinkler / standpipe On the south wall of 74 Ross
- Dry sprinkler At the southwest exterior corner of the parking area

Fire Extinguishers



ABC fire extinguishers are located in each fire hose cabinet. Additional fire extinguishers are located in service rooms and other key locations. The kitchen is equipped with a wet chemical extinguisher for cooking source fires.

Kitchen Suppression System

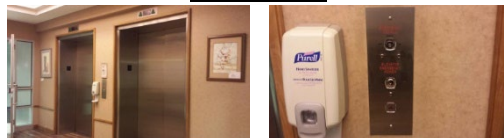


Kitchen cooking equipment is installed in the kitchens for long-term care and for 146 Toronto Street, and are protected by an automatic, wet chemical, kitchen suppression system. Nozzles are positioned to provide automatic protection for all cooking appliances. Activation of this system will:

- Activate an alarm condition on the fire alarm system
- Disconnect the gas feed to the appliances
- Shut down the electrical feed under the hood
- Shut down make-up air fans
- Exhaust fans will remain operational

The systems can also be manually activated by using pull stations, located near the systems.

Elevators



Five elevators serve the building. Please refer to the descriptions below for their locations and the floors that they serve. All elevators recall to their lowest floor upon activation the fire alarm system. Elevator # 4 in the life lease building is designated as red hat. Manual recall switches are located in the lobby of the lowest floor served for each elevator.

The generator provides emergency power to bring all elevators to their lowest level and remove them from service. Elevator # 4 is available to run on generator power for firefighter use.

<u>Elevator #</u>	<u>Location</u>	<u>Levels Served</u>
Elevator 1	Long-term care - reception	2-6
Elevator 2	Long-term care – east wing	3-6
Elevator 3	Life lease lobby – north	1-8
Elevator 4	Life lease lobby – south	1-8 Red Hat
Elevator 5	Commercial areas	1-2

Fire Blankets



Fire blankets are installed in all kitchens and in the boiler room.

Oxygen



Oxygen tank refill stations are located on each level of the long-term care in the south wing. Small quantities of oxygen are stored in these rooms. Storage, handling and use of portable oxygen systems shall be in conformance with CSA-Z305.12 "Safe Storage, Handling, and Use of Portable Oxygen Systems in Residential Buildings and Health Care Facilities."

Illuminated Exit Signs



Illuminated exit signs are located throughout the building and at each exit.

Emergency Lighting

The generator provides emergency lighting to all common and service areas of the building during a power interruption.

Exits

The following stairwells are installed in the building:

<u>Stair #</u>	<u>Location</u>	<u>Levels Served</u>
Stair 1	Long-term care - reception	Levels 2 through 6
Stair 2	Long-term care – centre	Levels 2 through 6
Stair 3	Long-term care – north end	Levels 2 through 3
Stair 4	Long-term care – west exit	Levels 3 through 6
Stair 5	Long-term care – east exit	Levels 3 through 6
Stair 6	Life lease residence – east exit	Levels 1 through 8
Stair 7	Life lease residence – west exit	Levels 7 through 8
Stair 9	Life lease residence – centre	(then merges with Stair 1) Levels 8 through 10

Fire Separations

Each stairwell, elevator and ventilation shaft are constructed with a 2-hour fire separation. Walls surrounding suites in the life lease residences provide 1-hour fire separation. Fire doors in the long-term care provide 1-hour fire separation.

Areas of Refuge

An area of refuge is located on Levels 3, 4, 5 and 6 of the life lease residence floors at the east end, between the floor and the entrance to the long-term care lobby. These areas should only be used if Life Lease residents are unable to evacuate using the stairs and it is unsafe to remain in their suites.

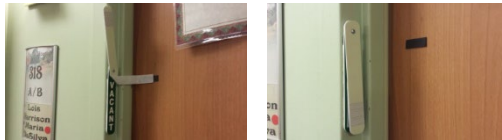
Evacuation Chairs



Evacuation chairs can be used by Supervisory Staff to assist residents down the stairs in the event of a vertical evacuation. They are located:

- | | |
|---------|---------|
| Stair 1 | Level 3 |
| Stair 1 | Level 5 |
| Stair 2 | Level 2 |
| Stair 2 | Level 6 |

Evacuation Door Markers



All doors in long-term care are equipped with evacuation door markers. After a room has been searched and deemed clear, Supervisory Staff will move the marker such that it shows two colours and the fabric strip is attached to the door. If someone re-enters the room after it has been cleared, the strip will come off the door and the marker will revert to a single colour showing.

Staging Area – Vertical Evacuation

In the event that an evacuation of the floor is required in long-term care, residents will be staged in the lounge or activity room on the floor below, closest to the stairs being used to move them. Residents evacuating from the 3rd floor will gather in the reception area on Level 2.

Communication Tools



Nursing staff are equipped with the following communication tools:

- All building phones are equipped with a paging feature
- Fire phone / cell phone

Emergency Power Supply



Emergency power is provided by a Generac diesel generator located outside the building in the northeast area. The fuel source is located within the generator's cabinet and its level is supervised by the fire alarm system. The generator feeds all fire protection equipment, elevators, lighting and other essential circuits in the building. The transfer switch is located in the main electrical room, at the northwest corner of the building on Level 1.

Main Electrical Disconnect Switch



The main electrical disconnect switch to the building is in Electrical Room 1 in the northwest section of Level 1.

Gas Shut-Off Valves



The main gas shut-off valve is located south of the entrance to the life lease residences on the north exterior wall of the commercial building. Secondary gas shut off valves are located:

- In the boiler room on Level 9
- In the kitchen

Part 4A: Management Staff and Services

Revised December 2023

BUILDING INFORMATION

Building Owner:	Victoria Village Projects	
Board of Directors:	Adam Promoli, Chair	
Building Information:	Long-term Care	
	Telephone:	705-728-3456
	Victoria Village	
	Telephone:	ext. 221 705-728-3456

MANAGEMENT CONTACTS

Chief Executive Officer:	Bill Krever	
	Cell:	705-794-6624
Director of Operations:	Loree Carter	
Monday through Friday	Business:	ext. 224 705-728-3456
8:00 am to 4:00 pm	Cell:	705-718-5630
Director of Care:	Elpidia Khan	
Monday through Friday	Business:	705-792-3406
8:00 am to 4:00 pm	Home:	705-434-2122
	Cell:	705-331-2273

SERVICES

Barrie Fire and Emergency Service	Emergency	9-1-1
	Prevention:	705-728-3199
	Fax:	705-728-4439
	Communications:	705-728-3133
Central Monitoring Station	Huron Alarms and Fire Security Inc.	
	Telephone:	705-730-0843
Fire Protection Equipment Service	Vipond Inc.	
	Telephone:	705-726-3535
Fire Safety Consultant:	Fire Safety Plans Canada Inc.	
	Telephone:	705-817-7526

Part 4B: Staff and Residents

FRONT LINE STAFF

Notes:

- All staff is considered Supervisory Staff.
- There shall be sufficient staff on duty at all times to carry out procedures as outlined in this fire safety plan.
- The Ontario Fire Marshal's publication OFMEM-TG-01-2013 – Staffing Levels in Care Occupancies, Care and Treatment Occupancies and Retirement Homes should be used to help determine appropriate staffing levels.
- **The lowest staffing levels in the building are between 11:00 pm and 6:00 am with 8 staff members.**

Green Vest

6th Floor Nurse (RN or RPN)

Orange Vest

Charge nurse on the floor, unless the emergency is on the 6th floor

LONG-TERM CARE RESIDENTS

Level 3	26 suites	32 residents
Level 4	26 suites	32 residents
Level 5	26 suites	32 residents
Level 6	26 suites	32 residents
Total residents:	104 suites	128 persons

LIFE LEASE RESIDENTS

Level 3	9 suites	18 residents
Level 4	10 suites	20 residents
Level 5	10 suites	20 residents
Level 6	10 suites	20 residents
Level 7	10 suites	20 residents
Level 8	8 suites	16 residents
Total residents:	57 suites	114 persons

HYBRID LIFE LEASE RESIDENTS

Level 2	16 suites	32 residents
Total residents:	16 suites	32 persons

Part 5: Responsibilities

Responsibilities of Building Owners, Managers and Other Persons Controlling the Property:

The Ontario Fire Code is a provincial regulation made under Section 12 of The Fire Protection and Prevention Act. The owner is responsible for carrying out the provisions of this code. The "owner" is defined as "any person, firm or corporation having control over any portion of the building or the property under consideration, and includes the persons in the building or property."

The building owner/manager has numerous responsibilities as specified in the fire code and must ensure that the following measures in the fire safety plan are implemented:

- Establish and implement emergency procedures to be used in case of a fire emergency
- Appoint and organize designated "Supervisory Staff" to carry out fire safety duties and specific responsibilities for fire safety planning
- Train Supervisory Staff and other occupants so that they are aware of their general and specific responsibilities for fire safety
- Hold fire drills in accordance with the fire code
- Incorporate emergency procedures appropriate to the building
- Control fire hazards in the building
- Maintain the building facilities provided for the safety of the occupants, and keep records of the same
- Ensure the information in the fire safety plan is current, and notify the Chief Fire Official regarding any changes in the approved fire safety plan
- Designate and train sufficient alternates to replace "Supervisory Staff" during any absence
- Ensure Supervisory Staff are provided with a list of their responsibilities
- Post and maintain emergency procedures of occupants on each floor area
- Ensure the approved fire safety plan, or parts thereof, are distributed to all occupants
- Instruct occupants in the operation of the fire alarm manual pull stations

Training of Supervisory Staff:

- **Every person required to implement a fire safety plan must have completed an acceptable training program / course acceptable to the Fire Marshal.**
- **Supervisory Staff shall be instructed in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.**
- A copy of the fire emergency procedures and other duties for Supervisory Staff as laid down in the fire safety plan shall be given to all Supervisory Staff.
- Ongoing inspections, training and fire drills are necessary to ensure an effective fire safety program.
- Training and fire drills will be scheduled as often as necessary to ensure that Supervisory Staff know their responsibilities.
- The training of all designated Supervisory Staff, including new personnel, is the responsibility of the Nursing Resource Manager.
- Nursing staff training shall include instruction on:
 - The use of the voice communication system

- Any action to be taken by Supervisory Staff in initiating any smoke control or other fire emergency systems installed in the building in the event of fire until the fire department arrives
- The procedures established to facilitate fire department access to the building and fire location within the building
- The instructions for the Supervisory Staff and fire department for the operation of the fire emergency systems
- Document all Supervisory Staff training.
- The original or a copy of at least the current and the immediately preceding record of training shall be retained in the building for a period of at least two years and shall be made available for examination by the Chief Fire Official on request.
- There shall be sufficient staff available required to carry out the duties are required in the fire safety plan.

Responsibilities of the Owner, Managers and Nursing Staff:

- Obtain and review a copy of the fire safety plan.
- Keep stairways, landings, hallways, passageways and exits – inside and outside – clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in any part of a stairway, fire escape or other means of egress, or in elevator and ventilation shafts.
- Control fire hazards in the building.
- Keep access roadways, fire routes and fire department connections clear and accessible at all times.
- Promptly address any fire protection or life safety equipment that requires re-instating, servicing or repairing.
- In the event of any shutdown of fire and life safety systems, initiate alternative measures as specified in Part 13 of this plan.
- Have a working knowledge of the building fire and life safety systems.
- Know how to reset the fire alarm system.
- Participate in fire drills.
- Train assistants to act in your position during your absence from the building.
- Notify the Director of Operations of any changes that will affect the fire safety plan.
- Be familiar with the duties of the other staff.
- Fulfill duties in the event of fire or alarm in the building.
- Participate in fire drills.
- Comply with the Ontario Fire Code.
- Arrange for a substitute in your absence.
- The Administrative Assistant will maintain a list of persons requiring assistance to evacuate for the life lease and hybrid life lease residents.

Responsibilities of the Residents and Staff:

- Review of the fire emergency procedures as outlined in this fire safety plan.
- Know how to alarm occupants of building.
- Know where exits are located.
- Call Barrie Fire and Emergency Service immediately at 9-1-1 whenever you need assistance.
- Know the correct address of the building.

- Know the audible fire alarm signal and the procedures established to implement safe evacuation.
- Notify the Administrative Assistant if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation. Read and follow the manufacturer's smoke alarm (and CO detector if applicable) instructions, available from building owner/property management.
- Never disable a smoke alarm or any other fire alarm device. It is a chargeable offence.
- All suite and stairwell doors are designed to self-close and latch. Never wedge or prop open these doors.
- Know the stairwell locations.
- Report fire hazards to the Director of Operations.
- Keep common areas free of combustible materials.
- Report any deficiencies in life safety equipment to the Director of Operations, such as:
 - Exit lights not illuminated
 - Exit doors not closing and latching properly
 - Insufficient lighting in stairwell exits
 - Locked exit doors
 - Suite and stairwell doors that failed to self-close and latch
 - Doors not properly signed
 - Fire extinguishers discharged
 - Smoke alarms that are missing or not working
- Do not store propane anywhere in the building.
- Maintain 18" of clearance under sprinklers.
- Do not store anything on top of storage units.

Part 6A: Long-Term Care Resident Fire Procedures

Upon Discovery of Fire:

- Warn others in the area. Yell "**FIRE! FIRE! FIRE!**"
- Remove any person in immediate danger, if you are capable and it is safe to do so.
- Leave the area. Close all doors behind you.
- Activate the fire alarm system. Use a manual station.
- Move to a safe area. **Do not use the elevators.**
- **Call Barrie Fire and Emergency Service at 9-1-1 as soon as it is safe to do so.**
- Give the correct building address, the location of the fire and your name.
- Continue with the instructions below:

In the Event of a Fire Alarm Signal:

- If you are in your room, remain there, if it is safe to do so.
- If you are in the corridor near your room, return to your room, if it is safe to do so.
- If you are in a community room and it is safe to stay, remain there and wait for instructions from building staff or the fire department.
- Keep the doors closed to the room are you in.
- Be prepared for an evacuation.
- If the fire is on your floor and in your area, building staff will come to your floor and begin an evacuation of the affected areas of your floor.
- Remain where you are and wait for instructions from building staff or the fire department.

Part 6B: Victoria Village Manor Visitor Fire Procedures

Upon Discovery of Fire:

- Warn others in the area. Yell "**FIRE! FIRE! FIRE!**"
- Remove any person in immediate danger, if you are capable and it is safe to do so.
- Leave the area. Close all doors behind you.
- Activate the fire alarm system. Use a manual station.
- Move to a safe area. **Do not use the elevators.**
- **Call Barrie Fire and Emergency Service at 9-1-1 as soon as it is safe to do so.**
- Give the correct building address, the location of the fire and your name.
- Continue with the instructions below:

In the Event of a Fire Alarm Signal:

- Stay with the resident that you are visiting.
- Close doors to the area you are in to help keep out smoke and fire.
- Follow fire alarm instructions for residents.
- Wait for further instructions from staff.

Part 6C: Life Lease and Hybrid Life Lease Resident Fire Procedures

Upon Discovery of Fire:

- Warn others in the area. Yell "**FIRE! FIRE! FIRE!**"
- Remove any person in immediate danger, if you are capable and it is safe to do so.
- Leave the area. Close all doors behind you.
- Activate the fire alarm system. Use a manual station.
- Move to a safe area. **Do not use the elevators.**
- **Call Barrie Fire and Emergency Service at 9-1-1 as soon as it is safe to do so.**
- Give the correct building address, the location of the fire and your name.
- Continue with the instructions below:

Upon Hearing the Fire Alarm:

- Exit the building on all alarms. Close all doors behind you. **Do not use the elevators.**
- Proceed to a safe location, away from firefighters and their activities.
- Do not return until it is declared safe to do so by a fire official.

When You Leave the Building:

- Before opening the door, feel the door and the doorknob for heat. If they are not hot, brace yourself against the door and open it slightly. If you see smoke, or feel air pressure or a hot draft, close the door quickly.
- If the area is free of fire and/or smoke, close the door behind you and leave by the nearest exit.
- Do not enter a stairwell if you detect smoke inside it.
- Remember to stay low to the ground if you are in a smoke-filled environment. The air is cleaner near the floor level.

If You Cannot Leave the Building:

- Return to your suite, close the door but leave it unlocked for possible entry by firefighters.
- If you live at 74 Ross Street and your suite is not safe, proceed to the Area of Refuge for your floor. It is located at the west end of the corridor, between the corridor and long-term care lobby area.
- **Dial 9-1-1 and tell Barrie Fire and Emergency Service where you are.**
- If you are in your suite, seal all cracks where smoke can enter by using wet towels or sheets. Delay placing wet towels at the bottom of your door as it makes fire department entry difficult.
- Keep low to the floor if smoke enters the room.
- Partially open the window for air. Signal to firefighters by waving a sheet or towel. Close the window if smoke comes in.
- Wait to be rescued. **REMAIN CALM. Do not panic.**
- Listen to instructions or information given by authorized personnel.

Evacuation Preparedness:

- **Your decision to go or to stay when the fire alarm is activated is yours and must be made quickly, or you could lose your opportunity to evacuate safely. Do not rely on information of the location of the alarm as that information may not be available in a timely manner.**
- Assuming stable fuel, heat, and oxygen levels, a typical structure fire may double in size every minute, thus it is vital to evacuate the building quickly.
- It is extremely important to recognize the early visible signs of a fire and to have rehearsed the evacuation of the property. Early detection could give you the extra time that saves your life.
- Your initial reaction and the time involved may determine your safety. At the first sign of smoke, noxious fumes or strange odours or spill, immediately leave the area, taking other occupants in that area with you. Remain calm. Close the doors behind you.
- Call Barrie Fire and Emergency Service at 9-1-1 when you are out of the building. Do not assume that someone else has already called.
- It is a good idea to program the building address into your cell phone. In a state of panic it is possible that you may forget.
- It is crucial for you to be familiar with your surroundings. Survey the building to determine the number of exits available. Be sure you know the location of fire and safety equipment and how to operate the equipment. Check out all alternate escape routes. It is critical to know the direction to exit for the quickest avenue to safety.
- Have a designated evacuation meeting area.
- If you live at 74 Ross Street, know where the Area of Refuge is. It is located at the west end of the corridor, between the corridor and long-term care lobby area on Levels 3, 4, 5 and 6.
- Decide where you will meet others in the event of an alarm. This may eliminate confusion if you have become separated when leaving your floor.

Part 6D: Persons Requiring Assistance

Instructions for Residents of Life Lease Suites and Hybrid Life Lease Suites

If the fire is not in your suite, and you are unable to evacuate using the stairs, you may consider staying in your suite as it is an area of relative safety. The choice to stay or to go is yours and must be made at the time of first alarm.

If you live at 74 Ross Street, and if it is unsafe to stay in your suite and you are unable to evacuate using the stairs, proceed to the Area of Refuge, located on Levels 3, 4, 5 and 6 at the west end of the corridor, between the corridor and the long-term care lobby.

- Persons requiring assistance may consider the option to shelter in place. Please refer to instructions for "If You Cannot Leave the Building" in Part 4C of this plan.
- Persons requiring assistance to evacuate should complete the form on the next page and submit it to the Administrative Assistant.
- **Please note that completing this form does not guarantee the fire department will prioritize your rescue if you are not in immediate danger. Have measures in place to protect yourself if you choose not to evacuate in an emergency.**
- Notify the Administrative Assistant immediately if your needs change.
- The Administrative Assistant is responsible for maintaining a current list of persons requiring assistance.

Notice to All Life Lease Residents

Dear Resident:

Please provide the following information if require assistance to evacuate the building during a fire emergency. The information received will be given to emergency personnel upon arrival at the building.

Please note that completing this form does not guarantee the fire department will prioritize your rescue if you are not in immediate danger. Have measures in place to protect yourself if you choose not to evacuate in an emergency.

Please complete the form below and submit it to the Administrative Assistant. Ensure that this information is kept up to date and advise the Administrative Assistant of any changes.

DETACH HERE AND RETURN

Please print clearly

Name: _____

Suite#: _____

Telephone #: _____

Reason for assistance: _____

List of Persons Requiring Assistance and Their Locations

As of: _____

Floor #	Suite #	Name	Reason

Part 6E: Commercial Tenant Fire Procedures

Upon Discovery of Fire:

- Warn others in the area. **Yell "FIRE! FIRE! FIRE!"**
- Remove any person in immediate danger, if you are capable and it is safe to do so.
- Leave the area. Close all doors behind you.
- Activate the fire alarm system. Use a manual station.
- Move to a safe area.
- **Call Barrie Fire and Emergency Service at 9-1-1 as soon as it is safe to do so.**
- Give the correct building address, the location of the fire and your name.
- Continue with the instructions below:

In the Event of a Fire Alarm 1st Stage Alert Signal:

- This signal sounds at approximately 20 strokes per minute.
- Evacuate the building immediately if there are children present in your suite.
- All other persons shall prepare for an evacuation.
- Provide patrons with instructions on what to do if the evacuation signal sounds.
- Listen for further instructions.

In the Event of a Fire Alarm 2nd Stage Evacuation Signal:

- This signal sounds at approximately 120 strokes per minute in a temporal pattern. This is your signal to evacuate the building.
- Instruct patrons to exit the building. Close all doors behind you.
- If you encounter smoke, use an alternate exit.
- Ask patrons not remove their vehicle from the parking lot as it will interfere with the arrival of emergency services and pose risk to evacuating persons.
- Using a sweeping motion and working with other staff, ensure that all areas of your suite are clear.
- Proceed to your designated evacuation meeting area, as determined by your Joint Health and Safety Committee, in a safe location, away from firefighters and their activities.
- Ensure that all persons from your suite are accounted for.
- **If you have new information on the emergency before the fire department arrives, call 9-1-1 with an update.**
- Follow instructions provided by authorized persons and the fire department.
- Do not return until it is declared safe to do so by a fire official.

R. E. A. C. T.

If fire threatens your area:

CALL 9-1-1

R EMOVE

REMOVE residents, visitors and staff in immediate danger from the room then are in, then move them beyond one fire separation.

E NCLOSE

ENCLOSE area by closing the door.

A CTIVATE

ACTIVATE the nearest fire alarm pull station (located at all exit doors).

C ALL 9-1-1

T RY

TRY to control fire, if it is safe to do so

- Ensure an evacuation is underway.
- Remove people in immediate danger to a location beyond a fire rated door.
- Do not use elevator.
- Ensure visitors remain with residents or in a designated safe area.
- Staff is to remain with residents or at their assigned stations until advised otherwise.
- Follow instructions from authorized staff and the fire department.
- Take nearest fire extinguisher and attack fire if appropriate, if you are trained and it is safe to do so. This is a voluntary act that should only be considered if the area has been fully evacuated, 9-1-1 has been called, the user has been trained and is competent and confident in its use, the user is not alone and the fire is very small and contained.

IF THE FIRE IS NOT ON YOUR FLOOR

- Have all residents and visitors return to their room, if it is safe to do so.
- Close all doors that open into the corridor including:
 - Resident rooms
 - Treatment rooms
 - Service rooms
- Station someone at the stairwell doors to ensure there is no movement of residents, visitors and other non-essential staff in the corridors.
- Remove equipment from the corridor.
- Prepare for an evacuation.
- Listen for further instructions on the emergency voice communication system.

EVACUATION PROCEDURES

Sequence of Evacuation:

1. Room of fire origin
2. Rooms directly adjacent to and across from the room of fire origin
3. All other rooms, starting with the easiest residents to move:
 - Ambulatory
 - Wheelchair
 - Non-ambulatory – from lowest to highest acuity
 - Resistive
 - Note: ambulatory elderly and behavioural health patients may be moved easier as wheelchair patients.

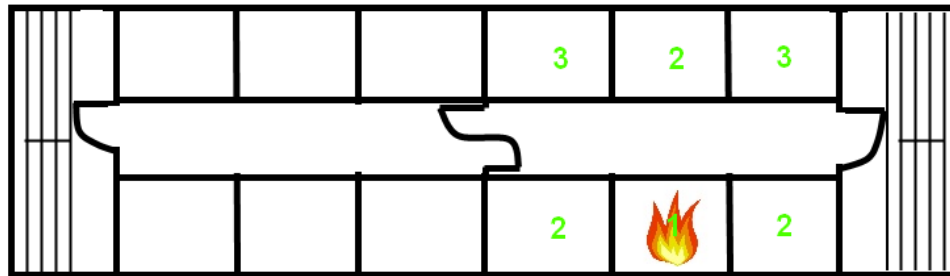
Horizontal Evacuation:

- Move persons to another area of the floor, beyond fire doors.
- Return to evacuate the next resident.

Vertical Evacuation:

- Vertical evacuations are not typical and should only be performed upon direction from Barrie Fire and Emergency Service.
- Evacuate to a storey below the fire floor, to the nearest lounge or activity room.
- Evacuate to the outside on the ground floor

Sequence of Evacuation

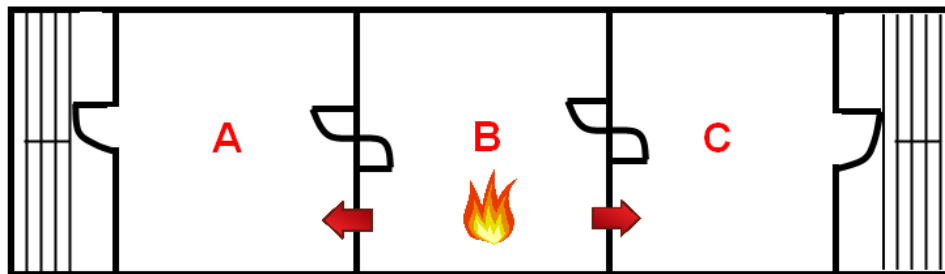


1 - Room of fire origin.

2 - Rooms next to and opposite the room of fire origin.

3. Evacuate the balance of persons starting with the easiest.

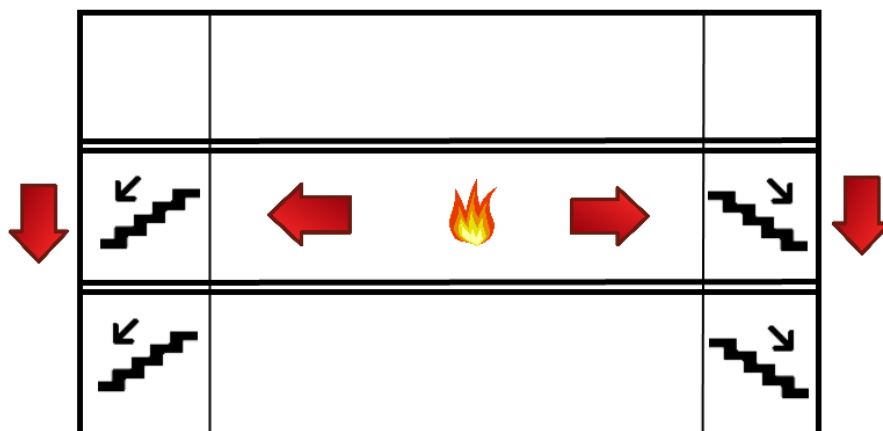
Horizontal Evacuation



Move persons beyond smoke barrier doors.

Rescuer returns to evacuate others.

Vertical Evacuation



Evacuate down to a storey below the fire floor
or to the outside of the building.

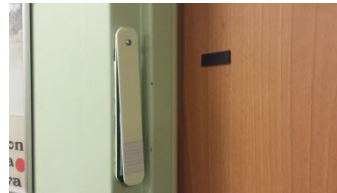
AREA SEARCH

- Before declaring the area vacant, the RPN in Charge will ensure that the evacuation is complete.
- This search can employ staff, the fire department, security personnel and police.
- All rooms must be thoroughly checked before being marked as vacant. Ensure that washrooms and closets are checked, as well as under beds and other concealed areas.
- When a room is vacant, move the door marker so that it indicates two colours, the VACANT sign and the fabric strip is attached to the door.
- The RPN in Charge will be the last person to leave the area and will ensure that all evacuation markers, on all doors, indicate the rooms are vacant.
- The RPN in Charge will inform the Fire Nurse that the area has been evacuated.

DOOR MARKERS



vacant



not vacant

Part 7B: Detailed Supervisory Staff Emergency Procedures

These instructions shall be posted in the firefighter room and near the annunciator at each nursing station. All staff will be provided with a copy of these procedures. In the event of a fire, sound judgement is necessary in deciding which action is appropriate in a given situation. The safety of residents must always be the primary motive for any action.

Staffing Notes

- The Fire Nurse is typically a Registered Nurse, but can also be a Registered Practical Nurse.
- The Fire Nurse is the nurse on the 6th floor and wears the green vest.
- The RPN in Charge covering the 3rd, 4th and 5th floors wears the orange vest.
- There are 8 care staff in long-term care at minimum staffing levels.

Fire Nurse / Green Vest

When the fire alarm sounds:

- When the alarm sounds, check the fire alarm annunciator to see where the fire is.
- Press page on the right side of any building telephone and announce CODE RED [LOCATION] three times.
- **Call Barrie Fire and Emergency Service at 9-1-1.** Ensure fire response is on route and give the operator as many details of conditions as possible.

If the fire is in long-term care:

- If the alarm is in long-term care, use extreme caution and proceed to the fire area.
- Ensure staff have found the room of origin and are initiating a horizontal evacuation.
- If additional resources are needed, call the 2nd floor reception to send staff that are waiting for direction in the LTC lobby. If prudent, ask reception to also contact the CEO to begin a call-fan-out for additional staff.
- **If you receive additional information about the emergency before Barrie Fire and Emergency Service arrives, call 9-1-1 with an update.**
- Begin the evacuation of the room in alarm first. Once the room is empty **close the door.** Move the door marker to indicate that the room is vacant.
- Ensure that the rooms adjacent to, and across from the room of origin, are the next to be evacuated. Close the door as each room is cleared. Move the door marker to indicate that the room is vacant.
- Continue evacuating the balance of the fire zone. Move residents to beyond one fire door.
- When the zone is clear, check all doors to ensure that each is marked as vacant.
- When the door marker is not marked as vacant, check the room to determine if it has been evacuated, unless it is the room of origin.
- Once the area is clear of all persons, direct the Orange Vest to stay with the residents and monitor the safety of the area. If the area threatens to become unsafe, begin a vertical evacuation to the floor below.
- Proceed to the fire alarm control panel in lobby of the Life Lease building.
- Ensure the firefighter room is open.
- Assist the fire department as directed.

If the fire is not in long-term care:

- Check the annunciator for the location of the fire.
- Press page from any building phone and announce CODE RED three times with the alarm location.
- Call 9-1-1 when it is safe to do so to report the potential fire.
- Proceed to the fire alarm control panel in lobby of the Life Lease building.
- Ensure the firefighter room is open.
- Assist the fire department as directed.

After the emergency is over:

- Once the fire department has given the ALL-CLEAR, silence the signals and reset the fire alarm panel. Please refer to Part 7D for detailed instructions on this process.
- Use the emergency voice communication system to announce ALL CLEAR three times with the location.
- Reset the magnetic door locks in the fire room by turning the keys until the light is green on both switches.
- Reset all 5 elevators building.

In the event of a trouble or supervisory condition:

- A trouble signal will cause an audible beep on the computer and a yellow trouble or supervisory light will illuminate on the annunciator.
- Take detailed notes of the description of the condition.
- Notify maintenance.
- Acknowledge the event.

RPN in Charge / Orange Vest

When the fire alarm sounds:

- Listen for the Code Red announcement with the location of the fire alarm.

If the fire is in long-term care:

- Begin the evacuation of the room in alarm first. Once the room is empty **close the door**. Move the door marker to indicate that the room is vacant.
- Ensure that the rooms adjacent to, and across from the room of origin, are the next to be evacuated. Close the door as each room is cleared. Move the door marker to indicate that the room is vacant.
- Continue evacuating the balance of the fire zone. Move residents to beyond one fire door.
- When the zone is clear, check all doors to ensure that they are marked as vacant. Check rooms where the marker does not indicate this.
- Once the area is clear of all persons, stay with the residents and monitor the safety of the area. If the area threatens to become unsafe, begin a vertical evacuation to the floor below.

PSW'S

When the fire alarm sounds:

- Listen for the Code Red announcement with the location of the fire alarm.

If the fire is on your floor:

- Initiate a horizontal evacuation.
- Begin the evacuation of the room in alarm first. Once the room is empty **close the door**. Move the door marker to indicate that the room is vacant.
- Ensure that the rooms adjacent to, and across from the room of origin, are the next to be evacuated. Close the door as each room is cleared. Move the door marker to indicate that the room is vacant.
- Continue evacuating the balance of the fire zone. Move residents to beyond one fire door.

If the fire is not on your floor:

- One PSW will stay on each floor with the residents.
- Have all residents and visitors return to their room, if it is safe to do so.
- Close all doors that open into the corridor including:
 - Resident rooms
 - Treatment rooms
 - Service rooms
- Monitor the stairwell doors to ensure there is no movement of residents, visitors and other non-essential staff in the corridors.
- Remove equipment from the corridor.
- Prepare for an evacuation.
- Listen for further instructions on the emergency voice communication system.

LTC Personnel on Floors Other Than the Fire Floor:

When the fire alarm sounds:

- Listen for the Code Red announcement with the location of the fire alarm.
- One PSW will stay on each floor with the residents.
- Reception will remain at the desk to receive calls and direction from the Green and Orange Vests.
- All other available staff will respond to the area of alarm to assist with the evacuation.

Dietary Staff:

In case of a kitchen fire:

- In the event of a fire under the kitchen hood, use the pull station to activate the suppression system.
- Activation of the hood suppression system will automatically shut down gas supply to the hood. The exhaust fans will continue to operate.
- The avoid electrocution, using the portable wet chemical K class fire extinguisher should only be considering after activating the hood suppression system.

When the fire alarm sounds:

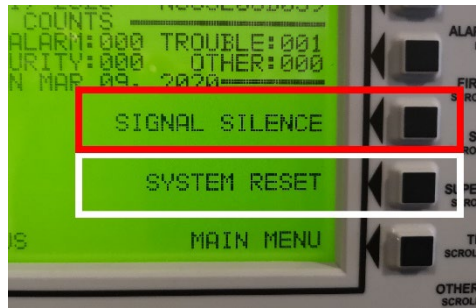
- Listen for the Code Red announcement with the location of the fire alarm.
- Turn off all cooking equipment.
- Ensure that the kitchen area is clear.
- Ensure that the corridors in the area you are in are clear.
- For all other alarms, proceed to the LTC reception area and wait for further instructions.

Non-Care Personnel Including Housekeeping, Maintenance, etc.:

When the fire alarm sounds:

- If you are in LTC, listen for the Code Red announcement with the location of the fire alarm.
- Turn off any equipment you are using.
- Ensure that the corridors in the area you are in are clear.
- For all other alarms, proceed to the LTC reception area and wait for further instructions.

Part 7C: Resetting the Fire Alarm System



Do not silence the signals or reset the fire alarm system until Barrie Fire and Emergency Service has investigated and gives the ALL CLEAR.

The fire alarm system should only be reset once the alarm condition has been resolved, (examples include clearing smoke, resetting a pull station, repairing damaged devices, replacing sprinkler head, etc.) and on the consent of Barrie Fire and Emergency Service.

When there is an alarm condition in the system, the LCD screen will display descriptions for the buttons on the control panel. To reset the panel, locate the SYSTEM RESET button, indicated in the white box above. Press this to reset the panel.

If the panel is still in alarm after attempting to reset, you can silence the signals by pressing the SIGNAL SILENCE button, indicated in the red box above. Contact the fire alarm service company for immediate repairs and initiate fire watch procedures as described in Part 13 of this plan.

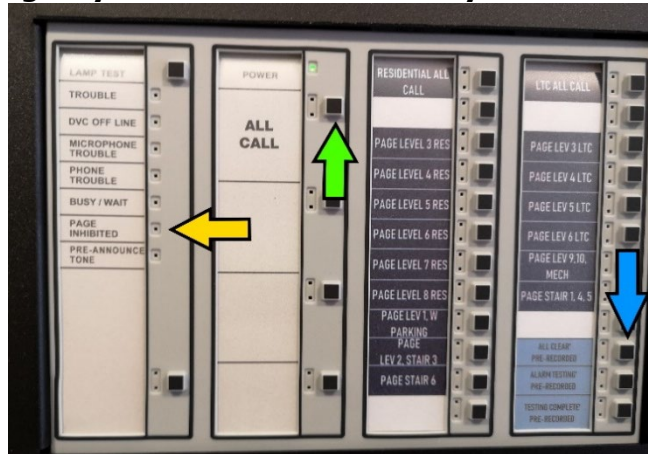
If the panel is in trouble condition, contact the fire alarm service company for immediate repairs and initiate fire watch procedures in the affected areas as described in Part 13 of this plan.

Part 7D: Using the Emergency Voice Communication System

Typically, Barrie Fire and Emergency Service will deliver instructions as required once they are on scene.

Instructions to the occupants of the building during a fire emergency will be delivered using the emergency voice communication system of the central alarm control facility.

How to Use the Emergency Voice Communication System:



- Close all doors to the area.
- Remove the microphone from its holder.
- Depress the ALL CALL button, marked with the green arrow in the photo above.
- Press and hold the microphone button.
- The PAGE INHIBIT light will turn on, marked with the yellow arrow above.
- Wait for the PAGE INHIBIT light to go out before beginning the broadcast.
- Warning tones will start. Wait for them to finish before beginning your message.
- Speak directly, clearly and slowly into the microphone.
- When you have finished speaking, release the button on the microphone.
- Press the ALL CALL button to turn the system off.
- Replace the microphone to its holder.

Note: Specific zones can be isolated for paging by pressing the zone switches instead of all call. Use the buttons labelled in dark blue to select the area(s) that you would like to direct your page to.

Tips on Broadcasting Over the Communication System:

- Ensure the doors of the vestibule are closed.
- Stay calm.
- Take a deep breath before beginning your broadcast.
- Use a strong voice and speak clearly.
- Speak SLOWLY.
- Maintain a steady, strong voice throughout your message.

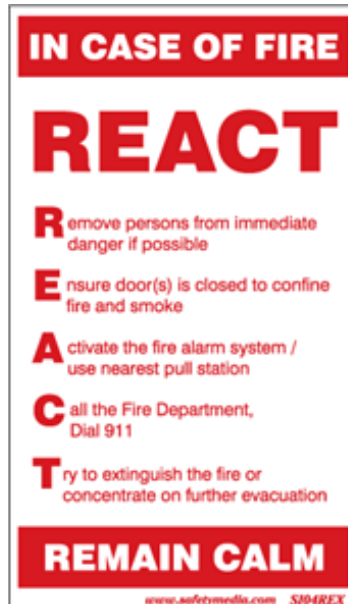
When the Emergency is Over:

- Upon receiving the ALL-CLEAR from the fire department, the Fire Nurse will sound the ALL-CLEAR message by pressing the ALL CLEAR PRE RECORDED MESSAGE button, indicated by the blue arrow in the photo above.
- pressing the ALL CLEAR PRE RECORDED MESSAGE button after the message is completed to turn it off.

Part 8: Emergency Procedure Signage

Long-term Care:

The following signs shall be posted in each floor area of long-term care (sample):



Life Lease Residential Suites:

The following signs are posted at each exit in Life Lease (sample):



The following signage shall be mounted in the 2nd floor kitchens (samples):



**IN CASE OF
KITCHEN FIRE**

- * Manually activate the kitchen hood fire suppression system.
- * Ensure the fire alarm sounds.
 - * Leave the fire area.
 - * Close all doors behind you.

CALL 9-1-1
DO NOT USE THE ELEVATOR

UPON HEARING THE ALARM:

- * Shut off all cooking equipment.
 - * Proceed to a safe location.
 - * Close all doors behind you.
 - * Report for duty as outlined in the fire safety plan.

REMAIN CALM



WARNING
IN CASE OF APPLIANCE FIRE, USE THIS EXTINGUISHER AFTER FIXED SUPPRESSION SYSTEM HAS BEEN ACTUATED.

PRECAUCIÓN
EN CASO DE INCENDIO DE ALGN APARATO, UTILICE ESTE EXTINTOR DESPUÉS DE QUE EL SISTEMA FIJO DE SUPRESIN AUTOMTICO HAYA SIDO ACTIVADO.

The following signage shall be attached to all fire hose cabinets (sample):



FIRE HOSE
For use by trained persons only
www.firesafetyplans.ca

Part 9: Fire Extinguishment, Control and Containment

Fire extinguishment is primarily the responsibility of Barrie Fire and Emergency Service.

The production of toxic fumes in buildings is dangerous – particularly if a large amount of smoke is being generated. Confining a fire in an enclosed space will 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.

Only after ensuring everyone has evacuated the area, the alarm has been raised and Barrie Fire and Emergency Service notified, should an experienced person, familiar with fire extinguisher operation, attempt to extinguish a small fire. This is a voluntary act. **Never attempt to fight a fire alone.**

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 Barrie Fire and Emergency Service.

Only attempt to extinguish the fire if you have had training in using a portable fire extinguisher and you are not endangering yourself. Improper use of a fire extinguisher may lead to serious injury or death.

Example of Portable Fire Extinguisher Instructions:

Basic Operation (P.A.S.S.)

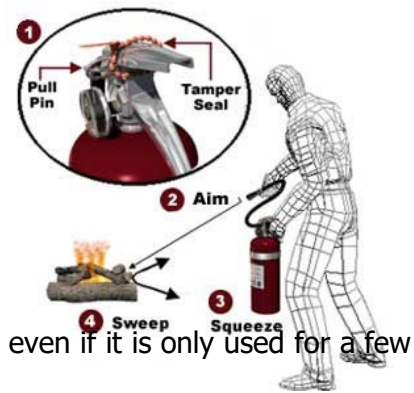
- P Pull the safety pin. (usually a twist-pull action)
- A Aim (the nozzle, horn or hose) at the base of the fire.
- S Squeeze the trigger handle.
- S Sweep from side to side. Watch for re-flash.

Important:

- Keep an exit at your back. Do not get trapped!
- **Never** re-hang an extinguisher once it has been discharged, even if it is only used for a few seconds. Have it re-charged by a qualified service company.
- **Always** maintain an area of 3 feet clearance around all fire protection equipment.

Classification of Fires:

- A Ordinary combustibles – such as wood, paper, trash, etc.
- B Flammable liquids – such as oil, grease, gasoline, etc.
- C Energized electrical equipment – such as an electrical panel, etc.
- K Cooking media – such as deep fryer grease



It is imperative that you use the correct class of fire extinguisher for the class of fire that you are extinguishing.

Extinguisher classes can be identified by the following symbols:



Remember:

- **Attempting to extinguish a fire is a voluntary act.**
- **Only persons who are properly trained and feel confident in the use of fire extinguishers should contemplate their use. Improper use of a portable fire extinguisher may lead to serious injury or death.**
- ABC fire extinguishers can be used on Class A, B and C type fires – such as wood, paper, trash, oil, grease and electrical.
- Water pressure fire extinguishers can be used only on Class A type fires – such as wood, paper and trash. Do not use this type of fire extinguisher on Class B or C type fires – such as oil, grease or electrical.

To avoid electrocution, only consider using a K class fire extinguisher after activating the kitchen hood suppression system.

Part 10: Controlling Fire Hazards

Fire Safety:

- Never put burning materials such as cigarettes and ashes into the garbage chute.
- Never dispose of flammable liquids or aerosol cans in the garbage chute.
- Never force cartons, coat hangers, bundles of paper into the garbage chute because it may become blocked.
- Avoid unsafe cooking practices such as deep fat frying, using too much heat, unattended stoves and loosely hanging sleeves. Look where you cook. Stand by your pan!
- The best policy is not to use candles in your home. Consider flameless, CSA-approved battery-powered candles instead.
- If you use candles, use sturdy holders with shades or chimneys that won't tip over.
- Stay in the room where you are using candles. If you go out, blow it out!
- Keep matches and lighters away from children and pets.
- Avoid careless smoking. Never smoke in bed.
- Never leave anything that may burn or cause a trip hazard in the halls, corridors or stairways.
- Always clean out the clothes dryer lint collector before and after use.

Electrical Wiring:

- Defective electric wiring and appliances rank as one of the major causes of fire.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- Temporary electrical wiring shall not be used where it presents a fire hazard.
- When extension cords are used, fused power bars are the best choice.
- Areas around all electrical panels shall remain clear.

Combustible Materials:

- A high standard of housekeeping and building maintenance is an important factor in preventing fire.
- Combustible materials in the building shall not be permitted to accumulate in quantities or locations which will constitute a fire hazard.
- Combustible materials shall not be permitted in any service room or service space, other than those for which the room or space was designed.
- Combustible materials shall not be permitted in horizontal concealed spaces, such as crawl spaces and ceiling spaces.
- Combustible materials shall not be used to absorb flammable or combustible liquid spills within the building.
- Greasy or oily rags, or materials subject to spontaneous heating, shall be deposited in a proper safety container or be removed from the premises.
- Flammable liquids shall not be used for cleaning purposes.
- Combustible materials shall not be stored on a roof or adjacent to any building so as to create a fire hazard to the building or its occupants.
- All flammable liquids are to be dispensed and stored in approved containers.
- Do not bring propane inside the building.

Oxygen Systems:

- The handling and use of portable oxygen systems shall be in accordance with CSA-Z305.12
- Oxygen in gaseous or liquid form is non-flammable and classified as an oxidizer. Oxygen does not burn, however it does vigorously accelerate burning of any material.
- Any person handling, storing or using oxygen and oxygen equipment needs to be careful to avoid forming oxygen-enriched atmospheres in the presence of combustible materials and sources of ignition.
- An oxygen-enriched atmosphere is defined as an atmosphere where the ambient concentration of oxygen is at least 23%, and this constitutes a potential fire hazard.
- The following steps shall be taken to prevent high ambient concentrations of oxygen:
 - Oxygen shall be stored in a well-ventilated area at all times; and
 - Portable oxygen units shall not be placed under clothing or in enclosed spaces, such as unvented closets or clothes chests
- Active or passive ventilation shall be used to prevent high concentrations of oxygen.
- Do not use oxygen in the presence of the following:
 - Oil based substances such as oil and grease shall not be permitted to come in contact with oxygen equipment
 - Combustible sprays or solvents shall not be used near oxygen systems
 - Combustible cosmetics such as oil based hand creams, facial creams and hair spray
 - Only water based lubricants shall be used around the face
 - Sources of ignition including:
 - Smoking materials
 - Space heaters
 - Open flames
 - Electric arcing
 - Sparking toys
 - Health care sources including:
 - Adiabatic compression
 - Electrocautery devices
 - Electrosurgical units
 - Grinding tools
 - Cardiac defibrillators
 - Portable suction machines
- Lighted cigarettes, vapes and other burning tobacco (or similar) products shall be kept 1.5m away from the area where the equipment is being operated.
- Oxygen equipment shall be kept at least 1.5 m away from any electrical appliance that produces sparks.
- Electrical outlets shall comply with the Canadian Electrical Code.
- Oxygen equipment shall be kept at least 1.5 m away from open flames and heating sources such as furnaces and stoves.
- Areas where oxygen is stored, filled or routinely used, and all entrances into these areas, shall have signs that indicate that oxygen is in the area.
- Fire extinguishers shall be provided in or near areas where oxygen is in use or stored.
- The cylinders shall be stored in accordance with applicable regulations and the manufacturer's recommendations.
- Bilingual "OXYGEN/L'OXYGENE" and "NO SMOKING/DEFENSE DE FUMER" signs shall be prominently posted in all oxygen storage areas. Pictorial signs should be used.

- Oxygen cylinders shall not be stored with readily ignitable substances such as gasoline or waste.
- Cylinders shall not be exposed to continuous dampness and shall not be stored near salt or other corrosive chemicals or fumes.
- Cylinders shall be protected from any object that could produce a harmful cut or other abrasion in the surface of the metal.
- Cylinders shall not be stored near elevators, gangways and unprotected platform edges or in locations where heavy moving objects could strike or fall on them.
- All compressed gas cylinders in service or in storage shall be stored upright and secured in such a way that they will not be knocked over.
- Cylinders or equipment for handling oxygen shall be stored in a clean, ventilated area free of grease, oil or other contaminants.
- Cylinders shall not be located in such a way that they impede egress to corridors, doorways, exits or stairways, or in areas normally used or intended for the safe exit of people.
- Connections to piping, regulator and other appliances shall always be kept tight to prevent leakage and shall comply with the manufacturer's recommendations.
- Cylinder valves shall be closed at all times, except when the gas is actually being used.
- If the cylinder is designed for the provision of a valve cap, the cap shall always be in place when the cylinder is not in use and in storage.
- The operator shall not use wrenches or tools, except those provided or approved by the gas supplier.
- The operator shall not hammer the valve wheel while attempting to open or close the valve.
- Cylinders shall be handled only by an operator or user.
- Repairs of cylinders shall be done only by the gas supplier.

Part 11: Fire Drills

A fire drill will be conducted for each shift every month. In addition, a fire drill shall be carried out at least once during each 12-month period for a scenario, approved by the Chief Fire Official, representing the lowest staffing level complement in order to confirm that sufficient Supervisory Staff is available to carry out the duties required in this fire safety plan. The Chief Fire Official shall be notified within an approved time period of every fire drill carried out in the above sentence.

Records will be monitored to ensure that all staff, especially staff with vest responsibilities, participate in fire drills on a regular basis. **Vested staff MUST participate in one full fire drill, in a vested staff role, a minimum of one time during each 12-month period.** Drills on overnight shifts are permitted to be silent drills.

The Director of Operations will co-operate with the Director of Care to ensure that all fire drills are conducted as required and documented. It is recommended they also provide additional silent or table talk drills to ensure all staff on all shifts have additional fire drill training. Please note that table talks provide additional training and do not satisfy the monthly fire drill requirement. Please refer to the Ontario Fire Marshal's publication # OFM-TG-01-2016 – Fire Drills for further instructions and guidelines.

Fire drill procedures shall be prepared in consultation with the Chief Fire Official and take into consideration:

- The building's occupancies and fire hazards
- The safety features provided in the building
- The desirable degree of participation of the occupants, other than Supervisory Staff
- The number and degree of experience of participating Supervisory Staff
- The testing and operation of the emergency systems installed in the building

The purpose of a fire drill is to ensure that the residents and staff are familiar with emergency evacuation procedures. This will ensure an orderly evacuation should it become necessary. The participation of all Supervisory Staff is required and the participation of all residents and occupants is encouraged. Proxies may be used for residents who should not participate in the drill. Please refer to the OFM guideline for further details.

The Director of Operations will advise Barrie Fire and Emergency Service and the monitoring station before and after the fire drill. Give the address of the building, your name and the expected duration of the drill. The Director of Operations will initiate the fire drill using a method agreed upon with the Director of Care. It could involve dropping a "fire alert flag" or "fire pylon" in the area where the drill is to be conducted, or activating a pull station. All persons shall carry out their duties as described in this fire safety plan. Calls to 9-1-1 shall be staged.

The Director of Operations will observe and evaluate the drill from the fire alarm panel and the Director of Care will observe and evaluate the drill from the fire floor. Both will keep written records. The attached forms are available from the Ontario Fire Marshal's publication OFM-TG-01-2016. These records shall remain available in the building for a period of at least 12 months.

APPENDIX D 1 - Sample Fire Drill and/or Incident Report						
Date:		Time:		Location:		
Comprehensive Drill		Silent Drill		Table Talk	Other	
Instructions Each department head, manager or designate is responsible for monitoring employee responses and assessing building features during every fire drill and at any time the fire alarm audible signal activates. Forward this completed form after each drill to (insert name of person and department)						
Section 1 Assessment of persons discovering / responding to fire						
Describe fire drill scenario, fire incident or fire alarm occurrence:						
Simulated or Actual Activities		Yes	No		Yes	No
Were people in immediate danger evacuated?				Zone of origin evacuated?		
Were doors closed and latched to confine the fire and reduce smoke spread?						
Was the fire alarm manually activated (if the scenario required this action)?						
Was the fire department called or switchboard notified as required by procedures?						
Was an attempt made to extinguish the fire?				Was attempt appropriate?		
Did sufficient staff respond and evacuate endangered occupants in an organized and timely manner?						
Was scene supervision appropriate?				Were instructions clear?		
Horizontal evacuation conducted?				Vertical Evac. Conducted?		
Comments/observations/recommendations on emergency responses:						
Assessment of specialized Supervisory Staff responses					Yes	No
Was the fire department notified by phone promptly and correctly?						
Were verbal instructions correct and clearly stated over the voice communication system?						
Did designated staff respond correctly to provide fire department assistance and access?						
If "No" was answered for question(s) above, provide comments/observations/recommendations:						
Section 2 Did the following features operate properly in your area?		Yes	No			
A) fire alarm pull station (where applicable) and audible fire alarm devices						
B) voice communication system (voice messages were audible)						
C) self-closing doors closed and latched upon fire alarm system activation						
D) electro-magnetic locking devices released locked doors upon fire alarm system signal						
E) fire hose stations, fire extinguishers and/or sprinklers (where applicable)						
Section 3 Did employees respond properly upon hearing the fire alarm signal and voice communication instructions?		Yes	No			
A) checked rooms and area for fire and closed doors immediately						
B) designated staff responded to the fire area to assist with evacuation						
C) hazardous equipment safely shut down where appropriate (i.e. oxygen, dryers)						
D) corridors were clear and unobstructed						
If "No" was answered for question(s) above, provide comments/observations/recommendations:						
Print Name:		Signature:		Date:		

APPENDIX D 3 - Sample Fire Drill Check List and Summary Recommendations			Date:	
This form is to be completed by the person responsible for conducting and coordinating the building fire safety program, which includes monitoring fire drills and monthly fire alarm system test(s).			Yes	No
Fire department notified before fire alarm test or fire drill? Fire department phone # Name of person contacted:				
Alarm Monitoring Company notified before fire alarm test or fire drill? Monitoring company phone # Name of person contacted:				
Fire alarm system tested on secondary source of power (Battery or Generator as applicable)?				
Fire alarm system activated correctly?				
Second stage alarm signal activated correctly (where applicable)?				
Annunciator(s) indicated the correct fire alarm zone of alarm origin?				
"All clear" announced and staff instructed to sign fire drill attendance record?				
Fire alarm system reset and returned to primary power source?				
Fire alarm ancillary devices reset and checked:				
Electro-magnetic locking devices				
Elevators				
HVAC				
Hold-open features on fire doors				
Fire alarm system clear of any "trouble"?				
Confirmed fire alarm monitoring company received alarm signal?				
Fire department notified after drill?				
When applicable, confirmed fire department received alarm signal?				
Unscheduled Fire Alarm Signal Activation	Date:	Time:	Applicable	
Cause of alarm determined to be:				
Fire Department Arrival Time (if known):			Yes	No
Fire alarm control panel reset after emergency was over?				
Fire alarm "trouble signal" clear?				
"All clear" announced and staff instructed to sign fire drill attendance record?				
Fire alarm ancillary devices reset and checked:				
Electro-magnetic locking devices				
Elevators				
HVAC				
Hold-open features on fire doors				
Fire alarm system repair company notified of repairs required? Time: Name of person contacted:				
Fire alarm system repaired – Date:			Time:	
Conclusions, recommendations for changes to fire safety plan or procedures:				
Print Name:		Signature:		Date:

Part 12: Maintenance of Building Facilities

The Ontario Fire Code is a provincial regulation. The “Fire Code” lists certain items that require checks, inspections and/or test to ensure safety to life and freedom from fire hazards in buildings in Ontario. This code obliges the owner to be responsible for carrying out the provisions of this code. **It defines “owner” as: “... Any person, firm or corporation controlling the property under consideration and includes the persons in the building or property.”**

A written record, available to the fire department on request, must be kept of all tests and corrective measures for a period of two years after they are made. When conducting routine inspections, Barrie Fire and Emergency Service fire prevention officers will require documentation that the required checks, inspections and/or tests have been done.

The Fire Code also requires, in various sections, that the owner maintain the premises free from life safety hazards and fire hazards including, but not limited to, the following:

- Unobstructed exit passageways and doorways
- Exit doors that are readily opened from the inside without the use of keys and with panic type hardware where required
- No chains or similar types of locks on exit doors
- Doors in fire separations are kept closed except when persons are actually passing through or held open with approved devices that are activated automatically by the fire alarm
- Maintenance of fire protection equipment such as fire extinguishers
- Maintenance of life safety systems such as fire alarm systems

Definitions of Key Words:

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

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

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

Unless otherwise indicated, the Director of Operations is responsible for ensuring that all the following checks, inspections, tests and subsequent corrections are completed, even if the tasks are assigned to other parties.

The checking, inspection and testing of fire safety devices shall be conducted in accordance with the Ontario Fire Code and the standards cited within it. Where specific references to checking, inspection and testing of fire safety devices are not made in this Code, such devices shall be maintained to ensure they operate as per their design requirements. Any appliance, device or component of a device that does not operate or appear to operate as intended when checked, inspected or tested as required by this Code shall be repaired or replaced if the failure or malfunctioning of the appliance, device or component would adversely affect fire or life safety.

Fire Safety Planning

Ontario Fire Code, Division B, Section 2.8

Ongoing:

- Ensure that the list of persons requiring assistance to evacuate is current and in the fire safety plan box.
- Ensure that Supervisory Staff are trained in their responsibilities. Provide training to new staff upon hiring and new staff to ensure their knowledge is current.
- Update Part 3 of this plan whenever there is a change in Management or Supervisory Staff. Submit a copy of these changes to Barrie Fire and Emergency Service.

Monthly:

- Conduct a fire drill. Refer to Part 11 of this plan for further directions.

Annual:

- 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 or premises.

Fire Department Access

Ontario Fire Code, Division B, Section 2.5

Ongoing:

- Ensure that fire routes and access to fire department connections remain clear at all times.
- Ensure that emergency and fire department key sets are updated whenever changes to locks are made.

Fire Alarm and Emergency Voice Communication System

Ontario Fire Code, Division B, 6.3, CAN/ULC-S536 and CAN/ULC-S561

Note:

- All fire alarm system checks, inspections and tests shall be conducted in accordance with CAN/ULC-S536.
- Voice communication systems that are integrated with a fire alarm system shall be tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems".
- Every person who performs annual tests or annual inspections of a fire alarm system, as well as every person who repairs, replaces or alters components of a fire alarm system, must have qualifications in conformance with Section 1.2.1.2, Division C, of the Ontario Fire Code.
- The owner shall ensure that the above requirements are met.

Daily:

- Check the principal and remote trouble lights for trouble indication.
- Check the AC power on light.

Monthly:

- Contact the fire alarm monitoring station and the fire department before and after the monthly testing.
- Monthly fire alarm testing shall be performed on alternate power.
- One emergency telephone shall be operated on a rotation basis and tested for two-way communication.

- One voice paging zone shall be operated on a rotation basis.
- One manual alarm initiating device shall be operated on a rotation basis and shall initiate an alarm condition.
- Intended function of the audible and visual trouble signals shall be ensured.
- The annunciator panels shall be checked to ensure that the tested devices annunciate correctly.
- The intended function of the audible and visual trouble signals shall be ensured.
- Ensure all relays function as designed, including elevator recall, fan shut-down, pressurization fan initialization, magnetic door lock release and magnetic door hold-open device release.
- Ensure that the system operates as designed. Refer to Part 3 for detailed descriptions of the fire alarm system's sequence of operations.
- Fire alarm batteries shall be checked to ensure that:
 - The terminals are clean and lubricated where necessary
 - The terminal clamps are cleaned and tightened where necessary

Yearly:

- **Yearly tests shall be conducted by a person acceptable to the Authority Having Jurisdiction for servicing fire alarm systems.**
- The fire alarm system shall be operated under general alarm conditions.
- Manual alarm initiating devices most remote from the standby power supply shall be activated individually with the main power supply disconnected.
- Each manual alarm initiating device on each floor shall be activated on the main power supply.
- Each emergency voice communication system device on each floor shall be activated on the main power supply.
- Operation of every audible and visual signal appliance shall be ensured during the testing of alarm initiating devices.
- Each automatic alarm initiating device shall be tested for its intended function.
- Ensure all relays function.
- Each alarm signalling and alarm initiating circuit shall be checked for electrical supervision and trouble condition.
- Correct annunciation shall be ensured for each initiating device tested.
- The fire alarm system control unit shall be visually checked to ensure that the control unit has not been altered other than as specified.

Fire Alarm Monitoring:

- Fire alarm monitoring is required to comply with CAN/ULC-S561. This listing is required to be renewed and maintained throughout the life of the building.

Smoke Control Measures

Ontario Fire Code, Division B, Section 7.3

Daily:

- Confirm that the stairwell pressurization fan control switches elevators and stairwells are in the AUTO position.
-

Annual Test:

- Coordinate with the building's HVAC contractor to test the operation of the smoke control fans during the annual inspection of the fire alarm system.

Smoke / Carbon Monoxide Alarms

Ontario Fire Code, Division B, Section 2.13 and Subsection 6.3.3

Ontario Fire Code, Division B, Section 2.16 and Subsection 6.3.4

Ongoing:

- Life Lease Residents are responsible for the care and maintenance of their smoke alarms.
- Smoke/carbon monoxide alarms shall be maintained in operating condition.
- Smoke/carbon monoxide alarms shall be replaced at least every 7 years or in accordance with manufacturer's instructions.
- No person shall intentionally disable a smoke/carbon monoxide alarm so as to make it inoperable.
- When smoke/carbon monoxide alarms are being replaced, the installation shall not reduce the level of detection required by the Building or Fire Code in effect at the time of construction, or Municipal by-laws in effect.
- Test battery operated smoke alarms after the battery is replaced.
- Test smoke alarms that are connected to an electrical circuit after any change is made to the electrical circuit.

Annually:

- Test smoke and carbon monoxide alarms annually.

Automatic Sprinkler Systems (Wet | Dry | Supervised | FDC)

Ontario Fire Code Division B, Section 6.5 or NFPA 25

General:

- Automatic sprinkler systems shall be maintained in accordance with NFPA 25, Standard for Inspection, Testing and Maintenance of Water Based Fire Protection Systems.
- Auxiliary drains shall be inspected as required to prevent freezing.
- Dry-pipe valve rooms or enclosures in unheated buildings shall be checked as often as necessary when the outside temperature falls below degrees Celsius to ensure the system does not freeze.
- Auxiliary drains in dry pipe sprinkler systems shall be drained after each operation of the system, before the onset of freezing weather conditions, and thereafter as needed.
- Ensure the Siamese connection is checked to ensure the caps are in place, and if found missing the fire department connection shall be examined for obstructions, and back flushed when conditions warrant and the plugs or caps replaced.

Weekly Inspection:

- Inspect dry system air pressure to ensure that it is at the proper pressure.

Monthly Inspection:

- Sprinkler valves that are chained and locked in the open position shall be inspected monthly.

Every Two Months Test:

- Test all transmitters and water flow activated devices on all sprinkler systems.

Every Three Months Inspect:

- **This inspection must be conducted by a qualified member, in good standing, of the Ontario College of Trades.**

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- The priming water supply, if equipped, to ensure that the proper level above the dry pipe valve is maintained.

Semi-Annual Test:

- **Semi-annual tests must be conducted by a qualified member, in good standing, of the Ontario College of Trades.**
- Test gate valve supervisory switches.
- Test other sprinkler system supervisory devices.

Annual Inspection:

- **Annual inspections must be conducted by a qualified member, in good standing, of the Ontario College of Trades.**
- Check all sprinkler heads for damage, corrosion, grease, dust and paint. Replace sprinkler heads where necessary.
- Ensure that all exposed sprinkler hangers are in good condition.
- Remove plugs and caps on the fire department connections. Inspect threads, plugs and caps. Re-secure and wrench tight.
- Ensure the fire department connections are properly marked.

Annual Test:

- **Annual tests must be conducted by a qualified member, in good standing, of the Ontario College of Trades.**
- Test wet sprinkler systems using the most hydraulically remote inspector's test valve.
- Test dry systems using the 'system test pipe'.
- Test sprinkler water pressure by fully opening the main drain valve. This test is conducted after the previous two items.

Every 15 Years:

- Inspect dry pipe systems for obstructions in the sprinkler piping and, if necessary, the entire system shall be flushed of foreign material.

Notes:

- In the event of fire, ensure that the sprinkler control valves are not closed until the fire department deems the fire is extinguished or it is considered to be under control by other means.
- Ensure that all sprinkler heads are clear of obstructions.
- Ensure that sprinkler pipes are not used to support anything.
- Ensure that spare sprinkler heads and a sprinkler wrench are available. Any repair, replacement and alterations of the sprinkler system components shall be in accordance with the current edition of NFPA Standard 13 "Installation of Sprinkler Systems".
- Refer to the current edition of NFPA Standard 13 "Installation of Sprinkler Systems" for complete details.

Standpipe Hose System

Ontario Fire Code, Division B, Section 6.4

Monthly Inspection:

- Inspect the hose in hose cabinets to ensure that it is in its proper position and ready for use. Defective hose is to be replaced or repaired.
- Ensure that all equipment in the hose cabinet is in operating condition.

Annual Inspection and Maintenance:

- **Annual tests shall be conducted by a qualified service contractor.**
- Ensure that cabinet water valves can be operated by hand.
- Ensure that there is no water leakage into the hose.
- Remove the hose and re-rack it in each hose cabinet. The folds in the hose should be changed.
- Replace any worn gaskets at the water valve and nozzle.
- Check nozzle for operation.
- Inspect the fire department connection for obstructions, damaged threads and rust.
- Ensure that the fire department connection is properly identified.
- Ensure that the cabinet is identified as being for use by trained persons only.

Annual Test:

- Conduct a flow and pressure test from the highest and most remote hose valve or connection.
- Ensure that test results indicate that water supply is available as per the original design of the system.
- Flushing each riser to remove residue, rust, scale, which may block the nozzle when in use, is recommended.

By 2033 and Every 5 Years Thereafter:

- The dry portion of the fire department connection piping of a standpipe system shall be hydrostatically tested at a pressure of not less than 1050 kPa (gauge) for 2 hours at intervals of not more than five years where:
 - (a) the fire department connection piping has been in service for more than thirty years, or
 - (b) the age of the fire department connection piping cannot be determined.
- Fire department connection piping shall be inspected annually with any plugs or caps removed to ensure that
 - the fire department connection is physically unobstructed and readily accessible,
 - the fire department connection identification sign is in place and visible,
 - the fire department connection is free of wear, rust or obstruction,
 - couplings or swivels are not damaged and rotate smoothly,
 - gaskets are in place and in good condition,
 - the check valve is not leaking,
 - the automatic drain valve is in place and operating properly, and
 - fire department connection clappers are in place and operating properly.

Notes:

- Ensure that the hose cabinet is conspicuously identified and unobstructed.
- Test standpipe systems when they are modified, extended or restored to service.

- Ensure that all valves controlling water supply to the standpipe and hose system are locked or sealed in the open position, unless supervised by the fire alarm system.

Portable Fire Extinguishers

Ontario Fire Code, Division B, Section 6.2 and NFPA10

Monthly Inspection:

- Check nozzle for operation and any obstructions.
- Ensure that seals or tamper indicators are in place.
- Ensure that the pressure gauge reading is satisfactory.
- Check for apparent physical or mechanical damage.
- Ensure that instructions for use are legible and face outwards.

Annual Inspection:

- All portable extinguishers are subject to annual inspection and maintenance by a qualified service contractor.
- Hydrostatic testing and recharging of extinguishers must be conducted by a qualified service contractor.

Notes:

- Only ULC labelled extinguishers shall be installed.
- Portable extinguishers shall be located so that they are easily seen.
- Portable extinguishers shall be accessible at all times.
- In large floor areas, and in locations where visual obstructions cannot be avoided, signs and markings shall prominently indicate the location of portable extinguishers.
- Ensure that the extinguisher is set on a hanger or bracket or in a closed fire hose cabinet.
- A portable extinguisher shall be installed so that the top of the extinguisher is not more than 1.5 meters (5 feet) above the floor, where the gross weight of the extinguisher is 18 kg (40 pounds) or less.
- The extinguisher must have an inspection tag attached showing the maintenance or recharge dates, the servicing agency and signature of the person who performed the service.
- Extinguisher shells, cartridges or cylinders that rupture or show signs of leakage, or permanent distortions in excess of specified limits shall be removed from service.
- Defective portable fire extinguishers shall be repaired, replaced or recharged as necessary.
- Portable fire extinguishers shall be maintained in accordance with the manufacturer's recommendations.
- Portable fire extinguishers shall be replaced or recharged according to the instructions given on the extinguisher's name plate after use.
- Portable extinguishers that are suitable for class C fires (electrical) shall be provided in or near service rooms containing electrical equipment.
- Dry chemical fire extinguishers are subject to internal inspection and servicing every 6 years.
- All portable extinguishers shall be subjected to hydrostatic testing at the following intervals:
 - Pressurized water extinguishers: every 5 years
 - Dry chemical extinguishers: every 12 years
 - CO2 extinguishers: every 5 years
 - K class extinguishers every 5 years
- A label must be fixed to the extinguisher indicating the month and year of the hydrostatic test, and include the test pressure and signature of the person or agency performing the test.

- Refer to NFPA 10, Standard for Portable Fire Extinguishers, for more details.

Commercial Cooking Equipment

Ontario Fire Code Division B, Section 6.8.1.1, NFPA 96 and NFPA 17A

General:

- Ensure a wet chemical portable fire extinguisher is provided to protect commercial cooking equipment and is readily available for use in an emergency.

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 oil sludge.

Six Months:

- Inspection and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1., NFPA 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking Activities and NFPA 17A – Standard for Wet Chemical Extinguishing Systems
- Inspection of the entire exhaust system for grease build up by a properly trained, qualified and certified company or person(s)

High-Rise Elevators

Ontario Fire Code, Division B, Subsection 7.2.2.

Ongoing:

- The keys required to recall elevator and to permit independent operation of each elevator shall be kept in the location required by the Building Code:
 - Shall be provided in a suitably identified box conspicuously located on the outside of an elevator hoist way near the central alarm control facility, and
 - Kept at the central alarm and control facility
- Firefighters' elevators shall be maintained in operable condition.
- The firefighters' elevator symbol shall be maintained in identifiable condition.

Quarterly Tests:

- Test elevator door opening devices that are operated by photo-electric cells to ensure that the device becomes inoperative after the door has been held open for more than 20 seconds with the photo-electric cell covered.
- Test the key operated switch located outside of the elevator. Ensure that:
 - The turning of the switch will render the emergency stop switch in the car inoperative
 - It brings the car to the street floor or to the transfer lobby
 - It cancels all other calls once the car has stopped
- Test key operated switches in the elevator and ensure that activation of the switch will:
 - Allow operation of the elevator independently of other elevators
 - Allow the operation of the elevator without interference from floor call buttons
 - Render door protective devices inoperative
 - Control the opening of power-operated doors only by continuous pressure on the door opening button to ensure that if the open button is released while the door is opening that the doors will automatically close

Emergency Lighting Units

Ontario Fire Code, Division B, Subsection 2.7.3

Monthly Check:

- Check pilot lights for indication of operating conditions.

Monthly Test:

- Ensure that the emergency lights will function upon failure of the primary power supply.

Monthly Inspection:

- Ensure that the unit is secure in its location and aimed properly.
- Ensure that the terminal clamps are clean and tight.
- Ensure that the battery surface is kept clean and dry.

Annual Test:

- **Annual tests shall be conducted by a qualified service contractor.**
- Test the emergency lighting unit to ensure that the units will provide emergency lighting for 30 minutes under simulated power failure conditions.
- Test the charging conditions for voltage, current and recovering period and ensure that the charging system is in accordance with the manufacturer's specifications.

Means of Egress

Ontario Fire Code, Division B, Section 2.7

- Means of egress shall be maintained in good repair and free of obstructions.
- Lighting provided for illumination in exits and access to exits shall be maintained.
- Exterior passageways shall be maintained in good repair and operational and kept free of snow and ice accumulations.
- Ensure exit doors can be opened with a force of not more than 90 newtons (about 20 lbs of force)
- Ensure that doors in a means of egress can be readily opened from the inside with no more than one releasing operation and without requiring keys, special devices or specialized knowledge of the door opening mechanism.
- Maintain exit signs and ensure that they illuminated, clear and legible.

Closures in Fire Separations

Ontario Fire Code, Division B, Section 2.2

Ongoing Inspections:

- Closures in fire separations shall be maintained to ensure that they are operable at all times by:
 - keeping fusible links and heat or smoke-actuated devices undamaged and free of paint and dirt,
 - keeping guides, bearings and stay rolls clean and lubricated,
 - making necessary adjustments and repairs to door hardware and accessories to ensure proper closing and latching, and
 - repairing or replacing inoperative parts of hold-open devices and automatic releasing devices.
- Closures in fire separations shall not be obstructed, blocked, wedged open, or altered in any way that would prevent the intended operation of the closure.

- A door in a fire separation shall be kept closed when not in use.
- A door in a fire separation shall be checked as frequently as necessary to ensure that the door remains closed, unless the door is designed to close automatically in the event of a fire emergency, or a door for which an approved fire safety plan contains provisions for closing in the event of a fire emergency.
- A door opening in a fire separation and the areas surrounding the door opening shall be kept clear of anything that would be likely to obstruct or interfere with the free operation of the door.

Monthly:

- Closures in fire separations shall be inspected monthly, including:
 - Fire doors (stairwells, service rooms, firewall doors, etc.)
 - Fire dampers (garbage chute discharge)
 - Garbage chute intake doors
- Doors equipped with self-closing devices must close and latch without assistance.

Emergency Electrical Power Supply

Ontario Fire Code, Division B, Section 6.7 and CSA C282-09

Note:

- The following inspections shall be conducted in accordance to CSA C282, Emergency Electrical Power Supply for Buildings.

Weekly:

- Check emergency generator for any faults or repairs.

Monthly:

- Test the system with a 60-minute building load test with a minimum of 30% rated load.

Semi-Annual:

- **Semi-annual inspections shall be conducted by a qualified service contractor.**
- Thorough inspection of the generator set and testing of safety devices.

Annual:

- **Annual inspections shall be conducted by a qualified service contractor.**
- Oil, oil filter and fuel filter change.
- Battery load test.
- Test antifreeze strength.
- 2-hour full load test with infrared scan of electrical connections.
- Transfer switch isolation and maintenance.

Every 5 Years:

- **5-year inspections shall be conducted by a qualified service contractor.**
- Inspection of the AC alternator insulation and perform an insulation test.
- Drain and flush cooling system and refill the system with new coolant.
- Clean radiator tubes and cooling fins.

Heating, Ventilation and Air Conditioning

Ontario Fire Code, Division B, Section 2.6

Weekly Check:

- Check filters and ducts that are subject to accumulating combustible deposits. Ensure they are cleaned when deposits create a fire hazard.

Annual Inspection:

- Inspect disconnect switches for mechanical air conditioning and ventilation systems. Ensure that the system can be shut down.

Notes:

- Every defective heating appliance in a building shall be removed, repaired or replaced when it creates a hazardous condition.
- Ventilation shafts shall be used only for ventilation purposes.
- Before any work on duct that involved the use of heat producing devices for cutting, welding or soldering, ensure that the system has been shut down. Ensure that the duct is cleaned of any accumulations of combustible deposits, combustible lining and covering material that could be ignited by such work.

Chimneys, Flues and Pipes

Ontario Fire Code, Division B, Sentence 2.6.1.4

Ongoing:

Every chimney, flue and pipe shall:

- Be inspected after the installation of an appliance or after a fire.
- Be replaced or repaired to eliminate:
 - Any structural deficiency or decay
 - All abandoned or unused opening which are not effectively sealed in a manner that would prevent the passage of fire or smoke
- Be repaired or replaced in accordance with the Ontario Building Code when they constitute a fire hazard.
- Be cleaned as often as necessary to keep them free from accumulations of combustible deposits.

Annually:

Every chimney, flue and pipe shall:

- Be inspected at least annually to ensure that no dangerous conditions are present.

Laundry Equipment

Ontario Fire Code, Division B, Sentence 2.4.1.5.

Ongoing Diligence:

- Lint traps in laundry equipment shall be cleaned to prevent the accumulation of lint that creates an undue fire hazard.
- Supervisory Staff shall clean lint traps daily and address any accumulation before it represents a fire hazard.
- Full and thorough cleanings of the laundry equipment by qualified contractors shall be conducted as often as necessary to prevent hazardous accumulation of lint.

Records

A written record shall be kept of all tests and corrective measures for a period of at least two years after they are prepared, and so that at least the most recent and the immediately preceding record of a given test or inspection are retained.

Initial test and verification reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems. These records shall be made available to the Chief Fire Official upon request.

Inspection, Test and Maintenance Records:

- Fire safety planning
- Fire department access
- Fire alarm and emergency voice communication system
- CAN/ULC Fire alarm monitoring
- Smoke and carbon monoxide alarms
- Automatic sprinkler system
- Standpipe hose system
- Fire extinguishers
- Kitchen hood suppression system
- High-rise elevators
- Closures in fire separations
- Means of egress
- Emergency electrical supply
- Heating, ventilation and air conditioning
- Chimneys, pipes and flues
- Laundry equipment

Part 13: Alternative Measures for the Safety of Occupants

This section describes established procedure when any part of the fire protection equipment is inoperative. Assistance and direction for specific situations may be sought from Barrie Fire and Emergency Service. All shutdowns will be confined to as limited an area and duration as possible.

Fire Alarm and Sprinkler Systems:

- Call the maintenance company for immediate repairs.
- Advise all tenants of the impairment.
- Advise the occupants by posting notices at each public entrance to the building. Instruct them to be alert and to call 9-1-1 at the first sign of smoke or fire.
- Notify Barrie Fire and Emergency Service at 705-728-3133 and describe the problem and when you expect that it will be repaired. Confirm in writing if the system will be inoperative for more than 24 hours.
- Establish a fire watch. Refer to Fire Watch instructions below.
- Notify Barrie Fire and Emergency Service at 705-728-3133 when repairs have been completed and the system is operational.
- Remove all posted notices when system has been repaired.

Fire Watch:

- Patrol all common and mechanical areas of the building hourly.
- Provide a means for the fire watch personnel to alert the occupants of the building, such as a whistle or a bullhorn.
- Provide a means for the fire watch personnel to contact Barrie Fire and Emergency Service in the event of an emergency.
- Ensure that fire watch personnel are equipped with portable illumination and protective equipment where warranted.
- Document each patrol on the attached form.
- Retain a written record of all fire watch patrols on site for a period of at least one year and make these records available to the Chief Fire Official upon demand.

Portable Fire Extinguishers:

- Replace the fire extinguisher with a spare of the same class.
- If a spare extinguisher is not available, post a notice at the fire extinguisher location indicating the location of the next closest fire extinguishers.

Standpipe and Fire Hose Systems:

- Call the service company for immediate repairs.
- Notify Barrie Fire and Emergency Service at 705-728-3133 and describe the problem and when you expect that it will be repaired. Confirm in writing if the system will be inoperative for more than 24 hours.
- Advise the occupants by posting notices at each entrance to the building.
- Notify Barrie Fire and Emergency Service at 705-728-3133 when repairs have been completed and the system is operational.
- During alteration of a building required to have a standpipe and hose system, the system shall be installed or dismantled progressively so as to provide protection to all floor areas.

- Standpipe systems that have been modified, extended or are being restored to service after a period of disuse exceeding one year shall be tested in conformance with Articles 6.4.3.2. to 6.4.3.5 of Division B of the Ontario Fire Code.
- Where standpipes are built in walls or partitions, the tests shall be made before the standpipes are concealed.

Kitchen Suppression Systems:

- There will be no cooking activities while the kitchen suppression systems or exhaust systems are not operating per design.

Demolition and Construction:

- Before demolition or construction, including hot surface applications, commences in or on the building or premises, the fire safety plan shall be revised to incorporate:
 - Temporary alternative measures for the fire safety of the occupants during the demolition or construction, and
 - Temporary procedures to control fire hazards associated with the demolition or construction, including procedures to mitigate risks to adjacent buildings.
- Ensure that exiting is maintained
- Conduct fire watch as required
- Post notices of any shutdowns of any systems
- Secure municipal permits where required
- Barrie Fire and Emergency Service must be notified to approve the temporary alternative measures as well as all revisions to the fire safety plan

Fire Watch Form		Date of Fire Watch
Name of Person Conducting Fire Watch		Affected Area
Reason for Fire Watch:		
Time	Evaluation of fire watch area (all clear, smoke , fire)	Signature
Time	Evaluation of fire watch area (all clear, smoke , fire)	Signature
Time	Evaluation of fire watch area (all clear, smoke , fire)	Signature
Time	Evaluation of fire watch area (all clear, smoke , fire)	Signature
Time	Evaluation of fire watch area (all clear, smoke , fire)	Signature
Time	Evaluation of fire watch area (all clear, smoke , fire)	Signature
Time	Evaluation of fire watch area (all clear, smoke , fire)	Signature
Problems to report		

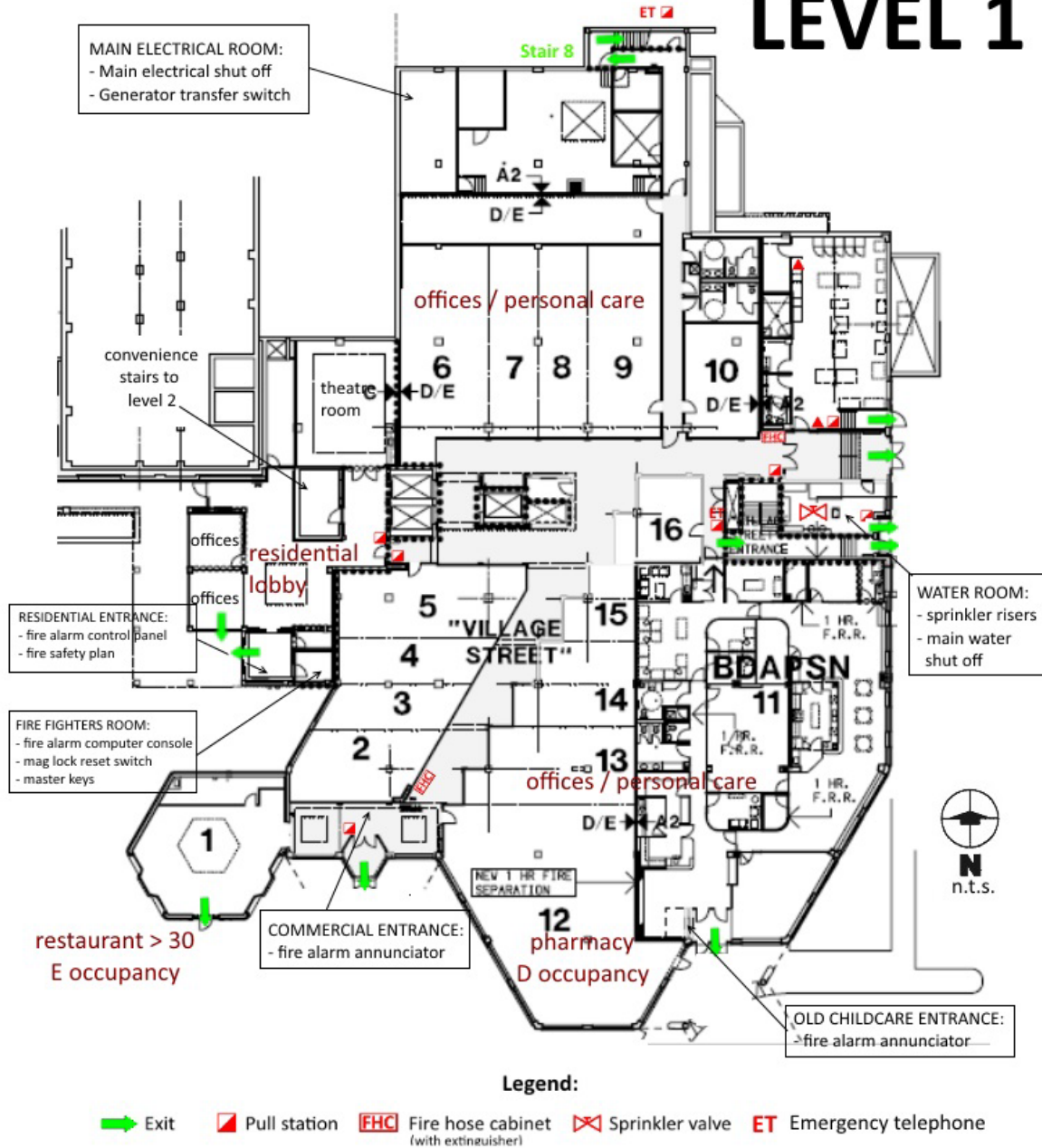
Part 14: Schematics

Victoria Village - Site Plan

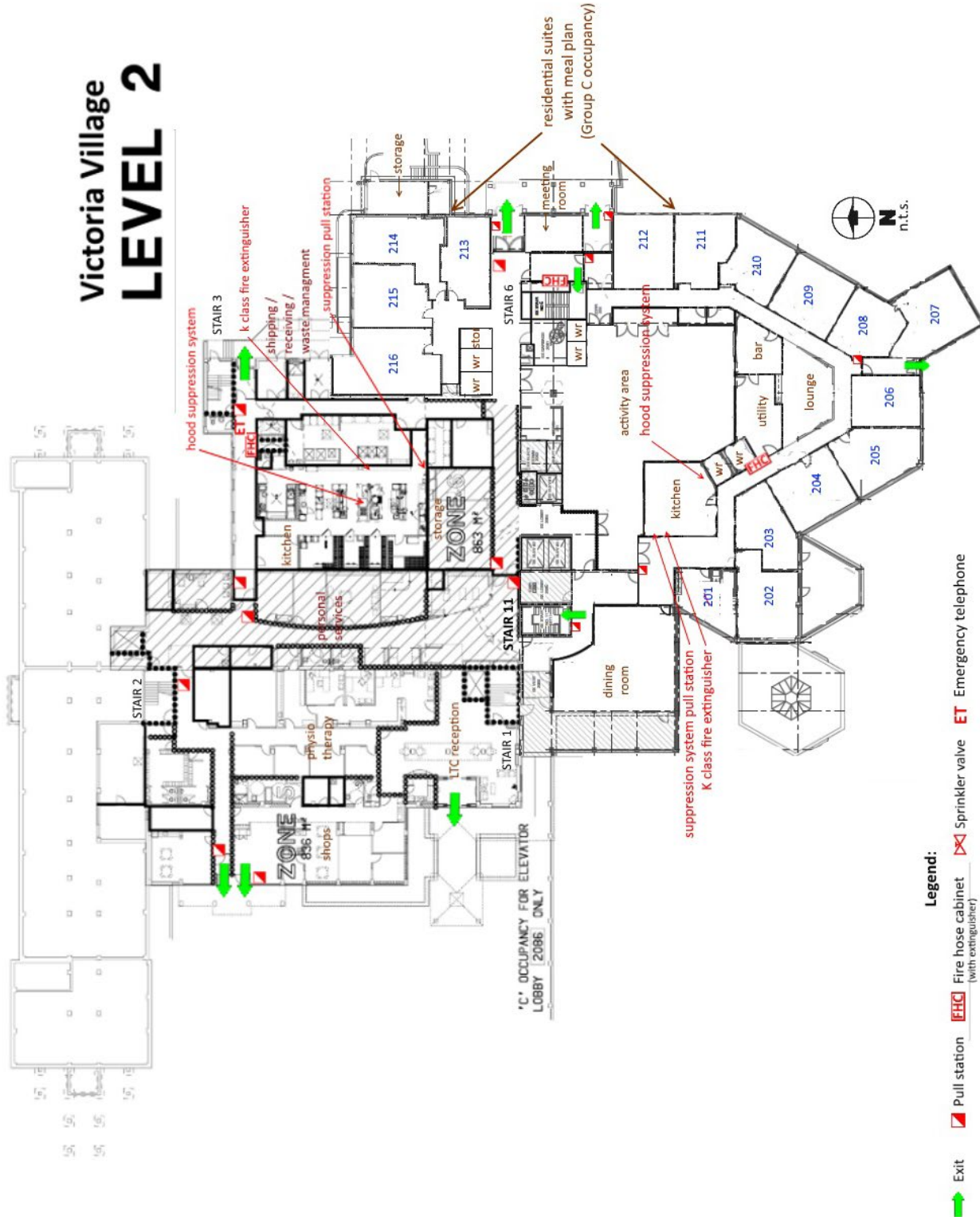


- Legend:**
- ➔ Fire department entry
 - ➔ Fire route
 - ⊗ Fire hydrant
 - ⊗ Siamese connection
 - ⊗ Main gas shut off

Victoria Village LEVEL 1

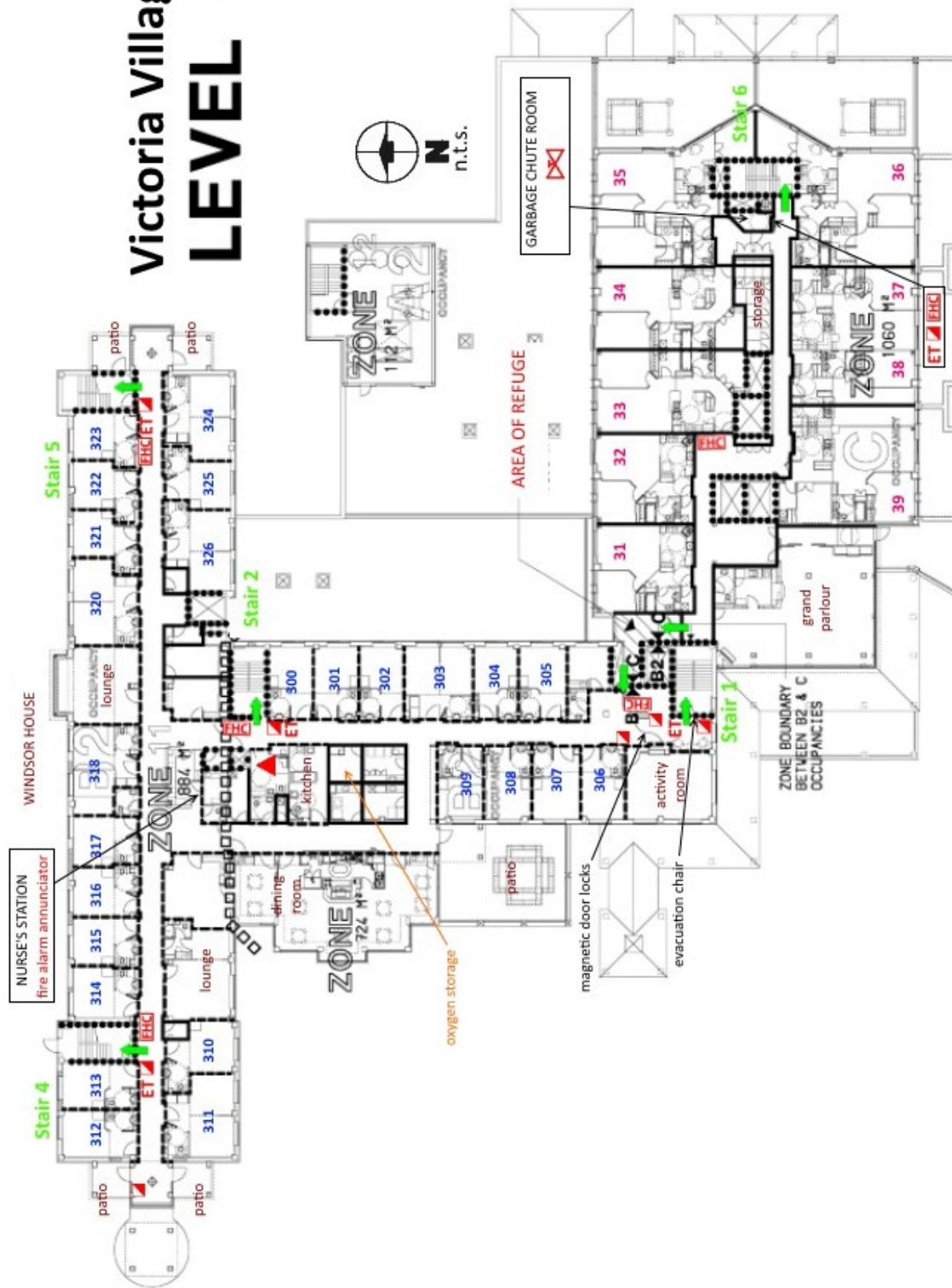


Victoria Village LEVEL 2



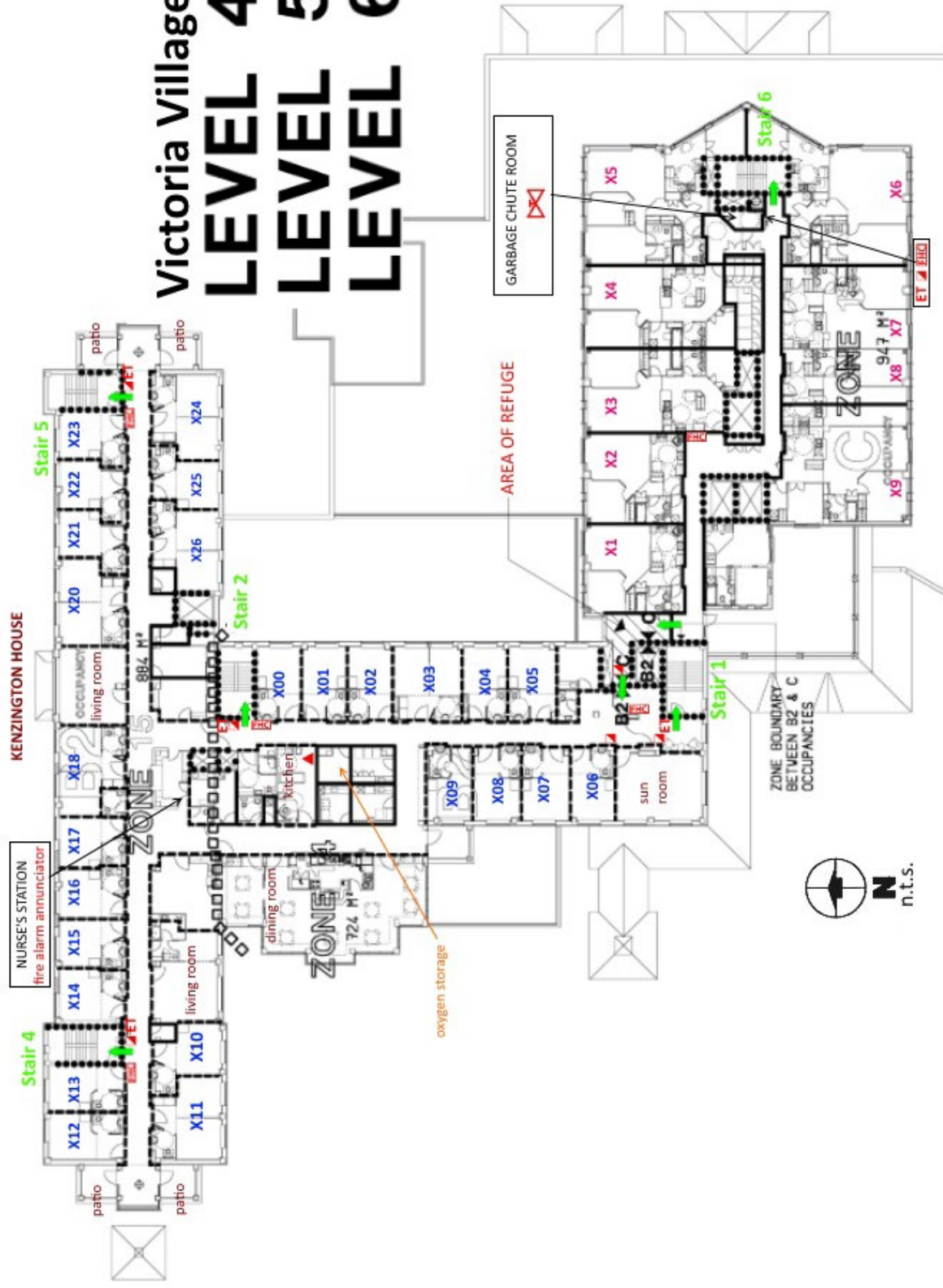
- Legend:**
- ➔ Exit
 - Pull station
 - EHC Fire hose cabinet (with extinguisher)
 - ET Emergency telephone
 - ⊗ Sprinkler valve

Victoria Village LEVEL 3



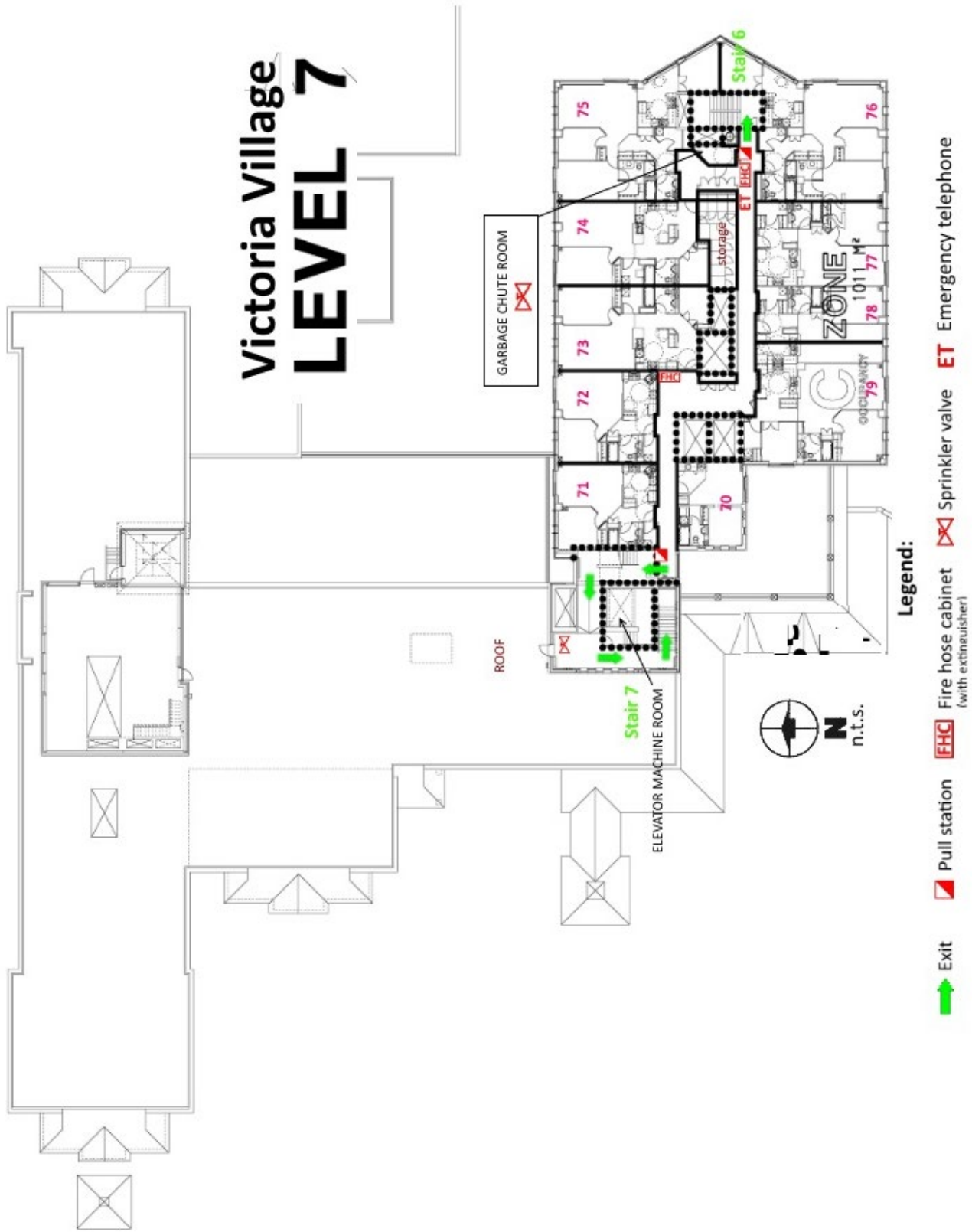
- Legend:**
- Exit
 - Nurse's Station fire alarm annunciator
 - Fire hose cabinet (FHC)
 - Pull station
 - Sprinkler valve
 - Emergency telephone (ET)

Victoria Village LEVEL 4 LEVEL 5 LEVEL 6

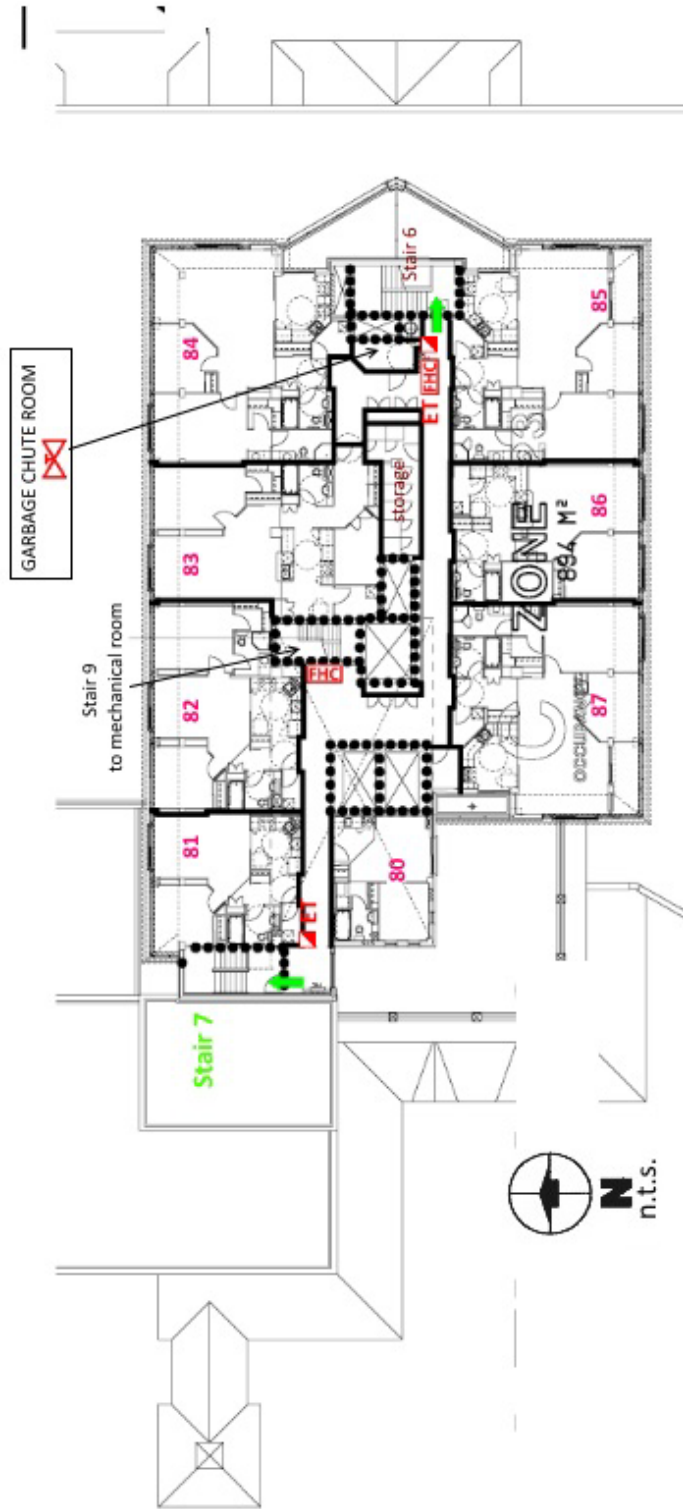


- Legend:**
- Exit
 - Pull station
 - Fire hose cabinet (with extinguisher)
 - Emergency telephone
 - Sprinkler valve

Victoria Village LEVEL 7

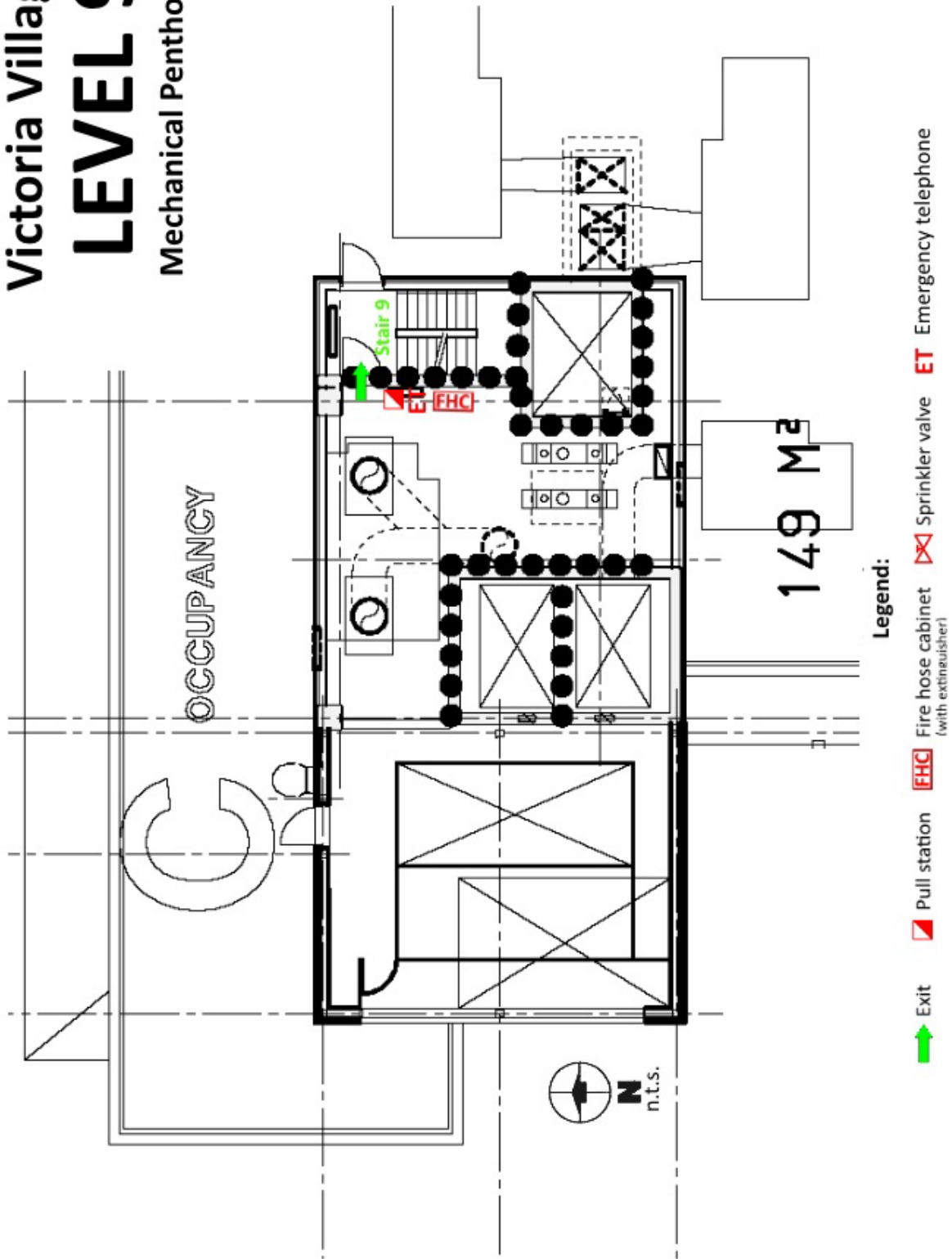


Victoria Village LEVEL 8



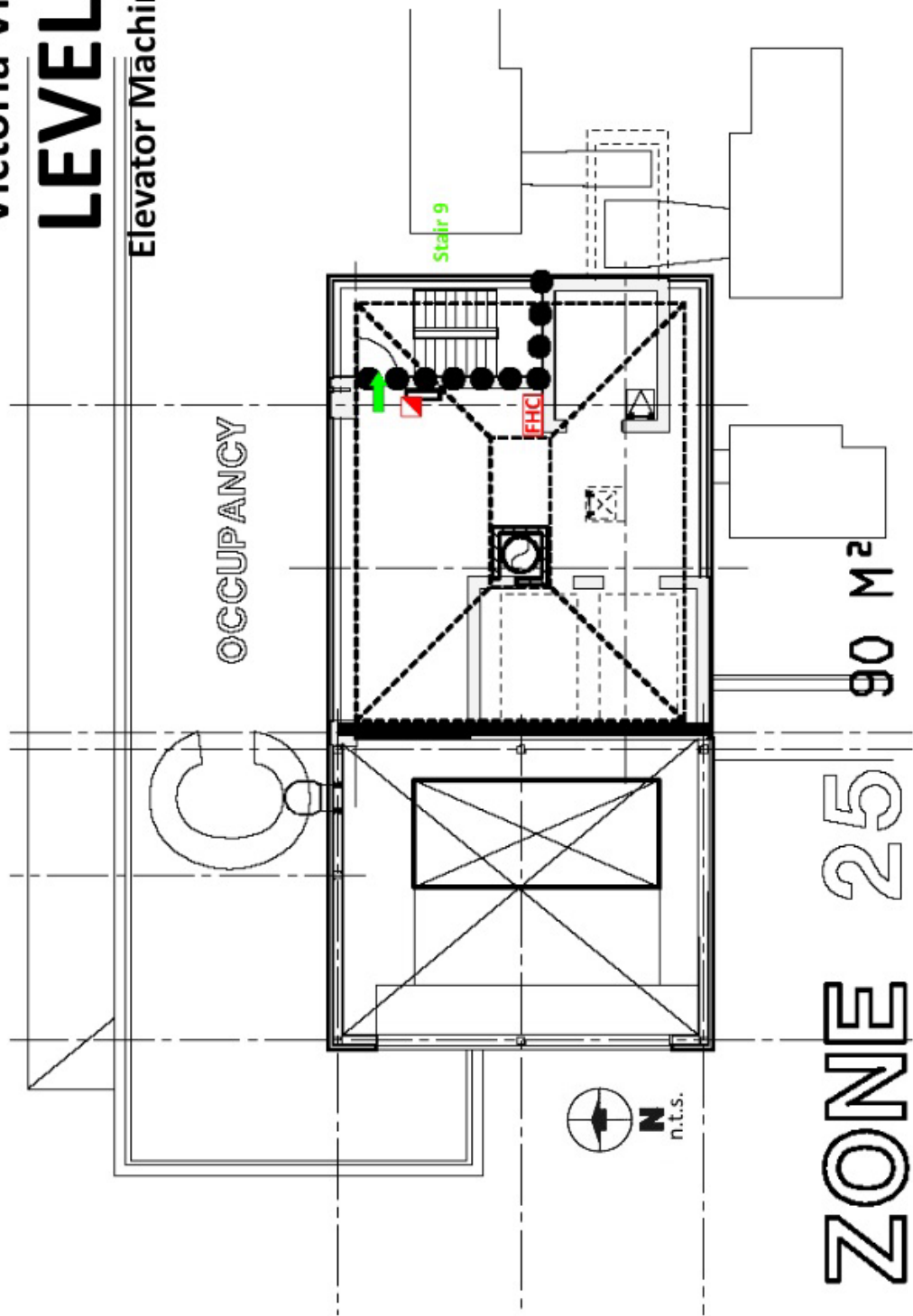
- Legend:**
-  Exit
 -  Pull station
 -  Fire hose cabinet
 -  Fire control zone
 -  Fire hose cabinet (with extinguisher)
 -  Sprinkler valve
 -  Emergency telephone

Victoria Village LEVEL 9 Mechanical Penthouse



Victoria Village
LEVEL 10

Elevator Machine Room



- Legend:
- Exit
 - Pull station
 - Fire hose cabinet (with extinguisher)
 - Sprinkler valve
 - Emergency telephone

Appendix A: Fire Alarm Pre-Recorded Messages

Upon activation of the fire alarm system, pre-recorded messages sound in the following areas:

1. ALL CLEAR

Attention please. Attention please. The alarm condition has been resolved and there is no need to evacuate the building. Please resume your normal activities. We will be resetting the fire system momentarily. Thank you for your cooperation.

2. Fire Alarm System Test

Attention, we will be conducting tests on the fire alarm system. The alarm tones will be sounding for short durations. Please disregard any alarm tones. In the event of an actual emergency, you will be notified via the voice communication system. You will be advised when the tests have been completed.

3. End of Fire Alarm System Test

Attention, testing for the fire alarm system has now been completed. Any future alarm tones are to be completed as a potential emergency.

Appendix C: Other Information

- Ontario Fire Marshal's publication # OFM-TG-01-2013 – Staffing Levels in Care Occupancies, Care and Treatment Occupancies and Retirement Homes
- Ontario Fire Marshal's publication # OFM-TG-04-2016