FIRE SAFETY PLAN
(STUDENT RESIDENCES)
BUILDING D

Reviewed by: ____________________________ August 2020

Approved by: __________________________ From fire Department

Date: 2021-08-08

Contact Master Key Holders: Security Services Staff 24 HR/7 Days a week

PLAN APPROVED BY

______________________________
SIGNATURE

______________________________
DATE
GREATER SUDBURY FIRE SERVICES

September 8, 2020
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INTRODUCTION

Purpose of a Fire Safety Plan
A fire safety plan is designed by the building owner to identify the actions that should be taken by the occupants and building management in the event of fire or similar emergency. In addition, actions are identified which must be implemented and documented, where required, in order to maintain fire protection systems and assist in the prevention of a fire on the premises. The fire safety plan therefore covers for fire prevention, evacuation and emergency response.

A copy of this plan is to be made available to all current students, employees and all other occupants of the building. All recipients of this plan are required to study the procedures outlined and be prepared to follow these procedures in case of a fire or any other emergency.

As a building owner, it makes good business sense to mitigate risks to your tenants, your building and yourself. While the above reflects potential punitive actions, everyone’s main goal should be to ensure the voluntary and effective adoption of a fire safety plan to minimize potential damage to property or loss of life.

Objectives of the Fire Safety Plan

Fire Prevention:
To prevent the occurrence of fire through the control of fire hazards and the proper maintenance of the building safety systems and facilities.

Occupant Safety:
To establish procedures for safe and orderly evacuation of the building in the case of fire or other emergencies.

Fire Control:
To establish procedures that will maximize the probability of controlling and extinguishing a fire in the safest and most efficient manner.

Responsibility for the Fire Safety Plan

The building owner is ultimately responsible for ensuring that the plan is correct and complete and that it is implemented and maintained in order to achieve the above purpose and objectives.

The owner is responsible for appointing Supervisory Staff as referenced in the Ontario Fire Code and to ensure that adequate fire safety information and guidance is provided to all tenants and visitors including alternative measures if the system(s) shut down(s) are required and to ensure fire protection system(s) are maintained in working order.

The Fire Safety Plan’s approved location is at the main entrance of the residence.
HUMAN RESOURCES AUDIT

Building address: 21 Lasalle Blvd Sudbury, Ontario P3A 6B1
Name of Building: College Boreal.
Building Phone Number: (705) 560-6673

Security Service
The Commissionaires
(705) 560-6673 ext.1010

Owner/President:
Daniel Giroux
(705) 698-7310

Vice-president:
Michel Doucet
(705) 918-6625

Director of Physical Resources:
Maurice Éric Rancourt
(705) 690-2990

Manager of Health and Safety and Building Maintenance:
Sylvain Roy
(705) 919-4579

Building Technologist:
Marc Robichaud
(705) 688-6609

Campus living Director: Campus living manager:
Nicole Bellemore Tommi-Lee Gauthier
(705) 385-2831 (705) 207-6831

City of Greater Sudbury:
Fire Department.
200 Brady St.
Sudbury, ON
P3A5P3
(705) 6753341

Monitoring company:
True Steel Monitoring.
230 Alder St.,
Sudbury, ON
P3C 4J2
(705) 674-0116
# AUDIT OF BUILDING RESOURCES

<table>
<thead>
<tr>
<th>Staging area for emergency services:</th>
<th>In an emergency, the assembly point is the lobby at the main entrance of the residence.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Description:</td>
<td>Residential, occupancy group C.</td>
</tr>
<tr>
<td>Building Construction:</td>
<td>non-combustible building</td>
</tr>
<tr>
<td>Building Size:</td>
<td>45351 sf</td>
</tr>
<tr>
<td>Number of Stories:</td>
<td>4</td>
</tr>
<tr>
<td>Exit Locations:</td>
<td>One at main entrance and 6 secondary emergency exits.</td>
</tr>
<tr>
<td>Fire Services Access:</td>
<td>(See Schematics)</td>
</tr>
<tr>
<td>HVAC System:</td>
<td>Natural gas heating</td>
</tr>
<tr>
<td>Occupant Load:</td>
<td>138 occupants a day</td>
</tr>
<tr>
<td>Emergency power lights:</td>
<td>battery-operated emergency lighting</td>
</tr>
<tr>
<td>Voice Communication System:</td>
<td>Edwards near the reception desk, room 201.</td>
</tr>
<tr>
<td>Water Supplies:</td>
<td>Municipal – room 110</td>
</tr>
<tr>
<td>Elevators:</td>
<td>none</td>
</tr>
<tr>
<td>Gas Shut off Valves:</td>
<td>(See schematics)</td>
</tr>
<tr>
<td>Main Electrical Power Disconnect:</td>
<td>Room 205 and 228 of building D</td>
</tr>
<tr>
<td>Lock Boxes:</td>
<td>none</td>
</tr>
<tr>
<td>Hazardous Class Rooms:</td>
<td>none</td>
</tr>
<tr>
<td>Fire Alarm Systems:</td>
<td>Edwards EST3 single stage</td>
</tr>
<tr>
<td></td>
<td>Connected with Regional Alarms (705) 673-8181.</td>
</tr>
<tr>
<td></td>
<td>▪ Main Notifier panel located in room 205, 228 of residence Building D.</td>
</tr>
<tr>
<td></td>
<td>LCD display</td>
</tr>
</tbody>
</table>
SPRINKLER SYSTEM

Location of exterior Fire Department connection: none

<table>
<thead>
<tr>
<th>Fire Pump?</th>
<th>Yes</th>
<th>No</th>
<th>Location N/A</th>
</tr>
</thead>
</table>

Operating instructions:

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>LOCATION</th>
<th>COVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Main shut off valve</td>
<td>Room 203</td>
<td>All of building D</td>
</tr>
</tbody>
</table>

Service company:

- Vipond Fire Protection        (705) 671-7148
- Name                          Phone number

EMERGENCY LIGHT

Location of emergency battery for the emergency lights in the hallways:

- RES 1 Room 105, 205, 318,
- RES 2 Room 223, 321, 401

all good for 30 minutes
FIRE EMERGENCY PROCEDURES FOR OCCUPANTS

The safe assembly point for all occupants is the cafeteria located at the main building A.

Single Stage Fire Alarm System

The residence at College Boreal is equipped with a single-stage fire alarm system;
1st stage = Alarm Signal

In a single-stage alarm system, a distinct alarm signal advises the occupants. The supervisory staff (investigating team) is expected to immediately investigate the source of the alarm to confirm if a fire exists.

Activation of signals;

1st stage = Alarm Signal
- Activates by a fire detection device (smoke, heat, or sprinkler head)
- Manually activating pull station

“STAY CALM”

Upon discovery of fire:

1. Leave the fire area immediately.
2. Assist people with need if safe to do so (ask them how you can help).
3. Close all doors behind you.
4. Activate the fire alarm using the nearest pull station.
5. Evacuate the building using the nearest exit.
6. Call 911 and give the location of the building.
7. Stay away from the building or go to the safe assembly point.
8. Do not reenter the building unless Fire Services, security or a member of the primary emergency team tells you it is safe to do so.
Upon hearing the alarm signal:

1. Never assume it is a false alarm.
2. Evacuate the building via the nearest fire exit.
3. Assist people with need (ask them how you can help).
4. Close all doors behind you.
5. Call 911
6. Stay away from the building or go to the safe assembly point.
7. Do not reenter the building unless Fire Services, security or a member of the primary emergency team tells you it is safe to do so.

Evacuation procedures when alarm signal sounds:

- If you do not find fire or smoke in the corridor, close the door behind you and evacuate the building using the nearest exit or exit stairs. Always check the stairway for heat and smoke before entering; use an alternate exit if it is necessary. **Always remain calm.**

- If you are in an enclosed room, before opening the door; feel the doorknob for heat. If it is not hot, brace yourself against the door and open it slightly. If clear leave the building using the nearest exit. If smoke is heavy in the corridor, close the door quickly. If smoke is heavy in the corridor, it may be safe to stay in your area – close the door and place a wet towel at the base of the door.

- Crouch low to the floor if smoke enters the room.

- Move to the most protected room and partially open the window for air. Close the window if smoke comes in.

- Call the City of Greater Sudbury Fire Services, using 9-1-1, and tell the communications operator where you are located. Wait to be rescued – remain calm – do not panic or jump.

- Follow the supervisor’s and staff’s instructions.

- Assist people with need (ask them how you can help).

- Stay away from the building or go to the safe assembly point.

- Do not reenter the building unless Fire Services, security or a member of the primary emergency team tells you it is safe to do so.
FIRE EMERGENCY PROCEDURES FOR PEOPLE WITH NEED

“STAY CALM.”

Upon discovering the fire:

1. Leave the fire area immediately, attract attention and ask for assistance if available.
2. Activate the fire alarm using the nearest pull station.
3. Evacuate the building using the nearest exit.
4. Call 911
5. If you are on an upper floor and cannot get down to the lower level to evacuate on your own go to the closest staircase if safe to do so:
   a. Call security at (705) 560-6673 ext:1010 or dial 911 and communicate your location.
   b. Wait for firefighters to come and get you.
6. Stay away from the building or go to the safe assembly point.
7. Do not reenter the building unless Fire Services, security or a member of the primary emergency team tells you it is safe to do so.

Upon hearing the alarm signal:

1. Evacuate the building via the nearest fire exit, attract attention and ask for assistance if required.
2. If you are on an upper floor and cannot get down to the lower level to evacuate on your own go to the closest staircase if safe to do so.
   a. Call security at (705) 560-6673 ext:1010 or dial 911 and communicate your location.
   b. Wait for firefighters to come and get you.
3. Stay away from the building or go to the safe assembly point.
4. Do not reenter the building unless Fire Services, security or a member of the primary emergency team tells you it is safe to do so.
FIRE EMERGENCY PROCEDURE FOR SUPERVISORY STAFF
(Emergency team)

“STAY CALM.”

The staging area for fire Services and College Boreal emergency team members is the lobby of the main entrance of the residence.

EMERGENCY TEAM MEMBER AND LOCATION
In red are the fire alarm key holders

- Residence lobby - Director of Physical Resources.
- Residence lobby - Security guard (supervisor).
- Residence lobby - Building system technologist.
- Residence lobby - Manager of H/S and Building Maintenance.
- Residence lobby - Manager of operations at the residence
- Residence lobby – Student life Coordinator
- Two persons from the Emergency Team will be assigned to investigate the building according to information collected at the annunciator panel.

Upon hearing the alarm signal: (if safe to do so)

1. Report to the staging area.
2. Guide occupants evacuating the building using nearest fire exits and guide them to the safe assembly point.
3. Pay special attention to people with need (ask them how you can help) guide them according to Fire Emergency Procedures for people with need.
   a. If you are on an upper floor, no attempt should be made to carry a person downstairs without proper training.
4. Communicate any problems to security or to the Fire Services.
5. Evacuate the building until false alarm confirmed.
FIRE EMERGENCY PROCEDURE (INVESTIGATING TEAM)

Upon hearing the alarm signal: (during business hours). (If safe to do so)

People from the Emergency Team will be assigned to investigate the building according to information collected at the annunciator panel and evacuate people if needed.

1. Look at the fire panel.

2. One member of Physical Resources stays at the control centre to assist the Fire Services and use the communication system to address occupants with status.

3. Other members Investigate the alarm and extinguish the fire, if possible.

4. If there is smoke and fire can’t extinguish, evacuate the occupants.

5. Leave the fire area.

6. Meet Fire Services at main entrance.

7. Communicate the location of the people with need.

8. Have a member of Physical Resources to assist Fire Services for any specific request.

9. If it is a false alarm:
   a. Reset the fire alarm system under the direction of the fire services.
   b. Allow occupants to enter the building under the direction of Fire Services.
FIRE EMERGENCY PROCEDURES FOR SECURITY SERVICE

“STAY CALM.”

Upon hearing the alarm signal: (Supervisor During work hours - guard #2 to follow supervisory staff procedures). (If safe to do so.)

1. Call 911.
2. Go to the lobby at the main entrance of the residence and check the annunciator panel the location of the alarm activation.
3. Inform Fire Services and Physical Resources of the location of the activation.
4. Stay in the lobby to assist the Fire Services.
5. Inform fire services the location of the people with need.
6. Evacuate the building by the nearest exit if necessary and close the doors.

Upon hearing the alarm signal: (after work hours). (If safe to do so).

1. Call 911.
2. Carefully assess the location of the fire @ the annunciator panel.
3. Extinguish the fire if possible.
4. Evacuate the building if necessary. Closing all doors on your way out.
5. If alone make sure to meet Fire Services in the lobby at main entrance.
6. Inform Fire Services the location of the people with need.
7. If there is a false fire alarm:
   a. Reset the alarm system under the direction of Fire Services.
   b. Allow occupants to enter the building under the direction of Fire Services.
RESPONSIBILITIES OF SUPERVISORY STAFF

- In charge of the approved fire safety plan and the specific responsibilities of the personnel.
- Educate and train all building personnel and occupants in the use of the existing fire safety procedures to be taken under the approved fire safety plan.
- Survey the building to determine the number of exits (primary and secondary) available for use by the occupants in the case of evacuation.
- Prepare and post on each floor area a schedule for use by the occupants of such exits in case of an evacuation and note 911 as the emergency number.
- Ensure that a schematic diagram, showing the type, location, and operation of all building fire emergency systems (e.g., Location of Fire Alarm Control Panel, Fire Hose Cabinets, Water Control Valves), is maintained.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for the safety of the occupants.
- Provisions of alternative measure for safety of occupants during the shutdown of fire protection equipment.
- Ensure that fire drills are carried out regularly, as required.
- To see that all employees and occupants participate in fire drills and other training sessions at least once annually.
- To ensure that all employees are completely familiar with the fire safety plan and their responsibilities in the event of a fire.
- Notification of the Chief Fire Official regarding changes in the fire safety plan for approval. To review when no changes of the fire safety plan annually.
- Holding of fire drills.
- In a case of a fire during a complete electrical failure, the supervisory staff is responsible for alerting and evacuating the occupants.
Responsibilities of residence staff

- **Access**
  o Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.

- **Means of Egress**
  o Always keep access to exits and exits, inside and outside, clear of any obstructions.

- **Fire Separations**
  o Always keep the doors in fire separations closed.

- **Hazards**
  o Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
  o Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard

- **Building life safety systems**
  o Know the location of keys to provide access to all locked areas and the location of equipment which may be used in an emergency (extra fire extinguishers, pull station glass rods, etc.)
  o Be familiar with the location of keys or ensure you have them with you.
  o Know the procedures to test, silence and reset the Fire Alarm System (An activated system must not be reset until authorized by a Fire Department Officer).
  o Know how to inspect, fire extinguishers, pull stations, emergency lighting systems, and service or arrange services.

- **Alternate Measures**
  o In the event of any shutdown of fire and life safety systems, notify CGS Fire Services and initiate alternative measures.
  o In the event of any shutdown of fire protection equipment, patrol the hallways once every hour and maintain records.

- **Fire Drills**
  o Know how to alert occupants of a fire and other emergency.
  o Know the procedures for people with needs.
  o Participate in fire drills. Occupants' participation should be encouraged.
FIRE EXTINGUISHMENT/CONTROL/CONFINEMENT

Confining a fire in an enclosed space will keep the fire, smoke and fumes from entering other parts of the building or into routes to exits. In many cases this can be accomplished if one person remembers to close the door when leaving the fire area.

Controlling a fire or preventing its spread, by closing the door, will permit a reasonable period necessary for escape from the building.

Fire extinguishment, control and confinement are primarily the responsibility of the fire department. Your primary responsibility when you detect smoke or fire is to leave the fire area, taking other occupants with you, close doors behind you, pull the manual alarm and Dial 911 and notify the fire department of the fire emergency.

FIRE EXTINGUISHERS:

The fire extinguishers located in the common areas of the building are classed ABC. The ABC extinguishers are dry chemical extinguishers. There are three classifications of fire. We must have knowledge of these classifications.

Note: Never use water on class B or C fires.

<table>
<thead>
<tr>
<th>CLASSIFICATION OF FIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> = ORDINARY COMBUSTIBLE, e.g., wood paper, trash, etc.</td>
</tr>
<tr>
<td><strong>B</strong> = FLAMMABLE LIQUIDS, e.g., oil, grease, etc.</td>
</tr>
<tr>
<td><strong>C</strong> = ENERGIZED ELECTRICAL EQUIPMENT, e.g. electrical panel, etc.</td>
</tr>
<tr>
<td><strong>K</strong> = BACKUP SYSTEM FOR GREASE FIRES in commercial kitchens ONLY</td>
</tr>
</tbody>
</table>

FIRE EXTINGUISHER PROCEDURES

Before extinguishing a fire:

1. Evacuate occupants in immediate danger.
2. Pull the manual alarm to notify occupants.
3. Call the fire department immediately.
4. Work with a partner. Only extinguish the fire if the fire is small.
5. Always have a safe exit route. Never let fire come between you and your exit.

To extinguish a fire:
When using the extinguisher, remember the “PASS – WORD.”

- **P** = Pull the Pin (extinguisher is ready)
- **A** = Aim at base of fire
- **S** = Squeeze the trigger
- **S** = Sweeping motion to be used
FIRE DRILL PROCEDURES

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities, as required by the Ontario Fire Code. College Boreal residence conducts fire drills once a year and participation from staff, students and clients is mandatory.

1. Prior to conducting a fire drill, the person conducting the fire drill must contact monitoring agency and Fire Services dispatch at (705) 675-3341 and inform the dispatch of the impending fire drill. The fire drill must be conducted within 15 minutes of this advance call.

2. Informing the building occupants and monitoring station (if applicable) of the fire drill will be at the discretion of the administration of College Boreal.

3. At the time of the advance call to Fire Dispatch, the caller must give their name and a phone number where they can be contacted. No Fire Drills may be conducted without the receipt of this information and the person conducting the fire drill must be able to be contacted for the duration of the exercise.

4. The person conducting the fire drill will receive a call from Fire Dispatch should Greater Sudbury Fire Services receive a call from the public or occupant, a monitoring station, and/or 911 to confirm that the calls Greater Sudbury Fire Services are receiving are related to the fire drill.

5. Should Greater Sudbury Fire Services receive a call during the fire drill period and Fire Dispatch cannot reach the person conducting the drill, then Fire Dispatch will dispatch fire department units to the location.

6. Upon the completion of the fire drill and fire alarm panel is reset and back in service, the person conducting the drill will contact monitoring agency Fire Dispatch and inform them that the exercise is completed. At that time, the caller can receive information from Fire Dispatch regarding the calls received from building occupants/public, the monitoring station or 911.

7. Enforcement under the Ontario Fire Code (Ont. Reg 213/07) Section 2.8 may result should the person conducting the fire drill not follow this procedure.
CONTROL OF FIRE HAZARD

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific directions to avoid fire hazards:

- Do not use the stairwells for storage or accumulation of garbage. Assure proper management of garbage and refuse including packaging and storage materials.
- Combustible materials shall not be permitted to accumulate in any part of a ventilation shaft, stairways, landings, hallways or other routes to exits.
- Keep stairwell, smoke and fire doors always closed and shall be maintained in proper working order.
- Ensure clearance is always maintained to ‘fire protection equipment,’ (e.g., hydrants, standpipe connections, fire routes and hose cabinets)
- Store and use flammable and combustible liquids and gases in small quantities and only in approved containers and locations. (Combustible materials shall not be sued to absorb flammable or combustible liquid spills within buildings.)
- Refrain from using unsafe electrical equipment and wiring (e.g., using extension cords for permanent wiring).
- Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises.
- Do not dispose of flammable liquids or cloths saturated with combustible liquids into the garbage chutes.
- Do not use unsafe electrical equipment, frayed extension cords or overload outlets.
- Use only CSA or UL certified power bars.
- Turn off coffee pots, stove burners, ovens, etc. – when not in use.
- Avoid unsafe cooking practices.
- Do not use a barbeque inside a building.
- Always keep exit doors and other fire doors closed.
- Do not permit combustible waste materials to accumulate in quantities or locations, which will constitute a fire hazard.
- Promptly remove all combustible waste from all areas where waste is placed for disposal.
- Keep access roadways, fire routes and fire pumper connections clear and accessible for Fire Department use.
- Keep hallways clear of any equipment or furniture.
- Turn off space heaters when leaving the unit.
MAINTENANCE AND TESTING PROCEDURES

1. Prior to conducting fire alarm testing/servicing, the person conducting the task must contact the monitoring agency and Sudbury Fire Services at (705) 675-3341 and inform the communicator of the activity. The service person will also advise the communicator to disregard all fire alarm signals until the service person calls back to put the fire alarm system back in service. The communicator shall be advised as to an approximate time frame for the conducting of the servicing/testing and shall be contacted should unexpected delays or time extension arise.

2. At the time of the advance call to the monitoring agency and the Sudbury Fire communicator, the person doing the servicing must provide the communicator with the name of a contact person and phone number at the testing/servicing site for the duration of the shut down.

3. The building occupants and monitoring station (if applicable) shall be notified of the fire alarm test/servicing.

4. A Fire Watch shall be implemented when a fire alarm system or portion of a fire alarm system is placed out of service and it will be the building owner’s responsibility to ensure that the Fire Watch procedure is followed.

5. Should Sudbury Fire receive a 911 call for the address location during the servicing/testing period and the communicator cannot reach the contact person, then the communicator will dispatch fire department units to the location.

6. Upon the completion of the test or service work and the fire alarm is back in service, the person conducting the testing/servicing will contact Sudbury Fire and inform the communicator that the task is completed.
### Means of Egress and Exit Signs

<table>
<thead>
<tr>
<th>Maintenance Measures</th>
<th>Inspection Frequency</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check doors in fire separations to ensure that they are closed.</td>
<td>As required</td>
<td>Security</td>
</tr>
<tr>
<td>Required exit signs shall be maintained to ensure they are clearly visible, clean and legible.</td>
<td>As required</td>
<td>Security</td>
</tr>
<tr>
<td>Maintain exit lights to ensure they are illuminated and in good repair.</td>
<td>As required</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Maintain access to exits including corridors free from obstruction.</td>
<td>As required</td>
<td>Security</td>
</tr>
</tbody>
</table>

### Fire Department Access

<table>
<thead>
<tr>
<th>Maintenance Measures</th>
<th>Inspection Frequency</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire access routes and access panels or windows provided to facilitate access for firefighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction</td>
<td>Daily</td>
<td>Security</td>
</tr>
<tr>
<td>Fire Access routes – streets, yards, private roadways, shall be maintained so as to be immediately ready for use at all times by fire department vehicles.</td>
<td>As required</td>
<td>Security</td>
</tr>
</tbody>
</table>

### Service Equipment, Ducts and Chimneys

<table>
<thead>
<tr>
<th>Maintenance Measures</th>
<th>Inspection Frequency</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check hoods, filters and ducts subject to accumulation of combustible deposits and clean.</td>
<td>Weekly</td>
<td>Staff</td>
</tr>
<tr>
<td>Chimneys, flues and flue pipes shall be inspected (or when any appliance is added).</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>Inspect all fire dampers and fire stop flaps.</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>Disconnect switches for mechanical air conditioning and ventilation systems shall be operated to ensure proper shutdown.</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>Inspect controls in air-handling systems used for venting in a fire to ensure operation.</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>Spark arresters shall be cleaned (or more frequently if debris adversely affect operation).</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>Lint traps in laundry equipment shall be cleaned to prevent accumulation of lint.</td>
<td>As required</td>
<td>Staff</td>
</tr>
<tr>
<td>Chimneys, flues and flue pipes to be clean to prevent accumulation of deposits.</td>
<td>As required</td>
<td>Service company</td>
</tr>
</tbody>
</table>
## Emergency Lighting Systems

<table>
<thead>
<tr>
<th>Maintenance Measures</th>
<th>Inspection Frequency</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check all components of the system.</td>
<td>Monthly</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Pilot lights checked for operation</td>
<td>Monthly</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Test emergency lighting units to ensure emergency lights will function upon failure of the primary power supply.</td>
<td>Monthly</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Test system</td>
<td>Annually</td>
<td>Maintenance</td>
</tr>
</tbody>
</table>

## Water Supply for Firefighting

<table>
<thead>
<tr>
<th>Maintenance Measures</th>
<th>Inspection Frequency</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect valves controlling fire protection water supply to ensure they are wide open and sealed or locked in that position.</td>
<td>Weekly</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Inspect all fire hydrants (and after each use).</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>Fire hydrants water flow tested – main valve opened, and water flow checked.</td>
<td>Annually</td>
<td>Service company</td>
</tr>
</tbody>
</table>

## Sprinkler Systems reference should be made to NFPA 13 for exact details

<table>
<thead>
<tr>
<th>Maintenance Measures</th>
<th>Inspection Frequency</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check that unsupervised sprinkler control valves are open.</td>
<td>Weekly</td>
<td>N/A</td>
</tr>
<tr>
<td>Check exposed sprinkler system pipe hangers.</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>Check all sprinkler heads are free of damage, corrosion, grease, dust, paint.</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>Test water flow on wet sprinkler systems using the most hydraulically remote test connection.</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>Test flow of water supply using main drain valve.</td>
<td>Annually</td>
<td>Service company</td>
</tr>
</tbody>
</table>

## Closures

<table>
<thead>
<tr>
<th>Maintenance Measures</th>
<th>Inspection Frequency</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>A door in a fire separation shall be kept closed when not in use.</td>
<td>As required</td>
<td>Security</td>
</tr>
<tr>
<td>Fire dampers and fire-stop flaps shall be inspected annually or on an approved schedule.</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>Door hardware and other ancillary components are adjusted to ensure proper closing and latching.</td>
<td>As required</td>
<td>Maintenance</td>
</tr>
</tbody>
</table>
### Carbon Monoxide Alarms

<table>
<thead>
<tr>
<th>Maintenance Measures</th>
<th>Inspection Frequency</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test alarm function monthly as recommended by the manufacturer.</td>
<td>Monthly</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Test carbon monoxide alarms using the test button or other manufacturer recommended method.</td>
<td>Annually</td>
<td>Maintenance</td>
</tr>
<tr>
<td>A carbon monoxide alarm shall be replaced within the time frame indicated in the manufacturer’s instructions.</td>
<td>As needed</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Battery-operated carbon monoxide alarms shall be tested after the battery is replaced.</td>
<td>As needed</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Carbon monoxide alarms that are connected to an electrical circuit shall be tested after any change is made to the electrical circuit.</td>
<td>As needed</td>
<td>Maintenance</td>
</tr>
</tbody>
</table>

### Exit Lighting and Emergency Lighting

<table>
<thead>
<tr>
<th>Maintenance Measures</th>
<th>Inspection Frequency</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required exit signs shall be clearly visible and maintained in a clean and legible condition.</td>
<td>As required</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Exit sign shall be illuminated externally or internally, as appropriate for the sign’s design while the building is occupied.</td>
<td>As required</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Pilot light on emergency lighting unit equipment shall be checked monthly for operation.</td>
<td>Monthly</td>
<td>Maintenance</td>
</tr>
</tbody>
</table>

### Fire Alarm Systems *Reference CAN/ULC-S536*

<table>
<thead>
<tr>
<th>Maintenance Measures</th>
<th>Inspection Frequency</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check fire alarm AC power lamp and trouble light.</td>
<td>Daily</td>
<td>Security</td>
</tr>
<tr>
<td>Check trouble conditions.</td>
<td>Daily</td>
<td>Security</td>
</tr>
<tr>
<td>Check all fire alarm components including standby power batteries.</td>
<td>Monthly</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Operate one detection device or pull station on a rotational basis, check operation of alarm and trouble indicators.</td>
<td>Monthly</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Test fire alarm system by persons acceptable to the authority having jurisdiction for the service of Fire Alarm Systems.</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>Instructions for system operation are to be posted and included in the fire safety plan.</td>
<td>As required</td>
<td>Maintenance</td>
</tr>
</tbody>
</table>
### Portable Fire Extinguishers reference NFPA 10 for details

<table>
<thead>
<tr>
<th>Maintenance Measures</th>
<th>Inspection Frequency</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable extinguishers shall be inspected monthly. The tag attached will be initialed</td>
<td>Monthly</td>
<td>Security</td>
</tr>
<tr>
<td>each month or a permanent record is to be maintained for each portable extinguisher.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A permanent record containing the maintenance date, the examiner’s name and a</td>
<td>As required</td>
<td>Service company</td>
</tr>
<tr>
<td>description of any work or hydrostatic testing carried out shall be prepared and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>maintained for each portable extinguisher.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stored pressure type extinguishers that require a 12-year hydrostatic test shall</td>
<td>Every six years</td>
<td>Service company</td>
</tr>
<tr>
<td>be emptied and subjected to the applicable maintenance procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydrostatically test dry chemical and vaporizing liquid type extinguishers.</td>
<td>Every twelve years</td>
<td>Service company</td>
</tr>
<tr>
<td>Portable fire extinguishers shall be replaced or recharged after use in conformance</td>
<td>As required</td>
<td>Service company</td>
</tr>
<tr>
<td>with instructions given on the extinguisher nameplate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extinguishers shall be subject to maintenance not more than one year apart of when</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>specifically indicated by an inspection.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance procedures shall include a thorough examination of the three basic</td>
<td>Annually</td>
<td>Service company</td>
</tr>
<tr>
<td>elements of an extinguisher:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Mechanical parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Extinguishing agent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Expelling means</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Monthly Portable Extinguishers inspection:

- Gauge is showing full charge.
- Gauge is not damaged and attached to the cylinder.
- Handle and nozzles are undamaged and firmly attached.
- No obstructions in hose/nozzle.
- Hose is flexible and not cracked.
- The cylinder is not dented and does not exhibit excessive rust.
ALTERNATIVE MEASURE FOR OCCUPANT FIRE SAFETY

In the event of any shutdown of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing at fireinquiries@greatersudbury.ca. Occupants will be notified, and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bullhorns, walkie-talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from Greater Sudbury Fire Services Fire & Emergency Services.

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

1. Notify Greater Sudbury Fire Services (Fire Com) 705 675-3341 Give your name, address and a description of the problem and when you expect it to be corrected. Greater Sudbury Fire Services is to be notified in writing of shutdowns longer than 24 hours.

2. Post notices on all floors and in the lobby entrance, stating the problem and when it is expected to be corrected.

3. Have staff of other reliable person(s) patrol the affected area(s) at least once every hour.

4. Notify Greater Sudbury Fire Services and the building occupants when repairs have been completed and systems are operational.

- In the event of complete electrical failure during a fire, the primary team is responsible for alerting and evacuating the occupants

- In the event of a section of the fire protection systems require being shut down temporarily, the security service is responsible for fire watch procedures.

- During construction or renovation affecting firefighting access, procedures would be taken and identified in the contract with the contractor and Fire Services would be notified ahead of time.
FIRE WATCH PROCEDURES

The Ontario Fire Code always requires that buildings equipped with fire alarm systems and sprinkler systems be fully operational. Therefore, in the event any of these systems are off-line for any reason whatsoever, a Fire Watch using Fire Watch personnel is to be implemented immediately.

In the event of a fire alarm or sprinkler system failure, and / or maintenance repairs, in the following procedures will be followed:

Residence staff is designated for fire watch of this building.

- Under fire watch residence staff must:
  - Visually inspect on an hourly basis, each floor, all electrical and mechanical room, and kitchens until the fire alarm and / or sprinkler system are functional.
  - Keep a written record of the hourly fire watch inspection.
  - Contact their monitoring agency if they are going to be working on their system and testing after initial fire call, to prevent the Fire Dept. responding again.
  - Notify the Fire Dept. when the fire alarm and / or sprinkler system is functional, (705) 675-3341.
  - Security Service or maintenance will isolate or shut down system in affected area to prevent more false alarms
  - Contact the Fire Dept. and other occupants in the building when an emergency exists.

- All occupants must be notified that the fire alarm and / or sprinkler systems do not operate and if they suspect and / or see a fire, supervisory staff must notify the Fire Dept. by calling 911, giving the address, location, and type of fire.
FIRE WATCH REPORT

Fire Watch requested by:

☐ Fire Department  Date: ____________  Time: ____________
☐ Fire Alarm Technician  Date: ____________  Time: ____________
☐ Security Service  Date: ____________  Time: ____________

Section a – Description of Fire Watch

☐ Monitoring agency Notified Time: ______
Select the appropriate description below

☐ Staff Notified Time: ______

☐ Fire Watch is residence-wide

☐ Fire Watch is “downgraded” by the fire zone: Specify which areas of the building are under Fire Watch:
___________________________________________________________________________

☐ Annual alarm system inspection – provide specifics: _______________________________________________________________________
___________________________________________________________________________

☐ Other type of Fire Watch: ___________________________________________________________________

Signature of residence staff  _______________ Signature of Supervisor  _______________

Section B – Fire Watch Cancellation

☐ Monitoring agency Notified Time: ______

☐ Staff Notified Time: ______

Fire Watch Cancelled by: ___________________________________________________________________

Date: ________________  Time: ____________

I certify to the best of my knowledge that the fire alarm system is fully operational, and I hereby cancel the fire watch.

Signature of person cancelling fire watch: ___________________________________________________________________

Signature of Security guard: ___________________________________________________________________

COMMENTS:___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
FIRE WATCH LOG

College Boreal 21 Lasalle
Date: ____________ Time Begin: ____________ Time End: ____________
Reason: ___________________________________________________________________
Supervisory staff designated: __________________________________________________

<table>
<thead>
<tr>
<th>1st Floor</th>
<th>2nd floor</th>
<th>3rd floor</th>
<th>4th floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:00</td>
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<td>01:00</td>
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<td>04:00</td>
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<td>05:00</td>
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<td>06:00</td>
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<tr>
<td>22:00</td>
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<tr>
<td>23:00</td>
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</tbody>
</table>

Comments:
_________________________________________________________________________
_________________________________________________________________________
Légende / Legend – Résidence / Residence

- Panneau d’Alarme à Feu / Fire Alarm Panel
- Fermeture Eau Central / Water Main Shut Off
- Fermeture de Gicleurs / Sprinkler Shut Off Valve
- Pompe à Feu / Fire Pump
- Salle de Chaudières / Boiler Room
- Salle Mécanique / Mechanical Room
- Salle Électrique / Electrical Room
- Sortis et Entrées / Exits and Entrances
- Fermeture Gaz Naturel / Natural Gas Shut Off
- Lumière d’Urgence / Emergency Light
- Instincteur / Fire Extinguisher
Résidence / Residence - Troisième Plancher/ Third Floor
Collège Boréal
Sudbury, Ontario
APPENDIX B

Légende / Legend – Diagramme Terrain
Exterieur / Exterior Plan

- Édifice Principal / Main Building
- Édifice de Métiers / Trades Building
- Amphithéâtre / Lecture Hall
- Résidence / Residence
- Serres / Greenhouses
- Entrée Principale / Main Entrance – via Boulevard Lasalle
- Entrée Secondaire / Secondary Entrance – via Cambrian Heights
- Numérotation Porte de Garage/Garage Door Numbering
- Plan Électrique / Electrical Building
- Générateurs/Generators
- Bouche d’Incendie / Fire Hydrant
- Voie d’Accès des Pompiers / Fire Route
- Connections Siamois pour Pompiers / Fire Fighter Siamese Connection