

Richard D. Steele Construction (1979) Ltd.

Fire Safety Plan

Supported by



PENINSULA

Richard D. Steele Construction (1979) Ltd.

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1.0 POLICY STATEMENT

Richard D. Steele Construction 1979 Ltd. (the “Business”) is committed to complying with all of the provisions contained in the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 Section 2.8 Division B* (the “FPPA”) and the *Building Code Act, 1992, S.O. 1992, c.23* (the “BCA”), any successor legislation, and the regulations thereto, as they are amended from time to time.

The Fire Safety Plan is intended to:

- describe the safety procedures and measures for any and all occupants present at the Business in the event of a fire;
- reduce fire-related incidents and increase health and safety awareness; and
- assist firefighters in the performance of their duties in the event of an emergency by providing floor plans and building and tenant information.

2.0 DEFINITIONS

For the purposes of this document, the Business adopts the following definitions as contained in the FPPA and BCA:

“Combustible Materials”	Includes materials such as dust, liquids, and fibers that can cause a fire.
“Fire Safety Equipment”	Devices such as alarm/alert signals, exits, heat detectors, fire extinguishers, smoke alarms and detectors, and sprinklers.
“First Aid Provider”	Personnel holding a valid St. John Ambulance Emergency First Aid Certificate or its equivalent.
“Flammable Materials”	Materials composed of gases, liquids, and solids that will catch fire and continue to burn if exposed to a spark or flame.
“Hazard”	Any practice, behaviour, condition, or circumstance or combination of these that could cause injury or illness to people or damage to property, such as completing dangerous work without adequate training, defective machinery, and defective safety equipment, or a near miss.
“Muster Point”	The meeting place in the event of an evacuation.
“Occupants”	Persons, animals, or property using a building or part of a building.
“Owner”	Any person, firm, or corporation having control over any portion of the building or property under consideration, including the persons in the building or property.

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3.0 PENALTIES

Penalties for non-compliance by an individual can be as high as \$50,000 per count, while penalties for a corporation can be as high as \$100,000. In addition, contravention may lead to imprisonment.

4.0 ROLES AND RESPONSIBILITIES

All people present in the Business are responsible for complying with the *FPPA* and *BCA*. Further position-specific roles and responsibilities are set out below.

4.1 OCCUPANT

- Be familiar with the floor area, exits, and the location of firefighting equipment.
- Assist the management in emergency evacuation procedures as requested.
- Evacuate to the designated muster point for emergency roll call.
- Participate in fire drills and/or emergency evacuation drills.
- Report hazards.

4.2 OWNERS, PROPERTY MANAGERS, AND OTHER PERSONS CONTROLLING THE PROPERTY

- Ensure the Fire Safety Plan is developed and fully implemented.
- Conduct fire drills in accordance with the Fire Code, incorporating emergency procedures appropriate to the building.
- Appoint, organize and train supervisory personnel to carry out duties and emergency procedures.
- Ensure all workers participate in training.
- Maintain building facilities for the safety of occupants.
- Ensure the information in the Fire Safety Plan is current and updated.
- Ensure that the Fire Safety Plan is distributed to all occupants.
- Complete the necessary checks, tests, inspections and maintenance of fire protection equipment as required by the Fire Code (See table under “Testing Records”)

5.0 EMERGENCY FIRE PROCEDURES

- Every fire extinguisher shall be inspected for defects or deterioration at least once a month by a competent worker who shall record the date of the inspection on the tag attached to it.
- Every worker who may be required to use fire extinguishing equipment shall be trained in its use. Training may be performed in-house or by a 3rd Party.
- Fire extinguishing equipment shall be of a suitable type and size to permit the evacuation of workers during a fire. Every fire extinguisher:
 - Will be a type whose contents are discharged under pressure
 - Will have an Underwriters' Laboratories of Canada 4A40BC rating.
- Fire extinguishing equipment shall be provided at readily accessible and adequately marked locations at a project. At least one fire extinguisher shall be provided:
 - Where flammable liquids or combustible materials are stored, handled or used
 - Where oil-fired or gas-fired equipment, other than permanent furnace equipment in a building, is used
 - Where welding or open-flame operations are carried on
 - On each story of an enclosed building being constructed or altered.
- At least one fire extinguisher shall be provided in a workshop for each 300 or fewer square metres of floor area.
- Supervisors will ensure workers under their direct supervision are aware of the site-specific evacuation routes in case of an emergency.
- Call 911
- Sound alarm (if any)
- Use fire extinguisher to put out fire if it can be done without jeopardizing your safety. If not, use it to clear a path for your escape.
- Begin evacuation.
- Give details to the EMS when they arrive.

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6.0 OCCUPANTS FIRE PROCEDURES

Follow these steps in the event of a fire.

6.1 WHEN A FIRE/SMOKE IS DISCOVERED

- Activate building fire alarm system. Remain calm and prepare to evacuate.
- Never try to fight a fire unless you have been trained to use a fire extinguisher; if you have been trained, you should only use the fire extinguisher in the very early stages of the fire.
- Leave the area immediately and remove any persons in immediate danger.
- Close the doors to the affected area.
- Use the stairways and never use elevators; if you encounter smoke, use an alternate stairway.
- Exit from the building via the nearest exit when the alarm sounds (emergency exit floor plan). Meet at the muster point.
- Call **911** and advise them of your building location and floor number.
- Do not return to the building until the All Clear Announcement has been made.

6.2 WHEN THE FIRE ALARM SOUNDS

- Assume emergency evacuation.
- Alert occupants and leave the fire area; take the suite key if it is readily available.
- Before opening any doors, feel the door and doorknob for heat. If they are not hot, brace yourself against the door and open it slightly. If they are hot, use an alternate exit.
- If you see smoke or feel air pressure or a hot draft, close the door quickly and look for an alternative exit or route.
- Evacuate via the stairwells, and do not flow or stop the flow.
- Follow the wall to the nearest exit and leave the building.
- Stay away from the building in case debris falls from the building.
- Proceed to the Business's muster point

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- Do not return to the building until the All Clear Announcement is made.

6.3 IF YOU ARE TRAPPED WHEN THE FIRE ALARM SOUNDS

- Return to an office and close the door.
- Seal off all cracks or other openings through which smoke may enter the room.
- If water is available, dampen a cloth and breathe through it to filter out smoke and gases.
- Call **911** and alert them of your address, floor, and room number.
- Wait to be rescued and remain calm.

6.4 PERSON REQUIRING ASSISTANCE (PRA)

- If you are unable to descend the stairs due to a mobility limitation or other reason, advise the person nearest to you that you are a PRA.
- The Fire Department will assess your safety based on the location of the emergency and will assess whether you require assistance in evacuating.
- If your life will be in danger by not evacuating, then you should be evacuated via the exit stairwells under the supervision of a rescuer and with the help of as many people as necessary to remove you from immediate danger.
- See Attachment B for the PRA notice to provide to building management.

6.5 IN CASE OF MINOR FIRE

- Use fire extinguishers in the immediate area.
- Send someone for help.
- Contact the supervisor, H&S Coordinator or Management immediately.
- Cooperate with emergency personnel when they arrive.

6.5 IN CASE OF MAJOR FIRE

- Sound alarm. If no alarm is available sound three long blasts on car horn.
- Leave the area and warn others on the way out.

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- Contact 911, the supervisor and/or safety coordinator and tell them the exaction location, type of fire and if any potential explosives materials are in the area.
- Keep well back of the fire.
- Cooperate with emergency personnel and investigators.

Any employee found tampering with fire extinguishers or treating them carelessly such that they may fail to function adequately will be subject to disciplinary actions as outlined in the company Enforcement Policy.

7.0 EMERGENCY PROCEDURE SIGNAGE

This signage shall be attached to the wall in a conspicuous location on each floor.



8.0 CONTROL OF FIRE HAZARDS

Although there will be personnel trained on the use of fire extinguishers, it is not necessary to extinguish a fire should one erupt. The production of toxic fumes in buildings from fires can make firefighting dangerous, especially when large amounts of smoke are generated.

8.1 OPERATING A FIRE EXTINGUISHER

To Operate a Fire Extinguisher, Remember the Word “PASS”

Trained personnel who need to use the fire extinguisher must:

1. **Pull** the pin and throw the pin away (twist the pin to break the seal and pull)
2. **Aim** at the base of the small fire (make sure the nozzle is at the base of the fire)
3. **Squeeze** the lever fully – squeeze it fully (right down) to expel the agent
4. **Sweep** at the base of the fire until the fire is extinguished or until the extinguisher is empty.

8.2 FIRE EXTINGUISHER CLASSIFICATIONS

Fire extinguishers are classified according to their capacity to fight specific types of fires. Using the wrong extinguisher on a fire will not achieve desired results.



Class A Extinguishers will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.



Class B Extinguishers should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.



Class C Extinguishers are suitable for use on electrically energized fires. This class of fire extinguishers does not have a numerical rating. The presence of the letter “C” indicates that the extinguishing agent is non-conductive.



Class D Extinguishers are designed for use on flammable metals and are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. These extinguishers generally have no rating nor are they given a multi-purpose rating for use on other types of fires.

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8.3 FIRE PREVENTION

- Never block fire exit doors.
- Flammable/combustible materials are to be stored in accordance with the Fire Code, Part 4.
- Combustible materials must be kept a minimum of 3 feet away from electrical or heating equipment and must never be stored with flammable materials.
- All electrical equipment must be Canadian Standards Association (CSA) and/or Underwriters' Laboratories Canada (ULC) approved (labeled) and in conformance with the electrical code.
- Electrical panels must have appropriately sized fuses or breakers.

9.0 FLAMMABLE LIQUIDS

- At industrial locations flammable liquids are to be in sealed containers and located:
 - Outdoors and remote from any means of egress,
 - In a building not used for any other purpose, or
 - In a room separated from the rest of the building with partitions having:
 - At least one-hour fire resistance rating.
 - Self-closing doors hinged to swing outwardly.
 - A drain connected to a dry sump or holding tank.
 - Liquid-tight seals between interior walls and floor and a liquid-tight ramped sill at any door opening, which is not in an exterior wall
 - Natural ventilation to the outdoors.

10.0 TRAINING & FIRE DRILLS

Fire drills are held to ensure that everyone is familiar with the emergency evacuation procedure. Occupants should receive at least 48 hours' advance notice of the date and time of the fire drill. Emergency service does not need to be notified, as fire drills are handled internally.

All occupants should be aware of the method (audible or visual) in which you announce the fire drill in your building.

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Fire drills should be held on an annual basis where they are recorded and logged using Attachment C.

All new occupants must be trained (through orientation or otherwise) on the actions to take in the event of a fire emergency, including the following:

- What to do upon discovery of a fire?
- What to do upon hearing a fire alarm (i.e. meeting place, etc.)?
- How to prevent or minimize fire hazards in the workplace?

Training records of all workers should be kept.

11.0 TESTING & RECORDS

Safety inspections can be conducted by the fire department or by a certified technician periodically and kept along with maintenance records. Part of the inspections include verifying that various checks, inspections, and tests are being conducted on fire safety equipment. The Ontario Fire Code sets out specific requirements for the various checks, inspections, and tests, as follows:

Portable Fire Extinguishers:

Fire Code Reference No.	Requirement	Inspection Frequency	Responsibility
6.2.7.2	Inspect all portable extinguishers	Monthly	Owner
6.2.7.1	Subject to maintenance	Annually	Certified Technician
6.2.7.1	Empty any stored pressure typed extinguishers and subject to maintenance	Every 6 Years	Owner
6.2.7.6. & 6.2.7.1	Recharge extinguisher after use, as indicated by an inspection, or when performing maintenance	As Required	Owner

Fire Alarm System:

Fire Code Reference No.	Requirement	Inspection Frequency	Responsibility
6.3.2.1.	Check fire alarm and AC power lamp and trouble light	Daily	Owner
6.3.2.1.	Check trouble conditions	Daily	Owner

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Fire Code Reference No.	Requirement	Inspection Frequency	Responsibility
6.3.2.1.	Check all fire alarm components including standby power batteries	Monthly	Owner
6.3.2.1.	Check fire alarm system	Monthly	Owner
6.3.2.1.	Test fire alarm system	Annually	Certified Technician

Fire Doors & Exits:

Fire Code Reference No.	Requirement	Inspection Frequency	Responsibility
2.2.3.5.	Check all doors in fire separations to ensure they are closed	Daily	Owner
2.7.3.1.	Maintain exit signs to ensure they are clear and legible	Daily	Owner
2.7.3.2.	Maintain exit lights to ensure they are illuminated and in good repair	Daily	Owner
2.7.1.7.	Maintain corridors free of obstructions	Daily	Owner
2.2.3.4.	Inspect all doors in fire separations	Monthly	Owner

12.0 UPDATING THE FIRE SAFETY PLAN

The Business is responsible for **annually** reviewing the Fire Safety Plan. This includes monitoring implementation and regularly updating this document as necessary to ensure validity and relevance based on legislative and organizational requirements.

13.0 FLOOR PLANS

This section is specific to your operating facility. Add a floor plan showing all emergency exits, fire extinguishers, manual pull stations, elevators, main access points for the fire department, fire panel and controls, and emergency evacuation muster point.

Attachment A

Emergency Contact Numbers

SERVICE	CONTACT NUMBER AND NAME
POLICE	911
AMBULANCE/EMT	911
POISON CONTROL	1-800-268-9017
MINISTRY OF ENVIRONMENT	1-800-565-4923
MINISTRY OF LABOUR (8:30 AM – 4:30 PM)	1-800-531-5551
C ONTARIO HYDRO	1-888-664-9376
ENBRIDGE GAS	1-866-763-5427
BELL CANADA	1-800-400-2255
HOSPITAL	
BROCKVILLE GENERAL HOSPITAL	75 Charles Street, Brockville, ON 613-345-5645
OFFICE TEAM	
OFFICE ADDRESS	3516 Coons Road, Brockville, ON
DESIGNATED MEETING AREA	Parking Lot Entrance
DESIGNATED FIRST AID PROVIDERS	

Attachment C

Persons Requiring Assistance

Notice to building management

Please be advised that, in the event of a building evacuation, the following people require assistance:

Name	
Nature of disability/limitation	

Name	
Nature of disability/limitation	

Name	
Nature of disability/limitation	

Name	
Nature of disability/limitation	

Name	
Nature of disability/limitation	

Name	
Nature of disability/limitation	

Please provide this information to emergency personnel upon their arrival.

Attachment D

List of Fire Wardens & First Aid Providers

First Aid Providers			
	First Aid Provider (1 st in Command)	First Aid Provider (2 nd in Command)	First Aid Provider (3 rd in Command)
Name			
Title			
Contact number			