

Fire Safety Planning

The Ontario Fire Code (OFC Section 2.8) outlines fire safety planning requirements. Implementation of a fire safety plan helps to ensure the effective use of fire and life safety features protecting the occupants in an emergency. The emergency procedures outlined in a Fire Safety Plan are to be followed at the time of an emergency. Fire Safety Plans will vary depending on the building, the hazards present and the fire protection equipment provided. A fire safety plan shall be kept in the building or premises in an approved location.

Fire Safety Plans detail the following Information:

- Appointment and organization of designated supervisory staff to carry out fire safety duties.
- Supervisory staff shall be informed/ trained on all duties specified in the plan.
- Designates and trained sufficient alternates to replace supervisory staff in their absence.
- A copy of the emergency procedures and staff duties shall be given to all supervisory staff.
- All staff receive the appropriate training. Staff training shall be recorded, and a copy of the record is to be kept on file.
- A plan provides emergency instructions, schedules, and coordinates regular fire drills to occupants in accordance with the Ontario Fire Code.
- Emergency procedures are to be posted on each floor.
- Indicate the maintenance of building facilities protection equipment and provisions of alternate measures for safety of occupants during the shutdown of fire protection equipment.
- Maintenance records are to be retained for a minimum of two years.
- Method of notifying the Chief Fire Official regarding changes in the Fire Safety Plan and reviewed annually to ensure the Fire Safety Plan remains current.

Note, that before demolition / construction, including hot surface applications, commence in or on the building or premises, the fire safety plan shall be revised to incorporate:

- a) Temporary alternative measures for the fire safety of occupants during demolition/construction; and
- b) Temporary procedures to control fire hazards associated with the demolition / construction, including procedures to mitigate risks to adjacent buildings.

Fire Drills

Fire drills shall be held at intervals not greater than 12 months for supervisory staff. Documentation should include the date of the drill, the evacuation time and any comments or recommendations.

CONTACT OMFES FIRE PREVENTION DIVISION

**Fire Inspections Available
Upon Complaint or Request**

- AGCO Licensing.
- Licensing Requirements.
- Annual Inspections.
- Legislated Requirements.
- Special Occasion/ Event Permit.
- Property Sales.
- Renewal of Mortgages.
- Adoptions.
- Suspected/Direct Violations of the Ontario Fire Code.
- Suspected Risk to Life.



www.oro-medonte.ca
Fire Prevention Division
(705) 487-2171

Fire Code Compliance for Oro-Medonte Businesses

Ontario Fire Code

The Fire Code: Ontario Regulation 213/07 is a provincial regulation made under Section 12 of the Fire Protection and Prevention Act 1997. The regulation requires the owner to be responsible for carrying out the provisions in the Ontario Fire Code, and defines "owner" as "any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property." The "owner" is ultimately responsible but may delegate certain responsibilities to various supervisory staff. It is up to the Owner to ensure the delegated staff are performing the duties assigned to them.



Oro-Medonte Fire & Emergency Services

The Oro-Medonte Fire & Emergency Services are taking a pro-active approach in Fire Prevention and Life Safety with all businesses in the Township. This small guide will help business owners better understand the legislative requirements associated with their building and its use.



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Fire Department Access

Street, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times by fire department vehicles. Fire department vehicles shall have direct access to at least one face of every building by means of a street, yard or roadway.

Fire Hydrant

A one-meter clear space shall be maintained around the circumference of fire hydrants.

Fire Department Connection

Fire Department Connections shall be inspected to ensure that they are accessible, not damaged and plugs or caps are in place.

Fire Alarm

Fire alarm systems shall be maintained in operable condition at all times. Fire alarm systems shall be maintained, inspected and tested by a qualified fire alarm technician annually. Records of the inspection and testing shall be maintained on the premises for inspection by a Fire Inspector. If a fire alarm system in a building is not monitored, then a permanent sign, with directions to call 9-1-1 in case of an emergency, is required above each manual pull station.

Sprinkler Systems

Sprinkler systems shall be maintained, inspected and tested annually by a qualified sprinkler technician. Records of the inspection and testing shall be maintained on the premises for inspection by the Fire Inspector. Sprinkler heads shall be free of corrosion, foreign materials (including dust), paint, and physical damage. Each sprinkler control valve shall have a sign indicating the system or portion of the system it controls. Special fire suppression systems shall be tested, inspected and maintained by a certified technician annually, as required by the applicable NFPA standard.

Fire Extinguishers

Portable extinguishers shall be provided to protect every building, each hazardous occupancy inside the building and each hazardous process operation located outside. Fire extinguishers shall be listed, labelled and tagged. Fire extinguishers are to be serviced and tagged by a qualified technician annually. Fire extinguishers shall be inspected monthly to ensure that they are not obstructed, pins are secured and pressure gauges are within operable range. Monthly checks must be documented on the extinguisher tag. All fire extinguishers are to be visible and accessible. Fire extinguishers should be located near exits or in corridors/ aisles that provide access to exits. All fire extinguishers should be properly mounted: Less than 18 kg (40 lbs) total weight – max 1.5 m (5 ft) high. Greater 18 kg (40 lbs) – max 1.1 m (3.5 ft) high. No less than 4 inches off the floor. When fire extinguishers cannot be easily found, additional signage shall be provided.

Fire/Smoke Control

Any damage in fire rated construction shall be sealed or repaired to maintain the integrity of the fire rating. Fire doors that are damaged shall be repaired or replaced and meet or exceed the fire protection rating required. Fire doors shall remain closed at all times. Remove all door stops on fire rated doors. All suspended ceiling panels shall be in place.

Exit Doors

Exit doors shall be clearly identifiable and not obscured by curtains or other hangings. All required exit doors must be able to open from the inside without the use of keys or any specialized knowledge by the operation of not more than one releasing device. Door release hardware, latches and locks shall be maintained in good working condition at all times. An exit door shall not be bolted, barred or locked while occupied. Buildings in which more than 100 persons can gather at a time shall have panic hardware installed on exit doors.

Exit Lights

Emergency lighting equipment shall be tested monthly to ensure that the emergency lights will function upon failure of the primary power supply. Battery powered emergency lighting shall be tested yearly to ensure the lights remains fully operational for a minimum of 30 minutes.

Housekeeping

Combustible waste materials in and around buildings shall be removed daily. Dumpsters shall not be located within 3 m (10 ft) of combustible walls, openings, or combustible roof eave lines. Materials subject to spontaneous ignition such as oily rags shall be deposited in a listed and labelled non-combustible container with a self-closing metal cover.

Laundry Equipment

Lint traps and piping in laundry equipment shall be cleaned to prevent accumulation of lint that creates a fire hazard.

Heating Appliances

Chimney, flue and flue pipes shall be inspected at intervals not greater than 12 months and shall be cleaned as often as necessary to prevent dangerous accumulations of combustible deposits. All heating equipment and hot water tank safety shields and covers shall be properly mounted on the appliance.

Electrical

All electrical wiring shall be in good repair. If in doubt contact a licensed electrician. Extension cords shall not be used as a substitute for permanent wiring. All panel board and switchboards pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers. A clearance of one meter shall be maintained in front of electrical panels. Clearance from combustibles shall be maintained to lights or light fixtures to prevent ignition. Multi-plug adapters shall not be used as a substitute for permanent wiring or receptacles.

General Storage

Access aisles of one meter to access panels and fire protection equipment shall be provided. A clearance of 457 mm shall be maintained between the top of storage and ceiling sprinkler deflectors. Rooms containing building services (e.g. furnace, boilers, electrical equipment, etc.) shall not be used for storage. Crawl spaces and ceiling spaces shall not be used for storage. Combustible materials are not permitted in the path of egress.

Storage of Compressed Gas Cylinders

Compressed gas cylinders shall be firmly secured in an upright position that will not interfere with the operation of the cylinder valve assembly. Compressed gas cylinders shall be protected against mechanical and valve damage. Except for portable fire extinguishers, compressed gas cylinders shall not be stored in: Any exit or corridor that provides access to exits. Under any outside exit stair, passage or ramp. Within one meter of any exit.

Commercial Cooking Systems

Any kitchen activities producing smoke and grease-laden vapours shall be equipped with a commercial exhaust and fire suppression system as required by NFPA 96. Commercial cooking exhaust systems must be cleaned to bare metal at frequent intervals prior to surface becoming heavily contaminated with grease or oily sludge. Inspection is required every six months by a qualified technician. Filters on commercial cooking exhaust systems shall be checked at intervals not greater than seven days, remain installed when cooking and cleaned at regular intervals. Fire protection equipment for commercial cooking equipment shall be inspected, serviced and maintained every six months by a qualified technician. Records of inspection and testing shall be maintained on the premises for inspection by a Fire Inspector. Instructions for manually operating fire suppression systems shall be prominently posted in the kitchen as part of the fire safety plan. A "K" class fire extinguisher shall be mounted on the wall in the kitchen.

