

Fire Safety Plan

(Add building address here)

Brantford Fire Department

Standard Template for Fire Safety Plan Development

This document must be customized to fit the requirements of your building. Plans that are not customized will not be approved.

Revision: January 2020



www.brantfordfire.ca
519.752.0540

COMPOSING A FIRE SAFETY PLAN FOR YOUR RESIDENTIAL, COMMERCIAL OR INDUSTRIAL PROPERTY

The importance of a Fire Safety Plan cannot be emphasized enough. Recent civil court decisions resulting from fire losses have placed financial responsibility on building owners for not having or not following existing Fire Safety Plans. These awards far exceed the cost of producing, implementing and maintaining a Fire Safety Plan. In addition, amendments to the Criminal Code of Canada arson legislation have placed criminal liability on building owners who do not act with due diligence.

Section 436 (1)

Every person who owns in whole or in part, or controls property is guilty of an indictable offence for a term not exceeding five years where, as a result of a marked departure from the standard of care that a reasonably prudent person would use to prevent or control the spread of fires or to prevent explosions, that person is a cause of a fire or explosion in that property that causes bodily harm to another person or damage to property.

Section 436 (2)

Where a person is charged with an offence under subsection (1), the fact that the person has failed to comply with any law respecting the prevention or control of fires or explosions in the property is a fact from which a marked departure from the standard of care referred to in that subsection may be inferred by the court.

Purpose of the 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 a fire or similar emergency situation. 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 **fire prevention, evacuation and emergency response**.

A copy of this plan is to be made available to all current employees, as well as to all newly hired employees. All recipients of this plan are required to study the procedures outlined and be prepared to follow these procedures in case of 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.



This Fire Safety Plan Guideline has been created to assist building owners and supervisory staff in preparing a Fire Safety Plan, to achieve compliance with the Ontario Fire Code. Please use the enclosed information as a guide only and customize the information to reflect your property and existing fire protection systems installed and existing fire hazards.

The document must be customized to fit the requirements of your building. Plans that are not customized will not be approved.

Should you require assistance while preparing your plan, please call the Fire Prevention Division at 519.752.0540.

What types of Buildings require a Fire Safety Plan?

A Fire Safety Plan is required in buildings containing a:

- (a) Group 'A' (Assembly) occupancy,
- (b) Group 'B' (Care) occupancy,
- (c) Group 'B' (Care and treatment) occupancy,
- (d) Group 'B' (Detention) occupancy,
- (e) Group 'C' (Residential) where the occupant load exceeds 10 persons,
- (f) Group 'C' (Retirement) occupancy
- (g) Group 'D' (Offices) where the occupant load exceeds 300 persons,
- (h) Group 'E' (Stores/Mercantile) where the occupant load exceeds 300 persons,
- (i) Group 'F' Division 1 (High Hazard Industrial) where the occupant load exceeds 25 persons,
- (j) Group 'F' Division 2 (Medium Hazard Industrial) where the occupant load exceeds 100 persons,
- (k) Group 'F' Division 3 (Low Hazard Industrial) where the occupant load exceeds 300 persons.

The requirements for a Fire Safety Plan also apply to buildings or premises:

- (a) containing four storeys or more, including storeys below grade,
- (b) outdoor Tire Storage Yards,
- (c) buildings and open areas where the quantities of flammable and combustible liquids exceeds 500 L in total or exceeds 250 L of Class I liquids,
- (d) laboratories,
- (e) hazardous extractions,
- (f) boarding, lodging and rooming houses,
- (g) subject to the provisions of Sentence 9.5.3.1.(3) Ont. Fire Code,
- (h) used as a convalescent home or children's custodial home providing sleeping accommodation for more than 3 persons,
- (i) that have a contained use area or an impeded egress zone.

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 a systematic method for safe and orderly evacuation of the building in the case of fire or other emergency.

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 to appoint 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 alternate measures if system(s) shut-down(s) are required and to ensure fire protection system(s) are maintained in working order.*

The Ontario Fire Code 1.2.1.2 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.

RESPONSIBILITIES OF OWNER

The owner of a building is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code.

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out fire safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for the safety of the occupants.
- Provisions of alternative measures for safety of occupants during shutdown of fire protection equipment
- Assuring that checks, tests, and inspections as required by the Fire Code are completed on schedule and that records are retained and maintained.
- Posting and maintaining a copy of the Fire Safety Plan and ensuring that floor diagrams and instructions are posted on each floor area.
- Notification of the Chief Fire Official regarding changes to the Fire Safety Plan.

Can I compose my own Fire Safety Plan?

Yes. Simply follow the steps outlined below to tailor a Fire Safety Plan to suit your building. Use the enclosed checklist, (see page vi) to ensure that your plan is complete.



The Ontario Fire Code (O. Reg. 388/97) is a provincial regulation made under the Fire Protection and Prevention Act 1997. The Code requires the owner to be responsible for carrying out the provisions of the Code (see sample page).

It is advisable that you obtain your own copy of the Fire Code and the Fire Protection and Prevention Act 1997. These may be purchased from:

*The Government of Ontario Book Store
880 Bay Street, Toronto, Ontario M7A 1N8
Telephone 800.668.9938.*



The Fire Safety Plan is required to be approved by the Chief Fire Official of the City of Brantford and is required to be in 8 ½-inch X 11-inch format, typed. To ensure legibility, the Floor Plans submitted may be on 11' x 17' sheets.

Steps to Producing a Fire Safety Plan

- Step 1** **Summary Page / Building Profile - Audit of Human Resources & Building Resources**
The summary page indicates that this is a Fire Safety Plan for a specific address in the City of Brantford, Ontario, and also indicates emergency contact information and building information, (see example on page 1).
- Will list the owner, manager, supervisory staff, building security, key-holders, etc. including name, complete address including postal code, and telephone numbers including after hours contacts.
 - Will list the fire safety systems in the building. This section also includes a supplement for hazardous materials information.
 - This information can also be included in the body of the Fire Safety Plan, if additional space is required.
 - This portion of the document must be updated every time personnel changes occur, and a copy of the changes supplied to the Fire Department by emailing to firecommunicationscenter@brantford.ca and inserted into all copies of the document on site.
- Step 2** **Index Page**
Not required, but recommended with larger Fire Safety Plans.
- The index page allows for quick reference to specific portions of the Fire Safety Plan. Each part of the document should be page numbered for easy reference.
- Step 3** **Responsibilities of Supervisory Staff**
The effectiveness of the Fire Safety Plan depends largely upon the ability, energy, and experience of the supervisory staff. The supervisory staff should be given clearly defined authority so that the building and occupants may be safeguarded against fire. The staff must be instructed in the fire emergency procedures as described in the Fire Safety Plan before they are given any responsibility for fire safety, (see sample page 3). The sample page is only a sample, you must customize these actions to fit your building and resources.
- Step 4** **Training of Staff**
Indicates the procedure for training of staff with regards to their responsibilities as outlined in the Fire Safety Plan, (see example page 4). The sample page is only a sample, you must customize these actions to fit your building and resources.
- Step 5** **Emergency Procedures / Instructions to Occupants on Fire Procedures**
These are specific directions for the occupants of the building to ensure that in the event of fire or other similar emergency all occupants are informed as to correct procedures, (see sample pages 1&2). These directions shall be posted on each floor level. The sample page is only a sample, you must customize these actions to fit your building and resources.
- Step 6** **Fire Extinguishment - Control or Confinement**
Information for all building occupants to extinguish a small fire using a portable fire extinguisher, or containing a fire that cannot be extinguished, (see sample page 4). The sample page is only a sample, you must customize these actions to fit your building and resources. Any actions that are detailed in this section must be combined with training for staff or persons that are made responsible for performing them.
- Step 7** **General Practices / Control of Fire Hazards**
This section would include general information for the control of fire hazards in the building, (see sample page 5). The sample page is only a sample, you must customize these actions to fit your building and resources.

Steps to Producing a Fire Safety Plan con't

- Step 8** **Alternative Measures**
Procedures must be in place to deal with a failure of the alarm system. How will occupants be safeguarded against fire and how will they be notified in the event of a fire, (see sample page 6)?
- Step 9** **Fire Drills**
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, (see sample page 8). The owner is responsible for following the requirements of Section 2.8 of the Ontario Fire Code. The plan must include the duties and responsibilities on individuals involved. Records of fire drills must be kept for at least 12 months after the date the drill is conducted. must customize
- Step 10** **Maintenance Procedures**
The Ontario Fire Code stipulates that fire emergency systems and equipment be maintained on a regular schedule. Records of checks, inspections and test must be kept and be made available upon request, (see additional information on page 12). It is the responsibility of the building owner to ensure that all these requirements are complied with.
- Step 11** **Fire Protection Systems**
A brief description of a number of fire protection measures, which are present in existing buildings, (see sample page 9). These definitions should be customized to describe how these features are to be used in your building.
- Step 12** **Floor Plans & Evacuation Diagrams**
Floor Plans and Evacuation Diagrams must be prepared and submitted as part of the Fire Safety Plan for approval. Evacuation Diagrams are required to be posted on each floor level near exits & elevators within the building. Use the sample drawings to assist in creating your own drawings and the suggested symbols to indicate important building features, (see additional information on page 18).

OVERALL

- **Copies of the Fire Safety Plan must be provided for the building supervisory staff and all new employees must be instructed in the requirements of the fire safety plan.**
- **Copies of the emergency procedures must also be posted on every floor level.**

Fire Safety Plan Development Checklist

- SUMMARY PAGE**

This sheet is provided by the Brantford Fire Department.
Names of supervisory staff at building and does it indicate how they may be contacted?
Names of alternates and does it indicate how they may be contacted (if applicable)?
Are duties designated in the fire safety plan?
Does the fire safety plan indicate who will instruct supervisory staff and occupants so they will be aware of their duties and responsibilities?
- INDEX**

Not required, but recommended.
- EMERGENCY PROCEDURES**

Have emergency procedures for occupants been posted on each floor?
- RESPONSIBILITIES OF SUPERVISORY STAFF**

Appointment of supervisory staff to carry out duties?
Has supervisory staff been given a copy of plan?
- TRAINING OF STAFF**

Does the staff know what their responsibilities are as outlined in the Fire Safety Plan?
- EMERGENCY PROCEDURES / INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES**

Does the fire safety plan include: emergency procedures for staff and occupants, emergency procedures upon discovering fire, emergency procedures upon hearing the alarm and notification of fire department?
- FIRE EXTINGUISHMENT – CONTROL OR CONFINEMENT**

Does the fire safety plan identify hazards that may exist, corrective action and designate responsibility for periodic inspections?
- GENERAL PRACTICES / CONTROL OF FIRE HAZARDS**
- ALTERNATIVE MEASURES**

Does the fire safety plan include alternative measures for fire safety of occupants during shut down of fire protection equipment & systems or part thereof?
- FIRE DRILLS**

Does the fire safety plan include frequency of fire drills?
- MAINTENANCE PROCEDURES**

Does the fire safety plan make provisions for notification of the fire department and building occupants in the event of tests, repairs or alterations of fire protection installations?
- FIRE PROTECTION SYSTEMS**
- FLOOR PLANS & EVACUATION DIAGRAMS**

Are schematic drawings included in plan? Do they show: a site plan, floors plans, exits, electrical and mechanical rooms, fire alarm pull stations, fire alarm bells, fire alarm control panel annunciator, locations of fire extinguishers, emergency lights, sprinkler valves, standpipe valves, hose cabinets, siamese connections, locations of hydrants, water shut-off, gas shut-off, hydro shut-off, fire access route, street names and north arrow?

Fire Safety Plan Summary Sheet

Fire Safety Plans are required by the Ontario Fire Code (Section 2.8).

**The Brantford Fire Department must be notified of any changes to your Fire Safety Plan.
CONTACT NAMES AND PHONE NUMBER MUST REMAIN CURRENT!**

Updates to the Summary Sheet of the Fire Safety Plan, including new emergency contacts or altered procedures must be submitted to the Brantford Fire Department by mail: P.O. Box 61, Brantford, ON N3T 5M2 or by fax at 519.752.7083.

building address:

name of building:

building phone no.

building class:

plan presented by:

phone no.:

owner:

phone no.:

owners address:

city:

PC:

Supervisory staff : On Site Off Site

Emergency Contact Names	Address & Postal Code	Title	Phone No.

teaching of staff by:

annual plan review by:

fire drills conducted by:

frequency of drills:

Fire Protection Equipment Provided:

Portable Fire Extinguishers Sprinklers Fixed Extinguishers Standpipes Fire Alarm
 Other (note below) Maintenance of Building per Ontario Fire Code – Log Book to be kept on site.

Notification of the Fire Department and Occupants Before and After Repairs, Tests & Alterations of Fire Protection Equipment by:

Alternative Measures: (ie. Fire Watch, Service Contractor or additional extinguishers):

Access for Firefighting Provided?	Yes	No	Are Special Hazards Noted in the Fire Safety Plan?	Yes	No	N/A
Procedures Posted?	Yes	No	Procedure for Hazardous Liquid Spills included?	Yes	No	N/A
Floor Plan(s) Provided?	Yes	No	Hazardous Liquid Spill Contact Name & Phone Number:			
Security Box Present?	Yes	No	_____			
Date:	_____		Signature:	_____		



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EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS

THE ACTIONS TO BE TAKEN BY OCCUPANTS IN EMERGENCY SITUATIONS WILL BE POSTED ON EACH FLOOR AND WILL READ AS FOLLOWS.

In A Building With A Fire Alarm System

In A Building Without A Fire Alarm System

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE THE FIRE AREA IMMEDIATELY
CLOSE ALL DOORS BEHIND YOU
ACTIVE THE FIRE ALARM - CLOSEST PULL STATION
EVACUATE USING THE NEAREST EXIT
CALL THE BRANTFORD FIRE DEPARTMENT 9-1-1
GIVE BUILDING ADDRESS:

UPON HEARING THE FIRE ALARM

LEAVE THE BUILDING VIA THE NEAREST FIRE EXIT
CLOSE ALL DOORS BEHIND YOU
CALL 9-1-1 FROM OUTSIDE
DO NOT USE THE ELEVATOR – if present

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE THE AREA IMMEDIATELY
CLOSE ALL DOORS BEHIND YOU
NOTIFY STAFF AND OCCUPANTS - VERBAL ALARM
EVACUATE USING THE NEAREST EXIT
CALL THE BRANTFORD FIRE DEPARTMENT 9-1-1
GIVE BUILDING ADDRESS:

UPON HEARING THE ALARM OF FIRE

LEAVE THE BUILDING VIA THE NEAREST FIRE EXIT
CLOSE ALL DOORS BEHIND YOU
CALL 9-1-1 FROM OUTSIDE
DO NOT USE THE ELEVATOR – if present



*The above instructions could be printed on fluorescent yellow or red paper to attract attention.
** CHOOSE THE EMERGENCY PROCEDURE THAT RELATES TO THE TYPE OF FIRE ALARM SYSTEM THAT IS INSTALLED IN THE BUILDING AND REMOVE THE OTHERS FROM THE PLAN YOU SUBMIT FOR APPROVAL ***

In A Building With A 2 Stage Fire Alarm System

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE THE FIRE AREA IMMEDIATELY
CLOSE ALL DOORS BEHIND YOU
ACTIVE THE FIRE ALARM - CLOSEST PULL STATION
EVACUATE USING THE NEAREST EXIT
CALL THE BRANTFORD FIRE DEPARTMENT 9-1-1
GIVE BUILDING ADDRESS:

UPON HEARING THE FIRE ALARM

CONTINUOUS SIGNAL:

LEAVE THE BUILDING VIA THE NEAREST FIRE EXIT
CLOSE ALL DOORS BEHIND YOU
CALL 9-1-1 FROM OUTSIDE
DO NOT USE THE ELEVATOR – if present

INTERMITTENT SIGNAL:

STANDBY AND PREPARE TO LEAVE BUILDING

ADDITIONAL INSTRUCTIONS THAT COULD BE ADDED

CAUTION

- The fire alarm system to be activated to alert the other occupants of an emergency and put into operation the approved Fire Safety Plan. The Brantford Fire Department is to be notified by telephoning 9-1-1, giving the correct address and the exact location of the fire, (if known), and the floor number and apartment number.
- Follow the emergency procedures posted on each floor. Take the fire routes and evacuate in an orderly way without panicking.

REMAIN CALM

- If smoke is heavy in the corridor it may be safer to stay in your area – close door and place wet towel at base of 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 Brantford Fire Department, using 9-1-1, tell the communications operator where you are located. Wait to be rescued – remain calm – no not panic or jump.
- If you encounter smoke in the stairway use alternative exit.

RESPONSIBILITIES OF THE SUPERVISORY STAFF

The effectiveness of the Fire Safety Plan depends largely upon the ability, energy and experience of the supervisory staff. The supervisory staff should be given clearly defined authority, so that the building and occupants may be safeguarded against fire. The staff should be instructed in the fire emergency procedures as described in the Fire Safety Plan before they are given any responsibility for fire safety.

RESPONSIBILITIES OF OWNER

The owner of a building is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code.

1. Establishment of emergency procedures to be followed at the time of an emergency.
2. Appointment and organization of designated supervisory staff to carry out fire safety duties.
3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
4. Assuring that checks, tests, and inspections as required by the Fire Code are completed on schedule and that records are retained and maintained.
5. Notification of the Chief Fire Official regarding changes to the Fire Safety Plan.

THE SUPERVISORY STAFF SHOULD

1. Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.
2. Educate and train all building personnel and occupants in the use of the existing fire safety equipment and in the actions to be taken under the approved Fire Safety Plan.
3. Survey the building to determine the number of exits (primary and secondary) available for use by the occupants in the case of evacuation.
4. Prepare and post on each floor area a schedule for use by the occupants of such exits (primary and secondary) in case of an evacuation and note 9-1-1 as the emergency number.
5. Ensure that a schematic diagram, showing 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.
6. Control of fire hazards in the building.
7. Maintenance of building facilities provided for the safety of the occupants.
8. Provisions of alternative measures for safety of occupants during shutdown of fire protection equipment.
9. Ensure that fire drills are carried out regularly, as required.

IN THE EVENT OF FIRE

- Ensure the fire alarm system has been activated.
- Notify the Fire Department immediately of the emergency condition using 9-1-1.
- Supervise the evacuation of the occupants. Emergency voice communication systems should be used wherever available.
- Upon arrival of Firefighters, inform the Fire Officer regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the Fire Department.
- Provide access and vital information to Firefighters (e.g. master keys for offices, service rooms, elevators, etc.), when so informed, provide record of location of handicapped persons.
- See that the fire alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated.

SITE SPECIFIC Additional examples of Supervisory Staff duties:

- In the event of any shutdown of fire protection equipment: notify the Fire Department and patrol the hallways once every hour.
- Arrange for a substitute in your absence.
- Participation in fire drills; occupant participation is optional.
- Have and know the Ontario Fire Code.
- Have a working knowledge of the fire alarm system and how it is reset.

TRAINING OF STAFF

Instructing the staff will be the responsibility of the owner or designated supervisory staff. As a minimum, the staff will be instructed on the following annually or upon new hiring:

SITE SPECIFIC Examples:

- Know where the fire alarm pull stations and exits are located.
- Actions to be taken upon discovery of a fire, including the procedure for activating the fire alarm using a manual pull station, or sounding the alarm of fire.
- Actions to be taken upon hearing the fire alarm, or alarm of fire.
- The procedures for keeping exit routes clear.
- The use of portable fire extinguishers.
- Procedure for calling the fire department using 9-1-1 whenever assistance is needed.
- Know the correct building address.

FIRE EXTINGUISHMENT – CONTROL OR CONFINEMENT

- In the event a small fire is discovered;
- Activate the fire alarm system.
- Ensure the building is being evacuated.
- Ensure the fire department is being notified.
- If you have been trained in the use of a portable fire extinguisher you can attempt to extinguish the fire.
- If you are not able to extinguish the fire or the smoke presents a hazard to the operator then the fire door to the area should be closed to confine and contain the fire.
- Evacuate the building.

CONTROL OF FIRE HAZARDS / GENERAL PRACTICES

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 an elevator shaft, ventilation shaft, stairways, landings, hallways or other routes to exits.
- Keep stairwell, smoke and fire doors closed at ALL times and shall be maintained in proper working order.
- ENSURE clearance is maintained at ALL times 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 used to absorb flammable or combustible liquid spills within buildings.)

SITE SPECIFIC Additional examples of ways occupants can avoid fire hazards:

- Refrain from using unsafe electrical equipment and wiring, (e.g. using extensions 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.
- Flammable liquids shall not be used for cleaning purposes.
- 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 over-load outlets.
- Use extreme caution when using candles or other items with open flames.
- Do not use flammable decorating materials.
- Avoid careless smoking. Use large, deep ashtrays and never smoke in bed.
- Do not put burning materials such as cigarettes and ashes into garbage cans.
- Keep cigarette lighters and matches out of the reach of children.
- Turn off coffee pots, stove burners, ovens, etc - when not in use.
- Avoid unsafe cooking practices, (deep frying - too much heat or loosely hanging clothes).
- Do not use a barbeque inside a building.
- Keep exit doors and other fire doors closed at all times.
- Do not force cartons, coat hangers, bundles of paper into the garbage chute as they may block the chute.
- 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.
- Not leave articles such as shoes, boots, mats, etc. in the building halls, corridors and stairways.

SITE SPECIFIC Example procedures to be followed in the event of fire alarm system shutdown are as follows:

1. Notify the Brantford Fire Department at 752.4346 – do not use 911. Give your name, address and description of the problem and when you expect it to be corrected. The Brantford Fire Department will be notified in writing if shutdowns are expected to be longer than 24 hours at 752.7083.
2. Post notices at all exits and the main entrance, stating the problem and when you expected it to be corrected.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- LEAVE THE AREA IMMEDIATELY
- CLOSE ALL DOORS BEHIND YOU
- NOTIFY STAFF AND OCCUPANTS - VERBAL ALARM
- EVACUATE USING THE NEAREST EXIT
- CALL THE BRANTFORD FIRE DEPARTMENT 9-1-1
- GIVE BUILDING ADDRESS:
(Insert your address here)

UPON HEARING THE VERBAL ALARM OF FIRE

- LEAVE THE BUILDING VIA THE NEAREST FIRE EXIT
- CLOSE ALL DOORS BEHIND YOU
- CALL 9-1-1 FROM YOUR MEETING PLACE

3. Have supervisory staff, staff or other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify the Brantford Fire Department at 752.4346 and the building occupants when repairs have been completed and the fire alarm system is operational again.

FIRE DRILLS

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.

Fire drills must be conducted annually. In some buildings they must be conducted more often, a daycare for example must have fire drills conducted on a monthly basis. While occupant participation is highly recommended, it is not necessarily mandatory. However, when providing notification of the fire drill it is beneficial to recommend occupants review their own fire safety instructions, etc. and provide them with updates & fire safety educational literature.

Fire drills may be conducted at the request of the tenants. Brantford Fire Prevention Officers are able to offer Fire Safety Lectures and Fire Extinguisher Training if requested pending availability, location, attendance & other pertinent conditions. They can be contacted at 519.752.0540.

The requirements for fire drills can be found in the Ontario Fire Code Section 2.8.

STAIRWAY DESIGNATION - IDENTIFICATION

In order to assist in the orderly movement of occupants and the efficient operation of the Fire Safety Plan, the following suggestions are offered:

- Identify each stairway by letter designation (refer to sample plans for typical situations) so that confusion may be avoided when referring to a particular stairway during an emergency. Clearly identify each floor level within each stairway as to the floor level (as required by the Ont. Fire Code for certain buildings). **Identification letters and numbers should be at least 6" in height with ¾ " strokes.**
- Consultations with Fire Prevention to determine appropriate designation of additional stairs or other options.

During an emergency, (or pre-incident, as part of your Fire Safety Plan) the Brantford Fire Department will establish which stairway is to be used as an evacuation stair for occupants, and which will be utilized extensively for the fire operations stair. Occupants should know that due to inherent hazards involving the movement of firefighting personnel & equipment and subsequent smoke & heat travel, nonconformity to this could be potentially life threatening.

FIRE PROTECTION SYSTEMS

Please find below brief descriptions of fire protection systems, which may be present in existing buildings. Remove the building features that are not in your building:

Automatic Sprinkler System

An automatic sprinkler system is a series of underground and overhead piping designed in accordance with fire protection engineering standards. The system is connected to a water supply such as a storage tank or municipal water supply. The system includes a controlling valve, a series of sprinkler heads and a device for actuating an alarm when the system is in operation and is usually activated by heat from a fire, thereby discharging water over the fire area.

Emergency Lighting

Emergency lighting ensures that exits, corridors and principal routes providing access to exits are illuminated in the event of loss of electrical power to the building.

Emergency Power

Emergency power is required to ensure the continued operation of fire and life safety systems in case of loss of normal hydroelectric power.

Exits

An exit is that part of a means of egress that leads from the floor area it services to a public thoroughfare or to an approved open space. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to the outside.

Fire Alarm System

The purpose of a fire alarm system is to alert all the occupants of the building that a fire emergency exists, so that such occupants may put the measures required by the Fire Safety Plan into practice.

All fire alarm systems shall be maintained in a fully operational condition at all times.

There are two main types of fire alarm systems namely, single stage system and two stage system.

- A single stage system sounds a general alarm throughout the facility that may require total evacuation of the building. Operation of the fire alarm is activated by a manual pull station, heat detector, smoke detector, or sprinkler head.
- A two-stage system is designed to allow staff to investigate and take appropriate action and may require evacuation of the fire-affected area. The general alarm or second signal is reserved as a clear indication for complete evacuation of the building where this proves necessary.

Fire Department Access

Fire department access allows fire fighters and their equipment to gain access to the building. Vehicles parked in a fire route, excessive vegetation, snow and other forms of obstructions to access routes, fire hydrants, and fire department connections are not permitted by the Ontario Fire Code. Maintaining Fire Department Access is an ongoing matter. In addition, access into a building requires consideration (e.g. with a key box, through preplanning etc.)

Fire Fighter's Elevators

All elevators should be returned to and kept at street level in fire emergency situations. Subsection 3.2.6. of the Ontario Building Code specifies detailed size, capacity and operational requirements of fire fighter elevators.

Fire Pumps

Fire pumps are used to ensure that the water required for fire fighting, automatic sprinkler and standpipe and hose systems is adequate and available.

Interconnections to Adjacent Buildings

Where interconnections are provided to adjoining buildings, additional safety precautions may be required to ensure that smoke or fire does not immediately affect the adjacent building. Provisions to ensure "one-way" movement of occupants away from the fire source is necessary.

Portable Extinguishers

Portable extinguishers are intended as a first aid measure to cope with fires of limited size. The basic types of fires are Class A, B, and C. Portable extinguishers are rated for the corresponding class of fire.

Standpipe and Hose Systems

A standpipe system is an arrangement of piping, valves and hoses outlets installed in a building or structure in such a manner that water can be discharged through a hose and nozzle for extinguishment of fire. The system is connected to a water supply, which provides an adequate supply of water to the hose.

Safe Areas of Refuge

A safe area of refuge is intended to be a smoke free area, usually protected by a fire separation from other zones or floors, to which occupants may proceed immediately following the sounding of a fire alarm and when so instructed. Occupants may remain in these designated areas until receiving further instruction.

Smoke Control Measures

Smoke control measures consist of special construction and equipment to control the movement of smoke from fire, thereby limiting the volume of contaminated air into all floor areas from the fire floor.

Venting to Assist Firefighting

Venting to assist firefighting is an Ontario Building Code requirement for High-rise Buildings. The venting may take the form of windows, wall panels, and smoke shafts, and in some cases venting may be by the building's exhaust system. Venting requirements are different from smoke control measures.

Voice Communication Systems

A voice communication system is used primarily to provide information and instructions for occupants during an emergency and allow the Fire Department to establish a communication network in the building to co-ordinate fire fighting and rescue operations. This system should not be confused with a common public address system, which is not primarily designed as a fire safety provision.

Water Supply

The total water supplies required for fire fighting purposes may be supplied from various sources such as a municipal water supply, storage tanks (elevated or underground), lakes, rivers, wells, swimming pools, or a combination of sources; and should be obtained within practical distances. Water supplies must be accessible to fire fighting equipment.

MAINTENANCE PROCEDURE FOR FIRE PROTECTION SYSTEMS

ROUTINE MAINTENANCE SCHEDULES

The Ontario Fire Code sets out specific requirements for checking, inspecting and testing of fire safety and protection equipment in existing buildings. To assist you in fulfilling your obligations the Brantford Fire Department has developed the attached checklists. These checklists include a list of Ontario Fire Code required checks, inspections and/or tests to be made of fire protection equipment and can be included in your fire safety plan.

Please note that these attached checklists have been prepared for purposes of convenience only – resubmission of the original document will not be accepted. The Fire Code and other documents referenced in the Fire Code must be consulted for a complete and accurate explanation.

The Fire Code also contains specific requirements for the keeping of records of routine maintenance. Log books must be kept and may be created by the owner in a format useful to the owner.

The Ontario Fire Code requires that records of all tests and corrective measures be retained for a period of two years after they are made. During routine inspections Fire Prevention Officers may request records to ensure that the necessary checks, inspections and/or tests are being done and records are in order.

EXCERPTS AND DEFINITIONS FROM THE ONTARIO FIRE CODE

Division A. Article 1.2.1.1

Unless otherwise specified the *owner* is responsible for carrying out the provisions of this code.

Division B. Article 1.1.1.1.

Where tests, repairs or alterations are made to fire protection installations, including sprinkler and standpipe systems, a procedure of notification shall be established, and the procedure shall include notifying the fire department and the building occupants where necessary for safety in the event of a fire emergency.

Division B. Sentence 1.1.2.2.(1)

...The original or a copy of any record required by this Code shall be retained at the building to which the record relates (a) for a period of at least TWO years after being prepared, and (b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained.

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

Owner

Means any person, firm or corporation having a control over any portion of the building or property under consideration and includes the persons in the building or property.

Chief Fire Official

Means the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief under Article 1.1.1.2. of Division C or a person appointed by the Fire Marshal under Article 1.1.1.1. of Division C.

Fire Alarm & Voice Communication Systems

Reference should be made to CAN/ULC S-536-04 for exact details.

Daily checks and monthly tests shall be conducted by the Property Management. Yearly tests shall be conducted by a person acceptable to the authority having jurisdiction for servicing fire alarm systems. **The fire alarm system is to be maintained in operating condition.**

When the system or any part of it is shut down the supervisory staff are to be notified and alternative measures are to be followed as outlined in this approved fire safety plan in accordance with Section 2.8. of the Fire Code.

Once activated, a fire alarm system shall not be manually silenced unless it has been confirmed by the supervisory staff, in consultation with the Chief Fire Official on scene that no fire exists.

The repair or cleaning of equipment and the periodic replacement of components must be as per manufacturer's specifications and recommendations and must not reduce the level of performance of the equipment.

Access to fire alarm and voice communication system components requiring inspection or servicing shall be kept unobstructed.

All the following should be recorded into the log book.

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
6.3.2.2.	check fire alarm AC power lamp and trouble light	daily	
6.3.2.2.	check trouble conditions	daily	
6.3.2.3.	check central alarm and control facility	daily	
6.3.2.2.	check all fire alarm components including standby power batteries	monthly	
6.3.2.2.	test fire alarm system	monthly	
6.3.2.5.	test voice communication systems that are not integrated with a fire alarm system	monthly	
6.3.2.2.	test fire alarm system by persons acceptable to the authority having jurisdiction	annually	
6.3.2.4.	test voice communication to and from floor areas to the central alarm and control facility by persons acceptable to the authority having jurisdiction	annually	

Standpipe & Hose Systems

(in accordance with Section 6.4, if applicable)

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
6.4.2.1.	inspect all hose cabinets to ensure proper hose position and that all equipment is in place and operable	monthly	
6.4.2.4.	inspect hose valves to ensure tightness and no water leaks into the hose	annually	
6.4.2.5.	inspect standpipe hose and remove and re-rack hose and replace worn gaskets	annually or after use	
6.4.1.3.	remove plugs or caps on fire department connections and inspect for wear, rust or obstructions	annually	
6.4.3.1.	hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding one year	as required	
6.4.3.7.(1)	The dry portion of the fire department connection piping of a standpipe system shall be hydrostatically tested at a pressure of not less than 1050kPa(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.	Every 5 years	

6.4.3.6.	hydrostatically test standpipe system piping which normally remains dry, as per Article 6.4.3.2.	every 5 years	
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Portable Fire Extinguishers

Reference should be made to NFPA 10-2010 for exact details.
(in accordance with Subsection 6.2.7. – Inspection, Testing and Maintenance)

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
6.2.7.2.	inspect all portable extinguishers	monthly	
6.2.7.1.	maintain and test all portable extinguishers in conformance with NFPA 10	annually	
6.2.7.1.	hydrostatically test carbon dioxide and water type extinguishers	every 5 years	
6.2.7.1.	empty stored pressure type extinguishers and subject to maintenance	every 6 years	
6.2.7.1.	hydrostatically test dry chemical and vaporizing liquid type extinguishers	every 12 years	
6.2.7.6. 6.2.7.1.	portable fire extinguishers shall be replaced or recharged after use in conformance with instructions given on the extinguisher nameplate or as indicated by an inspection or when performing maintenance	as required	

Means of Egress and Exit Signs

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
2.2.3.4.	inspect all doors in fire separations	monthly	
2.2.3.5.	check doors in fire separations to ensure that they are closed	as required	
2.7.3.1.	required exit signs shall be maintained to ensure they are clearly visible, clean and legible	as required	
2.7.3.2.	maintain exit lights to ensure they are illuminated and in good repair	as required	
2.7.1.7.	maintain access to exits, including corridors free from obstruction	as required	

Fire Protection System for Commercial Cooking Equipment

Reference should be made to NFPA 96 for exact details.

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
2.6.1.3.(1)	check hoods, filters and ducts in ventilation systems subject to the accumulation of combustible deposits	weekly	
6.8.1.1.	inspect system for obvious or mechanical damage	monthly	
6.8.1.1.	visually check to ensure seals and lock pins are in place and the system is ready to operate	monthly	
6.8.1.1.	visually check all pressure gauges to ensure system is properly charged	monthly	
6.8.1.1.	visually check fusible links and detector assembly for any accumulation of grease or deposits	monthly	
2.6.1.13.	inspect and maintain exhaust and fire protection systems for commercial cooking equipment	every 6 months	
2.6.1.3.(1)	hoods, filters, ducts subject to accumulation of combustible deposits shall be cleaned when deposits create a fire hazard	as required	

Emergency Lighting Systems

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
6.7.1.1.	Check all components of system	monthly	
2.7.3.3.	pilot lights checked for operation	monthly	
2.7.3.3.	test emergency lighting units to ensure emergency lights will function upon failure of the primary power supply	monthly	
6.7.1.1.	test system	annually	
2.7.3.3.	test emergency lighting units to ensure unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions (After completion of the test, the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.)	annually	

Emergency Power Systems

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
6.7.1.1.	check all components of the system, operate the generator set under at least 50% of rated load for 30 minutes	weekly	
6.7.1.1.	check and clean crankcase breathers, governors and linkages on emergency generators	every 6 months	
6.7.1.1.	inspect and service generator and generator set	annually	
6.7.1.1.	check torque and valve adjustments for engines	every 2 years	
6.7.1.1.	inspect and service injector nozzles and valve adjustments on diesel engines	every 3 years	
6.7.1.1.	check insulation of generator windings	every 5 years	

Service Equipment, Ducts & Chimneys

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
2.6.1.3.	check hoods, filters and ducts subject to accumulation of combustible deposits and clean	weekly	
2.6.1.4.	chimneys, flues and flue pipes shall be inspected (or when any appliance is added)	annually	
2.2.3.5.	inspect all fire dampers and fire stop flaps	annually	
2.6.1.8.	disconnect switches for mechanical air conditioning and ventilation systems shall be operated to ensure proper shut-down	annually	
7.2.3.1.	inspect controls in air-handling systems used for venting in a fire to ensure operation	annually	
2.6.3.3.	spark arresters shall be cleaned (or more frequently if debris adversely affect operation)	annually	
2.4.1.5.	lint traps in laundry equipment shall be cleaned to prevent accumulation of lint	as required	
2.6.1.5.	chimneys, flues and flue pipes to be clean to prevent accumulation of deposits	as required	

Sprinkler Systems

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
6.5.4.5.	valves that are not electrically supervised and control water supplies to sprinklers and alarm connections (e.g. control valves), shall be checked to ensure they are in the open position	weekly	
6.5.3.2.	water supply pressure and system air or water pressure shall be checked (by using gauges) to ensure the system is maintained at the required operating pressure	weekly	
6.5.5.2.	test the sprinkler system alarm using alarm test connection located at the sprinkler valve	monthly	
6.5.5.7.	test the sprinkler supervisory transmitters and water flow devices	every 2 months	
6.5.4.3.	inspect the priming water level for dry-pipe systems to ensure proper levels are maintained	every 3 months	
6.5.5.7.	test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices	every 6 months	
6.5.3.1.	check exposed sprinkler system pipe hangers to ensure they are in good repair	annually	
6.5.3.4.	check all sprinkler heads to ensure they are free from damage, grease, dust, paint or corrosion	annually	
6.5.4.4.	remove plugs or caps on fire department connections and inspect for wear, rust or obstructions - necessary corrective actions shall be taken as needed	annually	
6.5.5.3.	test waterflow on wet sprinkler systems using the most hydraulically remote test connection	annually	
6.5.5.4.	trip test of dry pipe valves to ensure proper operation of system	annually	
6.5.5.5.	sprinkler system water supply pressure shall be tested with the main drain valve fully opened to ensure there are no obstructions or deterioration of the main water supply	annually	
6.5.4.2.	dry pipe systems shall be inspected for obstructions and the entire system flushed where necessary	every 15 years	
6.5.3.3.	check dry pipe valve rooms or enclosures during freezing weather to ensure the system does not freeze	as required	
6.5.4.1.	inspect auxiliary drains to prevent freezing	as required	

Fire Department Access

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
2.5.1.3.	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	as required	

Water Supply for Fire Fighting

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
6.6.3.2.	check the temperature of pump room during freezing weather	daily	
6.6.2.2.	tank heating equipment and accessories shall be checked daily during freezing weather to ensure that they are in operating condition and that heater valves are open	daily	
6.6.1.2.	inspect valves controlling fire protection water supply to ensure they are wide open and sealed or locked in that position	weekly	
6.6.2.12.	check water level and air pressure for pressure water tanks	weekly	
6.6.2.13.	inspect relief valves on air and water supply lines of pressure tanks	weekly	
6.6.3.1.	check water level in fire pump reservoirs	weekly	
6.6.3.3.	operate fire pump at rated speed and inspect component parts, as required	weekly	
6.6.2.8.	inspect water level in gravity tanks	monthly	
6.6.2.1.	inspect fire protection water supply tanks, supporting structures and supply systems	annually	
6.6.2.7.	inspect the cathodic protection of steel fire protection water supply tanks	annually	
6.6.2.9.	inspect all parts of gravity tanks to ensure good repair	annually	
6.6.3.5.	test fire pump at full rated capacity	annually	
6.6.5.1.	inspect all fire hydrants	annually (and after each use)	
6.6.5.6.	Fire hydrants water flow tested – main valve opened and water flow checked	annually	
6.6.2.5.	check steel on inside and outside of fire protection water supply tanks for corrosion	every 2 years	
6.6.2.6.	inspect fire protection water tanks connected to non-potable water supply for sediment	every 2 years	
6.6.2.6.	inspect fire protection water tanks connected to potable water, scrape and repaint as required	every 5 years	

Carbon Monoxide Alarms

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
6.3.4.8.	Carbon monoxide alarms shall be tested annually and after every change in tenancy.	Annually/as required	
6.3.4.8.	Battery operated carbon monoxide alarms shall be tested after the battery is replaced.	As required	
6.3.4.8.	Carbon monoxide alarms that are connected to an electrical circuit shall be tested after any change is made to the electrical circuit.	As required	

Smoke Alarms

<i>Fire Code</i>	<i>Maintenance Measures</i>	<i>Inspection Frequency</i>	<i>Responsibility</i>
6.3.3.8.	Smoke alarms shall be tested annually and after every change in tenancy.	Annually/as required	
6.3.3.8.	Battery operated smoke alarms shall be tested after the battery is replaced.	As required	
6.3.3.8.	Smoke alarms that are connected to an electrical circuit shall be tested after any change is made to the electrical circuit.	As required	

FLOOR PLANS & EVACUATION DIAGRAMS

The following list provides an example of the types of plans typically required as part of your plan submission. Please make note that two separate types of plans are required:

EVACUATION DIAGRAMS

What are they?

Evacuation Diagrams are typical diagrams that provide instructions to occupants & visitors to your building highlighting exit facilities and other fire safety provisions for their use. They should include an orientation tool “You Are Here” as well as directional arrows leading to all exits. “Approved” diagrams are then permanently affixed to the wall near elevators and exits. A copy also needs to be provided to the residents and/or occupants as part of their fire safety instructions.

What part of the building must be shown?

Site plans, basements, parking garages, and floor plans of all levels including typical floors, penthouses, mezzanines and partial floor levels, roof plans, building sections may also be necessary. Unit layouts are required for business and commercial buildings but optional for apartment suites.

What symbols must be shown?

Typical symbols used include: pull stations, designated exits, portable fire extinguishers and fire hose cabinets, and other symbols as practice.

FIRE SAFETY PRE-INCIDENT PLAN DIAGRAMS

What are they?

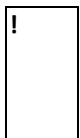
Fire Safety Pre-Incident Plan Diagrams provide greater detail to your building managers and firefighters to aid them in the locations and identity of fire safety features, provisions and hazards for firefighting, etc. The “Approved” Fire Safety Plan and Fire Safety Pre-Incident Plan diagrams are then laminated/protected (preferably 11” x 17” sheets) and installed within the Fire Alarm Annunciator Panel or other “approved” location. It is required that additional copies be provided to building managers to familiarize themselves with the building and maintain it accordingly. Two copies of the Fire Safety Pre-Incident Plan Diagrams shall be provided with your submission of the Fire Safety Plan.

What part of the building must be shown?

Site plans, basements, parking garages, and floor plans of all levels including typical floors, penthouses, mezzanines and partial floor levels, roof plans, building sections may also be necessary.

Additional Plans?

Fire alarm zone diagrams, fire protection zone and valve diagrams are necessary.



Consultation with Fire Prevention prior to the creation of plans is recommended.