



FIRE SAFETY PLAN

QUEENS COLLEGE OF BUSINESS TECHNOLOGY AND PUBLIC SAFETY 121 BRUNEL ROAD MISSISSAUGA, ONTARIO

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May 2016

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CERTIFICATION OF ANNUAL REVIEW

The Ontario Fire Code requires that this fire safety plan be reviewed at intervals of not greater than 12 months to ensure that it takes into account changes in the use and other characteristics of the building, and that any changes be submitted to the 'Fire Prevention Division' of the Municipal Fire Services.

The annual review MUST confirm that all measures in the fire safety plan have been implemented and followed. Detail requirements are shown on page 2.

Typical changes would be the Audit of Human Resources, changes to site plans, floor plans, means of egress, modifications to the fire and life safety systems, and tenant additions to the fire and life safety systems.

Contact WeMac & Associates Inc, for any changes beyond the 'Audit of Human Resources'.

Requested changes can be emailed to support@fireplans.com. We will complete the requested changes and submit these to the Municipal Fire Services on your behalf, and provide you with updates to your fire safety plan. Charges may apply.



FIRE SAFETY PLAN ANNUAL REVIEW REQUIREMENTS

The Ontario Fire Code made under Reg 213/07 as amended, requires that the approved fire safety plan be reviewed as often as necessary, but in intervals not greater than 12 months..

The fire safety plan review must ensure that the measures in the fire safety plan have been implemented and followed:

2.8.2.1 (1) A fire safety plan shall include

- (a) the emergency procedures to be used in case of fire, including
 - (i) sounding the fire alarm,
 - (ii) notifying the fire department,
 - (iii) instruction of occupants on procedures to be followed when the fire alarm sounds,
 - (iv) evacuating occupants, including special provisions for persons requiring assistance,
 - (v) the procedures for use of elevators
 - (vi) confining, controlling and extinguishing the fire,
 - {b} the appointment and organization of designated supervisory staff to carry out fire safety duties,
 - {c} the training of supervisory staff and instruction of other occupants in their responsibilities for fire safety,
 - (d) documents, including diagrams, showing the type, location and operation of the building fire emergency systems.
 - (e) the holding of fire drills,
 - (f) the control of fire hazards in the building,
 - (g) the maintenance of building facilities provided for the safety of occupants, and
 - (h) the provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof.
- (2) The fire safety plan shall be prepared, approved and implemented in buildings regulated by Article 2.8.11.
- (3) The fire safety plan shall be kept in the building in an approved location.
- (4) The fire safety plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building as described above



CERTIFICATION OF FIRE SAFETY PLAN REVIEW

The Annual Review of this fire safety plan has been conducted by persons(s) that are familiar with the fire and life safety system and organizational structure of personnel that are required to carry out specific Responsibilities and Duties as outlined in this fire safety plan.

Review Date	Reviewed By	Signature	Position/Title	Page(s) Modified	* Submitted to WeMac for Updating

Updates submitted to WeMac & Associates Inc, are to be filed at the back of the fire safety plan and must include the covering letter, or email to confirm submission of these updates.

If you are mailing your updates please send them to – WeMac & Associates Inc, 20 Woodside Court, Markham, ON, L3P 2J8
Attention: Updates



INTRODUCTION

A Fire Safety Plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of fire, fire safety, supervisory staff and related duties, and other related issues.

In order for this plan to be effective management must know the plan and be able to implement it in the event of fire. The Fire Code requires the owner to be responsible for carrying out the provisions for fire safety, and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner may be any one of or a combination of parties, including building management, maintenance staff and tenant groups.

The Fire Protection and Prevention Act states that "every person who contravenes any provision of the fire code and every director or officer of a corporation who knowingly concurs in such contravention is guilty of an offense and on conviction is liable to a fine of not more than \$50,000 for an individual or \$100,000 for a corporation or to imprisonment for a term of not more than one year, or to both".

Do not make any changes in this plan without the acceptance of the Fire Services.

The Fire Services may require this plan once approved to be resubmitted if there are any changes to occupancy or use, if there is any change in standards, if the fire plan has not been kept current or up to date or because the Chief Fire Official judges the current fire safety plan as no longer being acceptable.

The fire safety plan is to be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building.

**DISTRIBUTION OF FIRE SAFETY PLAN FOR
QUEEN'S COLLEGE OF BUSINESS, TECHNOLOGY & PUBLIC SAFETY
121 BRUNEL ROAD, MISSISSAUGA, ONTARIO**

Mississauga Fire and Emergency Services	Complete Plan
Queen's College of Business, Technology & Public Safety 121 Brunel Road Mississauga, Ontario	Complete Plan
School Principal	Complete Plan
Fire Safety Plan Box	Complete Plan
Teaching Staff	Pages 2-2, 3-1, 3-3, 3-4, 4-5, 4-8, and 5-4
WeMac & Associates Inc.	Complete Plan

A copy of the Fire Safety Plan will be kept in the fire safety plan box and main office and will be readily available in the event of a fire emergency.

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AUDIT OF BUILDING RESOURCES

FIRE ALARM SYSTEM

The school is equipped with a Simplex model 4010, single stage, multi zoned fire alarm system. The fire alarm control panel is located in the ground floor electrical room. A remote annunciator panel is located in the main entrance vestibule (firefighter's entrance). The location is shown on drawing FSP2.

The alarm is activated by pull stations and detectors. The sounding device for the system is horns/strobes.

The actuation of a pull station or detector will cause all horns throughout the school to sound at the evacuation rate.

Upon an alarm, the relative location of the alarm will be indicated on the fire alarm control panel and on the remote annunciator. At the time of an alarm, all air handling systems will shut down and signal will be sent to the monitoring company Guardtek.

BACKUP POWER SUPPLY

The fire alarm system is supported with a master power supply consisting of gell cell batteries and charging circuit. The DC power supply is capable of operating under supervisory conditions for 24 hours and at the end of this period operate the alarm devices for 30 minutes.

DETECTORS

The school contains smoke detectors, rate of rise/fixed temperature heat detectors and duct smoke detectors.

Smoke detectors are located in the corridors throughout the school, at the top of all enclosed stairwells, in all classrooms, offices, lounge areas, and storage rooms.

Rate of rise/fixed temperature heat detectors are located in the electrical room, and ground floor storage area.

Duct smoke detectors are installed in the air handling units.

The approximate location of the smoke detectors and heat detectors is shown on the schematic drawing.

PORTABLE FIRE EXTINGUISHERS

3A:10BC rated multi-purpose fire extinguishers are installed at each exit and in the corridors.

The approximate location of the fire extinguishers are shown on the schematic drawing.

BATTERY POWERED EMERGENCY LIGHTING UNITS

Battery powered emergency lighting units with remote heads are located in all corridors, stairwells, classrooms, lounge areas, electrical room, washrooms, and faculty office.

The emergency lighting units will provide emergency lighting for a duration of 30 minutes under power failure conditions.

HYDRANTS

There are municipal fire hydrants located on Brunel Road in front of the school. The location is shown on drawing FSP1.

GAS SHUT OFF

The main gas shut off is located on the south-west face of the school and is accessible from the side parking area. The location is shown on drawing FSP1.

WATER AND ELECTRICAL SHUT OFF

The main electrical shut-off and water shut off are located in the electrical closet. The location is shown on drawing FSP2.

ROOF ACCESS

Roof access is from a ladder located at the north-east corner of the building and is accessible from the rear parking area.

FIRE DEPARTMENT ACCESS

The school is accessible from Brunel Road. The firefighter's entrance is the main entrance located on the south face.

The location is shown on drawing FSP1.

EXIT LOCATIONS

The main entrance/exit is located on the south face and exits onto Brunel Road. There is a corridor exit on the north face which exits onto the rear parking area.

There is a corridor/stairwell exit on the east face that exits onto side driveway.

The location of all exits is shown on drawing FSP1.

AUDIT OF HUMAN RESOURCES

SCHOOL NAME & ADDRESS

Queen's College of Business, Technology & Public Safety
121 Brunel Road
Mississauga, ON, L4Z 1X3
Phone – 1-866-576-5423

BUILDING OWNER

Di Blasio Corporation
6620 Rothschild Trail
Mississauga, ON
L5W 0A6
Phone - 905-890-2263

PRIMARY CONTACTS

Jennifer Zhang
School Principal
Phone – 1-866-576-5423

Rick Patterson
Facilities Manager
Phone – 416-896-3997

FIRE ALARM MONITORING COMPANY

Guardtek
Phone 416-736-7203

Upon an alarm signal, the monitoring company will call the Mississauga Fire and Emergency Services and then dispatch a designated key holder.

BUILDING DATA

The school is a two level structure. Records concerning persons requiring assistance are kept in the main office.

EMERGENCY PROCEDURES

The actions to be taken by occupants in emergency situations will be posted at each pull station and will read as follows:



The building is equipped with a single stage fire alarm system. The fire alarm system is to be activated to alert the occupants of an emergency and to put into operation the approved fire safety plan. The Mississauga Fire and Emergency Services is to be notified by dialing 9-1-1 and given the correct address and the exact location of the fire.

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

IF YOU ARE IN THE FIRE AREA

- Leave the fire area
- Close all doors behind you
- Activate the fire alarm, use pull station
- Telephone the Mississauga Fire and Emergency Services - dial 9-1-1 from a safe location. Never assume that this has been done. Know and give the correct address – Queen's College of Business, 121 Brunel Road, Mississauga - and the location of the fire in the building.
- Use exits to leave the building immediately
- Do not re-enter the building once you have left it until it is declared safe to do so by a fire official



IF YOU HEAR THE FIRE ALARM SIGNAL

- Leave the building using the nearest exit or exit designated for your classroom
- If you encounter smoke in the corridor consider using an alternative exit.
- Do not return until it is declared safe to do so by a fire official

FIRE EXTINGUISHMENT/CONTROL/CONFINEMENT

Confining a fire in an enclosed space will keep the fire, smoke and fumes from entering into a means of exit. In many cases this can be accomplished if one remembers to close the door when leaving the fire area.

The production of toxic fumes in buildings makes firefighting dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring everyone has evacuated the area, the alarm has been raised and the Mississauga Fire and Emergency Services notified at 9-1-1 from a safe location, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire.

This is a voluntary act. Never attempt to fight a fire alone.

If a small fire cannot easily be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard, leave the area and confine the fire by closing all doors in the area. Leave the building and await the arrival of the Mississauga Fire and Emergency Services.

Attempting to extinguish a fire is a voluntary act.

Only attempt to extinguish a small fire if you are experienced and feel confident in using a portable fire extinguisher and you are not endangering yourself.

Improper use of a fire extinguisher may lead to serious injury or death.

Never attempt to fight a fire alone.

EXAMPLE OF PORTABLE FIRE EXTINGUISHER INSTRUCTIONS

BASIC OPERATION (PASS)

- P** - pull the safety pin (usually a twist-pull action)
- A** - aim (the nozzle, horn or hose at the base of the fire)
- S** - squeeze the trigger handle
- S** - sweep from side to side at the base of the fire (watch for reflash)

Keep an exit at your back. Do not get trapped.

- **Never** re-hang an extinguisher once it has been discharged. (even if it is only used for a few seconds.) Have it re-charged by a service company.
- **Always** maintain an area of 3 feet clearance around all fire protection equipment.

PRACTICE FIRE PREVENTION AND GOOD HOUSEKEEPING

Do not give a fire a place to start.

Attempting to extinguish a fire is a voluntary act.

Only persons who are experienced and feel confident in the use of a fire extinguisher should contemplate their use. Improper use of a portable fire extinguisher may lead to serious injury or death.

CONTROL OF FIRE HAZARDS IN THE SCHOOL

IN ORDER TO AVOID FIRE HAZARDS IN THE SCHOOL, OCCUPANTS ARE ADVISED TO:

- Keep hallways, stairwells and exits clear of obstructions at all times.
- Do not permit combustibles to accumulate.
- Avoid smoking. (no smoking premises)
- Avoid careless storage practices.
(minimum 18 inches from ceiling)
- Ensure articles such as boxes and storage racks do not obstruct doorways.
- Damaged electrical cords and appliances shall be repaired before being used.
- Electrical circuits shall not be over loaded.
- Maintain a clearance around all electrical appliances, and heat sources.
- Do not overload electrical outlets or power bars.
- Limit the use and location of extension cords/power bars.
- Use of electrical appliances must be monitored and meet CSA standards.
- All electrical equipment should be used as per manufacturer's instructions.
- Use of open flames is **NOT PERMITTED**

COMBUSTIBLE MATERIALS

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire.

The following information on control of fire hazards may ensure the building continually meets the requirements of Division B, Section 2.4.1 of the Fire Code.

- Combustible materials in buildings shall not be permitted to accumulate in quantities or locations which will constitute a fire hazard.
- Combustible materials shall not be permitted to accumulate in any part of a means of egress.
- Combustible materials shall not be used to absorb flammable or combustible liquid spills within the building.
- Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises.
- Flammable liquids shall not be used for cleaning purposes.
- Combustible materials shall not be stored on a roof or adjacent to any building so as to create a fire hazard to the building or its occupants.
- All flammable liquids are to be dispensed and stored in approved containers.
- Combustible materials shall not be placed near electrical installations or appliances.
- Flame proofing treatments of stage drapes shall be renewed as often as required to ensure that the material will pass the match flame test in NFPA 701 "Standard methods of fire test for flame resistant textiles and films".

The following sign is to be posted in any room that contains a stove.

**THIS AREA IS RESTRICTED TO NON-
GREASE PRODUCING COOKING ONLY.**

**DEEP FAT FRYERS, GRILLS, GRIDDLES AND
OTHER GREASE PRODUCING EQUIPMENT
SHALL NOT BE USED.**

FIRE ALARM OPERATING, TESTING AND RESETTING INSTRUCTIONS

ALARM

Operation of any of the detection devices will cause the alarm signals to sound. The alarm location will illuminate on the fire alarm annunciators and display an alphanumeric character set on the fire alarm panel 'LCD' display.

NOTE:

Silencing and resetting of a fire alarm SHALL only be done after a thorough investigation into the cause of the alarm has been done by the Mississauga Fire & Emergency Services, and the all clear is given.

SILENCING OF SIGNALS

Signal silencing action will be delayed until one minute of alarm sounding is completed.

Depress the "signal silence" button momentarily. Signals will silence and "signals silenced" light will illuminate.

RESET

You must reset the detection device first. Then depress the reset button for 3 seconds. All alarm indicators should extinguish.

You can only reset the system if the activation device was a pull station or smoke detector. Contact your service company for resetting instructions if the activation device is a heat detector.

TROUBLE

A device in trouble will be indicated by an illuminated 'yellow' led on the fire alarm control panel and you will hear a distinct 'trouble sound'.

You can silence the trouble sound by depressing the "trouble silence" button. **Trouble conditions should be immediately corrected. Call your fire alarm maintenance company for service.**

FIRE ALARM SYSTEM OPERATION

The school is protected with a single stage multi-zoned fire alarm system.

THE FIRE ALARM SYSTEM IS ACTIVATED BY:

Manual Pull Stations >>>>>>



Detectors >>>>>>>



When any of these devices are activated the fire alarm will signal with the sounding of horns.

An alarm signal will automatically be transmitted to the Fire Alarm Monitoring Company who will contact the Mississauga Fire and Emergency Services.

Upon hearing the alarm, call the Mississauga Fire and Emergency Services at 9-1-1.

RESPONSIBILITIES OF THE BUILDING OWNER, SCHOOL PRINCIPAL, TEACHERS AND FACILITIES MANAGER

The Fire Code Ontario Regulation 213/07, as amended, is a provincial regulation. This code requires the owners to be responsible for carrying out the provisions of this code, and defines "owner" as "any person, firm or corporation controlling the property under consideration and includes the persons in the building or property".

RESPONSIBILITIES OF THE BUILDING OWNER

It is the responsibility of the owner to ensure the fire safety of the occupants at all times.

The Building Owner is required to have a current fire safety plan and must ensure that the building and fire facilities comply with the provisions of the Fire Code.

- **The initial verification or test reports** for fire and life safety systems installed shall be retained throughout the life of the system.
- **Before demolition or construction**, including hot surface applications, commences in or on the building or premises, the fire safety plan shall be revised to incorporate alternative safety measures and the amended plan shall be implemented.

RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

The school principal has numerous responsibilities related to fire safety. These are incorporated in this fire safety plan as follows:

Supervisory and teaching staff shall be instructed in fire emergency procedures before they are given any responsibility for fire safety.

- Have and comply with the approved fire safety plan.
- The fire safety plan is to be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building. The annual review certification form is to be completed. See the **Certification of Annual Review** in this fire safety plan. Notify the chief fire official of changes in this plan.
- Notify the Mississauga Fire and Emergency Services and school supervisory staff when any part of the life safety or fire protection equipment is shut down for repair.
- Provide alternate measures for the safety of occupants during the shutdown of any fire protection equipment.
- Provide the teachers with the occupant fire emergency procedures as contained on pages 2-2, 4-5 and 4-8 of the fire safety plan.
- Appoint, organize and instruct teachers and facilities staff in fire safety procedures as outlined in this fire safety plan before they are given any responsibility for fire safety.
- Designate your duties to the appropriate staff member when you are not available.
- Ensure fire drills are conducted as outlined in the fire safety plan. Refer to pages 5-1, 5-2 and 5-3.
- Control fire hazards in the building. Ensure that daily inspection of corridors, exit areas and storage areas be made to ensure removal of trash and hazardous materials.
- Ensure that the original records or a copy for all tests, inspections and corrective measures to the fire and life safety systems are retained at the school for examination by the Chief Fire Official. Records shall be retained so that at least the current and immediately preceding reports are available
- Maintain a current list and location of students requiring assistance in an emergency.

RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

All staff are to be instructed and knowledgeable of the following:

- The location of all exits
- The closest exit from the classroom or work area
- The location of fire alarm pull stations – at all exits
- The fire alarm signal – horns/strobes
- The second floor occupant load of 112 persons is not exceeded

RESPONSIBILITIES OF THE FACILITIES MANAGER AND STAFF

The school facilities manager, together with his staff shall fulfill the fire safety obligations as detailed in this fire safety plan.

Supervisory staff shall be instructed in fire emergency procedures before they are given any responsibility for fire safety.

THE FACILITIES MANAGER WILL:

- Have and comply with the approved fire safety plan.
- Designate your duties to the appropriate staff member when you are not available.
- Keep hallways, passageways, and exits (inside and out) clear of any obstructions at all times.
- Do not permit combustible material to accumulate in any part of a means of egress.
- Promptly remove all combustible waste from disposal areas.
- Maintain the fire alarm system and other fire protection equipment in good operating condition at all times as outlined in this fire safety plan.
- Promptly notify the school Principal of any deficiency with the fire alarm system or other fire protection equipment.
- Keep fire routes clear and accessible for fire services use.
- Participate in fire drills.

RESPONSIBILITIES OF THE TEACHERS

- Instruct students at the beginning of the semester on fire drill and emergency procedures.
- Be aware of student absentees and have a list of such students available in the event of an evacuation.
- Be familiar with the evacuation procedures for handicapped students.
- Ensure the office staff is aware of any student in your classroom that may require assistance during an evacuation.
- Keep the classroom safe from fire hazards and report any potential fire hazards to the Principal. Follow the fire hazards prevention practices as outlined in this fire safety plan.

DUTIES OF THE SCHOOL PRINCIPAL OR DESIGNATE

UPON THE SOUNDING OF THE FIRE ALARM

- Ensure the Mississauga Fire and Emergency Services has been called. Dial 9-1-1.
- Supervise the evacuation of students. With the help of office assistants check washrooms, student lounge, to ensure all students have evacuated the building.
- Confer with the Facilities Manager or his delegate to determine the location of the alarm as indicated on the fire alarm annunciator.
- Meet the Fire Service Captain at the main entrance doors with all master keys and be prepared to brief the Fire Captain on the location of the fire.
- Provide the Fire Service Captain with the location of all physically impaired or endangered persons that require assistance.
- Ensure that the fire alarm system is not silenced until instructed to do so by the Fire Services.
- Ensure pupils and staff do not re-enter the school until it is declared safe to do so by the Fire Services.

DUTIES OF THE FACILITIES MANAGER AND FACILITIES STAFF

ON DISCOVERY OF A FIRE

- Leave the fire area immediately.
- Close all doors behind you.
- Activate the fire alarm by using the closest manual pull station.
- Call the Mississauga Fire and Emergency Services from a safe location – Dial 9-1-1. Give the correct address of the school – Queen’s College of Business, 121 Brunel Road, Mississauga - and the location of the fire.

UPON THE SOUNDING OF THE FIRE ALARM

- The Facilities Manager or a designate will proceed to the fire alarm control panel or remote fire alarm annunciator panel to determine the relative location of the alarm.
- Unlock the front entrance doors. Meet the Fire Services captain at the firefighter’s entrance with all master keys and be prepared to brief the fire captain on the general location of the fire.
- Where possible assist teachers with the evacuation of the students.
- Ensure pupils and staff do not re-enter the school until it is declared safe to do so by the Fire Services.

DUTIES OF TEACHERS IN AN EMERGENCY

TEACHERS IN CHARGE OF PUPILS AND PUPILS WILL NOT ATTEMPT TO EXTINGUISH ANY FIRES.

ON DISCOVERY OF A FIRE

- Leave the fire area immediately, taking any students in the area with you.
- Close all doors behind you.
- Activate the fire alarm by using the closest manual pull station.

UPON THE SOUNDING OF THE FIRE ALARM TEACHERS WILL:

- Stop all work and shut-down all computers (if safe to do so). Instruct students on the appropriate exit route to be used. Students are not to be hampered by getting outdoor clothing or other personal belongings. Students will keep in line, avoid crowding, avoid running and refrain from talking.
- **If the primary exit route is block for any reason use the alternative exit route.**
- After the class has left the room, the teacher shall check that no students remain, close the classroom door behind you, then rejoin the students.
- Ensure any student who may be physically incapable of walking out with the class is assisted from the building by a designated adult.
- Students remote from the class are to evacuate the building with the nearest class. The student will rejoin his/her class when safely outside.
- Ensure that all students proceed to a safe distance from the school.
- Take attendance and report any unaccounted students and endangered persons to the Principal who in turn will inform the responding Fire Services Officer.

DUTIES OF OFFICE ADMINISTRATOR AND STAFF

Call the Mississauga Fire and Emergency Services - Dial 9-1-1. Give them the school name and address – Queen’s College of Business, 121 Brunel Road, Mississauga, ON.

- Do not accept any incoming calls.
- Have the following information available for the principal

Listing of students that require assistance in an emergency.

Copy of the fire safety plan.

- Assist in the evacuation as directed by the Principal or his/her designate.

FIRE DRILLS

The fire drill procedures shall be prepared in consultation with the “Chief Fire Official”.

The fire drill procedures have been prepared taking into consideration the occupancy, fire hazards, safety features, participation of occupants, and the number and degree of experience of the supervisory staff.

Fire drills are to be held annually

Fire drill reports will be kept for a period of one year after completion of the drill.

The purpose of a fire drill is to ensure that the management and staff are totally familiar with the emergency evacuation procedures, resulting in orderly evacuation with efficient use of the exit facilities.

Fire drill procedures:

The Principal is responsible to coordinate the fire drill. All teachers/supervisors are required to participate in the fire drill (there must be a minimum of 5 participants). The Principal will notify all teachers/supervisors 24 hours in advance of the fire drill.

The Fire Alarm Monitoring Company must be notified prior to and upon completion of a fire drill.

The Principal and participants will meet prior to the drill and will be advised which pull station is to be activated.

Participants will be given a "fire drill report form" see page 10.

Participants will proceed to their stations.

At the advised time the predetermined pull station will be activated.

The alarm will be reset.

The participants will complete their report form.

The Principal and participants will hand in their reports and discuss any noted deficiencies.

FIRE ALARM DRILL RESPONSIBILITIES (ORGANIZATION)

PRINCIPAL

- Notify the fire alarm monitoring company prior to and upon completion of the fire drill.
- To be stationed at the fire alarm control panel to ensure the alarm zone functions properly. The horns are to sound for at least three minutes before being silenced
- Have master keys available
- Reset the fire alarm control panel
- Complete fire drill report as outlined on page 5-3

FACILITIES MANAGER OR DESIGNATE

- Proceed to the designated area and activate the pull station to commence the fire drill
- Ensure all fire doors are closed
- Upon completion of the fire drill, reset the pull station
- Complete fire drill report as outlined on page 5-3

OTHER PARTICIPANTS

- Carry out duties as assigned, check washrooms, student lounge, etc.
- Complete the fire drill report as outlined on page 5-3

FIRE ALARM DRILL REPORT

Report from room # _____ date _____

Name: _____

Your location when alarm sounded? _____

Was the alarm audible in your area? _____

Did students proceed to the exits in an orderly manner? _____

Did the alarm annunciate properly at the control panel? _____

Did the alarm annunciate properly at the annunciator panel? _____

Was pertinent information on students requiring assistance and absentees readily available to the Principal? _____

Did the fire alarm system re-set correctly? _____

Was the fire alarm monitoring company notified prior to drill? _____

Did the monitoring company receive the alarm signal? _____

Was the fire alarm monitoring company notified after drill? _____

Signature of person completing report _____

Signature of school Principal _____

INSTRUCTIONS FOR PERSONS WITH DISABILITIES

It is the responsibility of the school principal (Management) to maintain a current list of students that will require assistance during an emergency. This list must be readily available for the Mississauga Fire & Emergency Services upon their arrival.

It is the responsibility of Staff to furnish the names of such applicable persons to the School Management (Principal). **This listing must be kept current and updated at least every semester or more frequently as required.**

DURING AN EMERGENCY, THE FOLLOWING ACTION SHOULD BE TAKEN:

- Physically impaired students are to be assisted out of the school by a teacher or other designated adult. Refer to the occupant emergency procedures on page 2-2.

MAINTENANCE OF BUILDING FACILITIES

The Fire Code: Ontario Regulation 213/07, as amended, is a provincial regulation.

The "Fire Code" lists certain items that require checks, inspections, and/or tests to ensure safety to life and freedom from fire hazards in buildings in Ontario. This code obliges the owner to be responsible for carrying out the provisions of this code, and defines "owner" as "any person, firm or corporation controlling the property under consideration and includes the persons in the building or property".

A written record (available to the fire services on request) must be kept of all tests and corrective measures for a period of 2 years after they are made.

Fire prevention officers will, when conducting routine inspections, be requiring documentation that the required checks, inspections and/or tests have been done.

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

1. Unobstructed exit passageways and doorways.
2. Exit doors readily opened from inside without the use of keys (with panic type hardware where required).
3. No chains or similar types of locks on exit doors.
4. Doors in fire separations closed except when persons are actually passing through.
5. Maintenance of fire protection equipment such as fire extinguishers.
6. Maintenance of life safety systems such as fire alarms, emergency lighting, etc.

DEFINITIONS FOR KEY WORDS ARE AS FOLLOWS:

- CHECK -** means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
- INSPECT -** means physical examination to determine that the device or system will apparently perform in accordance with its intended function.
- TEST -** means operation of device or system to ensure that it will perform in accordance with its intended operation function.

PERIODIC TESTING OF FIRE ALARMS

GENERAL

The fire alarm system shall be subject to the requirements of CAN/ULC-S536-04 Inspection and Testing of Fire Alarm System.

Daily checks and monthly tests shall be conducted by the Facilities Manager for ensuring the proper operation of the fire alarm system.

Yearly tests shall be conducted by a person acceptable to the authority having jurisdiction for servicing fire alarm systems.

DAILY

The following daily checks shall be conducted and if a fault is established appropriate corrective action shall be taken:

1. Check the principal and remote trouble lights for trouble indication.
2. Check of the AC. power-on light shall be carried out to ensure its normal operation.

MONTHLY

Every month the following tests shall be conducted **on emergency power** and if a fault is established appropriate corrective action shall be taken:

1. One manual alarm initiating device shall be operated on a rotation basis and shall initiate an alarm condition.
2. Intended function of all alarm signal appliances shall be ensured.
3. The fire alarm panel shall be checked to ensure that the tested devices annunciate correctly.
4. Intended function of the audible and visual trouble signals shall be ensured.
5. Fire alarm batteries shall be checked to ensure that:
 - 1) Terminals are clean and lubricated where necessary
 - 2) Terminal clamps are clean and tight where necessary

PERIODIC TESTING OF FIRE ALARMS

YEARLY

Yearly tests shall be conducted by a person acceptable to the authority having jurisdiction for servicing fire alarm systems. ie: licensed by the Electrical Contractors Association of Ontario or the Canadian Fire Alarm Association or someone who is supervised by a person who meets the above qualifications.

Check the technicians photo ID card for the program provider and authorized signature, the technicians name and photo, and the following statement: “this program is deemed acceptable to the fire marshal and satisfied the requirements of Division C Section 1.2.1 of the Ontario Fire Code. Record the information and file it with the technicians inspection/test report.

Every year the following tests shall be conducted and if a fault is established, appropriate corrective action shall be taken.

1. The fire alarm system shall be operated under general alarm conditions.
2. All alarm initiating devices shall be actuated individually with the main power supply disconnected.
3. Each manual alarm initiating device shall be activated on the main power supply.
4. Operation of every audible and visual signal appliance shall be ensured during the testing of alarm initiating devices.
5. Each automatic alarm initiating device shall be tested for its intended function.
6. Each alarm signaling and alarm initiating circuit shall be checked for electrical supervision and trouble indication.
7. Correct annunciation shall be ensured for each initiating device tested.
8. The fire alarm system control unit shall be visually checked to ensure that the control unit has not been altered other than as specified.

PORTABLE FIRE EXTINGUISHERS

INSPECTION, TEST AND MAINTENANCE GUIDELINES

Monthly inspections shall be conducted by the Facilities Manager for ensuring the proper operation of the portable fire extinguisher

Annual maintenance shall be conducted by a Qualified Service Contractor

Yearly, Five Year, Six Year, and 12 Year tests shall be conducted by a Qualified Service Contractor

MONTHLY INSPECTION – FACILITIES MANAGER

1. Check nozzle for operation and any obstructions.
2. Seal or tamper indicators are in place.
3. Pressure gauge reading satisfactory.
4. No apparent physical or mechanical damage.
5. Instructions for use on nameplate legible and face outwards.

YEARLY MAINTENANCE – QUALIFIED CONTRACTOR

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

- a) Mechanical parts
- b) Extinguishing agent
- c) Expelling means

FIVE YEAR MAINTENANCE - QUALIFIED CONTRACTOR

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested.

SIX YEAR MAINTENANCE - QUALIFIED CONTRACTOR

Every six years, stored pressure extinguishers that require a 12 hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.

TWELVE YEAR MAINTENANCE - QUALIFIED CONTRACTOR

Every twelve years, mild steel or aluminium shell fire extinguishers shall be hydrostatically tested.

PORTABLE FIRE EXTINGUISHERS

NOTES

1. Only ULC labeled extinguishers shall be installed.
2. Ensure extinguisher is set on hanger or bracket.
3. Installed so that the top of the extinguisher is not more than 1.5m (5ft) above the floor, where the gross weight of the extinguisher is 18kg (40 lbs) or less.
4. Extinguisher must have an inspection tag attached showing maintenance or recharge dates, the servicing agency and signature of person who performed service.
5. A permanent record of the inspection and maintenance record of all portable fire extinguishers must be maintained for at least 2 years.
6. A label must be fixed to the extinguisher indicating month & year of hydrostatic test, including test pressure & signature of the person or agency performing the test.

Maintenance and testing of portable extinguishers shall be in conformance with NFPA 10-2002 'portable fire extinguishers'.

EMERGENCY LIGHTING UNIT EQUIPMENT

INSPECTION AND MAINTENANCE GUIDELINES

MONTHLY CHECK

1. Emergency lights are checked monthly for indication of operating conditions.
2. Ensure unit is secure in its location and aimed properly.

MONTHLY TEST

1. The unit equipment shall be tested monthly to ensure the emergency lights will function upon failure of the primary power supply.

MONTHLY INSPECTION

1. Ensure terminal connections are clean, free of corrosion and lubricated where necessary.
2. Ensure terminal clamps are clean and tight.
3. Ensure battery surface is kept clean and dry.

ANNUAL TEST

1. The emergency lighting unit equipment shall be tested annually to ensure that the units will provide emergency lighting for 30 minutes under simulated power failure conditions.
2. 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.

NOTES:

1. Records must be maintained for a period of at least two years with respect to all inspections.
2. Monthly checks and inspections of emergency lighting to be conducted by the Facilities Manager

HEATING, VENTILATION AND AIR CONDITIONING

INSPECTION AND MAINTENANCE (SERVICE EQUIPMENT) GUIDELINES

WEEKLY CHECK

1. Check filters and ducts subject to the accumulation of combustible deposits and ensure they are cleaned when deposits create an undue fire hazard.

ANNUAL INSPECTION

1. Inspect disconnect switches for mechanical air conditioning and ventilation systems to ensure the system can be shut down.

NOTES

1. Every defective heating appliance in the building shall be removed, repaired or replaced when it creates a hazardous condition.
2. Any work on ducts involving the use of heat-producing devices for cutting, welding or soldering, shall not be undertaken before the system has been shut down, the duct cleaned of any accumulations of combustible deposits and any combustible lining and covering material that could be ignited by such work, has been removed.
3. A permanent record shall be kept of all inspections, tests and maintenance for at least two years.

Inspections to be conducted by the Facilities Manager.

FIRE SEPARATIONS

INSPECTION AND MAINTENANCE GUIDELINES

Inspect doors in fire separations to ensure that they are operable at all times as follows:

1. The doors are not blocked or wedged open.
2. The doors are checked as frequently as is necessary to ensure that they remain closed unless equipment is installed to close the door automatically.
3. The door openings and the surrounding areas are to be kept clear of anything that would be likely to obstruct or interfere with the operation of the door.
4. Inspecting door hardware and other ancillary components regularly and making necessary adjustments or repairs to ensure proper closing and latching.
5. Repairing or replacing inoperative parts of hold-open devices and automatic releasing devices whenever necessary.

Written records of all tests and corrective measures shall be kept for a period of two years after they are made.

Monthly inspections are to be conducted by the Facilities Manager.

Annual inspections are conducted by a service company

MEANS OF EGRESS

INSPECTION AND MAINTENANCE GUIDELINES

AS REQUIRED

- Check all doors in fire separations to ensure they are closed.
- Maintain exit signs to ensure they are clear and legible.
- Maintain corridors free of obstructions.

Responsibility of the Facilities Manager

RECORDS

A written record shall be kept of all tests and corrective measures **for a period of two years after they are made**, and the record shall be made available upon request to the chief fire official.

INSPECTION, TEST AND MAINTENANCE RECORDS

Fire Alarm System

Portable Fire Extinguishers

Emergency Lighting

Heating, Ventilation and Air Conditioning

Fire Separations

Means of Egress

ALTERNATIVE MEASURES FOR SAFETY OF OCCUPANTS

Indicates the established procedures when any part of the fire protection equipment is inoperative.

ALTERNATIVE MEASURES FOR THE FIRE ALARM SYSTEM

- Call the fire alarm maintenance company for immediate repairs.
- Notify the Mississauga Fire and Emergency Services at **905-456-5700** as to the extent and duration of the system shut down. Confirm in writing if the system is to be inoperative for more than 24 hours.
- Post notices at all pull stations and in the entrance vestibule, and advise all staff.
- An attempt to minimize the impact of malfunctioning equipment will be made (ie. where portions of the fire alarm are taken out of service, the remaining portions will be maintained). Assistance and direction for specific situations will be sought from the Mississauga Fire and Emergency Services
- Establish a fire watch by patrolling the building inside and out hourly until such time as the system is operational. This is best accomplished when two persons are each equipped with a two-way radio. In the event of an emergency condition this ensures immediate contact with each other to sound a verbal alarm. Document patrols.
- Provide a means for the fire watch personnel to contact the Mississauga Fire and Emergency Services in the event of a fire emergency. A cell phone is appropriate.
- Notify the Mississauga Fire and Emergency Services when repairs have been completed and system is operational at **905-456-5700**.

ALTERNATIVE MEASURES FOR PORTABLE FIRE EXTINGUISHERS:

- Replace the fire extinguisher with a spare of the same class and rating.

NOTE: All shutdowns will be confined to as limited an area and duration as possible

ALTERNATIVE MEASURES FOR EMERGENCY LIGHTING UNITS

- Call the qualified service company for immediate repairs.
- Notify the tenants and post a notice that the emergency lighting is not functioning.
- Have available flashlights.

FIRE WATCH LOG SHEET

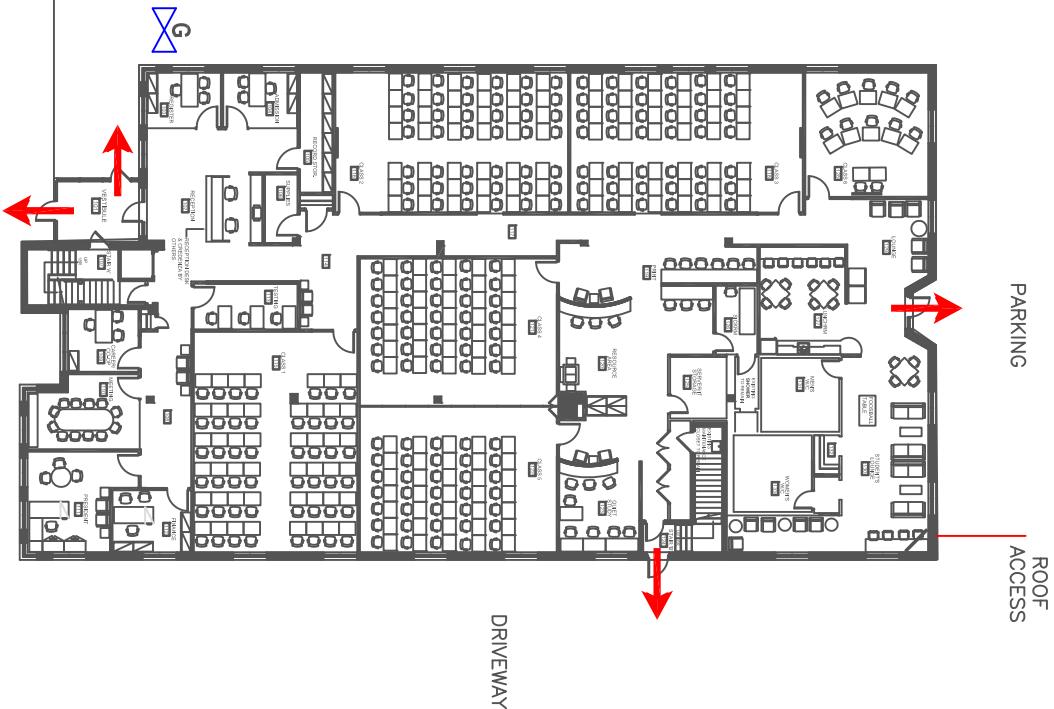
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LEGEND

- EXIT
- FH FIRE HYDRANT
- GAS SHUT OFF



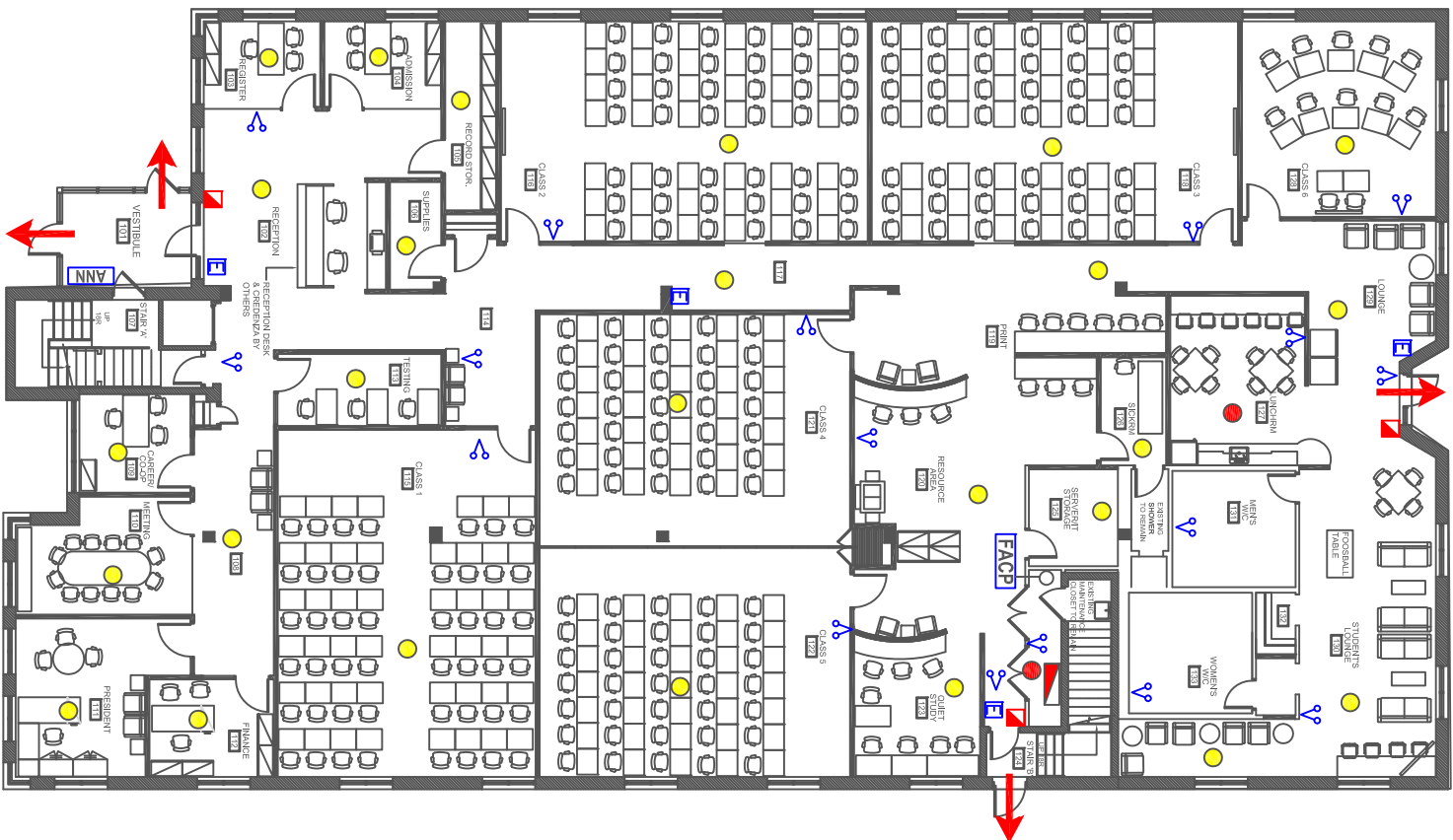
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LEGEND

- EXIT
- FIRE EXTINGUISHER
- SMOKE DETECTOR
- HEAT DETECTOR
- EMERGENCY LIGHTING
- PULL STATION
- FIRE ALARM CONTROL PANEL
- FIRE ALARM ANNUCIATOR PANEL
- ELECTRICAL PANEL



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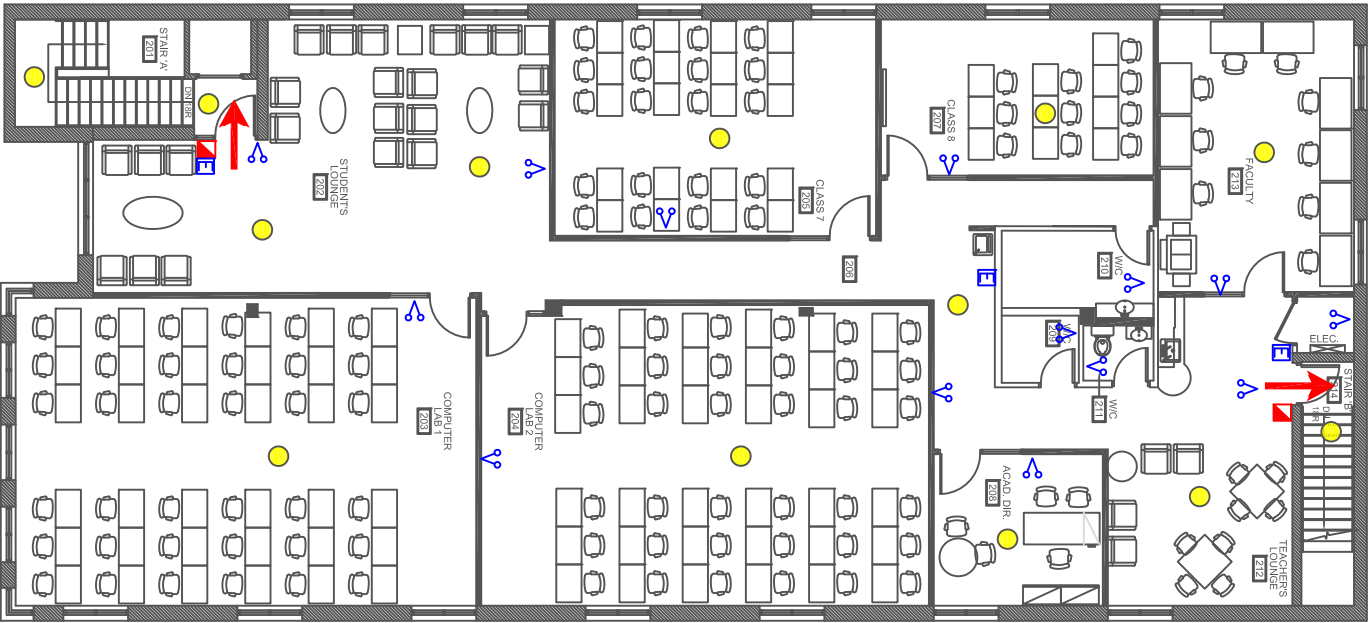
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FSP-2



LEGEND

-  EXIT
-  FIRE EXTINGUISHER
-  SMOKE DETECTOR
-  EMERGENCY LIGHTING
-  PULL STATION



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