

MUNICIPALITY OF DUTTON DUNWICH



Municipality of
Dutton Dunwich

Fire Department Fire Safety Plan (Fire Alarm System)

FOR Business/Building: Municipal Building
- Council Chambers

Effective
April 2016

Building Occupants..... **Part 3** – Emergency Procedures **AND**
Part 4 – Control of Fire Hazards
Part 8 - Building Schematic Diagrams – Legend, Floor Plan Drawing, Site Plan Drawing
Part 9 – Review and Sign off Sheet

This official document is to be kept readily available, on site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

Part 3

Emergency Procedures Signage

Emergency Procedures for Occupants and Posting on Floor Areas Emergency Procedures Signage shall be securely affixed to the wall on each floor area of the building.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

Leave fire area immediately
Close doors behind you as you escape
Sound the fire alarm – pull the manual pull stations
Alert occupants of the building – yell “FIRE” Leave the building by the nearest exit

Call Dutton Dunwich Fire Department DIAL 9-1-1

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM

Leave building immediately via nearest exit
Close doors behind you as you escape
Take door keys

CAUTION

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. If you encounter smoke in stairway, use alternate exit or seek refuge in nearest suite.

REMAIN CALM

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Emergency Procedures for Supervisory Staff

Emergency Procedures to be followed by Supervisory Staff in the event of a fire emergency:

UPON DISCOVERY OF FIRE

- Leave fire area immediately**
- Close doors behind you as you escape**
- Sound the fire alarm – pull the manual pull stations**
- Alert occupants of the building – yell “FIRE”**
- Leave the building by the nearest exit Call 9-1-1 from a safe location**
- Await arrival of the Dutton Dunwich Fire Department at the main entrance, if safe to do so**

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM

Ensure that the other occupants have been notified of the emergency

Call 9-1-1 from a safe location and notify the Dutton Dunwich Fire Department of the emergency condition

If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance

Upon arrival of the fire service, inform the fire officer of the conditions in the building and coordinate the efforts of Supervisory Staff with those of the fire service.

Provide access and vital information to the fire service – location of persons, master keys for occupancies and service rooms, etc.

Related Duties for Supervisory Staff:

- Keep doors in fire separations closed at all times;
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times;
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard;
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable;
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use;

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- Maintain the fire protection equipment in good operating condition at all times;
- Participate in Fire Drills – occupants’ participation should be encouraged;
- Have a working knowledge of the building’s fire and life safety systems;
- Ensure the building’s fire and life safety systems are in operating condition;
- Arrange for a trained substitute in your absence;
- Comply with the Ontario Fire Code;
- In the event of any shutdown of fire and life safety systems, notify the Dutton Dunwich Fire Department by calling 705-789-2121 and initiate alternative measures.

Part 4

Control of Fire Hazards – Commercial, Retail & Industrial Properties:

A high standard of housekeeping and building maintenance is the most important factor in the prevention of fire. The following information on control of fire hazards may ensure the building continually meets the requirements of Section 2.4.1 of the Ontario Fire Code.

- Combustible materials in the building 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; i.e.; stairway, hallway, corridor or fire escape;
- Combustible refuse shall be removed from the building on a regular basis;
- No combustible materials, other than those for which the room or space is designed, shall be permitted in any service room or service space;
- 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;
- Flammable or combustible liquid spills shall be removed immediately with an absorbent material that will not increase the hazard and shall be disposed of in a safe manner;
- Devices having open flames shall be securely supported in noncombustible holders and located or protected to prevent accidental contact of the flame with combustible materials.

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Control of Electrical Equipment

All electrical equipment must be labeled Canadian Standards Association (CSA) and/or Underwriters Laboratories of Canada (ULC) approved.

Electrical Equipment Wiring shall be:

- Continuous runs or spliced at junction boxes;
- Kept from under rugs;
- Free of cuts, significant abrasions or damage;
- Connected directly to a junction box or outlet – NO EXTENSION CORDS;
- Grounded appropriately;
- Extension cords must be for temporary use only or be an approved power bar. Temporary use is considered 90 days or less.

Permanent Electrical Wiring requirements:

- Junction boxes and panels must have protective cover plates;
- Electrical panels must have appropriately sized fuses or breakers;
- All wiring must have proper splices and joints;
Damaged or exposed wiring shall be repaired immediately.

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Fire Extinguishment – Control or Confinement



Fire extinguishment is primarily the responsibility of the local fire service. The production of toxic fumes in buildings makes fire-fighting potentially dangerous, especially if a large amount of smoke is being produced.

Only after ensuring that evacuation of the building has begun and the Dutton Dunwich Fire Department has been notified of the fire emergency (call 9-1-1) should a trained and experienced person familiar with fire extinguisher operation attempt to extinguish a small fire.

USING A FIRE EXTINGUISHER TO EXTINGUISH A FIRE IS A ***VOLUNTARY ACT.***

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher, or smoke presents a hazard to the operator, leave the fire area immediately and confine the fire by closing the door to the area.

To determine what type of fire extinguisher you have look at the label on the extinguisher. It should indicate Class A, BC, ABC, D or K. Ensure you are using the correct extinguisher for the type of fire you are trying to extinguish.

	Class A Ordinary Combustibles	Class B Flammable Liquids	Class C Electrical Equipment	Class D Combustible Metals	Class K Cooking Oils
Fire Classification Pictogram					
Fire Classification Symbol					
Combustible Materials	Cloth Plastics Paper Wood Rubber	Gasoline Flammable Liquids Oil-based Paints Flammable Gases Alcohols Tars	Fuse Boxes Computers Appliances Machinery Transformers	Magnesium Potassium Titanium Metal Dust	Cooking Oils Fats Animal Fats
Fire Extinguisher Selection	Class A or Multipurpose ABC Dry Chemical	Multipurpose ABC or BC Dry Chemical or Carbon Dioxide CO2	Multipurpose ABC or BC. Dry Chemical or Carbon Dioxide CO2	Class D	Class K

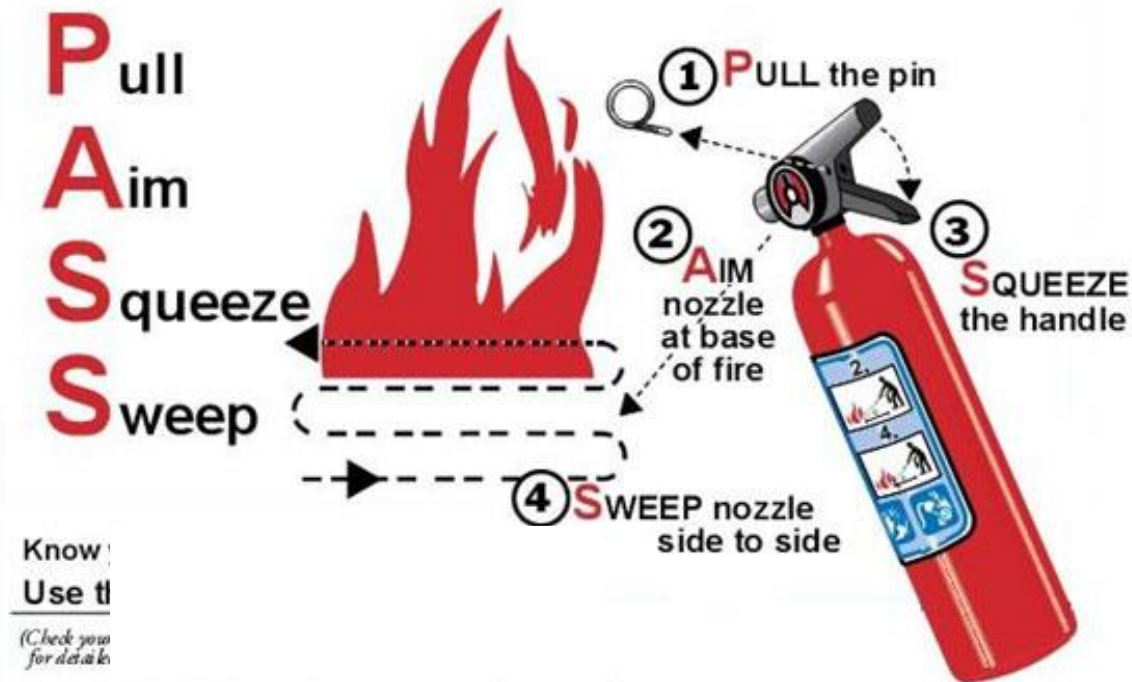
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Operation of Portable Fire Extinguishers

Ensure that the pin is intact and the seal has not been broken. Set the fire extinguisher down on the ground; break the plastic seal by twisting and pulling the pin.

Remember the **P – A – S – S** method:

To operate an extinguisher:



Pull the pin.

Aim low and direct the hose nozzle or cone at the base of the fire.

Squeeze the lever above the handle to discharge the extinguishing agent.

Sweep the nozzle or hose from side to side at the base of the fire.

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

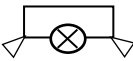










Important Safety Information – Fire Extinguishers:

- Ensure you can get out fast if you can't control the fire. Don't get trapped. Make sure the fire is not between you and your escape. **Always keep an exit at your back!**
- Never re-hang a fire extinguisher after it has been used; discharged. Have fire extinguishers recharged by a person qualified to service portable fire extinguishers and install a replacement fire extinguisher while awaiting service.
- Keep fire extinguishers visible by maintaining a one meter clearance around them.
- **USING A FIRE EXTINGUISHER IS A VOLUNTARY ACT.** Do not use a fire extinguisher if you are unsure of how to use it, do not feel confident using it, or if it endangers yourself or others.
- **ALWAYS** – before attempting to fight a fire – ensure that people have been evacuated from the fire area and that someone has called **9-1-1** to alert the Dutton Dunwich Fire Department.

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Part 8

Building Schematic Diagrams – Legend

	Entrance/Exit
	Hydrant
	Siamese Fire Department Connection
	Free Standing Siamese Fire Department Connection
	Valves (General) Identify the type of valve (i.e., shut off valve for natural gas, sprinklers etc.)
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Emergency Lighting – Battery Powered
	Illuminated Exit Sign – Single Face
	Combined Battery Powered Emergency Light and Illuminated Exit Sign
	Pull Station
	Smoke Alarm
	Heat Detector
	Smoke Detector
	Fire Extinguisher – BC Type
	Fire Extinguisher – ABC Type
	Fire Extinguisher – Water
	Hose Cabinet
	Sprinkler Riser – indicate whether Wet or Dry System
	Pull Pin for Kitchen Fire Suppression System.

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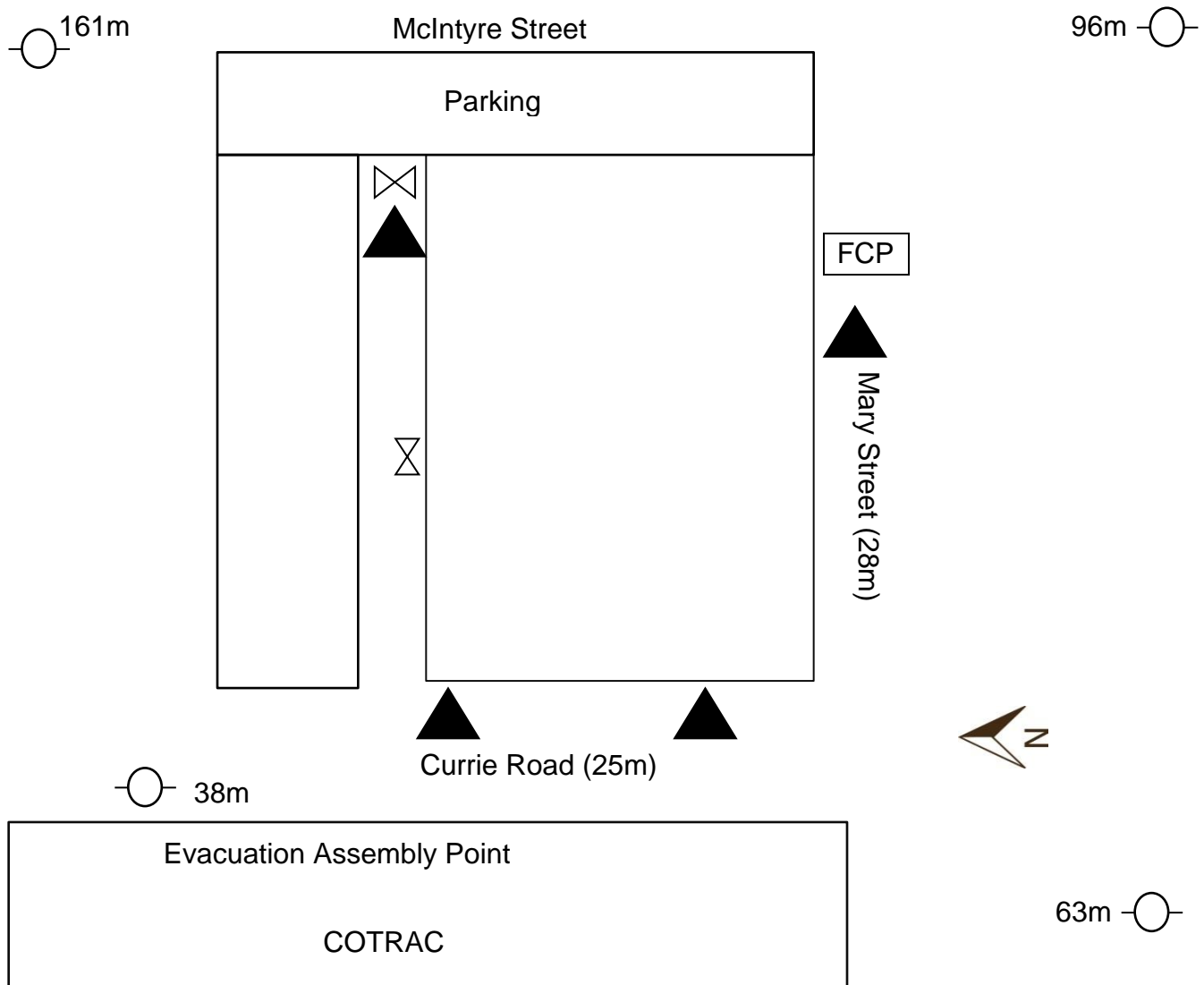
Building Schematic Diagrams – Site Plan Drawing

Site plan drawings of your building indicate the building's footprint and incorporate fire department truck access routes, fire department connections, fire hydrants (municipal & private), fire alarm control panel, fire alarm annunciator panel (if applicable), natural gas shut-off, entrances and exits for the building including main entrance, parking areas and evacuation assembly point (if applicable).

NOTE: Always include a north indicator symbol on your diagram. Owner or owner's agent to sign and date each page of the schematic verifying the accuracy of the information. Schematic shall be a neat and accurate line drawing of the premises.

Insert Site Plan Drawing

NOT TO SCALE



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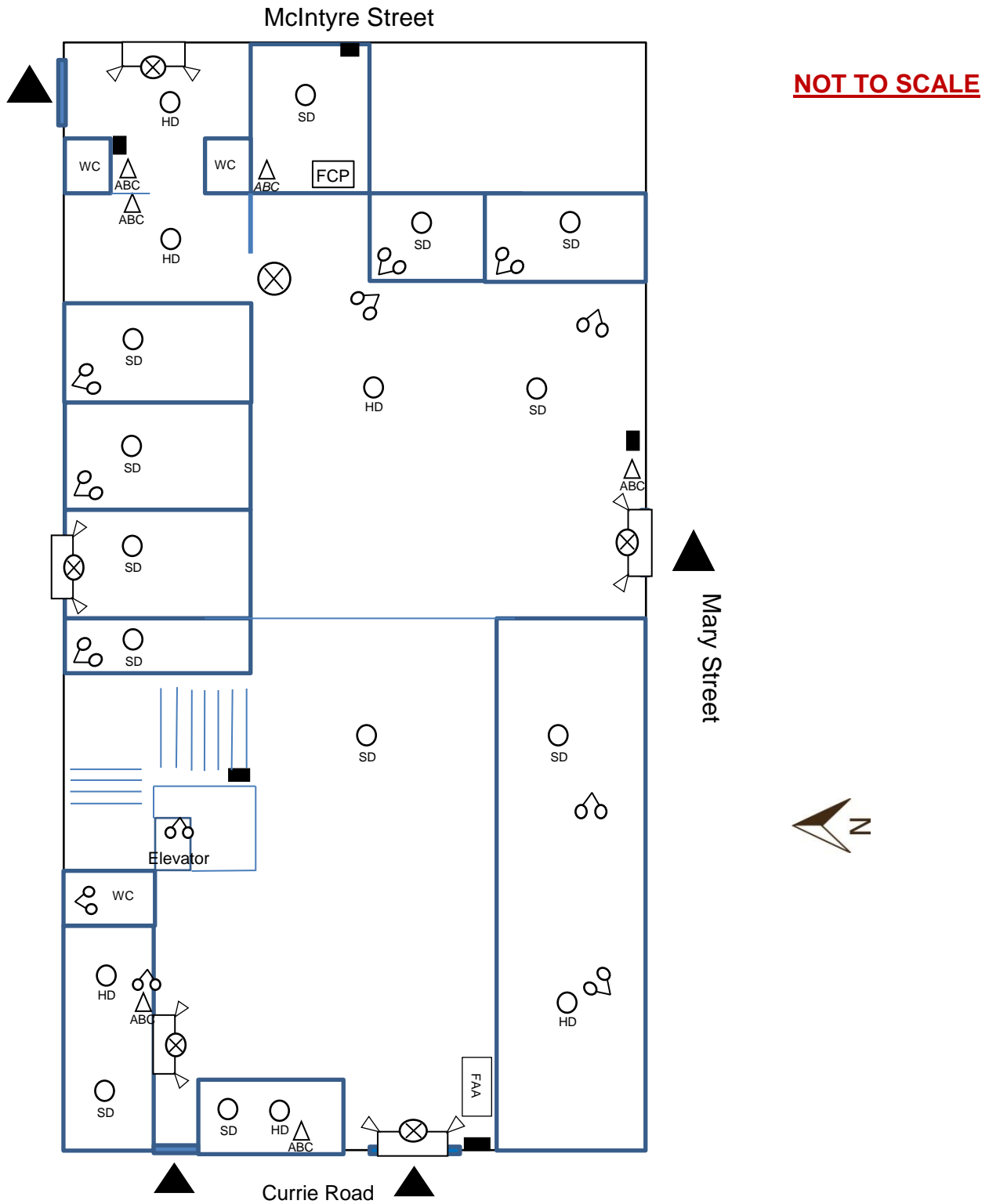
Building Schematic Diagrams – Floor Plan Drawing

Floor plan drawings of your building to indicate egress locations, fire protection equipment, i.e.; fire extinguishers, manual pull stations, emergency lighting, fire alarm control and annunciator panels, heat and smoke detectors, smoke alarms, exit signs, hose cabinets, sprinkler risers and shut-offs, fixed extinguishing systems, gas, domestic water and electrical shut-offs, mechanical and service rooms, etc.

NOTE: For multiple identical floors – a sample representative floor drawing will suffice. NOTE: Always include a north indicator symbol on your diagram. Owner or owner's agent to sign and date each page of the schematic verifying the accuracy of the information. Schematic shall be a neat and accurate line drawing of the premises.

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Insert Floor Plan Drawing(s)



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Part 9

Occupant Review and Sign Off Sheet:

I, _____ (Occupant name) have reviewed the Municipality's Fire Safety Plan for the Council Chambers and confirm that I am familiar with all fire exits and know where the evacuation assembly point is located, in case of a fire or other emergency evacuation.

Signature

Date.

Please return to Municipal Office

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