Fire Safety Plan Guide

The National Fire Code requires that a Fire Safety Plan be created and implemented for your building or business. It is the responsibility of the building owner or occupant to ensure that the information contained within the Fire Safety Plan is accurate and complete.

This Guide is to be used to assist you with building an appropriate and site-specific Fire Safety Plan, as presented in our Fire Safety Plan template. We encourage you to use both the Fire Safety Plan and the Fire Safety Plan Guide to train your fire wardens and other staff.

Your Fire Safety Plan must be current and readily available at all times for use by staff and the responding fire department.

The Fire Safety Plan has four (4) sections:

Part 1: Introduction

This section contains submission procedures and objectives (purpose) of the Fire Safety Plan as prescribed by the National Fire Code (Alberta Edition) 2019

Part 2: Critical Response Information

This section contains important information for fire crews on arrival, and a copy should be located near your main entrance or adjacent to your fire alarm/annunciator panel, if you have one. A Fire Safety Plan box can be purchased and mounted to store it.

It is important that any changes required to the information be made as soon as possible, and all displayed and distributed copies be updated.

Part 3: Emergency Procedures

This section contains important information on fire safety requirements and emergency procedures for building owners and occupants. Use it as a guide to create your safety plan. You must include any hazards particular to your location and assign specific roles and duties to your staff to perform in an emergency. Detail the evacuation procedures for your location, muster points, fire drills, and ongoing staff training. We recommend the plan you create uses terms and titles that your staff or occupants would be familiar with.
The finalized plan must be posted in a location that is highly visible to site and building occupants. We have provided sample posters with general fire safety information, which you may display if desired.

Part 4: Maintenance Requirements

This section contains an outline of the maintenance mandated by the National Fire Code for fire and life safety systems.

If you require assistance in completing your Fire Safety Plan, or have additional questions, please contact the Beaumont Fire Services Fire Prevention Department at: BFDinfo@beaumont.ab.ca or call 780-929-6185

FIRE SAFETY PLAN

Building/Business Name
Enter Building / Business Name Here
Building Address
Be sure to include Unit Number, Street Address, City and Postal Code as applicable.

Feel free to paste in a company logo or other branding info into the document.

Emergency Contact Information

Name:	Name:
Phone:	Phone:

Include any personnel to be contacted in case of emergency and 24- hour contact numbers.

Fire Department Key Box Location:	If applicable, the box should be mounted at the primary entrance of your building.
Muster Point(s):	

Main **Electrical** Shut-off Location:	
Main **Gas** Shut-off Location:	
Main **Water** Shut-off Location:	

Prepared By: Company Representative's name here	Reviewed By: Fire Prevention Officer
Date:	Date:
Signature:	Signature:

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Page numbers can be edited if required.

The National Fire Code requires Building Owners to retain a copy of the Fire Safety Plan on site.

Normally it is kept in a binder in a cabinet near the principal entrance and/or Fire Alarm Panel.

Part 1: Introduction

The National Fire Code - 2019 Alberta Edition Division B Sentence 2.8.1.1.(1) requires fire emergency procedures for the following:

- Every building containing an assembly, care, treatment or detention occupancy.
- Every building with a fire alarm system.
- Demolition and construction sites.
- Storage areas for combustible products and dangerous goods.
- Areas where flammable liquids or combustible liquids are stored or handled.
- Areas where hazardous processes or operations occur.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the fire safety plan is accurate and complete.

Supervisory staff shall be trained in the fire emergency procedures described in the fire safety plan and proved a copy before they are given any responsibility for fire safety. The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

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

The plan must include:

- Establishing a fire safety director or coordinator and their responsibilities.
- Sounding the alarm in the event of a fire.
- Notifying the fire department.
- Instructing occupants on procedures to be followed when the fire alarm sounds.
- Evacuating occupants, including special provisions for persons requiring assistance.
- Conducting fire drills.
- Controlling or eliminating fire hazards.
- Maintenance requirements for fire safety equipment and building facilities.
- Confining, controlling, and extinguishing the fire.
- A copy of all records of inspections, maintenance procedures, tests, and fire drills.
- Site and floor plans.

Submission Procedures

One copy of the fire safety plan must be submitted for review to:

A Safety Codes Officer is also available to answer questions and provide guidance.

<u>Beaumont Fire Prevention Branch</u>
5600 49 Street
Beaumont, Alberta T4X 1V7
Phone: 780-929-6185
Email: BFDInfo@beaumont.ab.ca

The Objectives of the Fire Safety Plan

General

A fire safety plan has three primary objectives:

- Fire Hazard Control: prevent the incidents of fire by the control of fire hazards in the building.
- Fire Protection System Maintenance: maintenance of the building facilities to ensure safety of the occupants.
- Emergency Evacuation: establish a systematic method for a safe and orderly evacuation of an area or building by its occupants, in case of fire or another emergency.

Emergency Evacuation Concept

Trained supervisory staff can be of great value in directing and assisting the orderly movement of people in the event of a fire. They may also perform fire control until the fire department arrives.

Evacuation procedures relying heavily on supervisory staff can be complex, in that such staff require continued training, frequent drills, and must be continuously on the premises in order to fulfill their responsibilities during an emergency.

The evacuation objective outlined in this guide can be met simply and realistically without evacuation control officers or the fire safety director's involvement in evacuation control.

Evacuation Sequence

- During an emergency, a fire alarm may sound, and all occupants will exit the building via a safe exit.
- People with disabilities should proceed with their assistants (if available) to the nearest safe exit and meet at the designated meeting location.
- Simple instructions on procedures to follow in the event of a fire should be posted prominently by each exit. These instructions should be labelled as "*In Case of Fire*."
- Use of this concept should ensure a systematic method of safe and orderly evacuation of the building in the event of a fire.

Part 2: Critical Response Information

Building & Business Information

Building	
Business Description:	Occupancy Type:
Building Height in Storeys:	Storey(s) Below Grade:
Year Built:	Building Construction:
Additions/Renovations:	

Occupancy Type & Building Construction:

If you are unsure, Beaumont Fire Prevention Officer can provide you with this information.

Utilities
Heating Type: ☐ Natural Gas ☐ Electric ☐ Other:

Any modifications to the original building or change in use of the building should be included here. Be sure to list specifics and dates.

Fire Alarm System	
Alarm Make:	Alarm Model:
Monitored: ☐ Yes ☐ No	24 Hour Emergency Number:
Monitoring Company Name:	
Main Panel Location(s):	
Annunciator panel Location(s):	

Fire Protection Systems	**Yes**	**No**	**Location:**
Municipal Hydrant			
Private Hydrant			
Fire Department Connection			
Sprinkler System			
Fire Suppression System			
Standpipe System			
Fire Pump			
Roof Access			
Emergency Power			
Elevator(s)			
Fixed Extinguishing System for Commercial Cooking			

Note: If you have a **Private Fire Hydrant**, it is your responsibility to ensure regular maintenance and inspections are completed as per the National Fire Code (Alberta Edition -2019).

Emergency Contacts

The Building Owner(s) contact info is needed so the fire department can send official correspondence – or if a key decision needs to be made, they can be contacted.

Building Owner
Owner Name
Street Address
City, Province
Phone
Email

Insurance Company
Company Name:
Plan ID:
24-Hour Phone:

The Insurance Company contact is very important. In the event of a fire, they will be able to complete post-incident tasks promptly.

Security Alarm Monitoring
Company Name:
24-Hour Phone:
Site ID:

Fire Alarm Monitoring Company
Company Name:
24-Hour Phone:
Site ID:

Building Emergency Keyholder 1
Keyholder Name:
Title:
Phone:

Build
Keyholder Nar
Title:
Phone:

Alarm Monitoring Information is repeated here from Page 7 as many building owners distribute/display Page 8 for staff and/or supervisors as a standalone quick reference

The Keyholders should be close to the building so they are able to provide access and communicate with the fire department in the event of an emergency.

Supervisory staff / Fire Wardens must be assigned by the building owner and adequately trained in emergency procedures such as moving people to evacuate in an orderly manner and carrying out appropriate fire control measures. Supervisory staff/ Fire Wardens must also have a good understanding of the fire protection systems located in the building and the required maintenance.

Supervisory staff / Fire Wardens must also have access to keys and any special devices needed for fire alarm and fire protection and building emergency systems.

Appointed Supervisory Staff / Fire Wardens

Name	Position/Role	Location	Phone Number

The Supervisory Staff and Fire Wardens may also be key holders. Be sure to designate enough staff for the building size and occupancy.

Fire Department access:

Fire access routes and access panels or windows provided to facilitate access for firefighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.

Briefly explain how firefighters gain access to property & building (from street):

By pre-planning Fire Access Routes, you can maintain unobstructed access for Fire Department Vehicles and personnel.

Building Plans:

Insert a site plan and building plan of your building. This could be a drawing/sketch. Use the schematics legend to place applicable icons on the diagram as appropriate. Copy this page for multiple buildings if needed.

Indicate location of lockbox (s), fire protection equipment, fire extinguishers and evacuation routes.

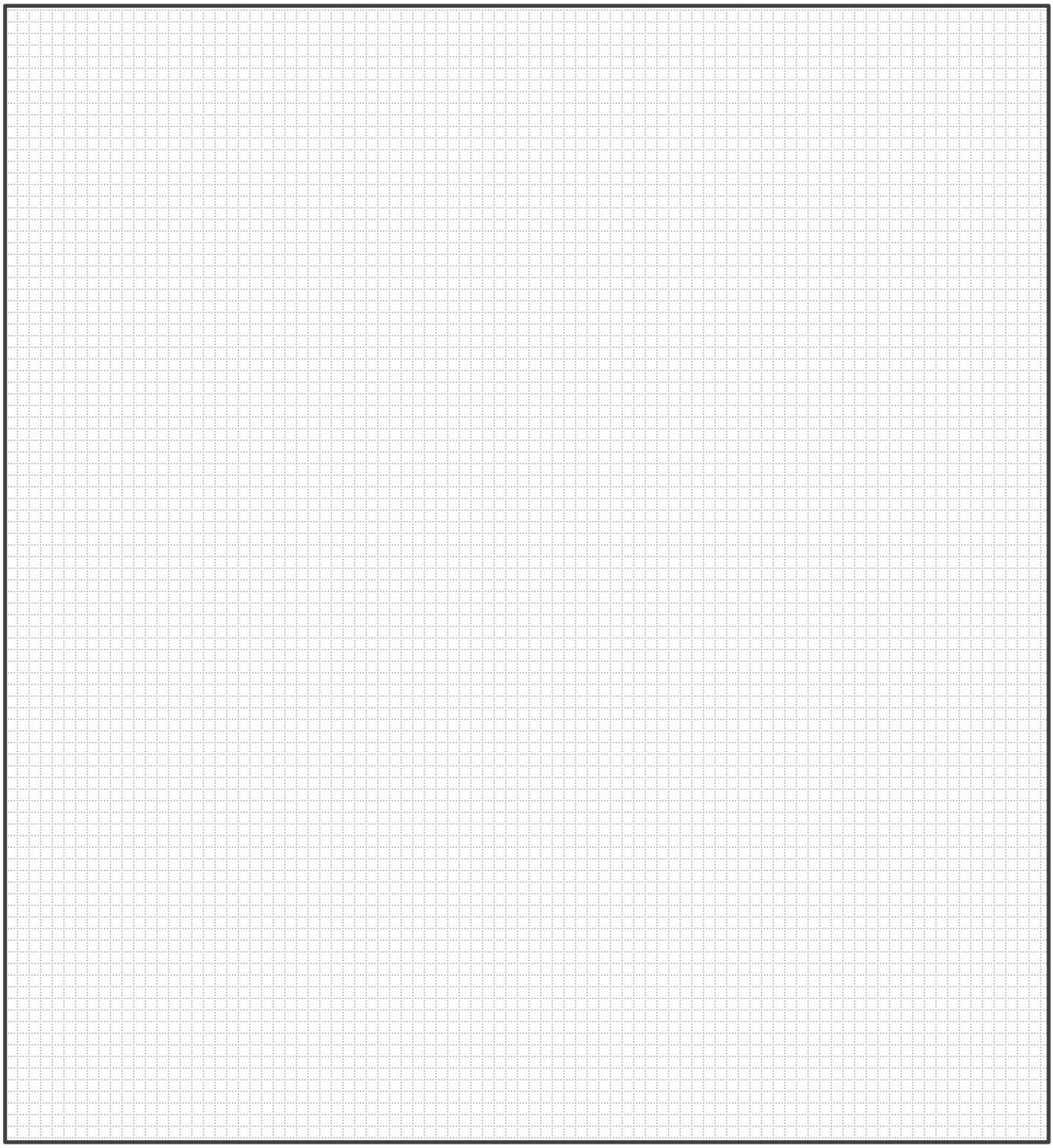
Schematics Legend

X	Kitchen fire suppression pull pin	W	Main water shut off
▲	Entrance/exit	ABC	ABC type fire extinguisher
○	Hydrant	H	Hose cabinet
GEN	Emergency power generator	(D)	Sprinkler riser, (D) if dry system
FDC	Fire department connection	HAZ	Hazardous materials
FACP	Fire alarm control panel	ROOF	Roof access
FAA	Fire alarm annunciator	ELEC	Electrical panel
■	Pull station	SCR	Sprinkler control room
S	Sprinkler isolation valve	MR	Mechanical room
P	Main power shut off	ER	Electrical room
G	Natural gas shut off	ELMR	Elevator machine room

Site Plan

If you choose to insert your own diagram(s) to these pages, be sure to include all applicable utilities and life safety elements.

Building Floor Plan



Dangerous Goods

Location of Safety Data Sheets: _____

Dangerous Good	Quantity	Classification	Location

Be sure to update this page if you change the type, quantity or location of Dangerous Goods and/or if you relocate the Safety Data Sheets.

Occupants that may require Assistance During Evacuation

Some occupants may require special assistance during evacuation. Preplanning is required to determine what may limit an occupant to evacuate. In residential occupancies staff should be aware of rooms occupied by persons requiring special assistance and should inform the responding fire department.
List the name and expected location of occupants that may require assistance to evacuate.

Name	Location	Assistance Required

If this section is not needed, it can be removed.

Be sure to include and update any occupants that may only require temporary assistance (example: a broken leg).

Considerations for efficiently evacuating occupants who require assistance should be considered as part of your evacuation procedures. (example: having a stair hair located near the stairwell, having the occupant located on the main floor, etc.)

Part 3: Emergency Procedures

Building Owner(s) Responsibilities

The National Fire Code – Alberta Edition (2019), Division C, Sentence 2.2.1.1.(1) states that the owner or the owner's authorized agent is responsible for carrying out the provisions of the Code and for developing the fire safety plan.

Responsibilities include but are not limited to:

- Establish emergency procedures that shall be followed at the time of an emergency.
- The appointment, documentation, and training of designated fire wardens/supervisory staff to carry out safety duties as determined by this Fire Safety Plan.
- Annually review the responsibilities and duties for all fire wardens and supervisory staff so they are aware of their duties in an emergency situation.
- The holding of fire drills as required and in accordance with the Fire Code, or as determined based on the occupancy, hazards, and safety equipment.
- Have a working knowledge of the building fire and life safety systems. Ensure that the systems are in operating condition at all times and that all applicable codes and regulations for the required maintenance and maintenance inspection/tests are being adhered to.
- Ensure that the initial verification or test reports for fire protection systems are retained throughout the life of the fire protection systems.
- Ensure that the information in the Fire Safety Plan is current. Review the Fire Safety Plan a minimum of once every 12 months.
- Post a copy of the Fire Safety Plan in at least one visible and accessible location.
- Ensure that all signage as required inside/outside the building is posted and maintained. (i.e. designated fire route, identification of room names and fire protection equipment, etc.).
- Ensure that the Fire Department lock box, if required, contains current keys and/or access cards required by the Fire Department.
- Comply with the most recent Fire Code.

If Fire or Smoke is Discovered

All supervisory staff shall do the following:

- Stay calm.
- Leave the affected area and close all doors behind you. Do not lock the doors.
- Initiate the fire alarm system by activating the pull station in the corridor.
- Ensure 9-1-1 is notified.
- Alert nearby occupants of the emergency situation and of the muster point.
- If the fire is in the early stages, use the building's firefighting equipment if safe to do so.
- Leave the floor area via the stairways, do not use an elevator.
- If you encounter fire or smoke use an alternative exit.
- Call the fire department at 9-1-1 when safe to do so.
- Meet the fire department outside the main entrance, muster point or wherever directed by dispatch.
- Do not re-enter the building until it is declared safe to do so by the fire department.

Every fire situation can be different so emergency procedures need to be addressed for every type of emergency situation. A well understood and practiced emergency response plan based on specific building hazards can help minimize stress during an emergency situation.

If You Are Trapped

- Find a safe area, close the door and keep it unlocked.
- Seal off all openings such as around a door with clothes or towels. Wetting them can help.
- Stay low if there is smoke.
- Get to a window and open it if there is fresh air and yell to anyone regarding your location.
- Call 9-1-1 and let them your location in the building.

Emergency Procedures for Fire Wardens and/or Supervisory Staff

Key Duties:

- Promoting the awareness to other people about the different fire hazards that may occur in your building
- Instructing the people on how to deal with any emergency
- Leading fire drills and evacuation training
- Be knowledgeable in using fire safety equipment in your area and the location of the pull stations
- Knowing all the evacuation routes and exits from the designated area
- Arrange for a substitute Fire Warden in your absence

Upon Hearing of a Fire:

- Ensure that 9-1-1 has been called. If you are the 9-1-1 caller, be prepared to supply the civic address, building/unit number and other relevant information.
- Ensure that the other occupants have been notified of the emergency.
- If it is safe to do so, supervise the evacuation of all occupants.
- Ensure that all evacuated persons are located away from the building/business and away from Fire Department access routes, Fire Department Connections and fire hydrants.
- Restrict access to the building/business so that no person(s) can enter or re-enter until the Fire Department has given permission.
- Upon the arrival of the emergency crews, inform a member of the fire response crew regarding conditions in the building and follow the instructions of emergency personnel.
- Provide access and vital information as to location of persons, master keys, location of the Fire Safety Plan, hazardous materials, and utility shut offs.
- Ensure occupants remain outside the building until advised by the Fire Department that it is safe to return.

General Information for All Occupants

The following Emergency Procedures and Fire Safety Information posters can be found in the appendix and posted next to fire alarm pull stations and elevator lobbies.

Occupants should know:

- How to notify other occupants of an emergency.
- Where exits and muster points are located.
- To call 9-1-1 immediately when you need emergency assistance.
- The correct address (and building number) or precise geographical location of the facility.
- To notify the building owner/property manager if special assistance is required in the event of an emergency.
- The fire alarm signals and procedures established to implement safe evacuation.
- To read and follow the manufacturer's smoke alarm and/or CO detector instructions, available from the building owner/property manager.
- The supervisory staff in the building.
- To report any safety hazards to supervisory staff.

Upon Discovery of Fire:

- Remain calm.
- Leave fire area immediately and close doors.
- Sound Fire Alarm.
- Call the Fire Department at 9-1-1.
- Leave building via nearest Exit.
- Await the arrival of the Fire Department at the muster point.

Upon Hearing Fire Alarm:

- Leave building via nearest Exit.
- Close doors behind you.
- Do not use elevator.
- Await the arrival of the Fire Department at the muster point.

Fire Extinguishment, Control, or Confinement

Operation of Portable Fire Extinguishers

- Ensure that 9-1-1 has been called prior to any attempt to extinguish the fire.
- Only individuals who are trained and familiar with extinguisher operation may attempt to fight the fire.

Use the acronym P.A.S.S. to remember the fire extinguishing sequence:
P - Pull the pin in the handle.
A - Aim the nozzle at the base of the fire.
S - Squeeze the leaver slowly.
S - Sweep from side to side until the fire is out or until the cylinder is empty.

When to Fight a Fire:
Do not put yourself in danger attempting to extinguish the fire.

You should fight a fire with a fire extinguisher only when:

- Everyone has left or is leaving the building.
- The Fire Department has been called.
- The fire is small and confined to the immediate area where it started.
- You can fight the fire with your back to a safe escape route.
- Your extinguisher is rated for the type of fire you are fighting and is in good working order.
- You are confident that you can operate it effectively.
- If a fire cannot be extinguished, or smoke presents a danger, leave the fire area immediately.
- Close the door to confine and contain the fire.

Never re-hang extinguishers after use.
Ensure they are properly re-charged by a qualified technician or replace the extinguisher.

Control Fire Hazards:

- Dispose of all smoking materials appropriately.
- Avoid unsafe cooking practices: deep fat frying, excess heat, unattended stoves, etc.
- Keep doors in fire separations closed.
- Keep exits and the access to exits clear of any obstructions, snow or ice at all times.
- Never leave anything that may burn or cause a trip hazard in hallways, corridors or stairs.
- Always clean out dryer lint traps before and after each use.
- Do not overload electric outlets, do not use extension cords for permanent wiring.
- Do not permit combustible materials to accumulate in quantities or locations that would create a fire hazard.
- Promptly remove all combustible waste from areas where other waste is placed for disposal.

Fire Protection System Shutdown Measures
<u>When a fire protection system is out of service for more than 2 hours, you must:</u>

- Notify your fire alarm monitoring company.
- Notify Beaumont Fire Services at 780-929-6185.
    - Supply your company's name, address, a description of the issue and when you expect it to be corrected.
- Notify occupants and post instructions with alternative procedures in case of emergency. This shall include fire watch and any additional alternate notification procedures (examples: Bullhorn, PA System, and/or Portable Radios)
- Ensure staff and occupants know how to proceed with an alternate solution should your site's main fire protection system(s) (if applicable) become impaired.
- When repairs are complete and systems are fully operational, notify the building occupants and Beaumont Fire Services.

Fire Watch

When is Fire Watch Required?

- When any part of a fire alarm system is impaired or inoperable.
- When any part of a sprinkler system is impaired or inoperable.
- When any part of a special suppression system is impaired or inoperable.
- When hot work is being done.

Fire watch can be by a responsible occupant, employee or contracted security guard whose sole responsibility is fire watch. They shall have knowledge of and by capable of performing the following functions:

- Recognizing an emergency situation.
- Transmitting an emergency warning to facility/building occupants.
- Transmitting an emergency message to 9-1-1.
- Operating equipment required for fire control and emergency warning.

Each watchman employed for fire watch service must patrol the affected area to monitor for emergency situations and follow through established procedures in notifying occupants, calling 9-1-1 and operating fire suppression equipment.

The person(s) conducting fire watch are not permitted to perform any other duties.

A sufficient number of watchmen must be employed to ensure at least one complete patrol of the facility every 60 minutes. Patrols are to be recorded with date, time, route, and person conducting the patrols. Records are to be available upon request by a Fire Safety Codes Officer.

Each fire watch personnel shall be provided with a means of communication to 911 both within and outside of the facility/building required to be protected. (Cellular phone is acceptable)

All fire watch personnel shall be advised of:

- Route to be followed during patrol.
- Details to be observed during the patrol.
- Situations that require notification of emergency personnel.
- Emergency notification instructions.
- Fire safety plan emergency procedures relevant to the area(s) for which fire watch has been assigned.
- Fire extinguishers and/or hose cabinet locations.

Fire watch shall be maintained until the fire alarm or sprinkler system is fully operational.

Only those zones or areas affected by hot works, or a shutdown, or are inoperative, are required to have fire watch.

If the fire department has prescribed fire watch due to fire safety equipment being shut down due to impairment or inoperability, then cancellation on the fire watch must be granted by the fire department.

A fire watch is only intended as a short-term alternative that permits continued occupancy of the building. Immediate action of the building owner, business operator or management firm should be arranged to correct issues on the particular system, which is temporarily out of service or inoperative.

Hot Works
Hot works conducted in a building that is outside of a designated work area designed for hot works, requires prior notification to the fire department.

If hot works are being conducted in a building with a fire alarm or sprinkler system, measures must be in place to prevent nuisance alarms. Notification to the fire department dispatch must be made before hot works start and prior to fire safety equipment being shut down.

Fire watch procedures are to be implemented in the affected areas during and after hot works.

Testing doors for Heat, Smoke or Fire
Before opening any door:

- Test for heat using the back of your hand. Look for smoke around the edges of the door.
- If the door is hot or smoke is observed, leave the door closed and unlocked.
    - Use an alternate exit to evacuate the area.
- If the door is not hot, brace yourself against the door, opening slightly
    - If you feel a hot draft or air pressure, close the door immediately.
    - If there is no hot draft or air pressure, proceed to the nearest exit to evacuate the building.

If no exit is available, **SHELTER IN PLACE**:

- Return to a safe location and close the door, leaving it unlocked.
- Call 9-1-1 and inform them of your location.
- Seal off openings which may admit smoke (ie: door edges, vents, etc.).
- If smoke enters, stay low. Do not open any windows.
- Wait for the Fire Department and listen for instructions.

Fire Drills
The person in charge of the building is responsible for determining the procedures of the fire drill and must document each drill. Records of the drills must include the date of the drill, evacuation time and any comments and recommendations. Drill records are to be kept onsite for 2 years and provided to a Fire Safety Codes Officer upon request.

The procedures for conducting the fire drill should take into consideration the following:

- The building occupancy and its fire hazards.
- The safety features and equipment provided in the building.
- The desirable degree of participation of occupants other than supervisory staff.
- The number and degree of participating supervisory staff.
- The requirements of the fire department.
- Testing fire alarm monitoring and their process of notifying fire department dispatch

Frequency
Fire drills are to be held at the following frequencies (check appropriate box):

- Every 6 months for high rise buildings.
- 3 times in each of the fall and spring term for a school attended by children.
- Every month for day-care centers, treatment, or detention occupancy.
- Every 12 months for all other occupancies.

Part 4: Fire Safety Maintenance Requirements

Requirements of the Alberta Fire Code

To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

Definitions for key words:

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

Fire Protection Systems / Fire Separation	Responsibility:
Weekly • Check hoods, filters and ducts for combustible deposits, and clean if necessary. Monthly • Inspect doors in fire separations for proper operation. The self-closing devices must allow for the door to positively latch. Ensure that there are no door stops. Annually • Test fire rated roll shutters, fire dampers and fire-stop flaps. • Inspect chimneys, flues and flue pipes and clean as often as necessary to keep them free from accumulations of combustible deposits. • Test disconnect switches for mechanical air-conditioning and ventilating systems. • Inspect and clean spark arresters to ensure accumulations of debris will not adversely affect operations. Repair or replace burnt-out arresters.	

Portable Fire Extinguishers	Responsibility:

Portable fire extinguishers shall have a tag securely attached to it showing the maintenance and recharge date, the servicing agency and the signature of the person who performed the service.

Monthly
- Ensure there is adequate clearance around the extinguisher.
- Check that the gauge indicator in the dial is in the green zone.
- Ensure the pin is in place and that the seal has not been tampered with.
- Ensure there is an inspection tag securely attached.
- Document the monthly inspection on the tag or on a separate spreadsheet

Annually
- Extinguishers shall be inspected by a qualified technician.

Fire Alarms (CAN/ULC S536-13)	Responsibility:

Daily
- Check the fire alarm panel to ensure that the system indicates a "Normal" status. If not, take appropriate action

Monthly
- Check to ensure that the fire alarm panel and all fire alarm pull stations have unobstructed access.
- Check that the communication to the monitoring station is correct where applicable.
- Check and confirm the common audible and visual trouble signals.
- Test voice paging capability to one (1) zone on a rotational basis.
- Test one (1) emergency telephone on a rotational basis.

Annually
- Annual technician testing/servicing required.

Smoke Alarms (CAN/ULC S552-02)	Responsibility:

- For dwelling units, including hotels and motels, all smoke alarms must be tested monthly to ensure they are in operating condition.
- For Apartment buildings, the smoke alarms must be inspected, cleaned and tested prior to a new occupant taking possession. Upon occupancy, ALL occupants must be provided with information on maintaining and testing the smoke alarms.
- It is recommended that smoke alarm batteries be replaced two (2) times a year.
- Replace smoke alarms a minimum of every ten (10) years or more frequently if recommended by the smoke alarm manufacturer.

Carbon Monoxide Alarms	Responsibility:
Follow all manufacturer's instructions for mounting, maintaining, and replacement.	

Emergency Power Systems	Responsibility:

Emergency power systems shall be maintained according to the manufacturer's instructions.

Weekly
- Check all components for cleanliness and wear.
- Ensure room is kept above 10 degrees Celsius.

Monthly
- Simulate a failure of the normal electrical supply.
- Run the generator for 60 minutes at a 30% load.
- Inspect block heater, hoses and wires. Correct any defects found.

Semi-Annually
- Perform required maintenance as per manufacturer's specifications.
- Perform two full cranking cycle tests.

Annually
- Perform required maintenance as per manufacturer's specifications.
- Run the generator for 2 hours at full load.

Emergency Lighting Systems/Exit Signs	Responsibility:

Monthly
- Test emergency lighting to ensure it will function if the primary power supply fails.
- Test emergency lighting to ensure that it will properly illuminate egress paths.
- Inspect exit signs to ensure they are illuminated on primary power.
- Test exit signs to ensure that they are illuminated on backup power (battery or generator) when the power is off.
- Maintain documentation of all inspections and tests.

Annually
- Test emergency lighting to ensure it meets design specifications for operation duration under simulated power failure conditions.
- Test the emergency lighting charging conditions for voltage, current and recovery period to ensure that the charging system meets manufacturer's specifications.
- Have annual testing completed by a qualified agency
- Maintain documentation of all inspections and tests.

Sprinkler Systems (NFPA 25, Section 13)	Responsibility:

General
- In cold weather, inspect auxiliary drains as required to prevent freezing.
- Test the main drain any time the control valve is closed and reopened at system riser.

Weekly
- Except for electrically supervised valves (which are to be checked monthly), check all
- valves controlling water supplies to sprinklers and alarm connections to ensure they:
- are free from external leaks and are accessible and locked in the open position
- have applicable identification and correct wrenches.

Monthly
- Check alarm valves and system riser check valves externally to verify:
- the gauges indicate they have normal supply water pressure
- they are free of physical damage
- they are in appropriate open or closed position
- the retarding chamber or alarm drains are not leaking.

Quarterly
- Test mechanical water flow devices including water gongs.
- Inspect water-flow alarm and supervisory signal initiating devices to ensure that they are free from mechanical damage.
- Test the main drain of at least one system downstream of a device that has the sole water supply through a backflow preventer and/or pressure reducing valves.

Semi-annually
- Test vane and pressure switch-type devices.
- Test gate-valve supervisory switches and other sprinkler system supervisory devices.

Standpipe Systems & Hose Systems (NFPA 25)	Responsibility:

Standpipe hose is to be re-racked after any use.

Monthly
- Inspect hose cabinets to ensure that the hose and equipment are in the proper position and appear to be operable.
- Check gauges for good condition and normal water supply pressure.
- Check caps are in place on Fire Department Connections. If missing, examine the Fire Department Connection for obstructions, back flush if necessary and replace the caps.

Annually
- Annual technician testing/servicing required.

Private Hydrants (NFPA 25, Chapter 7)	Responsibility:

Hydrants shall be unobstructed and readily available for use at all times.

Annually

- Hydrants must be serviced annually by Strathcona County Utilities department, or a qualified technician.
- Visually inspect the hydrant for deficiencies, obstructions, cracks and stability.
- Check for leaks in outlets or at top of the hydrant.

Commercial Cooking (NFPA 96)	Responsibility:

<u>Kitchen Exhaust Systems</u>

- Commercial kitchen exhaust systems must be inspected for grease build up and cleaned by a qualified technician, acceptable to SCES, according to the following schedule or as required by use:
  - Monthly – Solid fuel cooking operations
  - Quarterly – High volume operations, i.e., 24 hour, charbroiling, or wok cooking
  - Semi Annually – Moderate volume cooking operations
  - Annually – Low volume cooking operations such as churches, day camps, seasonal businesses or senior centers.
- Remove grease filters from the exhaust hood and clean at least once per week.

<u>Kitchen Suppression Systems</u>

- Ensure a K-class portable fire extinguisher is provided to protect commercial cooking equipment.
- Ensure caps are on all suppression nozzles daily. Clean the exterior of the nozzles at the same time as the grease filters are removed, or more often as required.
- Have a qualified technician inspect the system once every 6 months.