

MANUAL:	Emergency	Policy No.:	10-A-10
SECTION:	Bell Lane Terrace		
SUBJECT:	Bell Lane Terrace Fire Safety Plan		

POLICY: Fire safety at Bell Lane Terrace is legislated by the Ontario Fire Code which provides for the safety of the building occupants through the elimination and control of fire hazards, maintenance of fire protection and life safety systems, establishment and implementation of the fire safety plans, procedures and inspections in our building.

PROCEDURE: The building at Bell Lane Terrace is equipped with a two-stage fire alarm system.

FIRE STAGE - ALERT

The Alert Stage is activated by any manual pull station, heat detector or smoke detector. The alarm signal rings throughout Bell Lane Terrace by a chiming sound until the initiating device has been restored to normal and the system is reset at the main fire alarm control panel.

The system is directly connected to Fire Monitoring of Canada, and a signal is automatically transmitted to the Brantford Fire Department when the Alert Stage alarm sounds. A signal is also automatically transmitted to the John Noble Home when the Alert Stage alarm sounds. Fire Monitoring of Canada will also notify the John Noble Home Charge Nurse, that an alarm has been activated at Bell Lane Terrace.

When a fire alarm rings, all main ventilation systems will shut down automatically. The elevator will return to the main floor with doors opened and are inoperative.

SECOND STAGE - EVACUATION

The evacuation stage is activated when five minutes have passed in the alert stage and the fire panel or initiating device has not been restored to normal. The Evacuation stage of the fire alarm system is designed and intended when complete evacuation of the building becomes necessary. The evacuation stage will activate a first stage fire alarm at John Noble Home.

Each individual unit is also equipped with a direct wired smoke alarm not attached to the fire alarm system with silencing device. Please contact the Property Manager to understand how this feature works.

The building is sprinklered.

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RESPONSIBILITIES OF THE TENANT

To avoid fire hazards in the building, occupants must:

- Avoid unsafe cooking practices: deep fat frying, too much heat, unattended stoves, loosely hanging sleeves;
- Never leave burning candles unattended;
- Avoid careless smoking. Never smoke in bed;
- Never leave anything that may burn or cause a trip hazard in the halls, corridors and/or stairways;
- Keep doors to stairways closed at all times;
- Keep access to EXITS inside and outside clear of any obstruction at all times;
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use;
- Always clean out clothes dryer lint collector before and after use;
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.

In general occupants should:

- Know how to activate the building fire alarm system;
- Know where exits are located;
- Call fire and emergency service immediately (911) whenever you need assistance;
- Know correct address of building - 6 Bell Lane Terrace, Brantford
- Notify the building owner/property management at John Noble Home if special assistance is required in the event of an emergency;
- Know the fire alarm signals and the procedures established to implement safe evacuation;
- Report any fire hazard to supervisory staff;
- Participate in fire drills.

UPON DISCOVERY OF OR IN CASE OF FIRE occupants should:

- Leave fire area immediately and close doors if safe to do so;
- Sound Fire Alarm;
- Call Fire Department at 9-1-1
- Leave building via nearest exit.

Upon hearing the fire alarm first stage occupants should:

- Prepare to leave the building Listen to announcements/instructions.
- If possible go to the main floor using the stairs. If unable to use the stairs go to the common room on the 2nd floor and await rescue.

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Upon hearing the fire alarm evacuation stage occupants should:

- Leave the building via the nearest exit. If unable to leave your apartment call 911 and tell them your name and apartment # and you will need assistance evacuating.
- Close the doors behind you if safe to do so;
- **Do not use the elevator.**

RESPONSIBILITIES OF THE OWNER

The building owner has numerous responsibilities related to fire safety and must ensure that the following are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency;
- Appointment and organization of designated supervisory staff to carry out safety duties;
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building;
- Control of fire hazards in the building;
- Maintenance of building facilities provided for safety of the occupants;
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment;
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years;
- Post and maintain at least one (1) copy of the fire emergency procedures;
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location;
- Notify the Chief Fire Official regarding changes in the Fire Safety Plan;
- Designate and train supervisory staff;
- Orientate all tenants to the Fire Safety Plan.

IN THE EVENT OF ANY SHUT DOWN

In the event of any shut down of the fire protection equipment systems or part thereof, the fire department shall be notified. In the event of any shut down of the fire protection equipment systems or part thereof in excess of 24 hours, a written plan will be provided to the fire department for approval. Occupants will be notified and instruction will be posted as to the alternate provisions or actions to be taken in case of emergency.

Bell Lane Terrace supervisory staff (John Noble Home) will:

1. Notify the Brantford Fire Department.
2. Post notices on all floors by elevators and in the lobby entrance stating the problem and when it is expected to be corrected.

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3. Have supervisory staff patrol and log their actions of the affected area at least once every hour.
4. Have Brantford Fire Department and the building occupants notified once repairs have been completed.

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

FIRE DRILLS

Fire drills will be held at least once annually to ensure efficient execution of the Fire Safety Plan. Monthly Fire alarm is tested and tenants are to respond as if a normal fire drill. New tenants will receive an orientation on the fire safety plan and a review of the plan. Fire drill records will be retained for a period of one year. The following tests shall be conducted and if a fault is established, appropriate corrective action shall be taken:

1. One manual fire alarm initiating device shall be operated on a rotating basis and shall initiate an alarm condition.
2. Function of all signal devices shall be ensured.

Yearly test conducted by a certified alarm contractor as required by the Ontario Fire Code, Section 1.1.5.3. Tests shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".

EACH TENANT WILL RECEIVE A FLOOR PLAN INDICATING THE EXITS IN RELATIONSHIP TO THEIR INDIVIDUAL UNITS WHICH WILL BE ATTACHED TO THIS FIRE SAFETY PLAN.

OPERATIONAL/MANAGEMENT PROCEDURES

Maintenance Requirements of Building Fire and Life Safety Systems:

In order to fulfill our obligations, the following checks, inspections and/or tests must be performed at Bell Lane Terrace. The following tests will be performed by staff assigned either Maintenance or Administration.

Definitions of Key Words:

Check: means visual to ensure the device or system is in place and is not obviously damaged or obstructed.

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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.

General:

- Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed.
- Exit signs shall be clearly visible and maintained in a clean and legible condition.
- Internally illuminated exit signs shall be kept clearly illuminated at all times.
- Ensure dwelling unit smoke alarms are maintained in operating condition.
- Fire access routes - streets, yards, private roadways, shall be maintained so as to be immediately ready for use at all times by fire department vehicles.
- Lint traps in laundry equipment shall be cleaned to prevent accumulation of lint.

Fire Alarm and Voice Communication Systems:

Daily

- Check fire alarm AC power lamp and trouble light (Administration/Maintenance)
- Check trouble conditions (Administration/Fire Monitoring)

Monthly

- Check all fire alarm components including standby power batteries (Maintenance)
- Test Fire alarm system (Maintenance)

Portable Fire Extinguishers:

Portable fire extinguishers shall be replaced or recharged after use in conformance with instructions given on the extinguisher nameplate or as indicated by an inspection or when performing maintenance.

Fire extinguishers are tested and recertified every five years and replaced as deemed necessary.

Monthly

- Inspect all portable extinguishers (Maintenance)

Annually

- Maintain and test all portable extinguishers in conformance with NFPA10 (Maintenance/Outside Contracted Service)

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Means of Egress and Exit Signs:

In general and as required check doors in fire separations to ensure that they are closed. Exit signs shall be maintained to ensure that they are clearly visible, clean and legible. Exit lights are to be illuminated and in good repair. Access to exits, including corridors are to be free from obstruction.

Monthly

- Inspect all doors in the fire separations (Maintenance)

Emergency Lighting Systems:

Annually test system to ensure unit will provide emergency light for a duration equal to the design criteria under simulated power failure conditions (Maintenance).

Emergency Power Systems:

The emergency power system and maintenance thereof is performed by maintenance staff for the John Noble Home under the John Noble Home Policies and Procedures as the generator is shared between John Noble Home and Bell Lane Terrace (Maintenance & qualified contractor).

Service Equipment, Ducts & Chimneys:

Annually inspect all fire dampers and fire stop flaps. Disconnect switches for mechanical air conditioning and ventilation systems shall be operated annually to ensure proper shutdown. Annually inspect all controls in air-handling systems used for venting in a fire to ensure operations (Maintenance and qualified contractor).

Sprinkler Systems:

Sprinkler valves are electronically supervised by the fire alarm system and are monitored by the system. As required the dry pipe valve rooms shall be checked during freezing weather to ensure the system does not freeze and the auxiliary drains shall be inspected to prevent freezing.

Weekly

- Water supply pressure and system air or water pressure shall be checked (by using gauges) to ensure the system is maintained at the required operating pressure (Maintenance).

Monthly

- Check the sprinkler system control valves open & water supplies open (Maintenance).

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Annually

- Check exposed sprinkler system pipe hangers to ensure they are in good repair (qualified contractor)
- Check all sprinkler heads to ensure they are free from damage, grease, dust, paint or corrosion. (qualified contractor).
- Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions - necessary corrective actions shall be taken as needed (qualified contractor).
- Test water flow on wet sprinkler systems using the most hydraulically remote test connection (qualified contractor).
- Trip test of dry pipe valves to ensure proper operation of system. (qualified contractor).
- Sprinkler system water supply pressure shall be tested with the main drain valve fully opened to ensure there are no obstructions or deterioration of the main water supply (qualified contractor).

Every 12 years

- Test Hydrostatically agent in dry chemical fire extinguishers

Every 15 years

- Dry pipe systems shall be inspected for obstructions and the entire system flushed where necessary (qualified contractor).

NOTE:

Yearly tests conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. Tests shall be in accordance with CAN/ULC S536, “Inspection and Testing of Fire Alarm Systems”.

DATE APPROVED:	November 2007
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