

Fire Safety Plan

(For a Short Term Rental with an occupant load of 11 or more)

(Name of Property Owner)

(Address)

1. OVERVIEW

1.1 OWNER

Addresses & Use:

Occupant Load: _____

(To determine the occupant load use the following: A single sized bed is equal to one person and any larger sized beds equal 2 persons)

Building Area: _____ square meters

Property Owner: Name & Phone #'s

Res:

Cell:

Alternate Emergency Contact Person: Name & Phone #'s

Tel:

In the event of a fire or emergency the owner, or renter if no owner on site, should:

- Alert the occupants of the fire, yell “fire”.
- Direct all occupants to exit the building.
- Call 911 and notify the fire department of the emergency.
- Ensure the safety of the occupants.

1.2 FIRE DEPARTMENT TELEPHONE #'S

Emergency: 9 1 1

Fire Prevention Office: 905-871-1600

2. FIRE PROTECTION & LIFE SAFETY EQUIPMENT

2.1 FIRE EXTINGUISHERS – REFER TO SCHEMATIC DRAWINGS

Extinguishers are located throughout the building. They are located as following:

See drawing for exact location of extinguishers.

Service Company:

2.2 SERVICE EQUIPMENT

Location: Heating, ventilating and air-conditioning equipment is located

2.3 EXIT LOCATIONS – REFER TO SCHEMATIC DRAWINGS

Exit located:

Exit located:

Example: Exit located on north end of building through kitchen area.

2.4 SHUT OFFS (GAS, WATER AND ELECTRICAL) - REFER TO SCHEMATIC DRAWINGS

Gas:

Water:

Electrical:

3. CONFINING, CONTROLLING AND EXTINGUISHING A FIRE

3.1 CONFINING, CONTROLLING & EXTINGUISHING

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.

Controlling a fire or preventing its spread, by closing the door in fire separated areas, will permit a reasonable period of time necessary for escape from the building.

In the event of a fire, judgment may be necessary in deciding which action is appropriate in a given situation.

In case of a pan fire:

Turn off the stove. If possible, smother flames with a pot lid or larger pan. Protect your hand with an oven mitt or wrapped dishtowel.

If the fire is not brought under control immediately follow emergency procedures.

Never throw water or use flour on a grease fire.

In case of an oven fire, close the oven door and turn off the oven.

Never touch or attempt to carry a flaming pot. The contents may spill, spread or burn you.

If the fire is not brought under control immediately follow emergency procedures.

What if I accidentally make contact with a flame or hot surface?

If your clothing catches fire: stop where you are, drop to the ground, and roll back and forth to put the fire out.

Immediately cool a burn with cool running water under a tap for five to ten minutes and then seek medical attention.

NOTE: The production of noxious fumes in modern buildings makes any attempt at fire fighting extremely dangerous to untrained personnel, particularly if a large amount of smoke is being generated.

Fire extinguishment, control and confinement is primarily the responsibility of the fire department. Your primary responsibility when you detect smoke or fire is to

leave the fire area, taking other occupants with you, close doors behind you, and Dial 911 and notify the fire department of the fire emergency.

DO NOT fight fire unless you are trained, properly equipped and confident of your ability to do so - life safety is priority. Make sure you have an escape route at all times and a backup person to assist you.

3.2 CLASSIFICATION OF FIRES

Learn how to operate the extinguishers in the building. Learn the classifications of fires.

CLASSIFICATION OF FIRES
A = ORDINARY COMBUSTIBLES, e.g. wood paper, trash, etc.
B = FLAMMABLE LIQUIDS, e.g. oil, grease, etc.
C = ENERGIZED ELECTRICAL EQUIPMENT, e.g. electrical panel, etc.
K = WET CHEMICAL FOR SUPPLEMENTATION OF KITCHEN EXTINGUISHING SYSTEM. <i>ONLY USE IF NECESSARY AFTER EXTINGUISHING SYSTEM HAS BEEN ACTIVATED.</i>

Note: Never use water on class B, C or K class fires

3.3 FIRE EXTINGUISHER PROCEDURES

3.3.1.1 *Before Extinguishing Fire:*

Yell “fire” to notify the occupants.

Call fire department immediately.

Preferably, work with a partner.

Always have a safe exit route. Never let fire come between you and your exit.

3.3.1.2 To Extinguish a Fire:

Choose an extinguisher with the correct classification.

Pull pin.

Aim at the base of the fire.

Squeeze handles on fire extinguisher.

Use a sweeping motion to extinguish fire.

If there is any physical danger, leave the area and close the door

4. FIRE HAZARDS AND PRECAUTIONS

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

Building must be kept clean and free of rubbish and other debris in all areas

Combustible waste material must not be stored in any other area than designated areas.

Store extra supplies in storage rooms.

Do not block exits or routes to exits.

Do not use combustible materials to absorb flammable or combustible liquid spills within the building.

DO NOT use unsafe electrical equipment, frayed extension cords, over-loaded outlets.

Combustible materials must not be stored with ashes in the same container.

Flammable liquids must not be used for cleaning purposes.

Use extreme caution when using items with open flames. Do not use flammable decorating materials.

Turn off office equipment, etc. when not in use.

Unplug coffeepots, toasters and other small appliances when not in use.

Keep all cooking and exhaust equipment free of grease.

Check pilots in stove to ensure they are lit.

Check high temperature thermostat in deep fat fryer to ensure correct function.

Keep BC dry chemical extinguishers in kitchen areas. Use BC extinguishers for kitchen fires unless fire is a class A fire. BC dry chemical extinguishers are made with a non-toxic chemical whereas ABC dry chemical extinguishers have a toxic base and will contaminate food products.

5. RESPONSIBILITIES OF THE OWNER

Fulfill duties during alarm and fire and ensure the safety of the occupants. In the event of fire, judgment may be necessary in deciding which action is appropriate in a given situation. It is your responsibility to make the selection that achieves the greatest protection for the occupants.

Know emergency procedures.

Train assistants to act in your position during your absence.

Inform all staff of fire procedures and train staff to ensure the safety of the occupant in the event of fire.

Ensure continued fire safety awareness within the building.

Maintain the fire protection equipment in good operating condition at all times.

Ensure regular scheduled maintenance checks, inspections and tests as per the Ontario Fire Code are completed on schedule.

In the event of any shutdown of fire protection equipment, follow the alternative measures as outlined in the Fire Safety Plan.

Know the location and function of all fire protection and life safety equipment in the building.

Control fire hazards in the building.

Notify the FORT ERIE FIRE DEPARTMENT, Fire Prevention Office, of any changes that will affect the Plan.

Complete an annual review of the fire safety plan.

6. ALTERNATIVE MEASURES

Alternative Measures for the Portable Fire Extinguishers

Note: All equipment should be in correct operational order at all times.

The established procedure when a portable fire extinguisher is either used or not operational due to damage or lack of charge is as follows:

In the event of

1. Notify occupants by posting notices at the portable fire extinguisher location directing to the nearest portable fire extinguisher.
2. Either replace the portable fire extinguisher, with a new one of the same size and class or call for immediate service by a fire protection company.

When the defective equipment has been repaired or replaced and once is again operational:

1. Remove the posted occupant notices.

7. TRAINING

The owner and staff must be made familiar with emergency procedures as detailed in the fire safety plan. The development and implementation of the fire safety plan is the responsibility of the building Owner.

Emergency procedures must form a part of the training. It is presumed that such training will include certain basic items such as:

1. Importance of prompt reporting of fire immediately to fire department.
2. Importance of limiting and controlling fire and smoke spread.
3. Importance of remaining calm.
4. Importance of evacuating all persons from building calmly and quickly.

It is important that all of the management team and staff survey the building to determine the number and locations of exits. They must be informed of fire hazards. They must know occupant emergency procedures as well as their own specific duties and responsibilities.

Designated management team staff must be trained to maintain fire protection and life safety equipment as laid out in "Maintenance Procedures for Fire Protection" section.

8. MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS AND EQUIPMENT

Regular maintenance must be performed on the fire and life safety equipment in the building in accordance with the Ontario Fire Code.

A written record shall be kept for all tests, corrective measures performed by Contractors. All records must be kept for a period of two years after they are made, and the records shall be made available upon request to the Chief Fire Official.

Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, during the course of a fire inspection.

Included is a list maintenance requirements that apply to your building.

Routine in-house maintenance can be completed by the Owner. The person/s performing maintenance must be properly trained to complete the work.

Most annual maintenance is technical and must be completed by competent contractor/s.

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 or function.

8.1 AFTER EVERY TENANCY – TO BE COMPLETED BY OWNER

Test all smoke alarms and carbon monoxide alarms by pushing the test button.

8.2 MONTHLY- TO BE COMPLETED BY OWNER

Check fire extinguishers and ensure the pressure gauge reading is in the operable range. Also check nozzle for obstruction and ensure seal or tamper indicators are in place. Ensure extinguishers have not been tampered with and are undamaged.

8.3 ANNUALLY - TO BE COMPLETED BY CONTRACTOR

Portable fire extinguishers are to be inspected for maintenance requirements and the necessary maintenance performed.

SPECIAL NOTE RE: SMOKE ALARMS AND CARBON MONOXIDE ALARMS

All smoke alarms need to be replaced every ten years, or before the indicated replace by date. If there are no dates indicated on the smoke alarm, it must be replaced. This includes hardwired alarms and battery operated alarms

All carbon monoxide alarms need to be replaced as per the manufacturer's guidelines. The life of the carbon monoxide alarm varies for different makes and models. This includes hardwired alarms and battery operated alarms

SPECIAL NOTE RE: FIRE EXTINGUISHER INSPECTION AND/OR MAINTENANCE

Portable fire extinguishers are to be inspected for maintenance requirements and the necessary maintenance performed.

1. Every six years from date of manufacture wet and dry chemical extinguishers must have maintenance performed.
2. Every twelve years from date of manufacture wet and dry chemical extinguishers must have a hydrostatic test and a recharge.

Note: The manufacture date is indicated on the bottom of the extinguisher or on its label.

Part 12- Building Schematics

LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM



Entrance / Exit



Valves (General)

Identify The Type Of Valve (e.g. Shut Off Valve For Natural Gas, Sprinklers, etc.)



CO

Carbon monoxide alarm



SA

Smoke alarm



BC

Fire Extinguisher - BC Type



ABC

Fire Extinguisher - ABC Type

The evacuation route drawings **shall** be posted in all bedrooms on the back of the door.

If you require information on where smoke alarms and carbon monoxide alarms are required in your home please contact the Fort Erie Fire Department at 905-871-1600 x 5600