

*Guideline for the Preparation of Fire
Safety Plans within the Municipality of
the District of Chester*

Updated November 2014



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Definitions and Abbreviations

- (a) "alteration" means alteration as defined in the regulations made pursuant to the *Building Code Act* and, for greater certainty, includes an addition;
- (b) "appoint" means appoint in writing;
- (c) "Board" means the Fire Safety Appeal Board referred to in Section 40;
- (d) "building" has the same meaning as in the *Building Code Act* and regulations;
- (e) "Building Inspector" means an inspector as defined in the *Building Code Act* for the Municipality of the District of Chester in which a building is, or is to be, located;
- (f) "Council" means the Fire Safety Advisory Council established pursuant to this Act;
- (g) "deputy fire marshal" means a person appointed as a deputy fire marshal pursuant to this Act;
- (h) "designate" means designate in writing;
- (i) "division" means a division of the Board as constituted pursuant to the Fire Safety Act and Regulations;
- (j) "electrical installation" has the same meaning as in the *Electrical Installation and Inspection Act*;
- (k) "fire" includes an explosion;
- (l) "fire brigade" means an organization that exists to perform fire-suppression and related activities, but does not include a fire department;
- (m) "fire chief" means the senior official within, and in charge of, a fire department;

- (n) "Fire Code" means the National Fire Code of Canada adopted pursuant to the fire Safety Act;
- (o) "Fire department" means an organization that provides fire-suppression services to the Municipality of the District of Chester
- (i) is registered by a municipality pursuant to Section 294 of the *Municipal Government Act*, or
 - (ii) is designated as a fire department by the regulations;
- (p) "fire hazard" means a situation, process, material or condition that
- (i) on the basis of applicable data, may cause a fire or provide a ready fuel supply to augment the spread, intensity or impact of a fire, and
 - (ii) poses a threat to property or the health or safety of a person;
- (q) "fire official" means, where authorized,
- (i) the Fire Marshal,
 - (ii) a deputy fire marshal,
 - (iii) a provincial inspector,
 - (iv) a local assistant, or
 - (v) a municipal fire inspector,
- as the case may be;
- (r) "Fire Marshal" means the person appointed as the Fire Marshal pursuant to the Fire Safety Act;
- (s) "fire-protection system" means a fire-alarm device, fire-alarm system or fire-extinguishing device or system, or a combination thereof, that is designed and installed for detecting, controlling or extinguishing a fire or alerting occupants, the fire-suppression service, or both, that a fire has occurred;
- (t) "Fire safety" means fire safety as described in Section 16 of the Fire Safety Act;
- (u) "fire suppression" means an organized emergency response for controlling and extinguishing fires;
- (v) "former Act" means Chapter 171 of the Revised Statutes, the *Fire Prevention Act*;

(w) "land and premises" or "land or premises" includes a part thereof and buildings, structures and things situated on, or attached to, the land or premises;

(x) "local assistant" means a person who is a local assistant pursuant to the Fire Safety Act;

(y) "Minister" means the Minister of Environment and Labour;

(z) "municipal fire inspector" means a person appointed by the Municipality of the District of Chester as a municipal fire inspector pursuant to the Fire Safety Act;

(aa) "municipality" means the Municipality of the District of Chester, incorporated as a municipality of a county or district under the Municipal Government Act;

(ab) "owner" includes;

(i) a person controlling land or premises or the activity on the land or premises,

(ii) *prima facie* the assessed owner of land or premises whose name appears on the assessment roll prepared in accordance with the *Assessment Act*, and

(iii) where land or premises are owned or leased by Her Majesty in right of the Province, *prima facie* the Department of Transportation and Public Works;

(ac) "provincial inspector" means a person designated as a provincial inspector pursuant to this Act;

(ad) "qualified" means acceptable to the Fire Marshal;

(ae) "NFC" means the latest edition of the *National Fire Code of Canada*;

(af) "FSA" means the Act to Promote and Encourage Fire Safety, short title the *Fire Safety Act*;

(ag) "FSA Regulations" means the Regulations Respecting Fire Safety made by the Governor in Council pursuant to Section 51, of Chapter 6, of the Act of 2002, the *Fire Safety Act*;

(ah) "Authority having jurisdiction" means the Fire Inspector appointed by the Municipality of the District of Chester to conduct fire inspections and enforce the National Fire Code of Canada under the *Fire Safety Act*.

Introduction

Fire safety is an important responsibility for everyone from top managers to the newest employee. The consequences of poor fire safe practices and lack of emergency planning are evident in an emergency when employee whereabouts are not known or minimum fire and life safety devices are not functioning as the manufacturer intended them be operated.

Article 17 of the Fire Safety Act of Nova Scotia states:

17 Unless this Act or the regulations otherwise prescribe, every owner of land or premises, or a part thereof, and every person shall take every precaution that is reasonable in the circumstances to achieve fire safety and to carry out the provisions of this Act, the regulations and the Fire Code.

Article 2.8.2.1 of the National Fire Code of Canada requires that a fire safety plan be prepared in buildings or areas as described in article 2.8.1.1.

2.8.1.1 Application

1) Fire emergency procedures conforming to this Section shall be provided for:

- a) Every building containing an assembly or a care, treatment or detention occupancy,*
- b) Every building required by the National Building Code of Canada 2010 to have a fire alarm system,*
- c) Demolition and construction sites regulated under Section 2.14 of this Code,*
- d) Storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5 and 3.3.2.9,*
- e) Areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.5, and*
- f) Areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.*

A Fire Safety Plan shall be prepared in cooperation with the responding fire department and approved by the Authority Having Jurisdiction (the Fire Inspector for the Municipality of the District of Chester)

The Fire Safety Plan may also be used by the responding fire departments to create pre plans for fire fighting purposes in a specific building. This is especially true for buildings with large floor areas, hazardous processes or where materials and dangerous goods as listed in the latest edition of the North American Emergency Response Guidebook for the Storage and Transportation of Dangerous Goods are stored.

The implementation of a Fire Safety Plan helps to assure 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.

These guidelines are designed to assist an owner in the preparation of a Fire Safety Plan for a particular building.

The guidelines should not be interpreted as rigid rules of procedure. They do however provide a model and examples for which may be modified to suit your particular building.

Audit of Building and Human Recourses

One of the first items that need to be attended to is the audit of existing fire safety systems, equipment, building resources and systems, and human recourses.

The audit of existing building systems should include the availability of existing features such as but not limited to:

- Fire Alarm Systems (location, type, supervising, companies, information)
- Exit locations
- Access for fire apparatus (roadways, lanes)
- Nearest water source and or hydrant (include current flow or capacity, if available)
- Portable Fire extinguishers
- Standpipe and hose systems
- Automatic sprinkler systems
- Fire pumps
- Emergency Power
- Emergency lighting
- Emergency voice and communication systems.
- Smoke control measures
- Building controls -electrical entrance and sub panels
 - Elevator
 - Potable Water entrance to the building
 - Smoke control venting

The audit of human resources might include the following:

- Building owner
- Building manager
- Security personnel
- Caretaker staff
- Occupants

The audit of human resources should include the most immediate way to contact these persons in the event of an emergency. Include in your plan their primary numbers at home, work, radio communication call signs, pager numbers and cell phone numbers. Having determined the existence of fire safety systems and evaluated the human resources, supervisory staff should be designated to aid in evacuations, staging of personnel or equipment and individuals should be assigned specific duties related to floor evacuation, controlling personnel reentry, equipment capabilities and a prime fire warden to relay pertinent information the responding fire department once on scene.

Responsibilities of the Building Owner/Manager

The owner of a building is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the National Fire Code of Canada.

In most Cases, a Fire Safety Plan may be prepared by a competent building manager or superintendent. However, in buildings provided with elaborate emergency systems (e.g. smoke control measures, diesel generators, fire pumps, etc.) the services of a trained technician or fire protection consultant may be useful. In many cases, such buildings employ skilled technical staff who are capable of preparing the basic Fire Safety Plan.

The building owner has numerous responsibilities related to fire safety and must ensure that the following measures are incorporated into the Fire Safety Plan:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out fire safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding fire drills. You must contact the responding fire department and fire alarm monitoring agency prior to holding a fire drill. Notify the alarm company for appropriate procedures.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of occupants.
- Provisions for alternate measures for fire safety of the occupants.

- Provisions for alternate measures for fire safety of the occupants during the temporary shutdown of fire protection equipment.
- Assuring that checks, tests, and inspections as required by the National Fire Code, are completed on schedule and that the records are retained.
- Posting and maintaining a copy of the Fire Safety Plan for each floor area.
- Ensuring that all staff is made aware of the Fire Safety Plan and its entire contents.
- Notification of the Authority Having jurisdiction regarding any changes made to the Fire Safety Plan.

Fire Safety Plan Minimum Requirements

A Fire Safety Plan shall include the following;

1. A clear concise floor plan showing location of exits, fire extinguishers, fire alarm panel, location of nearest water source, staff meeting area, and building services such as furnace room, electrical room and sprinkler room.
2. List of supervisor names, contact numbers, and their areas of concern. Include in this a contact name and number for the fire/security alarm and contact numbers for maintenance persons for various life safety systems.
3. A binder including the information for the fire safety plan.
4. A schedule of maintenance for fire and life safety equipment such as fire alarm, pump, sprinkler system etc.
5. An up to date staff listing and staff schedule.
6. A copy of the policy for notifying the fire department in case of emergencies.
7. A copy of all hazardous equipment, material or processes.
8. Fire drill procedures and the frequency of fire drills.
9. A copy of the procedure/ instructions on what to do in case the alarm sounds or when fire is detected.
10. The procedures or policy on controlling or confining the fire.
11. The appointment of supervisory staff to act as fire wardens or liaisons with the fire department.
12. A copy of the procedure for evacuating occupants requiring assistance.
13. The training procedure for training staff to carry out fire safety inspections on equipment, inspections, and procedures.
14. Any documents dealing with building systems or processes that may prove to be helpful in case of an emergency.
15. This Fire Safety Plan once approved shall be kept in a clearly labeled locked box near the principal entrance of the building and on every floor within the building as required by the Authority Having Jurisdiction.

Appointment and Organization of Supervisory Staff

The size of the organization and the number of personnel needed to carry out the requirements of the Fire Safety Plan will depend on the size of the building, specific hazards and the fire safety equipment provided. This will require designation of supervisory staff.

Any practical and effective organization must promote prompt and intelligent action by the occupants at the time of an emergency.

Larger buildings should have a nucleus of key personnel who are prepared, through training, to react positively to conditions which may arise during an emergency.

The training of persons with designated responsibilities, under the Fire Safety Plan, will require the co-operation of management and those persons involved. The co-operations of the occupants are also essential and they should be made aware that the Fire Safety Plan has been designed to ensure their safety.

Responsibilities of Supervisory Staff

The effectiveness of the Fire Safety Plan depends largely upon the ability of the supervisory staff. The supervisory staff should be given clearly defined authority, so that the building and occupants may be safeguarded against fire. Supervisory staff should be instructed regarding their duties as described in the Fire Safety Plan, before they are given any responsibility for ensuring fire safety.

The Supervisory staff should:

- Be in complete charge of the approved Fire Safety Plan.
- Designate and train sufficient assistants to act in this position during any absence of the regular supervisory staff.

- Educate and train all building personnel and occupants in the use of the existing fire safety equipment, and ensure that they are aware of the action to be taken under the Fire Safety Plan.
- Prepare and post on each floor, a plan showing primary and secondary exits which may be used during an evacuation of the building.
- Ensure that a diagram showing the location and type of all building fire emergency systems (e.g. location of fire alarm control panel, fire hose cabinets, and water control valves) is maintained.

In the Event of Fire:

- Ensure that the fire alarm has been activated.
- Notify the 911 emergency number.
- Supervise the evacuation of the occupants. Emergency voice communication systems should be used where available.
- Upon arrival of the Fire Department, inform the Fire Officer regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the Fire Department.
- Provide access and vital information to fire fighters (e.g. master keys for suites, service rooms, elevators, etc., and provide information regarding location of handicapped persons).

In General:

- Keep the doors to stairways closed at all times.
- Keep stairways, landings, hallways, passageways, and exits (inside and outside) clear of obstructions at all times.
- Do not permit combustible waste materials to accumulate in any part of a stairway, fire escape or other means of egress, or elevator, or ventilation shaft.
- Do not permit combustible waste materials to accumulate in quantities, or locations where they will create a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal.
- Keep access roadways, fire routes and pumper connections clear and accessible for Fire Department use.
- Have a working knowledge of the fire alarm system and how it is reset. **(Note: Only to be reset upon advice of the Fire Department.)**
- Maintain the fire alarm system and other fire protection equipment in satisfactory operating condition at all times.
- Provide alternate measures for life safety during any shutdown of fire protection equipment. Note: During any shutdown of fire protection equipment, the Fire Service as well as occupants must be notified as well as when re-activated.
- Arrange for a substitute in your absence.
- Participate in fire drills.
- Have a copy of the *National Fire Code of Canada*.
- Ensure that all occupants are aware of the Fire Safety Plan.

In order to assist in the orderly movement of the occupants and the efficient operation of the Fire Safety Plan, the following suggestions are offered:

1. Identify each stairway by designation, so that confusion may be avoided when referring to a particular stairway during an emergency.
2. Clearly identify each floor level, within each stairway as to the floor level.

Fire Drills

The purpose of fire drills is to ensure that the occupants and staff are totally familiar with emergency evacuations procedures.

Fire drills should begin with practices on each floor or area.

Where available, the emergency voice communication system should be used in order to provide any additional information.

Advance notice should be posted advising the occupants of the time and date of these practice drills.

Following each drill, all persons with delegated responsibility should be attending a debriefing, to report on their actions and the reactions of the occupants. Fire drills should be conducted in accordance with the frequencies stated in Sentence 2.8.3.2 (1) of the *National Fire Code of Canada*.

Check, Test, and, Inspection Requirements of Fire Code

These excerpts are here to assist you in fulfilling your obligations in preparing your fire Safety Plan, included is a list of those portions of the Fire Code which require that checks, inspections and/or tests be made.

It is suggested that you read this list and perform the necessary checks, inspections and/or tests which may apply to your property.

Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done.

This list has been prepared for purposes of convenience only. **For accurate reference, the latest edition of the National Fire Code should be consulted.**

Definitions for key words are as follows:

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

Test means operation of 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.

The National Fire Code of Canada requires that written records of all tests and corrective measures are required to be retained, and shall be made available upon request to the Authority Having Jurisdiction.

Portable Fire Extinguishers NFC-6.2

Reference should be made to NFPA 10-2007 for exact details.

<u>NFPA10 Standard for Portable Fire Extinguishers</u>		<u>Inspection Frequency</u>
7.2.1.2	Inspect all portable extinguishers.	Monthly
7.3.1.1.1	Subject to maintenance.	Annually
8.3.1	Hydrostatically test carbon dioxide and water type extinguishers.	Every 5 Years
7.3.1.2.1	Empty stored pressure type extinguishers and subject to maintenance.	Every 6 Years

<u>NFPA10</u>		<u>Inspection Frequency</u>
8.3.1	Hydrostatically test dry chemical fire extinguishers.	Every 12 Years
7.2.3.1	Recharge extinguisher after use or as indicated by an inspection or when performing maintenance.	As Required

Fire Alarm and Detection Systems – NFC 6.3

Reference should be made to Part 4 of U.L.C.S-536 Inspection & Testing of Fire Alarm Systems.

NFC 6.3.1.1	Check fire alarm AC power and trouble light.	Daily
NFC 6.3.1.1	Check all fire alarm components including standby power batteries. Test fire alarm system.	Monthly
NFC 6.3.1.2	Test fire alarm system by persons acceptable to the Authority Having Jurisdiction for service.	Annually

Central Alarm and Control Facility and Voice Communications Systems

NFC 6.3.1.4	Test voice communication to and from floor areas to the Central Alarm and Control Facility.	Annually
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Standpipe and Hose Systems – NFC – 6.4

Reference should also be made to NFPA 25 Testing & Maintenance of Water-based Fire Protection Systems.

6.2.	Inspect hose cabinets to ensure hose position and that equipment is in place and operable.	Monthly
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6.2	Inspect house valves to ensure tightness to ensure no water leakage. Remove and re-rack and replace worn gaskets. Remove plugs or caps on fire department connections and inspect for wear, rust, or obstructions.	Annually
6.2	Hydrostatically test standpipe system piping which normally remains dry.	Every 5 Years
6.2	Hydrostatically test standpipe systems that have been modified, extended, or period of disuse exceeding 1 year.	As Required

Sprinklers

<u>NFPA25</u>		<u>Inspection Frequency</u>
12.3.2.1	Check that unsupervised sprinkler system control valves are open.	Weekly
12.2.1	Check that air pressure on dry pipe systems is being maintained.	Weekly
12.2.7	Test sprinkler alarms using alarm test connection.	Quarterly
12.2.7	Test sprinkler supervisory transmitters and water flow devices.	Quarterly
12.3.3.5	Test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices.	Every 6 Months
5.2.3	Check exposed sprinkler system pipe hangers.	Annually
5.2.1.1	Check all sprinkler heads.	Annually
12.4.4.1.5	Inspect dry pipe valve priming level.	Annually
12.7.1	Remove plugs or caps on fire department connections and inspect for wear, rust, or obstructions.	Quarterly
5.3.3.3	Test water flow on wet sprinkler systems using most remote test connection.	Annually

12.4.4.2.2	Trip-test dry pipe.	Annually
12.2.6	Test flow of water supply using main drain valve.	Annually
12.2.1	Inspect dry pipe system for obstructions and flush where necessary.	Every 5 Years
12.4.4.1.1	Check dry pipe valve rooms or enclosures during freezing weather.	Daily/Weekly
12.2.1	Inspect auxiliary drains to prevent freezing.	Daily/Weekly

Water Supplies for Fire Fighting

NFPA25		Inspection Frequency
8.3.2	Check fire pump room temperature during freezing weather.	Daily
8.3.2	Check tank heating equipment and water temperature of fire protection water tanks during freezing weather.	As Required
6.6.1.2	Inspect valves controlling fire protection water supply.	Weekly
9.1	Check water level and air pressure for water tanks.	Weekly
9.1	Inspect relief valves on air and water supply lines of pressure tanks.	Monthly
9.1	Check water level in fire pump reservoirs.	Weekly
8.1	Operate and inspect fire pump.	Weekly/Annually
9.1	Inspect water level in gravity tanks.	Monthly
7.1	Inspect all fire hydrants.	Annually & After each use.
9.1	Inspect fire protection water supply tanks.	Annually
9.1	Inspect all cathode protection on fire protection water supply tanks.	Annually
9.1	Inspect all parts of gravity tanks.	Annually

8.1	Test fire pump at full rated capacity.	Annually
7.1	Test all fire hydrants (water flow).	Annually
9.1	Check for corrosion on fire protection water supply tanks.	Every 2 Years
9.1	Inspect fire protection water tanks connection to non-potable water supply for sediment.	Annually
9.1	Inspect fire protection water tanks connected to potable water supply for sediment.	Every 5 Years

Emergency Power Systems

Reference should be made to CSA C282 Emergency Electrical Supply for Buildings for details.

<u>Fire Code Reference No.</u>	<u>Inspection Frequency</u>	
CSA 10.4.2	Check all components of the system, operate the generator set under at least 30% of rated load for 60 minutes.	Monthly
CSA TABLE 2.9	Check and clean crankcase breathers, governors, and linkages on emergency generators.	Every 6 Months
CSA TABLE 2.12	Inspect and service generator and generator set.	Annually
CSA TABLE 2.11	Check torque heads and valve adjustments for engines.	Every 2 Years
CSA TABLE 2.9	Inspect and service injector nozzles and valve adjustments on diesel engines.	Every 3 Years
CSA TABLE 2.12	Check insulations of generator windings.	Every 5 Years

Means of Egress

2.2.2.4(3)	Inspect all doors in fire separations.	Monthly
2.2.2.4(2)	Check all doors in fire separations to ensure they	Daily

are closed.

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| 2.7.1.4 | Maintain exit signs to ensure they are clear and legible.
Maintain exit lights to ensure they are illuminated and in good repair. | Daily |
| 2.7.1.6 | Maintain corridors free of obstructions. | Daily |

Fire Department Access

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| 2.5.1.5 | Ensure streets, yards, and private roadways provided for Fire Department access are kept clear. | At All Times |
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Service Equipment, Ducting, Chimneys

<u>Fire Code Reference No.</u>	<u>Inspection Frequency</u>	
2.6.1.3	Check hoods, filters, and ducts subject to accumulation of combustible deposits and clean as necessary.	Weekly
2.2.2.4(5)	Inspect all fire dampers and fire stop flaps.	Annually
2.6.1.4	Inspect chimneys, flues, and fluepipes and clean as necessary.	Annually
2.6.1.6	Inspect disconnect switch for mechanical air Conditioning and ventilation.	Annually
2.6.1.6	Inspect controls for air-handling systems used for venting.	Annually
2.6.2.3	Clean incinerator spark arrestors.	As Required
2.4.1.4	Clean lint traps in laundry equipment.	As Required

Alternative Measures of Occupant Fire Safety

In the event of any shutdown of fire protection equipment and systems of part thereof, the Fire Department and occupants must be informed as to alternate provisions or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the Authority Having Jurisdiction and shall be posted on site.

An attempt to minimize the impact of the malfunctioning equipment must be indicated (e.g. Where portions of a sprinkler, fire alarm, or standpipe system is placed out of service, service to remaining portions be maintained) and where necessary, the use of watchmen, bull-horns, portable radios, etc., should be employed to notify concerned

parties of emergencies. Assistance and direction for specific situations may be sought from the responding fire department in your area and the fire inspector for the Municipality of the District of Chester.

Guidelines for preparing procedures in the event of a fire

The following guidelines were prepared to assist you in developing a Fire Safety Plan. You may want to add to these guidelines or consult the responding fire department for further safe working practices that may assist you in creating your plan.

In the event of Fire, Occupants will:

*Leave the fire area.

Close all doors behind you.

Telephone 911 (never assume this has been done). Know and give the correct address and the location of the fire in the building.

Activate the fire alarm.

Use exit stairwells to leave the building immediately.

Do NOT use elevators.

Do not return until it is declared safe to do so.

*If you are in a suite and the fire alarm is heard:**

Before opening the door, feel the door knob for heat. If not hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close the door quickly.

If the corridor is clear, leave your suite. Close all doors behind you and leave the building by the nearest exit.

If you encounter smoke in the corridor or stairwell, consider taking an alternate route or return to your suite.

** If you cannot leave your suite or have returned to it, because of fire or heavy smoke, remain in your suite and:

- Close the door. Do not lock the door in order that possible entry by firefighters can be made.
- Dial 911 and tell them where you are, then signal to firefighters by waving a sheet.
- Seal all cracks where smoke can get in by using wet towels or sheets to seal mail slots, transoms, and central air conditioning outlets. (Roll of wide strong masking tape is useful).
- Crouch low to the floor if smoke enters the room.
- Move to the balcony or most protected room and partially open the window for air (close the window if smoke comes in).
- Wait to be rescued. Remain calm. Do not panic or jump.
- Listen for instructions or information which may be given by authorized personnel.

Fire Extinguishment, Control, or Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher, leave the fire area immediately, close all doors behind you and notify 911. (Note – All Fires, even when extinguished, must be reported to 911).

Fire Hazards

In order to avoid fire hazards in the building, occupants are advised to:

- Refrain from putting burning material such as cigarettes and ashes into garbage chutes.
- Refrain from putting flammable liquids into garbage chute.
- Never force cartons, coat hangers, or bundles of paper which may cause a blockage, into garbage chute.
- Avoid unsafe cooking practices (deep fat frying – too much heat or loosely hanging sleeves).
- Avoid careless smoking. Use ashtrays. Never smoke in bed.

In general, occupants are advised to:

- Know where the alarm pull stations and exits are located.
- Call 911 immediately whenever you need assistance.
- Know the correct building address.

The Mobility Impaired

Measures in a Fire Safety Plan for evacuating occupants should also include special provisions for persons requiring assistance.

Fore these instructions, mobility impaired persons shall be defined as persons who are permanently or temporarily afflicted with a physical or other condition that they feel could impede their progress to safety without adequate assistance. These conditions could include: a broken leg, heart condition, loss of balance, or any other condition that would prevent them from negotiating the stairways at a reasonable pace. Other individuals may require certain assistance due to their level of impairment. For example a person who is hearing impaired or is visually impaired may require minimal or specialized assistance.

Precautionary Measures

Fire Wardens are appointed by the building owner or manager to assist in evacuation and should encourage mobility impaired persons to confide in them about their disability and in particular, about any special care of procedures required for an evacuation for every person with limited mobility on the floor.

A buddy-system arranged between the monitors and the mobility impaired is encouraged and should include comprehensive discussions about the disability, the method of evacuation, and even “dry-runs” of an evacuation. Any “dry-run” should be arranged with the knowledge of the Chief Fire Emergency Officer (Fire Chief or designate) from the responding fire department.

Monitors for mobility Impaired

Monitors shall be appointed by the floor fire warden to assist with the evacuation procedures for the mobility impaired, subject to the agreement of the appointee’s department and the disabled person. The disabled and his or her supervisor shall be so advised.

Evacuation Procedures for Mobility Impaired

Specialized procedures shall be implemented as a part of the fire safety plan in order to provide for the safe evacuation of persons whose mobility is impaired (including both employees and visitors) in the event of a fire emergency, and shall include the following:

- A register shall be maintained in every building containing the location and number of mobility impaired persons in the building, with a brief description of the impairment. In high buildings and in other buildings this information should be kept in a in a central and safe location location. The names of the individuals should be registered, subject to the individual's agreement. These should include any individuals that are temporarily impaired.
- At least two monitors shall be assigned to each mobility impaired person.
- The procedures to be taken for the evacuation of the mobility impaired shall be discussed with the mobility impaired individual.
- The procedures for the evacuation of the mobility impaired should be practiced with the impaired person(s) to extent practicable.

Submission Procedures

The Fire Safety Plan should be prepared and consolidated before submission to the Authority Having Jurisdiction and should deal with only matters which pertain to your particular building.

A copy of the Fire Safety Plan is required to be posted in a place that is acceptable to the fire department and supervisory staff. The Fire Safety Plan should be located in a locked box near the principal entrance. A copy of the floor evacuation plan should be posted on each floor preferably near the exit doors. If there are two separate exits, multiple floor levels or multiple exits then a copy of the floor evacuation plan shall be posted near each exit. If there are separate rooms that are rented out to patrons such as hotel rooms or suites, then a card should be posted on the back of the room door showing the exit routes, fire extinguisher locations and any specific fire safety information that is pertinent to your building.

2 copies of the Fire Safety Plan shall be forwarded to:

**Fire Inspector
Municipality of the District of Chester
151 King Street, P O Box 369
Chester NS B0J 1J0**

One copy will be forwarded to the responding fire department and the other will be placed on file. If there are any questions, the Fire Inspector can be contacted by phoning 1-902-275-3080.

National Fire Code of Canada

Section 2.8. Emergency Planning

2.8.1 General

2.8.1.1 Application

- 1) Fire emergency procedures conforming to this Section shall be provided for
 - a) every building containing an assembly or a care, treatment or detention occupancy,
 - b) every building required by the National Building Code of Canada 2010 to have a fire alarm system,
 - c) demolition and construction sites regulated under Section 2.14 of this Code,
 - d) storage areas required to have a fire safety plan in conformance with Articles 3.2.2.6 and 3.3.2.9,
 - e) areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.6, and
 - f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.

2.8.1.2 Training of Supervisory Staff

- 1) Supervisory staff shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. (See Appendix A.)

2.8.1.3 Keys and Special Devices

- 1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory staff.

2.8.2 Fire Safety Plan

2.8.2.1 Measures in a Fire Safety Plan

- 1) In buildings or areas described in Article 2.8.1.1, a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include
 - a) the emergency procedures to be used in case of fire, including
 - i) sounding the fire alarm (see Appendix A),
 - ii) notifying the fire department,
 - iii) instructing occupants on procedures to be followed when the fire alarm sounds,

- iv) evacuating occupants, including special provisions for persons requiring assistance (see Appendix A),
 - v) 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 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, and
 - g) the inspection and maintenance of building facilities provided for the safety of occupants. (See Appendix A.)
- 2) 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.

2.8.2.2 Care or Detention Occupancies

- 1) A sufficient number of supervisory staff shall be on duty in care, treatment or detention occupancies to perform the tasks outlined in the fire safety plan described in Clause 2.8.2.1(1)(a).

2.8.2.3 Assembly Occupancies

- 1) In Group A, Division 1 assembly occupancies containing more than 60 occupants, there shall be at least one supervisory staff member on duty in the building to perform the tasks outlined in the fire safety plan in Clause 2.8.2.1(1)(a) whenever the building is open to the public.

2.8.2.4 High Buildings

- 1) In buildings within the scope of Subsection 3.2.6 of the National Building Code of Canada 1995, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1(1), include
- a) the training of supervisory staff in the use of the voice communication system,
 - b) the procedures for the use of elevators,
 - c) the action to be taken by supervisory staff in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives,
 - d) instructions to the supervisory staff and fire department for the operation of the systems referred to in Clause (c), and
 - e) the procedures established to facilitate fire department access to the building and fire location within the building.

2.8.2.5 Retention of Fire Safety Plans

- 1) The fire safety plan shall be kept in the building for reference by the fire department, supervisory staff and other personnel.

2) The fire safety plan for a building within the scope of Subsection 3.2.6 of the National Building Code of Canada 1995 shall be kept at the central alarm and control facility.

2.8.2.6 Distribution

1) A copy of the fire emergency procedures and other duties for supervisory staff, as laid down in the fire safety plan, shall be given to all supervisory staff.

2.8.2.7 Posting of Fire Emergency Procedures

- 1) At least one copy of the fire emergency procedures shall be prominently posted on each floor area.
- 2) In every hotel and motel bedroom the fire safety rules for occupants shall be posted showing the locations of exits and the paths of travel to exits.
- 3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signaling box requesting that the fire department be notified, and including the telephone number of that department.

2.8.3 Fire Drills

2.8.3.1 Fire Drill Procedures

- 1) The procedure for conducting fire drills shall be determined by the person in responsible charge of the building, taking into consideration
 - a) the building occupancy and its fire hazards,
 - b) the safety features provided in the building,
 - c) the desirable degree of participation of occupants other than supervisory staff,
 - d) the number and degree of experience of participating supervisory staff,
 - e) the features of fire emergency systems installed in buildings within the scope of Subsection 3.2.6. of the National Building Code of Canada 1995, and
 - f) the requirements of the fire department.(See Appendix A.)

2.8.3.2 Fire Drill Frequency

- 1) Fire drills as described in Sentence 2.8.3.1(1) shall be held at intervals not greater than 12 months for the supervisory staff, except that
 - a) in day-care centers and in Group B major occupancies, such drills shall be held at intervals not greater than one month,
 - b) in schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms, and
 - c) in buildings within the scope of Subsection 3.2.6 of the National Building Code of Canada 1995, such drills shall be held at intervals not greater than 2 months.

National Fire Code of Canada Appendix

A-2.8.1.2(1) Adequately trained supervisory staff can be of great value in directing people to move in an orderly fashion in the event of a fire and in carrying out appropriate fire control measures until the public fire department arrives. These measures are, as described in the fire safety plan, developed in cooperation with the fire department. The supervisory staff referred to in this Section are assigned their responsibilities by the building owner, unless the public fire department is prepared to take on these responsibilities. Except in hospitals and nursing homes, it is not intended that supervisory staff should be in the building on a continuous basis, but that they should be available to fulfill their obligations as described in the fire safety plan on notification of a fire emergency. In hospitals and nursing homes, however, staff must be in the building at all times to assist occupants who are not capable of caring for themselves in an emergency.

A-2.8.2.1(1) The fire safety plan may provide important information to the fire department for use in preparation of pre-fire plans for fire fighting procedures in specific buildings. This is especially true for buildings where flammable or combustible liquids or other dangerous goods are stored.

A-2.8.2.1(1)(a)(i) These procedures should also include training of authorized personnel for silencing fire alarm and alert signals under specified conditions. If special keys or devices are required to operate the alarm system, they should be readily available to supervisory staff on duty.

A-2.8.2.1(1)(a)(iv) Some occupants of a building may require special assistance during evacuation because cognitive or physical limitations make them unable to proceed independently to a place of safety. Fire safety for these persons will depend to a large extent on preplanning and on their awareness of the fire protection measures incorporated into the building. In some buildings, it may be appropriate to advise such occupants of these provisions by posted notices, handouts or other suitable means. In certain residential occupancies, such as hotels or motels, staff should be aware of rooms occupied by persons requiring special assistance during evacuation and should inform the responding fire department.

A-2.8.3.1(1) A fire safety plan is of little value if it is not reviewed periodically so that all supervisory staff remain familiar with their responsibilities. A fire drill, then, is at least a review of the fire safety plan by supervisory staff. The extent to which non-supervisory staff participate in a fire drill should be worked out in cooperation with the fire department. The decision as to whether all occupants should leave the building during a

fire drill should be based on the nature of the occupancy. It may be necessary to hold additional fire drills outside normal working hours for the benefit of employees on afternoon or night shifts, who should be as familiar with fire drill procedures as those who work during the day. If full scale fire drills are not possible during non-regular working hours, arrangements should be made so that night-shift supervisory staff can participate in fire drills conducted during the daytime.

Fire Safety Act

15 (1) Unless otherwise provided in the regulations, the 1995 edition of the *National Fire Code of Canada* issued by the National Research Council of Canada, as amended from time to time, is adopted as the Fire Code.

(2) Notwithstanding subsection (1), where the regulations so provide,

(a) a later edition of the *National Fire Code of Canada*, published by the National Research Council of Canada;

(b) an edition of another fire code issued by a national or international organization concerned with fire safety or an aspect or it; or

(c) the edition of the fire code adopted in subsection (1),

in whole or in part, with or without such modifications or additions as may be specified in the regulations, as the edition adopted is amended from time to time, may be adopted by regulation as the Fire Code.

(3) Unless otherwise provided in the regulations, a reference in the Fire Code to the *National Building Code of Canada*, issued by the National Research Council of Canada, shall be read as a reference to the Nova Scotia Building Code adopted pursuant to the *Building Code Act* and regulations.

Fire Safety Regulations

Appointment of Chief Fire Warden

31 The National Fire Code is further modified by adding the following Section immediately after Article 2.14.1.3:

[Section] 2.15 Chief Fire Wardens

2.15.1 Chief Fire Wardens

2.15.1.1 Appointment

1) Every owner of a building shall appoint a chief fire warden if the building contains

a) an assembly occupancy (Group A) with an occupant load greater than 200 persons, except for an assembly occupancy in a school, college or university,

b) a care or detention occupancy (Group B, Division 1) facility with more than 50 occupants,

c) a care or detention occupancy (Group B, Division 2) facility with more than 10 occupants, or

d) a residential occupancy facility with more than 4 occupants that is licensed or regulated under the *Homes for Special Care Act*.

2.15.1.2 Inspection

1) A chief fire warden appointed under Sentence 2.15.1.1 (1) shall, at least every 6 months

a) inspect the building and any related buildings containing the occupancies described in Sentence 2.15.1.1 for fire hazards, and

b) provide a written report to the owner indicating

i) the condition of the means of egress,

ii) the condition of the fire protection system, and

iii) any other conditions respecting fire safety in the building or related buildings.

2) The owner shall keep a copy of the report referred to in Clause (1)(b) for 7 years and shall make the report available to a fire official upon request.

Repairs to fire protection system

33 Article 6.1.1.4 of the National Fire Code is replaced by the following Article:

6.1.1.4. Repairs

1) Except as provided in Sentence (2), where a fire protection system or any part of it is shut down for repairs or is inoperative for more than 2 hours, the owner of the building containing the fire system shall

a) notify the fire department, and

b) provide a sufficient number of trained people to patrol the building until the fire protection system is restored to operating condition.

2) Sentence (1) does not apply to industrial or manufacturing facilities that maintain their own industrial fire brigades.

3) Every owner of a building shall develop procedures to notify occupants of the building if a fire or other emergency occurs when the fire alarm and detection system are shut down or inoperative.

4) Every owner of a building shall develop procedures to provide protection to the building if a sprinkler system or part of that system is shut down for more than 6 hours.