

# Fire Safety Plan

(Single-stage fire alarm)

Fire Safety Plan - Single-stage fire alarm / Small apartment buildings or small businesses

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(Business Name)

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(Business Address)

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Prepared By  
(Person Completing Form)

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Reviewed By  
(Fire Prevention Officer)

## AUDIT OF BUILDING RESOURCES

Occupancy description:

Location of valves controlling water supply:

Main gas shut off location:

Main electrical shut off:

Fire alarm:     Make:  
                  Model:  
                  Main panel location:  
                  Location of remote annunciator panel or trouble alarms:  
                  Description of system:

Emergency lighting, description and locations covered:

Exits: As shown on schematic diagrams

## AUDIT OF HUMAN RESOURCES

Building owner and contact information:  
(include 24 hour emergency contact)

Building Superintendent:

Alternative contact:

Service contractors (fire alarm, sprinkler etc.):

## **EMERGENCY PROCEDURES FOR SUPERVISORY STAFF**

### **Upon discovery of fire**

- Leave fire area and close doors
- Sound fire alarm and follow fire alarm supervisory procedures
- If safe to do so, knock on doors in the immediate area to alert occupants
- Call 911 from a safe location
- Exit the building via the nearest exit
- Await the arrival of the fire department at the main entrance
- Brief the fire department on the situation and advise them of occupants that may require special assistance

### **Upon hearing the fire alarm**

- Ensure that occupants are aware of emergency conditions
- Notify Halifax Regional Fire and Emergency of the emergency. Call 9 -1-1
- If safe to do so, supervise the evacuation of occupants, including those requiring assistance
- Upon the arrival of the fire department, inform the officer of the conditions in the building
- Provide access (master keys) and have available, copy of the fire safety plan and list of occupants that may require special assistance

## RELATED DUTIES AND RESPONSIBILITIES OF OWNER / SUPERINTENDENT

- Keep doors in fire separations (example, stair doors and laundry) closed at all times)
- Keep exits, access to exits, both inside and outside clear of obstructions
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard
- Maintain access roadways, fire routes and fire department connections clear and accessible at all times.
- Ensure the building fire and life safety systems are maintained in operating condition
- Participate in fire drills. Occupant participation should be encouraged
- Have a working knowledge of the building fire and life safety systems
- In the event of any shutdown of fire and life safety systems, notify Halifax Regional Fire and Emergency at (902) 490-5020, and initiate alternative measures
- Control fire hazards in the building
- Maintain a list of occupants with disabilities, and the problems that they could have in a building evacuation.

## SPECIFIC OWNER RESPONSIBILITIES

- Appointment and organization of supervisory staff to carry out fire safety duties
- Training supervisory staff so that they are aware of their responsibilities for fire safety
- Holding of fire drills in accordance with the fire code, incorporating emergency procedures appropriate to the building. Maintain a record of and participation in fire drills
- Assuring that checks, tests and inspections as required by the National Fire Code are completed on schedule and the records are maintained
- Post emergency fire procedures
- Maintain a copy of the Fire Safety plan on the premises in an approved location
- Notify the Chief Fire Official regarding changes in the fire safety plan
- Distribute information on smoke alarm maintenance to tenants

## FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT

In the event that a small fire can not be controlled with the use of one portable fire extinguisher or smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the fire alarm has been activated and that Halifax Regional Fire and Emergency has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguishers operation should attempt to fight the fire.

### Suggested operation of portable fire extinguishers

#### Remember the acronym P.A.S.S

- P- Pull the safety pin
- A- Aim the nozzle
- S- Squeeze the trigger handle
- S- Sweep from side to side

Ensure extinguishers are properly re-charged after use and that a temporary replacement is provided.

## ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

In the event of shut-down or operational problems with building life safety systems the owner or their representative will initiate alternative measures as noted:

Occupants will be notified and instructions will be posted as to alternative measures or actions to be taken in case of emergency. The provisions and actions must be acceptable to Halifax Regional Fire and Emergency.

All attempts to minimize the impact of malfunctioning equipment must be initiated. Where a portion of the sprinkler or fire alarm system is placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie-talkies etc. will be employed to notify occupants of emergencies. Assistance and direction for specific situations will be sought from Halifax Regional Fire and Emergency.

Procedures to follow in the event of shut-down of any part of a fire protection system are as follows:

1. Notify Halifax Regional Fire and Emergency at (902) 490-5020. Give your name, address and a description of the problem and when you expect it to be corrected. In the event or shut-down of fire protection equipment systems or part thereof, in excess of twenty-four hours, Halifax Regional Fire and Emergency is to be notified in writing.
2. Post notice at entrances stating the problem and when it is expected to be corrected
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour
4. Notify Halifax Regional Fire and Emergency and the building occupants when repairs have been completed and systems are operational

All shut-downs will be confined to as limited an area and duration as possible.

## FIRE CODE REQUIREMENTS FOR MAINTENANCE OF FIRE PROTECTION EQUIPMENT

It's the responsibility of the owner to ensure that records for fire protection equipment, checks, inspections, and tests are conducted and records are maintained

When a fault is discovered during a check, test or inspection appropriate corrective actions are to be taken to resolve the fault

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
- 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 a physical examination to determine that the device or system will 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, and inspected monthly for proper operation.

Exit signs shall be clearly visible and maintained. Internally illuminated exit signs shall be illuminated at all times.

### Portable Fire Extinguishers

Each portable extinguisher is to be inspected monthly

Extinguishers are to be subject to maintenance on a yearly basis. Multi-year maintenance will be undertaken by the service company at the time of the yearly maintenance service.

## Fire Alarm

Fire alarm components are to be kept unobstructed.

Fire alarm power supply disconnect switches are to be locked in an approved manner.

In accordance with the National Fire Code the fire alarm will be maintained and tested in accordance with CAN/ULC S536, "Standard for the Inspection and Testing of Fire Alarm Systems"

On a daily basis, check the principal and remote trouble lights and the A/C power-on light

Every month the fire alarm will be tested on battery back-up power consisting of:

- a) one manual fire alarm initiating device shall be operated, on a rotational basis
- b) function of all signal devices to be ensured
- c) annunciator checked for correct zoning
- d) intended function of audible and visual trouble signals ensured
- e) fire alarm batteries checked (i.e. terminals clean, clamps clean and tight)

Yearly tested by a certified fire alarm contractor.

## Smoke Alarms

Ensure dwelling unit smoke alarms are maintained in operating condition. Copies of inspection of smoke alarms will be kept with property manager



## Emergency Lighting

On a daily basis check pilot lights for indication of proper operation

On a monthly basis:

- a) ensure batteries are maintained per manufacturers specifications
- b) ensure terminal connections are clean, free of corrosion and lubricated, terminal connections are clean and tight
- c) tested to ensure that the emergency lighting will function upon loss of primary power

On a yearly basis tested to ensure that the units will provide emergency lighting for duration equal to the design criteria under simulated power failure. After completion the charging conditions for voltage, current and recovery period will be tested to ensure the charging system is in accordance with the manufacturers' specifications

## Chimneys

Inspect chimneys, flues and flue pipes on an annual basis and cleaned as often as necessary to keep them free from accumulations of combustible deposits

## SCHEMATIC DIAGRAMS

Complete a schematic diagram for each floor showing fire equipment locations, (i.e. fire alarm panels, electric shut-off, hose cabinets, fire extinguishers, valves controlling water supplies)