



FIRE & LIFE SAFETY PLAN

FOR

50 QUEBEC AVE TORONTO, ONTARIO

(APARTMENT BUILDING)

A COPY OF THIS PLAN IS TO BE KEPT AVAILABLE:

> IN THE FIRE SAFETY PLAN BOX

> AT THE FIRE PANEL

PREPARED BY: CLASSIC FIRE PROTECTION

REVISED: DECEMBER 30, 2019



ATTENTION

This Fire Safety plan has been created using information obtained during building site visits and information provided by onsite personnel. The information is assumed to be accurate and correct.

This document must be kept available on the premises at all times for the use of supervisory personnel; such personnel should be fully aware of their duties and responsibilities contained herein.

The "Owner" is responsible to completely review the material contained herein and to ensure that any errors or omissions are corrected. The on-going integrity of this Fire Safety Plan must also be maintained in order to conform to the ONTARIO FIRE CODE and to ensure occupant safety.

Penalty, individual

(3) An individual convicted of an offence under subsection (1) is liable to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for a subsequent offence, or to imprisonment for a term of not more than one year, or to both. 2019, c. 7, Sched. 29, s. 2 (1).

Same, corporation

(4) A corporation convicted of an offence under subsection (1) is liable to a fine of not more than \$500,000 for a first offence and not more than \$1,500,000 for a subsequent offence. 2019, c. 7, Sched. 29, s. 2 (1).

For more information Visit - https://www.ontario.ca/laws/statute/97f04#BK36
Part VII "Offences and Enforcement

The Fire Department may require this Plan, or any part thereof, once approved, to be resubmitted if any changes are made to the content, whether it be because there have been changes to occupancy or use, or standards, or because the Chief Fire Official judges the current Plan to be no longer acceptable. The Chief Fire Official is to be notified if any changes are made to the Plan.

While it is reasonable to believe the Fire Department will assume command upon their arrival at a fire emergency, it is nevertheless the responsibility of the owner(s) to ensure the safety of the occupants at all times.

It is not necessary that the supervisory staff be in the building on a continuous basis, but they shall be available on notification of a fire emergency, to fulfill their obligation(s) as described in the Fire Safety Plan.

The absence of supervisory staff when a fire occurs could result in a failure to provide the Services required of supervisory staff pursuant to Section 2.8 of the Ontario Fire Code.

Supervisory staff shall be instructed in the fire emergency procedures as described in the Fire Safety Plan before they are given any responsibility for fire safety.



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SECTION I INTRODUCTION



A DISTRIBUTION

All Sections: - Building Owner, Property Manager, and Superintendent.

- Two (2) copies to the Toronto Fire Services (1 Approved Copy to be returned)

One (1) copy to be provided to the Superintendent
One (1) copy to be kept in the fire safety plan box.
One (1) copy retained by Classic Fire Protection

Section III: - To all building Tenants;

- To all maintenance staff, cleaners & administrators.

Note: All tenants are advised that a copy of the Fire Safety Plan is available for

their inspection.

Approval of Fire Safety Plan

Two (2) copies of the Fire Safety Plan will be submitted to the Fire Department to be approved. One (1) copy of the "Approved" Fire Safety Plan will be returned to the owner or owner's agent, with the remaining copy kept on file by the fire department.



B CHANGES AND REVISIONS

The Fire Safety Plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use of the building and other characteristics of the building. A copy of each revised page shall be forwarded to the Falls Fire Department annually, for review and approval.

The Toronto Fire Services
Attn: Fire Prevention
5100 Yonge Street
North York, Ontario
M2N 5V7

Any inquires regarding this plan may be made to: *Classic Fire Protection*

RECORDS

A written record shall be kept of all tests and corrective measures for a period of two years after they are made.

All records shall be made available, upon request, to the Chief Fire Official.



C IMPLEMENTATION

The Ontario Fire Code, Div. B Section 2.8, specifies the establishment and implementation of a Fire Safety Plan for this building. The following plan seeks to incorporate all the requirements of the Ontario Fire Code.

The implementation of the Fire Safety Plan shall:

- Assist with the basic essentials for the safety of all occupants, based on the Life Safety features of the building.
- Ensure that the means for an orderly and efficient evacuation of all occupants is provided.

SECTION II RESOURCES OF BUILDING



A DESCRIPTION OF BUILDING

NAME: Residential

ADDRESS: 50 Quebec Avenue, Toronto, Ontario M6P 2V8

LOCATION: Quebec Avenue & Bloor Street W (Intersections)

CLASSIFICATION: Primary Occupancy - Group "C" (Residential)

BUILT: 1976/77

STRUCTURE: Reinforced concrete, Steel & Brick (Non-Combustible)

> Twenty-Five (25) Storey's above grade

Mechanical Penthouse

Garage Parking Lot (Three Level)

FLOOR AREA (FT2): 233, 364 ft2

HEATING SYSTEM: Electric Heating

FIRE ALARM: Yes - Entire Building

(See Life Safety Systems)

SPRINKLER SYSTEM: Yes – Partial Coverage

(See Life Safety Systems)

FIRE DEPARTMENT CONNECTION:

In Front of the Building Entrance

B LIFE SAFETY SYSTEMS

FIRE DEPARTMENT ACCESS:

Direct access by the Toronto Fire Services is provided by means of public streets (Quebec Avenue). The Site does NOT have a Designated Fire Route.

Primary building access is located on the East side of the building. The building has multiple exit doors (Located throughout the floor areas), exit stairwells (For each floor) and three (3) elevators (Designated for firefighter use).

EGRESS FROM DWELLING UNITS

Every suite floor has an entrance door to the interior public corridor. Exit access is then provided from the two separate stairwell exits.

FIRE ALARM CONTROL PANEL:

The building is equipped with a single stage, Cerberus Pyrotronics fire alarm system, which is located in the P1 main "Electrical room". An Annunciator panel is located in the East main Vestibule.

The fire alarm control panel can be activated by means of a manual pull station, intelligent detectors or sprinkler flow switches. Once the system is activated an audible alarm will sound throughout the building. (Speaker/Horn)

Ancillary Devices:

Fan Shut Down

Elevators Return to Ground

FIRE ALARM OPERATING, TESTING AND RESETTING INSTRUCTIONS

ALARM Upon operation of any detection devices, the alarm signal will sound in all areas

of the building. Lamp of initiating zone will illuminate.

SILENCING Signal silence action will be delayed until one minute of alarm sounding is

completed. Depress "signal silence" button momentarily. Signals will silence and "signals silenced" light will illuminate. *NOTE: Silencing of alarm signals shall*

only be at the request of the Fire Department.

RESET Reset operated detection device. Depress reset button for two seconds. All alarm

indicators should stop. NOTE: Reset of the alarm panel shall only be at the

request of the Fire Department.

TROUBLE Check that the AC power is on and operational switches are in normal position. If

this is the case, depress "trouble silence" button momentarily to silence the

trouble zone. Call for service.

VOICE COMMUNICATION SYSTEM (VCS):

Shortly after the alert signal has started, an operator will make emergency announcements over the VCS system. Each message will be repeated twice and announcements will be made every 5 minutes. Features of the VCS include:

- Voice paging to specific zone and/or on an "All-Call" basis.
- Two-way voice communication from the Panel to:
 - o Each floor area,
 - o Each parking level, and
 - Mechanical Penthouse



B LIFE SAFETY SYSTEMS

SPRINKLER SYSTEMS:

The building is equipped with a Sprinkler System in parts of the building. The sprinkler systems have been designed in accordance with the requirements of NFPA 13, the Ontario Building Code and Authority Having Jurisdiction. The sprinkler system is located on Level P1 in the "Sprinkler room". (See drawings for exact valve locations.) The following depicts the different sprinkler systems and their areas of protection.

Dry Sprinkler System – Covers the Parking Garage P1 thru P3 and also supplies the Fire Hose Cabinets in those respective area.

Wet Sprinkler System – Covers the Interior Basement Levels 1 & 2 + Lockers Rooms on the Ground Floor.

NUMBER	LOCATION	COVERAGE
1	DRY – SPRINKLER ROOM	P1, FHC & MECHANICAL ROOMS
2	DRY – SPRINKLER ROOM	P2, FHC & MECHANICAL ROOMS
3	DRY – SPRINKLER ROOM	P3 & FHC
4	WET – SPRINKLER ROOM	BASEMENT LEVEL 1 & 2
5	WET – SPRINKLER ROOM	GROUND FLOOR LOCKER ROOMS

FIRE DEPARTMENT CONNECTION:

There are two (2) fire department connection serving the sprinkler systems and standpipe systems, which are located on the East exterior side of the building. FDC are labeled. (See Site Schematics)

FIRE HOSE CABINETS AND STANDPIPE CONNECTIONS:

Fire hose cabinets are located throughout the building, contain a 100ft, 1 ½ inch hose with nozzle connected to the buildings standpipe system, and a 2 ½ inch hose connection for use by firefighters. (See Floor Schematics). Only trained persons should use the fire hoses in a fire emergency.

FIRE HYDRANT(S):

There is one (1) municipal fire hydrant in close proximity to the building (See Site Schematics)

EMERGENCY GENERATOR:

The building is equipped with an emergency generator. The generator provides power to all life safety systems, common area lighting, as well provides power to the FF elevator. The generator is located on the West exterior side of the building Fuel: Diesel

Note: Transfer Switch is located in the Ground Floor "Maintenance room".

FAN CONTROL SYSTEM (SMOKE VENTING):

Smoke venting on ground and above ground is by open able doors/windows and below grade is by garage ventilation system. Below grade stairwells are provided with stair pressurization systems.

Smoke Control:

Pressurization (Elevator Shafts)

Tope of Stairwell



B LIFE SAFETY SYSTEMS

EMERGENCY LIGHTING & EXITS:

Emergency lighting is provided in: All hallways, stairwells, exits, parking garages & mechanical rooms/

The emergency power supply will provide emergency power for emergency lighting and will be supplied by an emergency generator.

ELEVATORS:

The building is serviced by three (3) elevators, with one (1) designed for Firefighter use (RED HELMET). The elevators are automatically recalled to the main floor upon activation of the fire alarm system. Manual recall switch is located in the Ground Floor "Maintenance room".

Note: If there is a fire alarm condition on the ground floor the elevators will return to the second floor level.

Operating Keys are located in the Ground Floor "Operations Office".

To recall elevators. Insert fire key and turn to "ON".

FIRE EXTINGUISHERS:

The building is equipped with multi-purpose fire extinguishers which are typically located in fire hose cabinets and service rooms. (Please see the schematic diagram at the back of the plan)

ELECTRICAL SHUT-OFF:

All tenant spaces are equipped with sub-electrical shut-offs which are located at the back of each unit respectively. The main building switch gear is located in the Level P1 main "Electrical room", on the Northeast corner. (Please see the schematics)

GAS SHUT-OFF:

The building is equipped with an external gas shutoff valve. The gas shutoff valve is located on the East exterior side of the building.

DOMESTIC WATER SHUT-OFF:

The main domestic shut-off is located in the P1 "Sprinkler room".

IN-SUITE DEVICES:

Smoke Alarms – Battery operated units in each apartment.

Carbon Monoxide Detector – Battery operated units in each apartment on the 1st, 2nd, and 3rd floors.

Speakers - Speakers are located in each apartment.

C GENERAL INFORMATION

EXIT LOCATIONS:

Adequate fire exits are provided throughout the building and are illuminated where required:

Main entrance/exit (East Front Doors)

(Please see the site schematic diagram for exact locations)

DESIGNATED REFUGE AREA:

All building occupants should congregate away from the building – to the East side the building (Please see site schematics for designated meeting area).

Be sure to keep away from the fire department access routes as these need to remain unobstructed. Occupants must remain outside until it has been deemed safe by a Chief Fire Official to re-enter the building.

CROSSOVER FLOORS:

Crossover floors are located on the 6th, 12th, 18th and 24th floors.

CO GAS DETECTION FOR PARKING GARAGES:

CO Detectors in the parking garage levels are interlocked with the garage exhaust fans. In the event of a high concentration of carbon monoxide, the fans will automatically operate

D HUMAN RESOURCES

Property Administrator: York Condominum Corporation 323

Crossbridge Condominium Services

Owner Address: 50 Quebec Ave

Toronto, Ontario

M6P 4B4

Tel: 416-763-6919

Superintendent: Carlos Rosas

Suite # 108

Tel: 416-888-3276

Assistant Superintendent: Violeta Florea

Suite # 101

Tel: 416-763-6919

Monitoring Company: E&G Alarms (#3096D)

Tel 905-897-8822

Fire Protection Contractor: Torbram Fire Protection

Tel: 416-286-4445

Fire Department: Toronto Fire Services

Tel: 911 (Emergency)

Tel: 416-338-9000 (Non Emergency)

Supervisory Staff Organization:

<u>Duty</u> <u>Representative</u> <u>Location/Section</u>

Chief Warden Management Official Entire Building

It is not necessary for the property manager be in the building on a continuous basis, but they shall be available upon notification of a fire emergency to fulfill their obligations as described in the Fire Safety Plan.

TO BE PROVIDED TO EACH RESIDENTIAL UNIT

SECTION III

OCCUPANT PROCEDURES & RESPONSIBILITIES



A GENERAL EVACUATION PROCEDURES

UPON DISCOVERY OF FIRE IN THE BUILDING, OCCUPANTS SHOULD:

- 1. Assist anyone in immediate danger to evacuate to a safe area.
- 2. Leave the fire area immediately.
- 3. Close all doors behind you to confirm the smoke and fire.
- 4. Activate the fire alarm Pull manual pull station
- 5. Do NOT use the elevators
- 6. Use exit stairwells to leave the building. Remain Calm
- 7. Do NOT reenter the building until instructed to do so by staff or the fire department.
- 8. Contact the Fire Department at 9-1-1 and advise of the situation and address "50 Quebec Ave"

IN THE EVENT A FIRE ALARM SOUNDS, OCCUPANTS SHOULD:

IF IN YOUR SUITE:

- Before opening the door, touch the door knob to feel for heat. If it is hot, do not open the
 door. If it is not hot, brace yourself against the door and open slightly. Close the door
 immediately if you feel air pressure or a hot smoke draft. Remain in your suite and protect
 in place.
- 2. If there is no smoke or fire in the corridor, leave your suite, close your suite door behind you and exit the building by the nearest stairwell. Make sure all corridor and stairwell doors are closed behind you.
- 3. Assist others in the area to evacuate safely.

IF YOU ARE NOT IN YOUR SUITE:

- 1. Leave the building via the nearest exit.
- If you encounter smoke in the stairway, use an alternate exit or seek refuge in a suite or other smoke free area.
- 3. Remain calm.
- 4. Do not use the elevator
- 5. Do not re-enter the building until instructed by staff or the fire department.

IF YOU ARE UNABLE TO EVACUATE THE AREA:

- 1. Close the door.
- Seal all cracks around the door and vents (where smoke can enter) with wet towels or sheets.
- Contact the Fire Department at 9-1-1 and advise of the situation, address "50 Quebec Ave" and where you are located in the building.
- 4. If smoke enters your suite keep low, close to the floor and move to the most protected area of the room. If possible, open a window unless smoke enters from the outside.
- 5. Show your rescuers where you are by handing a sheet from the window or balcony/
- 6. If possible, listen to the voice communication system loudspeaker or Maintenance Manager for additional instructions.
- 7. Wait to be rescued.

PROCEDURES FOR EVACUATING PERSONS REQUIRING ASSISTANCE

In the event someone requires assistance in the event of a fire emergency:

- 1. Ask the individual if they require help to evacuate the building
- 2. Advise the person to stay low in the event smoke is present
- 3. If the individual is unable to evacuate on their own offer to assist them (if safe to do so)
- 4. If the individual is unable to leave try and get them to a safe location and advise them that you will get help;
 - Ask the individual for their name
 - Note their location
 - Note what they are wearing
 - Note why they cannot evacuate
- 5. Reminder: Only help others if safe to do so, do not put your personal safety at risk.

To be filled out by occupants:

To ensure your safety during an emergency situation in your building, we are asking your cooperation in voluntarily filling out the information requested below on any persons in your suite who would/may require assistance in an evacuation.

All information received will enable us to be of assistance in the event of any emergency. All information will be kept strictly confidential and will be given only to the Fire Services upon arrival.

Please return the completed for to the Property Manager.

PEOPLE WHO REQUIRE ASSISTANCE
Name:
Location:
Telephone Number:
Special Information:

EMERGENCY PROCEDURES

NOTE: The general action to be taken by staff in an emergency situation. Similar stickers will be posted at all exits.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

Leave fire area immediately.
Close doors.
Sound fire alarm.
Pull manual station.
Leave the building by the nearest exit.

Call the FIRE DEPARTMENT DIAL 9 1 1

DO NOT USE ELEVATOR

UPON HEARING FIRE ALARM

Leave the building by the nearest exit. Close doors behind you.

CAUTION

If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and place wet towel at base of door. If you encounter smoke in stairway, use alternate exit.

REMAIN CALM



B FIRE EXTINGUISHMENT, CONTROL/CONFINEMENT

CONTROL OF FIRE HAZARDS IN THE BUILDING

A high standard of housekeeping and building maintenance is probably the most important single factor in preventing a fire. In order to avoid fire hazards in the building, staffs are advised to:

- TO AVOID USING EXTENSION CORDS AND POWER BARS AS PERMENANT POWER SUPPLIES.
- OBEY ALL "NO SMOKING" SIGNS. SMOKING IS ONLY PERMITTED IN DESIGNATED ARES.
- > DO NOT DISPOSE OF FLAMMABLE LIQUID OR AEROSOL CANS IN GARBAGE BINS OR CHUTES. (HAVE PROPERTY MANAGEMENT DISPOSE FOR YOU).
- > ENSURE THAT ELECTRONICALLY POWERED EQUIPMENT (i.e.: COFFEEPOTS, HOT PLATES, CONVENTIONAL OVENS & DEEP FRYERS) ARE TURNED OFF AFTER USE.
- DO NOT USE UNSAFE ELECTRICAL APPLIANCES, FRAYED EXTENSION CORDS, AND OVERLOADED OUTLETS. REPORT ANY ELECTRICAL MALFUNCTION OR PROBLEM IMMEDIATELY.
- ALL EXITS AND STAIRWELLS ARE TO BE MAINTAINED FREE OF OBSTRUCTIONS.
- > ALL EXIT DOORS ARE TO BE KEPT CLOSED. THIS WILL PREVENT OR RETARD THE MIGRATION OF SMOKE FROM AREA TO AREA.

FIRE EXTINGUISHMENT

Fire Extinguishment is primarily the responsibility of the Fire Department. The production of toxic fumes within the building makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated. It is recommended that untrained personnel do not try and extinguish an uncontrollable fire, your personal safety is more important.

Only after ensuring that the alarm has been raised and the Fire Department notified, a small fire can be extinguished by experienced person(s) familiar with an extinguishers operation. If it cannot be easily extinguished, leave the area and confine the fire by closing the door.

An easy way to remember how to use a fire extinguisher is to apply the **P.A.S.S.** acronym.

- **P** Pull the extinguisher handle pin.
- A Aim the extinguisher at the base of the fire.
- **S** Squeeze the extinguisher handle.
- **S** Sweep the extinguisher to ensure full fire extinguishment.

This procedure and extinguishment should only take 5 – 10 seconds to complete.

Note: Fire fighting is a voluntary act and should not be performed alone.

SECTION IV BUILDING STAFF RESPONSIBILITIES



A APPOINTMENT AND ORGANIZATION OF SUPERVISORY STAFF

RESPONSIBILITIES OF THE OWNER/PROPERTY MANAGER:

The Property Manager has numerous high level responsibilities for fire safety in all the buildings. The Property Manager acts as an agent for the owner and is responsible for the following:

- 1. Implementation of the overall Fire Safety Plan; know your duties and responsibilities to the tenants and occupants.
- 2. Appointment and organization of designated personal to carry out Fire Safety duties.
- 3. Ensure that the List of Building Personnel is kept up to date.
- 4. Fire Wardens must be properly trained and instructed on their specific duties as outlined in this plan before they are given any responsibility.
- 5. Retain a copy of the list of persons who require assistance to evacuate and ensure that this list will be readily available should an emergency occur.
- 6. Educate and train all facility staff on how to use the existing fire and life safety equipment in the building.
- 7. Provide posted instructions for tenants so that they are aware of their responsibilities and actions to be taken in the event of a fire condition.
- 8. Ensure that checks, tests and inspections are completed on schedule and those records are retained, as required by Fire Code.
- 9. Ensure proper maintenance of the building facilities is provided for the safety of all occupants.
- 10. Provisions of alternative measures for safety of staff during shutdown of the buildings Fire Protection Equipment.
- 11. Conduct and record a regular quarterly Fire Drill in consultation with the Chief Fire Official.
- 12. Notify the Chief Fire Official regarding any changes in the Fire Safety Plan or contact Classic Fire Protection to update accordingly.

CHIEF WARDEN RESPONSIBILITES

- 1. Proceed to the fire panel (if safe to do so) and identify the activated condition.
- 2. Notify the Fire Department @ 9-1-1 and inform them of the emergency condition.
- 3. Supervise the total evacuation of all occupants as they proceed to the designated meeting area.
- 4. Critique with the appointed staff and note any problems or deficiencies brought to your attention.
- 5. Inform the Fire Officer regarding the conditions in the building and coordinate the efforts of appointed staff with those of the Fire Department.
- 6. Provide access and vital information to the Fire Department (i.e. keys for offices, service rooms, and storage areas). When informed, provide a record of the location of persons requiring assistance.

CHIEF WARDEN PROCEDURES

Upon being notified of a Fire Condition:

- 1. Once the fire alarm has been initiated, proceed to the fire panel (if safe to do so) to identify the activated condition.
- 2. Contact the Fire Department of the situation and location of the problem by calling 9-1-1.
- 3. Once outside, supervise the total evacuation of all occupants as they proceed to the designated meeting point.
- 4. As appointed staff check-in with you, be sure to note any problems or deficiencies brought to your attention.
- 5. Upon arrival of the Fire Department, inform the Fire Officer regarding the conditions in the building and coordinate the efforts of appointed staff with those of the Fire Service.
- 6. Provide access and vital information to the Fire Department (i.e. keys for offices, service rooms, and storage areas). When informed, provide a record of the location of persons requiring assistance.

RESPONSIBILITIES OF THE MAINTENANCE MANAGER:

The Maintenance Manager is responsible for the day-to-day maintenance duties.

- 1. Obtain and review a copy of the Fire Safety Plan, and know your duties and responsibilities as stated in the plan.
 - a. Ensure maintenance, checks, tests and inspections of fire protection equipment are carried out and recorded in a Fire Protection Equipment Log, as required by the Ontario Fire Code.
- 2. Coordinate fire drills as described in this Plan and retain a record of fire drills for a period of 2 years.
- 3. Post appropriate notices advising tenants of the shutdown of fire protection systems and the 'alternate measures' that are in place.
- 4. Be familiar with floor areas, exit routes, the sound of the building's fire alarm signal and the locations of firefighting equipment.
- 5. Keep all service and utility and service rooms tidy and heated where applicable.
- 6. Train other building operations staff on the maintenance of existing fire safety equipment and in the actions to be followed during a fire emergency.

GENERAL RESPONSIBILITIES:

- 1. Keep the doors to stairways closed at all times.
- 2. Keep stairways, landings, hallways, and exits clear of any obstructions at all times.
- 3. Do not permit combustible materials to accumulate in any part of a stairway, fire escape or other means of egress, and the elevator.
- 4. Keep access roadways, fire routes and Fire Department connections clear and accessible at all times.
- 5. Ensure the building fire and life safety systems are in operating condition.
- 6. Participate in Fire Drills. Occupants' participation should be encouraged.

B ALTERNATE MEASURES

In the event of any shutdown of the Fire Alarm System, Sprinkler System, or part thereof, the Toronto Fire Services will be notified by calling 416-338-9000. Property Management needs to convey the location, extent and duration of the shutdown. Should the shutdown be longer than 24 hrs, please notify the Fire Department in writing.

All occupants are to be notified by posting alternate provision notices in conspicuous locations in all areas of the building, explaining the location, extent and duration of the shutdown. The Toronto Fire Services is to be advised upon re-activation of the system(s).

During such shutdown, the Property Manager will provide personnel to conduct a 'Fire Watch' of all unprotected areas every hour, until such time as the system is restored. The 'Fire Watch' involves the following:

A "Fire Watch" is required whenever, any component of the fire protection is disabled and no redundant device exists in the effected zone, or when system notification to the central monitoring station is disrupted. In all cases, only the minimum possible number of devices or zones shall be disabled. Only those zones directly affected by construction/retrofit shall be disabled.

Fire Watch Personnel performing the patrol shall be equipped with a working cellular phone to call 911 in case of emergency, a flashlight and a list of special needs persons.

Building personnel must notify the Fire Department and the central monitoring company to report the condition, extent, and expected duration of the disruption.

Each affected area must be patrolled once per hour during the fire watch period and patrols documented on the fire watch checklist (Page 39). In the event the entire system is taken off line, all areas of the building must be patrolled hourly.

Individuals performing the patrols shall conduct a through visual inspection of the exterior and interior looking for smoke, potential fire hazards, accessibility of equipment and egress routes.

Be sure to complete the 'Fire Watch' form located in the appendices section of this plan and retain copy for a minimum of 2 years.

Note: Posted signage with alternate provisions in case of emergency shall be posted on all floors, by elevators and entrance stating work and when it is expected to be completed, when and how to notify the fire department.

Building occupants will be instructed to contact the Toronto Fire Services immediately @ **911** of any fire situation and to warn other staff of imminent danger verbally.

Notify the Toronto Fire Services and staff upon reactivation of the system(s).



C FIRE DRILLS

The purpose of having fire drills is to ensure that occupants are totally familiar with emergency evacuation procedures, so as to affect an orderly, efficient use of the building exiting facilities.

As required, Fire Drills are to be held QUARTERLY. Occupants are to be notified by the Property Manage/Chief Warden of the date and time 48 hours in advance by calling and delivering notice to each respective tenancy.

Toronto Fire Services and central monitoring company shall be notified prior to commencement of the drill.

The building owner, property manager and fire wardens will meet thirty minutes prior to the commencement of the fire drill to decide on the mock scenario.

The building owner or manager and supervisory staff should be aware of the following during the fire drill:

- Was the fire notification loud enough to be heard throughout the entire building?
- Were staff and occupants aware of safety features and devices provided in the building?
- Were the exits accessible without any obstructions or obstacles?
- > Did anyone have problems with the instructions given during the evacuation?
- Did all staff assemble in the designated meeting area?
- > Was the drill conducted in a time efficient manner?
- Was the monitoring company notified prior to and upon completion of the drill?

Following the drill the fire wardens and the owner/property manager will meet to debrief and discuss any deficiencies that arose as a result of the drill.

After the meeting the owner/property manager should record the drill by completing the 'Fire Drills Sheet' (See Appendices)

All Fire Drill Records are to be retained for a period of 12 months after the initial Fire Drill.

D **ALARM ANNOUNCEMENTS**

Prior to proceeding with announcements please relax, its important that you keep focused and speak clearly so that building occupants are comfortable and understand your direction.

It is equally important that you take your time reading the applicable announcements to ensure they are fully understood by those receiving them.

Once you are ready to proceed push the 'all call' switch on the panel, remove the microphone from its cradle and press the 'press-to-talk' switch on the microphone.

GENERAL ALARM:

"Attention Please, Attention Please, we are currently experiencing a fire condition. Please evacuate the building, I repeat evacuate the building. Please proceed to the closest safe emergency exit. Thank you." (Repeat)

FALSE ALARM:

"Attention Please, Attention Please, the alarm condition you heard was a false alarm, I repeat this was a false alarm. We will be resetting the alarm momentarily. Thank you. (Repeat)

ALL CLEAR:

"Attention Please, Attention Please, The fire condition has since been rectified and deemed safe by the Fire Department, please return to the building. (Repeat)

FIRE ALARM TESTING ANNOUNCEMENT:

"Attention Please, Attention Please, the building fire alarm is about to be tested. The next thing you will hear is the fire alarm. A test of the public address system. If there are any areas that do not receive this message clearly, please contact the administration office. We apologies for the interruption and thank you for your cooperation. (Repeat)

FIRE DRILL ANNOUNCEMENT:

"Attention Please, Attention Please, the alarm you are about to hear is part of the annual fire drill testing. When you hear the alarm sounds, please evacuate the building, I repeat please evacuate the building.

"Attention Please, Attention Please, the alarm you now hear is the fire alarm, Please evacuate the building and proceed to the designated meeting area in the southwest corner of the mall parking lot.

FIRE DRILL COMPLETED:

"Attention Please, Attention Please, the fire drill is now over, I repeat the fire drill is now over please re-enter the building. Thank you for your co-operation." (Repeat)



SECTION V MAINTENANCE



A INSPECTION REQUIREMENTS OF THE FIRE CODE

Note: All life safety systems **Checks**, **Inspections** and **Tests** should be recorded in a logbook and kept on site.

The following list outlines the **Checks**, **Inspections** and **Tests** to be made of equipment and facilities from time to time. The schedule is listed as a code requirement and maybe checked by Fire Prevention Officials during inspections to ensure this site is complying with the regulation.

In some cases the Property Manager or Owner will hire an outside fire protection contractor to perform certain monthly & annual **Checks**, **Inspections** and **Tests**.

The building owner is also responsible for hiring a fire protection contractor to perform **Checks**, **Inspections** and **Tests** on the fire alarm and portable fire extinguishers.

For the purpose of carrying out these maintenance procedures, the following definitions should be considered applicable.

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 a device or system to ensure that it will perform in

accordance with its intended operation of function.

RECORDS

All written records of maintenance, testing and corrective measures will be kept in the building for 2 years and will be available if request by the Chief Fire Official.

SPECIAL NOTE:

In the event any Life safety systems (i.e.: Fire Alarm System, Sprinklers, Standpipe, Emergency Generator, Emergency lighting & Exit lights, Fire extinguishers, Fire separation & Fire doors, Etc.) require shutdown or modification refer to the 'Alternate Measures' section.

B SCHEDULED CHECKS, TESTS & INSPECTIONS

FIRE DEPARTMENT ACCESS

Frequency

As Required x Fire access routes shall be maintained so

as to be immediately ready for use at all times by fire department vehicles.

MEANS OF EGRESS

As required x Check all fire doors are closed

As required x Exit signs shall be clearly visible and

maintained in a clean and legible condition.

As required x Access to exits, including corridors used

by the public shall be maintained free of

obstruction.

Monthly x Doors in fire separations shall be

inspected.

* Under Contract

x Maintenance Manager and/or designate

29

FIRE ALARM SYSTEM

Frequency

Daily x Check central alarms & control

facility including alarm AC power

lamp & trouble light.

Annually * Testing and inspections of the fire alarm

system shall be done in conformance

with CAN/ULC-S536 & by certified personnel.

CAN/ULC S-536

5.2 Monthly

Note: The inspection and test requirements in this subsection, may be omitted during the month when the yearly tests required by section 6, Periodic Inspections and Tests – Yearly, are being performed.

- 5.2.1. While on the emergency power supply, inspect and test the following to confirm the operability of the fire alarm system.
 - A. One initiating field device or manual pull station shall be operated on a rotational basis and the system inspected for operation as follows:
 - An alert signal or an alarm signal confirmed on a rotational basis to a minimum of one zone or as may be required by the Fire Safety Plan for the building.
 - ii. The Primary annunciator inspected to determine that the tested device annunciated correctly;
 - B. Operation of the common audible and visual trouble signals;
 - C. Batteries shall be inspected for the following:
 - i. Terminals are clean and lubricated;
 - ii. Terminals clamps are secure:
 - iii. Electrolyte level and specific gravity, where applicable, are as specified by the manufacturer;
 - * Under Contract
 - x Maintenance Manager and/or designate

SPRINKLERS

Frequency			
As required	х	Sections of sprinkler system subject to freezing shall be converted to a dry-pipe or antifreeze system with a separate control valve for that part of the system.	
As required	х	Water supply systems used for fire protection shall be kept free of ice accumulations that may interfere with flow.	
Weekly	X	Check the water supply and system air pressures using the systems air/water gauges and ensure they meet the required operating pressures.	
Monthly	*	Alarms on all sprinklers shall be tested by flowing water through the test connection at the sprinkler valve.)
Every 2 months *		Test sprinkler transmitters and waterflow actuated devices.	
Annually	*	Check exposed sprinkler system hangers to ensure they are kept in good repair.	
Annually	*	Check all sprinkler heads to ensure they are free of damage, corrosion, paint.	
Annually	*	Remove plugs or caps on fire department connections and inspect for wear, rust or obstruction	
Annually	*	Test water flow on wet sprinkler systems using most hydraulically remote test connection.	
Annually	*	Sprinkler system water supply pressures shall be tested with the main drain valve fully open to ensure there are no obstructions or deterioration.	

Under Contract Maintenance Manager and/or designate



SERVICE EQUIPMENT, DUCTING & CHIMNEYS

Frequency		
Annually	х	Check hoods, filters & ducts subject to combustible deposits; clean as required
Annually	*	Inspect all fire dampers and fire stop flags
Annually	*	Inspect chimneys, flues and pipes and clean as necessary
Annually	*	Inspect disconnect switch for mechanical air –conditioning and ventilation
Annually	*	Inspect controls for air-handling systems for venting

PORTABLE FIRE EXTINGUISHERS

As required	*	Maintenance and testing of portable fire extinguishers shall be in conformance with NFPA 10, "Portable Fire Extinguishers"
As required	x	Portable fire extinguishers having defects shall be repaired or recharged where necessary
As required	*	Each portable fire extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.
As required	X	Portable extinguishers shall be replaced and recharged after use in conformance with instructions given on the extinguisher name plate.
As required	*	Hydrostatic pressure tests shall be conducted conducted at the original test pressure as stated on the name plate.
Monthly	*	Inspect all portable extinguishers
	* X	Under Contract Maintenance Manager and/or designate

EMERGENCY LIGHTING & EXIT SIGNS

Frequency			
As required	x		ed exit signs shall be clearly visible aintained in a clean and legible on.
As required	x	Exit signs shall be illuminated, externally or internally, as appropriate for each sign's design, while the building is occupied.	
Monthly	x		ghts on emergency lighting unit e checked for operation
			ency lighting units shall be ted to ensure that:
Monthly	x	a)	Terminal connections are clean, free of corrosion and lubricated where necessary.
Monthly	x	b)	Terminal clamps are clean and tight as per manufacturer's specifications.
Monthly	X	c)	Electrolyte level and specific gravity are maintained as per manufacture's specifications.
		Emerg that:	ency Lighting unit shall be tested to ensure
Monthly	x	a)	Emergency lights will function upon failure of primary power supply.
Annually	*	b)	The unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.

After completion of the test required in Clause (3)(b), the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacture's specifications.

- * Under Contract
- x Maintenance Manager and/or designate

SMOKE ALARMS

(Also reference CAN/ULC-S552)

Frequency

As required Х Test smoke alarm after replacing the battery As required Test smoke alarm after a change in tenancy Х Annually Test smoke alarms using the test button or other Х (or new tenant) manufacturer recommended method Maintain smoke alarms ensuring cleaning of alarm Annually (or new tenant) and smoke chamber, installation of fresh batteries and testing of alarm function as recommended by the manufacturer (written record is required. If done by owner or custodian, have the tenant initial record.) 10 Years Replace smoke alarms every ten years as a minimum Χ Note: Maintenance Instructions shall be given to Tenants

CARBON MONOXIDE ALARM

(Also reference manufactures instructions)

As required	x	Carbon Monoxide alarms shall be maintained in operating condition. (written record is required. If done by owner or custodian, have the tenant initial record.)
As required	х	Test alarm function monthly as recommended by the manufacturer
As required	х	The landlord of each rental suite shall give the tenant A copy of the CO manufacturer's maintenance instructions
As required	X	Replace carbon monoxide alarms on the frequency prescribed by the manufacturer.
As required	X	The landlord shall test battery-operated carbon monoxide alarms after the battery is replaced.
As required	x	Shall be tested by activating the CO alarm test feature
Annually (Or new tenant)	x	The landlord shall test carbon monoxide alarms annually and after every change in tenancy.

- * Under Contract
- x Maintenance Manager and/or designate



FIRE PUMP

Frequency

Weekly x The water level in the fire pump reservoir shall.

be checked.

Weekly x The fire pumps discharge, suction, oil levels

relief valves, priming water levels & general

operating conditions shall be inspected during the operation.

Annually * The fire pump shall be tested at full rated capacity

to ensure that they are capable of delivering the rated flow.

FIRE SEPERATIONS

As required * Closures in fire separations shall be maintained to ensure that they are operable at all times by

(a) keeping fusible links and heat or smoke-actuated devices undamaged and free of paint and dirt,

(b) keeping guides, bearings and stay rolls clean and lubricated,

(c) making necessary adjustments and repairs to door hardware and accessories to ensure proper closing and latching, and

(d) repairing or replacing inoperative parts of hold-open devices and automatic releasing devices.

SMOKE CONTROL MEASURES

As required x Smoke control equipment shall be maintained in a manner that ensures that is fully operational.

As required x Where smoke control measures contained in

the supplement to the Building Code of

Canada 1995, Chapter 3, "Measures for Fire Safety in High Buildings" are used, the **inspections** and **tests** shall

be as outlined in Section 7.3 of the Fire Code of

Canada.

As required x Where a smoke control system is designed to meet

the requirements of The Ontario Building Code, the **inspections** and **tests** shall be in accordance with procedures established by the designer of the system.

* Under Contract

x Maintenance Manager and/or designate



ELEVATORS

Frequency

Every 3 Months * Elevator door-opening devices operated by means

of photo-electric cells shall be tested to ensure that the devices become inoperative after the door has been held open for more than 20 s with the photo-electric cell

covered.

Every 3 Months * The key operated switch located outside an

Elevator Shaft shall be tested to ensure that the actuation of the switch will render the emergency stop button in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can

make a normal stop.

Every 3 Months * Key operated switches in each elevator car shall be

Tested to ensure that the actuation of the switch will:

 Enable the elevators to be operable independently of other elevators.

- b) Allow operation of the elevator without interference from floor call buttons.
- c) Render door re-opening devices inoperative.
- c) Control the opening of power operated doors only by the continuous pressure on the "door open" button to ensure that if the button is released while the door is opening, the doors will automatically close

STANDPIPE AND HOSES

Monthly x Hose stations shall be inspected to ensure

that the hose is in proper position and that all of the equipment is in place and in operable

condition.

Annually * Inspect hose valves to ensure they are tight

so that there is no water leakage into the

hose

Annually * Fire hose shall be inspected and re-racked

annually and after any use. Any worn hose or gasket in the couplings at the hose valves

and at the nozzle replaced.

Every 5 years * Fire hose system piping shall be tested

in conformance with article 6.4.3.2.

* Under Contract

x Maintenance Manager and/or designate



EMERGENCY POWER SYSTEMS

Frequency		
As required	X	Emergency power systems shall be inspected, tested and maintained in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".
As required	x	The amount of fuel to be stored and connected to the emergency power system shall be sufficient to operate the engine for at least 2 hrs.
Monthly	*	If an emergency power system or any part thereof is shut down:
	a)	The fire department and building occupants shall be notified in accordance with Article 1.1.1.1. and
	b)	The supervisory staff shall be notified.
Annually	*	Emergency power systems shall be tested annually and maintained in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".
Annually	*	Liquid fuel storage tanks shall be drained and refilled with fresh fuel at intervals not greater than 12 months.
	*	Under Contract
	X	Maintenance Manager and/or designate



APPENDICES



FIRE WATCH FORM

(**Refer to the 'Alternate Measures' section for clarification)					
ADDRESS:		LOCATION:			
PERSON CONDUCTING FIRE	WATCH:				
TIME START:		TIME FINISH:			
BRIEF DESCRIPTION OF SHU	JTDOWN:				
AREA(S)	CONCERNS	;	FIRE WATCHER INITIALS		
CICNATUDE.	I		ATF.		
SIGNATURE:		U	ATE:		



FIRE DRILL SHEET

Occupants are to be notified of the exact time and date of the fire drill approximately 48 hours in advance by the Chief Warden by posting notices in conspicuous common area, and are advised not to telephone the Fire Service during the fire drill.

١.	ate of Fire Drill:				
<u>2</u> .	List of Tenants Participating :				
		_			
		<u> </u>			
		_			
					
		. .			
		_			
3.	Comments:				
		Signature:	CHIEF WARDE		
			OF HET WARDE		
		Date			



ACCIDENT INVESTIGATION REPORT

Report Number	Report Date	Report Prepared By				
Department/Area	Time of Accident	Date of Accident	Date Reported			
Exact Location of Accident						
Injured Person	Nature of Injury	Source of Injury	Task Performed			
	Descri					
Provide details on how the accident happened, task procedure used, names of witnesses and other sources of information						
	Analy	ysis				
Obvious Causes: List the actions, interactions, circumstances and conditions contributing to this accident						
Underlying Causes: Explain the reason for the presence of the "Obvious Causes" listed above						
Control Measures						
Action To	Be Taken	By Whom and When	Date Completed			
Signature of Investigato	r	Reviewed By	Review Date			



PERSONS REQUIRING ASSISTANCE FORM

Note: This list shall be kept with the owner/chief warden which outlines what assistance is required.

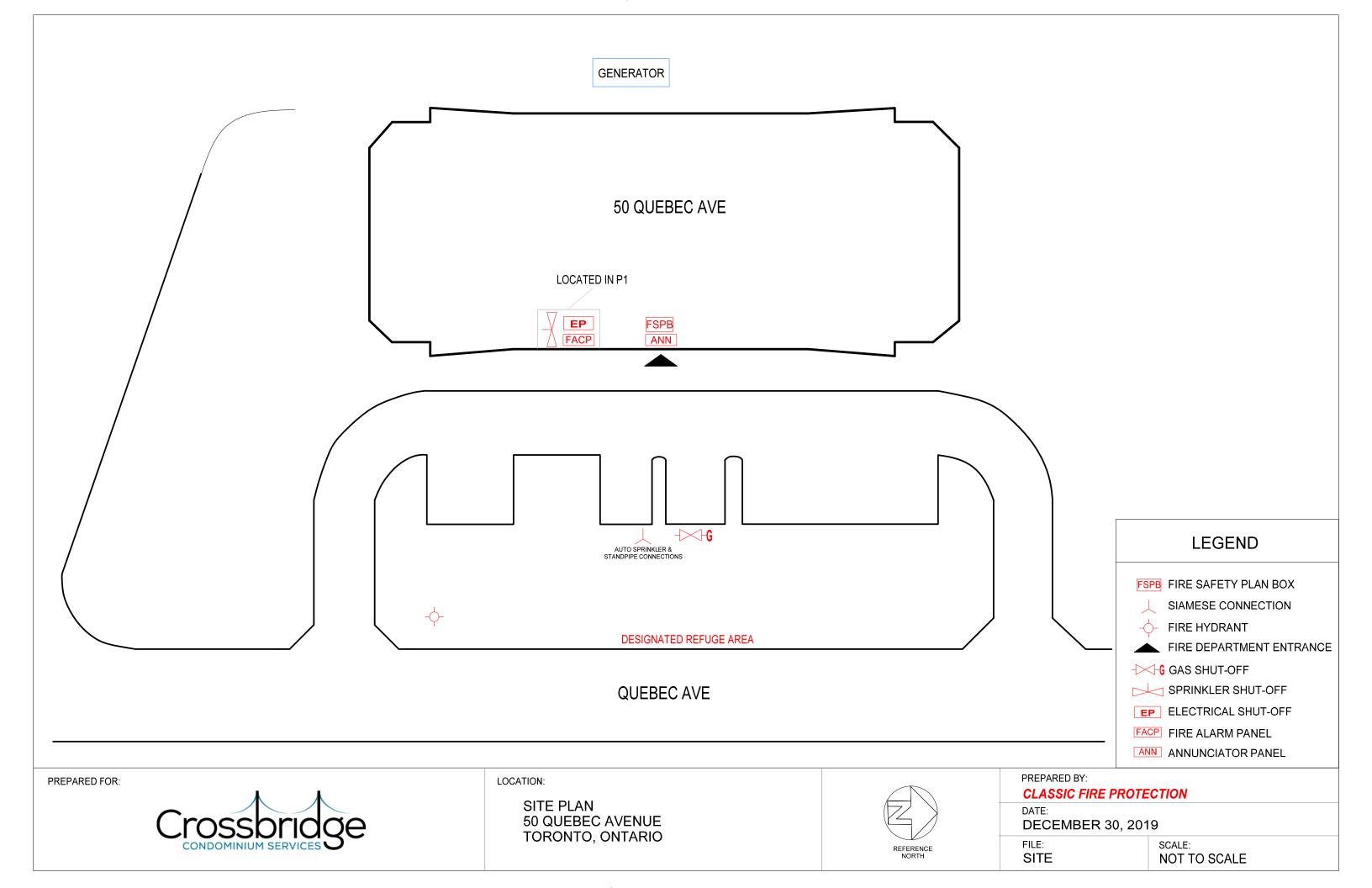
NAME	REASON FOR ASSISTANCE	TELEPHONE NUMBER	FLOOR/ROOM

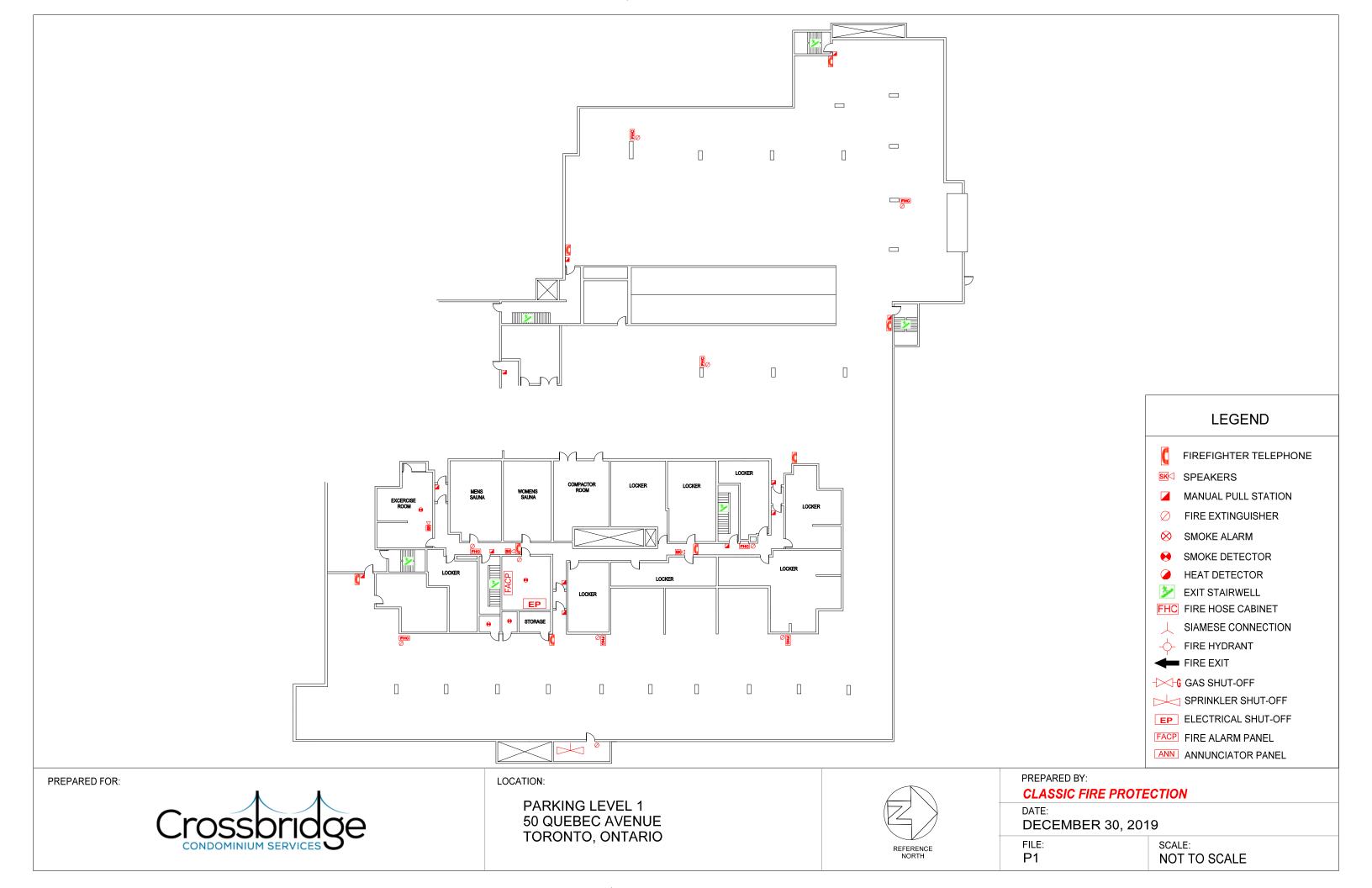


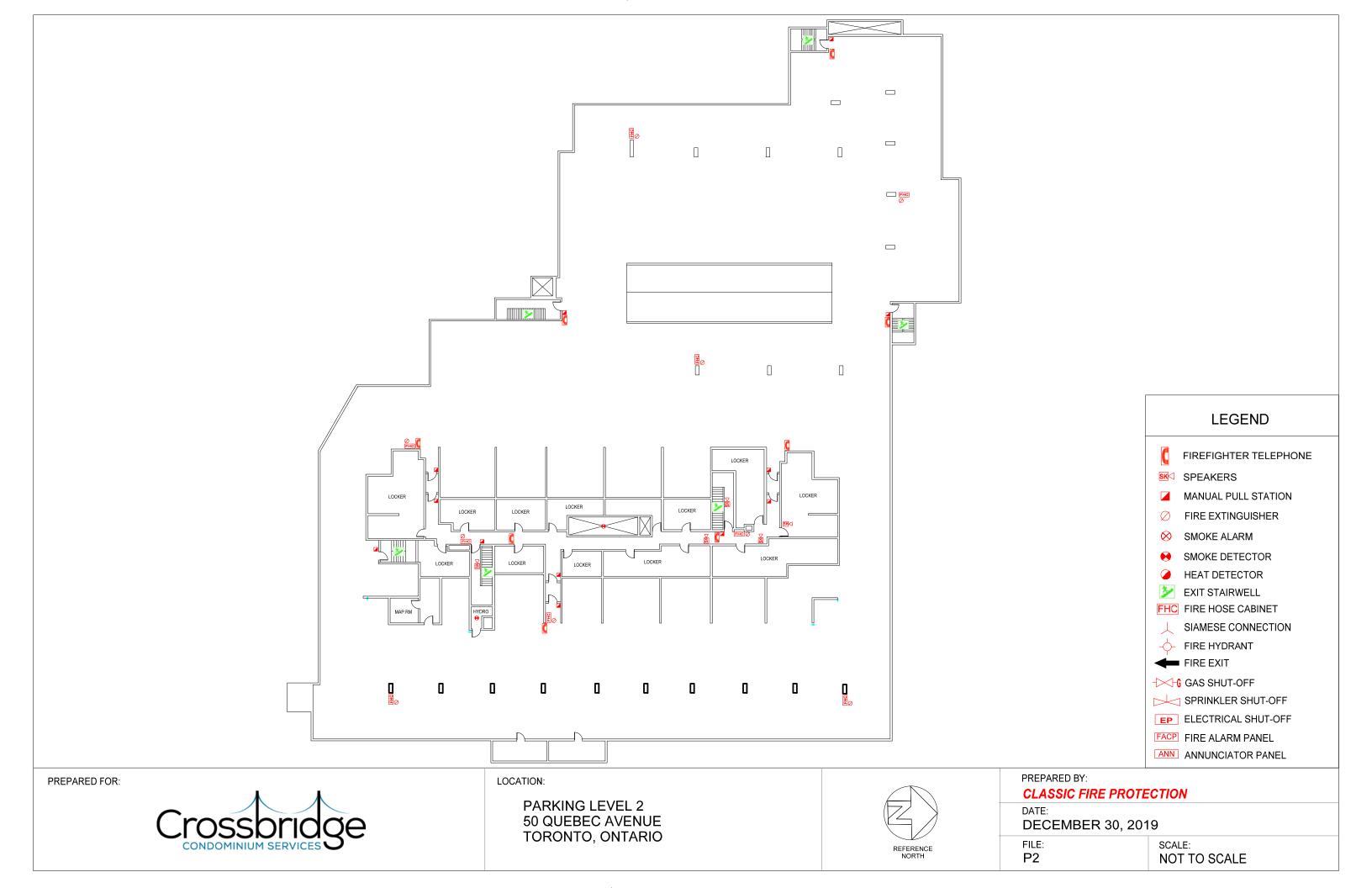
SCHEMATIC DIAGRAMS

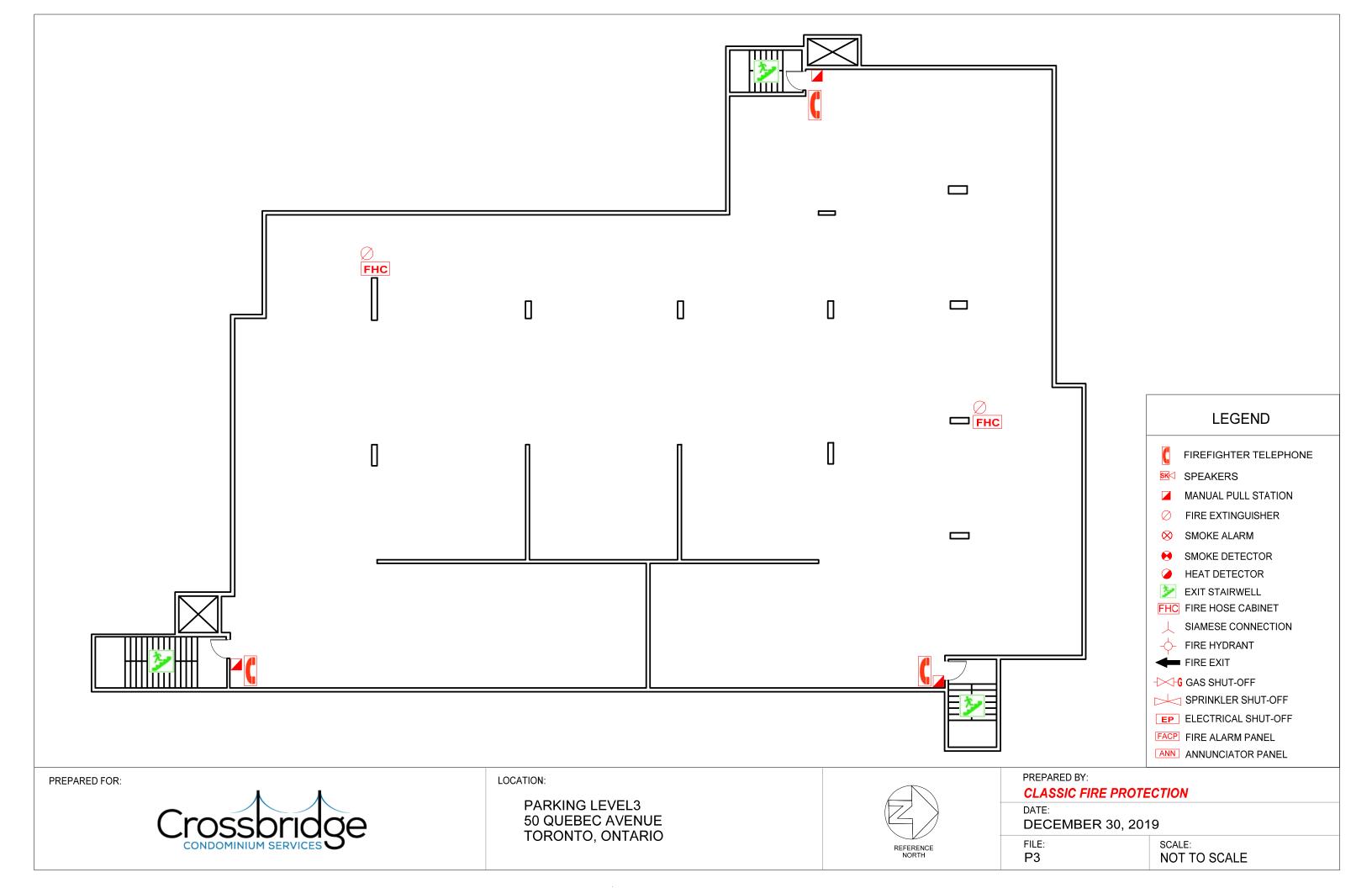
The following schematics contain the building site plan & floor diagrams, which depict all floor levels for the building and illustrate locations of fire protection equipment for the building.

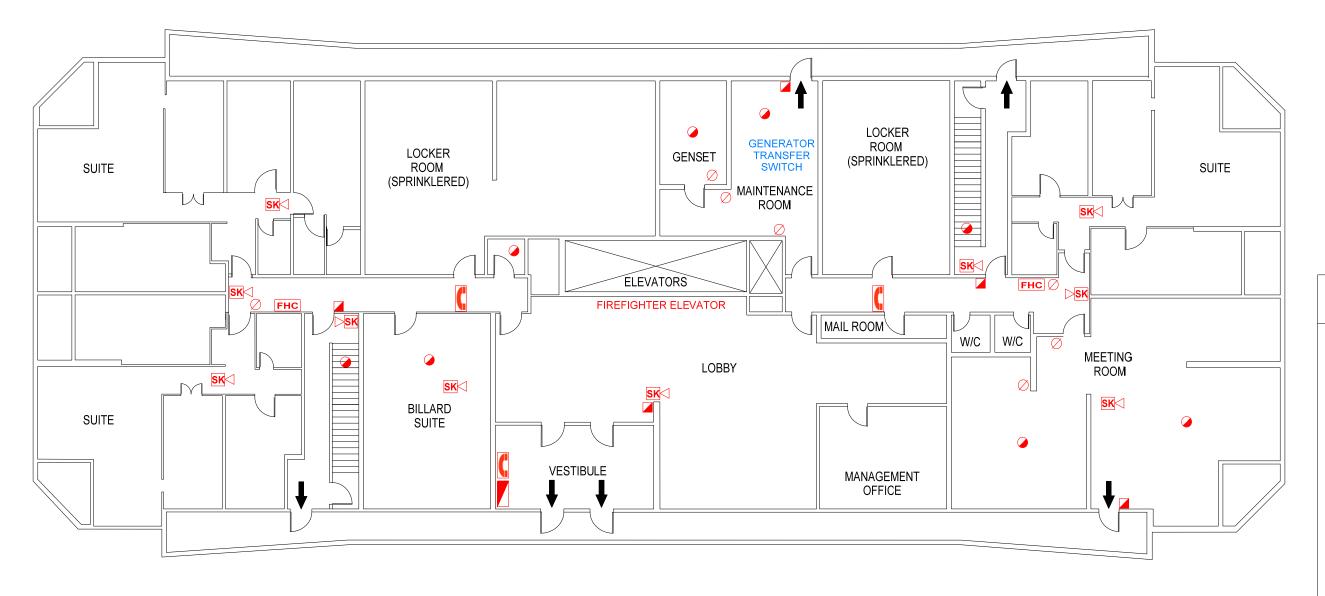












- FIREFIGHTER TELEPHONE
- SPEAKERS
- MANUAL PULL STATION
- SMOKE ALARM
- SMOKE DETECTOR
- HEAT DETECTOR
- **EXIT STAIRWELL**
- FHC FIRE HOSE CABINET
- SIAMESE CONNECTION





GAS SHUT-OFF

SPRINKLER SHUT-OFF

EP ELECTRICAL SHUT-OFF

FACP FIRE ALARM PANEL

ANN ANNUNCIATOR PANEL

PREPARED FOR:



LOCATION:

GROUND FLOOR PLAN 50 QUEBEC AVENUE TORONTO, ONTARIO



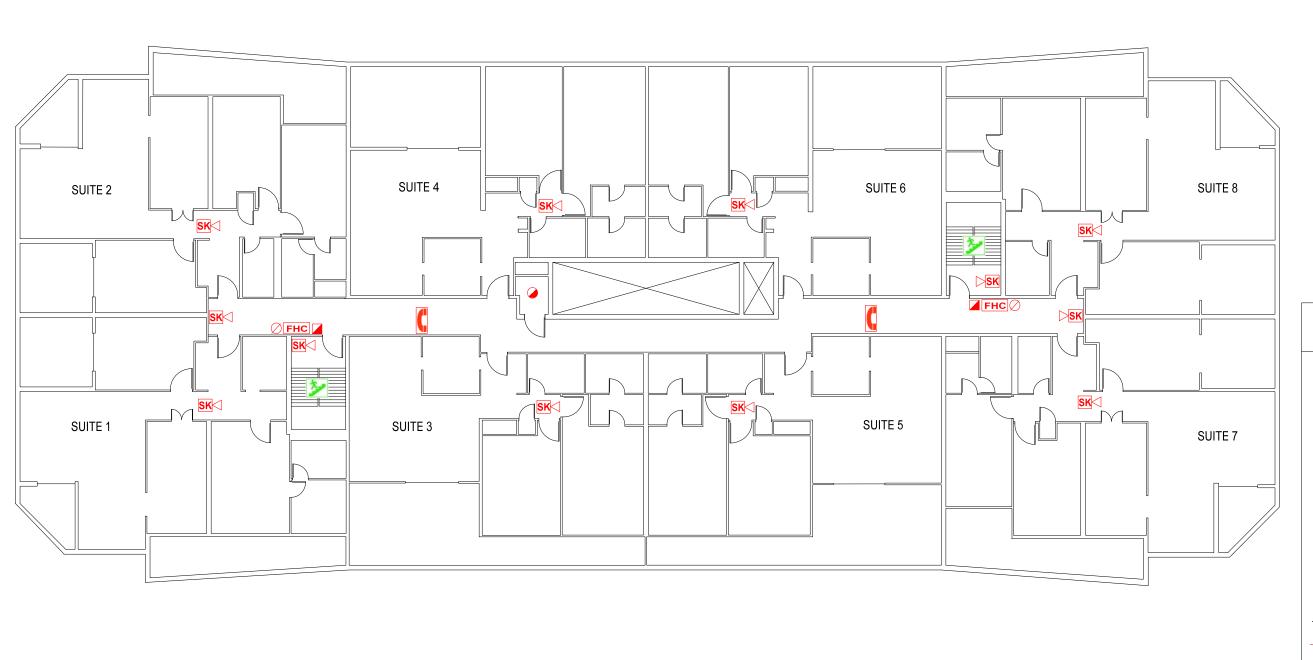
PREPARED BY:

CLASSIC FIRE PROTECTION

DECEMBER 30, 2019

GROUND

SCALE: NOT TO SCALE



- firefighter telephone
- SPEAKERS
- MANUAL PULL STATION
- FIRE EXTINGUISHER
- SMOKE ALARM
- SMOKE DETECTOR
- HEAT DETECTOR
- EXIT STAIRWELL
- FHC FIRE HOSE CABINET
- ↓ SIAMESE CONNECTION



GAS SHUT-OFF

SPRINKLER SHUT-OFF

EP ELECTRICAL SHUT-OFF

FACP FIRE ALARM PANEL

ANN ANNUNCIATOR PANEL

PREPARED FOR:

NOTE: 25, 23, 21, 18, 17, 15, 12, 10, 8, 6, 5, 4



LOCATION:

TYPICAL #1 FLOOR PLAN 50 QUEBEC AVENUE TORONTO, ONTARIO



PREPARED BY:

CLASSIC FIRE PROTECTION

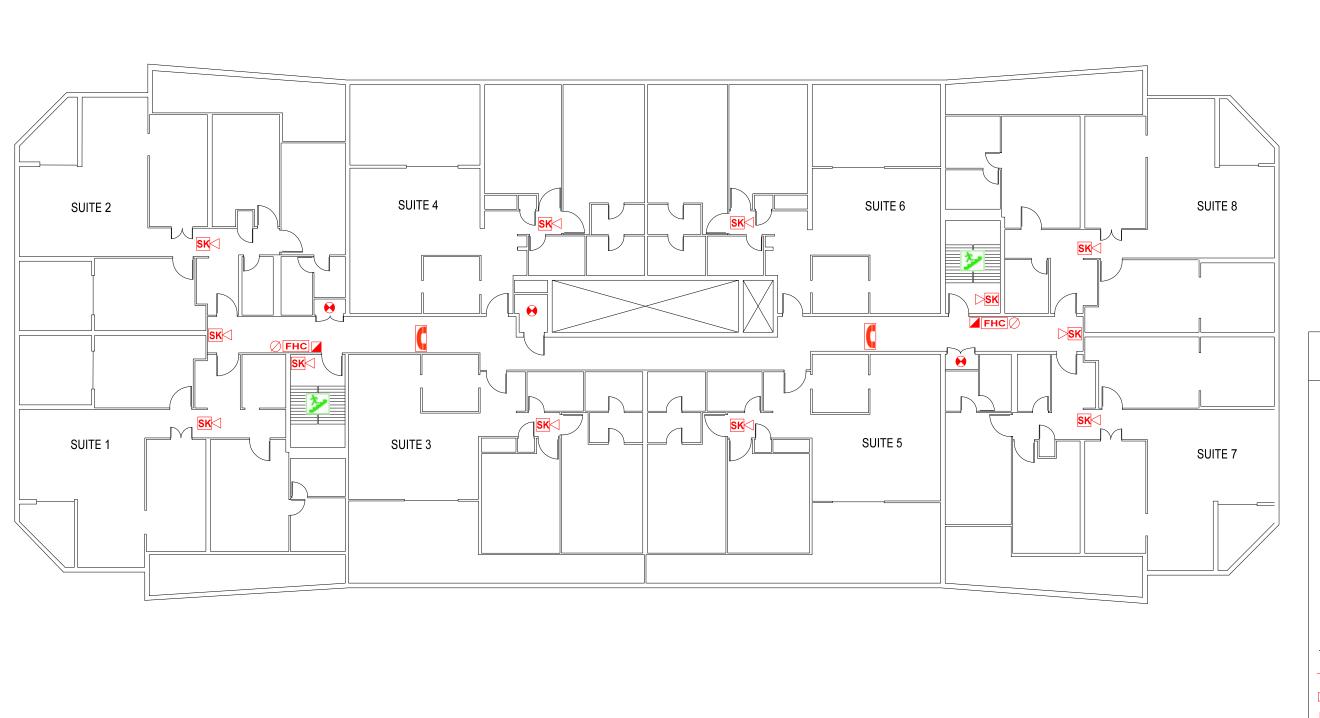
)ATF:

DECEMBER 30, 2019

FILE

TYPICAL #1

SCALE: NOT TO SCALE



- FIREFIGHTER TELEPHONE
- SPEAKERS
- MANUAL PULL STATION
- SMOKE ALARM
- SMOKE DETECTOR
- HEAT DETECTOR
- EXIT STAIRWELL
- FHC FIRE HOSE CABINET
- SIAMESE CONNECTION



GAS SHUT-OFF

SPRINKLER SHUT-OFF

EP ELECTRICAL SHUT-OFF

FACP FIRE ALARM PANEL

ANN ANNUNCIATOR PANEL

PREPARED FOR:

NOTE: 24, 22, 20, 19, 16, 14, 11, 9, 7, 3, 2



LOCATION:

TYPICAL #2 FLOOR PLAN 50 QUEBEC AVENUE TORONTO, ONTARIO



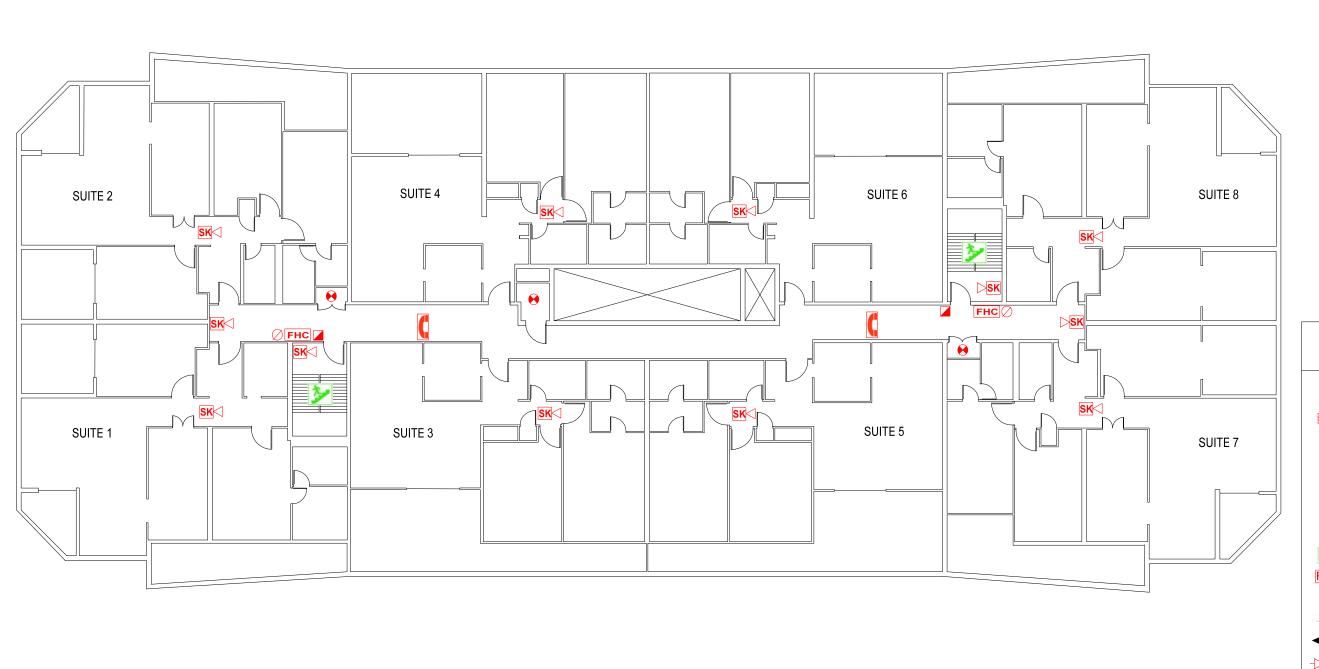
PREPARED BY:

CLASSIC FIRE PROTECTION

DECEMBER 30, 2019

TYPICAL #2

SCALE: NOT TO SCALE



- firefighter telephone
- SK SPEAKERS
- MANUAL PULL STATION
- SMOKE ALARM
- HEAT DETECTOR
- EXIT STAIRWELL
- FHC FIRE HOSE CABINET
- ↓ SIAMESE CONNECTION



SPRINKLER SHUT-OFF

OF THIRDER OF OF

EP ELECTRICAL SHUT-OFF

FACP FIRE ALARM PANEL

ANN ANNUNCIATOR PANEL

PREPARED FOR:



LOCATION:

PENTHOUSE FLOOR PLAN 50 QUEBEC AVENUE TORONTO, ONTARIO



PREPARED BY:

CLASSIC FIRE PROTECTION

)ATF:

DECEMBER 30, 2019

FILE

PENTHOUSE NOT

SCALE: NOT TO SCALE

