

# FIRE SAFETY PLAN

for

## TRANSPORT CANADA PENCTICTON AIRPORT

3000 Airport Road, Penticton, BC V2A 8X1



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**FIRE SAFETY PLAN STATEMENT OF CURRENCY**

**TRANSPORT CANADA - PENTICTON AIRPORT**

This Fire Safety Plan prepared by:

**Orso Loss Control Consulting (OLCC) Inc.**

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Initial FSP Prepared by: Date:	OLCC Inc. December 2020
Previous Review by: Date:	
Current Review by: Date:	
Submitted by:	John Orso, Senior Loss Control Consultant
Received by:	
FSP Preparer	John Orso, Senior Loss Control Consultant
Company Representative	Amanda Hazelton – Manager, Resource Management

## **NOTEWORTHY CHANGES**

### **DOCUMENTS REVIEWED**

### **REVISIONS TO FIRE SAFETY PLAN**

The following noteworthy changes have occurred since the last review of the FSP and have resulted, as noted below, the following changes to the FSP:

1.  
Simon Barbour Airport Manager. Edited on March 22<sup>nd</sup>, 2023.  
Edits:  
Page 15 updated Airport Manager information.  
Page 41 updated Airport Manager and contact information  
Page 51 updated that airlines are responsible to evacuate their passengers with mobility issues



Item	Frequency	Action Required	Date	Responsibility
Portable Fire Extinguishers	Monthly	Inspection	1st Tuesday of Every Month	Fire Safety Director or designate
	Annual	Maintenance	1st Tuesday of January	Qualified contractor
Means of Egress	Daily	Inspection	All workdays	Fire Safety Director or designate
	Monthly	Inspection	1st Tuesday of Every Month	Fire Safety Director or designate
Fire Detection & Alarm System	Daily	Inspection	All workdays	Fire Safety Director or designate
	Monthly	Testing	1st Tuesday of Every Month	Fire Safety Director or designate
	Annual	Maintenance	1st Tuesday of February	Qualified contractor
Emergency Lighting	Monthly	Inspection & Testing	1st Tuesday of Every Month	Fire Safety Director or designate
	Annual	Testing	1st Tuesday of August	Qualified contractor
Emergency Generator	Weekly	Maintenance	Every Tuesday	Fire Safety Director or designate
	Monthly	Inspection, Testing & Maintenance	1st Tuesday of Every Month	Fire Safety Director or designate
	Semi-annual	Maintenance	1st Tuesday of February & August	Fire Safety Director or designate
	Annual	Maintenance	1st Tuesday of August	Qualified contractor
	2-Year	Check	1st Tuesday of August	Qualified contractor
	3-Year	Check	1st Tuesday of August	Qualified contractor or Manufacturer's representative
	5-Year	Check	1st Tuesday of August	Qualified contractor or Manufacturer's representative
Sprinkler System	Daily	Inspection	All workdays	Fire Safety Director or designate
	Weekly	Inspection	Every Tuesday	Fire Safety Director or designate
	Monthly	Inspection & Testing	1st Tuesday of Every Month	Fire Safety Director or designate
	Bi-Monthly	Inspection & Testing	1st Tuesday of Every Other Month Starting in February	Fire Safety Director or designate

Item	Frequency	Action Required	Date	Responsibility
	Semi-annual	Testing	1st Tuesday of April and October	Fire Safety Director or designate
	Annual	Testing & Maintenance	1st Tuesday of October	Qualified contractor
	3-Year	Testing	1st Tuesday of October	Qualified contractor
	15-Year	Testing	1st Tuesday of October	Qualified contractor
	50-Year	Testing	1st Tuesday of October	Qualified contractor
Standpipe & Hose System	Monthly	Inspection	1st Tuesday of Every Month	Fire Safety Director or designate
	Annual	Inspection	1st Tuesday of September	Fire Safety Director or designate
	5-Year	Testing	1st Tuesday of September	Fire Safety Director or designate
Freeze Protection	Annual	Inspection	1st Tuesday of November	Fire Safety Director or designate
Fire Pump & Reservoirs	Weekly	Inspection & Testing	Every Tuesday	Fire Safety Director or designate
	Monthly	Testing	1st Tuesday of Every Month	Fire Safety Director or designate
	Annual	Testing	1st Tuesday of August	Fire Safety Director or designate
Fire Dampers & Fire Stop Flaps	Annual	Testing	1st Tuesday of June	Qualified contractor
Hoods, Ducts & Filters	Weekly	Inspection	Every Tuesday	Fire Safety Director or designate
Chimneys, Flues, & Flue Pipes	Annual	Inspection	1st Tuesday of June	Fire Safety Director or designate
HVAC Systems	Annual	Inspection & Testing	1st Tuesday of April	Qualified contractor
Fire Department Access to Building	Daily	Inspection	All workdays	Fire Safety Director or designate
Fire Safety Plan	Annual	Review and Update	1st Tuesday of October	Fire Safety Director or designate

Frequency	Item	Action Required	Responsibility	Next Date
Daily	Means of Egress	Inspection	Fire Safety Director or designate	All workdays
	Fire Detection & Alarm System	Inspection	Fire Safety Director or designate	All workdays
	Sprinkler System	Inspection	Fire Safety Director or designate	All workdays
	Fire Department Access to Building	Inspection	Fire Safety Director or designate	All workdays
Weekly	Emergency Generator	Maintenance	Fire Safety Director or designate	Every Tuesday
	Sprinkler System	Inspection	Fire Safety Director or designate	Every Tuesday
	Fire Pump & Reservoirs	Inspection & Testing	Fire Safety Director or designate	Every Tuesday
	Hoods, Ducts & Filters	Inspection	Fire Safety Director or designate	Every Tuesday
Monthly	Portable Fire Extinguishers	Inspection	Fire Safety Director or designate	1st Tuesday of Every Month
	Means of Egress	Inspection	Fire Safety Director or designate	1st Tuesday of Every Month
	Fire Detection & Alarm System	Testing	Fire Safety Director or designate	1st Tuesday of Every Month
	Emergency Lighting	Inspection & Testing	Fire Safety Director or designate	1st Tuesday of Every Month
	Emergency Generator	Inspection, Testing, & Maintenance	Fire Safety Director or designate	1st Tuesday of Every Month
	Sprinkler System	Inspection & Testing	Fire Safety Director or designate	1st Tuesday of Every Month
	Standpipe & Hose System	Inspection	Fire Safety Director or designate	1st Tuesday of Every Month
	Fire Pump & Reservoirs	Testing	Fire Safety Director or designate	1st Tuesday of Every Month
Bi-Monthly	Sprinkler System	Inspection & Testing	Fire Safety Director or designate	1st Tuesday of Every Other Month Starting in February

Frequency	Item	Action Required	Responsibility	Next Date
Semi-annual	Emergency Generator	Maintenance	Fire Safety Director or designate	1st Tuesday of February & August
	Sprinkler System	Testing	Fire Safety Director or designate	1st Tuesday of April and October
Annual	Portable Fire Extinguishers	Maintenance	Qualified contractor	1st Tuesday of January
	Fire Detection & Alarm System	Maintenance	Qualified contractor	1st Tuesday of February
	Emergency Lighting	Testing	Qualified contractor	1st Tuesday of August
	Emergency Generator	Maintenance	Qualified contractor or Manufacturer's representative	1st Tuesday of August
	Sprinkler System	Testing & Maintenance	Qualified contractor	1st Tuesday of October
	Standpipe & Hose System	Inspection	Fire Safety Director or designate	1st Tuesday of September
	Freeze Protection	Inspection	Fire Safety Director or designate	1st Tuesday of November
	Fire Pump & Reservoirs	Testing	Fire Safety Director or designate	1st Tuesday of August
	Fire Dampers & Fire Stop Flaps	Testing	Qualified contractor	1st Tuesday of June
	Chimneys, Flues, & Flue Pipes	Inspection	Fire Safety Director or designate	1st Tuesday of June
	HVAC Systems	Inspection & Testing	Qualified contractor	1st Tuesday of April
	Fire Safety Plan	Review and Update	Fire Safety Director or designate	1st Tuesday of May
	Elevators	Testing	Qualified contractor	1st Tuesday of June
Gas Detection System	Testing	Qualified contractor	1st Tuesday of June	
2-Year	Emergency Generator	Check	Qualified contractor or Manufacturer's representative	1st Tuesday of August
3-Year	Emergency Generator	Check	Qualified contractor or Manufacturer's representative	1st Tuesday of August
	Sprinkler System	Testing	Qualified contractor	1st Tuesday of October

<b>Frequency</b>	<b>Item</b>	<b>Action Required</b>	<b>Responsibility</b>	<b>Next Date</b>
5-Year	Emergency Generator	Check	Qualified contractor or Manufacturer's representative	1st Tuesday of August
	Standpipe & Hose System	Testing	Fire Safety Director or designate	1st Tuesday of September
15-Year	Sprinkler System	Testing	Qualified contractor	1st Tuesday of October
50-Year	Sprinkler System	Testing	Qualified contractor	1st Tuesday of October

## Master Training Schedule for

Topic	Type (New/Refresher)	Date	Audience	Time (Hours)	Responsibility
Fire Safety Plan					Fire Safety Director or designate
Supervisory Responsibilities					Fire Safety Director or designate
Fire Drill					Fire Safety Director or designate
Emergency Procedures					Fire Safety Director or designate
Assisting Persons with Disabilities					Fire Safety Director or designate
Portable Fire Extinguisher Use					Fire Safety Director or designate
Fire Wardens					Fire Safety Director or designate
Fire Watch					Fire Safety Director or designate
Hot works Policy & Procedures					Fire Safety Director or designate

## FIRE DEPARTMENT INFORMATION

### APPOINTMENT OF SUPERVISORY STAFF

NAME	TITLE	RESPONSIBILITIES & DUTIES
Simon Barbour	Airport Manager	Fire Safety Director
Lance Duncan	Maintenance and Operations Supervisor	Deputy Fire Safety Director
Craig McKay	Maintenance and Operations Specialist	Deputy Fire Safety Director

### EMERGENCY CONTACTS

FIRE EMERGENCY	911
FIRE NON-EMERGENCY	250-490-2300
POLICE EMERGENCY	911
POLICE NON-EMERGENCY	250-492-4300
AMBULANCE	911
NON-EMERGENCY	250-493-2108
GAS LEAKS & ODOURS – FORTIS BC	1(800) 663-9911
POWER OUTAGES _ FORTIS BC	1 (866) 436-7847
PENCTICTON REGIONAL HOSPITAL	250-492-4000

TYPE	OWNER / RESPONSIBLE	SERVICE PROVIDER
Fire Extinguishers	Transport Canada Monthly Inspect	Troy Life and Fire Annual Inspections 250-860-3991
Emergency Lighting	Transport Canada Monthly Inspect	Troy Life and Fire Annual Inspections 250-860-3991
Sprinkler Systems	Transport Canada	Troy Life and Fire Annual Inspections 250-860-3991
Pre-Action System	Transport Canada	Troy Life and Fire Annual Inspections 250-860-3991
Standpipe x2	Transport Canada	Troy Life and Fire Annual Inspections 250-860-3991
Fire Hydrant	Transport Canada	Troy Life and Fire Annual Inspections 250-860-3991
Pump House	Transport Canada	Dean Environmental _ Biweekly 250-488-7729
Aboveground Fuel Tank	Transport Canada	
Dust Collection System	Transport Canada	
Duty Phone	Transport Canada Maintenance	250-809-6694
Transport Canada Security	BC Commissionaires	250-770-4417

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## BUILDING DESCRIPTION

Building address:	3000 Airport Road, Penticton, BC V2A 8X1
Building name:	Penticton Airport
Building type:	Airport Terminal
No. of storeys:	One above grade on crawlspace (FSS not included)
Year of Construction:	1941
Major Renovation:	2017-2020
Main construction materials:	Wood frame construction, cinder block
Exterior finish:	Wood siding, metal siding, Hardie boards
Roof construction:	Flat roof, wood deck, tar and gravel finish
Interior construction and finish:	Gypsum wall board on top of metal/wood studs covered by various wall coverings and wood trim
Parking:	Outdoor parking located along the west side of the building
Main Entrance Door:	South lobby door to groundside always unlocked allowing fire fighter entry.

## AREAS OF USAGE

- |        |                            |
|--------|----------------------------|
| Ground | • Concourse                |
| Level  | • Washrooms                |
|        | • Baggage area             |
|        | • Arrivals waiting area    |
|        | • Offices                  |
|        | • Ticketing area           |
|        | • Passenger hold room      |
|        | • Baggage holding area     |
|        | • CATSA security area      |
|        | • Departures lounge        |
|        | • Administration offices   |
|        | • Conference room          |
|        | • Workshop                 |
|        | • Storage rooms            |
|        | • Data communications room |
|        | • Mechanical room          |
|        | • Electrical rooms         |
|        | • South lobby              |
|        | • FSS tower                |

## LIST OF BUILDING FIRE SAFETY FEATURES

- Fire Alarm System
- Emergency Lighting - Battery Power
- Fire Extinguishers
- Fire Pump
- Emergency Generator
- Sprinkler System
- Standpipe System
- Exit Stairs
- Pre-Action System

### FIRE ALARM SYSTEM

- Make and Model: Edwards EST-3X  
No. of stages: 2  
Location: Main electrical room  
Supervised: Yes
- Systems Supervised by  
Fire Alarm System:
- Maintenance building
  - Fire Hall building
  - Pump house
  - FEC building
  - FSS building
  - Fire pump
  - Emergency generator
  - Pre-Action fire control panels (2)
- Fire Alarm System  
Initiating Devices:
- Pull station
  - Heat detector
  - Smoke detector
  - Sprinkler flow
  - Duct smoke detector
- Manual Pull Station  
Locations: Adjacent to exterior exit doors.
- Heat Detector Locations:
- Outside of building at locations protected by pre-action systems
- Smoke Detector  
Locations:
- Common Corridors
  - Utility rooms
  - Duct detectors installed in supply air ducts AHU's #2, #5, #6, and #7
- Initiating devices cause: Stage 1 Alert  
Extent of alarm  
sounding: Throughout the airport terminal (FSS tower not covered)
- Main Entrance Door Will release during a fire alarm condition

### Sequence of Operation:

In a two-stage alarm system, a distinct alert signal first advises airport staff of the fire emergency. This signal is coded, temporal operation of fire alarm strobes (visual devices).

Staff are expected to immediately investigate the source of the alarm and, if a fire exists, to activate the second stage fire alarm by at a fire alarm manual pull station by using the key switch.

If, on the other hand, after investigation it is determined that the alert is a false/nuisance alarm, staff can silence the coded alert signal and reset the fire alarm system.

Where a manual pull station or fire detector has activated, the following occurs:

- System goes into Stage 1 alert,
- Signal is sent to fire alarm annunciator panels,
- Signal is sent to fire alarm monitoring company,
- Terminal building visual devices (strobes) activate (temporal),
- If a duct detector has activated, AHU's shut down to prevent smoke movement
- If Stage 1 alert is not acknowledged withing 5 minutes of its initiation the fire alarm will automatically cause a Stage 2 alarm where all the audible fire alarm devices activate in a temporal signal matching the visual devices.



FACP in Electrical Room



FACP in South Lobby



FAAA in Security Office



Smoke Detector



Audio/Visual Device



Two Stage Fire Alarm Manual Pull Station

## FIRE ALARM CONTROL PANEL OPERATION – GENERAL

***DO NOT SILENCE OR RESET THE PANEL IN ALARM UNTIL IT HAS BEEN DETERMINED BY THE PROPER AUTHORITIES THAT THERE IS NO FIRE!***

This section provides information on how to operate an EST integrated system. The information presented here is of a general nature, since each system is unique. The EST system at your site has been designed by professionals to meet the specific requirements of the fire and security codes in your location. Please refer to the site-specific instructions, provided by your EST representative, to determine the exact operation of your system.



Control or indicator	Functional description
Power LED	The Power LED indicates that mains AC is applied to the panel.
Test LED	The Test LED indicates that a part of the system is in test mode. A programmable timer automatically exits the test mode after a period of system inactivity.
CPU Fail LED	The CPU Fail LED indicates the CPU module has detected a processor failure. Processor failures must be reset manually.
Gnd Fault LED	The Gnd Fault LED indicates that the CPU module has detected a ground fault.
Disable LED	The Disable LED indicates that a point or zone has been disabled using the Disable command.
Drill Button / LED	Pressing the Drill button activates the Drill command function. The Drill LED, when lit, indicates that the Drill command function is active.

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Panel Silence Button / LED	<p>For U.S. Local and Canadian Local systems, pressing the Panel Silence button turns the CPU buzzer off. The Panel Silence LED, when lit, indicates the panel is in an off-normal condition and the panel has been placed in Panel Silence mode.</p> <p>For U.S. Proprietary and Canadian Proprietary systems, the Panel Silence button is not operational. The panel buzzer only silences after all events have been acknowledged.</p>
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Liquid crystal 168-character, backlit alphanumeric display of system status. display screen

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Trouble Button / LED	<p>Pressing the Trouble button places the contents of the Trouble queue onto the display screen for review. Active trouble events are displayed in the order in which they are received. When a trouble event is highlighted on the display, pressing the Trouble button acknowledges the event and advances the display to the next event.</p> <p>The Trouble LED serves as a common trouble event indicator. The LED, when flashing, indicates that there is an event in the queue that has not been reviewed (local systems) or acknowledged (proprietary systems). When on steady, the LED indicates that all events in the queue have been reviewed or acknowledged.</p>
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<b>Control or indicator</b>	<b>Functional description</b>
Monitor Button / LED	<p>Pressing the Monitor button places the contents of the Monitor queue onto the display screen for review. Active monitor events are displayed in the order in which they are received. When a monitor event is highlighted on the display, pressing the Monitor button acknowledges the event and advances the display to the next event.</p> <p>The Monitor LED serves as a common monitor event indicator. The LED, when flashing, indicates that there is an event in the queue that has not been reviewed (local systems) or acknowledged (proprietary systems). When on steady, the LED indicates that all events in the queue have been reviewed or acknowledged.</p>

---

Previous Message Button	<p>For U.S. Local and Canadian Local systems, pressing the Previous Message button scrolls the display to show the preceding event in the selected event queue. Reviewing events using the Previous Message button does not acknowledge the event.</p> <p>For U.S. Proprietary and Canadian Proprietary systems, the Previous event button is not operational. Events must be acknowledged in</p>
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Next Message Button	<p>For U.S. Local and Canadian Local systems, pressing the Next Message button scrolls the display to show the following event in the selected event queue. Reviewing events using the Next Message button does not acknowledge the event.</p> <p>For U.S. Proprietary and Canadian Proprietary systems, the Next Message button is not operational. Events must be acknowledged in order of their occurrence.</p> <p><b>Note:</b> Press and hold for auto-scroll.</p>
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Command Menu Button	<p>Pressing the Command Menu button displays the system command menu to access the following system functions:</p> <p>Status, Enable, Disable, Activate, Restore, Control Output, Reports, Program, and Test</p> <p>Pressing the button, a second time returns the user to the current event window.</p>
---------------------	--

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**Control or indicator**  
**Functional description**

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Details Button Pressing the Details button displays additional information about the event highlighted on the display screen.

- For Zone Groups, pressing the Details button displays a list of the active devices in the zone group.
- For Instruction Text Groups, pressing the Details button displays the entire instruction text.
- For Maintenance Alerts, pressing the Details button displays a list of the dirty devices.
- For Common Troubles, pressing the Details button displays a list of the specific troubles for the selected device.
- For Guard Patrols, pressing the Details button displays the offending station and indicates whether the

activation was caused because of an early, late, or out of sequence condition.

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**Enter key** Pressing the Enter key selects the highlighted menu option or causes the system to start processing the information shown in the display.

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**Delete / Backspace** Pressing the Delete / Backspace key moves the cursor to the left key of the current position and removes the character from the display. The Delete / Backspace key is also used to cancel functions and move the operator back through the menus.

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**Numeric Keypad** Pressing any number key selects the menu item or enters the respective number into the system for use in conjunction with other system functions.

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**Alarm Button / LED** Pressing the Alarm button places the contents of the Alarm queue onto the display screen for review. Active alarm events are displayed in the order in which they are received. When an alarm event is highlighted on the display, pressing the Alarm button acknowledges the event and advances the display to the next event.

The Alarm LED serves as a common alarm event indicator. The LED, when flashing, indicates that there is an event in the queue that has not been reviewed (local systems) or acknowledged (proprietary systems). When on steady, the LED indicates that all events in the queue have been reviewed or acknowledged.

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<b>Control or indicator</b>	<b>Functional description</b>
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<b>Supvr Button / LED</b>	<p>Pressing the Supervisory button places the contents of the Supervisory queue onto the display screen for review. Active supervisory events are displayed in the order in which they are received. When a supervisory event is highlighted on the display, pressing the Supervisory button acknowledges the event and advances the display to the next event.</p>
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The Supervisory LED serves as a common supervisory event indicator. The LED, when flashing, indicates that there is an event in the queue that has not been reviewed (local systems) or acknowledged (proprietary systems). When on steady, the LED indicates that all events in the queue have been reviewed or acknowledged.

**Note:** Security events allow for multiple activations from the same point. It is not uncommon for this to happen.

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**Alarm Silence Button / LED** Pressing the Alarm Silence button turns off the EVAC and ALERT channels, and all active audible and visible notification appliance circuits. Pushing the button, a second time turns the notification appliance circuits back on. This button may be used to cancel the drill signal.

The Alarm silence LED, when lit, indicates that the active notification appliance circuits have been silenced.

**Note:** Project configuration settings affect the operation of the Alarm Silence function

**Reset Button / LED** Pressing the Reset button activates the system’s reset sequence to restore the system to normal.

The Reset LED flashes quickly during the smoke power-down phase, flashes slowly during the power-up phase, is on steady during the restoral phase, and is off when the system has reset.

**Notes**

- The Reset button is disabled as long as the alarm silence inhibit timer is running
- The Reset button does not affect disabled points or manually overridden functions
- The Reset button may not affect security or access control devices. These points may be included in the supervisory or monitor display queues.

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**Control or indicator      Functional description**

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**Buzzer**      The buzzer on the CPU sounds to alert the operator to off-normal system conditions, such as:

- Active alarms
- Active test or disabled zones
- Active fault conditions
- Active monitor conditions

The buzzer sounds a pattern associated with each event as determined by the market place settings.

Alarm:      3-3-3 pattern

Supervisory: 2-2 pattern

Trouble:    15 pulses per minute

Monitor:    3-3-3 pattern



## FIRE ALARM MONITORING

- Monitoring Company:
1. OMEGA Monitoring Inc. 250-860-8016
  2. Fire Dispatch 250-490-2305

## EMERGENCY GENERATOR

- Type: Internal Combustion Diesel Drive  
Location: FEC Building located north of the ATB  
Make: Cummings  
Capacity Rating: 143 KW – 178.8 KVA @ 600 Volts  
Fuel: Diesel Fuel – 560 gallons  
Emergency Transfer Switch Location: ATB main electrical room  
Equipment Served: Essential services



Emergency Generator



Generator Fuel Tank



Transfer Switch

## EMERGENCY BATTERY POWER LIGHTING

In addition to emergency power supplied by the generator, emergency lighting battery packs are provided throughout the terminal building.



Battery Pack & Lights

## EXIT SYSTEMS

A number of exits discharge directly from the main floor to the exterior at ground level. Exits discharge to ground side at the north, west and south sides of the building:

- Exits as required by the British Columbia Building Code are noted on floor plans.
- Exit doors are to be readily openable travelling in the direction of exit path and open without requiring keys or special knowledge.
- Exit doors are marked with exit signs mounted above exit doors.
- Exit signs are connected to emergency power provided by the emergency generator.

## Closers

Fire-rated doors are equipped with self-closing devices and are provided at entrance to the mechanical room, electrical room, and along fire separations. Some doors have been equipped with electromagnetic hold open devices designed to release the door during a fire alarm.

## Fire Doors

Fire doors are designed to limit the spread of fire and smoke and must not be wedged open at any time. Fire doors in this building have been installed to provide a fire resistance rating of 1-1/2 hour or as noted on an affixed label. These doors are expected to close and latch tightly into the door frame.

## EXIT STAIRS

### *Stair 1*

Location: FSS - south side of ATB  
Top access: Level 3  
Bottom access: Level 1  
Outside Exit: South lobby entrance

## FIRE DAMPERS

Locations: • Each HVAC system air duct which penetrates fire rated separations.

## HEATING & VENTILATION

Type of heating:

- Natural gas fired boilers in mechanical room.
- Radiant baseboard heaters.
- Natural gas fired hot water tank.
- Duct detectors installed in rooftop supply air ducts AHU's #2, #5, #6, and #7.

## FIRE DEPARTMENT ACCESS ROUTES

Access Road: Airport Road

Primary: South lobby, it provides access to FSS and ATB.

Secondary: West lobby, it provides access to ATB and Security office

## FIRE DEPARTMENT CONNECTIONS

Type: One pair of 2 x 2.5” connections supplying sprinkler and pre-action system in ATB.

Location: Front side of building, facing west.

Type: One pair of 2 x 2.5” connections supplying standpipe system FSS tower.

Location: Front side of building, facing west.



ATB Fire Department Connection



FSS Tower Fire Department Connection

## FIRE PUMP

Make & Model: Aurora F 12FLH

Drive: Internal combustion diesel engine

Location: Fire Pump Building

Capacity: 500 GPM at 103.9 PSI

Diesel Fuel tank: North side of building, 560 gallons

Systems Supplied: Airport property and buildings

Test Header

Location: Outside main building, north side of building

Operation: The "semi-automatic" controller will start either upon the operation of a button or upon a low-pressure condition in the water system. Once the pump has begun to operate it will continue to run independent of the pressure in the water system until manually stopped or stopped by a low voltage condition.

To Place in Service

1. Depress the "OFF" button
2. Depress the "AUTO" button
3. Close door, lock and remove key. If water pressure is below the programmed start point, the diesel engine will start

Emergency Start:

1. Unlock and open door or break glass
2. Depress the "OFF" button
3. Depress the "MANUAL" button
4. Press the "CRANK No. 1" push-button or "CRANK No. 2" push-

button or both until the diesel engine starts

- To Stop:
1. Press “STOP” push-button on the outside of the enclosure, if all start causes are eliminated the engine will stop
- Or
2. Unlock and open door, depress the “OFF” button, engine will stop even if start causes have not been eliminated

- Test Start and Stop:
1. Depress the “OFRF” button
  2. Depress the “TEST” button. At this point the drain valve solenoid will open and create a simulated pressure drop. When pressure drops below the programmed “START POINT”, the diesel engine will start
  3. To stop engine, depress the “OFF” button



Fire Pump



Diesel Fuel Tank



Fire Pump Test Header



Fire Pump Controller

## **FIRE DEPARTMENT ROOF ACCESS**

Type: Roof metal Hatch  
Location: South wall in Mechanical room



## **FIRE HYDRANT**

Type: Public  
Location: Southwest corner of property facing Eastwood Street.  
Location: Northwest of property facing Eastwood Street.  
Location: Southeast of property along Glen Drive.

## **NATURAL GAS SHUT-OFF**

Outdoor Location: Northwest side of building, near passenger entrance  
Indoor Location: Inside mechanical room at ceiling level



Outdoor Valve



Indoor Valve

## EMERGENCY BOILER SHUT-DOWN

Location: Mechanical room access door



Emergency Boiler Shut-Down switch will stop the supply of natural gas to gas fired appliances inside the mechanical boiler room. The emergency button should be activated in the event of a serious equipment malfunction in the mechanical room.

When under control, natural gas, like many other hazardous materials, is as harmless as it is widespread. Natural gas is used for commercial purposes such as heating and air-conditioning, water heating, and cooking.

How we respond to natural gas emergencies can mean the difference between life and death for civilians as well as emergency responders. It's critical that piping, gas meters, and appliances are properly inspected, tested and maintained, personnel are properly trained in their use and standard operating guidelines for response to gas emergencies exist.

### Escaping Natural Gas Outside a Building

Notify 911 and the utility company (1-800-663-9911) immediately if un-ignited natural gas is escaping from the ground from an excavation or from an open pipe outside a building. Establish a hot zone around the location of the leak. This hot zone should include any area where gas detection equipment indicates a reading of 1% or more.

Extinguish all flame and other ignition sources within this hot zone. Be aware that any electrical equipment—including that which is brought to the scene by the fire department—presents a possible ignition source if not rated for flammable atmospheres. Turning electrical equipment on or off can create a spark and ignite leaking gas. Check surrounding buildings for any presence of natural gas odors. Reroute and restrict vehicular and pedestrian traffic from entering the area until utility company personnel bring the natural gas flow under control. If the leak continues, the hot zone must be continuously monitored and may need to expand.

### Natural Gas Burning Outside

When natural gas is burning, notify 911 and the utility company (1-800-663-9911) immediately. Only utility company personnel should operate valves on mains. However, emergency responders trained in the use of curb keys may close curb valves on natural gas services, but they should never turn on valves or curb valves. Restoration of gas service

requires re-ignition of pilot lights, checking safety equipment associated with burners and other tasks that require specialized training. Once something is shut off, leave it off. Turning the wrong valve or opening a closed valve could further endanger life or property. Leave these actions to utility company personnel.

The best method to control an outdoor natural gas fire is to shut off the natural gas flow. For an uncontrolled gas leak with no ignition, evacuate everyone from the immediate area.

#### Escaping Natural Gas in a Building

When escaping natural gas is found in buildings, notify the utility company immediately. Clear the building of occupants. The Fire Safety Director should determine if the natural gas can easily be shut off inside the building without risk to personnel, or if it must be shut off at the outdoor meter, which should be equipped with a valve that can be shut off with a wrench.

It may prove hazardous for firefighters to enter a building to shut off the gas inside. Ventilate the building by opening the doors and windows. Do not operate any electrical switches, phones or other equipment that could create sparks (including non-intrinsically safe radios and ventilation fans) in the hot zone. When ventilating a building above the flammable range, firefighters may bring the atmosphere down into the flammable range, which could result in an ignition. Do not be complacent if gas readings are high.

#### Natural Gas Burning In Buildings

When escaping natural gas is burning in buildings, the Fire Safety Director should notify the utility company immediately and determine if the gas can be shut off inside the building or must be shut off at the outdoor meter.

In certain industrial or commercial buildings, turning off the natural gas might seriously interrupt important and costly processes, or create further hazards. The utility company and facility management can help determine the proper action. If the natural gas supply can't be safely shut off, prevent fire extension by wetting surrounding combustibles with a fog stream until utility company emergency crews can control the burning flow of natural gas.

#### Indoor Natural Gas Piping or Meters

Notify the utility company immediately when a fire endangers indoor natural gas piping or a meter. The utility company is best equipped to shut off the supply of natural gas. The on-scene IC may elect to shut off the supply at an inside valve, if it can be done safely.

#### Appliance Fires

In some rare cases, natural gas may burn out of control from an appliance. Notify the utility company when a natural gas fueled appliance is involved in fire. You can typically control the fire by shutting off the gas flow at the appliance shut-off valve, if it can be safely accessed, or at the meter valve. Prepare to check for exposure fires behind and above the burning appliance. Do not turn on the appliance or meter valve once turned off.

## ELECTRICAL DISCONNECT

Location: Main electrical room in ATB  
Main Switchgear Unit: Federal Pioneer  
Capacity: 400 Amps / 600 Volts



## FIRE EXTINGUISHERS

General Locations: Throughout the building complex  
Extinguisher Type: 

- Multipurpose ABC dry chemical fire extinguishers of various sizes, some are installed in cabinets, some are surface mounted
- Carbon Dioxide fire extinguishers



Carbon Dioxide Extinguisher



Dry Chemical Extinguisher



## SPRINKLER SYSTEMS

The airport terminal building is protected by automatic wet pipe sprinkler system.

Main Sprinkler Valve Location: Mechanical room  
Sprinkler Valve: 4" Globe valve located in the Mechanical room  
Flow & Tamper Devices: Both connected to the Fire Alarm System



Sprinkler Control Valve



Main Valve & Backflow Preventor

Glazing Protection: Windows and doors installed at the northeast side of the terminal are protected by open sprinkler heads positioned close to the glass in order to prevent fire from the airside tarmac from burning through the window/door.

This method described in NFPA 415 for the protection of glazing at airport terminal buildings - Ensure that the sprinkler head is not obstructed or used to hang objects.

System Locations:

1. Baggage holding room and Hold room located at the central east side of the terminal building.
2. Office, arrivals vestibule, and arrivals waiting area located at the northeast of the terminal building.

System #1:

Release Panel: Mircom FR-320 dual releasing special hazard suppression control unit located in the hold room, washroom wall  
Location:  
Universal Manifold: Baggage holding room north wall  
Check Assembly  
Location:  
Isolation Valve: Ceiling level above T-Bar tiles, east wall holding room  
Location:



Release Panel



Universal Manifold Check Assembly



Protected Area



Heat Detector



Isolation Valve

System #2:  
 Release Panel In arrivals hall, at east doors to vestibule  
 Location:  
 Universal Manifold Check Assembly In arrivals hall, recessed inside wall, at east doors to vestibule,  
 metal cover panel protects access to system  
 Location:



Release Panel



Universal Manifold Check Assembly



Protected Area

## STANDPIPE SYSTEM

Location: FSS tower

### WATER

- Main Interior Shut-off Locations:
1. Water entry room located at the northwest corner of the terminal building, access from washroom
  2. Mechanical room located along the main corridor at the south side of the building

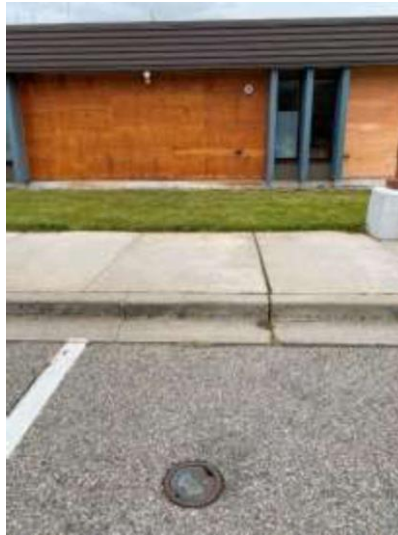


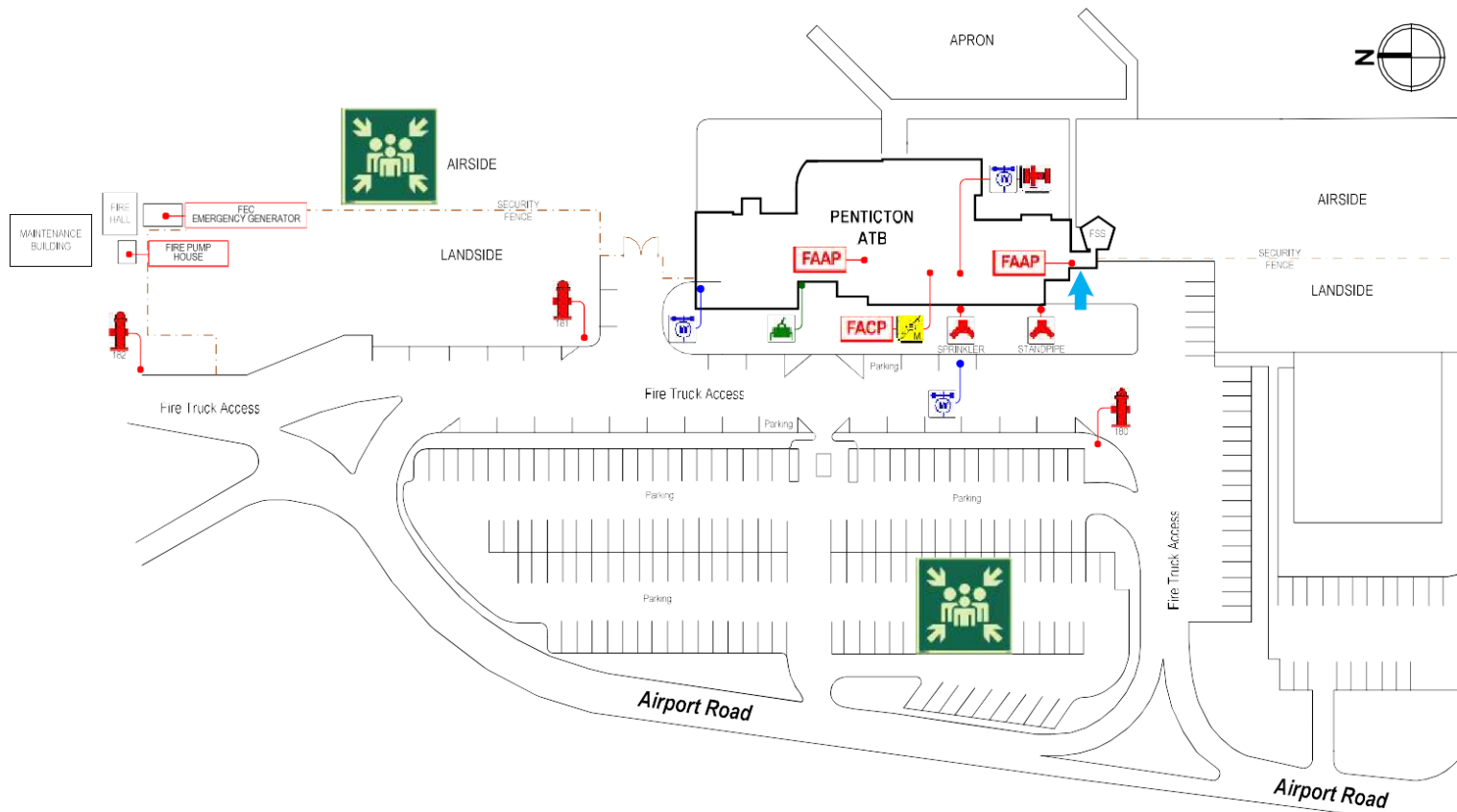
Northwest Water Entry Room



Mechanical Room Valve

Outdoor Shut-off Location: Access roadway along the west side of the ATB





ORSO LOSS CONTROL CONSULTING Inc.  
 Tel: 604-761-6381  
 Email: olcc@olccnet.com  
 orsolosscontrol.com

PROJECT:  
**PENTICTON REGIONAL AIRPORT**  
 3000 Airport Road,  
 Penticton, B.C.

**SYMBOL LEGEND**

	Fire Extinguisher		Manual Pull Station
	Fire Exit		Fire Dept. Entry Point
	Fire Alarm Control Panel		Fire Alarm Annunciator
	Fire Alarm Control Facility		Handicap
	Area of Refuge		First Aid Station
	Oxygen Valve		Full Station for Special Suppressor
	Range Suppression System		Generator
	Gas Meter Shut-Off		Fire Hose Rack
	Fire Hose Cabinet		Fire Hydrant - Private
	Fire Hydrant - Private		Fire Hydrant - Public
	Sprinkler Control Valves		Isolation Valve
	Water Curtain		Standpipe Connection
	Domestic Water Valve		Fire Containment Connection
	Hazard		Radiation Hazard
	Pressurized Gas Cylinder		Air Horn
	Fire Safety Plan		Urethral Hazard
	Electrical Vault		Firefighter Elevator Conveyed Service
	Firefighter Elevator Full Service		Fire Fighters Keys
	Fire Wall with Fire Door		Roof Access

No.	DESCRIPTION	DATE	BY
2	MANUAL DWG	18/11/21	MO
2	MANUAL DWG	08/02/19	MO
1	MANUAL DWG	26/04/17	MO

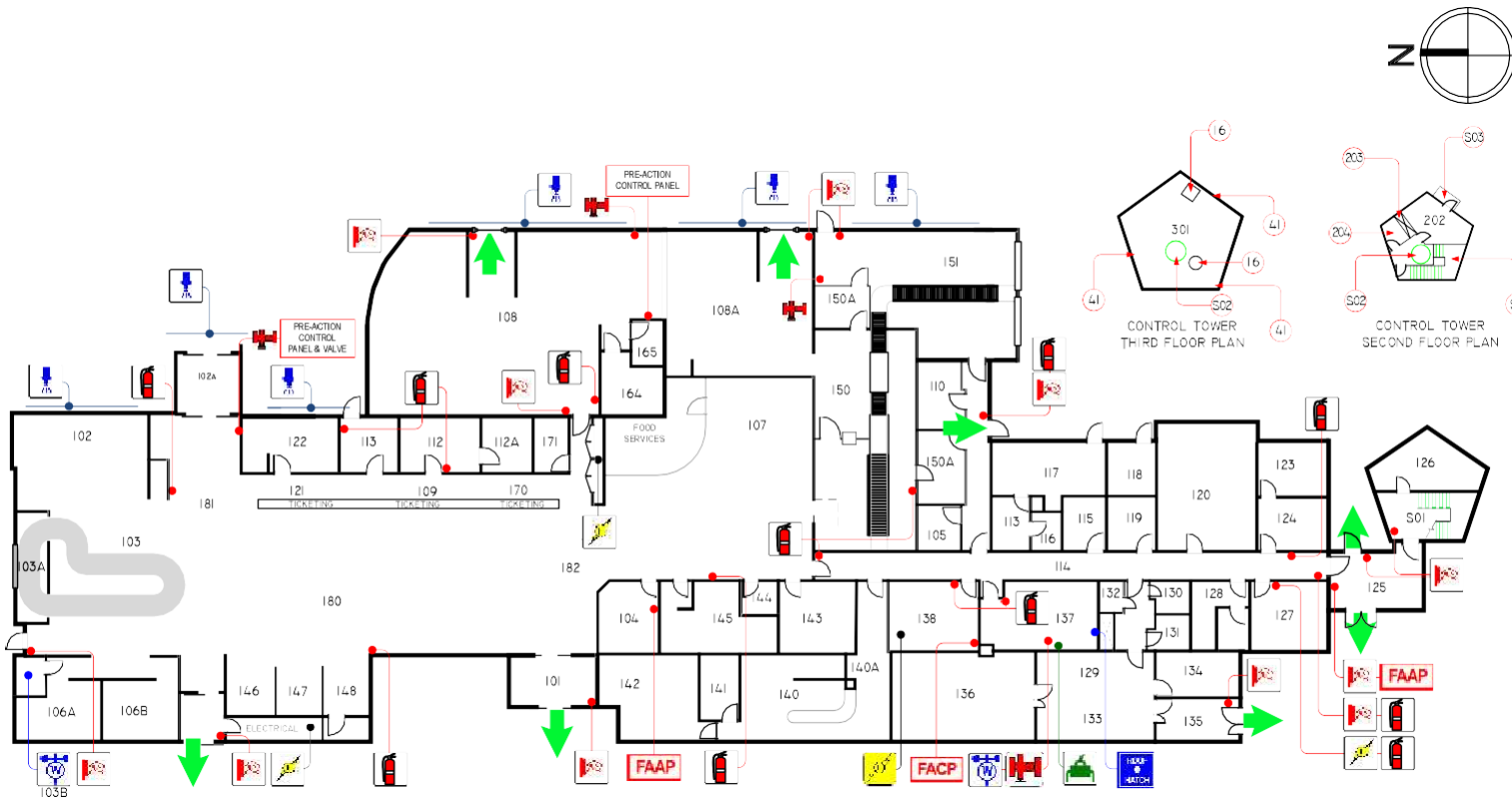
REVISIONS

DRW. TITLE: **Site Plan Drawing**

DATE: 24/04/17	PROJECT NO: 10012-411
NOT TO SCALE	DRAWING NO: 1
DWG. BY: MO	

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SHEET 1



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 Tel: 804-761-6381  
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PROJECT  
**PENTICTON REGIONAL AIRPORT**  
 3000 Airport Road,  
 Penticton, B.C.

**SYMBOL LEGEND**

	Fire Extinguisher		Manual Pull Station
	Fire Exit		Fire Alarm Control Panel
	Fire Alarm Control Panel		Fire Alarm Control Panel
	Fire Alarm Control Panel		Fire Alarm Control Panel
	Area of Postage		Handicap
	Oxygen Valve		First Aid Station
	Range Suppression System		Full Station for Special Suppressor
	Gas Meter Shut-Off		Generator
	Fire Hose Cabinet		Fire Hose Rack
	Fire Hydrant - Private		Fire Hydrant - Public
	Sprinkler Control Valves		Isolation Valve
	Water Curtain		Standpipe Connector
	Domestic Water Valve		Fire Department Connection
	Hazard		Radiation Hazard
	Pressurized Gas Cylinders		Air Horn
	Fire Safety Plan		Biohazard
	Electrical Vault		Firefighter Elevator/Converted Service
	Firefighter Elevator/Converted Service		Fire Fighters Keys
	Fire Station with Fire Door		Roof Access

No.	DESCRIPTION	DATE	BY
REVISIONS			

DRAW TITLE		<b>Site Plan Drawing</b>	
DATE	24/04/17	PROJECT NO.	10012-411
NOT TO SCALE		DRAWING NO.	1
DWG. BY	MO		
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## PART 1 – OBJECTIVES OF FIRE SAFETY PLAN

### OBJECTIVES

Fire safety is an important responsibility for everyone at Transport Canada Penticton Airport. The consequences of poor fire safety practices and a lack of emergency planning could pose a serious threat, not only to our building, employees, tenants visitors, and also to the community and environment in the event of an emergency.

In an effort to prevent fires and minimize the damage from fires when they occur, we have developed this Fire Safety Plan (FSP). It is a detailed document designed to deal with all aspects of fire safety relating to our specific building and property. As such, it becomes our reference manual outlining the fire safety practices that we will use regularly.

Our FSP allows us to achieve three objectives:

1. **Fire Prevention** – To prevent the occurrence of fire through the control of fire hazards and the proper maintenance of the building's fire protection systems and facilities.
2. **Occupant Safety** – To establish a systematic method for safe and orderly evacuation of the building in the case of fire or other emergencies.
3. **Fire Control and Extinguishment** – To establish procedures that will maximize the probability of controlling and extinguishing a fire in the safest and most efficient manner.

To achieve those objectives, we train some personnel to assume supervisory duties to:

1. Effectively implement our fire prevention program.
2. Direct and assist the orderly movement of visitors, customer, tenants, and employees in the event of a fire.
3. Perform fire control until the fire department arrives.

### OUR FIRE SAFETY PLAN

Our FSP not only reflects the unique characteristics of our building and property, and any hazardous processes and operations it contains, but also considers the available firefighting infrastructure in our community. For this reason, we have consulted with our local fire department and other applicable regulatory authorities, such as WorkSafeBC and Technical Safety BC.

We review and update our FSP after any changes to our operation and structures, or annually, whichever comes first, to remain in conformance with all the fire safety plan requirements of the current edition of the BC Fire Code.

Our FSP includes the following information to achieve the three objectives of fire prevention, occupant safety, and fire control and extinguishment:

- Emergency procedures to be used in case of fire, including: sounding the alarm, notifying the fire department, provisions for access for firefighting, instructing occupants, visitors, guests, clients, customers on procedures to be followed when the fire alarm sounds, evacuating endangered persons, and confining, controlling and extinguishing the fire.
- The means to prevent fires and the methods to control fire hazards throughout the occupancy.
- Instructions to ensure means, implemented to prevent fires and methods to control fire hazards throughout the business, are followed.
- Information about the appointment, organization and instruction of designated supervisory staff and other occupants, including their related fire safety duties and responsibilities.
- The method and frequency of conducting fire drills.
- Detailed maintenance procedures for fire protection systems and building systems, equipment and devices;
- The identification of alternate fire safety measures in the event of a temporary shutdown of fire protection equipment or systems, so that occupant safety can be assured.
- Instructions and schematic diagrams describing the type, location and operation of building fire emergency systems.

## **BENEFITS OF IMPLEMENTING OUR FIRE SAFETY PLAN**

- Our efforts to develop and implement this fire safety plan will:
  - Reduces the incidence of fire;
  - Promotes fire hazard identification and elimination;
  - Promotes employee safety and awareness;
  - Increases employee morale by allaying safety concerns;
  - Coordinates business and fire department resources during a fire emergency;
  - Reduces the potential impact of a fire on our business and community (injuries, dollar losses, liability, etc.) should a fire occur;
  - Assist with *BC Fire Code* compliance.

Part of our FSP implementation is ensuring it remains a “**living**” document, meaning each year the plan is reviewed. At minimum new training and inspection dates are added and fire safety plan supervisory personnel selected and confirmed. Our plan is revised accordingly and the changes documented in the Noteworthy Changes section of the plan.

## **PART 2 – SUPERVISORY STAFF**

### **SUPERVISORY STAFF DESIGNATION**

The BC Fire Code defines supervisory staff as those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.

The effectiveness of our Fire Safety Plan depends largely upon the ability, energy, and experience of our emergency response supervisory staff appointed fire safety responsibilities. Transport Canada Penticton Airport has clearly defined their authority so that our occupants and the building may be safeguarded against fire. They are instructed in the fire emergency procedures as described in our Fire Safety Plan before they are given any responsibility for fire safety

### **APPOINTED SUPERVISORY STAFF**

Transport Canada hereby appoint and authorized the following personnel to fulfill the supervisory duties outlined in the fire safety plan for Penticton Airport.

### **APPOINTMENT DETAILS AND ACKNOWLEDGEMENT**

#### **Fire Safety Director**

Simon Barbour – Airport Manager  
3000 Airport Road, Penticton, BC V2A 8X1  
Office Phone: 250-770-4414  
Home Phone: 226-979-7573  
Cellular Phone: 250-809-4596

#### **DEPUTY Fire Safety Director**

Lance Duncan – Maintenance and Operations Supervisor  
3000 Airport Road, Penticton, BC V2A 8X1  
Office Phone: 250-770-4404  
Cellular Phone: 250-460-2468

#### **DEPUTY Fire Safety Director**

Craig McKay – Maintenance and Operations Specialist  
3000 Airport Road, Penticton, BC V2A 8X1  
Office Phone: 250-770-4425  
Cellular Phone: 250-353-0379



### **Fire Warden – Maintenance Buildings 1**

Arnie Abeling – Maintenance and Operations Specialist

3000 Airport Road, Penticton, BC V2A 8X1

Office Phone: 250-770-4425

Cellular Phone: 250-460-1748

### **Fire Warden – Maintenance Buildings 2**

Gary Wilson – Maintenance and Operations Specialist

3000 Airport Road, Penticton, BC V2A 8X1

Office Phone: 250-770-4425

Cellular Phone: 250-809-7903

### **Lead First Aid Responder**

Amanda Hazelton – Manager, Resource Management

3000 Airport Road, Penticton, BC V2A 8X1

Office Phone: 250-770-4416

Cellular Phone: 250-328-8629

#### **Note:**

**The appointed Deputy Fire Safety Director is responsible for implementing the Plan. This form is to be completed and kept up to date in this manual**

## **SUPERVISORY STAFF DUTIES**

The delegated responsibility for fire safety for each position is identified in this section.

### **Transport Canada**

Transport Canada is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code including:

1. Establishment of emergency procedures to be followed at the time of an emergency.
2. Appointment and organization of designated supervisory staff to carry out fire safety duties.
3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
4. Assuring that checks, tests, and inspections as required by the Fire Code are completed on schedule and records are retained and maintained.
5. Notification of the local fire department or local government regarding changes to the Fire Safety Plan.

## **FIRE SAFETY DIRECTOR (FSD)**

Our appointed FSD is not expected to be in the building on a continuous basis; however, the FSD should be available to respond to the building on notification of a fire emergency, in order to provide assistance as described in our plan. In the event that our FSD is unavailable, our Deputy Fire Safety Director will be available to perform the obligations of the absent director.

Our Fire Safety Director has the following responsibilities and duties:

1. Administering and maintaining the Fire Safety Plan. This should include:
  - a. Updating the plan when alterations are made to the building or processes.
  - b. Developing appropriate policies and procedures, or ensuring they are developed, e.g., Hot Work, Storage of Dangerous Products and Materials, etc.
2. Training of Deputy Fire Safety Director(s) and other appointed supervisory staff.
3. Ensuring that those expected to use the portable fire extinguishers are trained.
4. Maintaining records on the following:
  - a. Fire incidents
  - b. False alarms
  - c. Fire drills
  - d. Discharge or operation of fire equipment
  - e. Training events
  - f. Name, location, and persons requiring assistance and their volunteer assistants (specify assistance required).
  - g. Minutes of fire safety meetings (if applicable)
  - h. Accountability list and shift attendance list
5. Ensuring that fire protection systems are inspected, maintained and serviced in accordance with the plan and the fire code, and where an inspection, maintenance or testing procedure is beyond in-house capabilities, to have qualified 3<sup>rd</sup> party personnel complete the procedure.
6. Ensuring that additional precautions are taken to offset the hazard to occupants when fire protection systems are inoperable. This should include:
  - a. Checking the fire safety plan and fire code when fire systems are in need of repair.
  - b. Advising the fire department of the system status.
7. Ensuring that building maintenance, alteration or renovation does not expose the building or occupants to undue fire hazards, and precautions are taken to ensure building and occupant safety. This should include:
  - a. Checking the fire safety plan and the fire code when such activities take place to ensure that they meet the requirements of the fire safety plan and fire code regulations.
  - b. Ensuring that, where a fire watch is required, that the fire watch is provided with the appropriate equipment to properly fulfill the duties.
8. Ensuring that supervisory staffs are available to respond to the premises in the event of notification of an emergency. This should include:
  - a. Ensuring the Deputy Fire Safety Director available when the FSD is not.
9. Providing information to occupants on general fire safety and evacuation procedures. This should include:
  - a. Providing new occupants with an overview of our Fire Safety Plan and education on Part 3 of the plan.

- b. Providing the appropriate level of education and training, based on job duties, on policies and procedures designed to control fire hazards, e.g., Hot Work, Compressed Gas Use, Fuel Storage and Dispensing, Storage of Dangerous Goods, etc.
  - c. Notifying occupants whenever the Fire Safety Director or Deputy Fire Safety Director appointments change.
10. Resolving any fire hazards which are reported by occupants or the fire department.
  11. Maintaining familiarity with the buildings fire protection systems.
  12. Maintaining familiarity with fire regulations. This should include:
    - a. Obtaining and reviewing a copy of the B.C. Fire Code.
    - b. Ensuring that the electrical rooms are not used for storage.
    - c. Ensuring that established policies are adhered to.
  13. Considering other emergency situations which could affect the building such as earthquakes, or natural gas leaks.
  14. Notifying the fire alarm monitoring company station when emergency contacts change or delete.

## **DEPUTY FIRE SAFETY DIRECTOR**

The responsibilities and duties include:

1. Assisting the FSD in implementing the fire safety plan.
2. Assuming the position of Fire Safety Director in the absence of the appointed FSD.
3. Perform duties assigned by FSD.

## **ASSIGNED FIRE RELATED INSPECTIONS**

Our Fire Safety Director and others are assigned fire related inspections. These inspections include inspections to determine:

1. The state of repair of the building, other structures, equipment and stored materials.
2. The state of repair of the fire protection equipment, monitoring equipment and alarms.

The responsibilities and duties include:

1. Inspections are required in accordance with the FSP's outlined frequencies.
2. Complete and submit an inspection report for each inspection.
3. Ensure that all corrective actions and recommendation are acted upon.
4. Report to the Fire Safety Director all actions and recommendations not acted upon in a timely fashion.

## **FIRE WATCH AND FIRE MONITOR**

A "fire watch" is a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required (1) in the event of temporary failure of the fire alarm system, (2) where activities require the interruption of any fire detection, suppression or alarm system component or (3) activities increase the risk of fire, e.g., hot work.

We will assign and train individuals to fulfill fire watch role when required. The responsibilities and duties are task specific and include:

1. Be familiar with the building and procedures for sounding an alarm in the event of a fire.
2. Watch out for fire hazards in the workplace while work is performed by other employees.
3. Maintain the conditions and requirements stated on the Hot Work permit.
4. Keep flammable materials from ignition sources.
5. In the event of fire, extinguish it immediately or turn a fire alarm on.
6. Call 911.
7. Stop operations if you find any hazardous condition.
8. Never leave the job site while the work is being done unless another Fire Watch can replace you.
9. When all operations are done, do not leave the worksite unless you're sure that there are no hot sparks, burning embers and other fire hazards unless another fire watch or fire monitor is assigned.
10. Return all firefighting equipment to their original location.

## **FIRE WARDENS**

The Fire Warden's primary responsibility is to manage the evacuation of personnel from his/her designated area during a fire or other emergency. During normal business operation, our fire wardens will conduct daily checks to ensure our fire prevention efforts and emergency evacuation routes are in a good state of repair.

We will assign and train individuals to fulfill fire warden role. The responsibilities and duties are task specific and include:

1. The following duties have been assigned during an emergency:
  - Advise all personnel within their area to evacuate by the nearest safe exit during a fire or other emergency
  - Assist in the evacuation of persons with disabilities
  - Check washrooms and other areas and inform any personnel of the emergency situation
  - Close all doors (**do not lock**) behind you as you exit the building
  - Leave the building
  - Ensure that the entrance to the building is not congested by directing persons away from the entrance
  - Co-operate with Security and fire officials
  - Obey promptly any instructions you may receive from Security or Fire Department personnel
  - Co-operate with responsible department in any debriefings resulting from an evacuation
2. The Fire warden will conduct daily checks for:

- Accumulation of combustible materials, rubbish or flammable liquids.
- Dangerous ignition sources, i.e. worn extension cords, oily rags, overheating equipment.
- Exit lights in good order and adequate lighting in public corridors and stairwells.
- Fire and exit doors and their self-closing hardware to ensure that they are in good operating condition. Doors must not be wedged open for any reason.
- Unobstructed exit routes.
- Condition of firefighting equipment.

Assistant Fire wardens will assist the Fire warden in fire prevention and emergency evacuation. The assistant will assume the duties of the Fire warden in his/her absence.

## **CONDUCTING FIRE DRILLS**

Once each 6 months our Fire Safety Director shall conduct a fire drill. The drill will not only test any evacuation skills of the occupants, it will also provide the Fire Safety Director, Deputies, and Occupants with the opportunity to see and hear the fire alarm audio/visual devices, and consider their actions in the event that the fire was real. We will use the following procedure when conducting the fire drill:

- Notify occupants of the date and time of the drill.
- Notify the alarm monitoring service and the fire department, on their non-emergency phone numbers, that you are planning to have a non-evacuation fire drill, and that you will call them back when the drill is complete.
- Discuss evacuation procedures with Deputy FSD, fire wardens and those occupants *willing* to participate.
- Have the Deputy FSD perform the *If You Discover a Fire* scenario and the *In Case of Fire* procedures for occupants. The FSD should perform his or her duties as detailed in the plan.
- Restore the manual fire alarm pull station, and then reset the fire alarm system.
- Notify the alarm monitoring company and the fire department that the fire drill is complete.
- Discuss drill with occupants in an attempt to identify problems.
- Complete the *Incident/Activity Report*.

## **PENTICTON AIRPORT TERMINAL**

All airport tenants are responsible for ensuring that their employees are trained in emergency response procedures as required by Municipal, Provincial, Federal Fire Code Regulations, and this Fire Safety Plan. In addition, COH&S and WorkSafeBC provide applicable safety regulations.

Everyone working in the terminal must:

- Report all emergency incidents to Penticton Airport Administration office.

- Be familiar with the terminal evacuation arrangements for the area in which they work.
- Be familiar with Penticton Airport's emergency procedures, equipment and facilities.
- Participate in Penticton Airport emergency drills/exercises where requested to do so.
- Follow instructions from the Penticton Airport Emergency Organization team.
- Be proactive in assisting fire wardens fulfil their duty of care obligations for the safety and welfare of staff and the public.
- Where it is safe to do so, assist others during an emergency situation, particularly those who may be unfamiliar with the terminal, including passengers and members of the public.
- Listen closely to all public announcements made in the terminal during an emergency and ensure passengers and visitors are aware and understand the situation.
- Report any potential fire safety hazards to Penticton Airport Administration office.

## **EGRESS AND OCCUPANT LOADING**

Airport operators and other stakeholders will prioritize a compliance and fire safety strategy that avoids the need for an evacuation unless occupant safety requires it. Any evacuation or downtime at an airport can lead to delayed flights, significant lost revenue, and can present security concerns. As a result, minimizing disruptions and maintaining business continuity is a critical design goal.

## **LANDSIDE EMERGENCY ASSEMBLY AREA**

A wide variety of emergencies both man-made and natural, may require Penticton Airport terminal to be evacuated. These emergencies include fires, explosions, floods, earthquakes, toxic material releases, radiological and biological accidents, or structural damage to the building.

Terminal occupants will need to respond differently depending on the type of threat they face. When evacuating the building the terminal to an exterior assembly point during a fire it is preferred to use the emergency assembly area located along the west side of the parking lot.

## **AIRSIDE EMERGENCY ASSEMBLY AREA**

The airport apron is the area where aircraft are parked, loaded and unloaded, fueled, and boarded. The apron is important to the fire safety strategy for the adjacent terminal building(s).

The apron provides fire department vehicle access for events in certain areas within the building. Airports are divided into different levels of security depending on occupant location within the terminal building (for example, pre- and post-security checkpoints) and, where applicable, by airline destination (domestic or international). One common demarcation is pre-security (LANDSIDE), which is open to the public, and post-security (airside), which is strictly controlled.

The local fire department can respond to airside events and access is provided through two security gates located at the north and south sides of the ATB.

Depending on the established strategy, two fire command centers may be needed for the building on either side of the landside and airside barrier.

To maintain security segregation of occupants during an emergency, evacuation may be required directly to the apron. Occupants directed to an exterior area must assemble clear of the building, areas be provided at least 50 feet (15.2 meters) from the evacuated building with ample space to prevent exits from being blocked by people already outside.

In addition to ensuring that these safe dispersal areas meet these criteria, it is also critical that the surrounding apron operations be considered for evacuation routing, including aircraft movement and fueling activities, baggage handling operations.

Proper way finding or trained airport staff must be in place to guide evacuating occupants to the correct destination quickly and safely. Furthermore, ceasing certain apron operations may be tied to fire alarm activation to facilitate safe occupant movement.

## **FIRE ALERT AND EVACUATION SIGNALS**

Our two-stage fire alarm system will cause an alert signal (strobe lights) to activate upon the operation of any manual pull station or fire detector in the terminal. The fire alarm system will automatically cause an evacuation alarm signal (strobe lights and fire bells) to sound if the alert signal is not acknowledged within 5 min of its initiation. Each fire alarm manual pull station is equipped so that the use of a key to operate the switch, causes an evacuation alarm signal to sound and continue to sound upon the removal of the key.

The intent of an alert signal in a two-stage fire alarm system is to provide notification to Penticton Airport Emergency Organization personnel on duty of a fire emergency. Personnel on duty will proceed to the area where the fire alarm originated and based on the findings, and in coordination with the Fire Safety Director, determined if the event requires an evacuation of the terminal, or acknowledge the fire alarm panel, preventing it from activating Stage 2.

Activation of a key switch in a manual pull station, at the fire alarm control panel or at the central alarm and control facility will cause an alarm signal to sound throughout the terminal building.

Alert and evacuation signals used across the terminal are as detailed in the table below.

SIGNAL TYPE	WHAT IT MEANS	AUDIBLE ALARM	VISUAL ALARM	PA MESSAGE	FIRE SAFETY DIRECTOR (FSD), DEPUTY ON DUTY
Alert	Prepare for evacuation	None	Flashing strobe lights	Attention please, attention please, an alert condition has been activated in the terminal and is currently being investigated. Wardens report to your positions and await further instructions.	<ul style="list-style-type: none"> <li>• Take control of the event</li> <li>• Initiate PA message.</li> <li>• Get information from fire alarm system (which building, what type of initiating device, where in the building).</li> <li>• Have staff assess the area where the fire alarm originated for signs of fire and smoke.</li> <li>• Determine if this event requires an evacuation of the terminal or not.</li> <li>• If an evacuation is not required, Acknowledge the fire alarm system, this will prevent it from progressing to Stage 2.</li> <li>• Confirm that there is no fire/smoke, or that the event has been controlled and it is safe to occupy the terminal building.</li> <li>• Meet arriving emergency responders and assist as required.</li> <li>• Gather information and maintain recordkeeping of event.</li> <li>• Initiate post event airport recovery protocols.</li> <li>• Operations stop, including servicing aircraft, processing passengers and retail services.</li> <li>• Cease what you are doing, prepare to evacuate and inform terminal occupants about the situation and required actions.</li> <li>• Await further instructions from the Fire Safety Director and/or Fire Warden, or the sound of the evacuation tone.</li> </ul>



SIGNAL TYPE	WHAT IT MEANS	AUDIBLE ALARM	VISUAL ALARM	FIRE ALARM	FIRE WARDEN
Alert	Prepare for evacuation	None	Flashing strobe lights	STAGE 1 – Staff has 5 minutes to assess the situation before the fire alarm system activates Stage 2 Evacuation signal	<ul style="list-style-type: none"> <li>• Stop activities.</li> <li>• Check your immediate area for signs of fire/smoke.</li> <li>• Be prepared to evacuate occupants from the terminal building.</li> </ul>
SIGNAL TYPE	WHAT IT MEANS	AUDIBLE ALARM	VISUAL ALARM	FIRE ALARM	FIRE WARDEN
Evacuation	Evacuation necessary	Intermittent ringing	Flashing strobe lights and intermittent ringing of fire bells	STAGE 2	<ul style="list-style-type: none"> <li>• Initiate a complete evacuation of the terminal building using designated Exit routes, preferably to the landside emergency assembly area</li> <li>• Work with other wardens to ensure the entire terminal building is evacuated by checking all areas and closing doors behind you.</li> <li>• Stop anyone from entering the terminal (except Emergency Services).</li> <li>• At least one warden should proceed to the emergency assembly area(s) and control.</li> <li>• Take a head count after the evacuation.</li> <li>• Identify the names and last known locations of anyone not accounted for and pass them to the official in charge.</li> <li>• Accounting for all occupants following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations.</li> </ul>

## **PART 3 – INSTRUCTIONS TO OCCUPANTS**

### **FIRE SAFETY INSTALLATIONS**

This building is constructed of non-combustible and combustible materials; it contains fire safety installations such as fire alarm system, automatic sprinkler systems, emergency generator, emergency light battery packs, fire extinguishers, fire pump, standpipe system, duct smoke detectors, and exiting arrangements.

### **GENERAL FIRE PREVENTION INSTRUCTIONS**

- Smoke only within designated outdoor areas and only dispose cigarette butts in the provided waste container.
- Be alert around electrical equipment. If electrical equipment is not working properly or if it gives off an unusual odour - often the first sign of a problem that could cause a fire - disconnect the equipment and it checked.
- Do not use any electrical cord that is cracked or has a broken connection.
- When using extension cords, protect them from damage - do not put them across doorways or any place where they will be stepped on or chafed.
- Check the amperage load specified by the manufacturer or the “listing laboratory”, and do not exceed it.
- Do not plug one extension cord into another, and do not plug more than one extension cord into one outlet.
- Keep all heat-producing appliances away from the wall and away from anything that might burn. Leave plenty of space for air to circulate around equipment that normally gives off heat.
- Make sure all appliances in your area, such as coffee makers are turned off when not in use.
- Do your part to keep storage areas, stairway landings and other out-of-way locations free of waste paper, empty cartons, and other material that could fuel a fire.
- Report fire hazards to the Fire Safety Director.

### **FIRE PREPAREDNESS**

- Know the location of the two exits closest to your area. Count the number of doors between your area and each of those exits - in case you must escape through a darkened, smoke-filled corridor where you can't read the names on the doors.
- Learn where the nearest fire alarm is located and how to activate it.
- Know the Fire Department Emergency Number and how to access it.
- Learn the sound of your building's fire alarm.
- Volunteer to be one of two designated persons which will assist a Mobility Impaired or elderly person in your area in the event of a fire emergency.

- During a fire drill, do the following:
  - Review the Fire Emergency Procedures posted in the building.
  - Ensure you know who the Fire Safety Director and deputies are, and how to contact them.
  - Read the other information provided in this Part.
- If you participate in a fire drill, please ensure that appliances are turned-off when you leave your area.

## **FIRE EVACUATION**

- While exiting, walk, and do not run. Shut all doors behind you and alert those who have difficulty hearing that an emergency evacuation of the building is under-way.
- Assist mobility impaired or elderly persons to reach a safe exit. Airlines are responsible for their passengers and have their own plans.
- Proceed along corridors in a quiet and orderly manner. Do not push or jostle.
- If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.
- Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route. If it feels normal, brace your body against the door and open it a crack - be prepared to slam it shut if heat or smoke starts to rush in.
- If all exits are blocked by fire or smoke, enter a room preferably with an exterior window, and seal the cracks in the door with available materials to prevent smoke entering the room. Phone the fire department to report your situation, and attract the attention of someone outside the building by any possible means.
- When you have reached the outside of the building, move away from the exit and building allowing others behind you to emerge.
- Do not attempt to drive your vehicle from the parking area.
- Do not enter the building again until permitted by a fire department officer or the fire safety director.

## **BE PREPARED**

You are far more likely to do the right thing in a real fire if you are prepared for an emergency.

- Learn your building's evacuation plans. Make sure everyone in your area knows where to go if the fire alarm sounds and practice your escape plan together.
  - Learn the sound and visual signals for a fire alarm.
  - Know at least two escape routes from every room.
- In the event of a fire, you may have to escape in the dark by feeling your way along the wall. Be prepared.
- Know where to find your building's fire alarm manual pull stations.

- Post emergency fire department numbers near all telephones.

## **IF FIRE BREAKS OUT**

Evacuation procedures for high-rise buildings are similar to those for other buildings, but with large numbers of people evacuating at the same time, some of them from upper floors.

- If you discover a fire, sound the alarm and call the fire department.
- If you can hear instructions over your building's public address system, listen carefully and do as you are told. You might be told to stay where you are.
- Leave the fire area quickly, closing all doors behind you to slow the spread of fire and smoke.
- Follow your building's evacuation plan unless doing so puts you in immediate danger. If you encounter smoke or flames, use an alternative escape route.
- If you must escape through smoke crawl low. Heat and smoke rise. Cleaner air will be 12 to 24 inches (30 to 60 centimeters) above the floor.
- Test doors before you open them. Kneeling or crouching, reach up as high as you can and touch the door, the knob, and the space between the door and its frame with the back of your hand. If the door is hot, use an alternative escape route.
- If the door feels cool, open it carefully and be ready to slam it shut if smoke or heat rush in.
- Never use an elevator during a fire. It may stop at a floor where the fire is burning or malfunction and trap you. Go directly to a stairwell that's free of smoke and flame.
- Once you are out, stay out, and stay out of the way of firefighters. Tell the fire department if you know of anyone trapped in the building. Do not go back inside for any reason, until the firefighters tell you it is safe to do so.

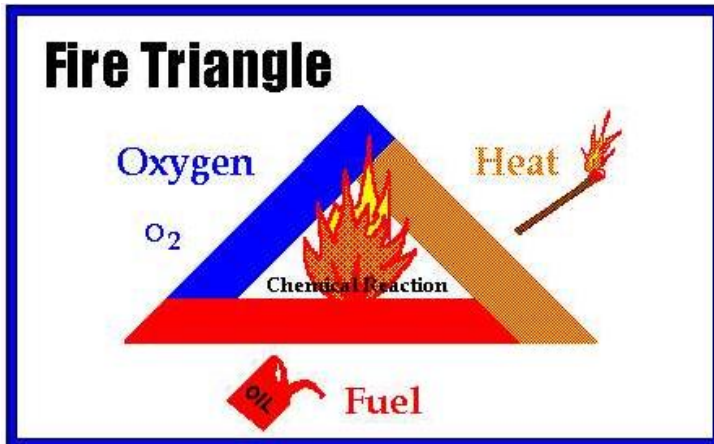
## **IF YOU ARE TRAPPED**

- Never try to fight even a small fire until the alarm system has been activated, evacuation has begun, and the fire department has been called.
- When using an extinguisher, always have a clear escape route at your back. If the fire doesn't die down immediately or starts to spread, leave at once.
- Stay calm. There are many things you can do to protect yourself.
- If possible, go to a room with an outside window and a telephone.
- Close the door between you and the fire. Stuff the cracks around the door with towels, rags, or bedding and cover vents to keep the smoke out of the room.
- If there's a phone in the room where you're trapped, call the fire department and tell them exactly where you are. Do this even if you can see fire trucks on the street below.
- Wait at the window and signal for help with a flashlight, if you have one, or by waving a sheet or other light-colored cloth.
- If possible, open the window at the top and bottom, but do not break the window.
- Be ready to close the window quickly if smoke rushes in.
- Be patient. Rescuing all the occupants of a high-rise building can take several hours.

## THE FIRE TRIANGLE

In order to understand how fire extinguishers work, you first need to know a little bit about fire. **Four elements must be present at the same time in order to produce fire:**

1. Oxygen to sustain combustion,
2. Heat to raise the material to its ignition temperature,
3. Fuel or combustible material, and
4. Chemical reaction that is fire.



Oxygen, heat, and fuel are frequently referred to as the "fire triangle." Add in the fourth element, the chemical reaction, and you actually have a fire "tetrahedron." The important thing to remember is:

Remove one of the four elements and you will not have a fire or the fire will be extinguished.

Essentially, fire extinguishers put out fire by taking away one or more elements of the fire triangle/tetrahedron. Fire safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate.

## CLASSIFICATION OF FUELS



Not all fires are the same, and they are classified according to the type of fuel that is burning. If you use the wrong type of fire extinguisher on the wrong class of fire, you can, in fact, make matters worse. It is therefore very important to understand the four different fire classifications:



### **Class A - Wood, paper, cloth, trash, plastics.**

Solid combustible materials that are not metals. (Class **A** fires generally leave an **Ash**.)



### **Class B - Flammable liquids: gasoline, oil, grease, acetone**

Any non-metal in a liquid state, on fire. This classification also includes flammable gases. (Class **B** fires generally involve materials that **Boil** or **Bubble**.)



### **Class C - Electrical: energized electrical equipment**

As long as it's "plugged in," it would be considered a class C fire. (Class **C** fires generally deal with electrical **Current**.)



**Class D - Metals: potassium, sodium, aluminum, magnesium, titanium, sodium, potassium.** Unless you work in a laboratory or in an industry that uses these materials, it is unlikely you'll have to deal with a Class D fire. It takes special extinguishing agents (Metal-X, foam) to fight such a fire.



**Class K** – Fires involving hot oils such as those found in deep fat fryers in kitchen cooking equipment

Most fire extinguishers will have a pictograph label telling you which classifications of fire the extinguisher is designed to fight. For example, a simple water extinguisher might have a label like the one below, indicating that it should only be used on Class A fires.

## **FIRE EXTINGUISHER**

### **Dry Chemical Extinguishers**

Dry Chemical Extinguishers come in a variety of types. You may see them labeled:

- "DC" short for "dry chem."
- "ABC" indicating that they are designed to extinguish class A, B, and C fires, or
- "BC" indicating that they are designed to extinguish class B and C fires.
- "ABC" fire extinguishers are filled with a fine yellow powder. The greatest portion of this powder is composed of monoammonium phosphate. Nitrogen is used to pressurize the extinguishers.

ABC extinguishers are red and range in size from 5 lbs. to 20 lbs.

**It is extremely important to identify which types of dry chemical extinguishers are located in your area.** Read the labels and know their locations! You don't want to mistakenly use a "BC" extinguisher on a Class A fire, thinking that it was an "ABC" extinguisher.

An "ABC" extinguisher will have a label like this, indicating that it may be used on class A, B and C fires.



Dry chemical extinguishers put out fire by coating the fuel with a thin layer of dust, separating the fuel from the oxygen in the air. The powder also works to interrupt the chemical reaction of fire, so these extinguishers are extremely effective at putting out fire.

These extinguishers will be found in a variety of locations. New buildings will have them located in public hallways. They may also be found in laboratories, mechanical rooms, break rooms, chemical storage areas, offices, university vehicles, etc.

Dry chemical extinguishers with powder designed for Class B and C fires may be located in places where flammable liquids are used.

## USING A PORTABLE FIRE EXTINGUISHER

Portable fire extinguishers are useful only if you know how to use them, if they are right for the type of fire you are fighting, and if the fire is discovered immediately. You should not attempt to fight even a small fire until people have been evacuated from the area and the Fire Department has been called.

### Using a Dry Chemical Extinguisher

Powder fire extinguishers are suitable for use on class A, class B and class C fires but should be used differently depending on which type of fire they are being used on.

Before attempting to tackle a fire with an extinguisher you need to make sure that the extinguisher is safe to use.

1. Check that the extinguisher is fully charged by ensuring the pressure gauge is in the green area and that the safety pin is not bent
2. Ensure you remain a safe distance from the fire and remove the safety pin, this will break the tamper seal
3. Aiming the extinguisher:
  - **Solid Materials:** Aim the hose at the base of the flames, moving across the area of the fire
  - **Spilled liquids:** Aim the hose at the near edge of the fire and with a rapid sweeping motion, drive the fire towards the far edge until all the flames have been extinguished
  - **Flowing liquid:** Direct the hose at the base of the flames and sweep upwards until all the flames have been extinguished
  - **Electrical equipment:** Switch off the power (if safe to do so) and then direct the hose straight at the fire
4. Squeeze the lever slowly to begin discharging the extinguisher, as the fire starts to diminish carefully move closer to it
5. Ensure all the fire has been extinguished, re-ignition can be possible when a powder fire extinguisher has been used

**Never** attempt to fight a fire if any of the following is true:

- You are uncertain about how to use the extinguisher.
- The fire is spreading beyond the immediate area where it started.
- The fire could block your escape route.
- You are alone.
- The Fire Department has not been called.

To operate an extinguisher...Remember...

**P A S S !**

(Pull – Aim – Squeeze – Sweep)

If fire breaks out again, repeat use of the extinguisher.





SIGNAL TYPE	WHAT IT MEANS	AUDIBLE ALARM	VISUAL ALARM	PA MESSAGE	WHAT OCCUPANTS DO
Alert	Prepare for evacuation	None	Flashing strobe lights	Attention please, attention please, an alert condition has been activated in the terminal and is currently being investigated. Wardens report to your positions and await further instructions.	<ul style="list-style-type: none"> <li>• Await further instructions from the Fire Warden, or the sound of the fire bells (evacuation Tone).</li> <li>• Operations may have to stop, including servicing aircraft, processing passengers and retail services.</li> <li>• Be prepared to cease what you are doing, prepare to evacuate and inform terminal occupants about the situation and required actions.</li> </ul>
SIGNAL TYPE	WHAT IT MEANS	AUDIBLE ALARM	VISUAL ALARM	PA MESSAGE	WHAT OCCUPANTS DO
Evacuation	Evacuation necessary	Intermittent ringing	Flashing strobe lights	Attention please, attention please, all occupants must evacuate the terminal immediately. Please exit the building via the nearest emergency exit, or as directed by staff, to designated emergency assembly areas.	<ul style="list-style-type: none"> <li>• Follow the wardens' instructions and evacuate the terminal building using a safe exit.</li> <li>• Advise wardens of persons with disabilities, requiring assistance.</li> <li>• Immediately proceed to the emergency assembly area.</li> <li>• Follow the wardens' instructions and return to the airport terminal once the "All Clear" has been given.</li> </ul>

## REPORTING OTHER EMERGENCIES

To report all other emergencies, occupants should call 911. The caller should:

- State their name, location and the nature of the call.
- Speak slowly and clearly and should stay on the line to provide any additional information to the dispatcher and to receive any additional instructions or information.

## **FIRST AID**

1. If serious, **CALL 9-1-1** directly (or ask a co-worker call and report back to you)
  - ❖ Keep calm and speak clearly
  - ❖ State the type of emergency
  - ❖ State your location, i.e., building, floor, etc.
  - ❖ Confirm **9-1-1** operator has all the information before you hang up
2. Whether or not **9-1-1** is called, **SUMMON** First Aid.
3. Make sure the area is safe for you and the injured person
4. If trained and safe to do so, provide assistance
5. Ask co-workers in the area to stand in hallways and/or at corners, as necessary, to guide first aid attendant or paramedics to the injured person.

## **EARTHQUAKE**

When the shaking starts

1. **DROP** to the floor
2. **COVER** yourself for falling objects by going under a table or desk or placing your arms over your head.
3. **HOLD** onto whatever you are under to prevent it from vibrating away from you.

When the shaking stops

1. **WAIT** 60 seconds and determine if it is safe to come out.
2. Do not immediately evacuate. If safe, quickly **ASSESS** your immediate area to check for injuries and building or property damage.
3. If safe to do so, **EVACUATE** using the nearest exit and go to the designated outside assembly area.
4. **ASSIST** persons with physical disabilities including hearing loss
5. **STAY** in the designated assembly area until you are given further instructions.

## METHODS TO ASSIST PERSONS WITH PHYSICAL DISABILITIES

In most cases people with physical disabilities should be placed under the supervision of designated personnel until the Fire Department can rescue them. If it is life threatening for the people with physical disabilities and their supervisors to remain on that floor, it is recommended that the people with physical disabilities be transported via the stairwell to a grade level exit. Below are some techniques which may be used to perform this transport:

### THE BACK-PACK LIFT:

The Rescuer would kneel at the front of the person being assisted and place the person's arms up and over the rescuer's shoulders and chest. The rescuer would then lean forward before raising slowly, to a full standing position. (Figure 1)

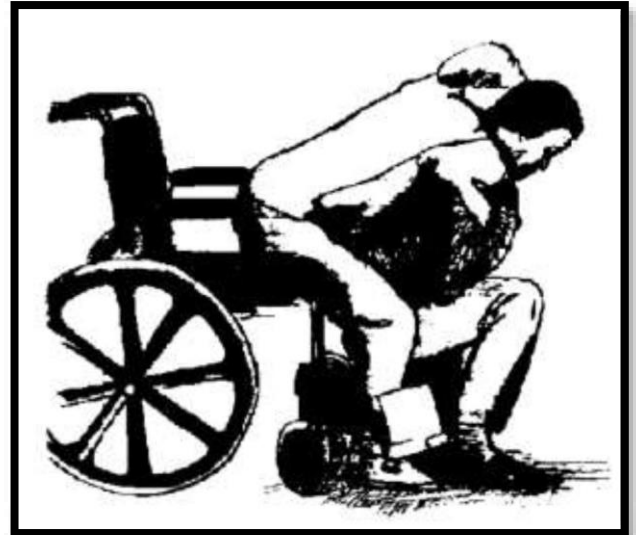


Figure 1

### TWO RESCUER EXTREMITIES CARRY:

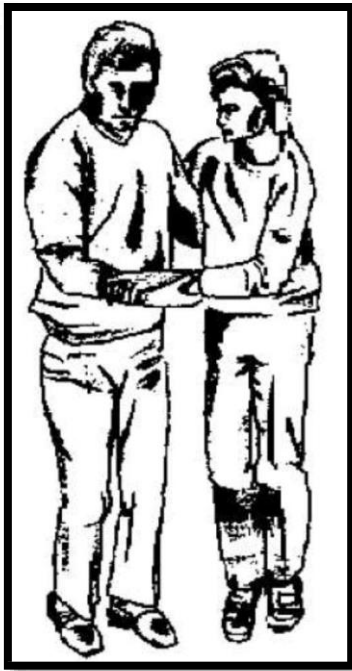
The person being assisted would be placed on the stairwell landing. One rescuer would lift at the legs, under the knees, while the other would lift under the shoulders with fingers locked across the individual's chest. Rescuers, with backs erect, would lift together, rising slowly to a standing position (Figure 2).



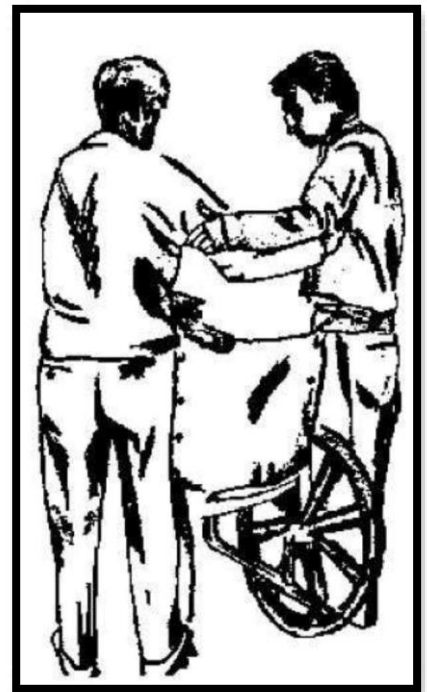
Figure 2

### TWO RESCUER SEAT CARRY:

Two rescuers position themselves next to the wheelchair (or beside the person being assisted) in order to grasp each other's upper arm or shoulder (Figs. 3 & 4). The person being assisted would place his/her arms firmly around both rescuers' necks as per Fig.5. The two rescuers would then lean forward placing their free arm under the individual's legs, firmly grasping each other's wrists as per Fig. 6. Working together, both rescuers lift, using legs, and carefully step forward.



**Figure 3**



**Figure 4**



**Figure 5**



**Figure 6**

These are but a few examples of transporting a person down a stairwell.

## **FIRE PREVENTION**

Fire prevention will be our proactive method of reducing the likelihood of fire and minimizing the damage will a fire start. We will ensure that the following principles and practices are implemented.

## **ACCESS TO EXITS**

A vital necessity is to provide a safe and easily accessible means of egress for all the occupants by means of clearly defined pathways to the exit stairs or doors in case of fire or other emergency. It is absolutely vital that all pathways forming naturally flowing paths are continuously maintained free of all impediments to movement.

Aisles providing access to an exit are to conform to the following requirements:

- Corridors are provided on all floor areas to provide access to at least 2 exits, and will be managed to minimize any possibility that both exit routes may be blocked by fire or other emergency conditions.
- Corridors and exit stairs will be continuously maintained and kept free from all obstructions and will be equipped with an illumination level of not less than 50 lx.
- Walking surfaces will be kept in good repair and free from tripping and slipping hazards.

## **ACCESS TO PROTECTIVE EQUIPMENT**

- We will ensure and maintain at least 1-meter clear path of access to all electrical panels.
- We will ensure and maintain at least a 1-meter clear access path to and fire or life safety system controls or equipment (e.g. portable fire extinguishers, fire alarm equipment, sprinkler valves and electrical panels).

## **ELECTRICAL WIRING AND EQUIPMENT**

Most fires of electrical origin are from defective or inadequate wiring and equipment; overloaded circuits; substandard repairs or alterations. Electrical installations and portable equipment will be inspected regularly and kept in good repair. Observance of the following rules will control this hazard:

- Ensure that no outside/portable electrical equipment is used within 6 meters of any tank or area used for storage of flammable liquids. Electrical equipment within these areas will be appropriate explosion-proof type acceptable to the Fire Safety Director and Fire Department.
- Never condone overloading of circuits. A tripped circuit breaker is a warning. If the total current demand (amps) of connected equipment is greater than that which wiring/outlets are designed to supply there is potential for an electrical fire.
- Where flammable gases or vapours may be present, use only electrical equipment approved for such an application.

- Do not use faulty equipment or misuse equipment.
- Repair loose wire connections or cables which are kinked, frayed or otherwise damaged. Broken strands may pierce the insulated covering and become a shock or short circuit hazard.
- Check the amperage load specified by the manufacturer's instructions or the "listing laboratory" (e.g. CSA, ULC) and do not exceed it.
- Poorly fitting plugs in socket connections will be changed. Use a standard receptacle and plug.
- Shut off the power on any electrical machine when not in use.
- Keep lamps well clear of combustible materials.
- Extension cords:
  - Extension cords are intended as a temporary solution for power supply. If required, choose an extension cord that is tested and approved by a recognized testing laboratory. (e.g. CSA, ULC, UL)
  - Do not use any electrical cord that is cracked or has a broken connection.
  - When using extension cords protect them from damage - do not put them across doorways or any place where they will be stepped on or chafed.
  - Do not plug one extension cord into another, and do not plug more than one extension cord into one outlet.
  - Cords will not be strung around door jambs or placed or fastened in a manner that causes friction wear, leading to insulation failure. Wherever practicable they will be replaced by fixed wiring.
  - When using self-coiling extension cords, fully draw out the cord.

## **HOUSEKEEPING**

Poor housekeeping is a factor that contributes to fires. All workers and outside contractors have a responsibility to maintain 'good housekeeping' in their own work area. The following rules will be observed.

Ensure that:

- Waste materials are directed into the proper waste containers or areas
- Electrical equipment is switched off when not in use.
- Aisles/pathways providing access to an exit are not obstructed in any way.
- Doors are kept free from obstructions, or obstructed on the exterior side.
- Waste material is removed regularly to a safe/approved location.

Housekeeping will be carried out on a regular basis to ensure that no hazards or unnecessary combustibles accumulate in the area.

## **WASTE AND RECYCLING CONTAINERS**

Waste and recycling containers will be made of non-combustible or approved slow burning material, as the use of combustible materials materially increases the fire risk.

Fires in certain plastic waste or recycling containers have been known to spread by melting the container and spilling the burning contents to surrounding combustible materials.

The following rules will assist to minimize waste or recycling container fires:

- Use non-combustible or ULC non-metallic containers in all areas.
- If plastic containers must be used to collect waste paper for recycling purposes, they will not to be greater than 20 liters in size; no more than one container will be located at a work station.
- Dispose of cleaning rags into covered metal waste containers of approved design.

## **PART 4 – INSPECTIONS, TESTING & MAINTENANCE**

### **INSPECTION, TESTING AND REPAIR & MAINTENANCE OF FIRE PROTECTION EQUIPMENT**

Our FSP contains a detailed schedule identifying the required checks, inspections and tests of all fire safety systems and features we provided. Through our Fire Safety Director, we will:

- ❑ Ensure that all fire protection features provided in the building are **checked, inspected, tested and maintained** in accordance with the frequencies specified in the *BC Fire Code*, Division B, Parts 2 and 6, and all applicable referenced standards; if not specified in the fire code, then, in accordance with manufacturer’s operating instructions and/or good engineering practices.
- ❑ Ensure, when using in-house personnel to conduct some of the checks, inspections and tests, they are fully trained and qualified to carry out the activity.
- ❑ Keep permanent records of all tests and corrective measures taken:
  - Include those completed by the Fire Safety Director or designate, qualified personnel, or a 3<sup>rd</sup> party contractor.
  - Maintain for a period of two years after they are made. If time intervals between tests exceed two years, the records shall be retained for the period of the test interval plus one year. The records are to be made available upon request to the local fire department, supervisory staff and other personnel.
  - Maintain copies in the Fire Safety Plan for review by the local fire department (i.e., the Authority Having Jurisdiction)

**Note:** Activities on the Daily Inspection Report are exempt from this requirement.

- ❑ Make provisions for notification of the fire department and building occupants in the event of tests, repairs or alterations of fire protection installations.
- ❑ Ensure that alternative measures are employed for fire safety of occupants during shut down of fire protection equipment & systems or part thereof. See below for details.

### **PRECAUTIONS DURING MAINTENANCE, REPAIRS, ALTERATIONS, AND RENOVATIONS**

BC Fire Code, Division B, sentence 6.1.1.4 (1) – Protection during Shutdown – states:

“When any portion of a fire protection system is temporarily shut down, alternative measures shall be taken to ensure that protection is maintained.”

Interruption of normal operation of a fire protection system for any purpose constitutes a temporary shutdown. “Types of interruptions include, but are not limited to, periodic inspection or testing, maintenance, and repairs. During a shutdown, alternative measures are necessary to ensure that the level of safety intended by the Code is maintained.

When a sprinkler system is shut down, measures that can be taken include implementing fire watch service, preventing hot work and other hazardous processes. Full sprinkler protection shall be restored or the provisions of additional precautions during shutdowns



shall be maintained when work on the system is temporarily discontinued, as at night time or during holidays.

### **INOPERABLE OR TEMPORARILY SHUTDOWN FIRE ALARM SYSTEM**

When the system cannot be repaired and returned to full operation, the following precautions should be implemented:

- Notify the fire department of the system status and develop alternative measures in cooperation with the fire department to ensure that, should a fire occur while the alarm system is out of service:
  - All persons in the building can be promptly informed
  - The fire department is notified.
- Notify all supervisory staff that the fire alarm system is temporarily shut down and review emergency evacuation procedures including notification procedures of all persons in the building.
- Appoint a fire watch to conduct a sequential tour of the building in areas normally served by fire detection devices (i.e., rooms or spaces protected by sprinklers, heat detectors, smoke detectors or some other form of fire detection devices). Persons conducting the fire watch would record their patrols and be provided some means of communication to notify the fire department in the event of a fire.

### **TEMPORARY REMOVAL OF A PORTABLE FIRE EXTINGUISHER**

Where a service company removes a fire extinguisher from the building for an extended length of time, a fire extinguisher of the same type should be provided temporarily in its place.

### **TEMPORARY SHUTDOWN OF SPRINKLER SYSTEM**

- Notify the Fire Department
- Tag or identify closed sprinkler control valves in a manner apparent to the responding fire department.
- Notify all supervisory staff that the sprinkler system is temporarily shut down and the temporary precautions.
- Schedule the work on the sprinkler system to enable the system to be operational as quickly as is possible in the circumstances.
- Employ additional temporary precautions:
  - Where practicable, provide temporary water connections to the sprinkler system.
  - Provide emergency hose lines and portable extinguishers.
  - Have a fire watch patrol the area until the sprinkler system has been restored.
- Prohibit “Hot works” such as welding or cutting in the area where the sprinkler protection is impaired unless it can be limited to areas where precautions have been put into place.
- When work on the system is temporarily discontinued, such as at night time or during holidays, restore full sprinkler protection or maintain the provisions of additional precautions.

## **TEMPORARY SHUTDOWN OF STANDPIPE SYSTEM**

Notify all supervisory staff and the fire department that the standpipe system is temporarily shut down.

## **BUILDING ALTERATIONS AND REPAIRS**

During alterations and repairs ensure that the building and its occupants are not exposed to undue fire hazards created by contractors' equipment or supplies which are brought into the building. Frequent inspection of the affected area will occur in order to ensure the following:

- Exits are free of obstructions.
- Dangerous work areas are inaccessible to the building occupants
- Contractors have obtained necessary building and operation permits.
- Flammable and combustible liquids are handled and stored safely.
- Heat producing equipment such as welding/cutting equipment and portable heaters are used safely.
- Damage to fire separations (e.g., walls, doors & related hardware) are repaired.

Where a problem is suspected the Fire Department should be contacted in order to provide advice or perform an inspection.

## **PROCEDURES AFTER FIRE SAFETY EQUIPMENT HAS OPERATED**

### **FIRE DETECTION AND ALARM SYSTEM**

Procedure for false alarm:

- ENSURE the fire department is aware of incident.
- DO NOT SILENCE OR RESET the fire alarm system.
- When the fire department is satisfied that the alarm was false, RESTORE any activated manual pull stations and RESET the system (if qualified).
- COMPLETE the Incident/Activity Report.

Where a fire has occurred and damaged system wiring and/or detection devices, or you are unsure of the reset procedures, it is likely that "trouble" will be indicated on the system. In this case a qualified contractor should be contacted to make the necessary repairs.

### **PORTABLE FIRE EXTINGUISHERS**

When extinguishers have been used, they should be serviced by qualified personnel.

### **WET AUTOMATIC SPRINKLER SYSTEM**

Where a sprinkler has activated during a fire condition or accidentally through mechanical damage it is necessary to place the system back in operation as soon as possible. This procedure should be conducted by a qualified sprinkler contractor; however, where a contractor is not immediately available, the following procedure could be followed in the interim:

- Ensure that the fire department is aware of the incident.
- Close the zone or main system shut-off valve.
- Open the drain serving the floor.

- Use the special sprinkler wrench and replace the damaged sprinkler with a new one of the same type.
- Close the floor drain.
- Open the floor shut-off valve.
- Perform an inspection and main drain tests.
- Reset the fire alarm system.
- Contact a qualified contractor to check work

## **PORTABLE FIRE EXTINGUISHERS**

When extinguishers have been used, they should be serviced by qualified personnel.

## **PART 5 – REPORTS AND CHECKLISTS**

### **CHECKLISTS & INSPECTION, TESTING AND MAINTENANCE REPORTS**

The fire code requires that building fire protection and life safety systems receive a variety of regular inspections, service, and maintenance.

- ✓ **Check** – means a visual observation to ensure that devices or systems are in place, and no obvious damage or obstructions to proper operation exist.
- ✓ **Inspect** – means a physical examination to determine that the devices or systems will apparently perform in accordance with its intended function.
- ✓ **Test** – means operation of the devices or systems to ensure that it will perform in accordance with its intended operating functions. It is generally required to have a certified system technician perform tests.

The majority of inspections are generally *quick checks* to ensure that the particular system is operational and not in need of service. Some inspections do not require a high degree of technical knowledge of the particular system, but rather the ability to check for a specific problem, and have it corrected. Such inspections could be adequately performed by selected supervisory staff on a *daily* basis.

Semi-Annual and Annual Inspection, Testing and Maintenance procedures generally involve technical procedures and will be performed by qualified individuals or private contractors specializing in the particular field. Contractors may perform their own unique inspection and testing procedures; however, their procedures must meet the minimum requirements set by the applicable code. The repair or cleaning of equipment and the periodic replacement of components must be as per manufacturer's specifications and recommendations and must not reduce the level of performance of the equipment.

When the system or any part of it is shut down the supervisory staffs are to be notified and alternative measures are to be followed as outlined in this approved fire safety plan in accordance with BC Fire Code, Division B, sentence 6.1.1.4 (1)– Protection during Shutdown.

### **RECORDS**

Records of inspection, testing or maintenance of fire protection equipment shall be completed by a qualified (certified) contractor only. Records of inspection, testing or maintenance of fire protection equipment shall be retained for a period not less than two (2) years from the date of such service. Any activities recorded on the Daily Inspection Report are exempted from this requirement.

For Applied Science Technologists & Technicians (ASTTBC) contractors performing any inspections or testing of the fire protection systems, inspection and testing procedures must meet the minimum requirements set by the applicable code. Guidelines for use by the Fire Safety Director containing information of such procedures are available in part of this Plan. Specific inspection, testing & maintenance of fire protection equipment is detailed as follows:

## **FIRE DETECTION & ALARM SYSTEM**

Reference standard: ULC S536, *Inspection and Testing of Fire Alarm Systems*.

### **Daily Inspection Procedure:**

- Check Fire Alarm AC power lamp and trouble light
- Check trouble conditions
- Check central alarm and control facility

**Record Keeping** – no formal record keeping required.

### **Monthly Testing Procedure:**

- Notify the alarm monitoring company, the fire department and the tenants that you are testing the system. Notify all parties when you have completed testing.
- Under emergency power, one manual alarm initiating device shall be operated on a rotation basis and shall initiate an alarm condition
- Intended function of all alarm audible signal appliances shall be ensured
- The annunciator panel shall be checked to ensure that the tested devices annunciate correctly
- Intended function of the audible and visual trouble signals shall be ensured
- Fire alarm batteries shall be checked to ensure that:
  - Terminals are clean and lubricated where necessary
  - Terminal clamps are clean and tight where necessary
  - Electrolyte level and specific gravity, where applicable, are specified by the Manufacturer

**Record Keeping** on the Monthly Inspection & Testing Report

### **Annual Service Procedure:**

- Contractor shall perform service in accordance with ULC S536

**Record Keeping** on the Annual Inspection & Testing Report

## **MEANS OF EGRESS**

Inspections, tests, and maintenance shall be performed on fire doors and emergency exits in accordance with the manufacturer's instructions, NFPA 101 (latest edition), and NFPA 80 (latest edition). The following list highlights minimum requirements for the essential care of fire doors and emergency exits. This list, however, is not meant to replace manufacturer's instructions and updated code requirements.

Emergency exits must be maintained to avoid the numerous deaths caused in fires where exits were either blocked or the hardware was inoperable. In addition, fire doors have no value unless properly maintained and closed or able to close automatically at the time of a fire.

### **Daily Inspection Procedure:**

- Doors in fire separations shall be inspected to ensure that they remain closed and latched unless the door is equipped with an acceptable hold open device that will permit the door to close and latch automatically in the event of fire.
- Corridors used by the public and exits shall be maintained free of obstructions.
- Exterior passageway and exterior exit stairs shall be maintained free of snow and ice accumulations.

**Record Keeping** – no formal record keeping required.

### **Monthly Inspection Procedure:**

- Doors in fire separations shall be operated to ensure that they are properly maintained.
- Doors equipped with a hold open device must release automatically in the event of a fire.

**Record Keeping** on the Monthly Inspection & Testing Report

## **FIRE DOORS**

### **Semi-annually:**

- Door openings are kept clear of obstructions.
- Doors are kept closed or arranged for automatic closing,

### **Annually:**

- Door hardware is operating properly Inspection
- Door does not have punctures or Inspection broken seams.
- Self-closer is intact and allows door to latch closed.
- On sliding doors, chains and cables operate smoothly over all pulleys and guides.
- Doors have not been modified e.g., by the installation of louvers.
- Coordinators are securely attached Inspection and adjusted properly.
- Door openings are kept clear of obstructions.
- Clearances around the door do not exceed requirements
- Confirm proper operation of doors with hold open devices and self-closers (Latches, guides and rollers must be checked.)
- Doors are kept closed or arranged for automatic closing,
- Test all horizontal, sliding, and rolling fire doors
- Lubricate guides and bearings.

**RESPONSIBILITY:** Fire Safety Director & Qualified Personnel

## **SPRINKLER SYSTEM**

Reference Standard: B.C. Fire Code Regulation, NFPA 25

Notification - Prior notification of water flow or other tests to be made to a sprinkler system shall be given to parties who could be affected by an alarm.

### **Daily Inspection Procedure:**

- Dry-pipe valve rooms or enclosures in unheated building shall be inspected at intervals not greater than 24 hours during periods of freezing weather and measures shall be taken to ensure that the temperature of the room or enclosure is maintained above 4 degrees C.

**Record Keeping** – no formal record keeping required.

### **Weekly Inspection Procedure:**

- Valves controlling sprinkler water supplies or alarms shall be inspected at intervals not greater than 7 days to ensure that they are in the open position. Note: For valves locked in the open position see Monthly Inspection & Test. For electrical supervised valves see Bi-monthly Test & Inspection.
- Dry pipe system air pressure shall be read at intervals not greater than 7 days and the system shall be maintained at the required pressure.

**Record Keeping:** Weekly Inspection Report

### **Monthly Inspection & Tests Procedure:**

- When the alarm line discharge is subject to freezing, water flow alarm tests using the alarm test connection located at the sprinkler valve shall be performed on sprinkler systems at intervals not greater than one month. (This test operates mechanical or electrical gong.)
- On monitored system, the water flow actuated devices may be tested every two months. See Bi-monthly Test and Inspection.
- On electrically supervised systems, the water flow actuated devices may be tested annually. See Annual Tests and Maintenance.
- Valves which are locked open shall be inspected at intervals not greater than one month.
- Check the priming water supply for dry-pipe systems to ensure that it is at the proper level above the dry-pipe valve.

**Record Keeping:** Monthly Inspection & Testing Report

### **Bi-monthly Test and Inspection Procedure:**

#### *All Sprinkler Systems*

- Transmitters & water flow actuated devices shall be tested at intervals not greater than 2 months for system connected to electrical supervisory signal service. (Example: fire alarm system or central station monitoring service.)
- Inspect all electrically supervised control valves.

**Record Keeping** on Bi-monthly Testing Report



### **Semi-annual Tests Procedure:**

#### *All Systems*

- Gate valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler supervisory devices shall be tested at intervals not greater than 6 months.

#### **Record Keeping on Semi-Annual Inspection & Testing Report**

### **Annual Tests & Maintenance Procedure:**

#### *All Systems*

- Water flow tests using the main drain shall be conducted at intervals not greater than 12 months to ensure that water supply available has not deteriorated.
- Drainage facilities shall be tested to ensure that the drains are capable of taking the full flow from the main drain pipe without causing damage.
- Sprinkler control valves are accessible.
- Pits containing sprinkler control valves are free of water and protected from freezing.
- Sprinkler piping and hangers are in good repair.
- Sprinklers are inspected for damage, corrosion or accumulations of grease, paint or other deposits and are replaced where such conditions would impair the operation of the sprinkler.
- Spare sprinklers shall be checked to ensure that the stock on hand is not less than:
  - 6 spare sprinklers (not more than 300 sprinklers)
  - 12 spare sprinklers (between 301 - 1 000 sprinklers)
  - 24 spare sprinklers (more than 1 000 sprinklers)
- Spare sprinklers shall correspond to the types and temperature ratings of the sprinklers in use.
- A sprinkler wrench shall be kept in the cabinet where the spare sprinklers are stored.

#### **Record Keeping on Annual Inspection & Testing Report**

### **Fifty Year Test Procedure:**

- Sample sprinklers from sprinkler systems which have been in service more than 50 years shall be sent to a recognized testing laboratory for testing, and this procedure shall be repeated at intervals not greater than 10 years thereafter.
- When sprinklers are required to be tested in conformance with Sentence (1), no fewer than 6 sprinklers of each type shall be tested, except that no fewer than 2 sprinklers per floor per individual system shall be tested.
- All sprinklers shall be replaced in sprinkler systems from which sample sprinklers have been tested and found defective.

#### **Record Keeping on Fifty Year Test Report**

## PORTABLE FIRE EXTINGUISHERS

Reference: NFPA 10, *Standard for Portable Fire Extinguishers*

An **inspection** of an extinguisher is a *quick check* that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. **Maintenance** is a *thorough check* of an extinguisher which is intended to give maximum assurance that an extinguisher will operate effectively and safely, and will normally reveal the need for hydrostatic pressure testing. **Recharging** is the *replacement* of the extinguishing agent.

### Monthly Inspection

#### Procedure:

Check portable fire extinguishers for the following:

- Located in designated place
- No obstruction to access or visibility
- Operating instructions on nameplate legible and facing outward
- Seals and tamper indicators not broken or missing
- Determine fullness by weighing or *hefting*
- Examine for obvious physical damage, corrosion, leakage, or clogged nozzle
- Pressure gauge reading or indicator in the operable range or position

### Record Keeping on the Monthly Inspection & Testing Report

- Serial number of extinguishers requiring maintenance should be recorded on report for qualified contractor

### Fill-out extinguisher tag with following information:

- Date extinguisher was inspected
- Initials of person performing inspection

### Annual Maintenance Procedure:

- Perform maintenance in accordance with the B.C. Fire Code Regulations and NFPA 10, including any necessary hydrostatic pressure testing.

### Record Keeping on the Annual Inspection & Testing Report

## **EMERGENCY LIGHTING UNITS**

Reference Standard: *B.C. Fire Code Regulation - current edition*

### **Monthly Inspection Procedure:**

- Self-contained emergency lighting unit equipment shall be inspected to ensure that:
  - Pilot lights are functioning and not obviously damaged or obstructed,
  - The terminal connections are clean, free of corrosion and lubricated when necessary,
  - The terminal clamps are clean and tight as per manufacturer=s specifications, and
  - The battery surface is kept clean and dry.

**Record Keeping** on the Monthly Inspection & Testing Report

### **Monthly Testing Procedure:**

- Self-contained emergency lighting unit shall be tested at intervals not greater than one month to ensure that the emergency lights will function upon failure of the primary power supply.

**Record Keeping** on the Monthly Inspection & Testing Report

### **Annual Testing Procedure:**

- Self-contained emergency lighting unit equipment shall be tested at intervals not greater than twelve months to ensure that the unit will provide emergency lighting for a duration equal to the design criterion under simulated power failure conditions. Minimum operating time of 30 minutes.
- After completion of the test, the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is functioning in accordance with the manufacturer’s specifications.

**Record Keeping** on the Annual Inspection & Testing Report

## **HEATING VENTILATING & AIR CONDITIONING SYSTEMS**

### **Annual Testing and Servicing Procedure:**

- Inspect and service as necessary to ensure that these systems do not create a fire hazard.
- Except for self-contained systems within dwelling units, disconnect switches for mechanical air-conditioning and ventilating systems shall be operated to establish that the system can be shut down in an emergency.

**Record Keeping** on the Annual Inspection & Testing Report.

## **FIRE DEPARTMENT ACCESS TO BUILDING**

### **Daily Inspection Procedure:**

- Highways, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times by fire department vehicles.
- Vehicles shall not be parked to obstruct access of fire department vehicles and signs shall be posted prohibiting such parking.
- Access panels or windows provided to facilitate access for firefighting operations shall be maintained free of obstructions at all times.

**Record Keeping** – no formal record keeping required.

## **FIRE DAMPERS & FIRE STOPS FLAPS**

### **Annual Testing Procedure:**

- Ensure that the fire dampers and fire stops are in place and are not obviously damaged or obstructed.

**Record Keeping** on the Annual Inspection and Testing Report.

## **FIRE SAFETY PLAN**

### **Annual Inspection Procedure:**

- The fire safety plan shall be reviewed at intervals no greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.
- The fire safety plan shall be updated at intervals no greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building or BC Fire and Building Codes and Standards changes.

**Record Keeping** on the Annual Inspection and Testing Report.

## **STANDPIPE & HOSE SYSTEM**

Reference Standard: NFPA 14, Installation of Standpipe and Hose System.

Alterations - Standpipe systems that have been modified or extended or are being restored to service after a period of disuse exceeding twelve months, shall be flow and pressure tested at the highest and most remote hose connection to ensure the availability of the water supply for which the system was designed.

### **Monthly Inspection Procedure:**

- Hose cabinets 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.
- Hose valves shall be checked to ensure they are tight.
- Main shut off valve shall be checked to ensure that it is open.

**Record Keeping** on Monthly Inspection & Testing Report

### **Annual Inspection Procedure:**

- All portions of the system shall be inspected.

**Record Keeping** on Annual Inspection & Testing Report

### **Five Year Test Procedure:**

- The standpipe system shall be flow tested at intervals not greater than 5 years to ensure that the design flow can be delivered.
- If during the flow test there is an identification of the presence of debris in the piping, the entire system shall be flushed of foreign material.

**Record Keeping** on the Five-Year Test Report.

## **FREEZING PROTECTION**

### **Annual Inspection Procedure:**

- Check automatic heat tape to ensure that it is operable

**Record Keeping** on Annual Inspection & Testing Report

## **FIRE DAMPERS & FIRE STOPS FLAPS**

### **Annual Testing Procedure:**

- Ensure that the fire dampers and fire stops are in place and are not obviously damaged or obstructed.

**Record Keeping** on the Annual Inspection and Testing Report.

## **EMERGENCY LIGHTING UNITS**

Reference Standard: *B.C. Fire Code Regulation - current edition*

### **Monthly Inspection Procedure:**

- Self-contained emergency lighting unit equipment shall be inspected to ensure that:
  - Pilot lights are functioning and not obviously damaged or obstructed,
  - The terminal connections are clean, free of corrosion and lubricated when necessary,
  - The terminal clamps are clean and tight as per manufacturer=s specifications, and
  - The battery surface is kept clean and dry.

**Record Keeping** on the Monthly Inspection & Testing Report

### **Monthly Testing Procedure:**

- Self-contained emergency lighting unit shall be tested at intervals not greater than one month to ensure that the emergency lights will function upon failure of the primary power supply.

**Record Keeping** on the Monthly Inspection & Testing Report

### **Annual Testing Procedure:**

- Self-contained emergency lighting unit equipment shall be tested at intervals not greater than twelve months to ensure that the unit will provide emergency lighting for a duration equal to the design criterion under simulated power failure conditions. Minimum operating time of \_\_\_ minutes.
- After completion of the test, the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is functioning in accordance with the manufacturer’s specifications.

Note: Operation time for units is as follows:

- 60 minutes for Group B occupancies not within the scope of Building Code Subsection 3.2.6.
- 30 minutes for a building of any other occupancy.

**Record Keeping** on the Annual Inspection & Testing Report

## **EMERGENCY GENERATOR**

Reference Standard: • CAN/ CSA-C282-M, *Emergency Electrical Power Supply for Buildings* (Hospitals use CAN/ CSA Standard Z32.4)

Emergency power supply is maintained as per the manufacturer's Manual of Operation.

### **Weekly Maintenance Schedule Procedure:**

Maintain as per manufacturer's Manual of Operating Instructions including CAN/CSA S282 Table 2.

- Examine the following:
  - Fuel tank level
  - Lubricating oil level
  - Engine coolant
  - Heaters, lubricant and/or coolant
  - Engine, generator, fuel tanks and cooling systems for evidence of leakage
  - Operation of fuel transfer pump
  - Starting system-batteries, etc., for leakage, cleanliness and terminal security
  - Air tanks for pressure (air motor system)
  - Valves for leakage (air motor system)
  - Operation of auxiliary engine and compressor (air motor system)
  - Bleed off condensation (air motor system)
  - Louvre settings-control panel settings (ensure the unit is ready for start-up)
  - Battery electrolyte level
  - Battery specific gravity
  - Battery electrical connections (tightness, leaks or sulfation)
  - Battery cleanliness and dryness between terminal posts
  - Charger cleanliness and operation of both float and equalize modes
  - Engine governor control linkages and oil level
  - Engine fuel pump oil sump
  - Engine fan belts and protective devices
  - Panel covers are secure and annunciator lamps are operational

**Record Keeping:** Weekly Inspection Report

### **Monthly Testing Procedure:**

Maintenance procedures are scheduled and completed as per operating instructions CAN/CSA S282 Table 2.

- Have manufacturer's maintenance manual and manual of instructions available.
- Simulate a failure of the normal electrical power supply, arranged so that:
  - an engine-generator set operates under at least 30% of the rated load for 60 minutes;
  - all automatic transfer switches are operated under load

- Record readings of all instruments associated with engine and generator and verify that they are normal.

**Procedure to Operate Generator (simulate power failure):**

- Engage the *emergency power transfer switch*
- Disengage the switch after completion of test to ensure generator is in normal operating condition.

**Record Keeping** on the Monthly Inspection & Testing Report

**Monthly Maintenance and Inspection Schedule**

- Include an inspection to assess the correct functioning of all auxiliary equipment such as the radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers, and engine room ventilation controls and operation.
- Generator:
  - check brush operation for sparking
  - check for bearing seal leakage

**Record Keeping** on the Monthly Inspection & Testing Report

**Semi-annual Service Procedure:**

- Check/Clean the following:
  - Crankcase breathers
  - Lubricant governor
  - Linkages

**Annual Maintenance Procedure:**

- Contractor shall perform checking, testing, and servicing of items which require attention at 1-year intervals as specified in the manufacturer's instructions and CSA Standard C282.
- Liquid fuel storage tank shall be drained and refilled with a fresh supply of fuel at intervals not greater than 12 months.

**Record Keeping** on the Annual Inspection & Testing Report

**2 Year Checking Procedure:**

Contractor shall perform checking, testing, and servicing of items which require attention at 2-year intervals as specified in the manufacturer's instructions and CSA Standard C282.

**Record Keeping** on the 2 Year Inspection & Testing Report

**3 Year Checking Procedure:**

Contractor shall perform checking, testing, and servicing of items which require attention at 3-year intervals as specified in the manufacturer's instructions and CSA Standard C282.

**Record Keeping** on the 3 Year Test Report



**5 Year Checking Procedure:**

Contractor shall perform checking, testing, and servicing of items which require attention at 5-year intervals as specified in the manufacturer’s instructions and CSA Standard C282.

**Record Keeping on 5 Year Test Report**

## PART 6 – LEGAL BASIS FOR FIRE SAFETY PLANNING

### GENERAL

*The 2018 BC Fire Code*, Division C, Part 2 (Administrative Provisions), Sentence 2.2.1.1 (1) states 'Unless otherwise specified, the **owner or the owner's authorized agent** shall be responsible for carrying out the provisions of this code.

One such provision is the preparation, implementation and maintenance of a Fire Safety Plan (FSP) when required by the BC Fire Code.

Our building is required to have a Fire Safety Plan in conformance with the 2012 version of the BC Fire Code, Division B, and Article 2.8.1.1. This plan has been prepared to meet the requirements of Subsection 2.8.2 and any other applicable fire safety plan requirements due to our specific operation.

Our FSP must meet all of the requirements of the applicable sections in the *BC Fire Code*. We have vested interest in promoting fire safety. In return for resources used to develop a FSP, our incidence and impact of fire will be reduced. The FSP is crucial for building occupants and public safety; it is much more than a template document produced designed to meet a regulatory requirement. To that end, fire officials recommended we use experienced and trained contractors or other individuals who are familiar with the content and design of FSP.

The completed FSP was reviewed by the local fire department. A copy is retained on site in a location accepted by our local fire department. We are responsible for implementing all aspects of our FSP, for keeping it current and applicable at all times, and for ensuring our employees are well trained in its expectations.

### EXCERPT FROM 2018 BC FIRE CODE

#### 2.2.1.1. Responsibility

1) Unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this Code.

### EXCERPT FROM 2018 BC FIRE CODE

#### 2.8.1.1. Application

- 1) *Fire emergency procedures conforming to this Section shall be provided for*
  - a) *every building containing an assembly, care, treatment or detention occupancy,*
  - b) *every building required by the British Columbia Building Code to have a fire alarm system,*
  - c) *demolition and construction sites regulated under Section 5.6.,*
  - d) *storage areas required to have a fire safety plan,*
  - e) *areas where flammable liquids or combustible liquids are stored or handled and*
  - f) *areas where hazardous processes or operations occur.*

### **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.*

### **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,*
    - 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,*
    - 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,*
  - g) *the inspection and maintenance of building facilities provided for the safety of occupants, and*
  - h) *a copy of the records of inspections, maintenance procedures or tests as required in 2.2.1.2. of Division C Part 2.*
- 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.*

### **2.8.2.5. Retention of Fire Safety Plans**

- 1) *The fire safety plan shall be kept in a location, designated by the authority having jurisdiction within the building, for reference by the fire department, supervisory staff and other personnel.*

### **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.*

### **2.8.3. 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 Division B of the B.C. Building Code, and*
  - f. the requirements of the fire department.*

#### **2.8.3.2. Fire Drill Frequency**

- 1) *In schools attended by children, total evacuation fire drills shall be held 3 times in each of the fall and spring school terms.*

## **FIRE AND LIFE SAFETY BYLAW**

The Corporation of The City of Penticton Fire and Life Safety BYLAWNO. 2004-57 is available in PDF at

<https://www.penticton.ca/sites/default/files/uploads/bylaws/Bylaw%202004-57%20Fire%20Life%20and%20Safety%20-%20consolidated%202020.pdf>

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## PART 7 – DEFINITIONS

### DEFINITIONS

**Access to exit** means that part of a means of egress within a floor area that provides access to an exit serving the floor area.

**Ambient** means the temperature range of the air in the spray area at which a spray application process takes place.

**Authority having jurisdiction (AHJ)**, for the purposes of this Fire Safety Plan, the AHJ is the Penticton Fire Chief or the Fire Chief's Inspector(s).

**Building** means any structure used or intended for supporting or sheltering any use or occupancy.

**Class A** fire means a fire involving combustible materials such as wood, cloth and paper.

**Class B** fire means a fire involving a flammable liquid or combustible liquid, fat or grease.

**Class C** fire means a fire involving energized electrical equipment.

**Class D** fire means a fire involving a combustible metal.

**Combustible construction** means that type of construction that does not meet the requirements for non-combustible construction.

**Combustible liquid** means a liquid having a flash point at or above 37.8°C and below 93.3°C.

**Dangerous goods** means those products or substances that are regulated by the Transportation of Dangerous Goods Act and its Regulations.

**Deputy Fire Safety Director (DFSD)** means the appointed supervisory staff member who assumes the duties of the Fire Safety Director during his/her absence.

**Dry Sprinkler System** means an automatic fire sprinkler system which has sprinkler supply piping containing air. Such a system can be installed in areas subjected to freezing conditions as water does not enter the sprinkler piping until a sprinkler activates.

**Electrical service room** means a room or space provided in a building to accommodate building electrical service equipment and constructed in accordance with the British Columbia Building Code.

**Electrical equipment vault** means an isolated enclosure, either above or below ground, with fire resisting walls, ceilings and floors for the purpose of housing transformers and other electrical equipment.

**Electrically supervised** means wiring circuits associated with the fire detection and alarm system are normally closed so that in the event of breakage the circuit will indicate trouble on the fire alarm control panel.

**Exit** means that part of a means of egress, including doorways, that leads from the floor area it serves to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

**Fire detector** means a device which detects a fire condition and automatically initiates an electrical signal to actuate an alert signal or an alarm signal, and includes heat detectors and smoke detectors.

**Fire Protection Equipment** means, but is not limited to fire alarm systems, automatic sprinkler systems, special extinguisher systems, portable fire extinguishers, standpipe and hose systems and fixed pipe fire suppression systems.

**Fire Protection Technician** means a person who has provided the **Fire Department** with acceptable documentation from the agency known as the Applied Science Technologist and Technicians of British Columbia that qualifies him/her to perform inspections and testing on **Fire Protection Equipment**;

**Fire-resistance rating** means the time in hours or fraction thereof that a material or assembly of materials will withstand the passage of flame and the transmission of heat when exposed to fire under specified conditions of test and performance criteria, or as determined by extension or interpretation of information derived there from as prescribed in the British Columbia Building Code.

**Fire Safety Director (FSD)** means the appointed supervisory staff member who has responsibility for the administration and maintenance of the Fire Safety Plan. This position is typically performed by the senior manager

**Fire separation** means a construction assembly that acts as a barrier against the spread of fire.

**Flammable liquid** means a liquid having a flash point below 37.8°C and having a vapour pressure not more than 275.8 kPa (absolute) at 37.8°C as determined by ASTM D 323, "Vapour Pressure of Petroleum Products (Reid Method)."

**Flash point** means the minimum temperature at which a liquid within a container gives off vapour in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

**Flash-Off Area** means an open or enclosed area after a spray application process where vapors are released due to exposure to ambient air or a heated atmosphere.

**Floor area** means the space on any storey of a building between exterior walls and required firewalls, including the space occupied by interior walls and partitions, but not including exits, vertical service spaces, and their enclosing assemblies.

**Heat detector** means a fire detector designed to operate at a predetermined temperature or rate of temperature rise.

**Inspector** means an inspector with the Penticton Fire Department.

**Major occupancy** means the principal occupancy for which a building or part thereof is used or intended to be used, and shall be deemed to include the subsidiary occupancies that are an integral part of the principal occupancy.

**Means of egress** means a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. Means of egress includes exits and access to exits.

**Non-combustible construction** means that type of construction in which a degree of fire safety is attained by the use of non-combustible materials for structural members and other building assemblies.

**Occupancy** means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.

**Outdoor Spray Area** means: outside the confines of a building, may have canopy or roof that does not impede dissipation of heat or vapours, does not restrict firefighting access and control.

**Overspray** means any sprayed material that is not deposited on the intended object.

**Qualified Contractor** (see Fire Protection Technician).

**Service room** means a room provided in a building to contain equipment associated with building services.

**Service space** means space provided in a building to facilitate or conceal the installation of building service facilities such as chutes, ducts, pipes, shafts or wires.

**Smoke detector** means a fire detector designed to operate when the concentration of airborne combustion products exceeds a pre-determined level.

**Spray Area** means any area in which dangerous quantities of flammable or combustible vapors, mists, residues, dusts or deposits are present due to the operation of spray processes (any area in the direct path of a spray application process, the interior of a spray booth or spray room, the interiors of the exhaust plenum, eliminator/scrubber section, exhaust duct or stack). AHJ authorizes.

**Spray Booth** means a power-ventilated enclosure for spray application operation or process **confines and limits** escape of material being sprayed, including vapors, mists, dusts and residues and conducts or directs these materials to an exhaust system. The booths can be of the Dry, or Water-Wash type.

**Spray Room** means a power ventilated fully enclosed room used exclusively for open spraying of flammable or combustible materials.

**Sprinklered** means that the building or part thereof is equipped with a system of automatic sprinklers that are designed and installed in accordance with the appropriate Standard as referenced by the BC Building and Fire Codes.

**Street** means any highway, road, boulevard, square or other improved thoroughfare 9 m or more in width, that has been dedicated or deeded for public use and is designed to be accessible to fire department vehicles and equipment.

**Supervisory staff** means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan

**Unenclosed Spray Area** means any spray area that is not confined by a limiting finishing workstation, spray booth, or spray room.

**Wet Sprinkler System** means an automatic fire sprinkler system which has piping containing water. Such a system cannot be installed in areas subjected to freezing conditions.



**Ventilation** means the movement of air that is provided for the prevention of fire and explosion and is sufficient to prevent accumulation of vapor-air mixtures in concentrations over 25% of the lower flammable limit.

**Vertical service space** means a shaft oriented essentially vertically that is provided in a building to facilitate the installation of building services including mechanical, electrical and plumbing installations and facilities such as elevators, refuse chutes and linen chutes.

**Zone** – an area of a building designated as part of a fire alarm system or sprinkler system.

## ABBREVIATIONS

Abbreviations as may be used in this Fire Safety Plan are as follows:

- CSA: Canadian Standards Association
- NFPA: National Fire Protection Association
- ULC: Underwriters Laboratories of Canada
- UL: Underwriters Laboratories
- FM: Factory Mutual

## SYMBOLS

<b>cm</b>	centimetre(s)
<b>°C</b>	degree(s) Celsius
<b>h</b>	hour(s)
<b>kg</b>	kilogram(s)
<b>kPa</b>	kilopascal(s)
<b>l</b>	litre(s)
<b>m</b>	metre(s)
<b>max.</b>	maximum
<b>min.</b>	minimum
<b>min</b>	minute(s)
<b>MJ</b>	megajoule(s)
<b>mL</b>	millilitre(s)
<b>mm</b>	millimetre(s)
<b>mm<sup>2</sup>/S</b>	centistoke(s)
<b>n/a</b>	not applicable
<b>No.</b>	number(s)
<b>s</b>	second(s)
<b>&gt;</b>	greater than
<b>&lt;</b>	less than or equal to
<b>%</b>	per cent

## APPENDIX A

### FORMS

#### FIRE INCIDENT REPORT

<b>1. Incident Type</b>		
<input type="checkbox"/> Report of Fire Hazard	<input type="checkbox"/> Fire	<input type="checkbox"/> Other (Explain)
<input type="checkbox"/> Fire Prevention Equipment Failure	<input type="checkbox"/> Nuisance Alarm	
<b>2. Details</b>		
Date:	Time:	Location:
Description of Incident	(include device/equipment involved, floor & alarm zone, # of injuries)	
Cause/Reason for Incident		
Description of Damage/Loss		
<b>3. Action</b>		
Who discovered or reported incident:		Time:
Corrective Action Taken:		
If fire related, did Fire Department attend? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why not?		
Who operated company fire equipment (e.g., portable fire extinguishers)?		
<b>4. Comments / Recommendations</b>		
Signed:	Name:	Date:
<b>5. Distribution:</b>		
<input type="checkbox"/> Authority Having Jurisdiction	<input type="checkbox"/> Fire Safety Director	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

## ACTIVITY REPORT

<b>1. Activity Type</b>		
<input type="checkbox"/> Fire Drill	<input type="checkbox"/> Training	
<input type="checkbox"/> Fire Safety Meeting	<input type="checkbox"/> Other	
<b>2. Details</b>		
Date:	Time:	Location:
Topics covered:		
Attendees:	_____	
<b>3. Comments (include deficiencies noted)</b>		
Signed:	Name:	Date:
<b>4. Distribution:</b>		
<input type="checkbox"/> Fire Department	<input type="checkbox"/> Fire Safety Director	<input type="checkbox"/> <Head Office or other >
<input type="checkbox"/> <Plant Manager or other>	<input type="checkbox"/> <Tenants or other>	<input type="checkbox"/> <other>

## APPOINTMENT OF THE FIRE SAFETY DIRECTOR

### ANNOUNCEMENT

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
WORK ADDRESS: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_

### METHODS OF CONTACT

OFFICE PHONE: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_  
PAGER NUMBER: \_\_\_\_\_  
CELLULAR PHONE: \_\_\_\_\_  
WORK HOURS: \_\_\_\_\_

I hereby appoint \_\_\_\_\_ as Fire Safety Director, authorized to fulfil the duties outlined in the fire safety plan for this building.

### APPOINTING OFFICER

NAME: \_\_\_\_\_  
POSITION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_

## APPOINTMENT OF THE DEPUTY FIRE SAFETY DIRECTOR

### ANNOUNCEMENT

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
WORK ADDRESS: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_

### METHODS OF CONTACT

OFFICE PHONE: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_  
PAGER NUMBER: \_\_\_\_\_  
CELLULAR PHONE: \_\_\_\_\_  
WORK HOURS: \_\_\_\_\_

I hereby appoint \_\_\_\_\_ as Deputy Fire Safety Director, authorized to fulfil the duties outlined in the fire safety plan for this building.

### APPOINTING OFFICER

NAME: \_\_\_\_\_  
POSITION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_

## IMPAIRMENT FORM - PROTECTION OUT OF SERVICE

Control No. \_\_\_\_\_

Impairment Type:  Planned  Emergency

**Precautions taken** (Check as appropriate):

- Fire Safety Director notified
- Fire Department notified
- Hazardous operation terminated
- Hot work stopped
- Warning signs posted
- Affected occupants notified
- Continuous work authorized
- Fire watch in progress
- Fire hose laid out and charged
- Other (specify) \_\_\_\_\_

Building Area(s) affected: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Cell No: \_\_\_\_\_

Type of System or Device Impaired:

- Sprinkler  Standpipe  Fire Alarm  Power Supply
- Suppression System  Egress  Other (specify) \_\_\_\_\_

Date of impairment: \_\_\_\_\_ Time of impairment: \_\_\_\_\_

Date to be restored: \_\_\_\_\_ Time to be restored: \_\_\_\_\_

**IMPAIRMENT ACKNOWLEDGED BY:** (Fire Safety Director or Deputy Fire Safety Director)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Actual Date and Time impairment rectified:

Affected occupants notified that impairment rectified:

**ACKNOWLEDGED BY:** (Fire Safety Director or Deputy Fire Safety Director)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## IMPAIRMENT OF LIFE/PROPERTY PROTECTION SYSTEM

IMPAIRMENT COORDINATOR:  MANAGER  DESIGNEE

NAME: \_\_\_\_\_

CONTACT #: \_\_\_\_\_

TYPE OF IMPAIRMENT:  PREPLANNED  EMERGENCY

INSTRUCTIONS	REQUIRED PRECAUTIONS CHECKLIST
Verify precautions listed at right (or do not proceed with planned work. Complete and retain this form.	<b>IMPAIRED SYSTEM (check applicable)</b> <input type="checkbox"/> Sprinkler systems <input type="checkbox"/> Standpipe systems <input type="checkbox"/> Underground fire service mains <input type="checkbox"/> Fire pump <input type="checkbox"/> Water storage tanks <input type="checkbox"/> Water spray fixed systems <input type="checkbox"/> Foam-water systems <input type="checkbox"/> Fire service control valves <input type="checkbox"/> Fire alarm system or component. <input type="checkbox"/> Egress or egress component <input type="checkbox"/> Emergency power/lighting <input type="checkbox"/> Special suppression system management system <input type="checkbox"/> Smoke control or <input type="checkbox"/> Fire fighter elevator <input type="checkbox"/> Inadequate number of supervisory staff ratio to occupant load.
PLANNED IMPAIRMENT BEING DONE BY: <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> CONTRACTOR _____	<b>IMPAIRMENT PROCEDURES IMPLEMENTED</b> <input type="checkbox"/> Extent and duration of impairment determined <input type="checkbox"/> Areas inspected & increased risk determined <input type="checkbox"/> Recommendations submitted to coordinator <input type="checkbox"/> Evacuation of the building or portion, or <input type="checkbox"/> approved fire watch or <input type="checkbox"/> Establish approved temporary measures <input type="checkbox"/> Eliminate potential ignition sources <input type="checkbox"/> Limit the amount of fuel available to the fire <input type="checkbox"/> Fire department, insurance, alarm company, owner notified. <input type="checkbox"/> Area supervisors notified. <input type="checkbox"/> All necessary tools and materials have been assembled on the impairment site.
SYSTEM/COMPONENT IMPAIRED: _____	<b>RESTORING SERVICE</b> <input type="checkbox"/> System operational inspection/tests completed and recorded. <input type="checkbox"/> Supervisors have been advised that protection is restored. <input type="checkbox"/> Fire department, insurance, alarm company, owner notified. <input type="checkbox"/> Impairment tag removed
LOCATION/BLDG & FLOOR AFFECTED: _____	
NATURE OF IMPAIRMENT: _____	
IMPAIRMENT START  IMPAIRMENT DURATION (Estimate) _____	
I verify the above location has been examined, the precautions checked on the Required Precautions Checklists have been taken to prevent fire, evacuate occupants and permission is authorized for work.  SIGNED: _____	
IMPAIRMENT RESOLVED:  Date: _____ Time: _____	

## IMPAIRMENT

### AUTHORIZATION FOR SHUT-DOWN OF LIFE/PROPERTY SAFETY SYSTEM

***This authorizes the Contractor to shut down an affected life or property safety system, subject to the requirements of the conditions set forth in the Fire Safety Plan accepted by the Fire and Building Inspector.*** The Fire Safety Director or designate shall complete the form, post a copy in the affected area and maintain master copy in the FSD office. A floor plan or sketch may assist in identifying the affected area.

Name of Project:	Start Date:
Room # / Location:	
Principal Contractor:	Phone #:
Project Superintendent:	Phone #:
*Return Fax Number:	
Tenant Project Manager:	Phone #:

**Indicate which of the following needs to be temporarily shut down.**

<input type="checkbox"/> Fire Department Access	Effective date:	Duration:
<input type="checkbox"/> Sprinkler System	Effective date:	Duration:
<input type="checkbox"/> Standpipe System	Effective date:	Duration:
<input type="checkbox"/> Water Supply for Fire Fighting (water main(s), fire hydrant(s), fire pump(s), etc.)	Effective date:	Duration:
<input type="checkbox"/> Fire Alarm System	Effective date:	Duration:
<input type="checkbox"/> Fire Suppression System(s)	Effective date:	Duration:
<input type="checkbox"/> Electrical System(s) (affecting fire alarm system(s), exit signs, lighting to fire exit locations, etc.)	Effective date:	Duration:
<input type="checkbox"/> Exit(s)	Effective date:	Duration:

**For Fire Safety Director Use Only**

Authorized by: _____	Date: _____
Department: _____	Phone #: _____



## FIRE DETECTION/PROTECTION OUT OF SERVICE PERMIT

**Date:** \_\_\_\_\_ **Control No.** \_\_\_\_\_

**Precautions taken** (Check as appropriate):

- Plant Services notified
- Protective Services notified
- Affected Departments notified
- Public Fire Department notified
- Hazardous operation terminated
- Hot work stopped
- Continuous work authorized
- Fire watch in progress
- Hydrant connected to sprinkler system where required
- Pipe plugs on hand
- Fire hose laid out and charged
- Other (Specify) \_\_\_\_\_

**Building Area:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

**Cell No:** \_\_\_\_\_

**Type of Device:**     Sprinkler    Fire Pump    Fire Alarm Zone    Fire Hydrant  
 Other (specify/Describe) \_\_\_\_\_

**Device Location:** \_\_\_\_\_

**Area Protected:** \_\_\_\_\_

**Date to be closed/by-passed:** \_\_\_\_\_

**Time to be closed/by-passed:** \_\_\_\_\_

**Date to be opened/restored:** \_\_\_\_\_

**Time to be opened/restored:** \_\_\_\_\_

**Actual Date and Time opened/restored:** \_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_





**HAZARD ASSESSEMENT FORM (Contractors)**

Name of Contractor \_\_\_\_\_

Type of Work to be done \_\_\_\_\_

Duration of Work \_\_\_\_\_

Will any Fire Emergency Systems be affected – Describe: \_\_\_\_\_

\_\_\_\_\_

Will any exits or exit routes be affected – Describe: \_\_\_\_\_

\_\_\_\_\_

Fire Safety Director's Approval: \_\_\_\_\_

Requirements/Conditions of Approval:

Hot Work Permit  Red Tag System  Notify Fire Department

Notify Insurance Company  Construction Fire Safety Plan

Requirements (Additional):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Form to be completed by Fire Safety Director or designate

## PHYSICALLY-CHALLENGED STAFF RECORD

NAME: \_\_\_\_\_  
DISABILITY: \_\_\_\_\_  
FLOOR/SUITE/ROOM: \_\_\_\_\_  
SPECIAL INFORMATION: \_\_\_\_\_  
ASSISTANT #1: \_\_\_\_\_  
ASSISTANT #2: \_\_\_\_\_

NAME: \_\_\_\_\_  
DISABILITY: \_\_\_\_\_  
FLOOR/SUITE/ROOM: \_\_\_\_\_  
SPECIAL INFORMATION: \_\_\_\_\_  
ASSISTANT #1: \_\_\_\_\_  
ASSISTANT #2: \_\_\_\_\_

NAME: \_\_\_\_\_  
DISABILITY: \_\_\_\_\_  
FLOOR/SUITE/ROOM: \_\_\_\_\_  
SPECIAL INFORMATION: \_\_\_\_\_  
ASSISTANT #1: \_\_\_\_\_  
ASSISTANT #2: \_\_\_\_\_

NAME: \_\_\_\_\_  
DISABILITY: \_\_\_\_\_  
FLOOR/SUITE/ROOM: \_\_\_\_\_  
SPECIAL INFORMATION: \_\_\_\_\_  
ASSISTANT #1: \_\_\_\_\_  
ASSISTANT #2: \_\_\_\_\_

NAME: \_\_\_\_\_  
DISABILITY: \_\_\_\_\_  
FLOOR/SUITE:/ROOM \_\_\_\_\_  
SPECIAL INFORMATION: \_\_\_\_\_  
ASSISTANT #1: \_\_\_\_\_  
ASSISTANT #2: \_\_\_\_\_

## HIGH HAZARD/DANGEROUS GOODS RECORD

Material: \_\_\_\_\_  
*Fire Code Classification:* \_\_\_\_\_  
Quantity: \_\_\_\_\_  
Location: \_\_\_\_\_  
Hazard: \_\_\_\_\_

Material: \_\_\_\_\_  
*Fire Code Classification:* \_\_\_\_\_  
Quantity: \_\_\_\_\_  
Location: \_\_\_\_\_  
Hazard: \_\_\_\_\_

Material: \_\_\_\_\_  
*Fire Code Classification:* \_\_\_\_\_  
Quantity: \_\_\_\_\_  
Location: \_\_\_\_\_  
Hazard: \_\_\_\_\_

Material: \_\_\_\_\_  
*Fire Code Classification:* \_\_\_\_\_  
Quantity: \_\_\_\_\_  
Location: \_\_\_\_\_  
Hazard: \_\_\_\_\_

Material: \_\_\_\_\_  
*Fire Code Classification:* \_\_\_\_\_  
Quantity: \_\_\_\_\_  
Location: \_\_\_\_\_  
Hazard: \_\_\_\_\_

<b>FIRE DRILL REPORT</b>			
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
Comprehensive Fire Drill      Silent Fire Drill      Table Talk Drill      Other : _____			
<p><b>INSTRUCTIONS - The Fire Safety Director (FSD) or appointed designate is responsible for conducting a FIRE DRILL at least once per year.</b> Additional silent or table-talk fire drills may be conducted to reinforce fire response actions. During the fire drill, the FSD or designate shall monitor occupant responses and assessing building features during the fire drill and at any time the fire alarm audible signal activates. A copy of this completed record must be retained for a period of at least two (2) years for Fire Department review.</p>			
<p><b>ASSESSMENT OF PERSONS DISCOVERING FIRE / RESPONDING TO FIRE ALARM SIGNAL</b></p> <p>Describe fire drill scenario:</p>			
Fire Alarm Activation Yes      No	How was fire alarm activated or simulated?	<b>Yes</b>	<b>No</b>
Were people in immediate danger as simulated by fire drill, evacuated? Affected Zone(s) evacuated? Notes:			
Was the fire department called or notified (simulated) as required by "Instruction to Occupants" procedures?			
Did person(s) discovering fire evacuate to "safe" area within building <u>OR</u> by nearest "safe" exit to exterior?			
Did sufficient occupants respond and assist to evacuate endangered occupants in an organized and timely manner?			
Were drill instructions clear? Was fire drill scene supervision appropriate?			
Horizontal evacuation to another safe part of the building?  Vertical Evacuation?			
Comments/observations/recommendations on emergency responses:			
<b>Assessment of Actions</b>		<b>Yes</b>	<b>No</b>
Was the fire department notified of the fire drill by phone promptly and correctly?			
Were "Instruction to Occupants" provided prior to the fire drill?			
Did designated staff respond correctly to provide fire department assistance and access?			
If "No" was answered for question(s) above, provide comments/observations/recommendations:			
<b>Did occupants respond properly to the simulated fire alarm signal?</b>		<b>Yes</b>	<b>No</b>
A) Evaluated risk prior to evacuation?			
B) Evacuated to "safe" area within building or by nearest "safe" exit to exterior?			
C) Assembled clear of building and traffic flow at designated evacuation assembly area?			
D) Called Fire Department at 911 (simulated)?			
If "No" was answered for question(s) above, provide comments/observations/recommendations:			
<b>Fire Safety Director or Designate:</b>			
Print Name: _____			
Signature: _____ Date: _____			

## APPENDIX B

### HOT WORK POLICY AND PROCEDURE

#### Preamble

We are committed to a workplace free of injuries. That commitment is partly met by this Hot Work policy which ensures that employees, contractors and visitors to the operation are protected from the potential from related injuries and that site property and product are protected. It is required that all employees and contractors to our operations familiarize themselves with our policies and adhere to those policies, including the Hot Work Policy.

#### Policy

This policy was developed to ensure that the Hot Work will be managed and proper actions are taken to prevent loss due to fire caused by Hot Work activities.

Hot Work is defined as any operation that can produce enough heat from flame, spark or other source of ignition, with sufficient energy to ignite flammable vapours, gases, or dust. Hot work usually involves activities like welding, cutting, grinding, brazing, flaming, chipping, air gouging, riveting, drilling, and soldering.

All affected employees and contractors will receive instruction as to the expectations of them to ensure compliance with this policy.

Whenever possible, hot work activities will be conducted in the workshop's designated area that is free of combustible and flammable contents, with walls, ceilings and floors of non-combustible construction or lined with non-combustible materials.

A fire watch is not required for hot work activities performed in the designated area but is required everywhere else.

#### Scope

The provisions set out in this policy apply to any hot work done on and is to be strictly adhered to by all parties. The use of a Hot Work Permit when that hot work takes place away from the designated hot work areas is mandatory.

The Hot Work policy and procedures have also been developed to comply with:

- the BC Fire Code,
- the Occupational Health and Safety Regulation, and
- the BC Safety Standards Regulation and related.

#### Responsibilities

##### Management

- To ensure that all employees involved in the Hot Work Process are trained (including Permit Authorizing Individual (PAI), Hot Work Operator (HWO), and Fire Watch (FW)). This responsibility is assigned to the Manager, Operations.
- Conduct periodic audits to ensure compliance with this policy. This responsibility assigned to our Manager, Operations.
- Communicate any changes to this policy with respect to regulation and interpretation. This responsibility assigned to our Manager, Operations.



- ❑ Ensure that the policy is reviewed annually and is current with all applicable regulations. This responsibility assigned to our Manager, Operations.

### **Permit Authorizing Individual (PAI)**

- ❑ Assess the work area and sign the Hot Work Permit PRIOR to work commencing.
  - Copy of Hot Work Permit is attached at the end of this policy document.
- ❑ Post one part of permit at job site and place top copy of permit at the site designated area. (i.e., permit board).
- ❑ Ensure at least one worker tasked to perform hot work is trained as a HWO.
- ❑ Assign a worker trained as a FW, including use of portable fire extinguishers, to fire watch duties as described below –The Fire Watch.
- ❑ Provide FW with:
  - ❑ 10 lb. portable fire extinguisher and other firefighting equipment (e.g., pail of water, bucket of sand, fire hose)
  - ❑ Means of communication (e.g., cell phone, radio)
  - ❑ Location of nearest air horn and air horn protocols
  - ❑ Authority to stop hot work activity if unsafe conditions develop
- ❑ Ensure sprinkler systems are in working order monitoring once per hour for
  - minimum of 6 hours or longer as determined. Ensure alternate measures are used if the Hot Work requires the temporary shutdown of our fire protection equipment or
  - systems. Alternate measures shall be developed in consultation with our Health and
  - Safety Manager, documented and attached to the Hot Work Permit.
- ❑ Notify our local fire department that our fire protection will be shut off so they can plan accordingly.
- ❑ Notify our alarm service agency.
- ❑ Request local fire department standby if there is a severe fire/explosion hazard
  - associated with the hot work activity.
- ❑ After completion of Hot Work ensure continuous monitoring for a minimum of 60 minutes or longer as determined by the PAI. PAI will consider having the area
  - inspected every 30 minutes over the next 3 hours. This function may be performed
  - by the designated FW, Plant Security Guard, Machine Operator or maintenance person. The PAI will conduct a final inspection of the hot work area 4 hours after the
  - completion of the work.
- ❑ At the end of the monitoring period, the PAI collects the completed forms and delivered to the front office clerk for filing.

### **Person Performing Hot Work – Hot Work Operator (HWO)**

The HWO must verify that a hot work permit is in place before starting Hot Work. The permit is issued for one location only and is valid for no longer than 24 hours. It may become invalid if conditions change (e.g., adverse environmental condition). The HWO is responsible for complying with all rules and regulations concerning safe work practices and all requirements stated on the permit.

Before performing the hot work, the HWO will examine the hot work equipment for leakage, defects or other state of repair issues. Identified issues will be addressed prior to use and, if necessary, by a qualified person.

### **The Fire Watch (FW) worker**

- ❑ Required if hot works is performed outside of the workshop's designated area.
- ❑ Assess 15 meters (50 feet) radius for potential fire hazards.
- ❑ Assist HWO in preparation and clean-up of Hot Work area 15 meters (50 feet):
  - Cover or close openings in walls, floors or ceilings to prevent passage of sparks to adjacent areas.
  - Protect against ignition combustible and flammable materials that can't be moved (e.g., wet down surrounding areas including lower floors and beams if applicable).
  - Temporarily halt any process or activity creating flammable gases or vapours, combustible dusts or combustible fibers in quantities sufficient to create a fire or explosion hazard.
  - If necessary, cover or disabled fire prevention equipment (e.g., automatic sprinkler heads, smoke detectors, fire alarms) to prevent false-positive actuation of this equipment. Consult with Health and Safety Manager and PAI.
- ❑ Ensure equipment not is use does not pose a hazard:
- ❑ All valves shall be closed and gas lines bled. o Electric equipment must be de-energized.
- ❑ Be alert to any changes and identify changes or concerns to HWO.

### **Outside Contractors**

- ❑ Will be trained and held to the same Hot Work Standards as the company employees. The PAI, with the assistance of the Health and Safety Manager, will ensure that this training has taken place prior to starting Hot Work and audits the process.

### **Training**

Refer to the Safety Manual training manual for the content of the Hot Work training material.

**Hot Work Permit Page 1 – Permit Authorizing Individual (PAI) copy**

**Hot Work Permit Page 2 – Hot Work Operator (HWO) copy**

**Hot Work Permit Page 3 – Fire Watch/Monitor Record copy**

### **HOT WORK PERMIT**

CAN THIS WORK BE DONE WITHOUT HOT WORK, OR IN THE SHOP?  
IF NOT, ENSURE PRECAUTIONS ARE IN PLACE!

**MAKE SURE SPRINKLERS ARE IN SERVICE AND FIRE EXTINGUISHERS ARE READILY AVAILABLE!**

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks.

This includes, but is not limited to, Bracing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Welding.

Note: The *Required Precautions* are not optional. They are required for fire-safe hot work. Please explain all "No" responses below.

**Instructions**

- The Permit-Authorizing individual must:
- a) Verify precautions listed at right (or do not proceed with the work)
  - b) Complete and retain this page
  - c) Give the second page to the person doing the work.

**Who, When, and Where?**

Hot Work Being Done By

- Employee  
 Contractor

Date Job/Work Order No.

Location/Building and Floor

Nature of Job/Object

Name of Hot Work Operator(s) (HWO)

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorizing Individual (PAI)

**Permit Expiration**

Expiration Date Expiration Time

- AM  
 PM

Name of Assigned Fire Watch (FW)

**Required Precautions Checklist**

- Available Sprinklers in Normal Automatic mode and valve open.  
 Hot Work equipment in good repair.

**Assess 15m (50 ft) radial "sphere" of work for potential fire hazards:**

- Floors, work level and below, cleaned or protected.  
 All other combustibles removed or shielded from sparks.
- Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
  - Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
  - If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.
- Transmission or conveying of sparks to adjacent areas eliminated or protected.
- Tightly cover wall/floor opening with fire-retardant material.
  - Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
  - Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.
- Explosive atmosphere eliminated or potential not present.

**Work on walls, ceilings or enclosed equipment:**

- Construction materials verified as non-combustible and without combustible covering or insulation.  
 Combustibles on other side of walls relocated or protected.  
 Enclosed equipment cleaned and protected from all combustibles.  
 Containers purged of flammable liquids/vapours.

**Fire watch/hot work area monitoring requirements:**

- Continuous fire watch provided during and for at least 60 minutes after hot work, including all breaks.  
 Fire watch supplied with suitable extinguishers/hoses.  
 Fire watch trained in the use of fire equipment and sounding alarm.  
 Area to be monitored hourly for a minimum of 6 hours after job is completed, or longer if required.

**Other precautions that may be required:**

- Fire watch provided for adjoining areas, above, or below.  
 Confined Space or Lock-Out-Tag-Out required/used.  
 Area smoke or heat detection disabled to eliminate false trip.  
 Alternate measures for temporary shutdown of fire protection equipment.

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

**THIS PERMIT IS GOOD FOR  
24 HOURS ONLY!**

**HOT WORK PERMIT**

**WARNING!**

**HOT WORK IN PROGRESS**

**WATCH FOR FIRE!**

**Instructions**

1. Person doing hot work: Indicate time started and post permit at hot work location. After hot work, indicate time completed and leave permit posted for Fire Watch.
2. Fire Watch: Prior to leaving area, do final inspection, sign, leave permit posted and notify Permit Authorizing Individual.
3. Monitor: After 6 hours, do final inspection, sign, and return to designated area.

**Who, When, and Where?**

Hot Work Being Done By

- Employee  
 Contractor

Date \_\_\_\_\_ Job/Work Order No. \_\_\_\_\_

Location/Building and Floor \_\_\_\_\_

Nature of Job/Object \_\_\_\_\_

Name of Hot Work Operator(s) (HWO) \_\_\_\_\_

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit Authorizing Individual (PAI) \_\_\_\_\_

Time Started	<input type="checkbox"/> AM <input type="checkbox"/> PM	Time Finished	<input type="checkbox"/> AM <input type="checkbox"/> PM
Expiration Date		Expiration Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.

Signature of Fire Watch (FW) \_\_\_\_\_ Time \_\_\_\_\_

Work area was monitored for a minimum of 6 hours following hot work and found fire safe.

Signature of Monitor \_\_\_\_\_ Time \_\_\_\_\_

**Required Precautions Checklist**

*(must be retained as record of hot work activity for 6 months minimum)*

- Available Sprinklers in Normal Automatic mode and valve open.  
 Hot Work equipment in good repair.

Assess 15m (50 ft) radial "sphere" of work for potential fire hazards:

- Floors, work level and below, cleaned or protected.  
 All other combustibles removed or shielded from sparks.
  - Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
  - Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
  - If removal/cleaning is impractical, protect with fire-retardant covers, o shield with fire-retardant guards and/or curtains. Transmission or conveying of sparks to adjacent areas eliminated or protected.
  - Tightly cover wall/floor opening with fire-retardant material.
  - Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
  - Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas. Explosive atmosphere eliminated or potential not present.

Work on walls, ceilings or enclosed equipment:

- Construction materials verified as non-combustible and without combustible covering or insulation.  
 Combustibles on other side of walls relocated or protected.  
 Enclosed equipment cleaned and protected from all combustibles.  
 Containers purged of flammable liquids/vapours.

Fire watch/hot work area monitoring requirements:

- Continuous fire watch provided during and for at least 60 minutes after hot work, including all breaks.  
 Fire watch supplied with suitable extinguishers/hoses.  
 Fire watch trained in the use of fire equipment and sounding alarm.  
 Area to be monitored hourly for a minimum of 6 hours after job is completed, or longer if required.

Other precautions that may be required:

- Fire watch provided for adjoining areas, above, or below.  
 Confined Space or Lock-Out-Tag-Out required/used.  
 Area smoke or heat detection disabled to eliminate false trip.  
 Alternate measures for temporary shutdown of fire protection equipment.

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

**THIS PERMIT IS GOOD FOR  
24 HOURS ONLY**

**HOT WORK PERMIT**

**WARNING!**

**HOT WORK IN PROGRESS  
WATCH FOR FIRE!**

IN CASE OF EMERGENCY: CALL:

AT:

**WARNING!**

FIRE WATCH/MONITOR RECORD

DATE:

FIRE WATCH – Continuous (Start until 1 hour post-completion)			Post Completion MONITORING (Hourly for 5 more hours)		
	Time	Checked by: (Initials)		Time	Checked by: (Initials)
Start:			Post 2 hrs		
Finish:			Post 3 hrs		
Post 1-hr:			Post 4 hrs		
			Post 5 hrs		
			Post 6 hrs		