

DRS FIRE SAFETY PLANNING INC.



Fire Safety Plan
(No Fire Alarm System)

Fire Safety Plan - No Fire Alarm System for: Small Craft Aquatic Center

Small Craft Aquatic Center
63 Brunswick Street, Fredericton NB

Submission Date - September 18, 2012

Revision Date: _____

Submitted by - DRS Fire Safety Planning Inc.



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Part 1 Introduction

The National Fire Code of Canada, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building in an approved location.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The fire safety plan approved location is: First Office on the Main Level

SUBMISSION PROCEDURES

At least one copy of the Plan must be submitted to the Local Fire Department for their input and records and the Fire Department shall be notified regarding any subsequent changes in the Fire Safety Plan.

Part 2(a) Audit of Building Resources Checklist

Occupancy Type- Assembly (Sports)

Occupant Load: (if applicable) 99 People

Building Height - 2 Storey

Designated Fire Route: No Yes

Nearest Municipal

Hydrant Location: Parking lot 65 Brunswick Street

Private Hydrants: No Yes (Location(s)):

Lockbox: No Yes (Location(s)): Front Door

Heating Natural Gas Electric Other

Sprinkler System: No Yes Type: Wet Dry Other

Standpipe System: No Yes

Fire Department

Connection: No Yes (Location(s)):

Fire Pump: No Yes (Location(s)):

Description:

Fixed Extinguishing System for Commercial Cooking Equipment

No Yes Type:

(i.e. Wet Chemical, Dry Chemical, CO²)

Portable Fire Extinguishers: (Refer to attached Floor Plan for Locations)

Parking Garage - No

Elevator - No

Smoke Control - No

Interior roof access - No

Pressurized Stairwells - No

Emergency Lighting

No Yes Location(s): Exit Paths

Emergency Power

No Yes Battery Generator

Generator - NO

Garbage - Taken out to Daily

**Fire Protection Devices - Portable fire extinguishers
Battery powered emergency lighting**

Meeting Place - Green area away from building.

Re-entry Procedures - Only when instructed to do so by the Fire Department.

**Bomb or other threats - Call 911 and report the problem. Initiate Fire Procedures for
evacuating the building.**

Is there hazardous materials on site? No Yes

Exits: Refer to attached floor plan for location of exits.



Part 2(b) Audit of Human Resources

Business/Building Name: Small Craft Aquatic Center

Address: 63 Brunswick Street, Fredericton NB

Postal Code:

Business Phone #: (506) 460-2260

Building Owner: City of Fredericton

Address: PO Box 130, 397 Queen Street, Fredericton NB

Postal Code: E3B 4Y7

After Hour Contacts (to be called in the following order)

- | | |
|---|--|
| 1. Wayne Keith
Facility Supervisor | 472-3085 (Home)
474-3435 (Cellular) |
| 2. Dana Burlock
Electrical Supervisor | 457-9814 (Home)
440-1137 (Cellular) |
| 3. James Blanchard
Foreman | 260-5753 (Cellular) |
| 4. Tony Phillips
Maintenance | 452-8194 (Home)
474-3437 (Cellular) |
| 5. Richard Cole
Maintenance | 472-6605 (Home)
474-3027 (Cellular) |
| 6. Mike MacFarlane
Maintenance | 457-0988 (Home)
440-0334 (Cellular) |
| 7. Nick Boyle
Maintenance | 454-3226 (Home)
474-3438 (Cellular) |
| 8. Mowatt Hood
Maintenance | 472-2301 (Home)
474-3436 (Cellular) |
| 9. Chuck Poore
Maintenance/Electrician | 454-1483 (Home)
470-0529 (Cellular) |
| 10. Rob Diamond
Maintenance/Electrician | 455-2556 (Home)
440-1704 (Cellular) |
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Part 3

Emergency Procedures for Occupants

Emergency procedures signage will be affixed to the wall on each floor area.

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave the fire area immediately.
- Close all doors behind you.
- Alarm the occupants of building by Yelling "FIRE FIRE".
- Call the Fire Department (911) and give correct address for the building.
- Use nearest safe exit to leave the building feeling any doors to make sure they are not hot.
- Assist anyone who may need help.
- Do not re-enter the building until instructed to do so by the Fire Department.

Upon Hearing of a Fire Condition

- Leave building via nearest safe exit feeling any doors to make sure they are not hot.
- Assist anyone who may need help.
- Close doors behind you.
- Call the Fire Department (911) and give correct address for the building.
- Do not re-enter the building until instructed to do so by the Fire Department

Caution:

- If smoke is found to be heavy in the corridor, it may be safer to stay in your area. Close door and place a wet towel or other object, i.e. jacket, sweater, etc. at the base of the door. Call 911 and advise the Call Taker of your location in the building

Remain Calm

Part 4 Emergency Procedures for Supervisory Staff

Staff - Upon Discovery of Fire

- Leave Immediate fire area and close doors.
- Alarm the occupants of building by Yelling "FIRE FIRE"
- Make sure everyone is leaving the building
- Call 9-1-1 from a safe location.
- Exit the building via the nearest safe exit. Feel doors to make sure they are not hot.
- Await the arrival of Fire Department at the main entrance.

Related Duties

In general:

- Keep the doors in fire separations closed at all times.
 - Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.
 - Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
 - Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
 - Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
 - Maintain the fire protection equipment in good operating condition at all times.
 - Participate in fire drills. Occupants participation should be encouraged.
 - Have a working knowledge of the building fire and life safety systems.
 - Ensure the building fire and life safety systems are in operating condition.
 - Arrange for a substitute in your absence.
-

Part 5

Responsibilities of the Owner / Occupant

The building owner/occupant has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency.
 - Appointment and organization of designated supervisory staff to carry out safety duties.
 - Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
 - Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
 - Control of fire hazards in the building.
 - Maintenance of building facilities provided for safety of the occupants.
 - Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
 - Assuring that checks, tests and inspections as required are completed on schedule and that records are retained for a minimum period of two (2) years.
 - Post and maintain at least one (1) copy of the fire emergency procedures.
 - Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
 - Notification of the Fire Department regarding changes in the Fire Safety Plan.
 - Ensure that the information in the Fire Safety Plan is current.
 - Designate and train sufficient alternates to replace supervisory staff during any absence.
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Part 6 Fire Hazards

Commercial, Retail and Industrial Properties

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible material stored in non-approved areas.
- Fire and smoke barrier doors not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Clothes dryer lint collector full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
 - Call the Fire Department immediately (9-1-1) whenever you need assistance.
 - Know the correct address of the building.
 - Notify the building/property management if special assistance is required in the event of an emergency.
 - Know the procedures established to implement safe evacuation.
 - Know the supervisory staff in your building.
 - Report any fire hazard to supervisory staff.
-

Part 7

Fire Extinguishment, Control or Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that occupants have been made aware of the fire and that the Fire Department has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

ALWAYS call 911 before using any portable fire extinguisher.

Remember the (PASS)

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

Only attempt to use one extinguisher, if this does not put the fire out, leave the building. Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

Even if someone has extinguished a fire using a portable fire extinguisher, be sure to notify the Fire Department that a fire has occurred.

Part 8

Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of a fire watch with portable radios or cell phones etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from the Local Fire Department.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify the Local Fire Department. Give your name, address and a description of the problem and when you expect it to be corrected. The Fire Department is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff of other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify the Local Fire Department and the building occupants when repairs have been completed and systems are operational.

Note: All shutdowns will be confined to as limited an area and duration as possible.

Part 9 Fire Drills

Fire drills will be held at least once every 12 months to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

FIRE DRILL RECORD

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present:

Deficiencies Noted:

General Comments:

Part 10

Fire Safety Equipment Tests and Inspections

Check/test/inspect requirements of the National Fire Code of Canada:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

Definitions for key words are as follows:

- Check* means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed
- Test* means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function
- Inspect* means physical examination to determine that the device or system will apparently perform in accordance with its intended function

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

General Fire Protection Systems/Equipment

General

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.

Exit signs shall be clearly visible and maintained in a clean and legible condition.

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.

Weekly

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.

Monthly

Doors in fire separations shall be **inspected** monthly for proper operation.

Yearly

Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via a certified contractor.

Every chimney, flue and flue pipe shall be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.

Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.

Portable Fire Extinguishers

General

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic **testing** carried out shall be prepared and maintained for each portable extinguisher.

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.

Monthly

Portable extinguishers shall be **inspected** monthly.

Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

- a) mechanical parts
- b) extinguishing agent
- c) expelling means

Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable

5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**.

6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures.

Smoke Alarms

General

Ensure dwelling unit smoke alarms are maintained in operating condition.

Ensure a copy of the smoke alarm manufacturer's Maintenance instructions or approved alternative has been provided.

Emergency Lighting System

Daily

Check pilot lights for indication of proper operation.

Monthly

Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications.

Ensure that battery surface is clean and dry.

Ensure that terminal connections are clean, free of corrosion and lubricated.

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.

Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply.

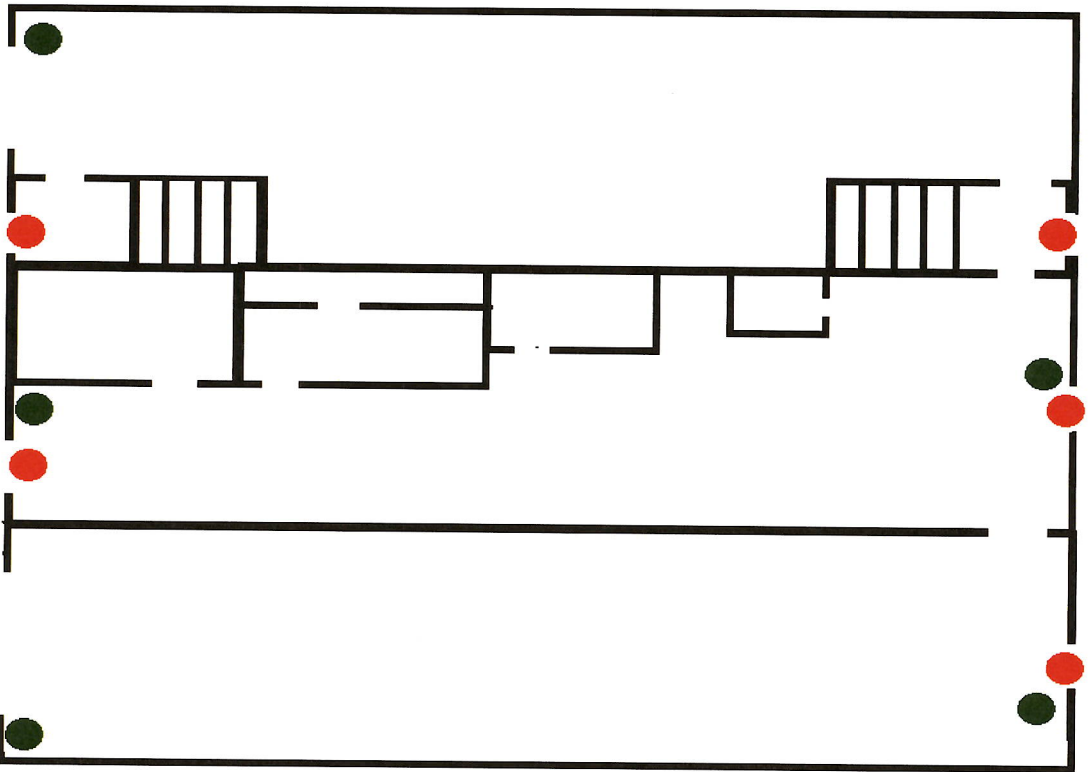
Yearly

Emergency lighting equipment shall be **tested** annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.

After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer's specifications.

Part 11
Site Plan
See Attached Plan

SMALL CRAFT AQUATIC CENTER
63 BRUNSWICK STREET, FREDERICTON NB
GROUND LEVEL



Legend/Legende

RED - Exit/Sortie

Green - Fire Extinguisher/Extincteur

Blue - Pull Station/Avertisseur d'incendie

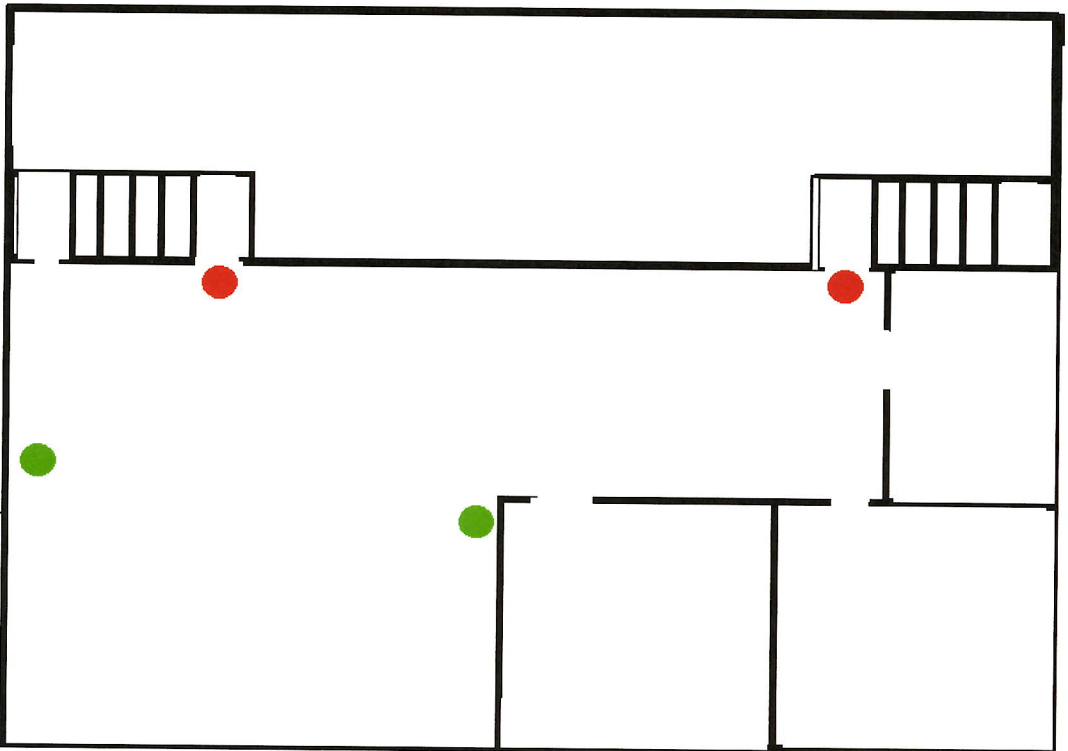
**IF YOU DISCOVER A FIRE OR HEAR
THE FIRE ALARM**

- Remain CALM
- Evacuate the fire area immediately
- Close doors behind you
- Activate building fire alarm system by pulling a pull station
- Leave building using nearest safest exit
- DO NOT USE ELEVATORS
- Call the Fire Department (911)
- Do not re-enter building until instructed by the Fire Department

**SI VOUS DÉCOUVREZ UN
INCENDIE OU ENTENDEZ
L'alarme incendie**

- Restez calme
- Evacuer la zone immédiatement le feu
- Fermez les portes derrière vous
- Activer construction d'un système d'alarme incendie en tirant un déclencheur
- Laisser bâtiment en utilisant le plus proche sortie la plus sûre
- N'utilisez pas les ascenseurs
- Appelez les pompiers (911)
- Ne pas rentrer bâtiment jusqu'à ce que les instructeurs du service des incendies

SMALL CRAFT AQUATIC CENTER
63 BRUNSWICK STREET, FREDERICTON NB
TOP FLOOR



Legend/Legende

RBD - Exit/Sortie ●

Green - Fire Extinguisher/Extincteur ●

Blue - Pull Station/Avertisseur d'Incendie ●

IF YOU DISCOVER A FIRE OR HEAR THE FIRE ALARM

- Remain CALM
- Evacuate the fire area immediately
- Close doors behind you
- Activate building fire alarm system by pulling a pull station
- Leave building using nearest safest exit
- **DO NOT USE ELEVATORS**
- Call the Fire Department (911)
- Do not re-enter building until instructed by the Fire Department

SI VOUS DÉCOUVREZ UN INCENDIE OU ENTENDEZ l'alarme Incendie

- Restez calme
- Évacuer la zone immédiatement en feu
- Fermez les portes derrière vous
- Activer construction d'un système d'alarme Incendie en tirant un déclencheur
- Laisser bâtiment en utilisant le plus proche sortie la plus sûre
- N'utilisez pas les ascenseurs
- Appelez les pompiers (911)
- Ne pas rentrer bâtiment jusqu'à ce que les instructions du service des incendies

