



**FIRE PROTECTION  
& BUILDING CODE**  
ENGINEERS • SINCE 1986

March 22, 2021

Ashley Jacob  
Colliers International  
4 Robert Speck Parkway, Suite 260  
Mississauga, ON L4Z 1S1

**EMAIL:** Ashley.jacob@colliers.com

Dear Ms. Jacob:

**RE: APPROVED FIRE SAFETY PLAN  
4 ROBERT SPECK PARKWAY, MISSISSAUGA  
LRI FILE 24822**

Attached is the e-copy of the original, approved Fire Safety Plan, drawings and handouts for the above noted property. The letter detailing the Fire Department's approval is at the front of the Plan.

Once we are able, we will submit a hard copy binder of these attachments; however, in the meantime, please print the plan with the drawings and leave it in the appropriate locked fire safety plan box for this property/building.

This Fire Safety Plan must now be fully implemented with respect to the organization of the Supervisory Staff. Included in the Plan are handouts for the Supervisory Staff and building occupants.

The 2015 Ontario Fire Code (Subsection 2.8.2.1(2)) mandates an annual review of the Fire Safety Plan. The review, which must be recorded and kept with the Plan, is to ensure that the Plan reflects all changes that may have occurred in the building. Changes to the Plan may require to be approved by the Fire Department.

If you have any questions or comments, please call me.

Yours truly,  
**LRI ENGINEERING INC.**

Allena Goodyear, CFPS  
Manager, Life Safety Services

Encl.



**City of Mississauga**  
Mississauga Fire & Emergency Services  
Fire Prevention and Life Safety  
300 City Centre Drive, 2<sup>nd</sup> fl.  
Mississauga, ON L5B 3C1  
T 905-896-5908 / F 905-896-5498  
[fire.prevention@mississauga.ca](mailto:fire.prevention@mississauga.ca)  
[www.mississauga.ca/fire](http://www.mississauga.ca/fire)  
[@MississaugaFES](https://twitter.com/MississaugaFES)

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March 19, 2021

Fire Protection & Building Code  
4 Robert Speck Parkway  
Mississauga, ON L4Z 1S1

Dear Sir/Madam:

**Re: Fire Safety Plan  
4 Robert Speck Py  
Mississauga, ON**

On March 08, 2021 your Fire Safety Plan (further referred to as “the Plan”) was reviewed by Fire Inspection Officer Robert Oliver of this department.

The Plan is hereby **APPROVED** by the Chief Fire Official or designate, subject to any comments that may have been added to the Plan.

**It is the owner’s responsibility to ensure the following:**

1. The approved Plan shall be implemented immediately.
2. The approved Plan shall be kept in the building in an approved location.
- 
3. One (1) copy of the approved Plan must be provided in a security box installed at your facility for use by firefighting crews responding to emergencies. Enclosed is an application form for an acceptable security box. *Contact the supplier directly to arrange for installation of a security box.*
- 
4. The Plan is to be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building.
5. At least one (1) copy of the fire emergency procedures shall be prominently posted and maintained on each floor area.
6. Supervisory staff shall be instructed in the fire emergency procedures as describes in the Plan before they are given any responsibility for fire safety.
- 
7. Attached to the approved Plan is an Annual Review / Change form. This form shall be kept attached to the front cover of the approved Plan in the Fire Safety Plan box for review by Mississauga Fire and Emergency Services.

8. It is recommended that a copy of the approved Plan and Annual Review / Change form be kept in your fire safety files.

**Please Note:** *Every person is guilty of an offence if he or she contravenes any provision of the Fire Protection and Prevention Act, 1997 or its regulations.*

Please contact Fire Inspection Officer Robert Oliver at 905-615-3200 x 5922 to arrange an inspection of the security box within 30 days of receipt of this letter or for further information and/or assistance.

Yours truly,

A handwritten signature in black ink, appearing to be 'Nigel Robinson', written over a light grey rectangular background.

Nigel Robinson  
Division Chief-Inspections & Enforcement  
Fire Prevention and Life Safety

NR:hk

Encl.



**FIRE PROTECTION  
& BUILDING CODE  
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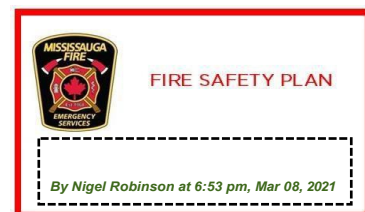
FIRE SAFETY PLAN FOR:

**MISSISSAUGA EXECUTIVE CENTRE (MEC)  
4 ROBERT SPECK PARKWAY  
MISSISSAUGA, ONTARIO**

Date: FEBRUARY 10, 2021

LRI File: 24822

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**PROJECT TITLE**

PROJECT INCEPTION ..... FEBRUARY 14, 2020  
FSP DRAFT TO CLIENT REVIEW .....JUNE 30, 2020  
CLIENT REVISIONS (if any) ..... FEBRUARY 2, 2021  
FSP TO FD ..... FEBRUARY 10, 2021  
FSP FINAL DRAFT TO CLIENT ..... FEBRUARY 10, 2021  
FD APPROVED .....MARCH 8, 2021  
APPROVED COPY TO CLIENT .....MARCH 22, 2021

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## OVERVIEW

### GENERAL

This Fire Safety Plan (Plan) has been prepared for 4 Robert Speck Parkway, Mississauga, Ontario, as is required by the 2015 Ontario Fire Code (OFC), Section 2.8 (Ontario Regulation 213/07 of the Ontario Fire Protection and Prevention Act), as amended.

This Plan is designed to provide occupant safety in the event of a fire, to ensure effective use of the fire safety features of the building, and to minimize the possibility of fires. The Plan also provides an audit of the building resources and details the maintenance of said resources required by the OFC. The Plan will be available to firefighters in an emergency and, as such, will assist them by providing floor plans and other building and tenant information.

This Plan must be approved by the Fire Department, but this does not in any way relieve the Owner, lessee, or building management of their responsibilities, as set out in the OFC.

The Fire Protection and Prevention Act (FPPA) states any individual convicted of an offence for contravention of the Fire Code, is liable to a fine of not more than \$50,000.00 for a first offence and not more than \$100,000.00 for a subsequent offence or imprisonment for a term of not more than one year, or both; a corporation to a fine of not more than \$500,000.00 for a first offence and not more than \$1,500,000.00 for a subsequent offence; a director or officer of a corporation is liable to a fine of not more than \$50,000.00 for a first offence and not more than \$100,000.00 for a subsequent offence or to imprisonment for a term of not more than one year, or both.

Once approved, the Fire Department may require this Plan, or any part thereof, to be resubmitted if any changes are made to the content. This may include, for example, changes to occupancy or use, or standards, or because the Chief Fire Official judges the current Plan to be no longer applicable.

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

As stated by the OFC, Division B, Sentence 2.8.1.2.(1), supervisory staff shall be instructed according in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.

LRI Engineering Inc. shall not be liable for any injury, loss or damage, direct or indirect arising out of the use or inability to use the Fire Safety Plan. The owner must assume all risks and liability whatsoever in connection with the use of this Plan.

## Owner

As defined by the OFC an Owner means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property. Therefore, the Owner may be considered any one, or combination of, building management, building staff or lessee.

As stated by OFC, Division A, Sentence 1.2.1.1. unless otherwise specified, the Owner is responsible for carrying out the provisions of this Code. Therefore, Owners must take responsibility for ensuring compliance with the OFC.

Responsibilities include, but are not limited to, maintenance of the life safety and fire protection systems provided for occupant safety, conducting training and fire drills in accordance with the requirements of the OFC, and controlling fire hazards in the building.

As stated by the OFC, Division B, Sentence 2.8.2.1.(4), the fire safety plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building or premises.

Owners bear the responsibility to ensure that they do not contravene with the OFC (e.g. allowing fire hazards to exist within their units). Building managers may be charged with the responsibility of running a building on a day-to-day basis, and may carry out some or all of the above requirements.

It is advisable that a copy of the OFC and the Fire Protection and Prevention Act, which may be purchased from a Government of Ontario bookstore, be made available to building managers on site.

## COPYRIGHT DISCLAIMER

This Plan has been produced by LRI Engineering Inc., with the expressed intent of providing operational guidance to **4 ROBERT SPECK PARKWAY** staff, based on information provided by **COLLIERS INTERNATIONAL**. LRI retains the rights to the contents of the Plan in its entirety. Any reproduction or application of the contents of the Plan beyond the expressed use for the named property is strictly prohibited.



**A COPY OF THIS PLAN IS TO BE KEPT IN THE FIRE SAFETY BOX, LOCATED IN THE CENTRAL ALARM AND CONTROL FACILITY, AT THE SECURITY DESK, AND IN THE PROPERTY MANAGEMENT OFFICE.**

### DISTRIBUTION

The pages of the Plan that pertain to each occupant of the building are specified below and must be distributed as noted:

<ul style="list-style-type: none"> <li>• Mississauga Fire &amp; Emergency Services</li> <li>• Building Owner</li> <li>• Property Manager</li> <li>• Operations Manager</li> </ul>	All Pages: TBD upon approval.
Fire Wardens	Pages: TBD upon approval.
Operations Staff	Pages: TBD upon approval.
Security Staff	Pages: TBD upon approval.
Retail/Restaurant Staff	Pages: TBD upon approval.
Occupants	Pages: TBD upon approval.
Contractors/Cleaners	Pages: TBD upon approval.

**AUDIT OF HUMAN RESOURCES**

**HUMAN RESOURCES**

<b>BUILDING OWNER</b>	Desjardins Financial Security Life Assurance Company SWBC Pool III LP, SWBC MEC 1 Ltd. 4 Robert Speck Parkway, Suite 260 Mississauga, ON L4Z 1S1 Tel.: 1 877-255-5888
<b>PROPERTY MANAGEMENT COMPANY</b>	Colliers International 4 Robert Speck Parkway, Suite 260 Mississauga, ON L4Z 1S1 Tel.: 1 905-275-5000
<b>GENERAL MANAGER</b>	Angie Ieraci - On site Colliers International Tel.: 905-281-7230 On call: 5:00 p.m. – 9:00 a.m. Cell: 416-455-9463 Hours: 9:00 a.m. – 5:00 p.m.
<b>PROPERTY MANAGER</b>	Ashley Jacob - On site Colliers International Tel.: 905-281-7230 On call: 5:00 p.m. – 9:00 a.m. Cell: 647-205-3750 Hours: 9:00 a.m. – 5:00 p.m.
<b>OPERATIONS MANAGER</b>	Anthony Kern - On site Colliers International Tel.: 1 905-281-7201 On call: 24/7 Cell: 1 416-910-9261 Hours: 5:00 p.m. – 9:00 a.m.
<b>OPERATIONS STAFF</b>	Chris Eversley, Operations Supervisor Colliers International Tel.: 647-505-6583 On call: 5:00 p.m. - 7:00 a.m. Cell: 647-891-7609 Hours: 3 onsite from 7:00 a.m. – 9:00 a.m. 6 onsite from 9:00 a.m. – 3:00 p.m. 2-3 onsite from 3:00 p.m. – 5:00 p.m. 1 onsite 5:00 p.m. – 10:00 p.m.

<b>SECURITY STAFF</b>	Peregrine Protection Tel.: 416-491-0003 On call: 24/7 Cell: 416-491-9265 Hours: 5-6 Staff onsite during business hours 2 onsite after hours. 2 onsite on weekends 24/7 coverage
<b>CLEANERS</b>	Hallmark Housekeeping Tel.: 416-748-0330 Hours: Monday to Friday 3 staff 9:00 a.m. -5:00 p.m.  6 staff 5:00 p.m. - 11:30 p.m.
<b>FIRE ALARM MONITORING COMPANY</b>	TRUST1 Security Tel.: 905-770-2223
<b>FIRE PROTECTION COMPANY</b>	Siemens Tel.: 905-465-8000
<b>FIRE ALARM SYSTEM COMPANY</b>	Siemens Tel.: 905-465-8000
<b>ELEVATOR TECHNICIAN</b>	Thyssen Tel.: 905-602-6232

**AUDIT OF BUILDING RESOURCES**

## **AUDIT OF BUILDING RESOURCES**

### **GENERAL DESCRIPTION**

The building at 4 Robert Speck Parkway known as the Mississauga Executive Centre is a 15 storey office tower with a 1 storey mechanical penthouse and 1 below grade level, (there is no 13th floor).

To the east of the building core is a parking structure consisting of three above grade (A, B, and C) and two below grade (D and E) levels.

The building is of non-combustible construction and was built in 1990.

The building operates Monday to Friday, 8:00 a.m. to 6:00 p.m.

### **Floor Descriptions**

- Below Grade Levels – parking, elevator lobby, electrical rooms, and telephone room.
- Ground Floor – elevator lobby, and Central Alarm and Control Facility (CACF) room.
- Floors 2 to 16 – offices, mechanical & electrical rooms and telephone rooms.
- Mechanical Penthouse – elevator machine room and mechanical room.

### **ASSEMBLY AREAS**

The primary assembly location is located at the east end of parking level A. Building occupants must be made aware that the assembly location may change due to construction or emergency situations.

### **CROSSOVER FLOORS**

The 5<sup>th</sup>, 10<sup>th</sup>, and 15<sup>th</sup> floors are the designated crossover floors.

### **FIRE DEPARTMENT ACCESS**

Primary access to the building is via the main building entrance on the south face of the building from Robert Speck Parkway.

Secondary access is via the building entrance on the southeast face of the building.

Either of the above entrances allow access to all parts of the building.

## **FIRE ALARM SYSTEM**

The building is provided with a Siemens MXL-V, two stage, addressable, fire alarm system with emergency voice communications and emergency firefighter handsets.

The annunciator panel is located on the ground floor security desk in the lobby at the main entrance to the building accessed via Robert Speck Parkway.

The fire alarm control unit is located in the CACF room on the Ground floor. The CACF is located on the Ground Floor of the building west of Elevator 4.

The fire alarm system is equipped with battery backup contained within the fire alarm panel. In the event of a power failure, the batteries provide sufficient power to allow the fire alarm system to operate in a "supervision mode" for 24 hours, and to sound the fire alarm for at least two (2) hours.

The following controls, resources and equipment are located within the CACF:

- emergency Voice Communication microphone
- firefighter master handset
- maglock release/reset
- smoke controls
- fire safety box – Fire Safety Plan and service room keys

### **Sequence of Operation**

The fire alarm system is designed such that activation of a fire alarm initiating device in any portion of the building will cause a 2<sup>nd</sup> stage (evacuation) signal to sound on the floor of alarm activation: the floor immediately above and the floor immediately below. An alert signal will sound throughout the remainder of the building.

Escalation to 2<sup>nd</sup> stage (evacuation) signal in the remainder of the building may result from use of a key operated in a manual pull station, expiration of the 5-minute timer (i.e. system not acknowledged), pull station keyway or operation of the appropriate control at the fire alarm panel.

### **Fire Alarm Initiating Devices:**

- manual pull stations
- smoke detectors
- heat detectors
- sprinkler flow
- duct smoke detectors
- pre-action system

**Ancillary Functions:**

- All the elevators will automatically recall to the ground floor upon activation of a smoke detector on any elevator lobby, or the smoke detector at the top of the elevator shaft or the heat detector in the elevator pit.
- The 2<sup>nd</sup> floor is the alternate recall floor.
- A fire alarm signal will be transmitted to an independent off-site monitoring station.
- Automatic voice communication systems will initiate (after one-minute delay)
- HVAC systems will shut down.
- Electromagnetic locks will release (as required).
- Strobe lights will illuminate (as required).

**VOICE COMMUNICATION**

The fire alarm system is equipped with one-way emergency voice communication and a two-way firefighter handset system. The microphone and master handset are located in the CACF room.

Firefighter handsets are located at entrances to exit stairs.

The voice communication system will initiate automatically, after the first minute of any fire alarm activation to ensure the alarm tones sound as required.

**VENTILATION**

Smoke control is provided by zoned electro thermal link (ETL) dampers for control of the smoke exhaust system on each floor. The smoke control system is operated automatically on a floor by the alarm operation of the duct smoke detector, as well as manual activation initiated from the CACF annunciator. Any alarm in the building shuts down all recirculating fans. Operation of the duct detector on a floor operates the ETL links for that floor, closing both the supply and return dampers, as well as opening the exhaust damper for that floor and the roof hatch.

**Below Grade Stairs**

Stairs are pressurized below grade upon activation of the fire alarm.

**SPRINKLER SYSTEM**

A wet type system is provided throughout the building, with the exception of the basement.

Water flow switches and supervisory devices are connected to the fire alarm system. All sprinkler riser control valves are electrically supervised by the fire alarm system, and are located within the P1 Fire Pump room, as shown on the floor plans.



## **Pre-Action Systems**

The 5<sup>th</sup> floor computer room is protected by a pre-action system connected to the building's fire alarm system. Activation of a localized smoke detector or a manual pull station will pressurize the sprinkler branch lines and will initiate a trouble signal to the building's fire alarm system. Upon pressurization of the sprinkler lines, activation of the sprinkler head in the room will discharge the system and will initiate the building fire alarm to sound.

## **STANDPIPE SYSTEM**

A wet type standpipe and hose system is provided throughout the building.

All standpipe riser control valves are electrically supervised by the fire alarm system, and are located within the Basement Fire Pump room, as shown on the floor plans.

## **FIRE HOSE CABINETS**

Fire hose cabinets are located throughout the building, as indicated on the floor drawings. Fire hose cabinets are provided with portable fire extinguishers and 30 m (100 ft) of hose connected to 65 mm (2½ in) valves fire department connections.

## **FIRE PUMP**

Two (2) fire pumps support the sprinkler/standpipe systems in the building. The fire pumps are driven by electric motors and have a rated water flow capacity of 500 g.p.m. @ 90 psi each. The fire pumps are located on P1 in the sprinkler room.

## **FIRE DEPARTMENT CONNECTIONS**

There are separate fire department connections that support a single system, as shown on the site plan. The fire department connections are as follows:

- east side of the building
- west side of the building

## **FIRE HYDRANTS**

There are three (3) municipal hydrants connected to the municipal water supply, as shown on the site plan.

## **FIRE EXTINGUISHERS**

Pressurized water or multi-purpose dry chemical type fire extinguishers are located in fire hose cabinets and elsewhere throughout the building.

## **ELECTROMAGNETIC LOCKING DEVICES**

All electromagnetic locking devices will release on activation of the fire alarm system. The manual release/reset key switch for electromagnetic locks is located CACF room.

## **ELEVATORS**

There are five (5) elevators serving the building, as shown on the floor plans. All elevators serve lower lobby to 16<sup>th</sup> floor.

Elevator 4 is the designated firefighter's elevator.

All elevators will automatically recall to the ground floor upon activation of a smoke detector on any floor(s) elevator lobby, or the smoke detector at the top of the elevator shaft or the heat detector in the elevator pit. The alternate recall floor is the 2<sup>nd</sup> floor if the ground floor smoke detector activates.

The manual recall/reset switch for the elevators is located in the Ground Floor Elevator Lobby.

## **EMERGENCY POWER**

A 300 KW generator located in the Basement Generator room provides emergency power to the following systems:

- fire alarm system
- emergency voice communication
- fire pumps
- emergency lighting
- exit signs
- elevators (will recall to the ground floor one at a time)
- Firefighter elevator
- smoke control system

The generator will operate for a minimum of two (2) hours at full load as required by the OFC.

Diesel fuel is stored in two (2) 1110 litre tanks located adjacent to the generator.

## **UTILITIES**

### **Hydro Shut-Off**

- The main hydro disconnect switch is located in the P1 electrical room, as shown on the floor plan.

### **Water Shut-Off**

- The main water shut-off valve is located in the P1 sprinkler room, as shown on the floor plan.

### **Gas Shut-Off Valves**

- The main gas shut-off valve is located west of the building, as shown on the site plan.

## **HAZARDS**

- There are spill kits located in the P1 generator room.
- SDS sheets for building services are provided in the P1 generator room.

## **SUPERVISORY STAFF RESPONSIBILITIES**

## **SUPERVISORY STAFF**

The Ontario Fire Code (OFC) defines Supervisory Staff to mean those occupants of a building who have some delegated responsibility for the fire safety of other occupants under this Fire Safety Plan (Plan).

### **Supervisory Staff will consist of:**

- Fire Wardens
- Building Owner
- Property Manager
- Operations Manager
- Operations Staff
- Security Staff
- Retail/Restaurant Staff

### **Supervisory Staff**

Supervisory Staff members will be responsible for certain administrative functions to be performed throughout the year. Some members may be responsible to ensure that tasks are carried out, while others may be responsible for carrying out those tasks. Some of the individuals named above will also be responsible for carrying out duties in the event of a fire emergency.

### **Fire Safety Plan**

Each Owner may develop internal fire emergency procedures to meet the objectives of the Plan; however, these procedures cannot conflict with the building's overall Plan as it outlines the emergency procedures for the entire building as a coordinated effort.

**Owners**

Owners are responsible for fire safety within their area of operation.

Owners are responsible for ensuring that their employees have been trained to react appropriately to fire alarms and/or fires in the building. Owners must designate personnel to carry out procedures as set out in the Plan (e.g. Fire Wardens) and must ensure that they are trained to carry out their duties. Training may include: classroom training and/or fire drills.

Depending on contracts between building tenants and property management, the training and drills may be arranged by parties other than the Owner; however, the Owner must still ensure that employees are provided with the opportunity to take part in that training.

**Personal Safety**

It is the intent that the procedures provided in this Plan be conducted with all due regard to personal safety. It is not the intent of this Plan to place a person in a hazardous situation that they are not trained or properly equipped for. Each person should always approach an emergency situation from the perspective of "if safe to do so".

## **PERSONS REQUIRING ASSISTANCE TO EVACUATE**

It is the responsibility of all Owners to ensure that any person(s) on their premise who require assistance to evacuate are provided with the means to evacuate the premises safely.

Employees should make every effort to note the presence of persons who appear to require assistance to evacuate. Employees should make every effort to assist those person(s) in the event of an emergency evacuation as long as it is safe to do so.

### **Overview**

There is a multitude of reasons why a person may require assistance to evacuate via the exit stair. A person's condition may literally affect their ability to walk (e.g. arthritic knee, broken leg, hip problems, etc.), in which case it may be possible for them to evacuate using the stairs but they will move slowly and may need another person's assistance to do so.

There are also conditions that do not actually affect a person's ability to walk. Conditions such as: asthma, anxiety or severe claustrophobia during high levels of distress may become severe enough that they require assistance evacuating.

### **Planning**

Persons requiring assistance should be identified prior to emergencies, for the purpose of formulating plans for their safe evacuation of the premise.

Plans need to involve discussions with Persons Requiring Assistance on methods of evacuating, or what actions to take in the event that a person is unable to evacuate the building on their own.

Those who require assistance should feel comfortable with the Plan. In the case of persons who can evacuate the building, assistance may take the form of escorting the person to ensure they do not fall and/or injure themselves while evacuating.

Employees who require physical assistance should be paired up on a "Buddy System" with an able-bodied volunteer who is within close proximity to them on a constant basis. Buddies should help their assigned "buddy" to the designated assembly area.

In the case of persons who are unable to evacuate, Plans need to identify where a person can safely be left (refer to the "Emergency Procedures" section of this Plan) and the procedure for reporting the location of persons left in the building to the Fire Department or building personnel.

## **Persons Unable to Evacuate**

Those persons for whom evacuation using the exit stairs is not possible should consider the information below.

Rescue by firefighters is not inevitable, nor is evacuation via an elevator a certainty.

In the event that a person or person(s) has remained in the building and is in no immediate danger (i.e. there is no fire in the building, or the fire is not in the vicinity and is not likely to spread to that area of the building), they will likely remain in place until the situation is resolved. Thus, firefighters may concentrate their efforts on more immediate risks such as investigating and/or controlling a fire that may be occurring.

Exit stairs are designed to provide protection from fire and smoke and are therefore the safest locations in the building. Therefore, in the case of those who believe the elevator lobby to be the logical place to await rescue, they should be informed that the exit stair (either inside the stair or immediately outside the stair) is the ideal place to stay.

Should firefighters decide that a rescue is called for; they may or may not use the elevator. If they do use the elevator, it is likely that they may only take the elevator to a safe floor somewhere below the "fire floor" and ascend the rest of the way using the exit stairs.

Building staff should never use the elevators to evacuate building occupants.



## OWNERS

You will carry out the following duties as assigned to you:

- Fully comply with the applicable Ontario Fire Code within the space you control or lease.
- Ensure that Fire Wardens are designated and are trained to carry out the duties assigned to them under this Plan.
- Property Management may provide training. If so, ensure that Fire Wardens are provided this opportunity and are encouraged to attend this training.
- Ensure that all employees (including persons who require assistance) are provided with the knowledge and means to enable them to react appropriately to fire emergencies and to safely evacuate the building.
- Ensure that any employees who require assistance to evacuate the building are identified. Plans must be in place to ensure the safety of these employees. The plan should be a result of discussion between the person requiring assistance and the person assigned to assist them, in accordance with the Emergency Procedures in this Fire Safety Plan.
- Practice and encourage employees to comply with fire prevention and fire safety. Ensure that hazards that are reported are corrected immediately. Refer to the "Fire Prevention" section of this Plan for further details.
- Encourage all employees to participate in fire drills conducted in the building, and to cooperate with Fire Wardens and building staff as they provide direction during fire alarms and building evacuations.

## FIRE WARDENS

“Fire Warden” is a generic term used to describe those building occupants who volunteer or are assigned to perform certain functions during fire emergency situations.

There may or may not be Fire Warden Team Leaders and Exit Monitors, depending on: the number of personnel available, the size of the area served, and the layout of the building. At minimum, each area or “zone” will have one (1) Searcher.

The number of Searchers in any one area will depend on the size of that area. If the Searchers cannot complete their evacuation duties in a reasonable amount of time (approximately 60 seconds) it may be necessary to add more Searchers for that area.

Each tenant will determine the number of Fire Wardens required for their area and whether a Team Leader is required.

The following are brief descriptions of the function of each Fire Warden:

- **Team Leader** – Will coordinate the activities of Fire Wardens (within a particular area or department or an entire floor).
- **Searchers** – Will search all areas during an emergency situation (including washrooms, storage rooms, meeting rooms, etc.). The primary goal of the search is to ensure that all occupants are aware of the procedures to follow upon activation of a fire alarm signal. Searchers are not responsible to ensure that all occupants evacuate, but should make note of those who do not evacuate, so the information can be reported to building staff or Fire Department personnel on the scene.
- **Exit Monitors** – Will ensure exit stairs and exits are safe for use by occupants, and will help facilitate efficient merging of evacuees from their floor into the exit stair.

Fire Wardens will execute their duties with all due regard for their own personal safety.

## **SUPERVISORY STAFF**

### **FIRE WARDENS**

You will:

- Know the building address. Be familiar with your floor areas, locations of exits from the building and the route to the designated assembly location
- Locations of: firefighting, fire protection, life safety equipment, the sound and sequence of the building's fire alarm.
- Be familiar with personnel on your respective floor or area who require assistance to evacuate, and any plans in place to ensure their safety.
- Attend all training sessions and promote active participation of other Fire Wardens in this training.
- Participate in fire drills as described in this Plan, and encourage full Fire Warden and employee participation in the drills.
- Assist in fire prevention by noting and reporting to your supervisor or to building staff where fire hazards or unsafe conditions exist. Refer to the "Fire Prevention" section of this Plan for more information.
- Ensure that a back-up Fire Warden has been selected for your position and, if you are absent, that they are advised (e.g. meeting, illness, vacation etc.).

### **Team Leaders**

You will keep the list of Fire Wardens for your assigned area(s) up to date and advise your employer when additional Fire Wardens are required (due to staff turnover). You will also ensure that back-ups are assigned for each Fire Warden in order that a sufficient number of Fire Wardens are always on site.

## **SUPERVISORY STAFF**

### **BUILDING OWNER/PROPERTY MANAGER**

You will carry out the following duties, or ensure that they are carried out:

- Comply with Ontario Fire Code (OFC) requirements.
- Implement this Fire Safety Plan (Plan).
- Revise the Plan when changes occur that will affect the information therein (e.g. change to contact information, change to fire protection or life safety systems, etc.)
- Appoint and organize designated building Supervisory Staff to carry out fire safety duties.
- Instruct Supervisory Staff and other occupants such that they are aware of their responsibilities for fire safety.
- Ensure that building life safety equipment and fire protection systems are maintained.
- Provide alternate measures for occupant safety during the shutdown of fire protection and/or life safety equipment.
- Ensure that tests, checks and inspections, as required by the OFC, are completed on schedule and that records are retained for a period of not less than two (2) years.
- Conduct fire drills as required by the OFC and as set out in the "Fire Drills" section of this Plan.
- Ensure measures are taken to control fire hazards in the building. Refer to the "Fire Prevention" section of this Plan for more information.

## **SUPERVISORY STAFF**

### **OPERATIONS STAFF**

You will carry out the following duties as assigned to you:

- Know the building address. Be familiar with your floor areas, locations of exits from the building and the route to the designated assembly location, locations of: firefighting, fire protection and life safety equipment, and the sound and sequence of the building's fire alarm.
- Provide the specific tests, checks and inspection requirements of the Ontario Fire Code assigned to you, as summarized in the "Maintenance Schedule" section of this Plan.
- Notify the appropriate persons of any planned or unplanned shutdown of fire protection or life safety equipment and assist in implementing alternate measures for fire safety to compensate for the inactive system, as per the "Alternate Measures" section of this Plan.
- Restore the fire protection and fire alarm systems to normal operation as soon as you are authorized to do so after repairs, maintenance or an emergency has been completed or cleared.
- Assist in fire prevention by controlling fire hazards and conditions that might threaten the safety of occupants. Take appropriate action to ensure that fire hazards reported to you are corrected as soon as possible. Refer to the "Fire Prevention" section of this Plan for more information.
- Be familiar with the operation of all fire protection and life safety systems and equipment. This includes how to reset the fire alarm panel and how to operate the building security system.
- Be able to quickly access:
  - sprinkler room, fire alarm panel, generator room, etc. keys
  - pull station key
  - elevator recall key
  - maglock reset/release key
- Assist in conducting, and/or participating in, fire drills as described in this Plan.

### **Operations Manager**

You will ensure that the above-noted duties are assigned and that personnel receive the appropriate training to ensure competence in all duties assigned to them.

## **SUPERVISORY STAFF**

### **SECURITY STAFF**

You will carry out the following duties as assigned to you:

- Know the building address. Be familiar with your floor areas, locations of exits from the building and the route to the designated assembly location, locations of: firefighting, fire protection and life safety equipment, and the sound and sequence of the building's fire alarm.
- Participate in fire drills as described in this Plan.
- Assist in fire prevention by controlling fire hazards and conditions that might threaten the safety of occupants. Take appropriate action to ensure that fire hazards reported to you are corrected as soon as possible. Refer to the "Fire Prevention" section of this Plan for more information.
- Provide the specific checking, testing, and inspection requirements of the Ontario Fire Code assigned to you, as summarized in the "Maintenance Schedule" section of this Plan.
- Notify the appropriate persons of any planned or unplanned shutdown of fire protection or life safety equipment and assist in implementing alternate measures for fire safety to compensate for the inactive system, as per the "Alternate Measures" section of this Plan.
- Restore the fire protection and fire alarm systems to normal operation as soon as you are authorized to do so after repairs, maintenance or an emergency has been completed or cleared.
- Be familiar with the operation of all fire protection and life safety systems and equipment. This includes how to reset the fire alarm panel and how to operate the building security system.
- Be able to quickly access:
  - sprinkler room, fire alarm panel, generator room, etc. keys
  - pull station key
  - elevator recall key
  - maglock reset/release key

## **SUPERVISORY STAFF**

### **RETAIL/RESTAURANT STAFF**

You will carry out the following duties as assigned to you:

- Be familiar with your floor areas, locations of exits from the building and the route to the designated assembly location, and the sound and sequence of the building's fire alarm.
- Be aware at all times of persons entering your premises who may require assistance to evacuate.
- Be familiar with the location and operation of kitchen hood fire suppression systems in your work area and ensure procedures for their operation are prominently posted.
- Be familiar with proper internal procedures for turning off equipment and securing cash and receipts.
- Participate in fire drills as described in this Plan and attend all fire safety training sessions provided.
- Assist in fire prevention by controlling fire hazards and conditions that might threaten the safety of occupants. Take appropriate action to ensure that fire hazards reported to you are corrected as soon as possible. Refer to the "Fire Prevention" section of this Plan for more information.

## **ONGOING RESPONSIBILITIES**

Occupants are all others working in the building that do not have a direct responsibility under this fire safety plan.

They are required to be trained by their employers on fire safety, primarily on evacuation procedures. Occupants are required to participate in safety training as deemed appropriate for the hazards in the work environment. This training may include classroom training and/or fire drills.

### **These persons include:**

- Occupants
- Contractor/Cleaners

### **Personal Safety**

It is the intent that the procedures provided in this Plan be conducted with all due regard to personal safety. It is not the intent of this Plan to place a person in a hazardous situation that they are not trained or properly equipped for. Each person should always approach an emergency situation from the perspective of "if safe to do so".



## **ONGOING RESPONSIBILITIES**

### **OCCUPANTS**

All occupants of the building will:

- Know the sound and sequence of the building's fire alarm and procedures to be followed upon hearing the fire alarm.
- Know the procedures to be followed upon discovery of fire or smoke.
- Notify your supervisor or the Fire Warden in your area if you have a condition that you feel may inhibit your ability to evacuate the building safely without assistance.
- If you are assigned to assist someone to evacuate, ensure that you know the procedures to be carried out in that eventuality.
- Participate in fire drills as described in this Plan and attend all fire safety training sessions provided.
- Assist in fire prevention by controlling fire hazards and conditions that might threaten the safety of occupants. Take appropriate action to ensure that fire hazards reported to you are corrected as soon as possible. Refer to the "Fire Prevention" section of this Plan for more information.

## **ONGOING RESPONSIBILITIES**

### **CONTRACTORS/CLEANERS**

All Contractors/Cleaners of the building will:

- Know the sound and sequence of the building's fire alarm and procedures to be followed upon hearing the fire alarm.
- Know the procedures to be followed upon discovery of fire or smoke.
- Notify your supervisor or the Fire Warden in your area if you have a condition that you feel may inhibit your ability to evacuate the building safely without assistance.
- If you are assigned to assist someone to evacuate, ensure that you know the procedures to be carried out in that eventuality.
- Participate in fire drills as described in this Plan and attend all fire safety training sessions provided.
- Assist in fire prevention by controlling fire hazards and conditions that might threaten the safety of occupants. Take appropriate action to ensure that fire hazards reported to you are corrected as soon as possible. Refer to the "Fire Prevention" section of this Plan for more information.

## **EMERGENCY PROCEDURES**

## IF YOU FIND FIRE OR SMOKE

### ALL OCCUPANTS

- Leave the fire area immediately.
- If safe to do so, remove any person in immediate danger.
- Make sure that doors to the affected area(s) are closed.
- Alert building occupants; activate the nearest fire alarm pull station.
- Once at a safe location, **call the Fire Department @ 911.**
- If safe to do so, perform your duties as outlined in the "Emergency Procedures" section of this Plan.
- Use the closest exit stairs and/or exterior exit doors to exit. If you encounter fire or smoke in the exit stair, use an alternate exit. **DO NOT** use elevators. **NOTE:** Crossover floors are: 5, 10 and 15
- If you are unable to use an alternate exit or are trapped:
  - Return to a safe area and close the door, leaving it unlocked.
  - Seal off all openings which may admit smoke.
  - Crouch low to the floor if smoke enters the room.
  - **Call the Fire Department at 911** and alert them of your location.
  - Wait to be rescued. Listen for instructions given by authorized personnel.
- Report dangerous conditions. If you have information relating to persons still in the building, report it immediately to Fire Department personnel or building staff.
- Proceed to your designated assembly location outdoors.
- Do not return to the building until it is declared safe to do so by the Fire Department.

## **IF YOU HEAR A FIRE ALARM 1<sup>ST</sup> STAGE (ALERT) SIGNAL**

### **ALL FIRE WARDENS**

Provided it is safe to do so, perform the following procedures:

- Immediately put on your Fire Warden identification (i.e. hat, helmet, etc.)
  - If identification is not immediately at hand, do not waste time looking for it.
- Prepare for possible evacuation.
- Searchers:
  - Check assigned area (including meeting rooms, washrooms, storage rooms, elevator lobbies) for fire/smoke.
  - While checking, advise all occupants (including visitors) to be prepared to evacuate.
  - Return to work area and prepare to evacuate.
  - Ensure persons requiring assistance are aware of the alarm condition and are paired up with their "buddy" in preparation for evacuation.
- Exit Monitors:
  - Check assigned exit stair to ensure it is safe to use.
  - Advise all occupants (including visitors) to be prepared to evacuate.
  - Remain at the stair. Advise anyone evacuating that it is not necessary to evacuate at this time, but do not try to prevent them from leaving.
- Team Leaders:
  - Advise all occupants (including visitors) to be prepared to evacuate.
  - Ensure persons assigned to assist anyone to evacuate are prepared to do so accordingly.
- If smoke and/or fire is found at any time follow the procedures as summarized in the "If You Find Fire or Smoke" section of this Plan.
- Monitor the situation by:
  - Listening for the evacuation signal and/or voice communication announcements.
  - Remaining calm and following instructions given by the Fire Department or building management.

## **IF YOU HEAR A FIRE ALARM 2<sup>ND</sup> STAGE (EVACUATION) SIGNAL**

### **ALL FIRE WARDENS**

Provided it is safe to do so, perform the following procedures:

- Immediately put on your Fire Warden identification (if not already done).
  - If identification is not immediately at hand, do not waste time looking for it.
- Initiate evacuation and follow the below steps in a manner that is applicable to the situation at hand.
- Searchers:
  - Check assigned area (including meeting rooms, washrooms, storage rooms, elevator lobbies) for fire/smoke.
  - Advise all occupants (including visitors) to evacuate immediately.
  - If you encounter someone who cannot (or will not) evacuate, make a note of their location and report the person's location to Fire Department personnel or building staff upon exiting.
- Exit Monitors:
  - Check assigned exit stair to ensure it is safe to use.
  - Monitor the safety of the exit stair and provide guidance regarding crossover floor(s), if necessary. Advise occupants to continue evacuating down the stair until they are outside the building and to proceed to the assembly location.
  - Advise all occupants not to take drinks, food or large items into the stair.
  - Ensure occupants are merging safely and efficiently with persons evacuating from floors above.
  - Report any hazardous conditions in the exit stair (i.e. smoke or significant obstruction).
- Team Leaders:
  - Advise all occupants (including visitors) to evacuate.
  - Ensure Fire Wardens are implementing their emergency procedures and assist where needed.
- Ensure persons who require assistance to evacuate are being assisted in the following manner:
  - Evacuate via the exit stairs.
  - When there is a break in the flow of persons evacuating or when the stair is clear they should be transferred into the exit stair.
  - If in the process of descending the exit stair the person is unable to continue they should stop at the next stair door down such that they are not obstructing others from exiting by remaining in the stairwell; provided fire/smoke is not present on that floor, they should exit the stair and remain immediately outside the stairwell door.
  - Exit the building and immediately report the person's location to Fire Department personnel or building staff.

- Persons unable to use the stairs to evacuate should:
  - If there is no fire or smoke on the floor remain immediately outside the exit stair door, ensuring they do not obstruct others from evacuating.
  - If conditions worsen, they are to use the firefighter handset to report this, then move into the exit stair, ensuring that the stairwell door remains closed
  - If there is fire or smoke on the floor assist the person into the exit stair ensuring the stairwell door remains closed.
  - Notify the Fire Department of the situation, via the firefighter handset or by **Dialing 911**, giving the location of anyone remaining on the floor.
- Fire Wardens should evacuate the building as follows:
  - If you know of persons still in the building, or if you suspected or had seen fire or smoke, report to building staff or Fire Department personnel upon evacuating the building.
  - Proceed to your designated assembly location outdoors.
- Fire Wardens should obtain information from evacuees in your assigned area as follows:
  - If anyone has information that should be reported to the Fire Department or building staff, ensure that it is reported.
  - If persons reported missing are subsequently accounted for, ensure that building staff or Fire Department personnel are advised.
- Follow instructions from the Fire Department and assist them as requested.
- Advise evacuees to remain at the assembly location until the Fire Department has declared the building safe.

## IF YOU HEAR A FIRE ALARM SIGNAL

### EMERGENCY COORDINATOR – SECURITY STAFF

Provided it is safe to do so, perform the following procedures:

- **Call the Fire Department at 911.**
- Proceed to the Fire Alarm Panel:
  - Confirm the location of alarm activation.
  - Ensure that the fire alarm system is not silenced or reset until the Fire Department has given their authorization.
- Secure communications:
  - Advise all staff to cease all non-emergency communications and to direct all communication through you.
  - Transmit the location of the alarm activation to staff.
- Alarm Investigation:
  - Request that the person(s) nearest to the location of alarm activation respond to investigate. **Do not investigate the alarm yourself;** you are to remain at the panel in order to operate the fire alarm system and provide information to Fire Department personnel.
- Stop 5-minute timer:
  - If an investigation is taking place, acknowledge but do not silence the alarm signal. This will stop the 5-minute timer and will prevent automatic evacuation of the entire building but will allow the alarm to continue sounding.
  - **Note:** you can only acknowledge an alarm condition if an investigation is taking place.
- Elevator recall:
  - Ensure that elevators are out of service.
  - Ensure that the firefighter's elevator is available for Fire Department use.
- Fire Department access & support:
  - Instruct a member of building staff to meet the Fire Department at the designated entrance of the building to provide them with building access and pertinent information (master keys for all locks, the location(s) of persons requiring assistance, etc.).
  - Ensure any pertinent information reported to you by Fire Wardens, evacuees or building staff is reported to the Fire Department.
- Voice communication:
  - Provide voice announcements as per the "Voice Communication Messages" section of this Plan.



- Building access/crowd control:
  - Ensure that no one enters or re-enters the building until the Fire Department has authorized the "ALL CLEAR".
  - If an evacuation is taking place, ensure that evacuees are moving well away from the building - to their pre-designated assembly space.
- If advised that there is a fire:
  - If the Fire Department has not yet arrived on site, initiate a 2<sup>nd</sup> Stage (Evacuation) signal.
  - Inform Fire Department personnel (if not already at the fire location) and follow their instructions.
  - Provide the appropriate announcement as per the "Voice Communication Messages" section of this Plan.
- Resetting/"ALL CLEAR" – to be performed only when authorized to do so by the Fire Department:
  - Silence the alarm signals.
  - Reset the activated device.
  - Return elevators to normal service.
  - Reset maglocks.
  - Provide the "ALL CLEAR" announcement (inside and outside the building).
- Investigation/clean-up:
  - Facilitate the Fire Department's investigation (if a fire occurred).  
**Note:** The Fire Department may request that a fire scene be secured for a formal investigation.
  - Prepare a report of the fire alarm incident for your records.
  - Coordinate any clean-up initiatives, as per internal operating procedures.

## IF YOU HEAR A FIRE ALARM SIGNAL

### AFTER HOURS EMERGENCY COORDINATOR – SECURITY STAFF

Provided it is safe to do so, perform the following procedures:

- **Call the Fire Department at 911.**
- Proceed to the Fire Alarm Panel:
  - Confirm the location of alarm activation.
  - Ensure that the fire alarm system is not silenced or reset until the Fire Department has given their authorization.
  - **DO NOT INVESTIGATE THE ALARM.**
  - **DO NOT STOP THE 5-MINUTE TIMER/ACKNOWLEDGE THE ALARM SIGNALS.**
- Elevator recall:
  - Ensure that elevators are out of service.
  - Ensure that the firefighter's elevator is available for Fire Department use.
- Fire Department access:
  - Meet the Fire Department at the main entrance of the building to provide them with building access and pertinent information (master keys for all locks, the location(s) of persons requiring assistance, etc.).
  - Return to the Fire Alarm Panel (unless specifically requested by Fire Department officials to do otherwise).
  - Ensure any pertinent information reported to you by Fire Wardens, evacuees or building staff is reported to the Fire Department.
- Voice communication:
  - Provide voice announcements as per the "Voice Communication Messages" section of this Plan.
- Building access/crowd control:
  - Prevent persons from entering/re-entering the building until the Fire Department has authorized the "ALL CLEAR".
  - If an evacuation is taking place, ensure that evacuees are moving well away from the building - to their pre-designated assembly space.
- If advised that there is a fire:
  - If the Fire Department has not yet arrived on site, initiate a 2<sup>nd</sup> Stage (Evacuation) signal.
  - Inform Fire Department personnel (if not already at the fire location) and follow their instructions.
  - Provide the appropriate announcement as per the "Voice Communication Messages" section of this Plan.

- Resetting/"ALL CLEAR" – to be performed only when authorized to do so by the Fire Department:
  - Silence the alarm signals.
  - Reset the activated device.
  - Return elevators to normal service.
  - Reset maglocks.
  - Provide the "ALL CLEAR" announcement (inside and outside the building).
  
- Investigation/clean-up:
  - Facilitate the Fire Department's fire investigation (if a fire occurred).  
**Note:** The Fire Department may request that a fire scene be secured for a formal investigation.
  - Prepare a report of the fire alarm incident for your records.
  - Coordinate any clean-up initiatives, as per internal operating procedures.

## IF YOU HEAR A FIRE ALARM SIGNAL

### OPERATIONS STAFF

Provided it is safe to do so, perform the following procedures:

- Proceed to the Fire Alarm Panel or follow instructions given by radio
  - You may be instructed to investigate the alarm/escort the Fire Department to the location of the alarm activation.
- **Investigate alarm activation:**
  - Meet with the other investigating person (if applicable) outside the location of alarm activation.
  - If you are investigating alone, keep the Emergency Coordinator informed of your location at all times and maintain constant radio contact.
  - Proceed with caution to the location of alarm activation, or as close as it is safe to go. **DO NOT USE ELEVATORS.**
  - If you do not find fire or smoke in the area, report this by radio to the Emergency Coordinator and, if apparent, the cause of the alarm activation. Wait for the arrival of the Fire Department at this location.
  - If either fire or smoke is found, immediately inform all persons in close vicinity to evacuate.
  - Leave the area while closing the doors to confine the fire, and give the exact location of the fire to the Emergency Coordinator.
  - Key the nearest pull station (if applicable) to escalate to 2<sup>nd</sup> stage.
- **Escort the Fire Department:**
  - Obtain the location and which device was activated from the Emergency Coordinator.
  - Immediately proceed to the Fire Department's point of arrival.
  - Relay all information to Fire Department personnel on scene.
  - Escort the Fire Department to the location of alarm activation, or as close to the location as it is safe to do so.
  - Keep the Emergency Coordinator informed of all pertinent information, and report to them any duties assigned to you by the Fire Department.
- When you have completed any/all of the above duties, or if you are not assigned duties report to the Emergency Coordinator.

- Other assignments:
  - Prevent unauthorized persons from entering the building.
  - Assist with crowd control (i.e. ensuring evacuees move away from the building).
  - Ensure any pertinent information reported from Fire Wardens or building staff is reported to the Fire Department.
  - You may be instructed to ensure that elevators have grounded.
  - Ensure that emergency systems are operating as necessary.
  - Assisting in returning building functions to normal operation, including the return of evacuees, as necessary.
  
- Resetting/"ALL CLEAR" – to be performed only when authorized to do so by the Fire Department:
  - Silence the alarm signals.
  - Reset the activated device.
  - Return elevators to normal service.
  - Reset maglocks.
  - Provide the "ALL CLEAR" announcement (inside and outside the building).

## **IF YOU HEAR A FIRE ALARM 1<sup>ST</sup> STAGE (ALERT) SIGNAL**

### **RETAIL/RESTAURANT STAFF**

Provided it is safe to do so, perform the following procedures:

- Prepare to evacuate:
  - Stop serving food and beverages.
  - Do not serve/seat customers until fire alarm condition has been terminated.
  - Secure all assets (i.e. cash).
  - Do not begin any activities/procedures that will delay your evacuation and that of your customer.
  - Advise all occupants to be prepared for possible evacuation.
- Conduct a systematic check of the premises (including washrooms, storage rooms,):
  - Look for fire or smoke.
  - If smoke and/or fire is found at any time follow the procedures as summarized in the "If You Find Fire or Smoke" section of this Plan.
- All equipment should be prepared to be turned off (including cooking equipment).
- Ensure you are aware of and are prepared to help any persons who may require assistance to evacuate.
- Follow instructions given over the voice communication system or by the Fire Department.

## **IF YOU HEAR A FIRE ALARM 2<sup>ND</sup> STAGE (EVACUATION) SIGNAL**

### **RETAIL/RESTAURANT STAFF**

Provided it is safe to do so, perform the following procedures:

- Instruct all customers to evacuate the building:
  - Direct occupants to the nearest exit.
- Conduct a systematic check of your immediate area (including washrooms, storage rooms,) if not already done.
  - Look for fire or smoke.
  - Instruct occupants to evacuate.
- All equipment should be turned off (including cooking equipment).
- Ensure persons who require assistance to evacuate are being assisted in the following manner:
  - Evacuate via the exit stairs.
  - When there is a break in the flow of persons evacuating or when the stair is clear they should be transferred into the exit stair.
  - If in the process of descending the exit stair the person is unable to continue they should stop at the next stair door down such that they are not
  - obstructing others from exiting by remaining in the stairwell; provided fire/smoke is not present on that floor, they should exit the stair and remain immediately outside the stairwell door.
  - Exit the building and immediately report the person's location to Fire Department personnel or building staff.
- Persons unable to use the stairs to evacuate:
  - If there is no fire or smoke on the floor remain immediately outside the exit stair door, ensuring they do not obstruct others from evacuating.
  - If conditions worsen, they are to use the firefighter handset to report this, then move into the exit stair, ensuring that the stairwell door remains closed.
  - If there is fire or smoke on the floor assist the person into the exit stair, ensuring the stairwell door remains closed.
  - Notify the Fire Department of the situation via the firefighter handset or by **dialing 911**, giving the location of anyone remaining on the floor.
- Evacuate the building.
  - If you know of persons still in the building, report to building staff or Fire Department personnel upon evacuating the building.
  - Proceed to your designated assembly location outdoors.

- Obtain information from evacuees in your assigned area:
  - If anyone has information that should be reported to the Fire Department or building staff, ensure that it is reported.
  - If persons reported missing are subsequently accounted for, ensure that building staff or Fire Department personnel are advised immediately.
- Follow instructions from the Fire Department and assist them as requested.
- Advise evacuees to remain at the assembly location until the Fire Department has declared the building safe.



## **IF YOU HEAR A FIRE ALARM 1<sup>ST</sup> STAGE (ALERT) SIGNAL**

### **OCCUPANTS**

- Save your work; secure valuable/sensitive information. Do not begin any activities that may delay your evacuation should it become necessary.
- Be aware of any conditions such as the presence of smoke/fire:
  - If smoke and/or fire is found at any time follow the procedures as summarized in the "If You Find Fire or Smoke" section of this Plan.
- Follow the instructions given by Fire Wardens and/or building staff.
- Listen for the evacuation signal.
- Follow the instructions given over the voice communication system and those given by the Fire Department.
- After Hours - If the building is not sufficiently staffed with Supervisory Staff evacuate the building immediately. Refer to the 2<sup>nd</sup> Stage (evacuation) signal on the following page.

## **IF YOU HEAR A FIRE ALARM 2<sup>ND</sup> STAGE (EVACUATION) SIGNAL**

### **OCCUPANTS**

- Evacuate the building immediately, using the nearest exit.
- Check all doors before opening them. Using the back of your hand, check the door for heat:
  - If the door is hot, leave the door closed and unlocked and use an alternate path to an exit.
  - If the door is not hot, brace yourself against it and open slightly. If you feel air pressure or a hot draft close the door quickly, leaving it unlocked. Use an alternate exit.
- If you are unable to use an alternate exit or are trapped.
  - Return to a safe area and close the door, leaving it unlocked.
  - Seal off all openings which may admit smoke.
  - Crouch low to the floor if smoke enters the room.
  - **Call the Fire Department @ 911** and alert them to your location.
  - Wait to be rescued. Listen for instructions given by authorized personnel.
- Walk to your nearest exit and leave the building. Use exterior exits or exit stairwells only. Close all doors behind you. **DO NOT** use elevators.  
**NOTE:** Crossover floors are floors: 5, 10 and 15.
- Follow instructions provided by Fire Wardens, building staff and the Fire Department.
- Report dangerous conditions. Upon leaving the building, report to building staff or Fire Department personnel if you know of anyone still in the building or if you suspected or had seen fire or smoke.
- Report to your designated assembly location.
- Do not return to the building until the "ALL CLEAR" has been given by the Fire Department.

## **IF YOU HEAR A FIRE ALARM 1<sup>ST</sup> STAGE (ALERT) SIGNAL**

### **CONTRACTORS/CLEANERS**

- Turn off the equipment you are using. Do not begin any activities that may delay your evacuation if it becomes necessary.
- Be aware of any conditions such as the presence of smoke/fire:
  - If smoke and/or fire is found at any time follow the procedures as summarized in the "If You Find Fire or Smoke" section of this Plan.
- Follow the instructions given by Fire Wardens and/or building staff.
- Listen for the evacuation signal.
- Follow the instructions given over the voice communication system and those given by the Fire Department.
- After Hours - If the building is not sufficiently staffed with Supervisory Staff evacuate the building immediately. Refer to the 2<sup>nd</sup> Stage (evacuation) signal on the following page.

## IF YOU HEAR A FIRE ALARM 2<sup>ND</sup> STAGE (EVACUATION) SIGNAL

### CONTRACTORS/CLEANERS

- As long as it is safe to do so, turn off any equipment you are using and ensure that it is not left in such a way as to block exits.
- Evacuate the building using the nearest exit stair.
- Check all doors before opening them. Using the back of your hand, check the door for heat:
  - If the door is hot, leave the door closed and unlocked and use an alternate path to an exit.
  - If the door is not hot, brace yourself against it and open slightly. If you feel air pressure or a hot draft close the door quickly, leaving it unlocked. Use an alternate exit.
- If you are unable to use an alternate exit or are trapped.
  - Return to a safe area and close the door, leaving it unlocked.
  - Seal off all openings which may admit smoke.
  - Crouch low to the floor if smoke enters the room.
  - **Call the Fire Department @ 911** and alert them to your location.
  - Wait to be rescued. Listen for instructions given by authorized personnel.
- Walk to your nearest exit and leave the building. Use exterior exits or exit stairwells only. Close all doors behind you. **DO NOT** use elevators.  
**NOTE:** Crossover floors are floors: 5, 10 and 15.
- When you have evacuated, ensure building personnel are advised that you have evacuated.
- Report dangerous conditions. Upon leaving the building, report to building staff or Fire Department personnel if you know of anyone still in the building or if you suspected or had seen fire or smoke.
- Report to your designated assembly location.
- Do not return to the building until the "ALL CLEAR" has been given by the Fire Department.

**VOICE COMMUNICATION MESSAGES**

**VOICE COMMUNICATION MESSAGES**

The following list details the voice communication messages to be made in the event of alarm activation.

Alert Announcement (to be made to floors in alert):

**ATTENTION, ATTENTION PLEASE  
THE FIRE ALARM SYSTEM HAS BEEN ACTIVATED  
THE CAUSE OF THE ALARM WILL BE INVESTIGATED  
STAND BY FOR FURTHER INSTRUCTIONS**

Repeat...

\*\*\*

Evacuation Announcement (to be made to floors in alarm):

**ATTENTION, ATTENTION PLEASE  
THE FIRE ALARM SYSTEM HAS BEEN ACTIVATED  
EVACUATE THE BUILDING USING THE NEAREST EXIT  
ELEVATORS ARE OUT OF SERVICE**

Repeat...

\*\*\*

"ALL CLEAR" Announcement (to be made to all floors when alarm situation resolved):

**ATTENTION, ATTENTION PLEASE  
THE FIRE DEPARTMENT HAS INVESTIGATED THE FIRE ALARM AND HAS  
DETERMINED THAT THE BUILDING IS SAFE  
ELEVATORS ARE NOW IN SERVICE**

Repeat...

\*\*\*

**FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

## FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been activated and the Fire Department has been notified should an attempt be made to extinguish the fire, and only by experienced person(s) familiar with how to properly operate the extinguisher(s). If the fire cannot be easily extinguished leave the area and confine the fire by closing the door.

### Fighting the fire is always a voluntary act.

Fire and smoke can be contained and/or controlled by ensuring that doors are closed.

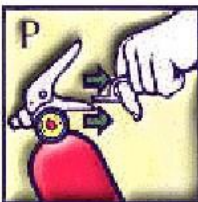
In the event a fire cannot be easily extinguished with the use of one fire extinguisher or the smoke presents a hazard for the operator, leave the fire area immediately, close all doors behind you and evacuate the building.

Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire. Always maintain access to the nearest exit; never put the fire between you and your escape path.

Suggested Operation of Portable Fire Extinguishers:

Remember the acronym (**P.A.S.S.**)

- **P** – Pull the safety pin
- **A** – Aim the nozzle
- **S** – Squeeze the trigger handle
- **S** – Sweep from side to side (watch for fire restarting)



- When the fire is extinguished, back away from the fire and watch for a restart, do not turn your back on an extinguished fire.
- Never re-hang extinguishers after use.
- Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers
- Keep extinguishers in a visible area and unobstructed at all times.



## **FIRE PREVENTION**

## FIRE PREVENTION

The best way to fight fire is to prevent it from happening in the first place. In most cases fires do not just happen; they are usually traced to human error, and prevention of fires is the ultimate achievement in fire safety. **Fire prevention is everyone's responsibility.** If you notice a fire hazard report it to your supervisor immediately.

The following fire prevention measures are noted for the purpose of creating a safe environment for occupants and building staff.

### GENERAL HAZARDS

- Keep all hallways, aisles and corridors free from obstructions.
- Ensure that all fire doors remain closed at all times. They should never be propped open.
- Smoking is a major cause of fire deaths. Many fires are related to careless smoking practices. This is a non-smoking facility.
- Avoid placing combustible materials directly in contact with an electrical outlet.
- Do not hang anything from a fire sprinkler head.

### ELECTRICAL HAZARDS

- Disconnect all electrical appliances with heating elements (e.g. coffee maker) at the end of the workday.
- Electrical wiring that is defective, frayed, or cracked must be replaced.
- Evidence of electrical arcing in outlets and electrical devices should mean discontinuation of use until a qualified electrician can assess the problem.
- Avoid using extension cords wherever possible. Extension cords are designed for temporary use only. If they are to be used, they should be protected from physical damage. They should never be run under mats or carpets.
- If a circuit breaker consistently "trips", discontinue using the device that is causing the circuit to trip. It must be determined if the device is faulty, or if there is too much current passing through the circuit, or if the circuit wiring is at fault. Only a certified electrician should assess and repair problems in the electrical distribution system.
- Circuit breaker panels shall not be covered or obstructed by stored material.

## **STORAGE AREAS**

- Storage areas should be kept clean and free of rubbish.
- Materials should be stacked in such a way as to ensure stability of the piles.
- There should be a clearance of at least 18 inches between fire sprinkler heads and stored material.
- Light fixtures should be protected by a wire guard or cage to prevent accidental breakage of light bulbs.
- Material should not be stored directly touching an electrical outlet.
- Electrical equipment and devices should not be operated, or connected to an electrical source in storage rooms.
- Doors to storage rooms shall be kept closed at all times.
- Flammable and combustible liquids should not be stored in storage rooms used for ordinary combustible materials (e.g. paper, boxes, clothing, linens, etc.).
- Hazardous, reactive, or unstable chemicals and substances shall not be stored in storage rooms used for ordinary combustible materials.
- Service rooms should not be used for storage.

## **FLAMMABLE AND COMBUSTIBLE LIQUIDS**

- The handling and storage of flammable and combustible liquids are required to comply with applicable requirements of the current Ontario Fire Code.
- Personnel using hazardous chemicals are required to be familiar with the SDS sheets, which describe the use and handling of chemicals.
- Do not store flammable and combustible liquids with corrosives, oxidizers, reactive chemicals, or compressed gases.

## **FIRE DRILLS**

## **FIRE DRILLS**

The purpose of a fire drill is to ensure that all members of the Supervisory Staff are completely familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

### **Frequency**

Highrise Fire drills for the Supervisory Staff are to be held on a quarterly basis. At minimum, the drills will involve the training or rehearsal of all members of the Supervisory Staff in their respective emergency procedures and duties. At least one drill should involve evacuation of the entire building in order to provide training for the Supervisory Staff in managing an evacuation with occupants. This will also give occupants essential training in safely evacuating the building.

### **Guidelines for Conducting Fire Drills**

- The decision to notify participants of an impending fire drill rests with the management. Should there be any concern relating to potential safety issues, (e.g. where some occupants may be injured attempting to evacuate), advance notice may be desirable so that measures can be taken in order to avoid such situations.
- Check with the local Fire Department to determine whether they wish to be notified when fire drills are conducted.
- The fire alarm monitoring company must be called before and after the drill. Once the drill is concluded, the fire alarm monitoring company should confirm that they received the correct signal from your building.
- Building occupants should be requested to report their observations to Fire Wardens (e.g. difficulty hearing the alarm or announcements).
- Fire Wardens and building staff should report whether any problems were encountered during the evacuation drill. This may be accomplished either by holding a debriefing immediately following the drill, or by distributing the fire drill report to be completed and returned to you.
- You must retain records of all drills conducted for a period of at least 12 months

**ALTERNATE FIRE SAFETY MEASURES**

## ALTERNATE FIRE SAFETY MEASURES

Alternate measures for fire safety must be taken in the event that fire protection and life safety systems are shut down either entirely or partially. If the shutdown will take longer than 24 hours the **Mississauga Fire and Emergency Services** must be notified in writing (**Fax: 905-615-3777**) with the expected duration of the shutdown.

Below are the guidelines to be followed.

- **FIRE ALARM SYSTEMS**

- Notify the **Mississauga Fire and Emergency Services (905-456-5700)** before and after the shutdown (in accordance with any specific requirements of the respective local Fire Department /municipality).
- Notify building Supervisory Staff.
- Notify the fire alarm monitoring company before and after the shutdown.
- Provide a firewatch in the area normally served by the portion of the fire alarm system that is shut down.
- Post notices at building entrances and in the areas affected by the shutdown, informing building occupants of the circumstances and alternate measures in place.

- **SPRINKLER SYSTEMS**

- Notify the **Mississauga Fire and Emergency Services (905-456-5700)** before and after the shutdown.
- Notify building Supervisory Staff.
- Notify the monitoring company before and after the shutdown.
- Provide a firewatch in the area normally served by the portion of the sprinkler system that is shut down.
- Hot works (welding, cutting, etc.) shall be prohibited in the areas affected by the shutdown, or special precautions taken where this work will continue.
- The sprinkler system should be fully restored at such time that work on the system is discontinued.
- Closed control valves shall be tagged or identified in an approved manner.
- Post notices at building entrances and in the areas affected by the shutdown, informing building occupants of the circumstances and alternate measures in place.

- **FIRE EXTINGUISHERS**

- Ensure an extinguisher of equal type and rating is provided in the location of any missing extinguisher.

- **STANDPIPE SYSTEM**

- Notify the **Mississauga Fire and Emergency Services (905-456-5700)** before and after the shutdown.
- Notify building Supervisory Staff.

- **COMMERCIAL COOKING EXTINGUISHING SYSTEMS**

- The equipment that it protects must not be used.

- **EXITS**

- It is not permitted to block access to exits or discharge from exits. In the event that planned construction in a building will cause an exit or access to an exit to become temporarily or permanently obstructed or unusable, the following procedures must be implemented:
  - Ensure that construction and alternative measures are conducted under a municipal building permit process.
  - Ensure that alternative measures are developed and implemented to compensate for the blocked exits.
  - Post temporary exit signs to clearly identify alternate exits.
  - Formulate temporary emergency evacuation instructions with the Supervisory Staff.
  - Remove temporary exit signs after restoration of the normal egress path.

- **FIREFIGHTERS' ELEVATORS**

If a firefighters' elevator is not operational the supervisory staff shall be notified and where the firefighter's elevator is not operational for more than 24 hours, the Mississauga Fire and Emergency Services and the building occupants shall be notified.

- Post temporary signage at the firefighter's elevator noting the firefighter's elevator is not operational.
- Notify the Mississauga Fire and Emergency Services in writing with the expected duration of service outage.



- **FIREWATCH**

Firewatch personnel must be on site continuously during the impairment to perform their duties and may not be assigned any other duties while performing the firewatch.

- Patrol of all areas affected by the shutdown that are normally served by detection devices (e.g. smoke detectors, heat detectors, sprinklers, etc.) should be performed.
- Provide sufficient Supervisory Staff to effectively patrol the entire building.
- Provide portable fire extinguishers as required by Section 6.2.6. of the Ontario Fire Code.
- Each area should be checked no less than once every hour, until resumption of normal function of the fire protection system.
- Maintain and record patrol logs; record each patrol, and any unusual occurrences signed, dated and timed.
- All records are to be kept on site.
- Written records of patrols shall be available for inspection by the Mississauga Fire and Emergency Services
- Ensure the firewatch personnel are trained in their responsibilities.
- Persons assigned to firewatch should be provided with a means to record their patrols and should also be provided a reliable and effective means to alert building occupants or other Supervisory Staff to a fire situation (e.g. bullhorn, two-way radio, cell phone, etc.).
- Provide firewatch personnel with a cell phone, portable illumination and access keys to the affected areas, and all required personal protective equipment (PPE).
- In case of fire, ensure the occupants are evacuating and the Fire Services (911) are notified.
- Ensure exits are free of obstructions.
- Ensure there are no combustible materials inside or outside the building which could create a fire hazard or interfere with an evacuation.
- Report all fire safety related defects and unusual occurrences to the owner.

**INSTRUCTIONS TO BE POSTED**

**These instructions are posted throughout the building.**

<b>IN CASE OF FIRE</b>
<b>UPON DISCOVERY OF FIRE</b>
Leave fire area. Activate closest pull station, if safe to do so. Evacuate using closest exit. Close doors behind you. Call the Fire Department: 911.
<b>DO NOT USE ELEVATORS</b>
<b>UPON HEARING FIRE ALARM</b>
IF <b>CONTINUOUS</b> (ALARM) SIGNAL: Evacuate using closest exit, if safe to do so. Close doors behind you. IF <b>INTERMITTENT</b> (ALERT) SIGNAL: Standby and prepare to leave the building. Listen to the instructions given over the emergency voice communication system.
<b>CAUTION</b>
If smoke is heavy in corridor it may be safer to stay in your office. Close doors.  If you encounter smoke in stairway – use alternate exit.
<b>REMAIN CALM</b>

**These procedures are posted in the kitchen for operation of the kitchen hood suppression system**

## **IN CASE OF FIRE**

- ACTIVATE THE COOKING EQUIPMENT FIRE SUPPRESSION SYSTEM USING THE MANUAL PULL STATION.
- LEAVE THE FIRE AREA AND CLOSE ALL DOORS BEHIND YOU.
- ADVISE OTHER OCCUPANTS TO EVACUATE USING THE NEAREST EXIT.
- CALL 911 FROM A SAFE LOCATION.

### **IF YOU HEAR THE FIRE ALARM 1<sup>ST</sup> STAGE (ALERT) SIGNAL**

- SHUT OFF ALL COOKING EQUIPMENT.
- PREPARE TO EVACUATE.

### **IF YOU HEAR THE FIRE ALARM 2<sup>ND</sup> STAGE (EVACUATION) SIGNAL**

- SHUT OFF ALL COOKING EQUIPMENT.
- LEAVE THE BUILDING VIA THE NEAREST EXIT AND CLOSE THE DOORS BEHIND YOU.
- ENSURE THAT THE FIRE DEPARTMENT HAS BEEN NOTIFIED.
- DO NOT RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO BY THE FIRE DEPARTMENT.

## **REMAIN CALM**

## **MAINTENANCE SCHEDULE**

## **MAINTENANCE SCHEDULE**

The OFC provides for the safe operation of buildings after construction. It requires the owner of the building or his/her designated agent to carry out the specific maintenance duties related to life safety systems and fire protection equipment contained within their respective buildings.

The information referring to specific systems or components contained herein is based on information received from the owner/operator and has been reviewed by the owner/operator. As such, the owner/operator accepts responsibility for their accuracy.

The information provided in this schedule is a guideline to the scope of work and does not necessarily represent a complete reference standard. The OFC and the referenced Standards, where noted, should be consulted for exact details on the tasks listed in this section.

LRI Engineering Inc. shall not be liable for any injury, loss or damage, direct or indirect arising out of the use or inability to use the maintenance schedule. The user must assume all risks and liability whatsoever in connection with the use of this Plan.

### **RECORDS**

The following list outlines the checks, inspections and tests required by the OFC. A written record of the maintenance, tests and corrective measures will be kept on site and will be available on request by the Authority Having Jurisdiction.

Records include logging of corrections performed when a component is found defective.

Records are to be kept for a period of two years or, if the time interval between maintenance procedures exceeds two years, for the period of the test interval plus one year.

### **SCHEDULING**

Scheduling of maintenance and other procedures should be organized in a manner that ensures task completion, appropriate interval spacing and accommodations for resources, and seasonal weather.

## RESPONSIBILITY

The building owner is responsible for building maintenance and is to ensure all tasks are scheduled and conducted by qualified staff or contactors, when required and will ensure the creation and retention of all maintenance records.

## DEFINITIONS

For the purpose of carrying out these maintenance procedures, requirements include, but are not necessarily limited to, the following defined terms:

**Check** - As defined by the OFC means a visual observation to ensure that the device or system is in place and is not obviously damaged or obstructed.

**Inspect** - As defined by the OFC means a physical examination to determine that the device or system will apparently perform in accordance with its intended function.

**Test** - As defined by the OFC means an operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

**Drill** - The term Drill is not defined by the OFC. LRI has used the term DRILL to mean a system test used for training purposes.

**Maintain** – A large number of other terms are used which are not defined by the OFC. In order to consolidate terms for ease of use, LRI has used the term MAINTAIN to mean any of the following:

Clean	Drain
Keep free	Keep ready
Operate	Read
Recharge	Refill
Remove	Renew
Repair	Review
Seal	Separate
Sweep	

Frequency	Fire Code Reference	Task	Description	Responsibility
DAILY	6.3.2.3.	Check	The central alarm and control facility shall be checked daily for indication of trouble in the system.	Building Staff
DAILY	6.6.3.2.	Check	The temperature of pump rooms shall be checked daily during freezing weather.	Building Staff
WEEKLY	2.6.1.3.(1).	Check	Hoods, ducts and filters subject to accumulations of combustible deposits shall be checked at intervals not greater than seven days, and shall be cleaned if the accumulation of combustible deposits creates a fire hazard.	Management/ Tenants
WEEKLY	6.5.3.2.	Check	Water supply pressure and system air or water pressure shall be checked weekly by using gauges to ensure that the system is maintained at the required operating pressure.	Maintenance
WEEKLY	6.5.4.5.(1)	Inspect	Subject to Sentences (2) and (3), valves controlling sprinkler water supplies or alarms shall be sealed in the open position and inspected weekly.	Maintenance
WEEKLY	6.6.1.2.(1)	Inspect	Except as permitted in Sentences (2) and (3), valves controlling water supplies used exclusively for fire protection systems or combined domestic water supplies and fire protection systems shall be sealed in the open position and inspected weekly.	Maintenance
WEEKLY	6.6.3.3.(1)	Test	Fire pumps shall be operated at least once per week at rated speed.	Maintenance



Frequency	Fire Code Reference	Task	Description	Responsibility
WEEKLY	6.6.3.3.(2)	Inspect	The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be inspected during the weekly operation of fire pumps.	Maintenance
MONTHLY	2.2.3.4.(4)	Inspect	A door in a fire separation shall be inspected monthly	Building Staff
MONTHLY	2.7.3.3.(1)	Check	Pilot lights on emergency lighting unit equipment shall be checked monthly for operation.	Maintenance
MONTHLY	2.7.3.3.(2).(a).	Inspect	Emergency lighting unit equipment shall be inspected monthly to ensure that (a) the terminal connections are clean, free of corrosion and lubricated when necessary, (b) the terminal clamps are clean and tight as per manufacturer's specifications, (c) the electrolyte level and specific gravity are maintained as per manufacturer's specifications, and (d) the battery surface is kept clean and dry.	Maintenance/ Contractor
MONTHLY	2.7.3.3.(3)(a)	Test	Emergency lighting unit equipment shall be tested (a) monthly to ensure that the emergency lights will function upon failure of the primary power supply	Maintenance
MONTHLY	6.2.7.2.	Inspect	Portable extinguishers shall be inspected monthly.	Building Staff
MONTHLY	6.3.2.4. CAN/ULC-S536	Inspect/ Test	Voice communication systems that are integrated with a fire alarm system shall be tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems".	Building Staff

Frequency	Fire Code Reference	Task	Description	Responsibility
MONTHLY	6.3.2.5.(3).	Test	Communication from at least one remote firefighter emergency telephone location to the control unit shall be tested monthly on a rotational basis so that communication from all remote firefighter emergency telephone locations are tested at least once per year.	Building Staff
MONTHLY	6.4.2.1.	Inspect	Hose stations shall be inspected monthly to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.	Building Staff
MONTHLY	6.5.4.5.(2)	Inspect	Valves which are locked open or valves which are electrically supervised shall be inspected monthly.	Maintenance
MONTHLY	6.5.5.2.(1).(2)	Test	Except as provided in Article 6.5.5.7., the alarm on all sprinkler systems shall be tested monthly by flowing water through the test connection located at the sprinkler valve. (2) An alarm line subject to freezing shall be cleared of all obstructions susceptible to freezing after the test specified in Sentence (1).	Maintenance
MONTHLY	6.6.1.2.(2)	Inspect	Valves which are locked open or valves which are electrically supervised shall be inspected monthly.	Maintenance
MONTHLY	7.2.4.1.	Inspect/ Test/ Check	The checking, inspecting and testing of central alarm and control facilities and voice communication systems for life safety shall be carried out in accordance with the requirements of Section 6.3.	Building Staff

Frequency	Fire Code Reference	Task	Description	Responsibility
EVERY 2 MONTHS	6.5.5.7.(1).(2)	Test	If electrical supervision is provided for a sprinkler system, it shall be tested by operating the supervisory signal devices in conformance with Sentences (2) and (3). (2) Transmitters and water-flow-actuated devices shall be tested every two months.	Maintenance
EVERY 3 MONTHS	2.8.3.2.(5).	Conduct	A fire drill for supervisory staff shall be held at least every three months in a building to which Subsection 3.2.6. of Division B of the Building Code applies.	Management
EVERY 3 MONTHS	7.2.2.1.(1)	Test	Elevator door-opening devices operated by means of photo-electric cells shall be tested to ensure that the devices become inoperative after the door has been held open for more than 20 s with the photo-electric cell covered.	Building Staff
EVERY 3 MONTHS	7.2.2.1.(2)	Test	Key-operated switches located outside an elevator shaft shall be tested to ensure that actuation of the switch will render the emergency stop switch in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.	Building Staff

Frequency	Fire Code Reference	Task	Description	Responsibility
EVERY 3 MONTHS	7.2.2.1.(3).(a).(b).(c).(d).	Test	Key-operated switches in each elevator car shall be tested to ensure that actuation of the switch will (a) enable the elevator to operate independently of other elevators (b) allow operation of the elevator without interference from floor call buttons (c) render door protective devices inoperative (d) control the opening of power-operated doors only by continuous pressure on the door-opening buttons or switches, to ensure that if the "OPEN" button or switch is released while the door is opening, the doors will automatically close.	Building Staff
EVERY 6 MONTHS	6.5.5.7.(1).(3)	Test	If electrical supervision is provided for a sprinkler system, it shall be tested by operating the supervisory signal devices in conformance with Sentences (2) and (3). (3) Valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be tested at least every six months.	Maintenance
EVERY 6 MONTHS	7.2.3.1.(3)	Inspect	In addition to the procedures described in Sentences (1) and (2), elevators in an elevator shaft that is intended for use as a smoke shaft shall be inspected semi-annually to ensure that on activation of the fire alarm system they will return to the street floor and remain inoperative.	Contractor

Frequency	Fire Code Reference	Task	Description	Responsibility
ANNUALLY	2.2.3.5	Inspect	Fire dampers and fire-stop flaps shall be inspected annually or on an approved time schedule.	Maintenance
ANNUALLY	2.6.1.8.	Test	Disconnect switches for mechanical air-conditioning and ventilating systems shall be tested at intervals not greater than 12 months to establish that the system can be shut down in an emergency.	Maintenance/ Tenants/ Contractors
ANNUALLY	2.7.3.3.(3)(b)	Test	Emergency lighting unit equipment shall be tested (b) annually to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	Contractor
ANNUALLY	2.7.3.3.(4)	Test	After completion of the test required in Clause (3)(b), the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.	Maintenance/ Contractor
ANNUALLY	2.8.2.1.(4).	Review	The fire safety plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building or premises.	Management
ANNUALLY	2.8.3.2.(1)	Conduct	Subject to Sentences (2), (3), (4) and (5), a fire drill shall be held for the supervisory staff at least once during each 12-month period.	Management

Frequency	Fire Code Reference	Task	Description	Responsibility
ANNUALLY	6.3.2.2.(1) CAN/ULC-S536	Inspect/ Test	Except as provided in Sentence (2), a fire alarm system, with or without voice communication capability, shall be inspected and tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems".	Building Staff/ Contractor
ANNUALLY	6.4.1.3.(2)	Inspect	Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed.	Maintenance/ Contractor
ANNUALLY	6.4.2.4.	Inspect	Hose valves shall be inspected annually to ensure that they are tight so that there is no water leakage into the hose.	Contractor
ANNUALLY	6.4.2.5.(1)	Inspect / Re-rack	Standpipe hose shall be unracked, unreeled or unrolled and inspected at least annually and after use, and any worn hose or gaskets in the couplings at the hose valves and at the nozzle replaced.	Contractor
ANNUALLY	6.5.3.1.	Check	Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair.	Contractor
ANNUALLY	6.5.3.4.	Check	Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash.	Contractor
ANNUALLY	6.5.4.4.(2)	Inspect	Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed.	Contractor
ANNUALLY	6.5.5.3.	Test	Water flow alarm tests using the most hydraulically remote test connection shall be performed annually on wet sprinkler systems.	Contractor

Frequency	Fire Code Reference	Task	Description	Responsibility
ANNUALLY	6.5.5.5.	Test	Sprinkler system water supply pressure shall be tested annually with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply.	Contractor
ANNUALLY	6.6.3.5.	Test	Fire pumps shall be tested annually at full rated capacity to ensure that they are capable of delivering the rated flow.	Contractor
ANNUALLY	6.6.5.1.	Inspect	Hydrants shall be inspected annually and after each use in accordance with Articles 6.6.5.2. to 6.6.5.5.	Contractor
ANNUALLY	6.6.5.6.	Inspect	Hydrant water flow shall be inspected annually in accordance with Article 6.6.5.7.	Contractor
ANNUALLY	6.7.1.5.(1).	Maintain	Liquid fuel storage tanks shall be drained and refilled with fresh fuel at intervals not greater than 12 months.	Contractor
ANNUALLY	7.2.3.1.(2).(a).(b).(c)	Inspect	Every closure in an opening to the outdoors at the top of a smoke shaft shall be inspected annually to ensure that it will open (a) manually from outside the building (b) on a signal from the smoke or heat actuated device in the smoke shaft (c) when a closure in an opening between a floor area and the smoke shaft opens.	Contractor
ANNUALLY	7.2.3.1.(4)	Inspect	Where an air-handling system is used for venting floor areas in the event of a fire to comply with the requirements of the Building Code, the system shall be inspected annually to ensure that air is exhausted to the outdoors.	Contractor

Frequency	Fire Code Reference	Task	Description	Responsibility
EVERY 5 YEARS	7.2.3.1.(1)	Inspect	Closures in vent openings into smoke shafts from each floor area shall be inspected sequentially over a period not to exceed five years.	Maintenance
AS REQUIRED	2.2.3.2.(1).(a)	Maintain	Closures in fire separations shall be maintained to ensure that they are operable at all times by (a) keeping fusible links and heat or smoke-actuated devices undamaged and free of paint and dirt (b) keeping guides, bearings and stay rolls clean and lubricated (c) making necessary adjustments and repairs to door hardware and accessories to ensure proper closing and latching (d) repairing or replacing inoperative parts of hold-open devices and automatic releasing devices	Maintenance
AS REQUIRED	2.2.3.3.	Maintain	Closures in fire separations shall not be obstructed, blocked, wedged open, or altered in any way that would prevent the intended operation of the closure.	Building Staff
AS REQUIRED	2.2.3.4.(1)	Maintain	A door in a fire separation shall be kept closed when not in use.	Building Staff
AS REQUIRED	2.2.3.4.(2)	Check	A door in a fire separation shall be checked as frequently as necessary to ensure that the door remains closed.	Building Staff
AS REQUIRED	2.2.3.4.(5)	Maintain	A door opening in a fire separation and the areas surrounding the door opening shall be kept clear of anything that would be likely to obstruct or interfere with the free operation of the door.	Building Staff



Frequency	Fire Code Reference	Task	Description	Responsibility
AS REQUIRED	2.5.1.2.(1)	Maintain	Fire access routes and access panels or windows provided to facilitate access for fire fighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.	Building Staff
AS REQUIRED	2.5.1.2.(2)	Maintain	Fire department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times.	Maintenance
AS REQUIRED	2.5.1.3.	Maintain	Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles.	Building Staff
AS REQUIRED	2.5.1.4.	Maintain	Approved signs shall be displayed to indicate fire access routes.	Building Staff
AS REQUIRED	2.6.1.13. NFPA 96	Maintain	Exhaust and fire protection systems required under Article 2.6.1.12. shall be maintained in accordance with NFPA 96, "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations".	Maintenance/ Tenants
AS REQUIRED	2.7.1.7.(1)	Maintain	Means of egress shall be maintained in good repair and free of obstructions.	Building Staff
AS REQUIRED	2.7.1.7.(2)	Maintain	Lighting provided for illumination in exits and access to exits, including corridors used by the public, shall be maintained.	Building Staff
AS REQUIRED	2.7.3.1.	Maintain	Required exit signs shall be clearly visible and maintained in a clean and legible condition	Building Staff
AS REQUIRED	2.7.3.2.(1).	Illuminate	Exit signs shall be illuminated externally or internally, as appropriate for the sign's design, while the building is occupied.	Building Staff

Frequency	Fire Code Reference	Task	Description	Responsibility
AS REQUIRED	2.7.3.2.(2).(a).(b).	Maintain	Exit signs that contain self-luminous or photoluminescent material shall be maintained in accordance with (a) the sign manufacturer's maintenance instructions, if any, and (b) the conditions outlined in the approval of the designated evaluation body under the Building Code, if any.	Building Staff
AS REQUIRED	6.2.1.2.	Maintain	Portable extinguishers shall be kept operable and fully charged.	Contractor
AS REQUIRED	6.2.7.1.(1) NFPA 10	Maintain	Maintenance and testing of portable extinguishers shall be in conformance with NFPA 10, "Portable Fire Extinguishers".	Maintenance/ Contractor
AS REQUIRED	6.3.1.2.(2).(a).(b) NFPA 71 CAN/ULC-S561	Maintain	Where the fire alarm system monitoring referred to in Sentence (1) is provided by a central station, the building owner shall obtain written documentation from the central station operator that the monitoring service complies with (a) NFPA 71, "Standard for the Installation, Maintenance, and Use of Signaling Systems for Central Station Service", or (b) CAN/ULC-S561, "Installation and Services for Fire Signal Receiving Centres and Systems".	Management

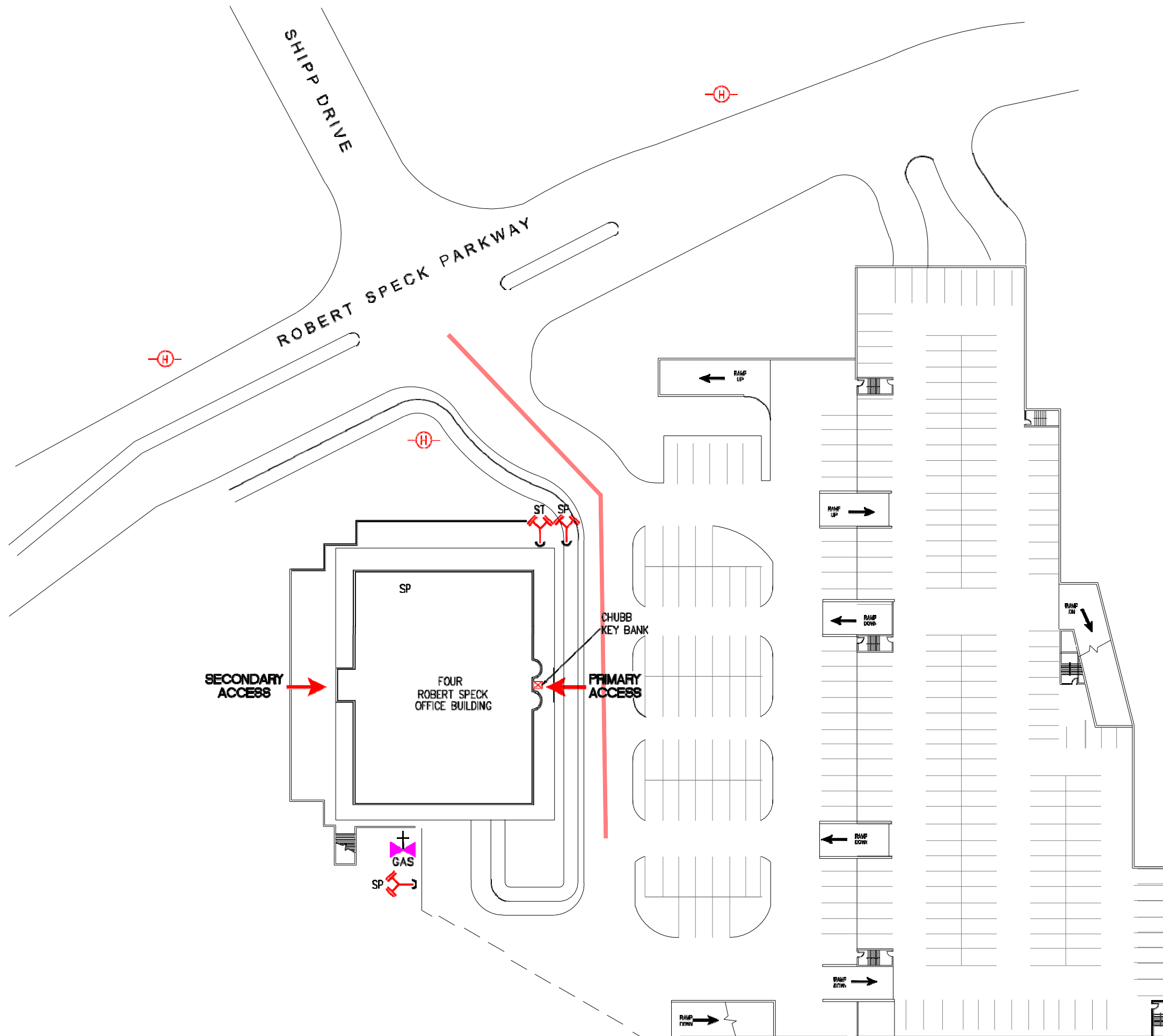
Frequency	Fire Code Reference	Task	Description	Responsibility
AS REQUIRED	6.3.1.2.(3)	Maintain	Where a fire alarm system is monitored by a central station to meet the requirements of the Building Code or this Code, the operator of the central station shall provide, upon request by the owner or Chief Fire Official, a document attesting that the monitoring service is in compliance with one of the standards identified in Sentence (2).	Management
AS REQUIRED	6.3.1.2.(4)	Maintain	Despite Article 1.2.1.1. of Division A, where the Building Code or this Code requires a fire alarm system to be monitored and the monitoring is provided by a central station, the operator of the central station shall be responsible for maintaining the monitoring service and associated monitoring equipment in accordance with one of the standards identified in Sentence (2).	Management
AS REQUIRED	6.3.1.4.	Maintain	Fire alarm and voice communication systems shall be maintained in operating condition.	Maintenance/ Contractor
AS REQUIRED	6.4.1.2.	Maintain	Standpipe and hose systems shall be maintained in operating condition.	Maintenance
AS REQUIRED	6.4.1.3.(1)	Maintain	Except when in use or being inspected in accordance with Sentence (2), fire department connections shall be equipped with plugs or caps that are secured wrench-tight.	Maintenance
AS REQUIRED	6.4.1.3.(3)	Maintain	If plugs or caps are missing, the fire department connections shall be examined for obstructions, back-flushed when conditions warrant and the plugs or caps replaced.	Maintenance

Frequency	Fire Code Reference	Task	Description	Responsibility
AS REQUIRED	6.4.2.2.	Maintain	Standpipe and hose system equipment shall be used for fire protection only.	Maintenance
AS REQUIRED	6.4.2.3.	Maintain	Standpipe hose stations shall be conspicuously identified and unobstructed.	Maintenance
AS REQUIRED	6.4.3.3.	Test	Piping between the fire department connection and the check valve in the inlet pipe to the standpipe shall be tested in the same manner as the remainder of the system.	Maintenance
AS REQUIRED	6.5.1.2.	Maintain	Sprinkler systems shall be maintained in operating condition.	Maintenance
AS REQUIRED	6.5.4.1.	Inspect	Auxiliary drains shall be inspected to prevent freezing.	Maintenance
AS REQUIRED	6.5.4.4.(1)	Maintain	Except when in use or being inspected in accordance with Sentence (2), fire department connections shall be equipped with plugs or caps that are secured wrench-tight.	Maintenance
AS REQUIRED	6.5.4.4.(3)	Maintain	If plugs or caps are missing, the fire department connections shall be examined for obstructions, back-flushed when conditions warrant and the plugs or caps replaced.	Maintenance
AS REQUIRED	6.5.5.6.	Test	The test prescribed in Article 6.5.5.5. shall be conducted after any sprinkler system control valve has been operated.	Maintenance
AS REQUIRED	6.5.6.2.	Maintain	Sprinkler control valves shall be accessible and maintained in operable condition at all times.	Maintenance
AS REQUIRED	6.5.6.3.	Maintain	Pits containing sprinkler control valves shall be kept free of water and protected against freezing.	Maintenance


























Frequency	Fire Code Reference	Task	Description	Responsibility
AS REQUIRED	6.6.1.2.(3)	Inspect	After any alterations or repairs, an inspection shall be made to ensure valves are returned to the fully open position and are sealed, locked or electrically supervised.	Maintenance
AS REQUIRED	6.6.1.3.	Maintain	Water supply systems used for fire protection shall be kept free of ice accumulations that may interfere with flow.	Maintenance/ Contractor
AS REQUIRED	6.7.1.1.(1). CSA-C282	Inspect / Test / Maintain	Except as provided in Sentence (2), and Articles 6.7.1.2. to 6.7.1.5., emergency power systems shall be inspected, tested and maintained in conformance with CSA-C282, "Emergency Electrical Power Supply for Buildings".	Building Staff
AS REQUIRED	7.2.5.1.(3)	Maintain	Firefighters' elevators shall be maintained in operable condition.	Contractor
AS REQUIRED	7.2.5.1.(4)	Maintain	The firefighters' elevator symbol shall be maintained in identifiable condition.	Building Staff/ Contractor
AS REQUIRED	7.3.1.1.	Maintain	Smoke control equipment shall be maintained in a manner that ensures that it is fully operational.	Maintenance/ Contractor
AS REQUIRED	7.3.1.2.	Inspect/ Test	Where smoke control measures contained in Commentary C of NRC, User's Guide –NBC 1995, "Fire Protection, Occupant Safety and Accessibility (Part 3)" are used, the inspections and tests shall be carried out as outlined in Section 7.3 of Division B of NRC, "National Fire Code of Canada".	Maintenance/ Contractor

Frequency	Fire Code Reference	Task	Description	Responsibility
AS REQUIRED	7.3.1.3.(1)	Inspect/ Test	Subject to Sentences (2) to (5), where a smoke control system is designed to meet the requirements of the Building Code, the inspections and tests for equipment shall be carried out in accordance with procedures established by the designer of the system.	Maintenance/ Contractor

**FLOOR PLAN**



**LEGEND**

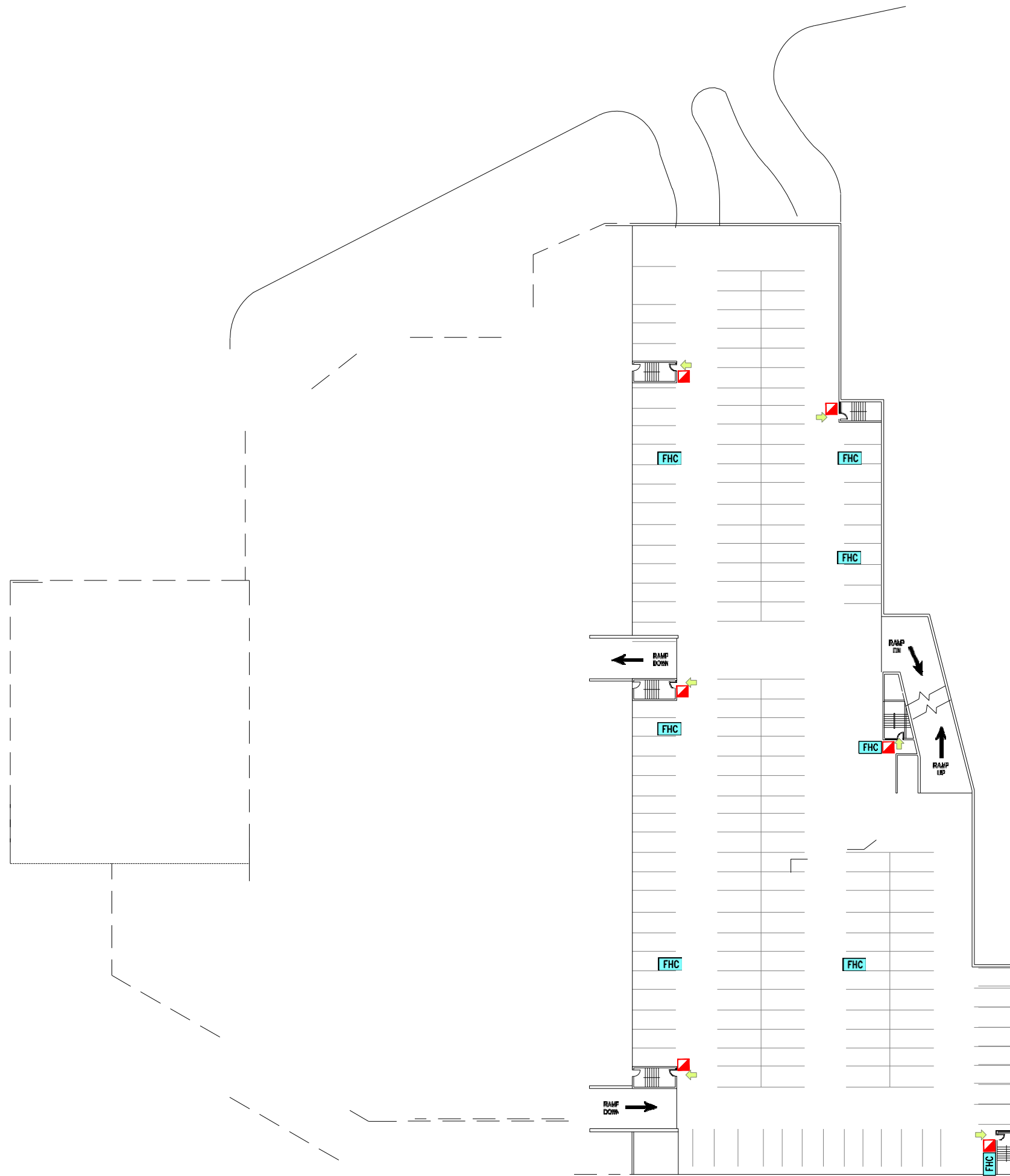
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-  MANUAL PULL STATION
-  FIRE FIGHTERS' TELEPHONE
-  FIRE HOSE CABINET W/ EXTINGUISHER
-  FIRE EXTINGUISHER
-  FIRE SAFETY PLAN BOX
-  KITCHEN HOOD EXTINGUISHING PULL STATION
-  KITCHENHOOD EXTINGUISHING SYSTEM
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-  FIRE ALARM CONTROL PANEL
-  FIRE ALARM ANNUNCIATOR
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-  STANDPIPE FIRE DEPARTMENT CONNECTION
-  FIRE DEPARTMENT ACCESS
-  FIRE ROUTE




























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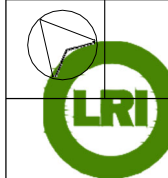




### LEGEND

-  DESIGNATED EXIT
-  MANUAL PULL STATION
-  FIRE FIGHTERS' TELEPHONE
-  FIRE HOSE CABINET W/  
EXTINGUISHER
-  FIRE EXTINGUISHER
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CONNECTION
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NORTH



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





















JOB No: 24822

23 JUN 2020

DRAWING 02



**LEGEND**

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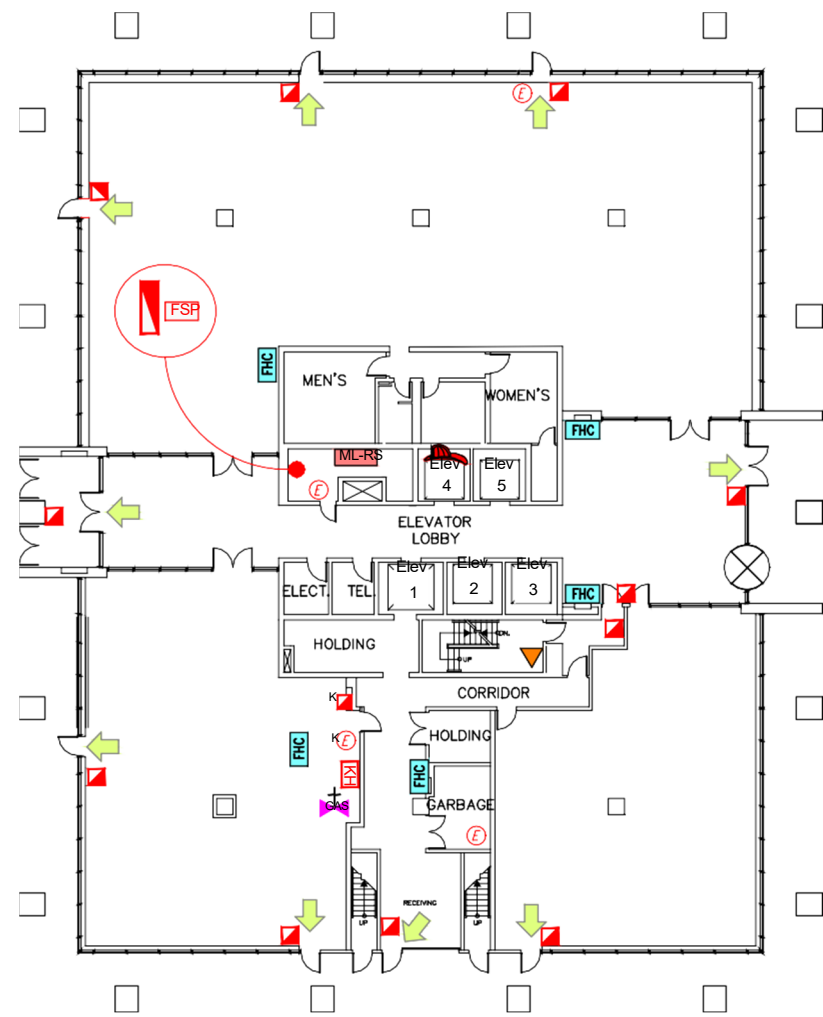


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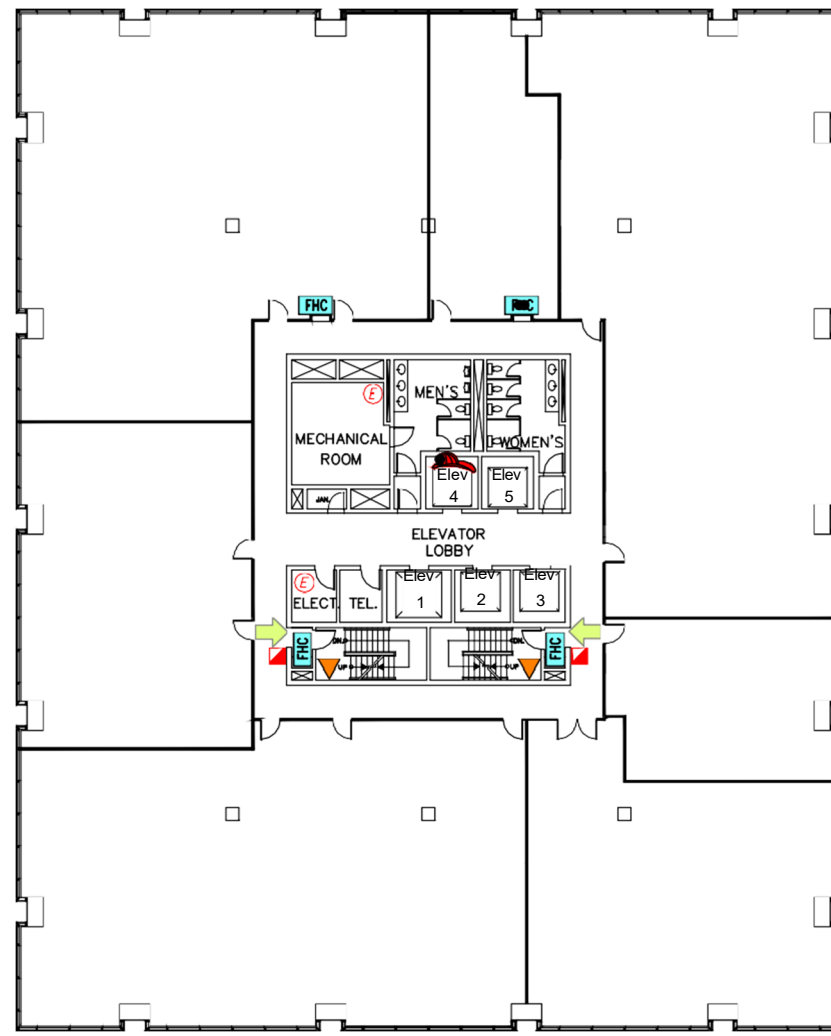


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Ground FLOOR



2nd FLOOR

**LEGEND**

-  DESIGNATED EXIT
-  MANUAL PULL STATION
-  FIRE FIGHTERS' TELEPHONE
-  FIRE HOSE CABINET W/  
EXTINGUISHER
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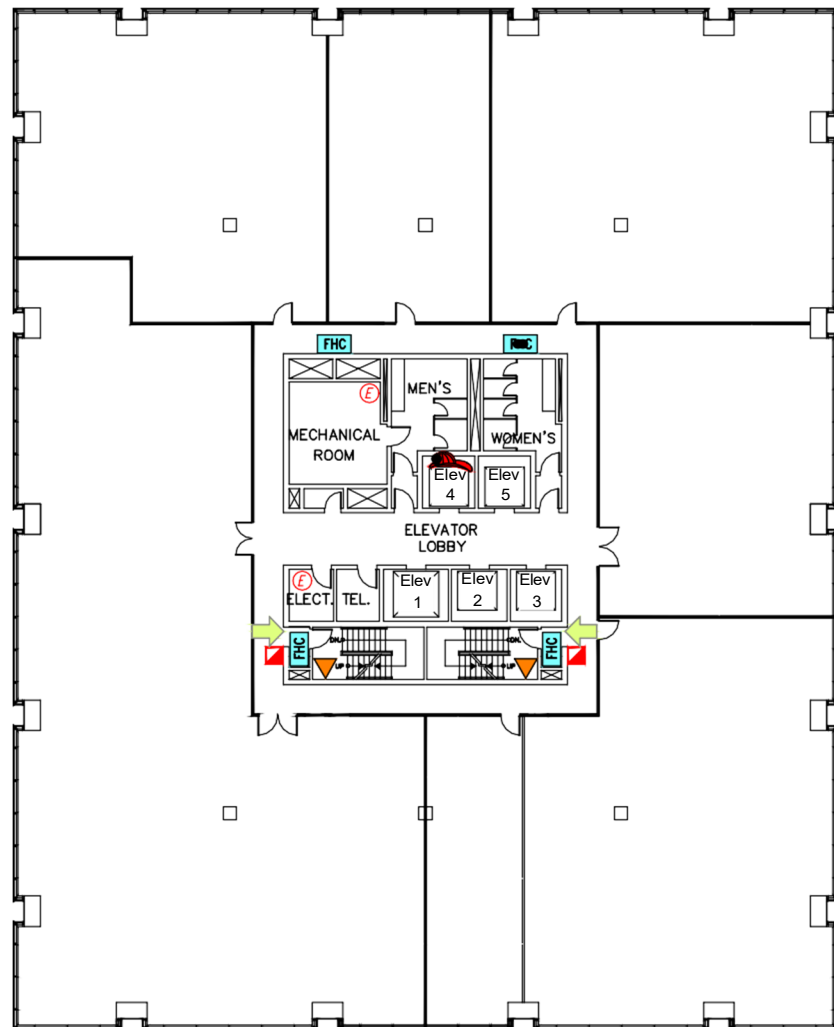
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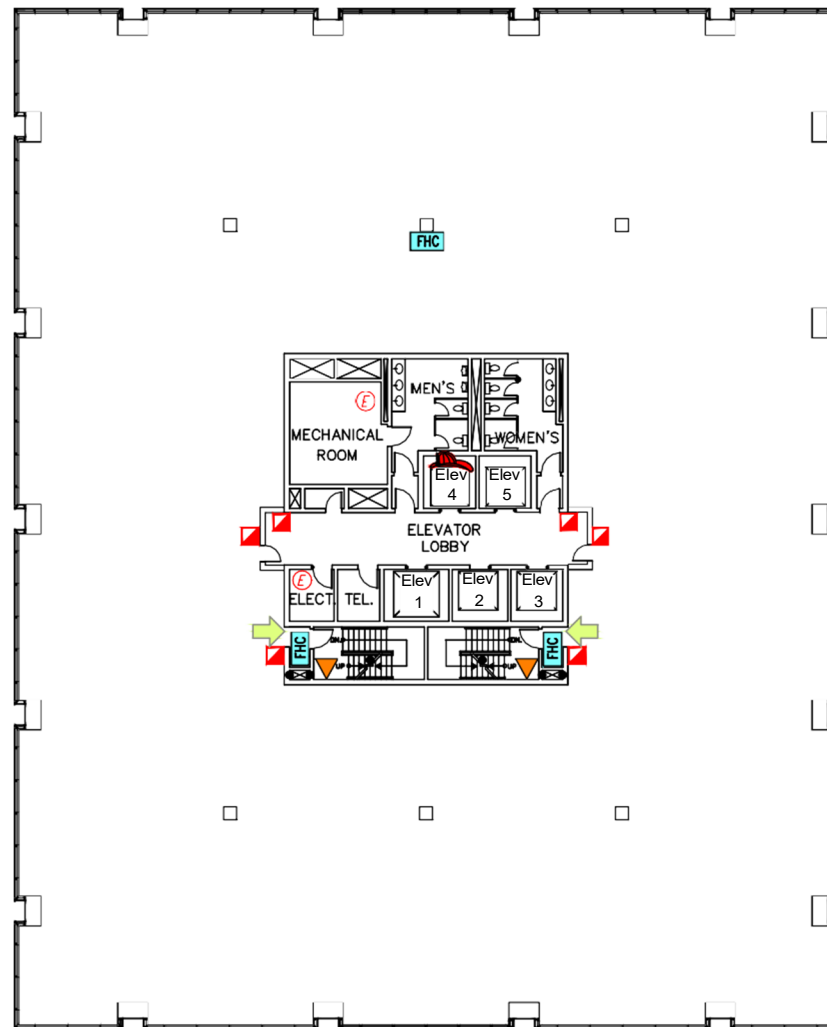
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3rd FLOOR



4th FLOOR

### LEGEND

-  DESIGNATED EXIT
-  MANUAL PULL STATION
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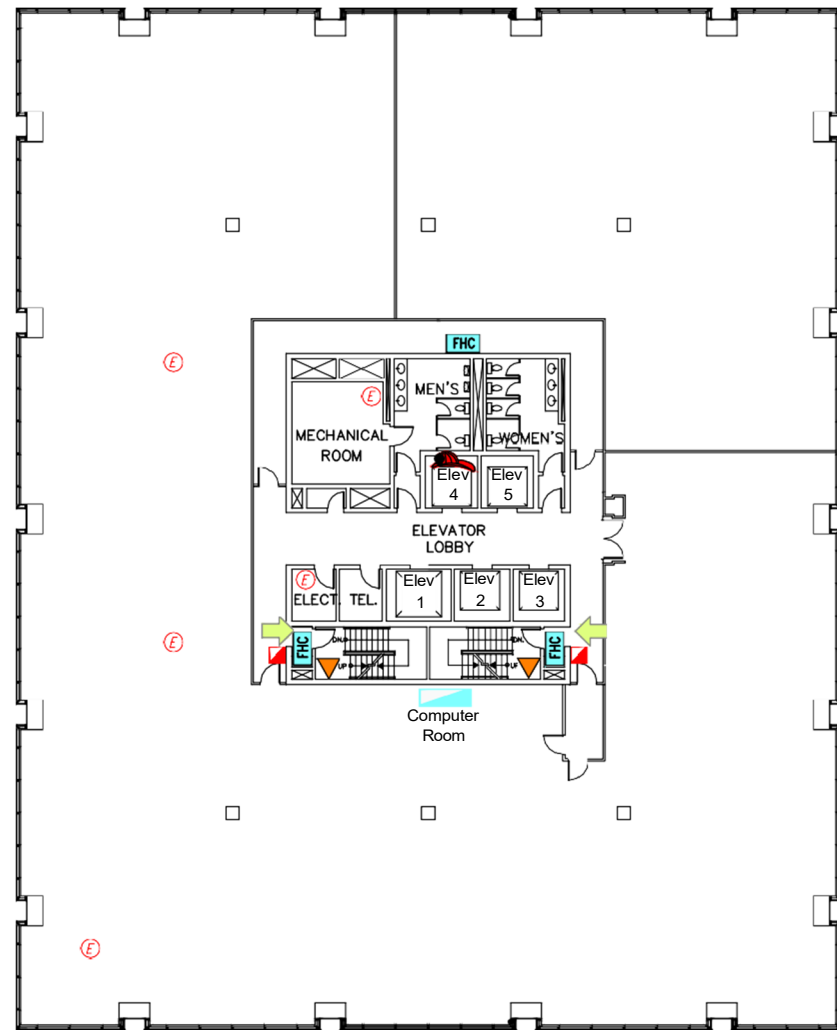
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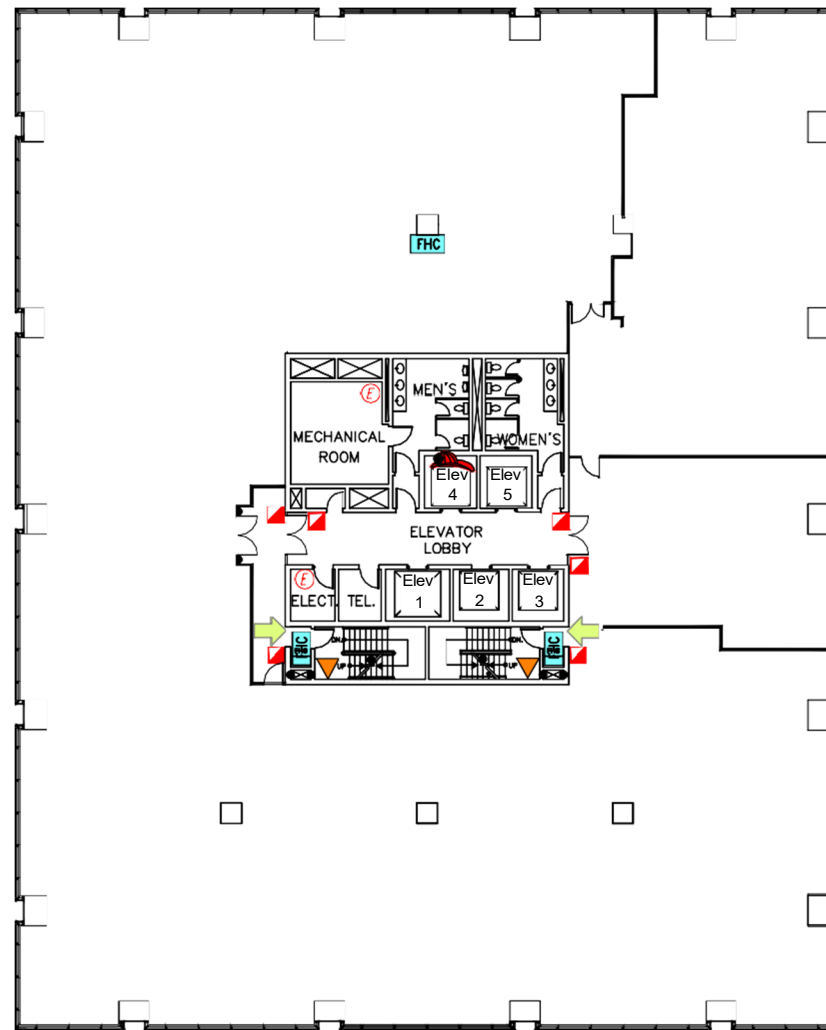
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5th FLOOR  
CROSSOVER FLOOR



6th FLOOR

**LEGEND**

-  DESIGNATED EXIT
-  MANUAL PULL STATION
-  FIRE FIGHTERS' TELEPHONE
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EXTINGUISHER
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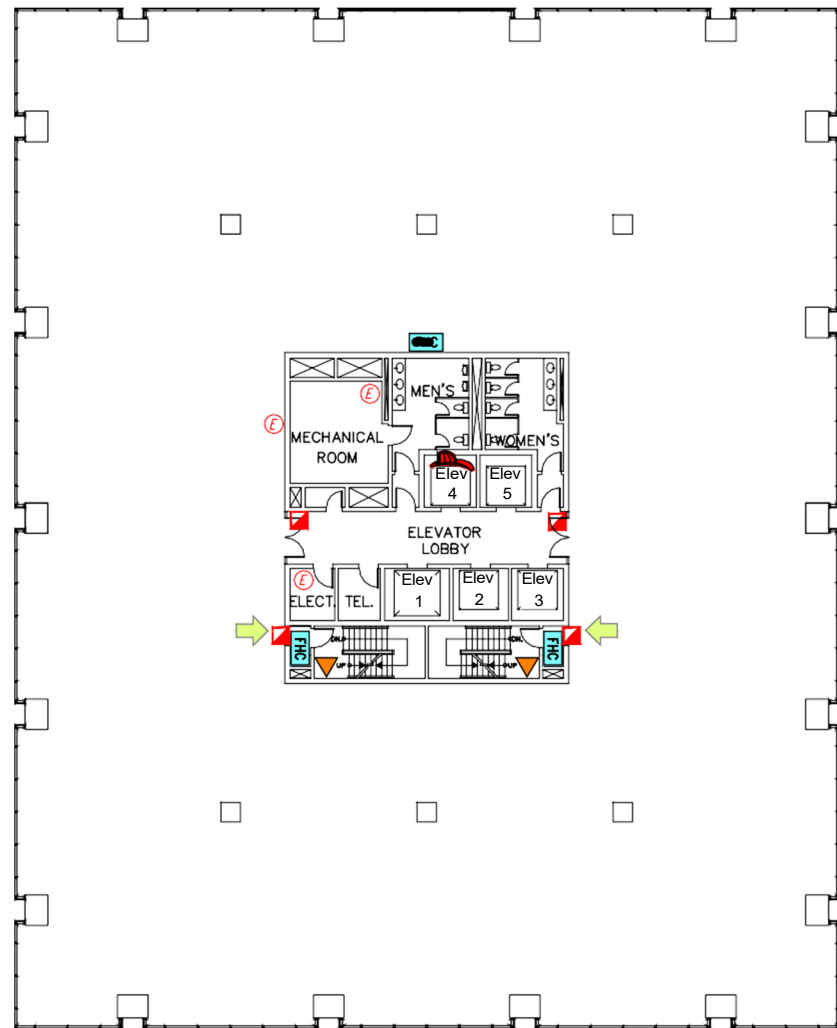
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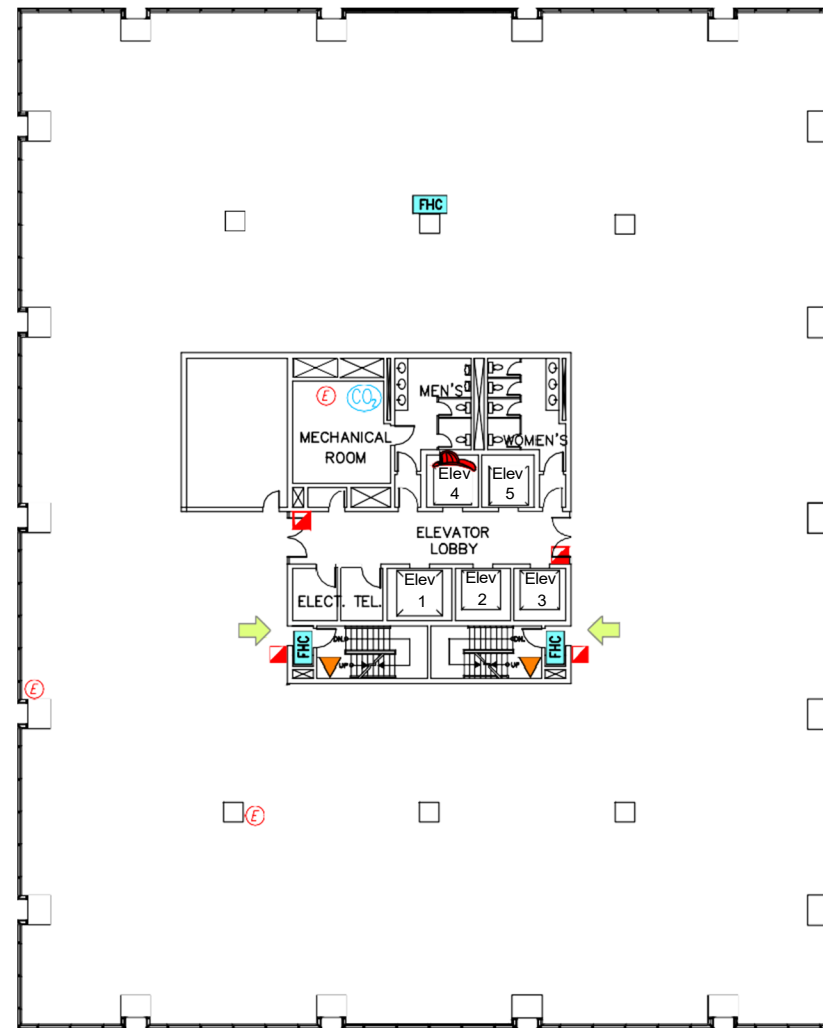
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











7th FLOOR



8th FLOOR

### LEGEND

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-  MANUAL PULL STATION
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CONNECTION
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NORTH



























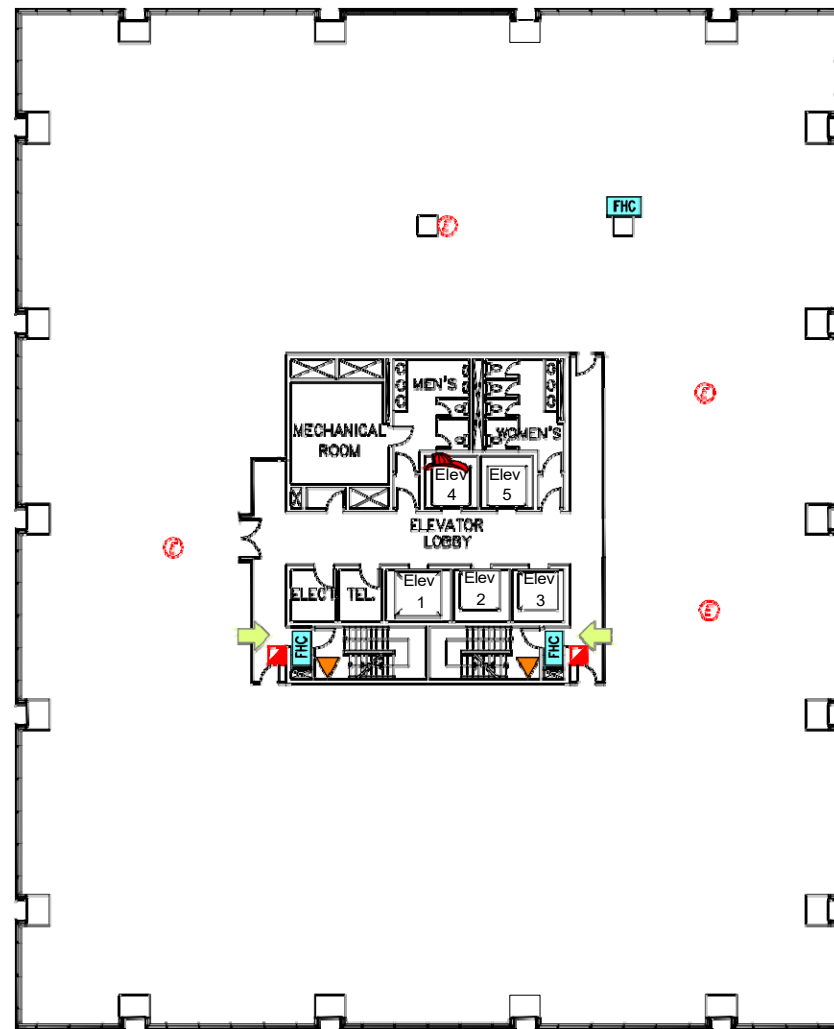
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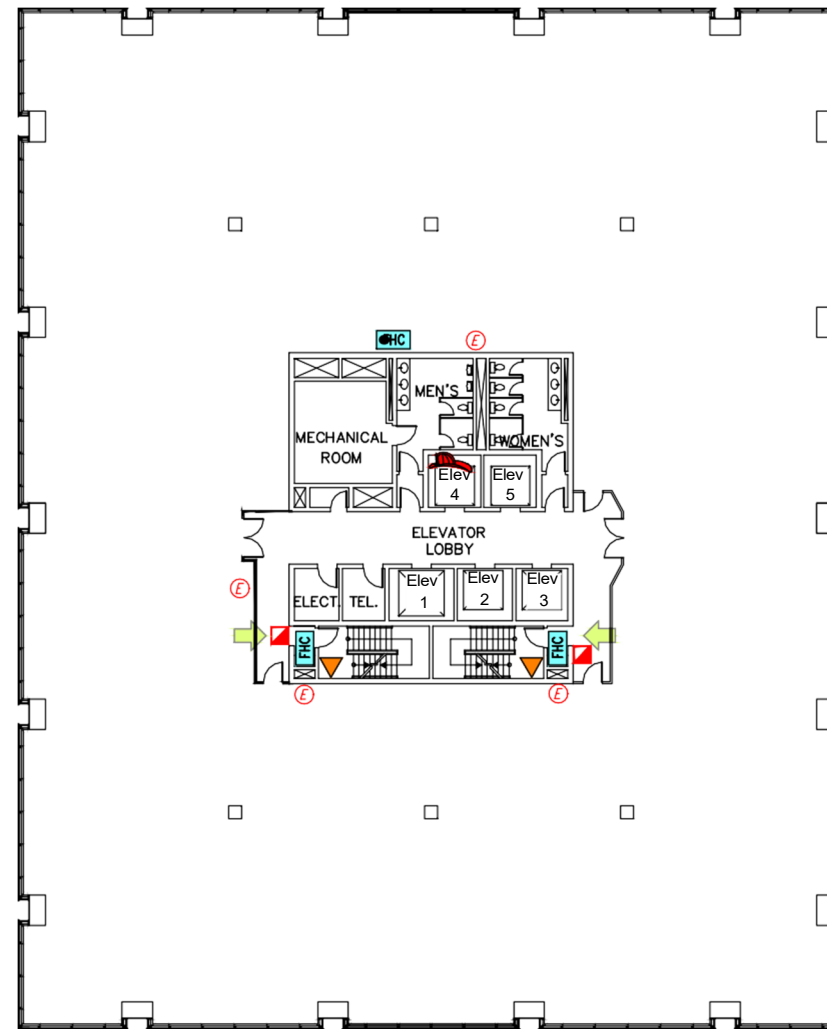
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Mississauga Executive Centre  
4 Robert Speck Parkway  
Mississauga, Ontario

## LEGEND

-  DESIGNATED EXIT
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9th FLOOR



10th FLOOR



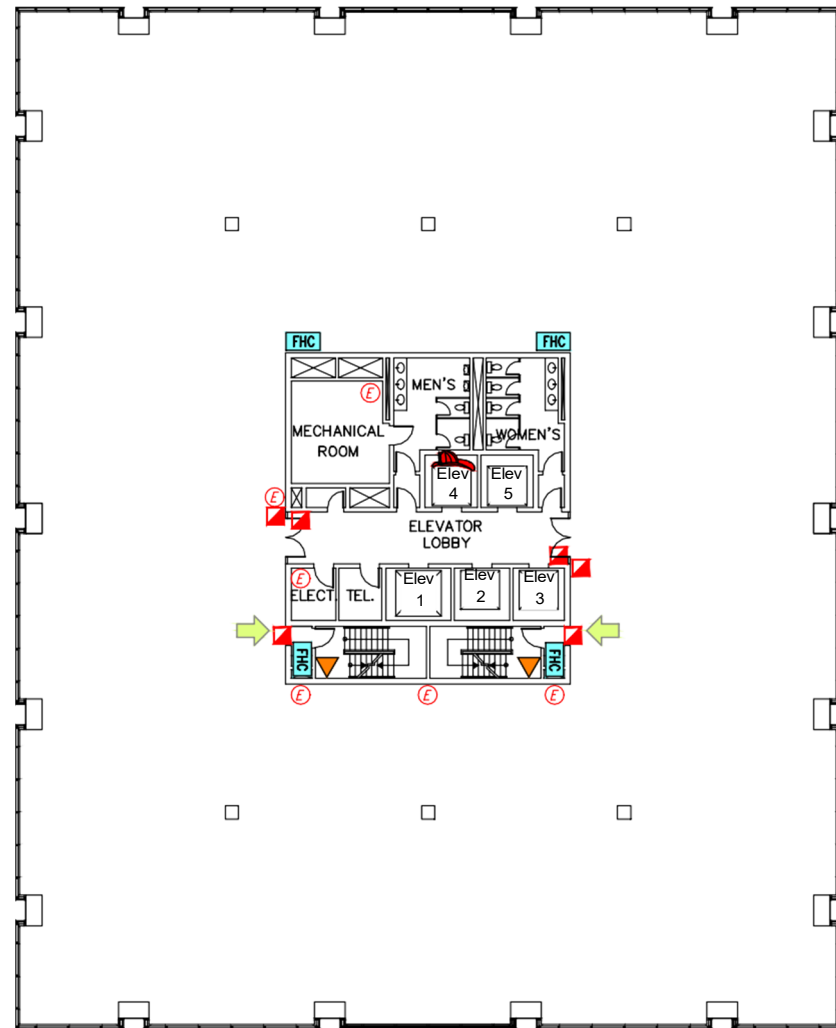
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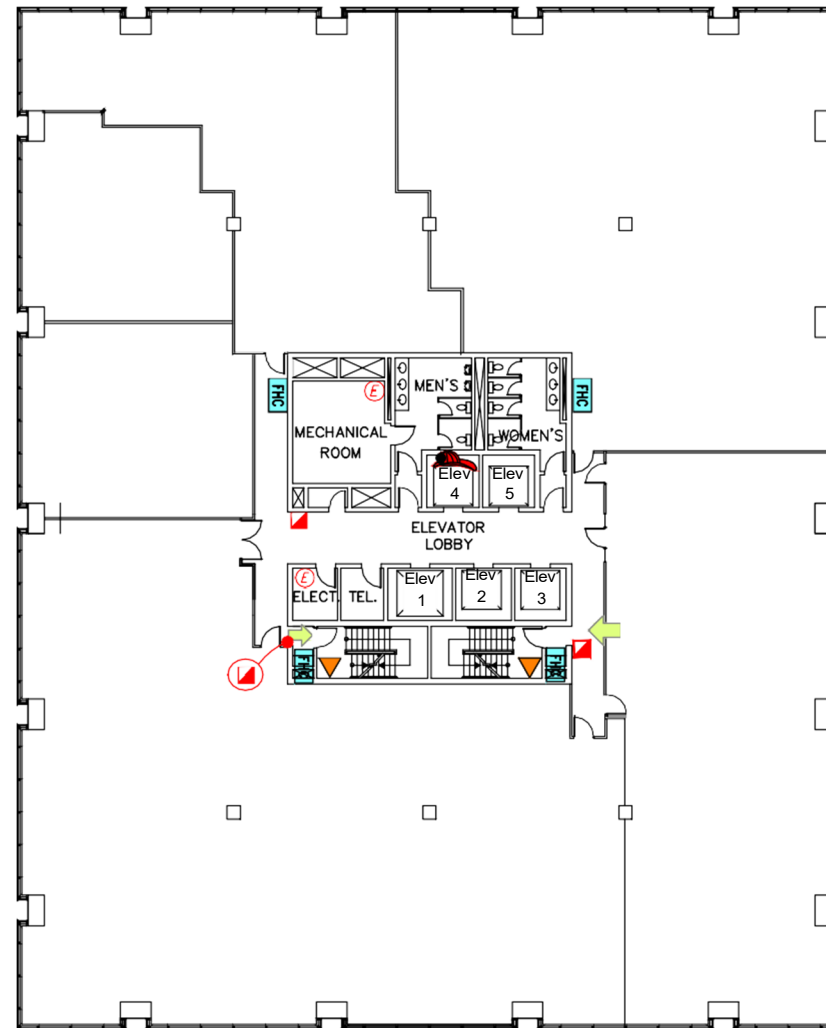
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



















11th FLOOR



12th FLOOR

### LEGEND

-  DESIGNATED EXIT
-  MANUAL PULL STATION
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-  WATER MAIN SHUTOFF VALVE
-  MAIN ELECTRICAL DISCONNECT
-  FIRE PUMP
-  FIRE HYDRANT
-  EMERGENCY GENERATOR
-  SPRINKLER FIRE DEPARTMENT  
CONNECTION
-  STANDPIPE FIRE DEPARTMENT  
CONNECTION
-  FIRE DEPARTMENT ACCESS
-  FIRE ROUTE



NORTH

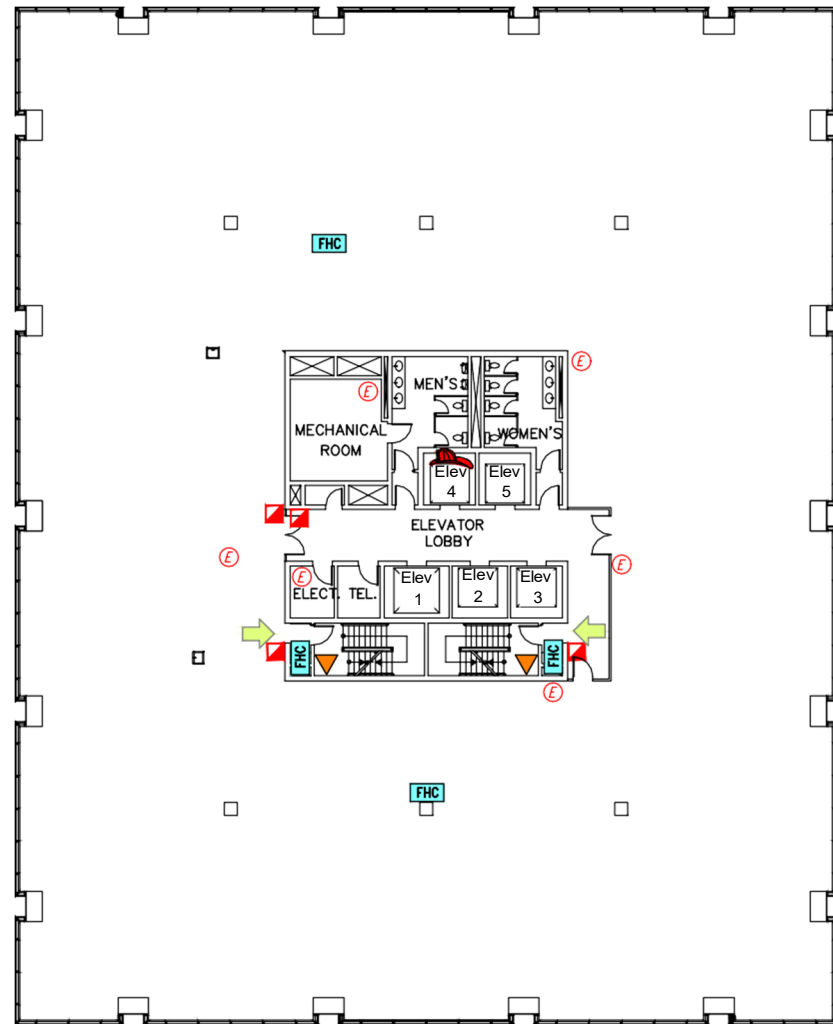


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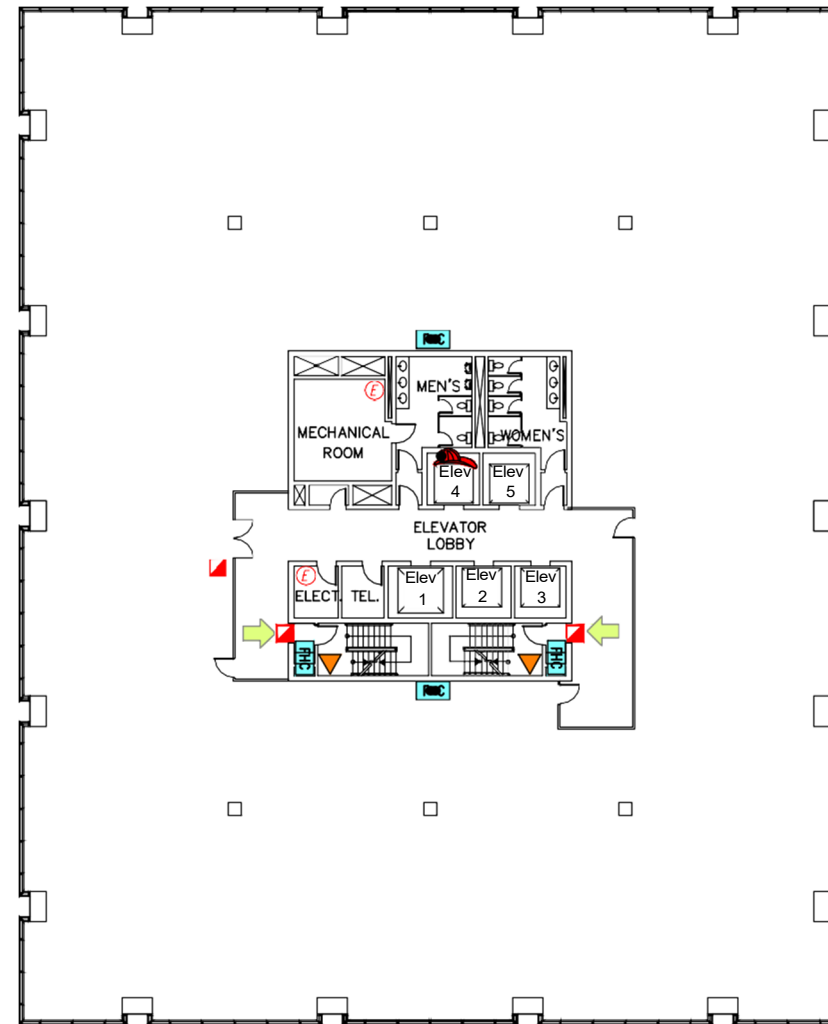
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Mississauga, Ontario





























14th FLOOR



15th FLOOR  
CROSSOVER FLOOR

**LEGEND**

-  DESIGNATED EXIT
-  MANUAL PULL STATION
-  FIRE FIGHTERS' TELEPHONE
-  FIRE HOSE CABINET W/  
EXTINGUISHER
-  FIRE EXTINGUISHER
-  FIRE SAFETY PLAN BOX
-  KITCHEN HOOD EXTINGUISHING  
PULL STATION
-  KITCHENHOOD EXTINGUISHING  
SYSTEM
-  KITCHEN FIRE EXTINGUISHER
-  FIRE FIGHTERS' ELEVATOR
-  PREACTION CONTROL PANEL
-  FIRE ALARM CONTROL PANEL
-  FIRE ALARM ANNUNCIATOR
-  DOOR MAG-LOCK RELEASE SWITCH
-  SPRINKLER / STANDPIPE  
SHUTOFF VALVE
-  GAS SHUTOFF VALVE
-  WATER MAIN SHUTOFF VALVE
-  MAIN ELECTRICAL DISCONNECT
-  FIRE PUMP
-  FIRE HYDRANT
-  EMERGENCY GENERATOR
-  SPRINKLER FIRE DEPARTMENT  
CONNECTION
-  STANDPIPE FIRE DEPARTMENT  
CONNECTION
-  FIRE DEPARTMENT ACCESS
-  FIRE ROUTE



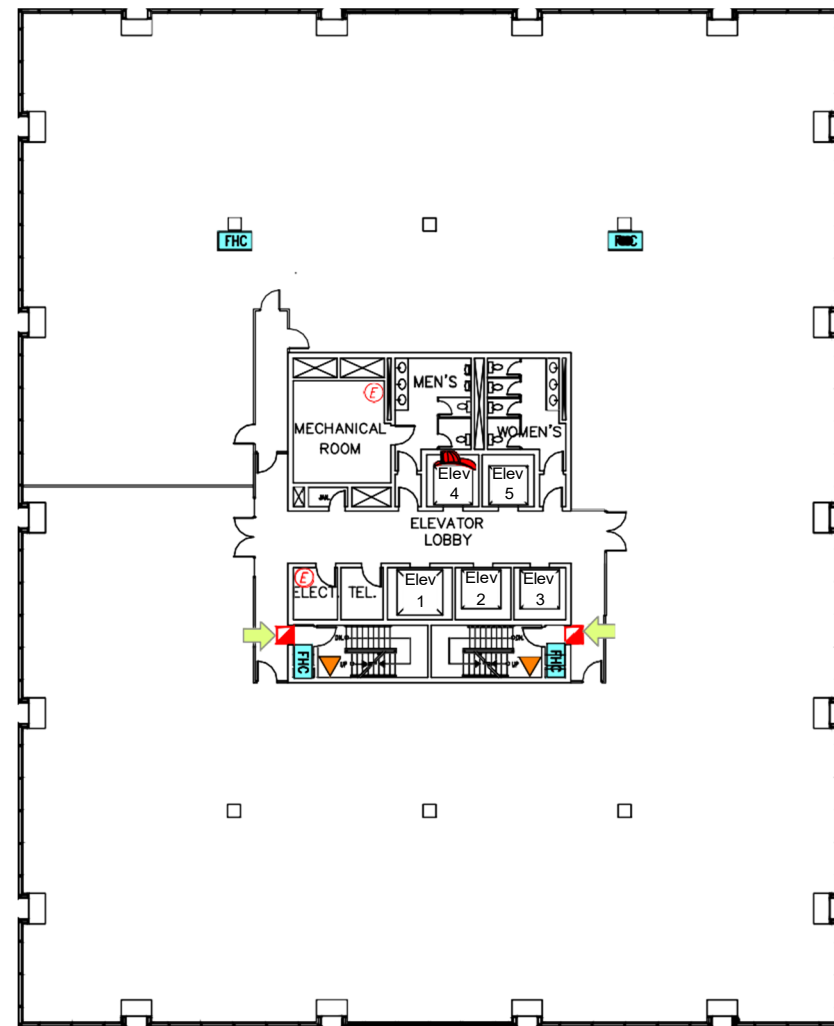
NORTH



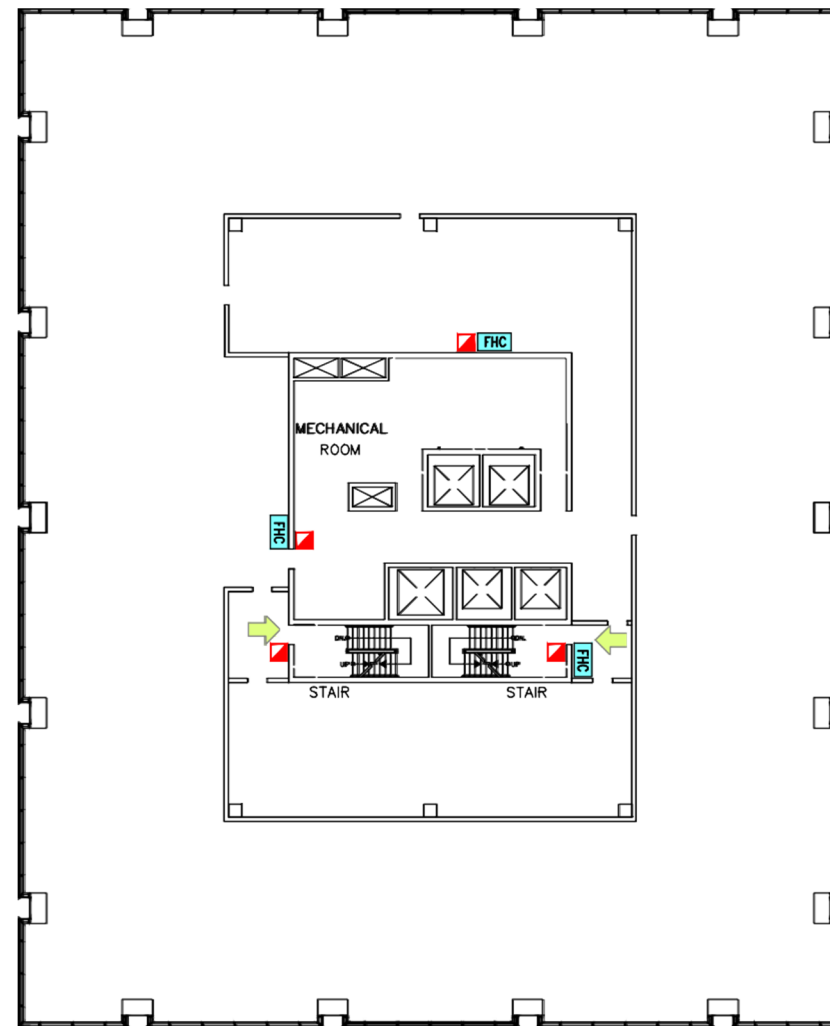
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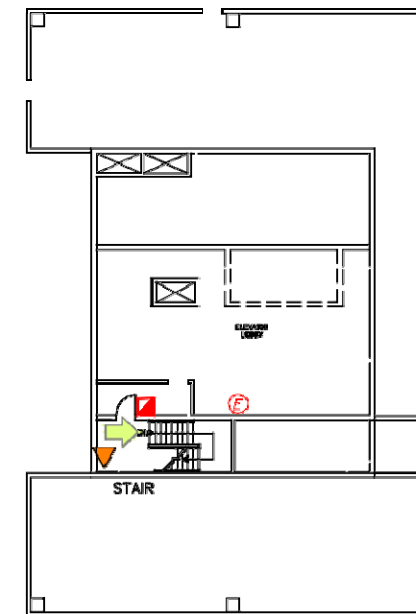
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16th FLOOR

























PENTHOUSE



ELEVATOR M/C ROOM

**LEGEND**

-  DESIGNATED EXIT
-  MANUAL PULL STATION
-  FIRE FIGHTERS' TELEPHONE
-  FIRE HOSE CABINET W/ EXTINGUISHER
-  FIRE EXTINGUISHER
-  FIRE SAFETY PLAN BOX
-  KITCHEN HOOD EXTINGUISHING PULL STATION
-  KITCHENHOOD EXTINGUISHING SYSTEM
-  KITCHEN FIRE EXTINGUISHER
-  FIRE FIGHTERS' ELEVATOR
-  PREACTION CONTROL PANEL
-  FIRE ALARM CONTROL PANEL
-  FIRE ALARM ANNUNCIATOR
-  DOOR MAG-LOCK RELEASE SWITCH
-  SPRINKLER / STANDPIPE SHUTOFF VALVE
-  GAS SHUTOFF VALVE
-  WATER MAIN SHUTOFF VALVE
-  MAIN ELECTRICAL DISCONNECT
-  FIRE PUMP
-  FIRE HYDRANT
-  EMERGENCY GENERATOR
-  SPRINKLER FIRE DEPARTMENT CONNECTION
-  STANDPIPE FIRE DEPARTMENT CONNECTION
-  FIRE DEPARTMENT ACCESS
-  FIRE ROUTE



NORTH



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