



FIRE SAFETY PLAN

for

Business Name

Business Address

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Prepared By: _____

Reviewed By: _____

Date: _____

Date: _____

Table of Contents

Table of Contents	2
Introduction	3
Phone Numbers	4
General Building Information	5
Human Resource Audit	6
Building Resource Audit	7
General Emergency Procedures- --Occupants	12
General Emergency Procedures---Supervisory Staff	13
Emergency Procedures for Staff	14
Chief Emergency Warden	14
Fire Safety Warden	15
Floor Monitor	16
Mobility Impaired Monitors	16
First Aid Attendants	17
Traffic Controllers	17
Organizational Chart	18
Fire Hazards	19
Fire Extinguisher, Control, Confinement	20
Fire Drills	22
Requirement of the National Fire Code	23
General Fire Protection Systems	24
Portable Fire Extinguishers	25
Smoke Alarms	27
Standpipe Systems	28
Sprinkler Systems	29
Commercial Cooking Equipment	30
Emergency Lighting	31
Elevators	32
Emergency Power Systems	33
Building Schematics	34
Site Plan	35
Floor Plan	36
Certification	37

Introduction

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

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

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

The fire safety plan's approved location is _____.

SUBMISSION PROCEDURES

One (1) electronic copy of the Fire Plan must be submitted to the Fire Prevention Office, Charlottetown Fire Department by e-mailing wbryan@charlottetown.ca

The Charlottetown Fire Department is to be notified and forwarded any subsequent changes in this Fire Safety Plan provided by you. These changes can be e-mailed to the same address as the original plans.

TELEPHONE NUMBERS

EMERGENCY PHONE NUMBERS

Fire Department

Police Department

Ambulance

Poison Control

Maritime Electric

Canutec

Building Owner

Chief Emergency Warden

Fire Safety Warden

Floor Monitor

Mobility Impaired Monitors

Maintenance

Fire Alarm Monitoring Company

Fire Alarm Service Company

Sprinkler Monitoring Company

Sprinkler Service Company

Fire Extinguishers

Fixed Suppression System

Elevators

GENERAL BUILDING INFORMATION

Please provide the Fire Department with fire safety information about your building in a page or less. Please refer to the example info below and include all fire safety aspects.

Example: It is a two story wood frame sprinkled daycare building located at 100 Where St, hours of operation areThe nearest hydrant is----- and include any fire safety information applicable to your facility.

Smoke Detection

Heat Detection

Sprinkled building

Generators

Fire Extinguishers

Exit Lights

Emergency Lights

People in building

Hours of operation

Contacts after hours

Assembly location

Fire Drills

Nearest Fire Hydrants

Human Resource Audit

Business/Building Name:

Hours of operation

Address:

Postal Code:

Business Phone #

Business Owner:

Address:

Phone #

E-mail:

Building Owner:

Address:

Phone #

E-mail

Manager/Supervisor:

Address:

Phone #

E-mail

After hours contact person:

Address:

Phone #

E-mail

Building Resources Audit

Type of Occupancy:

Occupant Load: (if applicable)

Access:

Hydrant Location:

Designated Fire Route: Yes No

Knox Box: Yes No

Heating: Electric Oil Propane Other

Main gas shut off: Yes No

Location(s):

Main Electrical shut off:

Main domestic water shut off:

Fire Alarm System Type: _____

Make: _____

Model: _____

Main Panel Location: _____ Annunciator Panel Location: _____

Installer: _____

Installer's Phone: _____

Sprinkler System: Yes No

Type: Wet Dry Other

Location of Sprinkler Room/Shut-off Valves:

Standpipe System: Yes No

Location of Shut-off/Isolation Valves

Fire Department Connection: Yes No Location(s)

Fire Pump: Yes No Location(s)

Fixed Extinguishing System for Commercial Cooking Equipment:

Yes No

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

Fuel Shut Off for Appliances: Location:

ABC Extinguisher:

Location:

Type K (wet) Extinguisher:

Location:

Portable Fire Extinguishers: (Identify on schematic drawings type & location)

of extinguishers in building

Emergency Lighting

Yes

No

Location(s):

Emergency Power

Yes

No

Battery

Generator

Generator

Diesel

Propane

Other

Fuel Supply Location:

Transfer Switch Location:

Equipment Powered by Generator:

Electromagnetic Locking Devices

Yes

No

(manual release switch location):

Proper Signage

Yes

No

Extra Hazardous Area:

Are there hazardous materials on site?

Yes (If Yes, please list the material and quantity)

No

Exits: Refer to schematics for type and location of exits.

Elevators:

Are there elevators on site?

Yes

No

Automatic Recall

Yes

No

Manual Recall

Yes

No

Manual Recall Switch(es)

Yes

No

Location:

Total Number of Elevators:

Total Number of Fire Fighter Elevators:

Fire Fighter Elevator Location:

Floors Served by Fire Fighter Elevator:

Location of recall/operating keys:

Additional Information that you may want to add

General Emergency Procedures for Occupants

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and in elevator lobbies.

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave the fire area immediately and close doors.
- Sound Fire Alarm.
- Call 9-1-1 from a safe location
- Leave building via nearest safest exit.
- Do not use the elevator
- Go to your assembly point or meeting place

Upon Hearing Fire Alarm:

If Continuous Signal:

- Leave building via nearest safest exit
- Close doors behind you
- Do not use elevator
- Go to your assembly point or meeting place

If Intermittent Signal:

- Prepare to leave the building.
- Listen to announcements/instructions.

Caution:

- If you encounter smoke, use an alternate exit.

Remain Calm

General Emergency Procedures for Supervisory Staff

Upon Discovery of Fire:

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm supervisory procedures.
- Call 9-1-1 from a safe location.
- Exit the building via stairs. Await the arrival of the Fire Department at the main entrance.

Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Call 9-1-1. Tell them the address and emergency.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the fire-fighters, inform the fire officer of the conditions in the building and coordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the fire-fighters as to location of persons, master keys for this occupancy and service rooms, etc.

Related Duties

In general:

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

Emergency Procedures for Staff

Chief Emergency Warden

The Chief Emergency Warden is the person who has the overall responsibility of the security of the staff, customers, etc in an emergency situation. A Chief Emergency Warden or designate must be present at the facility at all times.

Understanding the specific procedures to follow not only saves lives but can minimize property loss.

The Chief Emergency Warden Responsibilities

- Establish emergency procedures to be followed at time of emergency
- Organizes staff and appoints an emergency team to respond to the emergency
- Specifies the roles of each team member and provides training on emergency evacuation procedures
- Ensures the safety of personnel during working hours
- Keep updated records of the emergency organization team
- Orders evacuations when necessary
- Plans, carries out and keeps a record of all fire drills
- Ensures inspection of building and equipment is carried out by qualified personnel
- Liaisons with fire department , police, others in authority
- Provides alternate measures for safety of occupants during a shut down of fire protection equipment
- Ensures that the information in the Fire Safety Plan is current
- Performs other duties regarding safety as required
- Ensures all occupants understand the procedures they are expected to follow in an emergency, (are there language barriers, etc.)?
- Ensures people who require assistance in evacuating are provided monitors
- Posts and maintains at least 1 copy of the emergency procedures in an approved location

Duties in case of an emergency

During an emergency the Chief Emergency Warden resumes full authority and control for the evacuation of the occupants until such time as the situation is terminated or the fire department arrives at the scene and assumes responsibility.

When the fire alarm sounds, the Chief Emergency Warden's duties will be:

1. Ensures team has been notified
2. Report to designated area to await reports from Fire Safety Warden
3. Ensures there is an alternate for the position

Fire Safety Warden

Fire Safety Warden will be the person who physically works within the building. He/she will report to the Chief Emergency Warden or designate upon hearing from the fire wardens. This person will be a member of the team identified by the Chief Warden.

The Fire Safety Warden Responsibilities

- Identifies and tries to eliminate the source of the problem
- Communicates with the Chief Emergency Warden regarding the situation at hand
- Be knowledgeable of the roles and duties others are required to play
- On arrival of fire department works with them as required
- The Fire Safety Warden shall be versed in the operations of emergency equipment and first aid.
- Ensure substitutes or alternates are appointed for all roles and that there is always someone in position in case of holidays, sickness or absent from the work place.
- Carries out periodic inspections of the building and emergency equipment and reports findings to Chief Emergency Warden
- Ensures the appointment a Deputy Fire Safety Warden who can take responsibility when the Fire Safety Warden is not available.

Floor Monitor

Floor Monitors are assigned the responsibility of fire prevention/safety or emergency action for a building floor, portion of a floor area or specialty area. The Floor Monitor will ensure that all leave the building from their area safely in the event of an evacuation or any other emergency. Every Floor Monitor will have a Deputy Floor Monitor to replace the Floor Monitor in the event of holidays, sick days, or other absences.

Floor Monitor's Responsibilities when alarm sounds

- Ensure the safety of all personnel, including visitors on their floor in the event of fire or other emergency
- Develop and update names and rooms to be searched in case of an evacuation in their area
- Check rooms, closets, and washrooms to make sure the floor is evacuated
- Ensure monitors are assigned to help those mobility - impaired
- Once floor is evacuated report floor is cleared to the Fire Safety Warden
- Close all doors where possible

Monitors for mobility impaired

The monitors are appointed for mobility impaired persons and are to ensure these people leave the building safely in the event of an evacuation or other emergency. There should be two people per person with alternates on the list

Monitors Responsibilities

- Close all doors where possible
- When the alarm sounds respond with the mobility impaired person to the exterior of the building
- One monitor will inform Fire Safety Warden that the person has been evacuated
- Monitors will remain with the person and return only when authorized to do so

First Aid Attendants

In the event of an evacuation a temporary first aid post will be established outside the building in a designated location

First Aid Attendant Responsibilities

- At the sound of the alarm the First Aid Attendants will take the first aid kit to the designated location and remain there with it
- First aid attendants will administer first aid on evacuated occupants as required

Traffic Controllers

- Ensure people are directed to their assembly point
- Ensure people are able to cross the street safely if required

Organizational Chart

Please provide a list of who is the designate and their alternate for all positions

Chief Emergency Warden

Designate

Fire Safety Warden

Designate

Floor Monitors

Designate

First Aid Attendants

Designate

Traffic Control

Designate

Fire Hazards

Commercial, Retail and Industrial Properties

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

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Kitchen hoods and filters not cleaned properly.
- Improper disposal of oily rags.

In general, occupants should:

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

Fire Extinguishment, Control or Confinement

In the event, a small fire cannot be extinguished with the use of a portable fire extinguisher, or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and 9-1-1 has been called prior to an attempt to extinguish the fire.

Only those persons who are trained and familiar with extinguisher operation should attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

Remember the acronym P.A.S.S.

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

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided. Keep extinguishers in a visible area without obstructions around them.

NOTE:

Prior to using a type K extinguisher, activate the kitchen extinguishing system first to eliminate the heat source.

Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, the Charlottetown Fire Department shall be notified immediately. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable by the Chief Fire Official.

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

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows according to the Charlottetown Fire Prevention Bylaw part 8 section 8.5

- a) Notify the Charlottetown Fire Department 902-894-3623
- b) Immediately take action to restore the building's fire protection system to good working order
- c) Provide any emergency safety measures that may be required

Cooking operations shall be suspended until commercial cooking fixed extinguishing system is restored.

Fire Drills

Fire drills will be held to ensure efficient execution of the Fire Safety Plan.

Your occupancy is required to have # drills per year.

Please check with fire department how many drills you are required to have a year

Please copy this page to ensure all fire drills are recorded and retained in your fire plan.

FIRE DRILL RECORD

Date:

Time:

Manager/Supervisor On-Duty:

Staff Present:

Deficiencies Noted:

General Comments:

Requirements of the National Fire Code

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

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that require checks, inspections and/or tests to be conducted of the facilities. It is necessary that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- Fire Department may check to ensure that the necessary checks, inspections and/or tests are being done when conducting their inspections.
- National Fire Code should be consulted for further information that may be required.

Definitions for key words are as follows:

Check: means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

Test: means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

Inspect: means physical examination to determine that the device or system will apparently perform in accordance with its intended function

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

General Fire Protection Systems/Equipment

General

Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed. Exit signs shall be clearly visible and maintained in a clean and legible condition Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied

Weekly

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

Monthly

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

Yearly

Fire dampers and fire-stop flaps shall be inspected annually, or based on a schedule via contractor acceptable to the Chief Fire Official.

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

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

Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced.

Portable Fire Extinguishers

General

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

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

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance.

When recharging is performed, the recommendations of the manufacturer shall be followed.

Monthly

Portable extinguishers shall be inspected monthly for: pin in place, gauge reading, location and mounted, tagged.

Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection from a qualified Fire Extinguisher Service Company

5 Years

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

6 Years

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

Fire Alarm/Voice Communications Systems

General

Fire alarm and voice communication system components shall be kept unobstructed.

Fire alarm system power supply disconnect switches shall be locked on in an approved manner.

Daily

The following daily checks shall be conducted if a fault is established; appropriate corrective action shall be taken.

- a) Check the principle and remote trouble lights for trouble indication.
- b) Inspection of the AC power-on light shall be done to ensure its normal operation.

Monthly

Every month the following tests shall be conducted and if a fault is established, appropriate corrective action shall be taken:

- a) One manual fire alarm initiating device shall be operated on a rotating basis and shall initiate an alarm condition
- b) Function of all signal devices shall be ensured
- c) The annunciator panel shall be checked to ensure correct annunciation
- d) Intended function of the audible and visual trouble signals shall be ensured
- e) Fire alarm batteries shall be checked to ensure that:
 - i. Terminals are clean and lubricated
 - ii. Terminal clamps are clean and tight
 - iii. Electrolyte level and specific gravity , where applicable, meet manufacture's specifications

Voice paging capability to one zone shall be tested monthly on a rotational basis.

One emergency telephone shall be tested monthly on a rotational basis for operation and correct indication at control unit.

Loudspeakers shall be tested monthly as an all call signal to ensure they function as intended.

At least one fire-fighter's emergency telephone shall be tested monthly on a rotational basis to ensure communication with the control unit. All telephones shall be tested each year.

Yearly

Yearly tests conducted by a certified alarm contractor as required by National Fire Code, Division B Section 6.3.1.2.(1). Tests shall be in conformance with CAN/ULC S536, "Inspecting and Testing of fire Alarm Systems".

Voice communications between floor areas and the central alarm control facility shall be tested annually as required for fire alarm initiating and signalling devices.

Smoke Alarms

General

Ensure dwelling unit smoke alarms are maintained in operating condition.

Test smoke alarms monthly

Change batteries twice a year

Replace smoke alarms every 10 years or according to manufacture's instructions

Install smoke alarms on every level of the home outside all sleeping rooms and in every bedroom

Standpipe Systems

Monthly

Hose cabinets shall be **inspected** monthly to ensure that the hose and equipment are in the proper position and appear to be operable.

Yearly

Plugs or caps on Fire Department connections shall be removed annually and the threads **inspected** for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.

If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.

Hose valves shall be **inspected** annually to ensure that they are tight and that there is no water leakage into the hose.

Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.

A copy of the annual inspection report shall be e-mailed by you to the Charlottetown Fire Department within thirty (30) days of the inspection.

Sprinkler Systems

According to the Charlottetown Fire Prevention Bylaw Part V111

Section 8.1 Each fire protection system required by this Bylaw shall be installed in accordance with the requirements of the National Fire Code of Canada and the adopted standards of the National Fire Protection Association

Section 8.9 The owner of a property protected by any fire protection system shall at least once a year have a properly trained and qualified person inspect, test and carry out necessary maintenance and shall supply to the Authority Having Jurisdiction an annual written report verifying the inspection, testing, and any necessary maintenance has been carried out.

General

Auxiliary drains shall be **inspected** as required to prevent freezing

A copy of the annual inspection report shall be e-mailed by you to the Charlottetown Fire Department within thirty (30) days of the inspection.

Commercial Cooking Equipment

Commercial cooking equipment exhausts and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".

Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.

Daily

Check pilot lights for indication of proper operation.

Weekly

Hoods, grease removal devices, fans, ducts, and other equipment shall be **checked** weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.

6 Months

Inspection and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with National Fire Code, Division B, Section 2.6.1.9.(2)

A copy of the bi-annual inspection report shall be sent to the Charlottetown Fire Department by you within thirty (30) days of the inspection.

Emergency Lighting System

Monthly

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

Ensure that battery surface is clean and dry.

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

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

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

Yearly

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

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

A copy of the annual inspection report shall be sent to the Charlottetown Fire Department within thirty (30) days of the inspection.

Elevators

Ensure keys required to recall elevators and to permit independent operations are in their approved location.

Maintain correct signage for fire-fighters' elevator.

3 Months

Every three months the 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 seconds with the photo-electric cell covered.

The key operated switch located outside an elevator shaft shall be **tested** to ensure that the actuation of the switch will render the emergency stop button in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.

Key operated switches in each elevator car shall be **tested** to ensure that the actuation of the switch will:

- a) enable the elevators to be operable independently of other elevators
- b) allow operation of the elevator without interference from floor call buttons
- c) render door re-opening devices inoperative
- d) control the opening of power operated doors only by the continuous pressure on the "door open" button to ensure that if the button is released while the door is opening, the doors will automatically close

Emergency Power Systems

General

Emergency power systems shall be **inspected, tested** and maintained in conformance with CSA C282, “Emergency Electrical Power Supply for Buildings”.

To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer’s instructions.

Monthly

The emergency electrical power shall be completely **tested** monthly as follows:




















- a) Simulate a failure of the normal power supply.
- b) Arrange so that:
 - i) an engine generator set operates under at least 30% of the rated load for 60 minutes and;
 - ii) all automatic transfer switches are operated under load.
- c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls.
- d) Record all instrument readings associated with the prime mover and generator and verification that they are normal
- e) Log and report as further prescribed in the manual of instruction for operation and maintenance.
- f) Check fuel supply for sufficient quantity.

Annually

Test the generator, control panel, and transfer switch in conformance with CSA C282, “Emergency Electrical Power Supply for Buildings”.

Building Schematics

LEGEND FOR BUILDING

	Pull Pin For Kitchen Fire Suppression System
	Entrance / Exit
	Hydrant
	Siamese Fire Department Connection
	Free Standing Siamese Fire Department Connection
	Valves (General) Identify The Type Of Valve (Ie. Shut Off Valve For Natural Gas, Sprinklers, Etc.)
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Emergency Light, Battery-Powered
	Illuminated Exit Sign, Single Face
	Combined Battery-Powered Emergency Light & Illuminated Exit Sign
	Pull Station
	Heat Detector
	Smoke Detector
	Fire Extinguisher - BC Type
	Fire Extinguisher - ABC Type
	Fire Extinguisher – Water
	Hose Cabinet
	Sprinkler Riser, indicate whether Wet or Dry System

Floor Plan
(Include Legend)

Please attach to e-mail. Please indicate your company name so the plan can be attached to your submission.

Site Plan
(Include Legend)

Please attach to e-mail. Please indicate your company name so the plan can be attached to your submission.

Please include sprinkler certification and fire alarm certification

Please add anything you may think is necessary for your fire plan.

Should you like more info on a fire plan please feel free to contact the office by e-mailing wbryan@city.ca or calling 629-4017

**Charlottetown Fire Department
PO Box 98
Charlottetown, PEI
C1A 7K2
629-4083 (p)
894-7751 (f)**

