

**Fire Safety Plan**

**MARKHAM FAIR**

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# **Fire Safety Plan**

## **INTRODUCTION**

The Ontario Fire Code, Section 2.8 requires the establishment and implementation of a FIRE SAFETY PLAN for this building occupancy.

The Fire Marshal's Act states that every person who contravenes any provision of the Fire Code and every director or officer of a corporation who knowingly concurs in such a contravention is guilty of an offence and upon conviction is liable to a fine of not more than \$25,000 for a director or officer and \$50,000 for a corporation or to imprisonment for a term of not more than one year, or to both".

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings.

**Fire Safety Plan**

**AUDIT OF HUMAN RESOURCES**

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**Markham Fair  
10801 McCowan Road  
Markham, Ontario  
L3P 3J3**

**Tel: 905-642-3247**

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Occupancy: **General Exhibits, Trade shows and Assemblies**

Occupancy Loads: **NONFIXED CHAIRS ONLY 1797  
CHAIRS WITH TABLES (DINING) 1241  
CHAIRS WITH TABLES (OTHER) 1437  
Exhibition Hall (non-mercantile) 487**

Business Owner: **Markham and East York Agriculture Society**

Address: **(Same as Above)**

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**After Hours Contacts:**

Site Supervisor: **Mick Erskine** Phone No: **416-605-3719(cell)  
905-640-0081(res)**

General Manager: **John Peco** Phone No: **416-705-3283(cell)  
905-642-3247(fair)  
Ext 222**

Member: **Blair Purcell** Phone No: **905-930-0090(cell)  
905-640-8595(res)**

Member: **Don Miller** Phone No: **905-640-3707(res)**

## Fire Safety Plan

### AUDIT OF BUILDING RESOURCES

#### Portable Extinguisher(s):

Type:                   A.B.C.  
Rating:                2 A 10 BC

Location (Building 1):           by all exits in exhibit area  
  1 – by front door  
  1 – in kitchen  
  1 – in main office

(All other Buildings):           By all exits in exhibit area

#### Fire Alarm System:

Mircom – Model 1000  
Monitored by Alarmstat Fire & Security Systems Inc. 905-886-0882

Annunciator Panel  
Main Alarm Panel Location – Link Building 3 & 4  
*No* - Fixed Extinguishing System

#### Heating/Cooking:

Fuel Source:                   Propane  
Fuel Shut-Off:               West Side of Building at Tank

Emergency Lighting:       *Yes* – Above East and West Exit Doors and in Office Area

Exits:                         7 in assembly area  
  5 in office area  
  Locations – as per diagram

Sprinkler System:           *No*

Hazardous materials on site?   *No*

## Fire Safety Plan

### Flame Resistance Materials:

All drapes, curtains, backdrop cloths, skirting etc. must meet the requirements for high degree of flame resistance as described in Note 4 of test method 27.1 of CAN2-4.2 'Textile test methods'.

### Temporary Wiring

All Temporary wiring to be performed by Qualified personnel in conformance with current electrical code requirements.

All extension cords are for temporary use only and must only be used for there intended purpose as specified by the manufacturer and/or any other rating.

### Water Supply

**THERE IS NO HYDRANTS OR WATER SUPPLY ON GROUND FOR FIRE FIGHTING PURPOSES. TANKERS ARE REQUIRED**

### Access to Grounds

Fire dept. **HAS KEYS** to all gates and all buildings with the exception of main admin. office and storage room.

The main entrance for the grounds Located off McCowan rd. is the best entrance to use as it is accessible year round.

## Fire Safety Plan

### EMERGENCY PROCEDURES

**THE ACTIONS TO BE TAKEN BY OCCUPANTS IN EMERGENCY SITUATIONS WILL BE POSTED ON EACH FLOOR AND WILL READ AS FOLLOWS:**

#### **IN CASE OF FIRE**

##### Upon Discovery of Fire:

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Call Markham Fire Department at **9-1-1**
- Leave building via nearest Exit

##### Upon Hearing Fire Alarm:

- Leave building via nearest Exit
- Close doors behind you

#### **CAUTION**

***IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT***

#### **REMAIN CALM**

***These emergency procedures shall be posted on every floor.***

## **Fire Safety Plan**

### **FIRE ALARM PROCEDURES** **FOR** **SUPERVISORS**

- Ensure that the other occupants have been notified of the emergency conditions.
- Notify the Markham Fire Department of the emergency condition. Dial 911 and ask for the Markham Fire Department.
- Supervise the evacuation of the occupants.
- Upon the arrival of the firefighters, inform the fire officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the firefighters, i.e. Master keys for this occupancy and service rooms etc.

### **RELATED DUTIES**

#### **In general:**

- Where applicable, keep the doors to stairwells closed at all times.
- Keep stairwells, landings, hallways and EXITS, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections (if applicable) clear and acceptable for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.

## Fire Safety Plan

### SUGGESTED OPERATION OF PORTABLE FIRE EXTINGUISHERS

#### ***REMEMBER THE (PASS)***

**P** - **P**ull the safety pin

**A** - **A**im the nozzle

**S** - **S**queeze the trigger handle

**S** - **S**weep from side to side (watch for fire restarting)

Never rehang extinguishers after use. Ensure they are properly recharged by a person acceptable to the Fire Department for servicing portable fire extinguishers.

Keep extinguishers in a visible area without obstructions around them.

### RESPONSIBILITIES OF THE OWNER/OCCUPANT

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

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out fire safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain one (1) copy of the fire emergency procedures.
- Keep on the premises a copy of the fire emergency procedures and other duties for supervisory staff as laid down in the Fire Safety Plan.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.



## **Fire Safety Plan**

### **IN ORDER TO AVOID FIRE HAZARDS IN THE BUILDING, STAFF AND OCCUPANTS ARE ADVISED TO:**

- Not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or extension cords for permanent wiring.
- Avoid careless smoking; use ashtrays.
- Not leave articles such as shoes, boxes, etc. in the building halls, corridors and stairways.

### **IN GENERAL, OCCUPANTS ARE ADVISED TO:**

- Know where the EXITS are located.
- Call Markham Fire Department at 415-7521 whenever you need assistance.
- Dial 9-1-1 and ask for Markham Fire Department in the event of an emergency.
- Know the correct building address.
- Notify the owner/manager if special assistance is required for persons requiring assistance in the event of an emergency.

### **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 the fire department has been notified and wait for the fire department to arrive.

### **ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY**

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

All attempts to minimize the impact of malfunctioning equipment will be indicated. Where portions of fire alarm system is placed out of service, service to remaining portions must be maintained, and where necessary, the use of a fire walk will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from the Fire Department.

When a fire walk is employed it will be conducted hourly until system is back in service or event is over and building vacated.

#### **Notify Staff:**

- The Markham fair is responsible to ensure that all alternate measures are adhered to.

**Note:** A copy of the Fire Safety Plan will be located in the roleup office for tenants use. Any shutdown will be confined to as limited an area and duration as possible.

## **Fire Safety Plan**

### **FIRE DRILLS**

Fire drills will be held at least once every twelve months to ensure efficient execution of the Fire Safety Plan. Fire drill records are required to be retained for a period of two (2) years.

## Fire Safety Plan

### Check/test/inspect requirements of the Ontario Fire Code:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be made of equipment and facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.
- Definitions for key words are as follows:
  - **Check** - means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
  - **Test** - means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
  - **Inspect** - means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

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

### PORTABLE FIRE EXTINGUISHERS

<u>Inspect all portable extinguishers</u>	<b>Monthly</b>
<u>Subject to maintenance</u>	<b>Annually</b>
<u>Hydrostatically test water type extinguisher</u>	<b>Every 5 years</b>
<u>Hydrostatically test dry chemical type extinguishers</u>	<b>Every 12 years</b>
<u>Recharge extinguisher after use or as indicated by an inspection or when performing maintenance</u>	<b>As Required</b>

## **Fire Safety Plan**

### **MEANS OF EGRESS**

Maintain exit lights to ensure they are clear and legible	<b>As Required</b>
Maintain exit lights to ensure they are illuminated and in good repair	<b>As Required</b>
Maintain corridors free of obstructions	<b>As Required</b>

### **EMERGENCY LIGHTING EQUIPMENT**

Emergency lighting units shall be checked to ensure that the units operate in case of power failure	<b>Monthly</b>
The emergency lighting unit equipment shall be tested to ensure that the units will provide emergency lighting for a duration equal to the design criteria during simulated power failure conditions	<b>Annually</b>
After completion of the duration <sub>1</sub> test the charging conditions for voltage and current. The recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications	<b>Annually</b>

## **Fire Safety Plan**

### **GENERAL**

Daily checks and monthly tests shall be conducted by the owner/manager.

Yearly tests shall be conducted by a person acceptable to the Fire Department for servicing fire alarm systems.

When the system or any part of it is shut down the supervisory staff are to be notified and alternative measures are to be followed as outlined in this approved fire safety plan in accordance with Section 2.8 of the Fire Code.

Once activated, a fire alarm system shall not be manually silenced unless it has been confirmed by the owner/manager that no fire exists. This shall be done in accordance with the procedures as outlined in this approved fire safety plan.

The repair or cleaning of equipment and the periodic replacement of components must be completed as per manufacturer's specifications and recommendations and must not reduce the level of performance of the equipment.

### **ONGOING OBSERVATIONS AND MAINTENANCE**

The fire alarm system is to be maintained in operating condition.

Access to the fire alarm system components requiring inspection or servicing shall be kept unobstructed.

#### **DAILY CAN/ULC-S536-M86** **(to be completed by the owner/manager)**

The following daily checks shall be conducted. If a fault is established, appropriate corrective action shall be taken:

- Visually check the principal trouble lights for trouble indication
- Inspect the AC power-on light to ensure its normal operation

## **Fire Safety Plan**

### **MONTHLY CAN/ULC-S536-M86 RECORDS REQUIRED** **(to be completed by the owner/manager)**

#### **Fire Alarm System:**

- One manual alarm initiating device (i.e. pull station) is to be operated on a monthly basis to initiate an alarm condition. The system is to be checked for operation.
- The Annunciator shall be checked to ensure that the tested device annunciated correctly.
- All alarm audible devices (i.e. bells) shall be checked to ensure they are audible and functioning correctly.
- The intended function of the audible and visual trouble signals shall be observed. The lamp test switch can be used.
- The standby batteries shall be inspected to ensure terminals are clean and lubricated and terminal clamps are secure.

### **ANNUAL CAN/ULC-S536-M86 RECORDS REQUIRED** **(to be completed by a Contractor)**

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

#### **Fire Alarm System:**

- Inspection and maintenance shall be conducted in accordance with CAN/ULC-S536-M86.
- All devices which are connected into the fire alarm panel, such as bells, heat detectors, smoke detectors, supervisory alarms and manual pull stations are tested for correct function.
- The control panel is put through a number of tests, such as ground and trouble indication, supervision, etc. to ensure proper operation.
- The back-up batteries are cleaned and tested for performance.
- The Annunciator is tested.
- Test to assure the trouble, alarm and other required signals are received at the monitoring station.

A record of all tests shall be kept. The inspections and test record should be similar to the one laid out in CAN/ULC-5536-M86.