

FIRE SAFETY PLAN

Name of Establishment
123 Anywhere Street
Anytown, Ontario
A1A-1A1

SAMPLE

Approved By: _____

INTRODUCTION

A FIRE SAFETY PLAN IS DESIGNED TO PROVIDE OCCUPANT SAFETY IN THE EVENT OF FIRE, TO PROVIDE EFFECTIVE UTILIZATION OF THE FIRE SAFETY FEATURES OF THE BUILDING AND TO MINIMIZE THE POSSIBILITY OF FIRES. THIS PLAN DISCUSSES WHAT OCCUPANTS ARE TO DO IN THE EVENT OF FIRE, FIRE SAFETY, SUPERVISORY STAFF AND RELATED DUTIES, AND OTHER RELATED ISSUES.

IN ORDER FOR THIS PLAN TO BE EFFECTIVE MANAGEMENT MUST KNOW THE PLAN AND BE ABLE TO IMPLEMENT IT IN THE EVENT OF FIRE. THE FIRE CODE REQUIRES THE OWNER TO BE RESPONSIBLE FOR CARRYING OUT THE PROVISIONS FOR FIRE SAFETY, AND DEFINES "OWNER" AS "ANY PERSON, FIRM OR CORPORATION CONTROLLING THE PROPERTY UNDER CONSIDERATION". CONSEQUENTLY, THE OWNER MAY BE ANY ONE OF OR A COMBINATION OF PARTIES, INCLUDING BUILDING MANAGEMENT, MAINTENANCE STAFF AND TENANT GROUPS.

THIS FIRE SAFETY PLAN HAS BEEN ACCEPTED BY THE FIRE DEPARTMENT, BUT THIS DOES NOT IN ANY WAY RELIEVE THE OWNER, THE LESSEE, OR THE MANAGEMENT, OF THEIR RESPONSIBILITIES. THE FIRE PROTECTION AND PREVENTION 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 CONTRAVENTION IS GUILTY OF AN OFFENSE AND ON CONVICTION IS LIABLE TO A FINE OF NOT MORE THAN \$25,000 FOR AN INDIVIDUAL OR \$50,000 FOR A CORPORATION OR TO IMPRISONMENT FOR A TERM OF NOT MORE THAN ONE YEAR, OR TO BOTH".

DO NOT MAKE ANY CHANGES IN THIS PLAN WITHOUT THE APPROVAL OF THE FIRE DEPARTMENT.

THE FIRE DEPARTMENT MAY REQUIRE THIS PLAN ONCE APPROVED TO BE RESUBMITTED IF THERE ARE ANY CHANGES TO OCCUPANCY OR USE, IF THERE IS ANY CHANGE IN STANDARDS, IF THE FIRE PLAN HAS NOT BEEN KEPT CURRENT OR UP TO DATE OR BECAUSE THE CHIEF FIRE OFFICIAL JUDGES THE CURRENT FIRE SAFETY PLAN AS NO LONGER BEING ACCEPTABLE.

DISTRIBUTION

NEW TECUMSETH FIRE DEPARTMENT

COMPLETE COPY

COMPLETE COPY

PRIME RESTAURANTS

COMPLETE COPY

STAFF

Pages 2-2, 2-3, 2-5, 2-6, 3-4 and 3-5

COMPLETE PLAN

**A COPY OF THE FIRE SAFETY PLAN WILL BE KEPT IN RESTAURANT OFFICE AND BE
READILY AVAILABLE IN THE EVENT OF A FIRE EMERGENCY.**

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AUDIT OF BUILDING RESOURCES

FIRE ALARM SYSTEM:

PROTECTED BY A MIRCOM 1000, SINGLE STAGE MULTIZONED FIRE ALARM SYSTEM. THE FIRE ALARM CONTROL PANEL IS LOCATED IN THE ELECTRICAL ROOM. A REMOTE ANNUNCIATOR PANEL IS LOCATED IN THE MAIN ENTRANCE VESTIBULE.

THE SOUNDING DEVICE FOR THE FIRE ALARM SYSTEM IS BELLS.

THE FIRE ALARM SYSTEM IS ACTIVATED BY PULL STATIONS, THE FIRE EXTINGUISHING SYSTEM FOR COMMERCIAL COOKING EQUIPMENT, HEAT DETECTOR AND A SPRINKLER FLOW SWITCH.

THE FIRE ALARM SYSTEM IS MONITORED BY ADT SECURITIES.

AUTOMATIC SPRINKLER SYSTEM:

THE ENTIRE BUILDING IS PROTECTED BY A WET SPRINKLER SYSTEM. THE SPRINKLER SYSTEM IS CONTROLLED WITH AN ALARM CHECK VALVE, SUPERVISORY VALVE, PRESSURE SWITCH AND A FLOW SWITCH.

THE SHUT OFF VALVES ARE LOCATED IN THE NORTH-WEST PREPARATION AREA.

FIRE DEPARTMENT CONNECTION:

THE FIRE DEPARTMENT CONNECTION IS LOCATED ON THE NORTH FACE OF THE BUILDING.

DETECTORS:

A RATE OF RISE/FIXED TEMPERATURE HEAT DETECTOR IS LOCATED IN THE DISHWASHING AREA.

THE APPROXIMATE LOCATION OF THE DETECTOR IS SHOWN ON THE SCHEMATIC DRAWINGS.

PORTABLE FIRE EXTINGUISHERS

3A:10BC RATED MULTI-PURPOSE FIRE EXTINGUISHERS ARE LOCATED AT THE MAIN ENTRANCE, REAR EXIT, EXIT DOOR NEAR THE BAR AND IN THE ELECTRICAL ROOM.

A CLASS "K" RATED WET CHEMICAL FIRE EXTINGUISHER IS LOCATED IN THE KITCHEN NEAR THE COOKING EQUIPMENT.

THE APPROXIMATE LOCATION OF THE EXTINGUISHERS IS SHOWN ON THE SCHEMATIC DRAWINGS.

BATTERY POWERED EMERGENCY LIGHTING:

BATTERY POWERED EMERGENCY LIGHTING UNITS WITH REMOTE HEADS ARE PROVIDED THROUGHOUT THE DINING AND BAR AREAS, PUBLIC WASHROOMS, KITCHEN COOKING AND PREPARATION AREAS AND IN THE ELECTRICAL ROOM.

THE EMERGENCY LIGHTING UNIT EQUIPMENT WILL PROVIDE EMERGENCY LIGHTING FOR A DURATION OF 30 MINUTES UNDER POWER FAILURE CONDITIONS.

FIRE EXTINGUISHING SYSTEM FOR COMMERCIAL COOKING EQUIPMENT:

THE KITCHEN COOKING EQUIPMENT IS PROTECTED WITH A PRYOCEM WET CHEMICAL EXTINGUISHING SYSTEM. THE SYSTEM IS ACTIVATED BY A MANUAL PULL PIN OR BY RELEASE OF A FUSIBLE LINK.

THE PULL PIN IS LOCATED ON THE WALL NEAR THE COOKING EQUIPMENT AND IS SHOWN ON THE SCHEMATIC DRAWING WITH A "P".

RELEASE OF THE FIRE EXTINGUISHING SYSTEM FOR COMMERCIAL COOKING EQUIPMENT WILL ACTIVATE THE FIRE ALARM SYSTEM AND SHUT OFF THE GAS VALVE TO THE COMMERCIAL COOKING EQUIPMENT.

EXITS

THE MAIN ENTRANCE/EXIT IS LOCATED ON THE EAST FACE AND EXITS ONTO THE FRONT PARKING AREA. THERE IS AN ALTERNATIVE EXIT LOCATED ON THE SOUTH FACE WHICH EXITS ONTO THE SIDE PATIO. THERE IS AN EXIT ON THE WEST FACE FROM THE KITCHEN WHICH EXITS ONTO THE REAR LOADING AREA.

FIRE DEPARTMENT ACCESS:

IS ACCESSIBLE FROM STREET, THROUGH THE COMPLEX DRIVEWAY.

KEY BOX:

A KEY BOX IS LOCATED NEAR THE MAIN ENTRANCE. THE BOX CONTAINS A KEY FOR THE REAR DOOR.

GAS SHUT OFF:

THE MAIN GAS SHUT OFF VALVE IS LOCATED ON THE EAST FACE OF THE BUILDING AND IS ACCESSIBLE FROM THE REAR LOADING AREA.

THERE IS AN EMERGENCY GAS SHUT OFF VALVE LOCATED IN THE KITCHEN NEAR THE COOKING EQUIPMENT.

THE APPROXIMATE LOCATION OF THE GAS SHUT OFF VALVES IS SHOWN ON THE SCHEMATIC DRAWINGS.

HYDRANTS:

THERE IS A PRIVATE FIRE HYDRANT LOCATED IN THE PARKING AREA TO THE NORTH AND SOUTH OF.

AUDIT OF HUMAN RESOURCES

NAME & ADDRESS:

OWNER:

FRANCHISEE:

MANAGER:

EMERGENCY CONTACT:

FIRE ALARM MONITORING COMPANY:

SAMPLE

EMERGENCY PROCEDURES

THE ACTIONS TO BE TAKEN BY OCCUPANTS IN EMERGENCY SITUATIONS WILL BE POSTED AT ALL PULL STATIONS AND WILL READ AS FOLLOWS:



THE RESTAURANT IS EQUIPPED WITH A SINGLE STAGE FIRE ALARM SYSTEM. THE FIRE ALARM SYSTEM IS TO BE ACTIVATED TO ALERT THE OCCUPANTS OF AN EMERGENCY AND TO PUT INTO OPERATION THE APPROVED FIRE SAFETY PLAN. THE FIRE DEPARTMENT IS TO BE NOTIFIED BY DIALING 9-1-1 AND GIVEN THE CORRECT ADDRESS AND THE EXACT LOCATION OF THE FIRE.

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

IN THE EVENT OF FIRE:

IF YOU ARE IN THE FIRE AREA:

- LEAVE THE FIRE AREA IMMEDIATELY
- CLOSE ALL DOORS BEHIND YOU.
- ACTIVATE THE FIRE ALARM, USE THE PULL STATION.
- TELEPHONE THE NEW TECUMSETH FIRE DEPARTMENT - DIAL 9-1-1. NEVER ASSUME THAT THIS HAS BEEN DONE. KNOW AND GIVE THE CORRECT ADDRESS – AND THE LOCATION OF THE FIRE IN THE BUILDING.
- USE EXITS TO LEAVE THE BUILDING IMMEDIATELY.

DO NOT RE-ENTER THE BUILDING ONCE YOU HAVE LEFT IT UNTIL IT IS DECLARED SAFE TO DO SO BY A FIRE OFFICIAL.

IF YOU HEAR A FIRE ALARM SIGNAL:

- LEAVE THE BUILDING USING THE NEAREST SAFE EXIT.
- IF YOU ENCOUNTER FIRE OR SMOKE IN YOUR WAY USE AN ALTERNATE EXIT.

FIRE EXTINGUISHMENT AND CONFINEMENT

CONFINING A FIRE IN AN ENCLOSED SPACE CAN KEEP THE FIRE, SMOKE AND FUMES FROM ENTERING INTO A MEANS OF EXIT. IN MANY CASES, THIS CAN BE ACCOMPLISHED IF ONE REMEMBERS TO CLOSE THE DOOR WHEN LEAVING THE FIRE AREA.

ONLY AFTER ENSURING THAT THE ALARM HAS BEEN RAISED, THE FIRE DEPARTMENT NOTIFIED AT 9-1-1, AND EVERYONE HAS EVACUATED THE AREA, SHOULD AN EXPERIENCED PERSON (FAMILIAR WITH FIRE EXTINGUISHER OPERATION) ATTEMPT TO EXTINGUISH A SMALL FIRE.

IF A SMALL FIRE CANNOT BE EXTINGUISHED WITH THE USE OF A PORTABLE FIRE EXTINGUISHER OR THE FIRE EXTINGUISHING SYSTEM FOR COMMERCIAL COOKING EQUIPMENT, OR THE SMOKE PRESENTS A HAZARD TO THE OPERATOR, THEN THE DOOR TO THE AREA SHOULD BE CLOSED TO CONFINE AND CONTAIN THE FIRE. IF A FIRE OCCURS IN THE KITCHEN COOKING EQUIPMENT OR CANOPY, PULL THE HANDLE ON THE FIRE EXTINGUISHING SYSTEM THAT PROTECTS THE AREA. DO THIS ONLY IF THERE IS NO DANGER TO YOURSELF.

ATTEMPTING TO EXTINGUISH A FIRE IS A VOLUNTARY ACT.

ONLY PERSONS WHO ARE EXPERIENCED AND FEEL CONFIDENT IN THE USE OF A FIRE EXTINGUISHER SHOULD CONTEMPLATE THEIR USE. IMPROPER USE OF A FIRE EXTINGUISHER CAN LEAD TO SEVERE INJURY OR DEATH.

NEVER ATTEMPT TO FIGHT A FIRE ALONE.

EXAMPLE OF PORTABLE FIRE EXTINGUISHER INSTRUCTIONS

BASIC OPERATION (PASS):

P - PULL THE SAFETY PIN (USUALLY A TWIST-PULL ACTION)

A - AIM (THE NOZZLE, HORN OR HOSE AT THE BASE OF THE FIRE)

S - SQUEEZE THE TRIGGER HANDLE

S - SWEEP FROM SIDE TO SIDE (WATCH FOR REFLASH)

- **NEVER** RE-HANG AN EXTINGUISHER ONCE IT HAS BEEN DISCHARGED. (EVEN IF IT IS ONLY USED FOR A FEW SECONDS.) HAVE IT RE-CHARGED BY A SERVICE COMPANY.
- **ALWAYS** MAINTAIN AN AREA OF 3 FEET CLEARANCE AROUND ALL FIRE PROTECTION EQUIPMENT.

ALWAYS KEEP AN EXIT AT YOUR BACK. DO NOT GET TRAPPED.

PRACTICE FIRE PREVENTION AND GOOD HOUSEKEEPING

DO NOT GIVE A FIRE A PLACE TO START

NOTE: ONLY PERSONS WHO ARE EXPERIENCED AND FEEL CONFIDENT IN THE USE OF AN EXTINGUISHER SHOULD CONTEMPLATE THEIR USE. IMPROPER USE OF A FIRE EXTINGUISHER CAN LEAD TO SEVERE INJURY OR DEATH.

ATTEMPTING TO EXTINGUISH A FIRE IS A VOLUNTARY ACT.

CONTROL OF FIRE HAZARDS

IN ORDER TO AVOID FIRE HAZARDS IN THE RESTAURANT STAFF ARE ADVISED:

- NOT TO PUT BURNING MATERIAL SUCH AS CIGARETTES AND ASHES INTO GARBAGE CONTAINERS.
- TO AVOID UNSAFE COOKING PRACTICES, UNATTENDED STOVES, LOOSELY HANGING SLEEVES.
- NOT TO USE UNSAFE ELECTRICAL APPLIANCES, EXTENSION CORDS, OVER-LOADED OUTLETS OR LAMPWIRE FOR PERMANENT WIRING.
- TO AVOID SMOKING.
- KEEP HALLWAYS, PASSAGEWAYS AND EXITS CLEAR OF OBSTRUCTIONS AND COMBUSTIBLE REFUSE AT ALL TIMES.
- ENSURE EXITS DOORS ARE NOT LOCKED AND ARE EQUIPPED WITH THE PROPER HARDWARE.
- ENSURE THE POSTED OCCUPANT LOAD IS NOT EXCEEDED.
- REPORT ANY HAZARDS TO THE MANAGER.

OPEN FLAMES:

- USE OF OPEN FLAMES MUST BE APPROVED BY THE FIRE DEPARTMENT.
- FLAMING MEALS OR DRINKS SHALL BE IGNITED ONLY AT THE LOCATION OF SERVING.
- A ULC LISTED PORTABLE FIRE EXTINGUISHER HAVING A 2A:10BC RATING OR HIGHER SHALL BE LOCATED ON THE SERVING CART WHERE THE FLAMING MEALS OR DRINKS ARE BEING SERVED.
- DEVICES HAVING OPEN FLAMES SHALL BE SECURELY SUPPORTED IN NONCOMBUSTIBLE HOLDERS AND LOCATED AND PROTECTED SO AS TO PREVENT ACCIDENTAL CONTACT OF THE FLAME WITH COMBUSTIBLE MATERIALS.

IN GENERAL, STAFF ARE ADVISED TO

- KNOW WHERE THE PULL STATIONS AND EXITS ARE LOCATED.
- CALL THE NEW TECUMSETH FIRE DEPARTMENT AT 9-1-1 WHENEVER YOU NEED EMERGENCY ASSISTANCE.
- KNOW THE CORRECT BUILDING ADDRESS

SAMPLE

RESPONSIBILITIES

THE FIRE CODE: ONTARIO REGULATION 388/97 AS AMENDED IS A PROVINCIAL REGULATION. THIS CODE REQUIRES THE OWNERS TO BE RESPONSIBLE FOR CARRYING OUT THE PROVISIONS OF THIS CODE, AND DEFINES "OWNER" AS "ANY PERSON, FIRM OR CORPORATION CONTROLLING THE PROPERTY UNDER CONSIDERATION AND INCLUDES THE PERSONS IN THE BUILDING OR PROPERTY".

THE RESTAURANT FRANCHISEES RESPONSIBILITIES:

THE FRANCHISEE HAS NUMEROUS RESPONSIBILITIES RELATED TO FIRE SAFETY AND THEY INCLUDE:

- 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.
- TRAINING OF SUPERVISORY STAFF SO THAT THEY ARE AWARE OF THEIR RESPONSIBILITIES FOR FIRE SAFETY.
- HOLDING OF FIRE DRILLS.
- CONTROL OF FIRE HAZARDS IN THE RESTAURANT.
- MAINTENANCE OF THE RESTAURANT FACILITIES PROVIDING FOR SAFETY OF THE OCCUPANTS.
- PROVISIONS OF ALTERNATE MEASURES FOR THE SAFETY OF OCCUPANTS DURING SHUTDOWN OF FIRE PROTECTION EQUIPMENT.
- ASSURING THAT CHECKS, INSPECTIONS AND TESTS, AS REQUIRED BY THE FIRE CODE ARE COMPLETED ON SCHEDULE AND THAT RECORDS ARE RETAINED.
- NOTIFY THE CHIEF FIRE OFFICIAL REGARDING CHANGES IN THE FIRE SAFETY PLAN.
- BE IN COMPLETE CHARGE OF THE APPROVED FIRE SAFETY PLAN AND THE SPECIFIC RESPONSIBILITIES OF THE PERSONNEL.

THE RESTAURANT FRANCHISEES RESPONSIBILITIES

- DESIGNATE AND TRAIN SUFFICIENT ASSISTANTS TO ACT IN THIS POSITION.
- EDUCATE AND TRAIN ALL RESTAURANT PERSONNEL IN THE USE OF THE EXISTING FIRE SAFETY EQUIPMENT, AND IN THE ACTIONS TO BE TAKEN UNDER THE APPROVED FIRE SAFETY PLAN.
- SURVEY THE BUILDING TO DETERMINE THAT EXITS ARE AVAILABLE FROM EACH AREA.
- PREPARE AND POST IN EACH AREA, THE EMERGENCY PROCEDURE FOR USE BY THE OCCUPANTS IN CASE OF AN EVACUATION.

IN GENERAL:

- KEEP HALLWAYS AND EXITS INSIDE AND OUTSIDE CLEAR OF ANY OBSTRUCTIONS AT ALL TIMES. (INCLUDING ICE & SNOW)
- DO NOT PERMIT COMBUSTIBLE MATERIALS TO ACCUMULATE IN QUANTITIES OR LOCATIONS WHICH WILL CONSTITUTE A FIRE HAZARD.
- PROMPT REMOVAL OF ALL COMBUSTIBLE WASTE FROM ALL AREAS WHERE WASTE IS PLACED FOR DISPOSAL.
- DON'T EMPTY ASHTRAYS INTO COMBUSTIBLE CONTAINERS.
- MAINTAIN THE FIRE PROTECTION EQUIPMENT IN GOOD OPERATING CONDITION AT ALL TIMES.
- IN THE EVENT OF ANY SHUTDOWN OF FIRE PROTECTION EQUIPMENT, NOTIFY THE NEW TECUMSETH FIRE DEPARTMENT AND THE MONITORING COMPANY.
- ARRANGE FOR A SUBSTITUTE IN YOUR ABSENCE.
- CONDUCT FIRE DRILLS.

THE RESTAURANT FRANCHISEES RESPONSIBILITIES

IN THE EVENT OF FIRE:

- NOTIFY THE NEW TECUMSETH FIRE DEPARTMENT OF THE EMERGENCY CONDITION - DIAL 9-1-1
- ENSURE THAT THE FIRE ALARM HAS BEEN ACTIVATED
- SUPERVISE THE EVACUATION OF THE OCCUPANTS
- UPON ARRIVAL OF THE FIREFIGHTERS, INFORM THE FIRE OFFICER REGARDING CONDITIONS IN THE RESTAURANT AND HAVE AVAILABLE THE FIRE SAFETY PLAN, AND MASTER KEYS.

UPON THE SOUNDING OF THE FIRE ALARM:

- NOTIFY THE NEW TECUMSETH FIRE DEPARTMENT OF THE EMERGENCY CONDITION - DIAL 9-1-1
- SUPERVISE THE EVACUATION OF THE OCCUPANTS
- UPON ARRIVAL OF THE FIREFIGHTERS, INFORM THE FIRE OFFICER REGARDING CONDITIONS IN THE RESTAURANT AND HAVE AVAILABLE THE FIRE SAFETY PLAN AND MASTER KEYS.
- ENSURE CUSTOMERS DO NOT RE-ENTER THE RESTAURANT UNTIL THE ALL CLEAR HAS BEEN GIVEN BY THE CHIEF FIRE OFFICIAL.

NOTE: DO NOT RESET THE FIRE ALARM PANEL UNTIL AN "ALL CLEAR" HAS BEEN RECEIVED BY THE FIRE CAPTAIN.

DUTIES OF BAR AND WAIT STAFF

UPON DISCOVERY OF A FIRE:

- LEAVE THE FIRE AREA IMMEDIATELY.
- CLOSE ALL DOORS BEHIND YOU.
- ACTIVATE THE FIRE ALARM BY USING THE CLOSEST MANUAL PULL STATION.
- ASSIST WITH THE EVACUATION OF THE GUESTS FROM THE FIRE AREA. DO NOT ENDANGER YOURSELF.
- LEAVE THE RESTAURANT BY THE NEAREST SAFE EXIT.

UPON THE SOUNDING OF THE FIRE ALARM SIGNAL:

- INSTRUCT GUESTS TO EVACUATE THE RESTAURANT.
- SHOW GUESTS THE DIRECTION OF EXIT.
- ENSURE HANDICAPPED CUSTOMERS ARE ASSISTED FROM THE RESTAURANT. (IF SAFE TO DO SO)
- CHECK WASHROOMS IF IN YOUR AREA. (IF SAFE TO DO SO)
- LEAVE THE RESTAURANT BY THE NEAREST SAFE EXIT.

DUTIES OF KITCHEN STAFF**UPON DISCOVERY OF A FIRE:**

- LEAVE THE FIRE AREA IMMEDIATELY.
- IF A FIRE OCCURS IN THE KITCHEN COOKING EQUIPMENT OR CANOPY, PULL THE HANDLE ON THE FIRE EXTINGUISHING SYSTEM THAT PROTECTS THE AREA. DO THIS ONLY IF THERE IS NO DANGER TO YOURSELF.
- CLOSE ALL DOORS BEHIND YOU.
- ACTIVATE THE FIRE ALARM BY USING THE CLOSEST MANUAL PULL STATION.
- LEAVE THE RESTAURANT BY THE NEAREST SAFE EXIT.

UPON THE SOUNDING OF THE FIRE ALARM SIGNAL:

- SHUT DOWN COOKING EQUIPMENT. (IF SAFE TO DO SO)
- LEAVE THE RESTAURANT BY THE NEAREST SAFE EXIT.

NOTE:

WHILE KITCHEN STAFF ARE NOT EXPECTED OR ENCOURAGED TO EXTINGUISH A FIRE WITH A PORTABLE FIRE EXTINGUISHER, YOU MUST BE AWARE THAT ONLY A CLASS "K" RATED FIRE EXTINGUISHER CAN BE USED ON A FIRE THAT OCCURS IN THE KITCHEN COOKING EQUIPMENT.

DO NOT USE AN ABC RATED FIRE EXTINGUISHER ON THE COMMERCIAL COOKING EQUIPMENT AS THE CHEMICAL IN THESE EXTINGUISHERS ARE NOT COMPATIBLE WITH THE FIXED EXTINGUISHING SYSTEM.

TRAINING OF STAFF

TRAINING THE STAFF WILL BE THE RESPONSIBILITY OF THE FRANCHISEE.

AS A MINIMUM, THE STAFF WILL BE TRAINED EVERY SIX MONTHS AND ON NEW HIRING ON THE FOLLOWING:

- UPON DISCOVERY OF FIRE - ACTIVATE THE FIRE ALARM - CALL THE NEW TECUMSETH FIRE DEPARTMENT, DIAL 9-1-1 - DO NOT ATTEMPT TO EXTINGUISH THE FIRE. REFER TO PAGE 2-3 OF THE FIRE SAFETY PLAN FOR EXTINGUISHMENT AND CONFINEMENT.
- MANUAL ACTIVATION OF THE FIRE ALARM SYSTEM IS BY USE OF A PULL STATION. THESE ARE LOCATED AT EACH EXIT. ALL STAFF MUST BE AWARE OF THE PULL STATION LOCATIONS.
- ALL EXIT ROUTES MUST BE KEPT CLEAR. THIS INCLUDES PLACEMENT OF TABLES THAT ALLOW FOR AISLES.
- ALL STAFF MUST KNOW THE EXIT LOCATIONS.

FIRE DRILLS

FIRE DRILLS ARE TO BE HELD ANNUALLY.

THE PURPOSE OF A FIRE DRILL IS TO ENSURE THAT THE MANAGEMENT AND STAFF ARE TOTALLY FAMILIAR WITH THE EMERGENCY EVACUATION PROCEDURES, RESULTING IN ORDERLY EVACUATION WITH EFFICIENT USE OF THE EXIT FACILITIES.

THE NEW TECUMSETH FIRE DEPARTMENT AND THE FIRE ALARM MONITORING COMPANY MUST BE NOTIFIED PRIOR TO AND UPON COMPLETION OF A FIRE DRILL.

THE RESTAURANT FRANCHISEE, MANAGER AND PARTICIPANTS WILL MEET PRIOR TO THE DRILL AND WILL BE ADVISED WHICH PULL STATION IS TO BE ACTIVATED.

PARTICIPANTS WILL BE GIVEN A "FIRE DRILL REPORT FORM".

PARTICIPANTS WILL PROCEED TO THEIR STATIONS.

AT THE ADVISED TIME THE PREDETERMINED PULL STATION WILL BE ACTIVATED.

THE ALARM WILL BE RESET.

THE PARTICIPANTS WILL COMPLETE THEIR REPORT FORM.

THE FRANCHISEE, MANAGER, AND PARTICIPANTS WILL HAND IN THEIR REPORTS AND DISCUSS ANY NOTED DEFICIENCIES.

RESULTS MUST BE RECORDED AND KEPT ON SITE FOR A PERIOD OF 12 MONTHS AFTER COMPLETION OF A DRILL.

DRILLS MAY BE HELD PRIOR TO OPENING.

FIRE ALARM DRILL RESPONSIBILITIES

FRANCHISEE:

- ADVISE THE NEW TECUMSETH FIRE DEPARTMENT AND THE FIRE ALARM MONITORING COMPANY PRIOR TO AND UPON COMPLETION OF THE FIRE DRILL.
- TO BE STATIONED AT THE FIRE ALARM CONTROL PANEL TO ENSURE THE ALARM ZONE FUNCTIONS PROPERLY. THE BELLS ARE TO RING FOR AT LEAST THREE MINUTES BEFORE BEING SILENCED.
- HAVE MASTER KEYS AVAILABLE
- RESET THE FIRE ALARM CONTROL PANEL
- COMPLETE FIRE DRILL REPORT AS OUTLINED ON PAGE 3-9

MANAGER OR DESIGNATE:

- PROCEED TO THE DESIGNATED AREA AND ACTIVATE THE PULL STATION TO COMMENCE THE FIRE DRILL
- ENSURE ALL FIRE DOORS ARE CLOSED
- UPON COMPLETION OF THE FIRE DRILL, RESET THE PULL STATION
- COMPLETE FIRE DRILL REPORT AS OUTLINED ON PAGE 3-9

OTHER PARTICIPANTS:

- CARRY OUT DUTIES AS ASSIGNED, CHECK WASHROOMS,
- COMPLETE THE FIRE DRILL REPORT AS OUTLINED ON PAGE 3-9

RECORD OF FIRE DRILL

FIRE DRILLS CAN BE HELD PRIOR TO OPENING.

RESTAURANT STAFF ARE TO CHECK AND REPORT ON THE FOLLOWING:

- WERE THE ALARM BELLS AUDIBLE THROUGHOUT THE RESTAURANT?
(INCLUDING WASHROOMS: _____)
- WERE THE EXIT AREAS ACCESSIBLE? _____
- DID ALL EXIT DOORS OPEN PROPERLY? _____
- WAS THE FIRE DEPARTMENT NOTIFIED PRIOR TO THE FIRE DRILL? _____
- WAS THE MONITORING COMPANY NOTIFIED PRIOR TO THE DRILL? _____
- DID THE MONITORING COMPANY RECEIVE THE ALARM SIGNAL? _____
- WAS THE MONITORING COMPANY NOTIFIED UPON COMPLETION OF THE
DRILL? _____
- WAS THE FIRE ALARM CONTROL PANEL RE-SET? _____

DATE OF FIRE DRILL: _____ TIME OF FIRE DRILL: _____

FRANCHISEE/MANAGER PRESENT: _____

STAFF PRESENT: _____

DEFICIENCIES NOTED: _____

FIRE ALARM OPERATING, TESTING AND RESETTING INSTRUCTIONS

ALARM:

UPON THE ACTIVATION OF ANY DETECTION DEVICE ALL SIGNALS WILL SOUND. A RED LED WILL INDICATE ON THE FIRE ALARM PANEL THE GENERAL LOCATION OF THE ALARM. THE FIRE ALARM IS ACTIVATED BY MANUAL PULL STATIONS, THE FIRE EXTINGUISHING SYSTEM FOR COMMERCIAL COOKING EQUIPMENT, DETECTOR OR FLOW SWITCH.

NOTE: SILENCING AND RESETTING OF A FIRE ALARM SHALL ONLY BE DONE AFTER A THOROUGH INVESTIGATION INTO THE CAUSE OF THE ALARM HAS BEEN CONDUCTED AND THE ALL CLEAR GIVEN BY THE FIRE DEPARTMENT.

SILENCING OF SIGNALS:

THE SIGNAL SILENCING ACTION IS DELAYED UNTIL ONE MINUTE OF ALARM SOUNDING IS COMPLETED.

TO SILENCE THE SIGNAL DEPRESS "SIGNAL SILENCE" BUTTON MOMENTARILY. SIGNALS WILL SILENCE AND A "SIGNALS SILENCED" LIGHT WILL ILLUMINATE.

RESET:

YOU MUST RESET THE DETECTION DEVICE FIRST. THEN DEPRESS THE RESET BUTTON FOR 3 SECONDS. ALL ALARM INDICATORS SHOULD EXTINGUISH.

YOU CAN ONLY RESET THE SYSTEM IF THE ACTIVATION DEVICE WAS A PULL STATION. CONTACT YOUR SERVICE COMPANY FOR RESETTING INSTRUCTIONS IF THE ACTIVATION DEVICE IS THE EXTINGUISHING SYSTEM FOR THE COMMERCIAL COOKING EQUIPMENT, DETECTOR OR FLOW SWITCH.

TROUBLE:

DEVICES IN A TROUBLE CONDITION WILL DISPLAY ON THE FIRE ALARM CONTROL PANEL INDICATING THE GENERAL LOCATION OR SOURCE OF THE TROUBLE CONDITION. YOU WILL HEAR A DISTINCT "TROUBLE SOUND" AT THE FIRE ALARM PANEL.

YOUR CAN SILENCE THE TROUBLE SOUND BY DEPRESSING THE "TROUBLE SILENCE" BUTTON. **TROUBLE CONDITIONS SHOULD BE IMMEDIATELY CORRECTED. CALL YOU FIRE ALARM MAINTENANCE COMPANY FOR SERVICE.**

INSTRUCTION FOR PERSONS WITH DISABILITIES

DURING AN EMERGENCY, THE FOLLOWING ACTION SHOULD BE TAKEN:

- PHYSICALLY IMPAIRED PERSONS ARE TO BE ASSISTED FROM THE RESTAURANT BY A STAFF MEMBER OR RESPONSIBLE ADULT.
- ENSURE THAT THE EXIT ROUTE IS SAFE AND NOT NEAR THE FIRE AOR ALARM AREA.

MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS

CHECK, INSPECT, TEST REQUIREMENTS OF THE FIRE CODE:

TO ASSIST IN FULFILLING YOUR OBLIGATIONS, INCLUDED IS A LIST OF THE PORTIONS OF THE FIRE CODE WHICH REQUIRE THAT CHECKS, INSPECTIONS AND/OR TESTS BE MADE OF EQUIPMENT AND FACILITIES FROM TIME TO TIME. IT IS SUGGESTED THAT YOU READ OVER THIS LIST AND PERFORM OR HAVE PERFORMED THE NECESSARY CHECKS, INSPECTIONS AND/OR TESTS.

DEFINITION FOR KEY WORDS ARE AS FOLLOWS:

CHECK: MEANS A VISUAL OBSERVATION TO ENSURE THAT THE DEVICE OR SYSTEM IS IN PLACE AND IS NOT OBVIOUSLY DAMAGED OR OBSTRUCTED.

INSPECT: MEANS PHYSICAL EXAMINATION TO DETERMINE THAT THE DEVICE OR SYSTEM WILL APPARENTLY PERFORM IN ACCORDANCE WITH ITS INTENDED OPERATION OR FUNCTION.

TEST: MEAN OPERATIONS OF DEVICE OR SYSTEM TO ENSURE THAT IT WILL PERFORM IN ACCORDANCE WITH ITS INTENDED OPERATION OR FUNCTION.

ALL CHECKS, INSPECTIONS AND TESTS ARE TO BE AS PER THE ONTARIO FIRE CODE 388/97, AS AMENDED O/REG 398/98, 428/98, 302/99 AND 475/00.

PERIODIC TESTING OF FIRE ALARMS

GENERAL:

THE FIRE ALARM SYSTEM SHALL BE INSPECTED AND TESTED IN CONFORMANCE WITH CAN/ULC-S536-M97, INSPECTION AND TESTING OF FIRE ALARM SYSTEMS.

DAILY:

THE FOLLOWING DAILY CHECKS SHALL BE CONDUCTED AND IF A FAULT IS ESTABLISHED APPROPRIATE CORRECTIVE ACTION SHALL BE TAKEN.

1. CHECK THE TROUBLE LIGHT FOR TROUBLE INDICATION.
2. CHECK OF THE A.C. POWER-ON LIGHT SHALL BE CARRIED OUT 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:

1. ONE ALARM INITIATING DEVICE SHALL BE OPERATED ON A ROTATION BASIS AND SHALL INITIATE AN ALARM CONDITION.
2. INTENDED FUNCTION OF ALL ALARM SIGNAL APPLIANCES SHALL BE ENSURED.
3. THE FIRE ALARM PANEL SHALL BE CHECKED TO ENSURE THAT THE TESTED DEVICES ANNUNCIATE CORRECTLY.
4. INTENDED FUNCTION OF THE AUDIBLE AND VISUAL TROUBLE SIGNALS SHALL BE ENSURED.
5. FIRE ALARM BATTERIES SHALL BE CHECKED TO ENSURE THAT:
 - A. TERMINALS ARE CLEAN AND LUBRICATED WHERE NECESSARY
 - B. TERMINAL CLAMPS ARE CLEAN AND TIGHT WHERE NECESSARY

DAILY CHECKS AND MONTHLY TESTS SHALL BE CONDUCTED BY THE FRANCHISEE.

PERIODIC TESTING OF FIRE ALARMS

YEARLY:

YEARLY TESTS SHALL BE CONDUCTED BY A PERSON ACCEPTABLE TO THE AUTHORITY HAVING JURISDICTION FOR SERVICING FIRE ALARM SYSTEM. ie LICENCED BY THE ELECTRICAL CONTRACTORS ASSOCIATION OF ONTARIO OR THE CANADIAN FIRE ALARM ASSOCIATION OR SOMEONE WHO IS SUPERVISED BY A PERSON WHO MEETS THE ABOVE QUALIFICATIONS.

CHECK THE TECHNICIANS PHOTO ID CARD FOR THE PROGRAM PROVIDER AND AUTHORIZED SIGNATURE, THE TECHNICIANS NAME AND PHOTO, AND THE FOLLOWING STATEMENT: "THIS PROGRAM IS DEEMED ACCEPTABLE TO THE FIRE MARSHAL AND SATISFIED THE REQUIREMENTS OF CLAUSE 1.1.5.3.(1)(A) OF THE ONTARIO FIRE CODE. RECORD THE INFORMATION AND FILE IT WITH THE TECHNICIANS INSPECTION/TEST REPORT.

EVERY YEAR THE FOLLOWING TEST SHALL BE CONDUCTED AND IF A FAULT IS ESTABLISHED APPROPRIATE CORRECTIVE ACTION SHALL BE TAKEN.

1. THE FIRE ALARM SYSTEM SHALL BE OPERATED UNDER GENERAL ALARM CONDITIONS.
2. EACH MANUAL ALARM INITIATING DEVICE SHALL BE ACTIVATED ON THE MAIN POWER SUPPLY.
3. OPERATION OF EVERY AUDIBLE AND VISUAL SIGNAL APPLIANCE SHALL BE ENSURED DURING THE TESTING OF ALARM INITIATING DEVICES.
4. EACH AUTOMATIC ALARM INITIATING DEVICE SHALL BE TESTED FOR ITS INTENDED FUNCTION.
5. EACH ALARM SIGNALING AND ALARM INITIATING CIRCUIT AND ANNUNCIATOR SHALL BE CHECKED FOR ELECTRICAL SUPERVISION AND TROUBLE INDICATION.
6. CORRECT ANNUNCIATION SHALL BE ENSURED FOR EACH INITIATING DEVICE TESTED.
7. THE FIRE ALARM SYSTEM CONTROL UNIT SHALL BE VISUALLY CHECKED TO ENSURE THAT THE CONTROL UNIT HAS NOT BEEN ALTERED OTHER THAT AS SPECIFIED.

AUTOMATIC SPRINKLER SYSTEM

INSPECTION TEST AND MAINTENANCE GUIDELINES:

MONTHLY TEST:

ON ALL SPRINKLER SYSTEMS AN ALARM TEST, USING THE ALARM TEST CONNECTION LOCATED AT THE SPRINKLER VALVE SHALL BE PERFORMED MONTHLY.

EVERY TWO MONTHS TEST:

WHERE AN ELECTRICAL SUPERVISORY SIGNAL SERVICE IS PROVIDED FOR A SPRINKLER SYSTEM, TESTS SHALL BE PERFORMED AS FOLLOWS:

SEMI-ANNUAL TEST:

1. TEST GATE VALVE SUPERVISORY SWITCHES.
2. TEST OTHER SPRINKLER SYSTEM SUPERVISORY DEVICES.

ABOVE TESTS TO BE CONDUCTED BY THE FRANCHISEE OR SERVICE CONTRACTOR.

ANNUAL INSPECTION:

1. CHECK ALL SPRINKLER HEADS FOR DAMAGE, CORROSION, GREASE, DUST, AND PAINT, AND REPLACE THE SPRINKLER HEADS WHERE NECESSARY.
2. ENSURE EXPOSED SPRINKLER HANGERS ARE IN GOOD CONDITION.

ANNUAL TEST:

1. TEST "WET" SPRINKLER SYSTEMS, USING "INSPECTORS TEST" (MOST HYDRAULICALLY REMOTE) CONNECTION.
2. TEST SPRINKLER WATER PRESSURE BY FULLY OPENING MAIN DRAIN VALVE.

AUTOMATIC SPRINKLER SYSTEMS

NOTES:

1. IN THE EVEN OF FIRE, ENSURE THE SPRINKLER CONTROLS VALVES ARE NOT CLOSED UNTIL THE FIRE IS EXTINGUISHED OR IS CONSIDERED TO BE UNDER CONTROL BY OTHER MEANS, AS DETERMINED BY THE FIRE SERVICES.
2. ENSURE ALL SPRINKLER HEADS ARE CLEAR OF OBSTRUCTIONS.
3. ENSURE SPRINKLER PIPES NOT USED TO SUPPORT ANYTHING.
4. ENSURE SPARE SPRINKLER HEADS AND A SPRINKLER WRENCH ARE AVAILABLE.
5. ANY REPAIR AND REPLACEMENT ALTERATIONS OF THE SPRINKLER SYSTEMS COMPONENTS SHALL BE IN ACCORDANCE WITH NFPA 13-2002 "INSTALLATION OF SPRINKLER SYSTEMS".
6. A PERMANENT RECORD OF INSPECTIONS, TEST AND MAINTENANCE MUST BE KEPT FOR A PERIOD OF AT LEAST TWO YEARS.
7. FOR COMPLETE DETAILS, REFER TO NFPA 13-2002 "INSTALLATION OF SPRINKLER SYSTEMS".
8. WHEN THE SPRINKLER SYSTEM IS MONITORED BY AN OUTSIDE ALARM AGENCY, THE MONITORING COMPANY MUST BE NOTIFIED PRIOR TO CONDUCTING TESTS.

ANNUAL INSPECTIONS AND TESTS TO BE CONDUCTED BY A SERVICE CONTRACTOR.

PORTABLE FIRE EXTINGUISHERS

INSPECTION, TEST AND MAINTENANCE GUIDELINES:

MONTHLY INSPECTION:

1. INSPECT ALL PORTABLE FIRE EXTINGUISHERS
2. CHECK NOZZLE VISUALLY FOR OPERATION AND ANY OBSTRUCTIONS.
3. SEAL OR TAMPER INDICATORS ARE IN PLACE.
4. PRESSURE GAUGE READING SATISFACTORY
5. NO APPARENT PHYSICAL OR MECHANICAL DAMAGE.
6. INSTRUCTIONS FOR USE ON NAMEPLATE LEGIBLE AND FACE OUTWARDS.

NOTES:

1. ONLY LISTED EXTINGUISHERS SHALL BE INSTALLED
2. PORTABLE EXTINGUISHERS WILL BE LOCATED SO THEY ARE EASILY SEEN AND WILL BE ACCESSIBLE AT ALL TIMES.
3. ENSURE EXTINGUISHER IS SET ON HANGER OR BRACKET.
4. INSTALLED SO THAT THE TOP OF THE EXTINGUISHER IS NOT MORE THAN 1.5M (5FT) ABOVE THE FLOOR, WHERE THE GROSS WEIGHT OF THE EXTINGUISHER IS 18KG (40 LBS) OR LESS.
5. EXTINGUISHER MUST HAVE AN INSPECTION TAG ATTACHED, SHOWING MAINTENANCE OR RECHARGE DATES, THE SERVICING AGENCY AND SIGNATURE OF PERSON WHO PERFORMED SERVICE.
6. EXTINGUISHER SHELLS, CARTRIDGES, OR CYLINDERS THAT RUPTURE OR SHOW LEAKAGE OR PERMANENT DISTORTION IN EXCESS OF SPECIFIED LIMITS ARE REMOVED FROM SERVICE.
7. A PERMANENT RECORD OF THE INSPECTION AND MAINTENANCE RECORD OF ALL PORTABLE FIRE EXTINGUISHERS MUST BE MAINTAINED FOR A LEAST 2 YEARS.

PORTABLE FIRE EXTINGUISHERS

NOTES:

8. DEFECTIVE PORTABLE FIRE EXTINGUISHERS ARE REPAIRED, REPLACED OR RECHARGED AS NECESSARY.
9. PORTABLE FIRE EXTINGUISHERS ARE MAINTAINED IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE MANUFACTURERS, AND ARE INSPECTED ANNUALLY BY A QUALIFIED FIRE EXTINGUISHERS SERVICE COMPANY.
10. AFTER USE, PORTABLE FIRE EXTINGUISHERS ARE REPLACED AND RECHARGED ACCORDING TO THE INSTRUCTIONS GIVEN ON THE EXTINGUISHER'S NAMEPLATE.
11. REPLACE THE EXTINGUISHING AGENT IN DRY CHEMICAL FIRE EXTINGUISHER EVERY SIX YEARS.
12. ALL PORTABLE FIRE EXTINGUISHERS ARE SUBJECTED TO HYDROSTATIC TESTING AT THE FOLLOWING INTERVALS
DRY CHEMICAL EXTINGUISHERS – EVERY 12 YEARS
13. RECHARGING AND HYDROSTATIC TEST TO BE CONDUCTED BY SERVICE CONTRACTOR.
14. A LABEL MUST BE FIXED TO THE EXTINGUISHER INDICATING MONTH & YEAR OF HYDROSTATIC TEST, INCLUDING TEST PRESSURE & SIGNATURE OF THE PERSON OR AGENCY PERFORMING THE TEST.
15. FOR COMPLETE DETAILS, REFER TO NFPA 10-2002, "PORTABLE FIRE EXTINGUISHERS".

MONTHLY INSPECTIONS TO BE CONDUCTED BY THE FRANCHISEE.

RECHARGING AND HYDROSTATIC TESTS TO BE CONDUCTED BY SERVICE CONTRACTOR.

ALL PORTABLE EXTINGUISHERS ARE SUBJECT TO ANNUAL MAINTENANCE BY A SERVICE CONTRACTOR.

EMERGENCY LIGHTING UNIT EQUIPMENT

INSPECTION AND MAINTENANCE GUIDELINES:

MONTHLY CHECK:

PILOT LIGHTS ARE CHECKED MONTHLY FOR INDICATION OF OPERATING CONDITIONS.

MONTHLY TEST:

THE UNIT EQUIPMENT SHALL BE TESTED MONTHLY TO ENSURE THE EMERGENCY LIGHTS WILL FUNCTION WHEN PRIMARY POWER IS LOST.

MONTHLY INSPECTIONS:

1. ENSURE BATTER SURFACE IS MAINTAINED CLEAN AND DRY.
2. ENSURE UNIT IS SECURE IN ITS LOCATION AND AIMED PROPERLY.
3. ENSURE TERMINAL CLAMPS ARE CLEAN AND TIGHT.

ANNUAL TEST:

1. THE EMERGENCY LIGHTING UNIT EQUIPMENT SHALL BE TESTED ANNUALLY TO ENSURE THAT THE UNIT WILL PROVIDE EMERGENCY LIGHTING FOR 30 MINUTES UNDER SIMULATED POWER FAILURE CONDITIONS.
2. THE CHARGING CONDITIONS FOR VOLTAGE AND CURRENT AND THE RECOVERY PERIOD SHALL BE TESTED TO ENSURE THE CHARGING SYSTEM IS IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS.

MONTHLY CHECKS, TESTS AND INSPECTIONS ARE TO BE CONDUCTED BY THE FRANCHISEE.

ANNUAL TEST TO BE CONDUCTED BY A SERVICE CONTRACTOR.

MONTHLY INSPECTIONS AND TEST ARE TO BE CONDUCTED IN ACCORDANCE WITH THE ONTARIO FIRE CODE 388/97 AS AMENDED.

FIRE EXTINGUISHING SYSTEM FOR COMMERCIAL COOKING EQUIPMENT

ALL SERVICE, MAINTENANCE, AND “DETAILED” INSPECTION OF THE FIRE EXTINGUISHING SYSTEM FOR COMMERCIAL COOKING EQUIPMENT SHALL BE COMPLETED BY AN AUTHORIZED SERVICE PERSON AT LEAST EVERY SIX (6) MONTHS.

INSPECTION AND MAINTENANCE:

MONTHLY INSPECTION (VISUAL INSPECTION):

1. INSPECT SYSTEM FOR OBVIOUS OR MECHANICAL DAMAGE.
2. VISUALLY CHECK THE SEALS AND LOCK PINS ARE IN PLACE AND THE SYSTEMS READY TO OPERATE.
3. VISUAL CHECK ALL PRESSURE GAUGES TO ENSURE SYSTEMS OPERATIONAL, WHERE APPLICABLE.
4. VISUALLY INSPECT FUSIBLE LINKS, DETECTOR ASSEMBLY FOR ANY ACCUMULATION OF GREASE OR DEPOSITS. HAVE ‘AUTHORIZED SERVICE CONTRACTOR’ REPLACE FUSIBLE LINKS AS REQUIRED, BUT AT LEAST ANNUALLY. OTHER DETECTION DEVICES MUST BE SERVICED BY AUTHORIZED CONTRACTOR OR REPLACED IN ACCORDANCE WITH MANUFACTURER’S INSTRUCTIONS.

NOTES:

1. INSPECTION AND MAINTENANCE OF THE FIRE EXTINGUISHING SYSTEM IS CARRIED OUT IN ACCORDANCE WITH THE MANUFACTURER’S RECOMMENDATIONS.
2. WHERE A FIRE EXTINGUISHER SYSTEM OR ANY PART OF IT IS SHUT DOWN, THE EQUIPMENT THAT IS LOCATED IN THE AREA OF PROTECTION WILL NOT BE USED.
3. WRITTEN RECORDS SHALL BE KEPT OF ALL PERIODIC INSPECTIONS, MAINTENANCE AND TESTING.
4. OPERATING AND MAINTENANCE INSTRUCTIONS SHALL BE POSTED NEAR THE EQUIPMENT AND NEAR MANUAL CONTROLS IF ANY.
5. VALVES AND CONTROLS SHALL BE CLEARLY MARKED TO INDICATE THEIR FUNCTION AND SHALL BE ACCESSIBLE AT ALL TIMES.
6. EXTINGUISHING AGENT CONTAINERS PROVIDED FOR THE FIRE EXTINGUISHING SYSTEMS SHALL BE FULLY CHARGED WITH THE PROPER QUANTITY OF EXTINGUISHING AGENT AND THE NECESSARY OPERATING PRESSURE SHALL BE MAINTAINED.

FIRE EXTINGUISHING SYSTEM FOR COMMERCIAL COOKING EQUIPMENT

7. DISCHARGE OUTLETS FOR THE FIE EXTINGUISHING SYSTEMS SHALL BE KEPT FREE OR DIRT AND RESIDUE.
8. PIPING AND EQUIPMENT SHALL BE MECHANICALLY SECURE AND ACCESSIBLE FOR CLEANING AND MAINTENANCE.
9. NO REPLACEMENT EQUIPMENT AND DEVICES PROVIDED BY THE FIRE EXTINGUISHING SYSTEMS MAY BE USED UNLESS THEY ARE SUITABLE FORE THE INSTALLATION IN WHICH THEY ARE PLACED.
10. FIRE EXTINGUISHING SYSTEMS FOR COMMERCIAL COOKING EQUIPMENT TO BE MAINTAINED IN A ACCORDANCE WITH NFPA 96 AND NFPA 17A.

INSPECTIONS TO BE CONDUCTED BY THE FRANCHISEE.

MAINTENANCE TO BE CONDUCTED BY AN AUTHORIZED SERVICE COMPANY.

SEMI-ANNUAL INSPECTIONS:

SEMI-ANNUAL INSPECTIONS AND TESTING TO BE PERFORMED BY A CERTIFIED SERVICE COMPANY IN ACCORDANCE WITH NFPA 96 AND NFPA 17A

THE SIGNAGE BELOW OR SIMILAR SIGNAGE IS TO BE PROMINENTLY DISPLAYED AT THE REMOTE PULL PIN FOR THE FIRE EXTINGUISHING SYSTEM FOR COMMERCIAL COOKING EQUIPMENT.



COOKING EXHAUST SYSTEMS

REGULAR INSPECTION – WEEKLY:

1. INSPECT COOKING EXHAUST SYSTEM REGULARLY AND CLEAN AS NECESSARY. (SEE NOTE # 1)
2. INSPECT FUSIBLE-LINKED FIRE DAMPERS SERVING THE EXHAUST SYSTEM REGULARLY AND CLEAN AS REQUIRED.
3. INSPECT FILTERS TO ENSURE THEY ARE CLEANED OR REPLACED AS REQUIRED. FILTERS ARE TO BE U.L.C. APPROVED.

NOTES:

1. HOODS, GREASE-REMOVAL DEVICES, FANS, DUCTS, AND OTHER APPURTENANCES MUST BE CLEANED AT FREQUENT INTERVALS PRIOR TO THE SURFACES BECOMING CONTAMINATED WITH GREASE OR OILY SLUDGE.
2. FLAMMABLE SOLVENTS OR OTHER FLAMMABLE CLEANING AIDS SHALL NOT BE USED.
3. AT THE START OF THE CLEANING PROCESS, ELECTRICAL SWITCHES, DETECTION DEVICES AND SYSTEM COMPONENTS THAT MAY BE ACCIDENTALLY ACTIVATED SHALL BE LOCKED, PINNED, PROTECTIVELY COVERED AND/OR SEALED.
4. CARE SHALL BE TAKEN NOT TO APPLY CLEANING CHEMICALS ON FUSIBLE LINKS OR OTHER DETECTION DEVICES OF THE FIXED EXTINGUISHING SYSTEMS.
5. WHEN CLEANING PROCEDURES ARE COMPLETED, ALL ELECTRICAL SWITCHES, DETECTION DEVICES, AND SYSTEM COMPONENTS SHALL BE RETURNED TO AN OPERABLE STATE BY QUALIFIED PERSONNEL COVER PLATES SHALL BE REPLACED AND DAMPERS AND DIFFUSERS SHALL BE POSITIONED FOR PROPER AIR FLOW.

INSPECTIONS TO BE CONDUCTED BY THE FRANCHISEE.

MAINTENANCE TO BE CONDUCTED BY AN AUTHORIZED SERVICE COMPANY.

HEATING, VENTILATION AND AIR CONDITIONING

INSPECTION AND MAINTENANCE (SERVICE EQUIPMENT) GUIDELINES:

MONTHLY CHECK:

1. CHECK FILTERS AND DUCTS SUBJECT TO THE ACCUMULATION OF COMBUSTIBLE DEPOSITS AND ENSURE THEY ARE CLEANED WHEN DEPOSITS CREATE AN UNDUE FIRE HAZARD.

ANNUAL INSPECTION:

1. INSPECT DISCONNECT SWITCHES FOR MECHANICAL AIR CONDITIONING AND VENTILATION SYSTEMS TO ENSURE THE SYSTEM CAN BE SHUT DOWN.

NOTES:

1. EVERY DEFECTIVE HEATING APPLIANCE SHALL BE REMOVED, REPAIRED OR REPLACED WHEN IT CREATES A HAZARDOUS CONDITION.
2. ANY WORK ON DUCTS INVOLVING THE USE OF HEAT-PRODUCING DEVICES FOR CUTTING, WELDING OR SOLDERING, SHALL NOT BE UNDERTAKEN BEFORE THE SYSTEM HAS BEEN SHUT DOWN, THE DUCT CLEANED OF ANY ACCUMULATIONS OF COMBUSTIBLE DEPOSITS AND ANY COMBUSTIBLE LINING AND COVERING MATERIAL THAT COULD BE IGNITED BY SUCH WORK, HAS BEEN REMOVED.

INSPECTION TO BE CONDUCTED BY THE FRANCHISEE OR SERVICE CONTRACTOR.

FIRE SEPARATIONS

INSPECTION AND MAINTENANCE GUIDELINES:

INSPECT DOORS IN THE FIRE SEPARATIONS TO ENSURE THAT THEY ARE OPERABLE AT ALL TIMES AS FOLLOWS:

1. THE DOORS ARE NOT BLOCKED OR WEDGED OPEN.
2. THE DOOR OPENINGS AND THE SURROUNDING AREAS ARE TO BE KEPT CLEAR OF ANYTHING THAT WOULD BE LIKELY TO OBSTRUCT OR INTERFERE WITH THE OPERATION OF THE DOOR.
3. INSPECTING DOOR HARDWARE AND OTHER ANCILLARY COMPONENTS REGULARLY AND MAKING NECESSARY ADJUSTMENTS OR REPAIRS TO ENSURE PROPER CLOSING AND LATCHING.

MONTHLY INSPECTIONS ARE CONDUCTED BY THE FRANCHISEE.

MEANS OF EGRESS

INSPECTION AND MAINTENANCE GUIDELINES:

AS REQUIRED:

- MAINTAIN EXIT SIGNS TO ENSURE THEY ARE CLEAR AND LEGIBLE.
- MAINTAIN EXIT LIGHTS TO ENSURE THEY ARE ILLUMINATED AND IN GOOD REPAIR.
- MAINTAIN CORRIDORS FREE OF OBSTRUCTIONS.
- MAINTAIN AISLES TO EXITS FREE OF TABLES, CHAIRS AND OTHER OBSTRUCTIONS.

RESPONSIBILITY OF THE FRANCHISEE.

RECORDS

A WRITTEN RECORD SHALL BE KEPT OF ALL TESTS AND CORRECTIVE MEASURES FOR A PERIOD OF TWO (2) YEARS AFTER THEY ARE MADE, AND THE RECORD SHALL BE MADE AVAILABLE UPON REQUEST TO THE CHIEF FIRE OFFICIAL.

INSPECTION, TEST AND MAINTENANCE RECORDS:

FIRE ALARM SYSTEM

AUTOMATIC SPRINKLER SYSTEM

PORTABLE FIRE EXTINGUISHERS

EMERGENCY LIGHTING

FIRE EXTINGUISHING SYSTEM FOR COMMERCIAL COOKING EQUIPMENT

COOKING EXHAUST SYSTEM

HEATING AND AIR CONDITIONING

FIRE SEPARATIONS

MEANS OF EGRESS

ALTERNATIVE MEASURES FOR SAFETY OF OCCUPANTS

IN THE EVENT OF A SHUTDOWN OF ANY FIRE PROTECTION EQUIPMENT, THE PROVISIONS AND ACTIONS TAKEN MUST BE ACCEPTABLE TO THE FIRE DEPARTMENT AND ASSISTANCE AND DIRECTION FOR SPECIFIC SITUATIONS WILL BE SOUGHT FROM THE FIRE DEPARTMENT.

ALTERNATIVE MEASURES FOR THE FIRE ALARM SYSTEM:

- CALL THE AUTHORIZED FIRE ALARM SERVICE COMPANY FOR IMMEDIATE REPAIRS.
- NOTIFY THE NEW TECUMSETH FIRE DEPARTMENT AT 905-729-1270 AS TO THE EXTENT AND DURATION OF THE SHUT DOWN. CONFIRM IN WRITING IF THE SYSTEM IS TO BE IN OPERATIVE FOR MORE THAN 24 HOURS.
- NOTIFY THE MONITORING COMPANY,
- POST NOTICES AT ALL THE PULL STATIONS AND IN THE STAFF AREA. VERBALLY NOTIFY ALL STAFF OF THE SHUTDOWN.
- PATROL THE RESTAURANT HOURLY AND DOCUMENT PATROL. IN THE EVENT OF A FIRE EMERGENCY, SOUND A VERBAL ALARM BY SHOUTING "FIRE" IN A LOUD CLEAR VOICE.
- WHEN REPAIRS HAVE BEEN COMPLETED, AND THE SYSTEM IS OPERATIONAL, NOTIFY THE NEW TECUMSETH FIRE DEPARTMENT AT 905-729-1270.
- NOTIFY THE MONITORING COMPANY AND REMOVE POSTED NOTICES. INFORM STAFF THAT THE SYSTEM HAS BEEN RETURNED TO NORMAL OPERATION.

ALTERNATIVE MEASURES FOR FIRE EXTINGUISHERS:

- REPLACE THE FIRE EXTINGUISHERS WITH A SPARE OF THE SAME RATING.

NOTE: ALL SHUTDOWNS WILL BE CONFINED TO AS LIMITED AN AREA AND DURATION AS POSSIBLE.

ALTERNATIVE MEASURES

ALTERNATIVE MEASURES FOR THE FIRE EXTINGUISHER SYSTEM FOR COMMERCIAL COOKING EQUIPMENT:

- CALL THE AUTHORIZED SERVICE COMPANY FOR IMMEDIATE REPAIRS.
- NOTIFY THE STAFF AND POST A NOTICE AT THE COOKING EQUIPMENT.
- THE COOKING EQUIPMENT PROTECTED BY THE EXTINGUISHING SYSTEM WILL BE SHUT DOWN UNTIL THE SYSTEM HAS BEEN REPAIRED AND IS OPERATIVE.

ALTERNATIVE MEASURES FOR THE EMERGENCY LIGHTING:

- CALL THE QUALIFIED SERVICE COMPANY FOR IMMEDIATE REPAIRS.
- NOTIFY THE STAFF AND POST A NOTICE THAT THE EMERGENCY LIGHTING IS NOT FUNCTIONING.
- HAVE FLASHLIGHTS AVAILABLE AT THE MAIN ENTRANCE, BAR AND IN THE KITCHEN.

ALTERNATIVE MEASURES FOR THE SPRINKLER SYSTEM:

- CALL THE AUTHORIZED SERVICE COMPANY FOR IMMEDIATE REPAIRS.
- NOTIFY THE NEW TECUMSETH FIRE DEPARTMENT AT 905-729-1270 AS TO THE EXTENT AND DURATION OF THE SHUT DOWN. CONFIRM IN WRITING IF THE SYSTEM IS TO BE INOPERATIVE FOR MORE THAN 24 HOURS.
- NOTIFY THE MONITORING COMPANY AND VERBALLY NOTIFY ALL STAFF OF THE SHUTDOWN.
- PATROL THE RESTAURANT HOURLY AND DOCUMENT PATROL. IN THE EVENT OF A FIRE EMERGENCY, SOUND THE FIRE ALARM.
- WHEN REPAIRS HAVE BEEN COMPLETED, AND THE SYSTEM IS OPERATIONAL NOTIFY THE NEW TECUMSETH FIRE DEPARTMENT AT 905-729-1270.
- NOTIFY THE MONITORING COMPANY AND INFORM STAFF THAT THE SYSTEM HAS BEEN RETURNED TO NORMAL OPERATION.

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