

<b>Administration</b>	<b>Buildings &amp; Capital Assets</b>	<b>Board Approved Date:</b>	<b>21-02-24</b>
<b>Policy</b>	<b>Fire Safety</b>	<b>Revision Date:</b>	<b>N/A</b>
<b>Policy No.</b>	<b>20-095</b>	<b>Internally Approved Date:</b>	<b>20-09-26</b>
References	Fire Protection and Prevention Act Ontario Fire Code		
Forms	Emergency Assistance Survey Fire Drill Notice to Tenants Fire Drill Report Smoke Alarm Maintenance Information for Tenants Emergency Plan		

### 1. Policy statement

This policy outlines the strategies implemented by DRNPHC to safeguard staff, tenants and property in case of fire.

### 2. Purpose

It is the responsibility of the DRNPHC to develop and implement a Fire Safety Plan and to ensure that all safety systems, equipment and procedures as well as training are in place to protect people and property from fire.

### 3. Scope

The staff of DRNPHC will ensure that fire safety systems and equipment are inspected and maintained regularly and procedures are followed in accordance with the *Fire Protection and Prevention Act* and the *Ontario Fire Code*.

### 4. Definitions

#### Designated staff

The staff person(s) or department who has been designated to complete a particular action or requirement.

#### Fire Protection and Prevention Act

This Act sets forth the powers of fire officials with respect to, among other things, their right to enter premises to fight fires and to inspect for compliance with fire prevention regulations.

#### Ontario Fire Code

This Act serves as the basis for fire protection and fire prevention activities.

### 5. Procedure

#### a) Fire safety plan

DRNPHC must have an up-to-date fire safety plan and approved by their local chief fire official. The fire safety plan must be included with the keys to service rooms in a Fire Safety Plan Box at or near the building's main entrance which is accessible to the fire department.

Unit numbers of those tenants who require assistance will be identified in a separate document attached to the fire safety plan. This information gathered through the *Emergency Assistance Survey* must be updated regularly including as part of an annual review process. Arrangements by emergency responders will be made upon arrival for the identified tenant's safe transport from the building.

Tenants will be advised that they can post decals (can be purchased at pet supply stores) on unit doors to alert emergency personnel to the presence and number of pets in the unit.

If a tenant requires the use of pressurized oxygen in the unit, a hazardous materials/flammable materials sticker must be placed on the unit door and special note of this will be made in the fire safety plan.

Exit routes and emergency procedures will be prominently identified on each floor of the building including a warning that there is no access to the roof.

Fire hatch access to the roof (in a high-rise building) must be locked at all times and a key must be made available to the fire department. On-call staff must have access to this key at all times.

The fire department requires the fire safety plan to be reviewed not less than every 12 months. This will ensure that the fire safety plan incorporates changes to tenants requiring assistance or changes in the use or characteristics of the building.

b) Staff training

All new staff must receive training on fire prevention, suppression (use of extinguishers and water hoses) and safety at their orientation. All supervisory staff must be supplied with a copy of the Fire Safety Plan and are required to become familiar with its contents.

c) Fire drills

Fire drills will be performed every 12 (7 storeys and less) or 3 (8 storeys or more) months. Fire drills are not required for row house or townhouse units.

Participation is mandatory for supervisory staff that have duties assigned under the Fire Safety Plan.

Tenant participation is voluntary. Tenants will be given advance notice, see *Fire Drill Notice to Tenants* of the fire drill and encouraged to attend.

The local fire department will be notified by staff before the drill is conducted and after it is completed.

A record of the fire drill see *Sample Fire Drill Form* must be retained and kept on file by the DRNPHC for one year. Results of the fire drill will be used by staff to identify gaps or weaknesses in the plan and make any necessary improvements to the training and education of staff and tenants.

d) Fire safety equipment

- Staff

Fire safety equipment will be checked, inspected and/or tested regularly by maintenance staff or contractors according to DRNPHC's maintenance plan and the requirements of the *Ontario Fire Code*.

Records of all tests and corrective measures will be retained in maintenance records for a period of two years. Annual testing of unit smoke detectors will be included as part of the annual unit inspection process. Staff will also conduct an inspection of fire safety equipment every time they enter a unit for any purpose and provide a written report on the condition of the equipment to the property manager.

DRNPHC will install fresh batteries on battery-operated smoke alarms and test their functionality on an annual basis.

- Tenants

Tenants will be provided with the *Smoke Alarm Maintenance Information for Tenants*.

Tenants are not to tamper with any component of the fire safety system, including unit door closures, smoke alarms, heat detectors, carbon monoxide detectors, lighting (strobe), pull stations, hose cabinets, extinguishers, and communication system speakers.

Tenants who are found to have tampered with fire safety equipment will be asked to meet with the property manager. The tenant will receive a follow-up letter documenting the seriousness of the infraction and the details of the meeting.

If another incidence of tampering is discovered, the tenant will be served with an N7 Notice of Termination for impairment of safety which could result in an application for eviction filed at the Landlord and Tenant Board.

e) Preparing tenants

Incoming tenants will be provided with written instructions describing how to respond to a fire or a fire alarm as part of their Tenant Handbook or separate publication. This will include instructions on the requirements of the *Fire Code* to keep hallways and fire routes clear of obstructions (e.g., door mats, bicycles and other household items) and that unit doors must never be propped open.

End.