

CityHousing Hamilton Corporation



CATEGORY	01	Administration	DATE APPROVED:
SECTION	02	Legislated	UPDATED ON:
POLICY	06	Fire Safety	INTERNAL POLICY

1.0 POLICY STATEMENT AND PURPOSE

In accordance with the *Ontario's Fire Protection and Prevention Act* as well as the Ontario Regulation 213/07: Fire Code (Fire Code), CityHousing Hamilton (CHH) is required to maintain fire safety procedures and life safety systems.

CHH has a Fire Safety Plan (FSP) and a Fire Log Book for each corresponding high rise apartment building that CHH owns and that are in compliance with legislative requirements. FSPs are not required in single family, semi-detached and town homes. The Fire Code will be complied with as it related to smoke and carbon monoxide alarms.

2.0 SCOPE

The policy will provide guidance to staff on fire emergency procedures included in the FSP for high-rise apartments and the requirement of fire safety equipment for single family, semi-detached and town homes.

The policy will not provide guidance in the case of a fire emergency and evacuation, whereby, the Emergency Contingency Plan should be adhered to.

3.0 POLICY

In any event where there is a fire, intervention is required beyond normal provisions and routine operations. Fire safety is required to protect and prevent potential or dangerous situations that could threaten lives and/ or property owned by CHH. Fire safety in Section 18 of the *Ontario's Fire Protection and Prevention Act* includes:

1. Safety from the risk that a fire, if started, would seriously endanger the health and safety of any person or the quality of the natural environment for any use that can be made of; and
2. Safety from the risk that the presence of unsafe levels of carbon monoxide on premises would seriously endanger the health and safety of any persons.

For single family, semi-detached and town homes, the Fire Code requires that these buildings have a working smoke alarm on every story of the residence and outside all sleeping areas.

For high-rise apartments, a FSP is required under the Fire Code to provide direction in the event of a fire, for fire safety, supervisory staff as well as for other related issues. A copy of the Plan for each corresponding CHH property will be available to the Hamilton Fire Department, CHH Head Office and the Property Manager's Office.

A Fire Log Book will also be available with each Plan where there will be a record kept at each building of all maintenance and recording of all fire alarm and emergency systems.

A Fire Log Book is provided to every Property Manager who must ensure that the required checking, testing and inspection of:

- All fire protection equipment; and
- Warning and life safety systems are recorded in the Fire Log Book and in accordance with the *Fire Code*.

CHH staff will not be given responsibility for the FSP until training is provided, review is completed with Supervisory staff and sign off is completed

All fire protection systems and equipment are maintained where inspections and testing is conducted in accordance with the Fire Code.

Any changes to a FSP must be approved by the Hamilton Fire Service, but this does not relieve CHH, the leasee or the management of their responsibilities set out under the Fire Code.

The Hamilton Fire Department may require any FSP, or parts of, once approved, to be resubmitted if there are any changes to occupancy or use, if there is any change in standards, if the Fire Safety Plan has not been kept up to date, or because the Chief Official Reviews the current Fire Safety Plan as no longer been acceptable.

5.0 PROCEDURE

Single family, semi-detached and town homes:

CHH employs a third party to ensure that that inspection of fire safety equipment is inspected on an annual basis. The certificate of inspection will be kept with a Contract Administrator and a copy will be kept by the Manager of Operations.

High Rise Apartments:

As the owner of its properties within its housing portfolio, CHH must fulfill the following responsibilities outlined in the Fire Code:

- Appointment and organization of designated Supervisory Staff to carry out fire duties;
- Ensure that responsibilities of fire safety are known;
- Ensure that maintenance of building facilities provide for the safety of residents;
- That there are provisions of alternative measures for safety of occupants during shutdown of fire protection requirements; and
- Ensuring that checks, tests and inspections are completed on schedule in accordance with the Fire Code and that records are retained.

In fulfilling the above obligations, CHH has delegated responsibility to the Manager of Operations, the Property Managers (PM), Site Staff and various Contractors.

CHH has delegated responsibility to staff as it relates to the Fire Code and FSPs which are as follows:

The Operations Manager:

- Notify the Fire Chief Official with regards to any changes to the FSPs;
- Ensure that the PMs and Site Staff are in compliance with the Fire Code and their applicable FSPs;
- Completed annual inspection of buildings to ensure all fire logs are completed; and
- Conduct property audits to ensure FSPs are located at the all designated properties.

Property Managers:

- Ensure that their FSP is adhered to for each applicable property in their housing portfolio;
- The checking, testing and inspection of all fire protection equipment, warning and life safety systems;
- Maintenance of documentation of all tests, inspection and corrective actions in log books;
- All fire safety logs are up to date as part of monthly inspections of responsible properties and ensure that these fire safety logs are presented at the time of Management Reviews;
- Deficiencies are documented in writing on the Inspection Report and rectified immediately;
- Ensure provisions are fulfilled in the FSP and the specific responsibilities of site personnel;
- Designate and train appropriate staff to act in this position during any absence from the building;
- Educate and train all building personnel and advise occupants in the use of the existing fire safety equipment and in the actions to be taken under the approved FSP;
- Hold fire drills in all assigned properties; and
- Ensure disabled residents are listed that require assistance in an event of a fire and/or evacuation.

Site Staff:

- Daily, weekly and monthly monitoring of all fire safety equipment located at their site (monitoring includes visual inspections and written verification in the Fire Safety Log and immediate notification of equipment malfunction or shutdown to their assigned PM or staff person on duty, as well as the Hamilton Fire Department);
- Keep doors to stairways closed at all time;
- Keep stairways, landings, hallway, passageways and exits (inside and out) clear of obstruction at all times;
- Do not permit combustible materials to accumulate in any part of an elevator shaft, ventilating shaft, stairway, fire escape or other means of egress;
- Promptly remove all combustible waste from all areas where waste is placed for disposal;
- Keep access roadways, fire routes and fire pumper connections clear and accessible for fire service use. Ensure a visual policing of the entrance to discourage illegal parking in the fire route;
- Have a working knowledge of the fire alarm system and how it resets, however should not be done unless instructed by Fire Officials;
- Maintain the fire alarm system and other fire protection equipment in good operation at all times;
- In the event of a shutdown of fire protection equipment, notify the Hamilton Fire Department and patrol the affected area; and
- Arrange for a substitute in your absence.

5.1 FIRE SAFETY LOG AND RECORD KEEPING

The fire safety logs must be kept on site at each CHH property. Site Staff must ensure that daily, weekly and monthly checks are completed on the fire safety logs.

Written records of corrective measures with regard to smoke alarm maintenance must be maintained as they demonstrate due diligence in smoke alarm maintenance. Records of all tests and corrective measures will be kept for a period of two years. The Chief Fire Officer and/or his delegate will be provided any such records upon request.

5.2 SMOKE ALARMS

Smoke alarms should be:

- Tested annually and at change of tenancy;
- During a malfunction;
- Replacement or following electrical renovations; or
- Servicing when smoke alarms are AC powered to ensure that smoke alarm circuit has not been disconnected.

Smoke alarms should be tested using the test device located on the smoke alarm or another test method recommend by the manufacturer. The smoke alarm signal should sound during the test. If there are interconnected smoke alarms, all smoke alarms should sound the alarm when any one of the smoke alarms is tested.

Visual checks are required to ensure that the smoke alarm is securely fastened to the ceiling or wall and to ensure that the smoke alarm is not obstructed or installed in a manner that would prevent smoke from reaching or entering the smoke alarm.

Smoke alarms should be replaced if:

- The smoke alarm does not sound an alarm during the test (after it is confirmed that the AC power supplies is not disconnected);
- The exterior of the case is physically damaged;
- The exterior case is painted;
- The unit is covered with smoke stains, heavy grease or dirt accumulations;
- The smoke alarm caused frequent false alarms that are not the result of cooking or steam; or
- The smoke alarm is 10 years old or has exceeded the manufacturer's recommended life cycle.
- There are any issues with the smoke alarm(s).

Only the third party contractor hired by CHH is responsible for replacing smoke alarms.

5.3 CARBON MONOXIDE ALARM

All carbon monoxide (CO) alarms are maintained where inspections and testing are conducted in accordance with the Fire Code.

Installation of CO alarms are required for all CHH properties where there is a fuel burning appliance, fireplace or an attached garage, and is required to be installed adjacent to each sleeping area in the house or within the apartment suite.

Should any CHH properties contain a service room with a fuel-burning appliance associated with building services, a CO alarm is required to be installed in the service room.

CO alarms must also be installed adjacent to each sleeping area if an apartment suite shares a common wall or floor/ceiling assembly with a garage or service room containing a fuel-burning appliance.

Only the third party contractor hired by CHH is responsible for replacing carbon monoxide alarms.

5.4 FIRE DRILLS

Fire drills must be completed in accordance with FSPs, where PMs are required to conduct at all their properties to ensure that residents and staff are familiar with Emergency Evacuation Procedures. The fire drills must be completed on an annual basis by Supervisory Staff.

The Fire Service will be notified of fire drills as well as the off-site monitoring company before and after the fire drill.

The PM, Security and Supervisory Staff are required to meet a have half hour prior to the drill for briefing, at which time they will decide the method of activating the alarm. Once the fire drill is completed, all alarms are required to be reset and all modes are at normal.

6.0 LEGAL REQUIREMENTS

- *Ontario's Fire Protection and Prevention Act, 1997*
- O.Reg. 213/07: Fire Code

7.0 RESPONSIBILITY

It is the responsibility of the Chief Executive Officer and the Manager of Operations to ensure all appropriate staff are trained on this policy and that the FSPs are adhered to by all staff.

8.0 REFERENCES AND RELATED POLICIES

- Apartment Building Fire Safety Plans

9.0 RATIONAL FOR CHANGE

In formation as it relates to this policy required updating.