

FIRE SAFETY PLAN

Waterfront Place
1326 Lower Water Street



BINDER ONE

**Fire Safety Planning
&
Training Procedures**

APPROVED: MM / DD / YYYY
EXPIRATION: MM / DD / YYYY



www.smarterspaces.ca

FIRE SAFETY PLAN

for

Waterfront Place

1326 Lower Water Street Halifax NS

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INSERT **Jurisdiction of Authority** **REVIEW** **LETTER** **HERE**



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Disclaimer

This fire safety plan and its contents are for the purposes of reference in compliance with the National Fire Code of Canada in relation to the following property;

Building Name	Waterfront Place
Civic Address	1326 Lower Water Street
City, Town	Halifax
Province	Nova Scotia
Country	Canada
Postal Code	B3J 3R3

Smarter Spaces Inc. accepts no liability or responsibility to any person or organization as a consequence of any reliance upon the information contained in this fire safety plan. Smarter Spaces Inc., and or their employees shall not be held liable for any direct, indirect, incidental, special or consequential damages, or loss linked to the contents of this fire safety plan, including but not limited to, reliance on any information or that result from errors, omissions, accuracy, and quality of the information being up-to-date with present code requirements. This document may **not** be copied in whole or part without written permission from Smarter Spaces Inc.

The Property Owner accepts full liability and responsibility of all contents outlined within this fire safety plan to ensure that the information contained is accurate and complete in compliance with all governing Regulations.

(Please Print)

Property Owner Representative

(Signature)

(Date: MM-DD-YY)

(Please Print)

Smarter Spaces Inc. Representative

(Signature)

(Date: MM-DD-YY)



FIRE SAFETY PLAN

for

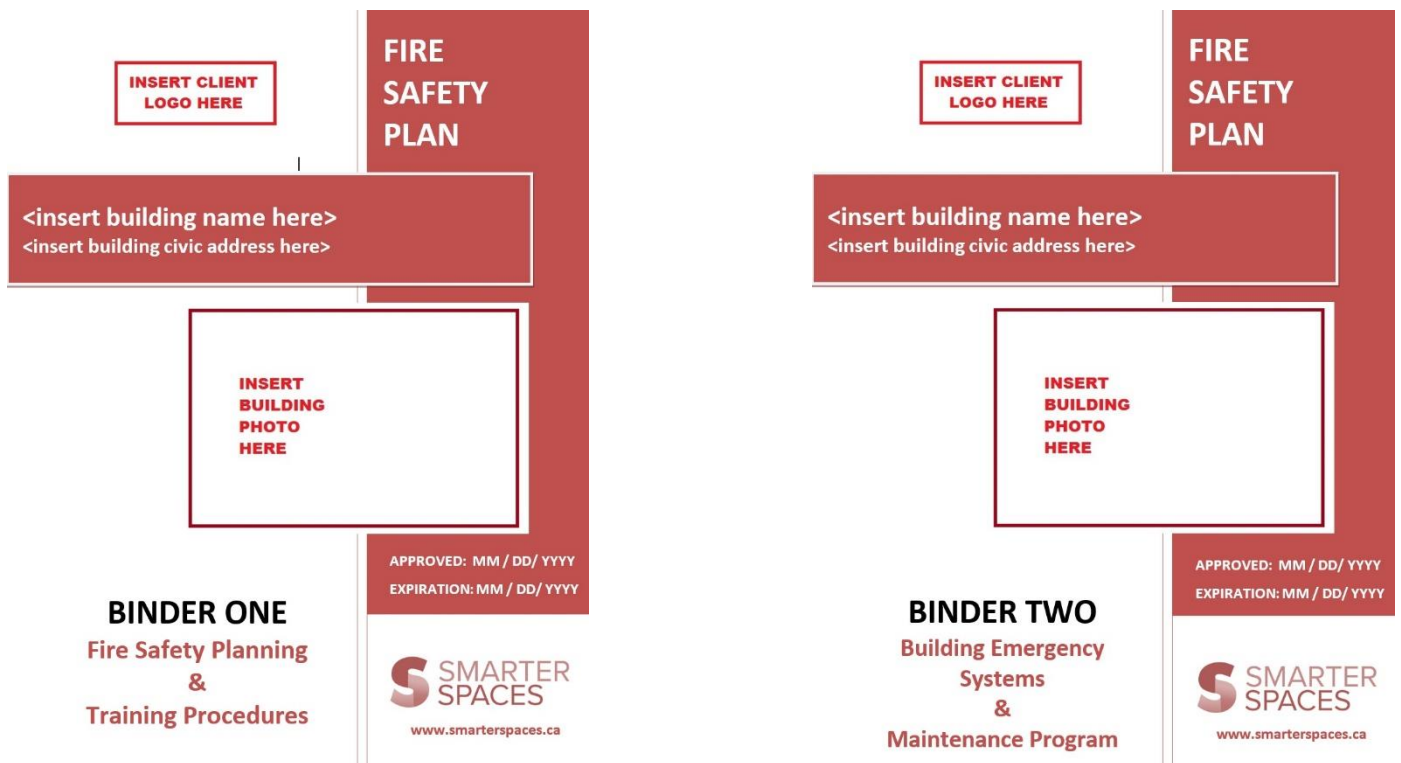
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Orientation

The implementation of a Fire Safety Plan (FSP) helps to ensure effective utilization of life safety features in a building to protect people from fire. It describes the procedures for preparedness and response to fire emergencies.

This Fire Safety Plan is formatted into **TWO** sections illustrated as follows:



The Property Owner **EMERGENCY SUPERVISOR** responsible to implement and manage this Fire Safety Plan is

Brian Dort

CELL 902.292.6156

EMAIL providenceelitemanagement@gmail.com



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Building Emergency Contact Names and Phone Numbers

Building Name	Waterfront Place
Civic Address	1326 Lower Water Street
City, Town	Halifax
Province	Nova Scotia
Country	Canada
Postal Code	B3J 3R3

Property Owner Name	HCCC #38 CO Providence Property Management
Civic Address	10 Sutherland Drive
City, Town	Fall River
Province	Nova Scotia
Country	Canada
Postal Code	B2T 1M1

After Hour Contacts (24 hour telephone numbers)

Minimum Three Local Emergency Contacts Required

Name	Brian Dort
Phone Number	902-292-6156

Name	Pat Rogers
Phone Number	902-489-8387

Name	Jeanne Cruikshank
Phone Number	902-719-8583



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Emergency and Critical Phone Numbers

Fire Department	911
Police Department	911
Ambulance	911
Fire Department NON - Emergency	902-490-5020
Police Department NON - Emergency	902-490-5020

After Hour Contacts (24 hour telephone numbers)

Fire Alarm Monitoring	Armstrong Communications	902-468-3372
Fire Alarm Service	MF Electric & Communications INC	902-827-2508
Sprinkler Monitoring	Armstrong Communications	902-468-3372
Sprinkler Service	Life Safety Systems	902-468-7500
Fire Extinguisher Service	Don Brenton's Fire Protection	902-876-7879
Emergency Lighting Service	MF Electric & Communications INC	902-827-2508



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Introduction

A fire safety plan is required in accordance with the fire code guidelines. Fire safety plans are designed to provide occupant safety in the event of a fire, to ensure effective utilization of the fire safety features of the building and to minimize the possibility of fires. The plan outlines what occupants are to do in the event of a fire, fire safety, supervisory staff and related duties, and other related issues. Fire safety plans will also assist first responders in the performance of their duties by providing floor plans and building and tenant information if an emergency ever occurs. In order for a fire safety plan to be effective, management must be familiar with its contents and be able to implement it in the event of a fire. In accordance with the fire code guidelines, the owner is 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 one or a combination of parties, including building management, maintenance staff and tenant groups.

Once a fire safety plan has been accepted by the authority of jurisdiction, it does not in any way relieve the owner, the lessee, or the management of their responsibilities as set out under the fire code guidelines.

The authority of jurisdiction may require a fire safety plan, or parts thereof, after being accepted to be resubmitted if there are any changes to occupancy use, if there are any changes in standards, if the fire safety plan has not been kept current or up-to-date, or because the authority of jurisdiction judge the current fire safety plan as no longer being acceptable.

The authority of jurisdiction is to be notified regarding any subsequent changes in the accepted Fire Safety Plan. A fire safety plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building.

The Nova Scotia Fire Safety Act which adopts the National Fire Code, Section 2.8 requires the implementation of a Fire Safety Plan. The plan is to be kept in the building in an approved location.

This official 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 approved location is **Main Entrance Vestibule.**



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PART 1:

OBJECTIVES OF THE FIRE SAFETY PLAN



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Fire Safety Planning has **3** primary **OBJECTIVES**:

- Fire Hazard Control
- Fire Protection System Maintenance
- Emergency Evacuation

Fire Safety Planning prevents the occurrence of fire by the control of fire hazards in the building, ensures operation of fire protection systems by establishing maintenance procedures, and provides a systematic method of safe and orderly evacuation of the building in the event of fire.

This Fire Safety Plan (FSP) is purposed to comply with the following governing **REGULATIONS**:

- National Fire Code of Canada
- Nova Scotia Fire Safety Act and Regulations
- National Building Code of Canada
- Nova Scotia Building Code

*In compliance with the **National Fire Code of Canada, Section 2.8. Emergency Planning***

2.8.2.1. Measures in a Fire Safety Plan

2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

The **PROPERTY OWNERS DUE-DILIGENCE** under this fire safety plan is to;

- Appoint a Building Emergency Coordinator responsible for fire safety.
- Establish emergency procedures to be followed at the time of an emergency.
- Appoint and organize designated supervisory staff to carry out fire safety duties.
- Instruct supervisory staff and other occupants of their responsibilities for fire safety.
- Ensure maintenance of building fire and life safety systems.
- Provide alternate measures for safety of occupants during shutdown of fire protection equipment.
- Ensure that checks, tests and inspections are completed on schedule and those records are retained onsite for a minimum of two (2) years. If time intervals between tests exceed two years, the records shall be retained for the period of the test interval plus one year. The records are to be made available upon request to the governing authority.



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PART 2:

FIRE SAFETY PERSONNEL & DUTIES



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2.1 Responsibility of the Property Owner

The Property Owner of a building is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code. The Property Owner has numerous responsibilities related to fire safety and must ensure that the following measures are incorporated in the Fire Safety Plan;

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- 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 Nova Scotia Fire Safety Act and National Fire Code are completed on schedule and that the records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the governing authority regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.
- **Fire Safety Act - Fire Safety Regulations Section 37** - The owner of a sprinkler system or a fixed-pipe extinguishing system shall, subject to the regulations, notify the Fire Marshal of the activation of the system within forty-eight hours of the discharge.

2.2 Responsibility of Supervisory Staff

Appointment and Organization of Supervisory Staff

The size of the organization and number of personnel required to carry out the requirements of the Fire Safety Plan will depend on the size of the building, specific hazards that may become involved and the fire safety equipment provided. This may require designation of supervisory staff. Any practical and effective organization must promote prompt and intelligent action of the occupants at the time of an emergency.



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Larger buildings should have a nucleus of key personnel who are prepared, through training, to react positively to conditions, which may arise during an emergency. The need for complete co-operation and understanding between management and participating employees in providing the necessary time to train personnel and in placing a Fire Safety Plan in effect cannot be overemphasized. In return, employees and occupants must realize that what is being provided is for the security of their livelihood, the prevention of loss of life or serious injury through fire.

Responsibilities of Supervisory Staff

The effectiveness of the Fire Safety Plan depends largely upon the ability, energy and experience of the supervisory staff. The supervisory staff should be given clearly, defined authority so that the building and Occupants may be safeguarded against fire. This staff should be instructed in the fire emergency procedures as described in the Fire Safety Plan before they are given any responsibility for fire safety.

Supervisory Staff Should

- Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.
- Designate and train sufficient assistants to act in this position during any absence from the building.
- Educate and train all building personnel and occupants in the use of the existing fire safety equipment and in the actions to be taken under the approved Fire Safety Plan.
- Prepare and post on each floor or area a schedule for use by the occupants of such exits (primary and secondary) in case of an evacuation.
- Survey the building to determine the number of exits available from each floor or area.
- Ensure that a schematic diagram showing type, location and operation of all building fire emergency system (ie. location of fire alarm control panel, fire hose cabinets, water control valves) are maintained.

In the Event 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 the nearest exit.
- Await the arrival of Fire Department at the main entrance.

Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.



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- Notify the Fire Department of the emergency condition. Dial 9-1-1 and ask for the Fire Department. 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.

In General

- Keep the doors in fire separations closed at all times.
- Keep stairways, landings, hallways, passageways 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 clear and accessible for fire department use.
- Maintain the fire alarm system and other fire protection equipment in good operating condition at all times.
- In the event of any shutdown of fire protection equipment notify the Fire Department and patrol the hallways once every hour.
- Arrange for a substitute in your absence.
- Participate in fire drills. Occupants' participation should be encouraged.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Comply with the Nova Scotia Fire Safety Act and National Fire Code.
- Distribute to occupants fire safety procedures which apply to them (also post in lobby, laundry rooms, attach to lease agreement, etc.)

2.3 Training of Supervisory Staff

All supervisory staff are to be supplied with a copy of the Fire Safety Plan and are to become familiar with its contents.

All supervisory staff are to be shown:



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1. How to reset the fire alarm system (an activated system must not be reset until authorized by the Fire Department).
2. The location of keys to provide access to all locked areas and the location of equipment which may be used in an emergency (extra fire extinguishers, etc.).
3. How to use the first aid fire extinguishing equipment installed within the building.

The instructions of the superintendent will be responsibility of the Property Owner. All aspects of the Fire Safety Plan (as it applies to the Fire Code) will be discussed. Emphasis will be placed on how the plan and code apply specifically to this building. Instruction is to be ongoing and changes in the equipment will result in updating of the superintendent's instructions.

Training shall be done on a yearly basis with records kept of names, time, date and content of training.

2.4 Fire Drill Procedure

This section lists the steps to be taken before and after every fire drill. It outlines the required minimum frequency of fire drills in accordance with your building classification. It also includes a form that must be completed as a record of each drill that takes place. In accordance with the fire code guidelines, the frequency of the fire drill depending on the building classification.

The purpose of a fire drill is to ensure that the occupants and staff are familiar with emergency evacuation procedures. This will ensure an orderly evacuation should it become necessary. It is the responsibility of the Emergency Coordinator to coordinate the drills.

Ideally, fire drills should begin with practices on each floor or area. Advance notices (at least 48 hours) should be posted advising the occupants of the time and date of these drills. The Building Supervisory Staff are to notify the off-site monitoring company and the City before and after the fire drill.

Activate the fire alarm system using a manual pull station. Note any deficiencies and/or problems in the following areas:

1. supervisory staff's knowledge of emergency procedures and performance during fire drills,
2. supervisory staff and occupant reaction and performance and
3. training requirements.



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Following each drill, all supervisory staff should attend a debriefing to report on their observations. Fire drills must be conducted in accordance with the fire code guidelines. All results must be recorded and kept on site for a period of twelve (12) months.

Fire drills will be held at least once every 12 months to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

SAMPLE FIRE ALARM DRILL NOTICE

The supervisory staff of this building will be performing a fire alarm drill in accordance with the fire code guidelines and fire safety plan:

_____ at _____
(Date) (Time)

The fire alarm audible will sound continuously until the fire alarm drill is completed. Please do not call the City Official's when you hear the fire alarm audible at the time specified above.

Please notify the Fire Warden in your area or the Property Management if you have difficulty hearing the fire alarm in your area.

Should you hear the fire alarm at any other time during the day, please treat it as an emergency and follow the emergency procedures outlined in the fire safety plan.

2.5 Fire Drill Incident / Activity Report

Fire Drill Incident / Activity Report	
Date: MM-DD-YYYY	Time: 12:00 AM AST
Manager / Supervisor On-Duty: NAME	
Section 1: Incident / Activity	
<input type="checkbox"/> FIRE	<input type="checkbox"/> FALSE ALARM
<input type="checkbox"/> FIRE DRILL	<input type="checkbox"/> TRAINING



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FIRE SAFETY MEETING

FIRE EQUIPMENT OPERATED

Section 2: Details

Floor

Alarm Zone

Number of Injuries

Cause Reason for Incident

Explain Damage / Loss

Alarm activated at (time):

Evacuation completed at (time):

Was the elevator used:

Was Safety & Security office advised (time):

Did Safety & Security to provide a copy of their Shift Incident Report:

Did building occupants gather at the designated place:

Were all building occupants accounted for:

Did everyone evacuate (comments/identify):

Was a room check conducted:

Were building occupants moved to the alternate area:

Was the alarm audible to all building occupants:

Time building occupants allowed back in:

Section 3: Action

Who discovered the fire

Did Fire Department attend

If not, Why?

Who operated the fire equipment?

Section 4: Comments / Recommendations



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(Please Print) Emergency Coordinator	(Signature)	(Date: MM-DD-YY)
(Please Print) Witness	(Signature)	(Date: MM-DD-YY)



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PART 3:

OCCUPANT FIRE PREVENTION, PREPAREDNESS AND CONTROL



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3.1 Fire Prevention

- Smoke only within designated areas.
- Use large non-tip ashtrays and empty them only when you are sure the ashes, matches and butts are cold. Make sure that no one, including visitors, has left cigarettes smoldering in waste-baskets or on furniture.
- Be alert around electrical equipment. When electrical equipment is not working properly or if it gives off an unusual odor - often the first sign of a problem that could cause a fire - disconnect the equipment and call an appropriate maintenance contractor.
- Promptly replace any electrical cord that is cracked or has a broken connection.
- When using extension cords, protect them from damage: do not put them across doorways or any place where they will be stepped on or chafed. Check the amperage load specified by the manufacturer or the "listing laboratory", and do not exceed it. Do not plug one extension cord into another, and do not plug more than one extension cord into one outlet.
- Keep all heat-producing appliances away from the wall and away from anything that might burn. Leave plenty of space for air to circulate around equipment that normally gives off heat.
- Make sure all appliances in your area - such as coffee makers and hot plates - are turned off when not in use. It's best to assign one person to make this check every day.
- Do your part to keep storage areas, stairway landings and other out-of-way locations free of waste paper, empty cartons, dirty rags and other material that could fuel a fire.

Report fire hazards to the Fire Safety Emergency Coordinator.

3.2 Fire Preparedness

- Know the location of the two exits closest to your area. Count the number of doors between you and each of those exits - in case you must escape through a darkened, smoke-filled corridor where you can't read the names on the doors.
- Learn where the nearest pull station is located and how to activate it.
- Post the 9-1-1 Fire Department Emergency Number on your telephone.
- Learn the sound of your building's fire alarm.
- During the annual fire drill which will be conducted by the Fire Safety Director, do the following:
 - Review the basic IN CASE OF FIRE procedures posted in the corridors, and Evacuation Procedures.
 - Ensure you know who the Fire Safety Director and Deputies are, and how to contact them.
 - Read the other information provided in Occupant Fire Prevention, Preparedness & Control
- Volunteer to be one of two designated persons who will assist a person requiring assistance.



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3.3 Fire Hazards

A high standard of housekeeping and building maintenance is 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.
- Clothes dryer lint collector full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

HAZARDOUS MATERIALS RELEASE Call 9-1-1

CHEMICAL SPLILLS

1. Small spills of non-hazardous chemicals;
 - Contain spill.
 - If spilled material is combustible, remove sources of ignition.
 - Call 911, giving your name and the nature of the location of spill.
 - Begin clean-up; using appropriate PPE.
 - Contact the OH&S Office regarding the disposal of contaminated waste at.
2. Large spills or spills of hazardous materials;
 - Evacuate the area, closing the door behind you.
 - Sound the building alarm and leave the building.
 - Move **100 meters** from the building and meet emergency personnel to provide information on the nature of the emergency.
 - Re-enter the building only when emergency officials declares it safe to do so.

GAS LEAKS

Includes leaks of flammable, combustible, corrosive or toxic gases, oxygen and spills of cryogenic liquids.



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1. Small leaks of no-hazardous gas;
 - Attempt to find and stop the source of the leak.
 - Call **911** giving your name and the nature and location of the leak.
2. Large leaks or leaks of hazardous gas;
 - Evacuate the area closing the door behind you.
 - Sound the alarm and leave the building.
 - Move **100 meters** away from the building and meet emergency personnel to provide information on the nature of the emergency.
 - Re-enter the building only when Emergency officials declares it safe to do so;

If you have any doubts about your safety or that of others in the area of a spill or leak, evacuate immediately and sound the building alarm.

EMERGENCY TELEPHONE NUMBERS

FIRE	911
POLICE	911
AMBULANCE	911

3.4 Fire Evacuation

- Use a building telephone only if you are safe from the fire.
- While exiting, walk and do not run.
- Shut all doors behind you.
- Alert those who have difficulty hearing that an emergency evacuation of the building is underway.
- Proceed along corridors and through exits in a quiet and orderly manner.
- Do not push or jostle.
- Assist persons requiring assistance to reach the nearest safe exit:
 - Try to keep exits clear by permitting others to pass.
 - It may be necessary to hold persons requiring assistance in or near the exit, and wait for fire department assistance.
- If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.
- Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route. If it feels normal, brace your body against the door and open it a crack - be prepared to slam it shut if heat or smoke starts to rush in.



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- If all exits are blocked by fire or smoke, enter a room preferably with an exterior window, and seal the cracks in the door with available materials to prevent smoke entering the room.
 - Phone 9-1-1 to report your situation, and attract the attention of someone outside the building by any possible means.
- When you have reached the outside of the building, move away from the exit allowing others behind you to emerge.
- Do not attempt to drive your vehicle from the parking area.
- Do not enter the building again until permitted by a fire department officer or the fire safety director

3.5 OCCUPANT FIRE PROCEDURES

This is one of many examples of the emergency procedures that are to be posted beside each manual pull station, on all floor areas and within elevator lobbies (if applicable). The procedures will be designed according to the specifics of your building.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE FIRE AREA IMMEDIATELY.
CLOSE ALL DOORS BEHIND YOU.
ACTIVATE THE FIRE ALARM SYSTEM, USE MANUAL STATION.
LEAVE BUILDING VIA NEAREST EXIT.
CALL 9-1-1 (FROM A SAFE LOCATION)

DO NOT USE ELEVATORS

LEAVE BUILDING VIA NEAREST EXIT.
CLOSE DOOR BEHIND YOU.

CAUTION



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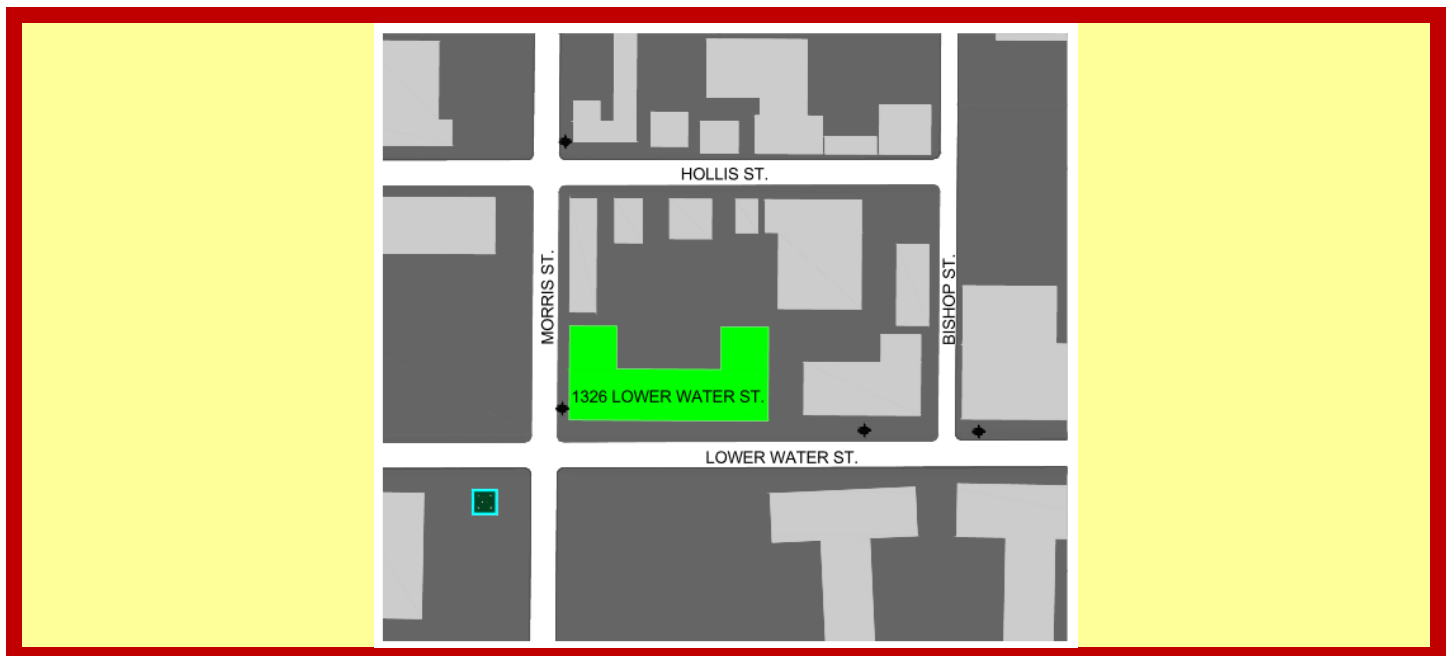
IF SMOKE IS HEAVY IN THE CORRIDOR IT MAY BE SAFER TO STAY IN YOUR AREA.
CLOSE DOOR AND PLACE WET TOWEL AT BASE OF DOOR.

IF YOU ENCOUNTER SMOKE IN STAIRWAY, USE ALTERNATE EXIT OR FIND
REFUGE IN NEAREST SUITE.

REMAIN CALM

DESIGNATED GATHERING PLACES

Civic Address	Building	Primary Location	Secondary Location
1326 Lower Water Street	Waterfront Place	Across Lower Water Street by Discovery Centre	Superstore Parking Lot



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EMERGENCY TELEPHONE NUMBERS

FIRE	911
POLICE	911
AMBULANCE	911

3.6 Persons Requiring Assistance (P.R.A.)

It is the Employer's responsibility to ensure that persons requiring assistance to evacuate are provided information on plans in place to ensure their safety during emergency situations. Alternatively, Persons Requiring Assistance also have a responsibility to indicate if alternative measures are required if their reason for requiring assistance is not obvious.

People who may require assistance may fall into one of the following groups:

- **Mobility**
 - Mobility limitations may make it difficult for a person to use stairs or move quickly over long distances. These can include reliance on mobility devices such as a wheelchair, scooter, walker, crutches or a walking cane.
 - In addition, people with a heart condition or various respiratory difficulties can experience certain levels of mobility limitations.
- **Vision**
 - Vision loss can include a broad range of conditions ranging from complete blindness to partial of low vision that cannot be corrected with lenses or surgery.
 - A person's ability to read signs or move through unfamiliar environments during an emergency may be challenged, creating a feeling of being lost and/or being dependent on others for guidance.
- **Hearing**
 - A person can be deaf, deafened or hard of hearing. The distinction between these terms is based on the individual's language and means of communicating rather than the degree of hearing loss.
 - In an emergency, the method in which emergency warnings are issued becomes critical to how a person with hearing loss is able to respond and follow instructions to safety.
- **Non-Visible Disabilities**
 - Non-visible disabilities can include communication, cognitive, sensory, mental health, learning or intellectual disabilities in which an individual's ability to respond to an emergency is restricted.



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- They can also range from allergies, epilepsy, hemophilia, diabetes, thyroid condition, multiple sclerosis, pulmonary or heart disease and/dependency on dialysis, sanitary or urinary supplies.

Persons Requiring Assistance (PRA) should be identified prior to emergencies; PRA's should make a point of advising their Employer & Property Owner / Management of their limitations and assistance that they MAY require in the event of an evacuation. The Employer & Property Owner / Management should ensure that their personnel discuss methods of evacuating persons requiring assistance, or what action to take in the event that a person is unable to evacuate.

Important Notes

- It should be understood that rescue by fire fighters is not inevitable, nor is evacuating via the elevator a certainty.
- The elevator lobby is not a safe place to remain and wait for retrieval by the fire department or building staff. The exit stair (either inside the stair or immediately outside the stair) is the safest place and operationally an ideal place to stay. Exit stairs are designed to provide protection from smoke and fire and are therefore the safest locations in the building.
- In the event that a person or person(s) chose to or have to remain on their floor or in the building during an evacuation and is in NO immediate danger (i.e. there is no fire in the building, or the fire is not in the vicinity and is not likely to spread to other areas of the building), they should move to the Area of Refuge (Exit Stair) and take up a position immediately outside the stair until the alarm has been cleared or the situation changes.
- Fire-fighters may concentrate their efforts on investigating and/or controlling any fire that may be occurring.
- Should fire-fighters decide that a rescue of the PRA's is necessary; they may or may not use the elevator on "Fireman's Service". Should this be the case, standard protocol dictates that the take the elevator to a safe floor somewhere below the "fire floor" and ascend the rest of the way using the exit stairs.

3.7 Registration Form for a Person Requiring Assistance

This section contains a form that must be distributed to every employee and/or permanent occupant. It must be filled out and returned to the Property Owner or Supervisor if the person will require assistance during a fire emergency. This information must be readily available to the Emergency Responders upon their arrival.

Also reference Section 2.2 in the Introduction section of this document.



FIRE SAFETY PLAN

for

Waterfront Place

1326 Lower Water Street Halifax NS

Registration Form for a Person Requiring Assistance

Name:	
Building Address:	
Floor:	
Company:	
Department:	
Phone:	

Using the following definitions, please select which of the following definitions best describes your personal situation:

LEVEL I – My condition is temporary and does not prevent me from participating in a fire drill or an actual evacuation, although it may cause some pain or discomfort, (e.g. pregnancy, broken bone).

If you select the Level 1 category, provide an anticipated end date of you temporary condition.

Anticipated end date of temporary condition: _____

LEVEL II – My condition is permanent and I am not able to evacuate the building without assistance (e.g. use a wheelchair).

If you select the Level 2 category, provide a more detailed description of your condition.

Details of Assistance Requirements:

Please include particulars of any handicap or medical problem concerning.

(Example: Mobility, Vision, Hearing, Non-Visible Disabilities)

I acknowledge that:



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- I will stay with my designated Attendant at all times, as set out in the emergency and evacuation procedures, during a fire drill or an actual emergency evacuation.
- I must complete the Registration Form for a Person Requiring Assistance and advise my Floor or Fire Warden of any change to my personal information.
- I understand my role in the emergency and evacuation procedures during a fire drill or an actual emergency evacuation.

(Please Print)

Employee Signature

(Signature)

(Date: MM-DD-YY)

Return this completed Registration Form to your Floor or Fire Warden, as applicable.

(INSERT NAME)

Note: There is no guarantee that the Fire Department will be in position to provide immediate evacuation of Level II PRAs during an emergency. Consult with the Fire Department beforehand to develop an alternate plan for evacuation.

3.8 Evacuation Procedures for People with Physical Disabilities

In most cases people with physical disabilities should be placed under the supervision of designated personnel until the Fire Department can rescue them. If it is life threatening for the people with physical disabilities and their supervisors to remain on that floor, it is recommended that the people with physical disabilities be transported via the stairwell to a grade level exit.

Below are some techniques which may be used to perform this transport:



FIRE SAFETY PLAN

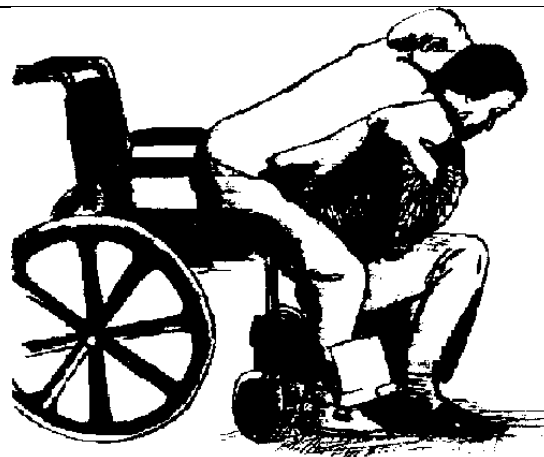
for

Waterfront Place

1326 Lower Water Street Halifax NS

1. THE BACK PACK LIFT:

The Rescuer would kneel at the front of the person being assisted and place the person's arms up and over the rescuer's shoulders and chest. The rescuer would then lean forward before raising slowly, to a full standing position. (Figure 1)



2. TWO RESCUER EXTREMITIES CARRY:

The person being assisted would be placed on the stairwell landing. One rescuer would lift at the legs, under the knees, while the other would lift under the shoulders with fingers locked across the individual's chest. Rescuers, with backs erect, would lift together, rising slowly to a standing position. (Figure 2)



3. TWO RESCUER SEAT CARRY:

Two rescuers position themselves next to the wheelchair (or beside the person being assisted) in order to grasp each other's upper arm or shoulder (Figs. 3 & 4). The person being assisted would place his/her arms firmly around both rescuers' necks as per Fig. 5. The two rescuers would then lean forward placing their free arm under the individual's legs, firmly grasping each other's wrists as per Fig. 6. Working together, both rescuers lift, using legs, and carefully step forward.



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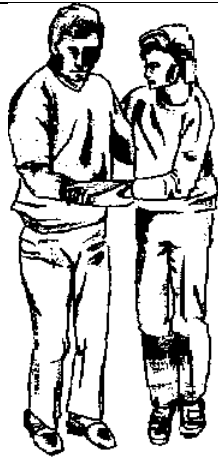


Figure 3



Figure 4



Figure 5



Figure 6

These are but a few examples of transporting a person down a stairwell.

3.9 The ABCD's of Portable Fire Extinguishers

This section also outlines the basic instructions for use of a fire extinguisher. Fire extinguishment is primarily the responsibility of the first responders. The production of toxic fumes in buildings makes fire-fighting potentially dangerous, particularly if a large amount of smoke is being generated. In order to choose the right type of fire extinguisher, you must know what type of fire you are attempting to control. If you are not sure, your best course of action is to leave the area, activate the fire alarm (if it has not already been activated) and notify the first responders.



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Extinguishers are labelled as to which type(s) of fire they are effective in controlling. The list below is the classifications of fires determined by the materials or fuel which is burning.

CLASS A	Wood, paper, textiles, most plastics and other ordinary combustibles. Class B –
CLASS B	Flammable and combustible liquids (oil, paints, solvents, grease, etc.).
CLASS C	Electrical (live or energized wires or equipment).
CLASS D	Combustible metals (magnesium, titanium, potassium, sodium, lithium, etc.).
CLASS K	Cooking media (vegetable or animal oils and fats for cafeterias or restaurants).

A fire extinguisher is a storage container for an agent, like water or chemicals. It is designed to put out a small fire, not a big one. Extinguishers are labeled **A**, **B**, **C** or **D** according to whether the fire on which it is to be used occurs in wood or cloth, flammable liquids, electrical, or metal sources. If you plan to buy one extinguisher, a **multi-purpose dry chemical labeled ABC** puts out most types of fires — wood, paper, cloth, flammable liquid or electrical fires.



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Buying and Maintaining an Extinguisher

Extinguishers come in dry chemical, foam, carbon dioxide, and water types. Whatever type you buy, it should be labeled by a nationally recognized testing laboratory.

The higher the number rating on the extinguisher the more fire it puts out. High rated ones are often (not always) the heavier models. Make sure you can hold and operate the one you might buy for home use or be required to use at work.

Ask your dealer how to have your extinguisher serviced and inspected. Recharge it after ANY use. A partially used one might as well be empty. Extinguishers should be installed away from potential fire hazards and near an escape route



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Fire Classification Know How To Handle It

Classes Of Fires	Types Of Fires	Picture Symbol	Extinguisher
	Wood, paper, cloth, trash and other ordinary materials.		<ul style="list-style-type: none">  Water  Foam Spray  ABC Powder  Wet Chemical
	Gasoline, oil, paint and other flammable liquids		<ul style="list-style-type: none">  Foam Spray  ABC Powder  Carbon Dioxide
	May be used on fires involving live electrical equipment without danger to the operator		<ul style="list-style-type: none">  ABC Powder
	Combustible metals and combustible metal alloys		<ul style="list-style-type: none">  ABC Powder  Carbon Dioxide
	Cooking media (Vegetable or Animal Oils and Fats)		<ul style="list-style-type: none">  Wet Chemical



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3.10 Operation of Portable Fire Extinguishers

The following are basic instructions for use of a fire extinguisher. Only persons who are familiar with fire extinguisher operation should attempt to extinguish a small fire. **First**, determine the type of fire that is burning and **Second**, verify that the extinguisher you will be using is the correct one for that type of fire. Class ABC multipurpose dry chemical type extinguishing agents are good for most fires involving solid combustibles, flammable liquids & greases as well as electrical fires. **Third**, verify that the seal and pin are in place on the handle as well as the gauge indicator is in the “green” area.

Suggested Operation of Portable Fire Extinguishers

Remember the acronym **P.A.S.S.**

P – PULL

Pull the pin (by twisting it to break the seal and then pulling).

A – AIM

Always aim at the base of the fire using the nozzle provided.

S – SQUEEZE

Activate the fire extinguisher by squeezing the handle right down.

S – SWEEP

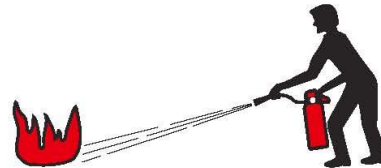
Move from side to side in a sweeping motion, watching to make sure that the flames do not start up again. Break up any clumps of burned solid materials to ensure the fire is fully extinguished.

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.

1. HOLD EXTINGUISHER UPRIGHT AND PULL THE RING (SAFETY) PIN



2. STAND BACK FROM THE FIRE AND AIM AT THE BASE OF THE FIRE NEAREST YOU



3. SQUEEZE HANDLES TOGETHER AND SWEEP THE EXTINGUISHER STREAM SIDE TO SIDE



REMEMBER THIS SIMPLE WORD -
P A S S

PULL AIM SQUEEZE SWEEP



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3.11 Fire Watch

In accordance with the fire guidelines, buildings equipped with fire alarm systems and sprinkler systems are to be fully operational at all times. Therefore, in the event any of these systems are off-line for any reason whatsoever, a fire watch through the use of fire watch personnel must be implemented immediately. During a fire watch, a responsible occupant, employee or contracted security guard actively looks for evidence of smoke and fire, listens for in-room smoke detectors sounding and, if smoke or fire is found, they are to contact the emergency officials regarding the emergency within the building.

A fire watch is only intended as a short-term alternative that permits continued occupancy of the building. The Jurisdiction of Authority do require the immediate action of the building owner, business operator or management firm to arrange for corrective measures to be taken on the particular system which is temporarily out of service.

Alternate measures for the temporary shutdown of the building's fire protection and life safety equipment are to be listed within the Jurisdiction of Authority accepted fire safety plan.

1. The elected Fire Watch Personnel are to contact the Jurisdiction of Authority at the start and end of each fire watch interval, or shift change.
2. Fire Watch Personnel performing the patrol shall be equipped with a working cellular telephone to call 911 in case of emergency, a flashlight and a list of special needs persons.
3. Fire watch personnel are to post signage throughout the common areas of the building indicating that the fire protection system is temporarily out of order, and must display the emergency evacuation procedures as outlined within the approved fire safety plan.
4. The fire watch must be continuous until the fire protection system is repaired and online.
5. Fire Watch Personnel must tour the building premise each hour starting on the hour and report that the building inspection was completed.
6. Fire Watch Personnel must be continuously alert at all times during their watch.
7. The Fire Watch Personnel must maintain a written log of the fire watch, indicating the date, time and status of the alarm, in addition to undersigning their daily log report.
8. Fire Watch Personnel must immediately notify the Jurisdiction of Authority and building occupants at the first evidence of any fire or smoke within the building and are to meet the first responder at entrance of the building.
9. Fire watch personnel must call the monitoring station and ensure that they put the fire protection systems back on line once the fire watch has ended.
10. Cancelling the fire watch is based on an assessment that the fire protection system is fully operational, at which time the Jurisdiction of Authority must then be notified to this effect.



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FIRE WATCH LOG

DATE: _____

ADDRESS: _____

REASONS FOR FIRE WATCH

- Fire Alarm Inoperative
- Sprinkler System Inoperative
- Standpipe System Inoperative
- Fire Pump Inoperative
- Emergency Power System Inoperative
- Other

NAME OF PERSONS CONDUCTING FIRE WATCH

(Print)

1. _____
2. _____
3. _____
4. _____

DATE mm-dd-yyyy	TIME	AREAS PATROLLED	INITIALS



FIRE SAFETY PLAN

for

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SAMPLE FIRE AND LIFE SAFETY EQUIPMENT OUT OF SERVICE SIGNAGE

Mark applicable out of service equipment, make copies and post signage at main entrance
and on all floor areas

(List Equipment)

OUT OF SERVICE

**A FIRE WATCH IS PATROLLING THE
AFFECTED FLOOR AREAS**

IN CASE OF FIRE CALL 9-1-1

FOLLOW EMERGENCY PROCEDURES



FIRE SAFETY PLAN

for

Waterfront Place

1326 Lower Water Street Halifax NS

3.12 Alternate Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 2 hours, the fire department shall be notified. 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 Fire Prevention and Life Safety Division.

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 Fire Department.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

Fire Safety Regulations made under Section 51 of the Fire Safety Act Repairs to fire protection system - 33 Article 6.1.1.4. of the National Fire Code is replaced by the following Article - 6.1.1.4. Repairs

1) Except as provided in Sentence (2), where a fire protection system or any part of it is shut down for repairs or is inoperative for more than 2 hours, the owner of the building containing the fire system shall:

a) Notify the fire department, and

b) Provide a sufficient number of trained people to patrol the building until the fire protection system is restored to operating condition.

2) Sentence (1) does not apply to industrial or manufacturing facilities that maintain their own industrial fire brigades.

3) Every owner of a building shall develop procedures to notify occupants of the building if a fire or other emergency occurs when the fire alarm and detection system are shut down or inoperative.

4) Every owner of a building shall develop procedures to provide protection to the building if a sprinkler system or part of that system is shut down for more than 6 hours.

Note: All shutdowns will be confined to as limited an area **and** duration as possible. Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.



FIRE SAFETY PLAN

for

Waterfront Place

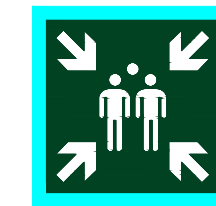
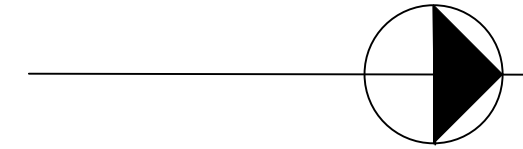
1326 Lower Water Street Halifax NS

PART 4:

SCHEMATICS – SITE & BUILDING



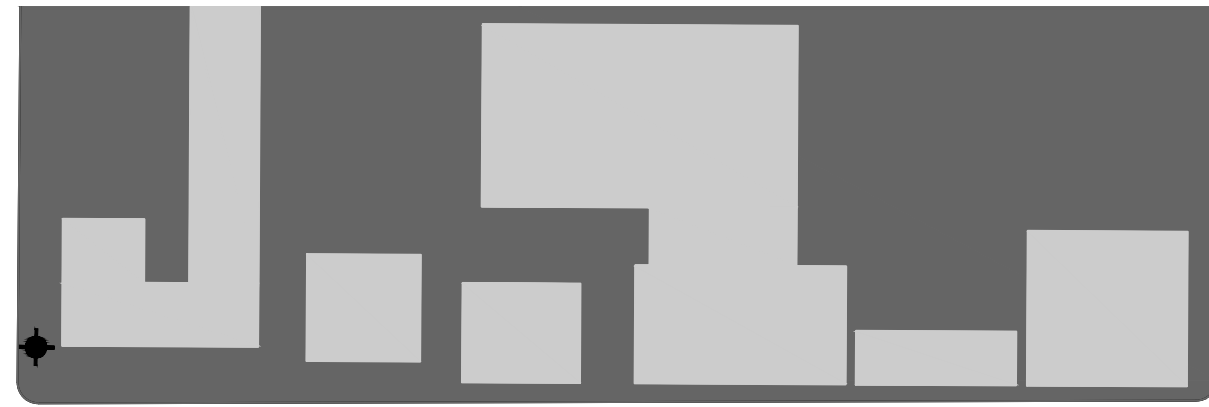
SITE PLAN
WATERFRONT PLACE
1326 LOWER WATER STREET
HALIFAX, NOVA SCOTIA



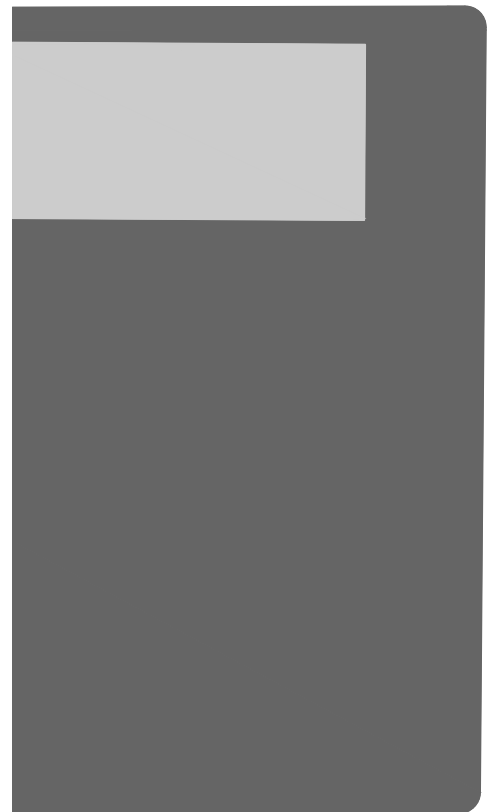
ASSEMBLY POINT



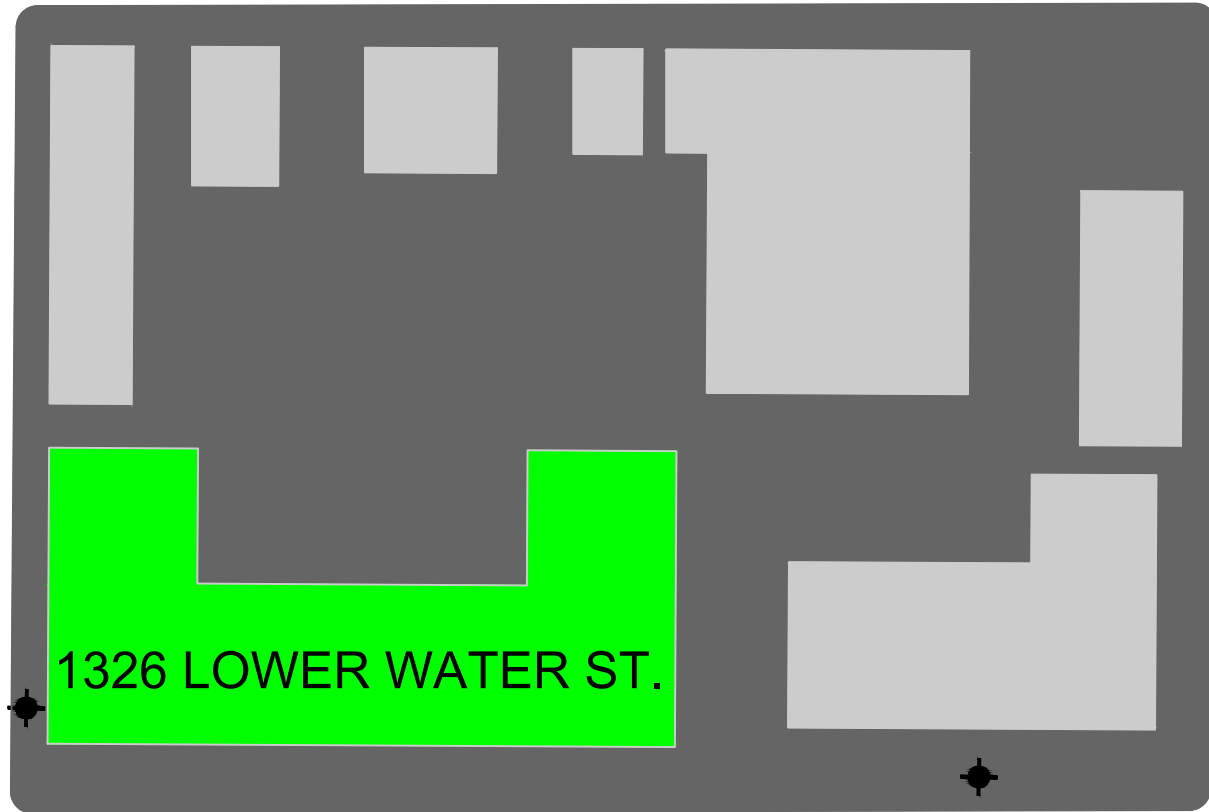
HYDRANT



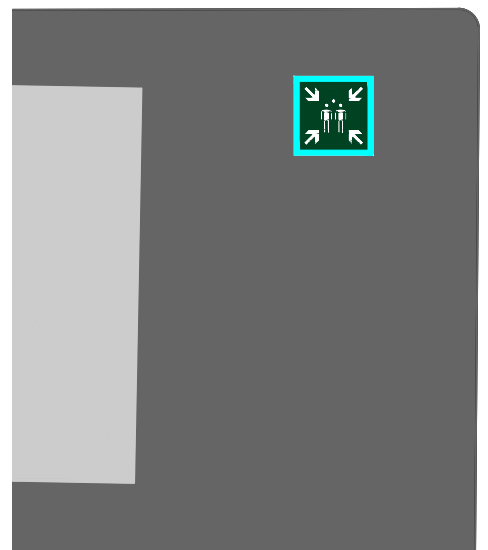
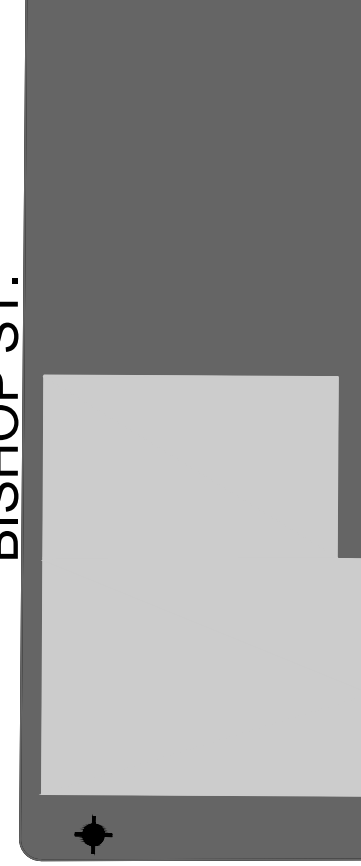
HOLLIS ST.



MORRIS ST.

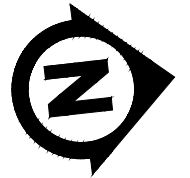


BISHOP ST.



LOWER WATER ST.

LOWER PARKING LEVEL PLAN

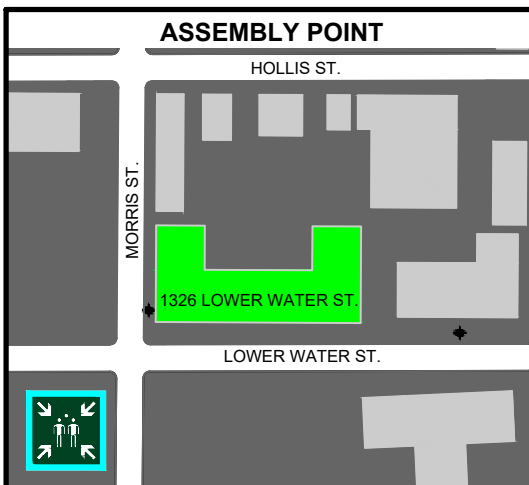
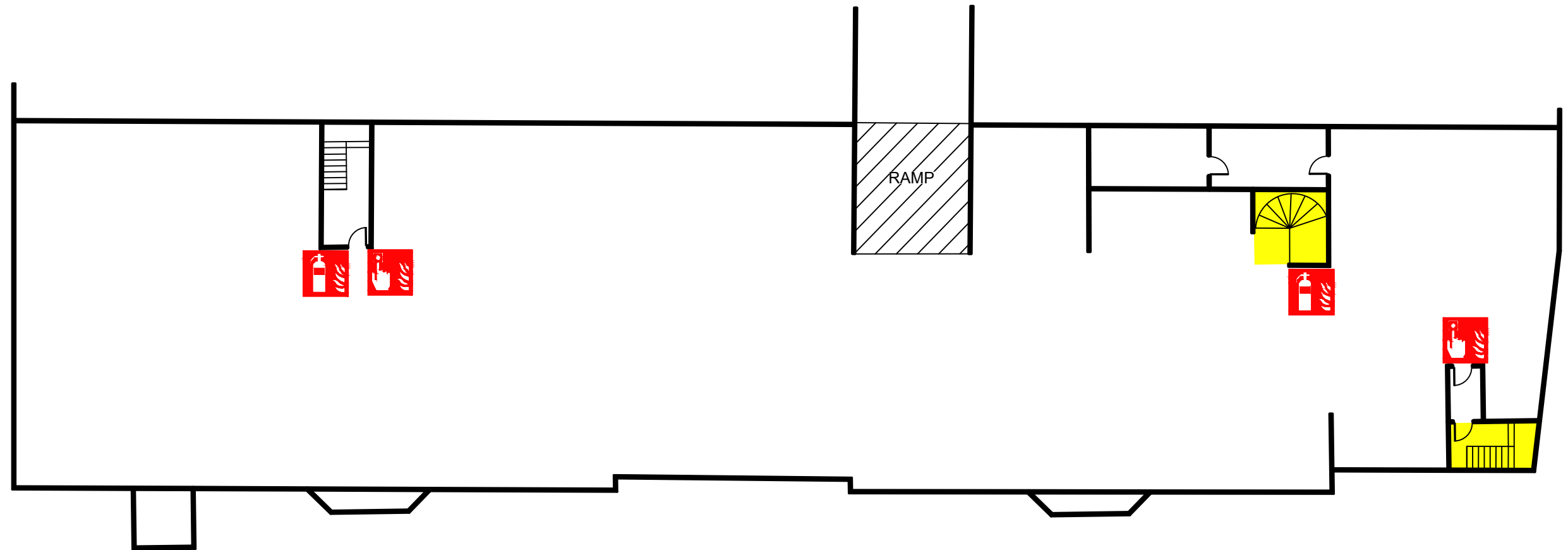


IN CASE OF FIRE

Close All Doors Behind You.
 Activate the Fire Alarm System
 Use Manual Station.
Call 9-1-1 (From a Safe Location)

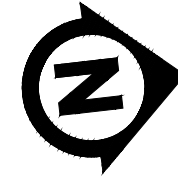
REMAIN CALM

Leave Building Via Nearest Exit.
 Close Door Behind You.
CAUTION
 If Smoke is Heavy in the
 Corridor it May Be Safer to Stay
 in Your Area. Close Door and
 Place Wet Towel at Base of
 Door. If You Encounter Smoke
 in Stairway, Use Alternate Exit
 or Find Refuge in Nearest Suite.



BUILDING NAME	WATERFRONT PLACE		CIVIC ADDRESS	1326 LOWER WATER STREET		FLOOR	LOWER PARKING LEVEL		DATE	1-Jun-17
 902 229 2926 smarterspaces.ca	FIRE EXTINGUISHER	FIRE PANEL	FIRE BLANKET	WATER SHUT OFF	SPRINKLER SHUT OFF	ELECTRICAL SHUT OFF	EMERGENCY EYE WASH	EMERGENCY EXIT	FIRST AID	
								ASSEMBLY POINT		

MAIN PARKING LEVEL PLAN

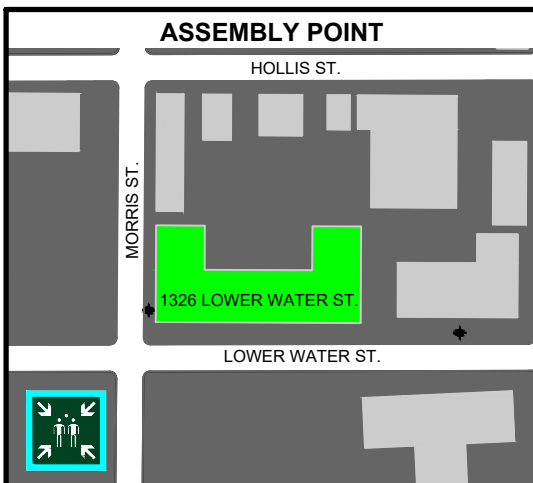
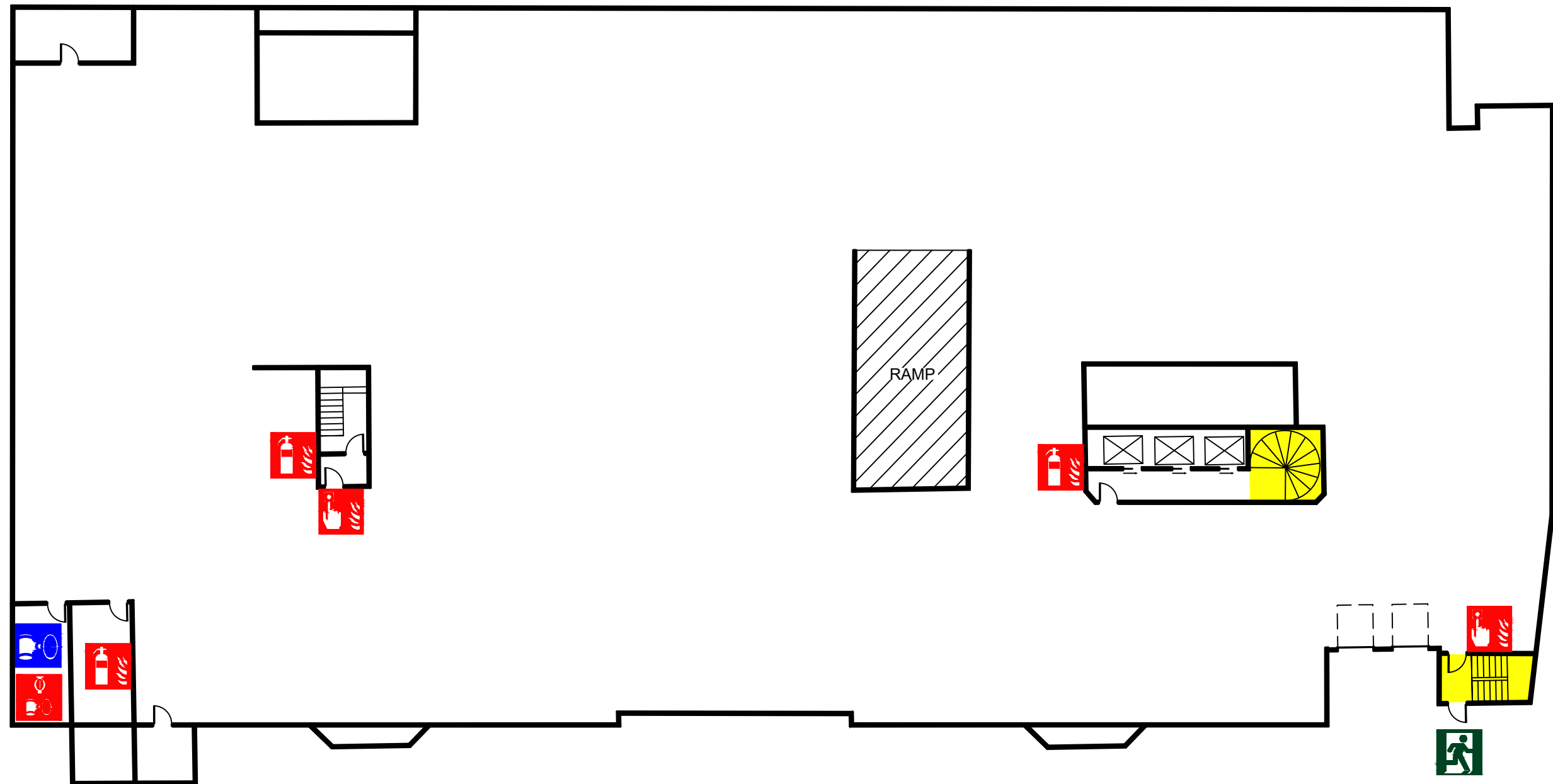


IN CASE OF FIRE

Close All Doors Behind You.
 Activate the Fire Alarm System
 Use Manual Station.
Call 9-1-1 (From a Safe Location)

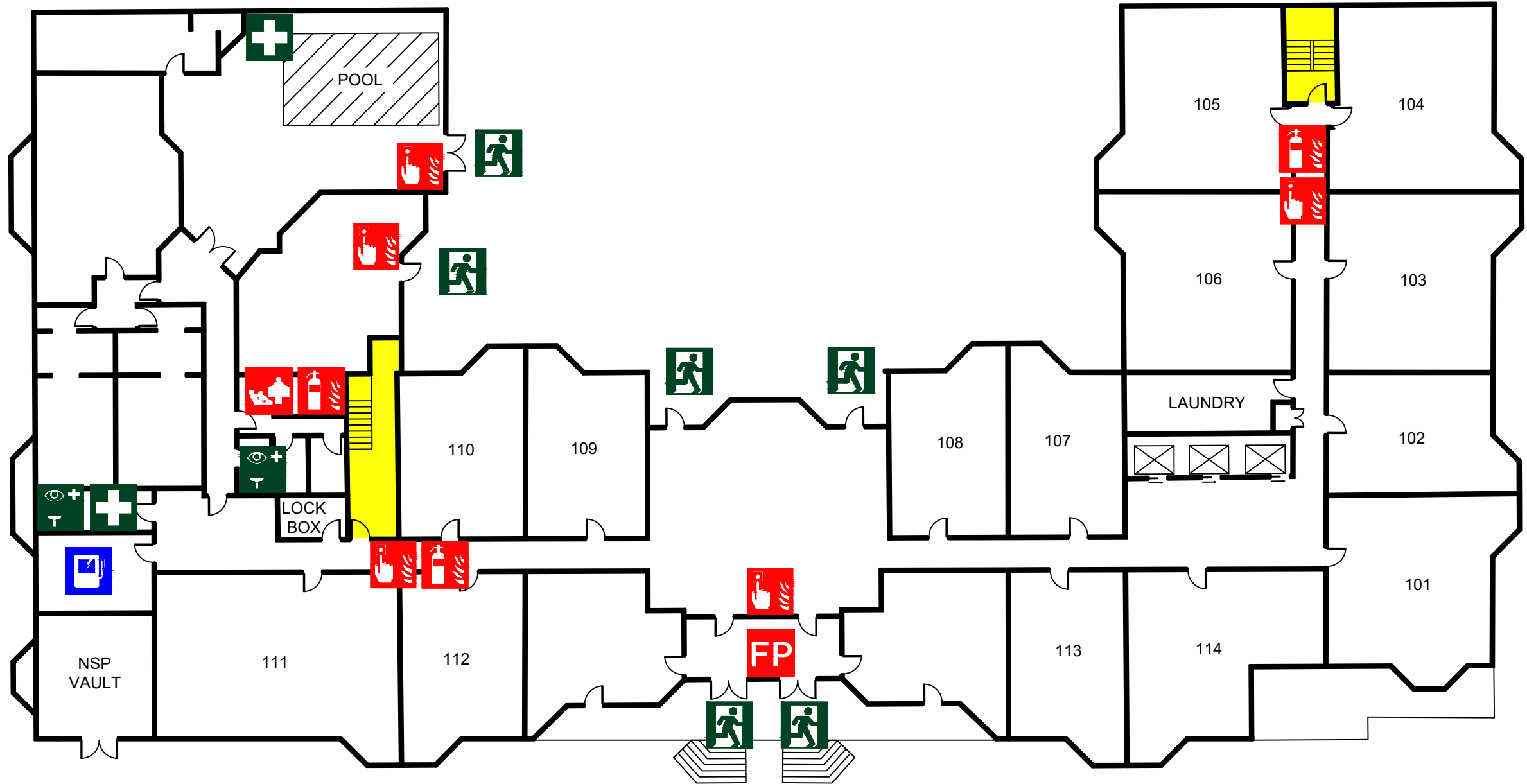
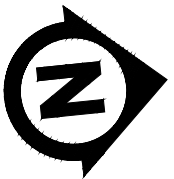
REMAIN CALM

Leave Building Via Nearest Exit.
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CAUTION
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 Corridor it May Be Safer to Stay
 in Your Area. Close Door and
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 in Stairway, Use Alternate Exit
 or Find Refuge in Nearest Suite.



BUILDING NAME	WATERFRONT PLACE	CIVIC ADDRESS	1326 LOWER WATER STREET	FLOOR	MAIN PARKING LEVEL	DATE	1-Jun-17
 902 229 2926 smarterspaces.ca		FIRE EXTINGUISHER FIRE PANEL	FIRE BLANKET FIRE PANEL	SPRINKLER SHUT OFF WATER SHUT OFF	ELECTRICAL SHUT OFF EMERGENCY EYE WASH	EMERGENCY EXIT ASSEMBLY POINT	FIRST AID

MAIN FLOOR PLAN

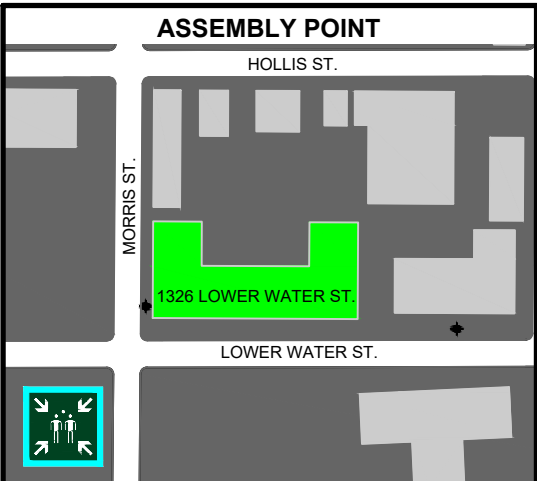


IN CASE OF FIRE

Close All Doors Behind You.
 Activate the Fire Alarm System
 Use Manual Station.
Call 9-1-1 (From a Safe Location)

REMAIN CALM

Leave Building Via Nearest Exit.
 Close Door Behind You.
CAUTION
 If Smoke is Heavy in the Corridor it May Be Safer to Stay in Your Area. Close Door and Place Wet Towel at Base of Door. If You Encounter Smoke in Stairway, Use Alternate Exit or Find Refuge in Nearest Suite.

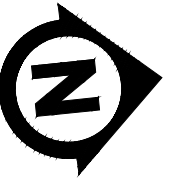


BUILDING NAME	WATERFRONT PLACE	CIVIC ADDRESS	1326 LOWER WATER STREET	FLOOR	MAIN FLOOR	DATE	1-Jun-17
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SMARTER SPACES
 902 229 2926
 smarterspaces.ca

PULL STATION	FIRE BLANKET	SPRINKLER SHUT OFF	ELECTRICAL SHUT OFF	EMERGENCY EXIT	FIRST AID
FIRE EXTINGUISHER	FIRE PANEL	WATER SHUT OFF	EMERGENCY EYE WASH	ASSEMBLY POINT	

SECOND FLOOR PLAN

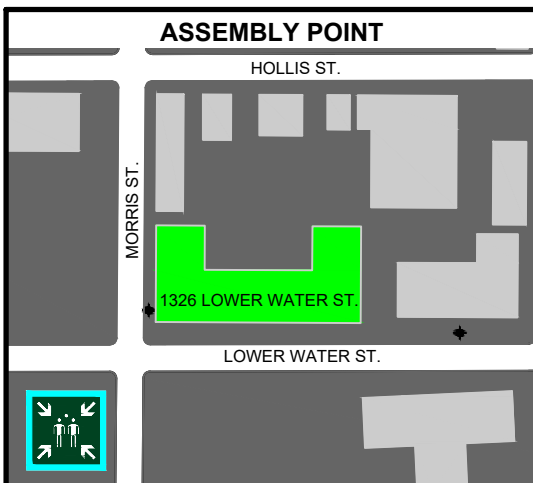
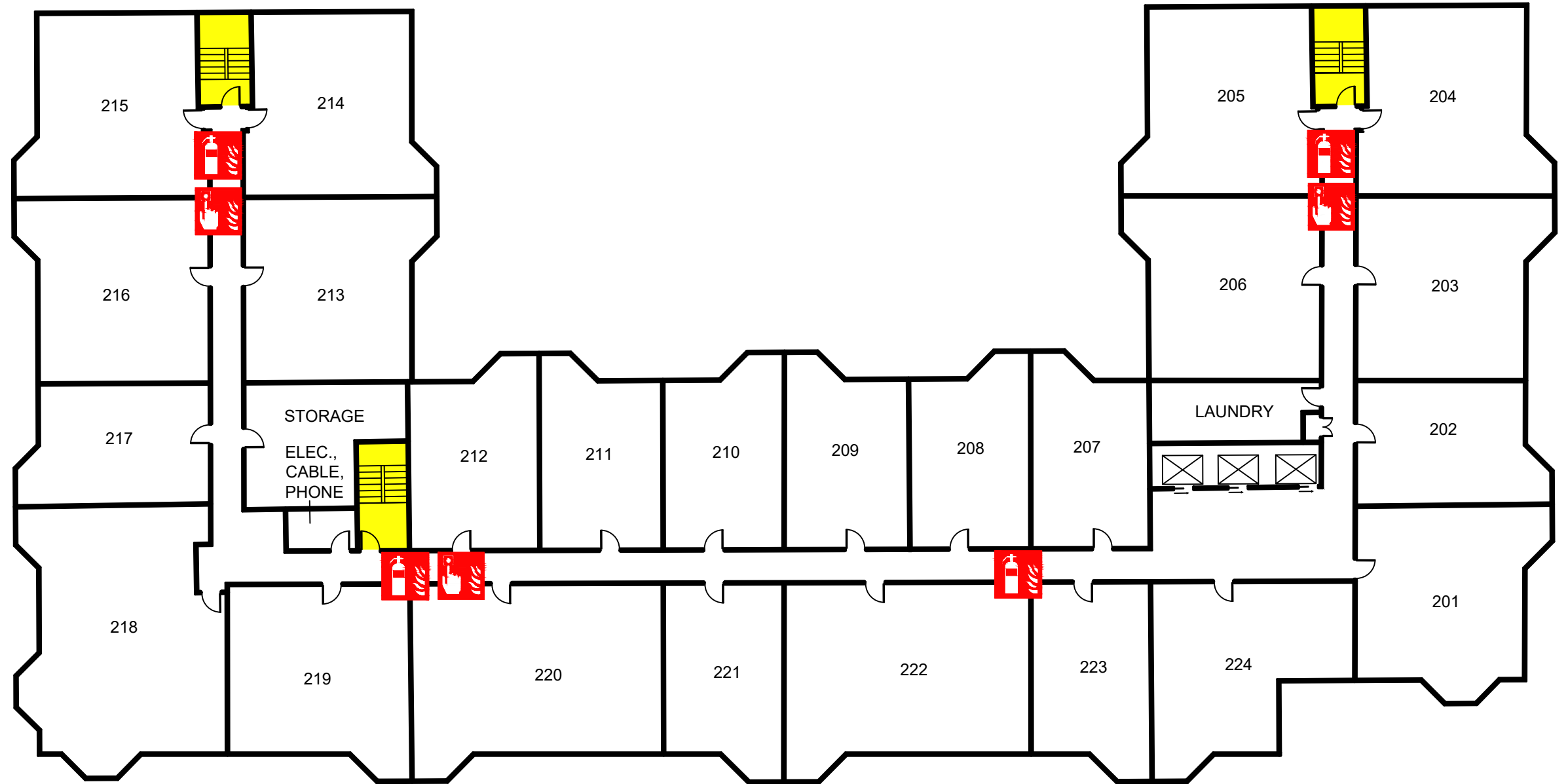


IN CASE OF FIRE

Close All Doors Behind You.
 Activate the Fire Alarm System
 Use Manual Station.
Call 9-1-1 (From a Safe Location)

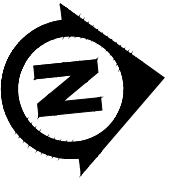
REMAIN CALM

Leave Building Via Nearest Exit.
 Close Door Behind You.
CAUTION
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 Corridor it May Be Safer to Stay
 in Your Area. Close Door and
 Place Wet Towel at Base of
 Door. If You Encounter Smoke
 in Stairway, Use Alternate Exit
 or Find Refuge in Nearest Suite.



BUILDING NAME	WATERFRONT PLACE	CIVIC ADDRESS	1326 LOWER WATER STREET	FLOOR	SECOND FLOOR	DATE	1-Jun-17
 902 229 2926 smarterspaces.ca	PULL STATION	FIRE BLANKET	SPRINKLER SHUT OFF	ELECTRICAL SHUT OFF	EMERGENCY EXIT	FIRST AID	
	FIRE EXTINGUISHER	FIRE PANEL	WATER SHUT OFF	EMERGENCY EYE WASH	ASSEMBLY POINT		

THIRD FLOOR PLAN

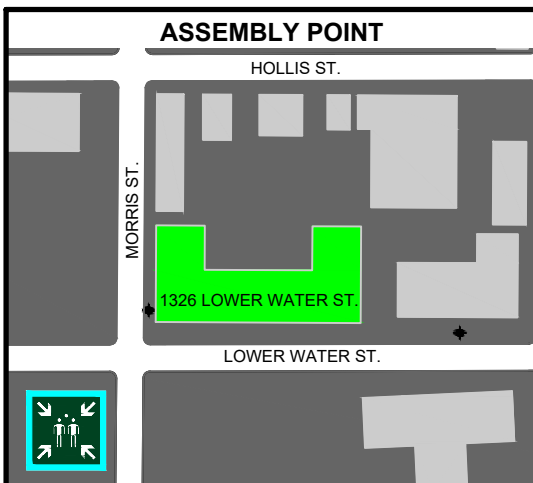
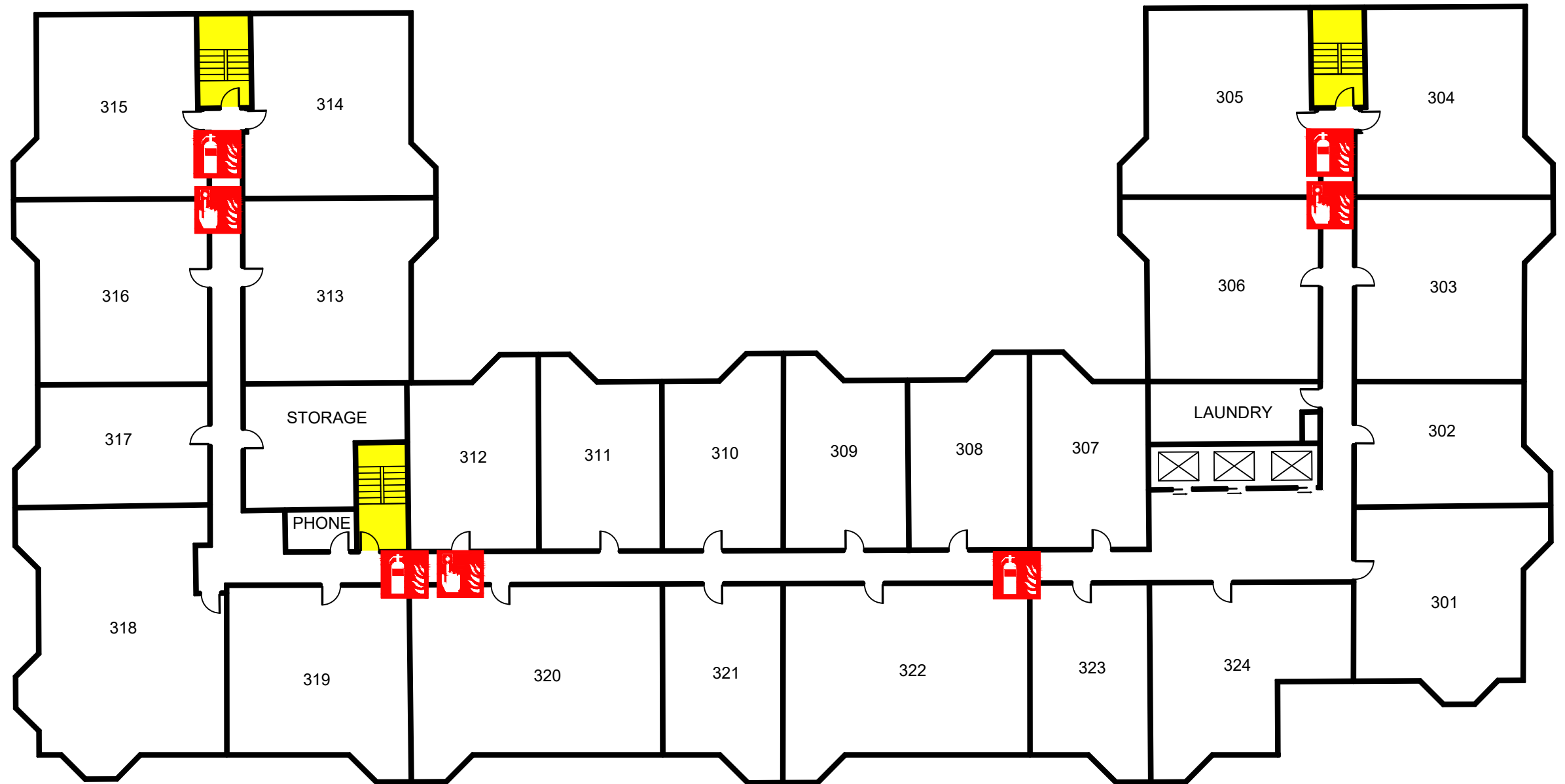


IN CASE OF FIRE

Close All Doors Behind You.
 Activate the Fire Alarm System
 Use Manual Station.
Call 9-1-1 (From a Safe Location)

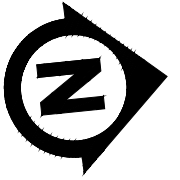
REMAIN CALM

Leave Building Via Nearest Exit.
 Close Door Behind You.
CAUTION
 If Smoke is Heavy in the
 Corridor it May Be Safer to Stay
 in Your Area. Close Door and
 Place Wet Towel at Base of
 Door. If You Encounter Smoke
 in Stairway, Use Alternate Exit
 or Find Refuge in Nearest Suite.



BUILDING NAME	WATERFRONT PLACE	CIVIC ADDRESS	1326 LOWER WATER STREET	FLOOR	THIRD FLOOR	DATE	1-Jun-17
 902 229 2926 smarterspaces.ca	FIRE EXTINGUISHER PULL STATION	FIRE PANEL FIRE BLANKET	WATER SHUT OFF SPRINKLER SHUT OFF	EMERGENCY EYE WASH ELECTRICAL SHUT OFF	ASSEMBLY POINT EMERGENCY EXIT	FIRST AID	

FOURTH FLOOR PLAN

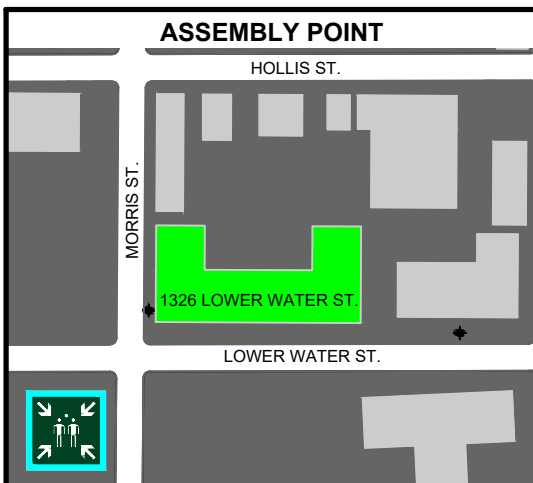
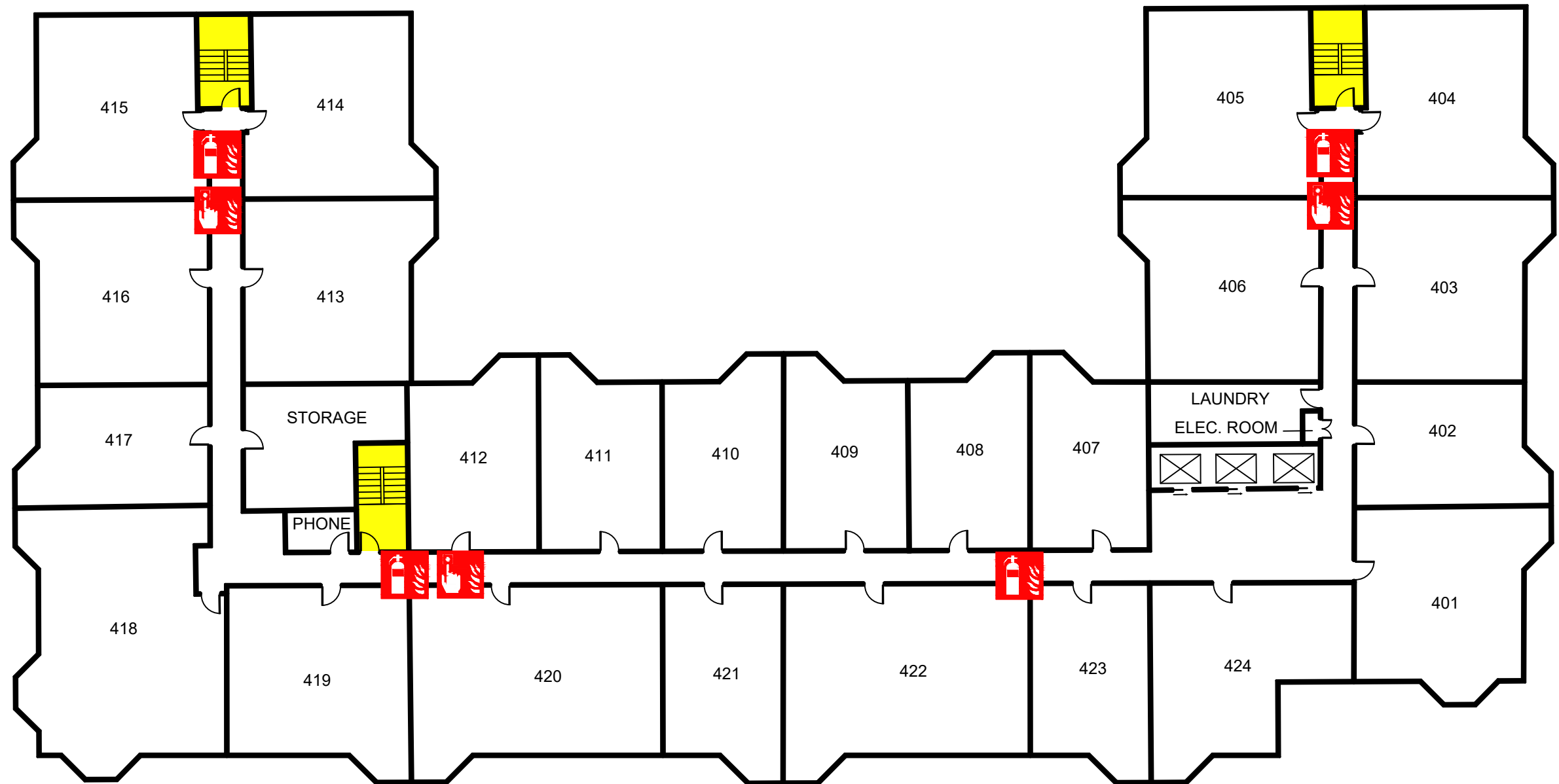


IN CASE OF FIRE

Close All Doors Behind You.
 Activate the Fire Alarm System
 Use Manual Station.
Call 9-1-1 (From a Safe Location)

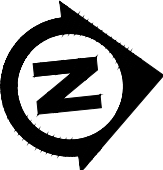
REMAIN CALM

Leave Building Via Nearest Exit.
 Close Door Behind You.
CAUTION
 If Smoke is Heavy in the Corridor it May Be Safer to Stay in Your Area. Close Door and Place Wet Towel at Base of Door. If You Encounter Smoke in Stairway, Use Alternate Exit or Find Refuge in Nearest Suite.



BUILDING NAME	WATERFRONT PLACE	CIVIC ADDRESS	1326 LOWER WATER STREET	FLOOR	FOURTH FLOOR	DATE	1-Jun-17
<p>902 229 2926 smarterspaces.ca</p>		PULL STATION FIRE EXTINGUISHER	FIRE BLANKET FIRE PANEL	SPRINKLER SHUT OFF WATER SHUT OFF	ELECTRICAL SHUT OFF EMERGENCY EYE WASH	EMERGENCY EXIT ASSEMBLY POINT	FIRST AID

FIFTH FLOOR PLAN

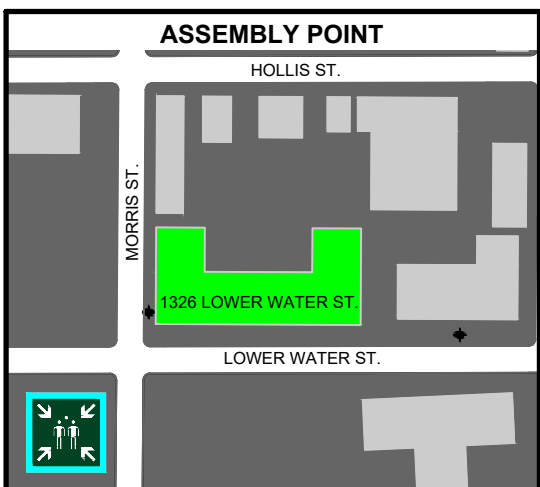
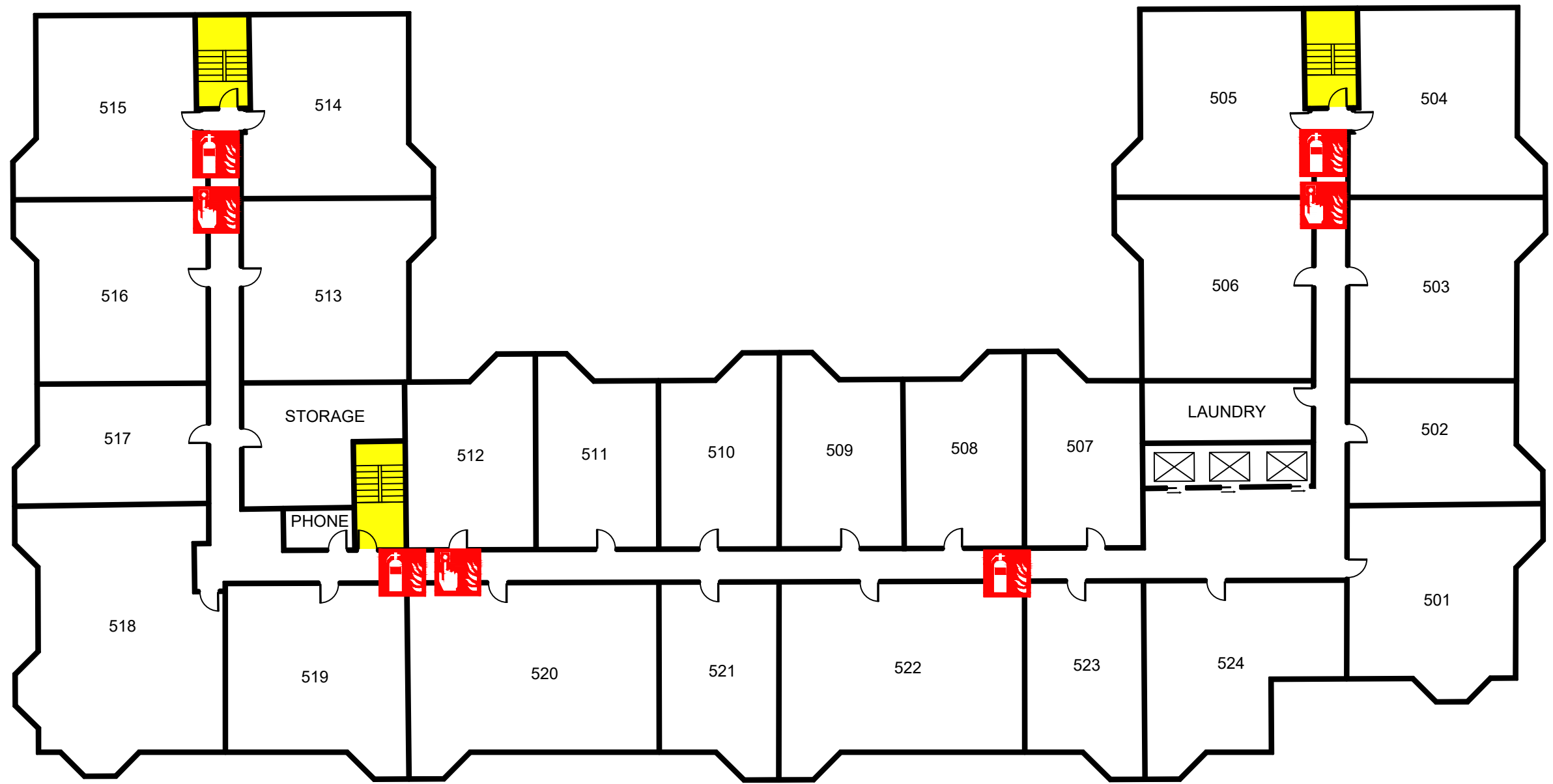


IN CASE OF FIRE

Close All Doors Behind You.
 Activate the Fire Alarm System
 Use Manual Station.
Call 9-1-1 (From a Safe Location)

REMAIN CALM

Leave Building Via Nearest Exit.
 Close Door Behind You.
CAUTION
 If Smoke is Heavy in the Corridor it May Be Safer to Stay in Your Area. Close Door and Place Wet Towel at Base of Door. If You Encounter Smoke in Stairway, Use Alternate Exit or Find Refuge in Nearest Suite.

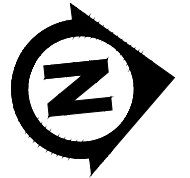


BUILDING NAME	WATERFRONT PLACE	CIVIC ADDRESS	1326 LOWER WATER STREET	FLOOR	FIFTH FLOOR	DATE	1-Jun-17
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SMARTER SPACES
 902 229 2926
smarterspaces.ca

PULL STATION	FIRE BLANKET	SPRINKLER SHUT OFF	ELECTRICAL SHUT OFF	EMERGENCY EXIT	FIRST AID
FIRE EXTINGUISHER	FIRE PANEL	WATER SHUT OFF	EMERGENCY EYE WASH	ASSEMBLY POINT	

SIXTH FLOOR PLAN

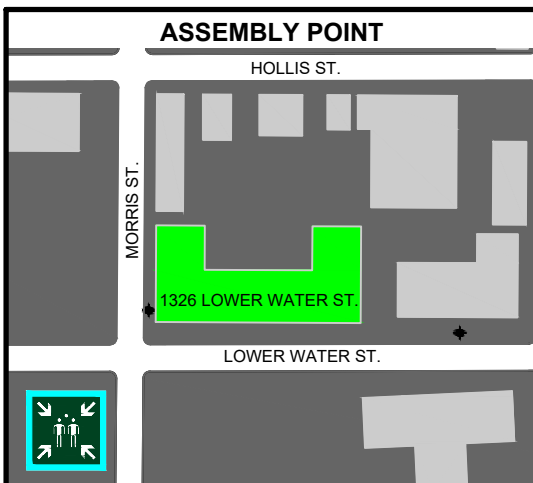
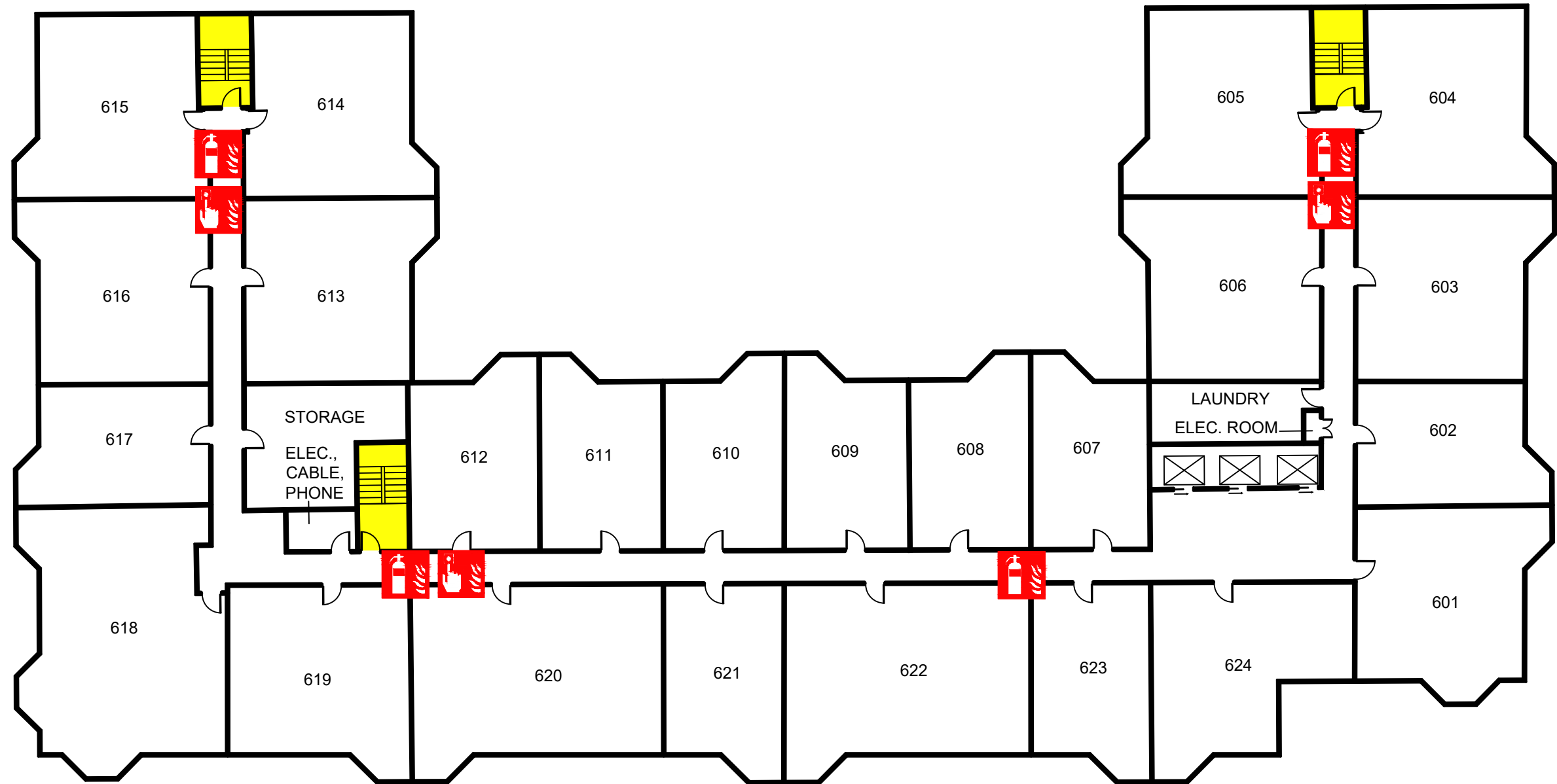


IN CASE OF FIRE

Close All Doors Behind You.
 Activate the Fire Alarm System
 Use Manual Station.
Call 9-1-1 (From a Safe Location)

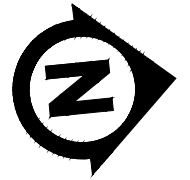
REMAIN CALM

Leave Building Via Nearest Exit.
 Close Door Behind You.
CAUTION
 If Smoke is Heavy in the
 Corridor it May Be Safer to Stay
 in Your Area. Close Door and
 Place Wet Towel at Base of
 Door. If You Encounter Smoke
 in Stairway, Use Alternate Exit
 or Find Refuge in Nearest Suite.



BUILDING NAME	WATERFRONT PLACE	CIVIC ADDRESS	1326 LOWER WATER STREET	FLOOR	SIXTH FLOOR	DATE	1-Jun-17
 902 229 2926 smarterspaces.ca		FIRE EXTINGUISHER FIRE PANEL	FIRE BLANKET FIRE PANEL	SPRINKLER SHUT OFF WATER SHUT OFF	ELECTRICAL SHUT OFF EMERGENCY EYE WASH	EMERGENCY EXIT ASSEMBLY POINT	FIRST AID

SEVENTH FLOOR PLAN

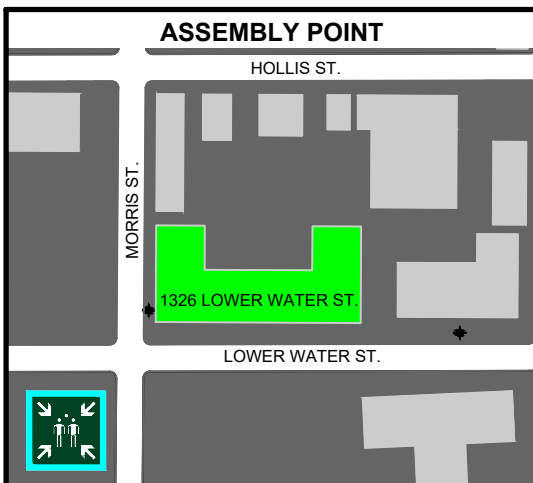
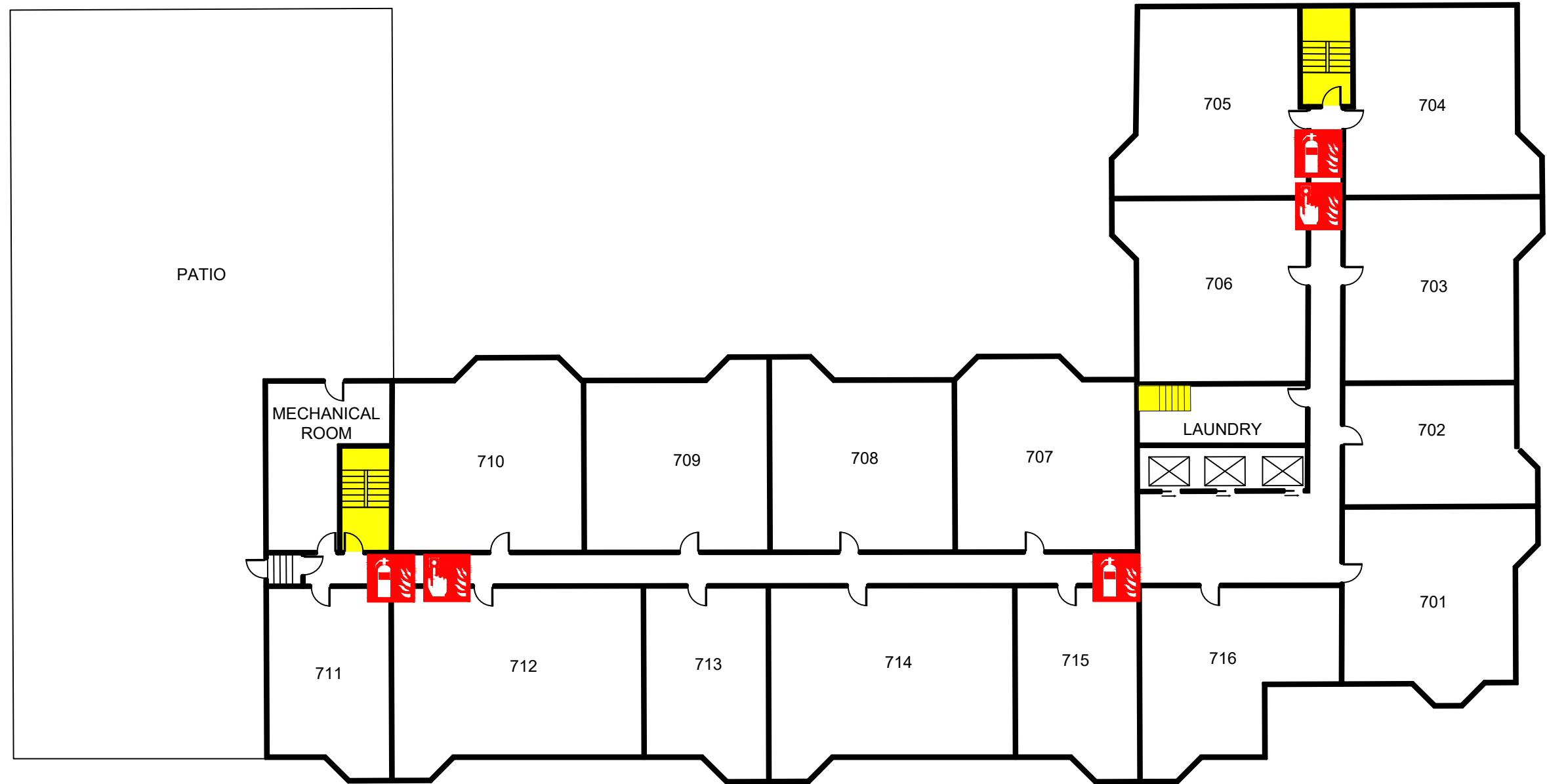


IN CASE OF FIRE

Close All Doors Behind You.
 Activate the Fire Alarm System
 Use Manual Station.
Call 9-1-1 (From a Safe Location)

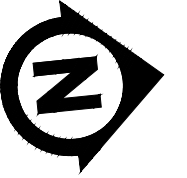
REMAIN CALM

Leave Building Via Nearest Exit.
 Close Door Behind You.
CAUTION
 If Smoke is Heavy in the Corridor it May Be Safer to Stay in Your Area. Close Door and Place Wet Towel at Base of Door. If You Encounter Smoke in Stairway, Use Alternate Exit or Find Refuge in Nearest Suite.



BUILDING NAME	WATERFRONT PLACE	CIVIC ADDRESS	1326 LOWER WATER STREET	FLOOR	SEVENTH FLOOR	DATE	1-Jun-17
 902 229 2926 smarterspaces.ca	FIRE EXTINGUISHER PULL STATION	FIRE PANEL FIRE BLANKET	WATER SHUT OFF SPRINKLER SHUT OFF	ELECTRICAL SHUT OFF EMERGENCY EYE WASH	EMERGENCY EXIT ASSEMBLY POINT	FIRST AID	

ROOF PLAN

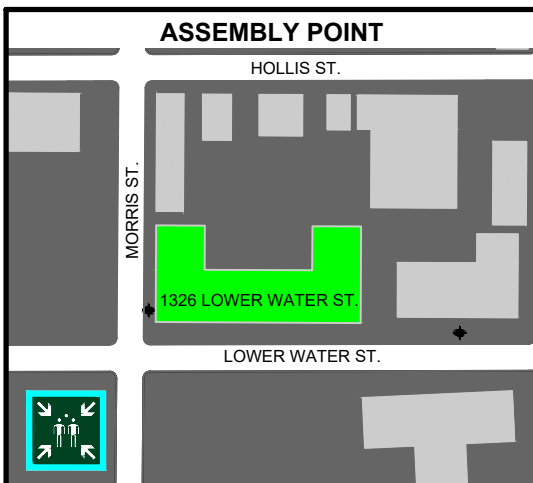
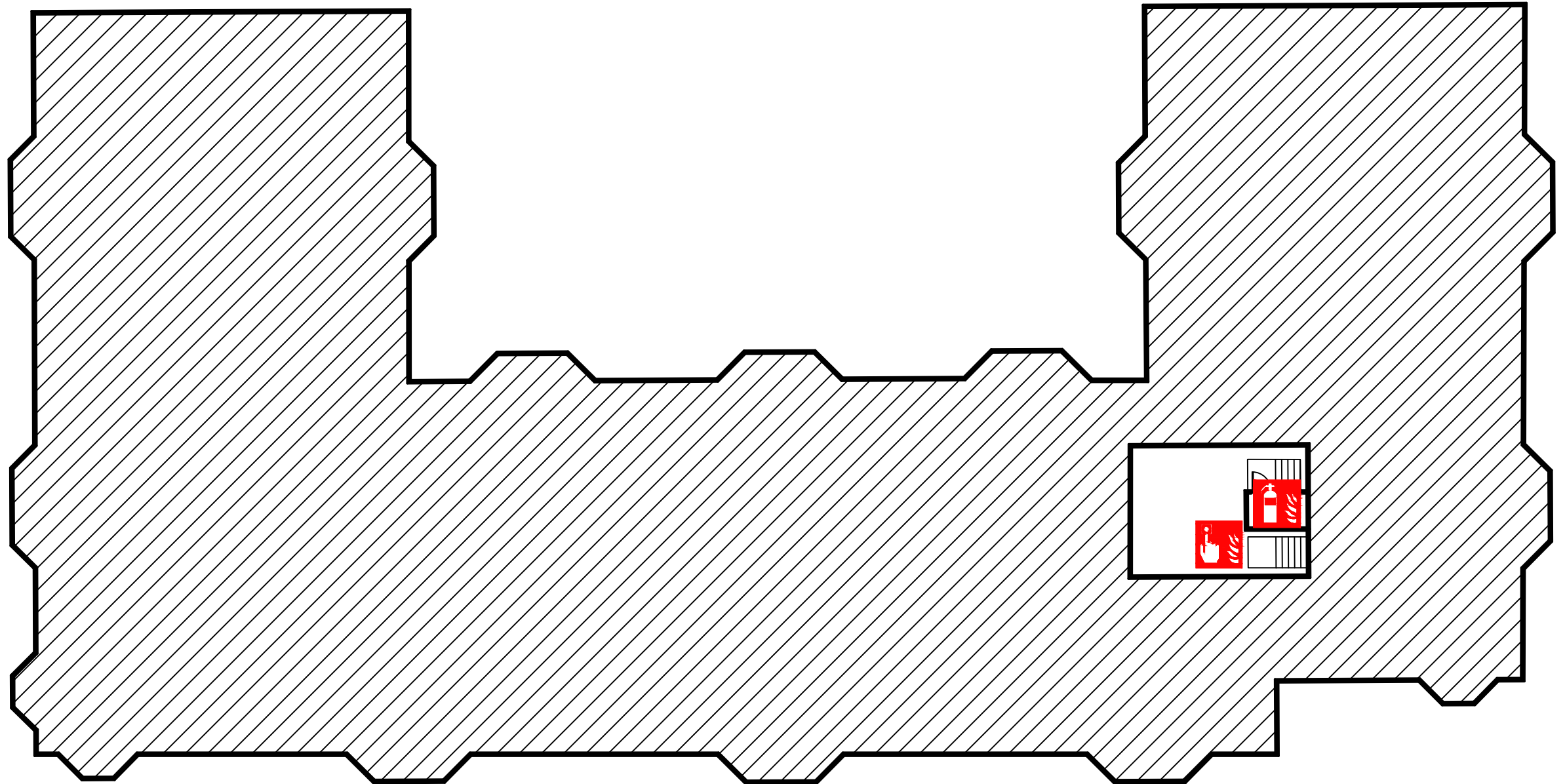


IN CASE OF FIRE

Close All Doors Behind You.
 Activate the Fire Alarm System
 Use Manual Station.
Call 9-1-1 (From a Safe Location)

REMAIN CALM

Leave Building Via Nearest Exit.
 Close Door Behind You.
CAUTION
 If Smoke is Heavy in the
 Corridor it May Be Safer to Stay
 in Your Area. Close Door and
 Place Wet Towel at Base of
 Door. If You Encounter Smoke
 in Stairway, Use Alternate Exit
 or Find Refuge in Nearest Suite.



BUILDING NAME	WATERFRONT PLACE	CIVIC ADDRESS	1326 LOWER WATER STREET	FLOOR	ROOF	DATE	1-Jun-17
 902 229 2926 smarterspaces.ca	PULL STATION	FIRE BLANKET	SPRINKLER SHUT OFF	ELECTRICAL SHUT OFF	EMERGENCY EXIT	FIRST AID	
	FIRE EXTINGUISHER	FIRE PANEL	WATER SHUT OFF	EMERGENCY EYE WASH	ASSEMBLY POINT		

FIRE SAFETY PLAN

for

Waterfront Place

1326 Lower Water Street Halifax NS

PART 5:

DEFINITIONS AND FIRE PROTECTION TERMS



FIRE SAFETY PLAN

for

Waterfront Place

1326 Lower Water Street Halifax NS

ACCESS TO EXIT: Means that part of a *means of egress* within a *floor area* that provides access to an *exit* serving the *floor area*.

ALARM SIGNAL: Means an audible signal transmitted throughout a zone or zones or throughout a *building* to advise occupants that a fire emergency exists.

ALERT SIGNAL: Means an audible signal to advise designated persons of a fire emergency.

APPROVED: Means approved by the *authority having jurisdiction*.

AREA OF REFUGE: Means a space that facilitates a safe delay in egress, is sufficiently protected from fire conditions developing in the *floor area*, and provides direct access to an *exit* or fire fighters' elevator.

AUTHORITY HAVING JURISDICTION: Means the fire chief, *inspectors* and local assistants to the fire chief. (See Fire Chief).

BUILDING: Means any structure used or intended for supporting, or sheltering any use or *occupancy*.

BUILDING HEIGHT: Means the overall height of a *building* from the first storey to the roof.

CLASS "A" FIRE: Means a fire involving combustible materials such as wood, cloth or paper.

CLASS "B" FIRE: Means a fire involving a *flammable liquid* or *combustible liquid*, fat or grease.

CLASS "C" FIRE: Means a fire involving energized electrical equipment.

CLASS "D" FIRE: Means a fire involving a combustible metal.

CLASS "K" FIRE: Means a fire involving fryers and cooking appliances that involve combustible cooking media, vegetable or animal oils and fat.

CLOSURE: Means a device or assembly for closing an opening through a *fire separation* or an exterior wall, such as a door, shutter, wired glass or glass block, and includes all components such as hardware, closing devices, frames and anchors.

COMBUSTIBLE CONSTRUCTION: Means that type of construction that does not meet the requirements for *noncombustible construction*.

COMBUSTIBLE LIQUID: Means a liquid having a *flash point* at or above 37.8 degrees Celsius and below 93.3 degrees Celsius.



FIRE SAFETY PLAN

for

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DEPUTY FIRE WARDEN: The person designated to assist the *Emergency Supervisor* or fulfill his/her duties in his/her absence.

ELECTRICAL SERVICE ROOM: Means a room or space provided in a *building* to accommodate building electrical service equipment and constructed in accordance with the governing regulations.

EMERGENCY SUPERVISOR: Means the person designated by the Building Management to implement and maintain the *Fire Safety Plan*.

EXIT: Means that part of a *means of egress*, including doorways, that leads from the *floor area* it serves, to a separate *building*, an open public thoroughfare, or an exterior open space protected from fire exposure from the *building* and having access to an open public thoroughfare.

FIRE ALARM SYSTEM: Means a device or combination of devices designed to warn *occupants* of a *building* of a fire.

FIRE CHIEF: Means the person appointed by the Council as officer in charge of the Fire Department and includes *Deputy Fire Chiefs* and the *Assistant Chief, Fire Prevention*.

FIRE DAMPER: Means a *closure* which consists of a damper installed in an air distribution system or a wall or floor assembly, which is normally held open but designed to close automatically in the event of a fire in order to maintain the integrity of a *fire separation*.

FIRE DETECTOR: Means a device which detects a fire condition and automatically initiates an electrical signal to actuate an *alert signal* or an *alarm signal* and includes *heat detectors* and *smoke detectors*.

FIRE SEPARATION: Means a construction assembly that acts as a barrier against the spread of fire.

FIRE SUPPRESSION SYSTEM: Means a device or combination of devices designed to extinguish or support extinguishment of fire.

FIRE WATCH: Means a procedure where a person is responsible to patrol a *building* or site and to sound an alarm in case of fire, or conduct such duties as required by the *Fire Chief*.

FIREWALL: Means a type of *fire separation of noncombustible construction* which subdivides a *building* or separates adjoining *buildings* to resist the spread of fire and which has a *fire resistance rating* as prescribed in the governing regulations and has structural stability to remain intact under fire conditions for the required fire-rated time.



FIRE SAFETY PLAN

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FLAMMABLE LIQUID: Means a liquid having a *flash point* below 37.8 degrees Celsius and a vapor pressure not more than 275.8 KPa (absolute) at 37.8 degrees Celsius

FLASH POINT: Means the minimum temperature at which a liquid within a container gives off vapor in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

FLOOR AREA: Means the space on any *storey* of a *building* between exterior walls and required *firewalls*, including the space occupied by interior walls and *partitions*, but not including *exits*, *vertical service spaces*, and their enclosing assemblies.

FLOOR OF ACTIVATION: Means the floor from which the *fire alarm system* was activated.

HAZARDOUS MATERIAL: Means a product, substance or organism that are designated as dangerous in the Transportation of Dangerous Goods Act (Canada), but shall not include a quantity of such product, substance or organism that if accidentally spilled is insufficient to cause danger to lives or the environment.

INSPECTOR: Means an inspector with the Office of the *Fire Commissioner* and Local Fire Department

MAJOR OCCUPANCY: means the principal occupancy for which a building or part thereof is used or intended to be used, and shall be deemed to include the subsidiary occupancies that are an integral part of the principal occupancy. The major occupancy classifications used in this Code are as follows:

A1 - Assembly occupancies intended for the production and viewing of the performing arts

A2 - Assembly occupancies not elsewhere classified in Group A

A3 - Assembly occupancies of the arena type

A4 - Assembly occupancies in which the occupants are gathered in the open air

B1 - Care or detention occupancies in which persons are under restraint or are incapable of self-preservation because of security measures not under their control

B2 - Care or detention occupancies in which persons having cognitive or physical limitations require special care or treatment

C - Residential occupancies

D - Business and personal services occupancies

E - Mercantile occupancies

F1 - High-hazard industrial occupancies

F2 - Medium-hazard industrial occupancies

F3 - Low-hazard industrial occupancies

MEANS OF EGRESS: Means a continuous path of travel provided for the escape of persons from any point in a *building* or contained open space to a separate *building*, an open public thoroughfare, or an exterior open



FIRE SAFETY PLAN

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space protected from fire exposure from the *building* and having access to an open public thoroughfare. *Means of egress* includes *exits* and *access to exits*.

NONCOMBUSTIBLE CONSTRUCTION: Means that type of construction in which a degree of Fire Safety is attained by the use of noncombustible materials for structural members and other *building* assemblies.

SPRINKLERED: (as applying to a *building* or part thereof) means that the *building* or part thereof is equipped with a system of automatic sprinklers.

SUITE: Means a single room or series of rooms of complementary use, operated under a single tenancy, and includes *dwelling units*, individual guest rooms in motels, hotels, boarding houses, rooming houses, and dormitories as well as individual stores and individual or complementary rooms for *business and personal service occupancies*.

SUPERVISORY STAFF: Means those occupants of a *building* who have some delegated responsibility for the fire safety of other occupants under the fire safety plan (i.e. *Emergency Supervisor* and *Deputy Fire Warden*)

ZONE: Means an area of a *building* designated as part of a *fire alarm system* or *sprinkler system*.

