



Webinar: **Fire Safety for Condominium Managers**

Panel presentation and discussion

Today's Webinar...

- condominium manager's role and responsibilities as they relate to adhering to relevant legislation, maintaining records, and being prepared with a fire safety plan
- best practices and gain insight from case studies



Today's Agenda:

- 1. Relevant Legislation**

- 2. Record-keeping Requirements**

- 3. Fire Safety Plan**

- 4. Case Studies and Hot Topics**

- 5. Questions and Answers**



Panelists:



David Tiller



Jason Reid

Housekeeping



1

Submit questions

2

Feedback

3

Webinar recording

Housekeeping



The CMRAO has approved this Learning Activity for CPE Credit



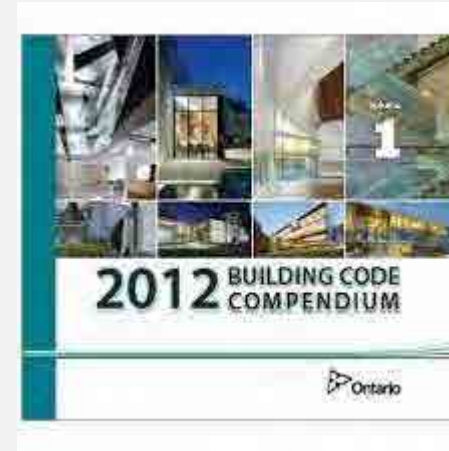


David Tiller
Office of the Fire Marshal

Fire Protection Systems and Required Records

Purpose of the presentation:

- Introduce participants to fire protection and life safety systems.
- What types of systems are required in buildings?
- What is check, inspect, and test?
- What records are required?
- Who is responsible to produce the records?



Fire Protection Systems and Required Records

Who has authority under the *Fire Protection and Prevention Act* (FPPA) to do inspections and ask for records?

When are records required in the Ontario Fire Code?

How long are records required to be kept?

Who is responsible to produce the records?



Required Records

Ontario Fire Code

Div. B Sent.1.1.2.1. (1) If this Code requires **tests** and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done.

1.1.2.1.(3) The written records described in sentences (1) and (2) shall be retained at the building premises for examination by the **Chief Fire Official**

Chief Fire Official means the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief under Article 1.1.1.2. of Division C or a person appointed by the Fire Marshal under Article 1.1.1.1. of Division C.



Required Records

Ontario Fire Code

Check means visual observation to ensure the device or system is in place and is not obviously obstructed or damaged.

Inspection means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Test means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.



Required Records

Ontario Fire Code

1.1.2.2. (1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates

- (a) for a period of at least two years after being prepared, and
- (b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained.

(2) The initial verification or **test** reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the **Building Code**



Required Records

Fire Protection and Prevention Act

11.(1) The following persons are assistants to the Fire Marshal and shall follow the Fire Marshal's directives in carrying out this Act,

(a) the fire chief of every fire department;

(c) any member of a fire prevention bureau established by a municipality; and

(d) every person designated by the Fire Marshal as an assistant to the Fire Marshal.



Required Records

Ontario Fire Code

1.1.1.2. (1) The **checking, inspection** and **testing** of fire safety devices shall be conducted in accordance with this Code.

(3) Any appliance, device or component of a device that does not operate or appear to operate as intended when checked, inspected or tested as required by this Code shall be repaired or replaced if the failure or malfunctioning of the appliance, device or component would adversely affect fire or life safety.



Required Records

Ontario Fire Code

Div. A. Article 1.2.1.1. Unless otherwise specified, the **owner** is responsible for carrying out the provisions of this Code.

Owner means any person, firm, or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.



Required Records

Examples where records are required

6.3.3.8. (2) The landlord shall **test smoke alarms** annually and after every change in tenancy.

(3) The landlord shall **test** battery-operated **smoke alarms** after the battery is replaced.

(4) The landlord shall **test smoke alarms** that are connected to an electrical circuit after any change is made to the electrical circuit.

(6) If the **Building Code** requires a visual signalling component that is integral with or connected to a **smoke alarm**, the landlord shall ensure that any **test** of the **smoke alarm** required by Sentences (2) to (4) activates the visible signalling component.



Required Records

Examples where records are required

- 2.7.3.3.(3) Emergency lighting unit equipment shall be **tested**
- (a) monthly to ensure that the emergency lights will function upon failure of the primary power supply, and
 - (b) annually to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.
- 2.8.3.2. refers to the required fire drill frequency for supervisory staff.



Required Records

Examples when records are required

6.3.2.2. (1) a fire alarm system, shall be **inspected** and **tested** in conformance with CAN/ULC-S536, “Inspection and Testing of Fire Alarm Systems”.

(5) Where a fire alarm system is monitored, the **owner** shall record all signals from the **tests** conducted in Sentence (1),

6.3.2.4. Voice communication systems that are integrated with a fire alarm system shall be **tested** in conformance with CAN/ULC-S536, “Inspection and Testing of Fire Alarm Systems”.

(3) One remote firefighter emergency telephone location to the control unit shall be **tested** monthly on a rotational basis so that communication from all remote firefighter emergency telephone locations are **tested** at least once per year.



Required Records

Examples where records are required

6.2.7.5. A permanent record containing the maintenance date, the examiner's name and a description of any maintenance work or hydrostatic **testing** carried out shall be prepared and maintained for each portable extinguisher.

6.5.5.2. (1) the alarm on all sprinkler systems shall be **tested** monthly. (6.5.5.7. bi-monthly if supervised)

6.5.5.3. Water flow alarm **tests** using the most hydraulically remote test connection shall be performed annually on wet sprinkler systems.

6.5.5.5. Sprinkler system water supply pressure shall be **tested** annually with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply.



Required Records

Examples where records are required

6.5.5.4. (1) Dry-pipe valves shall be trip **tested** by means of the inspector's **test** valve in accordance with Sentences (2) and (3)

(2) Dry-pipe valves shall be trip **tested** annually. ($\frac{3}{4}$ trip test)

(4) Dry-pipe valves shall be trip **tested** at least once every three years with the control valve fully open.

6.4.3.5. Flow and pressure **tests** shall be conducted at the highest and most remote hose valve or hose connection to ensure that the water supply for the standpipe system is provided as originally designed.



Required Records

Examples where records are required

6.4.3.7. (1) The dry portion of the **fire department** connection piping of a standpipe system shall be hydrostatically **tested** at a pressure of not less than 1050 kPa (gauge) for 2 hours at intervals of not more than five years

(3) **Fire department** connection piping shall be **inspected** annually with any plugs or caps removed to ensure that

4) The annual **inspection** referenced in Sentence (3) shall be recorded and kept in accordance with Subsection 1.1.2.

6.6.3.5. Fire pumps shall be **tested** annually at full rated capacity to ensure that they are capable of delivering the rated flow.



Required Records

Examples where records are required

6.6.5.7. The main valve of the hydrant shall be fully opened and the hydrant operated with one port open and the water flow **checked**.

6.6.5.8. A record of the hydrant operation as described in Article 6.6.5.7. shall be kept in conformance with Subsection 1.1.2.

7.1.1.2. The fire emergency systems required by this Code and the **Building Code** shall be **checked, inspected, tested** and maintained in accordance with Sections 7.2 and 7.3.

7.2.1.1. Unless otherwise prescribed in this Part, **tests** shall be carried out at intervals of not more than three months.



Fire Protection Systems

Smoke Alarms

OBC requires smoke alarms to be installed in each dwelling unit, on each storey of the dwelling unit, each sleeping room, and if the sleeping rooms are served by a hallway, the smoke alarm shall be located in the hallway.



Smoke alarm with a visual was required in OBC new builds after 2015



Smoke alarm without visual was required before OBC 2015



Fire Protection Systems

Carbon Monoxide Alarms

OBC requires carbon monoxide alarms to be installed in the suite if there is a fuel burning appliance in the suite. If the fuel burning appliance is in the service room of the building, CO alarms are required to be installed in the service room and adjacent to each sleeping area in every suite of residential occupancy that is adjacent to the service room.



CO alarms come in many styles; it can be plugged in to a normal receptacle or can be mounted on the ceiling.



Fire Protection Systems

Fire Department Access Routes

OBC - A building that is more than 3 storeys in building height or more than 600 m² in building area shall be provided with access routes for fire department vehicles

OFC - Fire access routes and access panels or windows provided to facilitate access for fire-fighting operations shall not be obstructed by vehicles, gates, fences, **building** materials, vegetation, signs or any other form of obstruction.

Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles.



Fire Protection Systems

Extinguishers and Hose Cabinets

OBC – A standpipe system shall be installed in every building that,

(a) is more than 3 storeys in building height,

(b) is more than 14 m high measured between grade and the ceiling of the top storey,

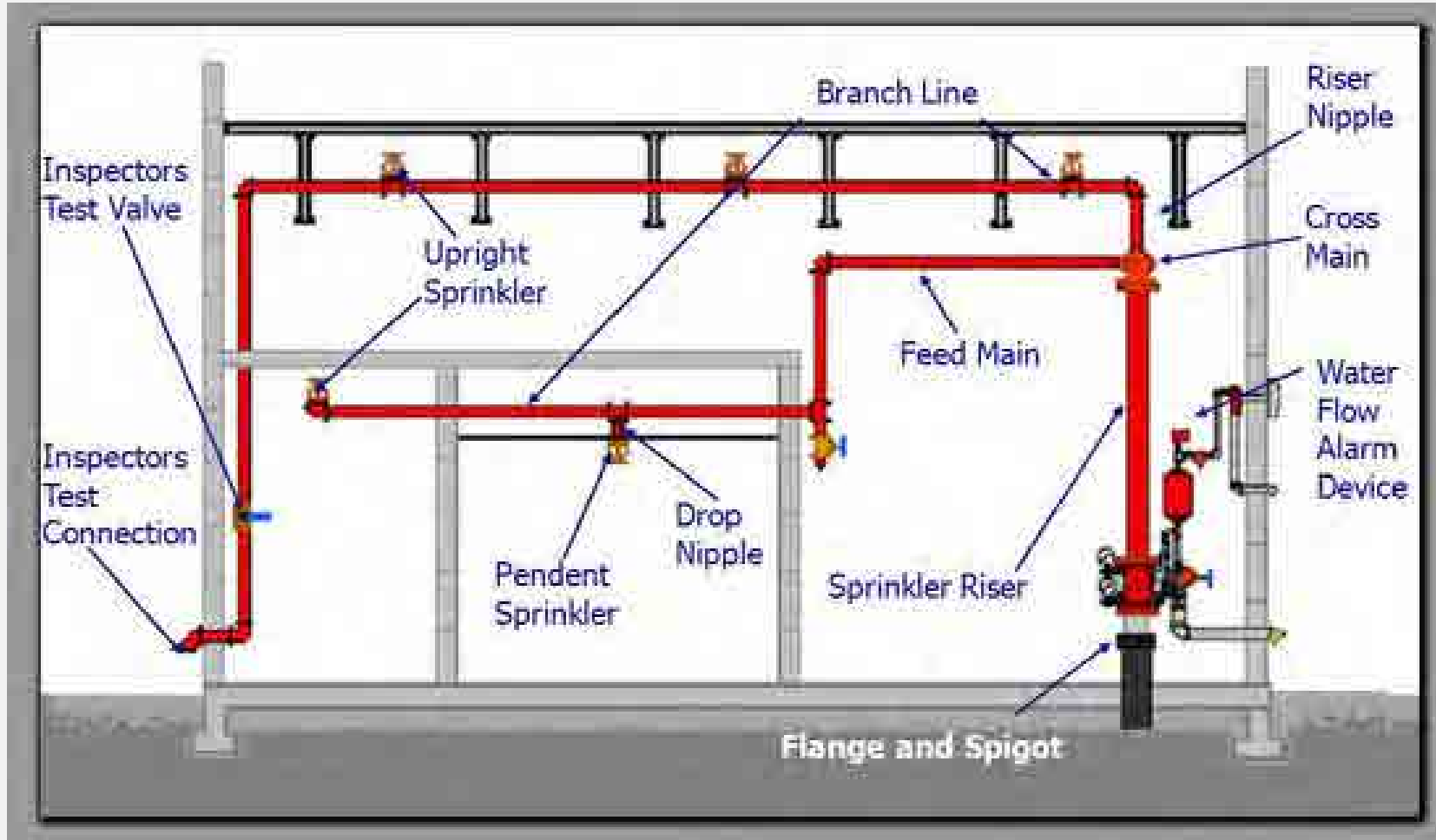
OFC - Hose stations shall be **inspected** monthly to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.

OFC - Each hose connection in a standpipe system shall be provided with a legible sign reading: “FIRE HOSE FOR USE BY TRAINED PERSONS ONLY”.



Fire Protection Systems

Sprinkler Systems



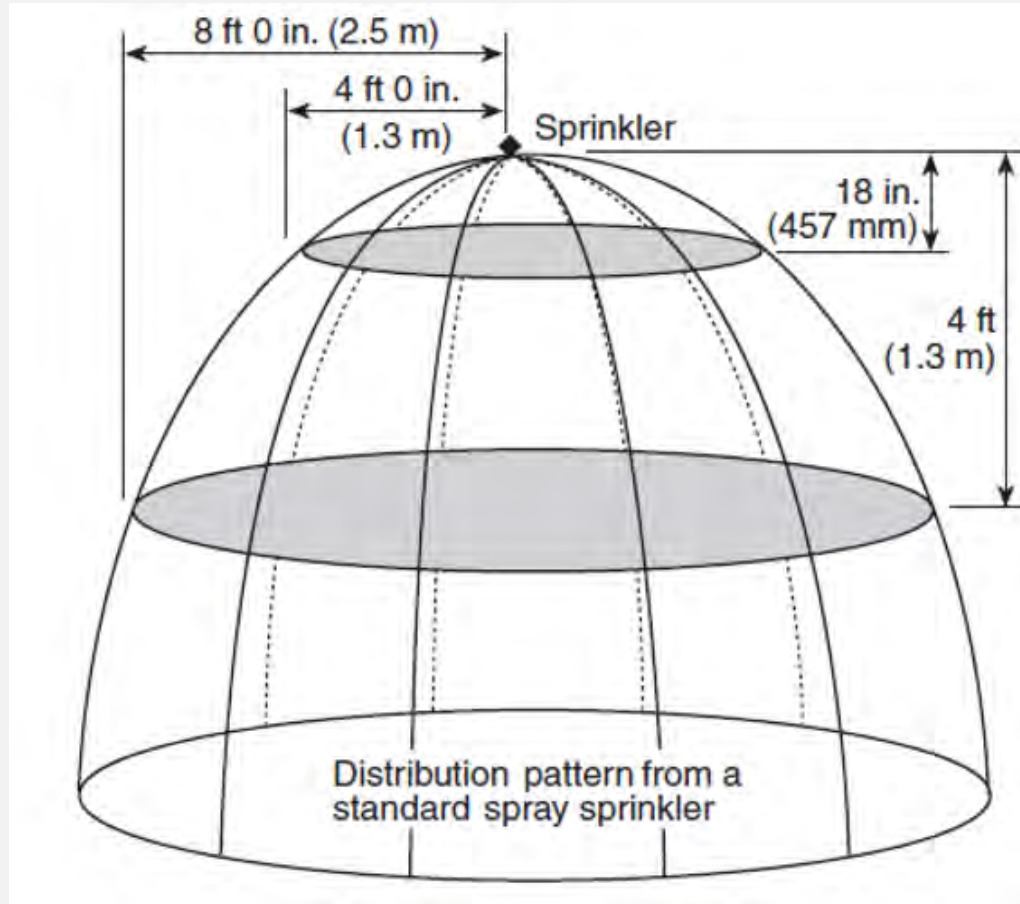
Fire Protection Systems

Sprinkler Systems



Fire Protection Systems

Sprinkler Systems



Fire Protection Systems

Fire Alarm Systems

OBC - 3.2.4.1. (2) a fire alarm system shall be installed in a *building* that contains,
(i) a *residential occupancy* with sleeping accommodation for more than 10 persons,



Fire Protection Systems

Fire Alarm Systems – Manual pull stations

OBC determines what type of fire alarm device is to be installed and where it is to be installed.

Manual pull stations are required to be installed at every required exit.



Fire Protection Systems

Fire Alarm Systems – Automatic detection

Fire detectors in OBC are automatic detection devices such as smoke detectors and heat detectors. Placement of these devices is determined by OBC.



Smoke detectors



Heat detectors



Fire Protection Systems

Fire Alarm Systems - Audibles

OBC - The sound pressure level in a sleeping room from a fire alarm audible signal device shall be not less than 75 dBA when any intervening doors between the device and the sleeping room are closed.

Except as required by Sentence (5), the sound pressure level from a fire alarm audible signal device in a *floor area* shall be not less than 10 dBA above the ambient noise level, but with a minimum value not less than 65 dBA.



Fire Protection Systems

Fire Alarm Systems – Signals to the FD

- (1) If a fire alarm system is required to be installed and a single stage system is provided, the system shall be designed to notify the FD that an *alarm signal* has been initiated in,
- (d) a *building* regulated by the provisions of Subsection 3.2.6.,
- (2) A fire alarm system that includes waterflow indicating devices shall be designed to notify the fire department,



 Underwriters Laboratories

Certificate No: PS00000000
File No.: C01-D0110
Service Center No:
Expires:
Issued:

**FIRE PROTECTIVE SIGNALING CERTIFICATE
(CAN/ULC-S561)**

This certifies that the Alarm Companies whose names appear below are listed by ULC and are authorized to install, maintain, and maintain Protective Signaling Fire Alarm Systems in compliance with the requirements in CAN/ULC-S561 for Protective Signaling Systems.

The assignment of responsibilities as indicated shall be set out in a contract between the occupant involved.

The Alarm Monitoring Company named on this certificate bears the responsibility for the monitoring of the status of signals generated by the system and for the logging of records respecting these activities.

The Alarm Installation Company named on this certificate bears the responsibility for the correctness of the system installation, periodic testing, maintenance repair, as well as the logging of records respecting these activities.

It is also the responsibility of the Alarm Installation Company to confirm that the equipment used in the installation is ULC labeled and is suitable for the application. All required service is provided for in the contract between the Alarm Installation Company and the Occupant.

ULC makes no representation or warranty, expressed or implied, that the alarm system will prevent any loss by fire, smoke, water damage, or otherwise, or that the system will in all cases provide the protection for which it is installed or intended. The certificate is evidence that the signaling devices are monitored by a ULC listed Alarm Monitoring Company and that the installation, maintenance and service is provided by a ULC listed Alarm Installation Company, which are subject to endorsement and inspection by ULC Administrators. This certificate is to be posted at the Subscriber's site and is valid only with a current maintenance contract.

ULC is not an insurer and does not assume any obligation or undertake to discharge any liability of the Alarm Companies or any other party for any loss, which may result from failure of equipment, incorrect installation, non-compliance with requirements, cancellation of the certificate or withdrawal of the Alarm Companies from listing by ULC prior to the expiration date appearing on this certificate.

SN: PS00000000

Associated Jurisdiction: Alarm Monitoring Company: Alarm Service Company:

Alarm System Description: This system is installed and operated in accordance with STANDARD CAN/ULC-S561-2013 edition.

System Type: Fire Protective Signaling Authority Having Jurisdiction:
Responding Fire Department:
System Deviations From Referenced Standards: No deviation from standard.
System Type: Risk Factor:

Alarm Transmission Method:
Local P.A. interconnection:
Line Security:
Control or Transmitter Unit:



Life Safety Systems

Exit Signs and Emergency Lighting

OBC determines when exits signs and emergency lighting is required, and how long the emergency power is required to last depending on the size of the building.

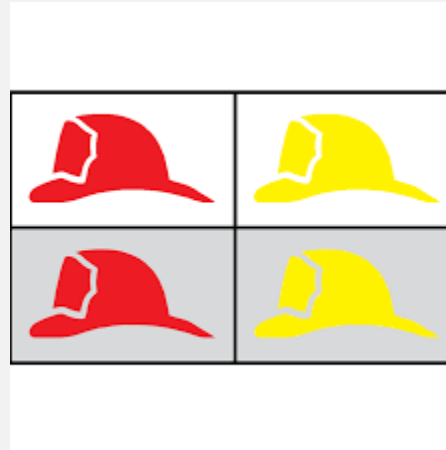
OFC determines the maintenance of these devices.



Life Safety Systems

Fire Fighter Elevators

OBC determines when and how many firefighter elevators are required. These elevators can be taken control of and manually operated by the FD in an emergency situation.





Jason Reid
National Life Safety Group

Training is the compass that guides individuals towards excellence - in all roles and responsibilities....

We cannot work, and be successful – with procedures alone.



Your buildings fire safety plan allows your Condominium Corporation and Licensed Condominium Manager a path to compliance to both the Ontario Fire Code, and the fire safety related requirements of the Occupational Health & Safety Act and more....



INTRODUCTION:

The Fire Safety Plan is designed to:

- Provide occupant safety with assigning clear, established roles and responsibilities and procedures.
- Discuss what building owners / staff are required to do to prevent, prepare, mitigate, respond, and recover from fire related emergencies.
- Assist firefighters in their response.
- Discuss the vital roles & responsibilities everyone has in the building and “how” we are going to achieve fire code compliance – and more.



**Hazard
Identification**



**FSP
Development**



Approval



**Implementation:
Training & Testing**

THE INCIDENT:

Winters Hotel – Finalized Inquest in BC in Fatal Fire

- Training was never received on the FSP
- Fire Drills were not completed as they were not aware of requirement
- Sprinkler Reset / Deficiencies not corrected
- Among others



Photo Credit: Matt Piercy



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FIRE SAFETY PLANS:



Plans developed in the last 5 years include Occupants Handouts, and full guides and templates to assist the Management team.



Maintained FSPs reduce the risk of errors and liability to both the corporation (Owner) and individuals with roles and responsibilities in the plan.



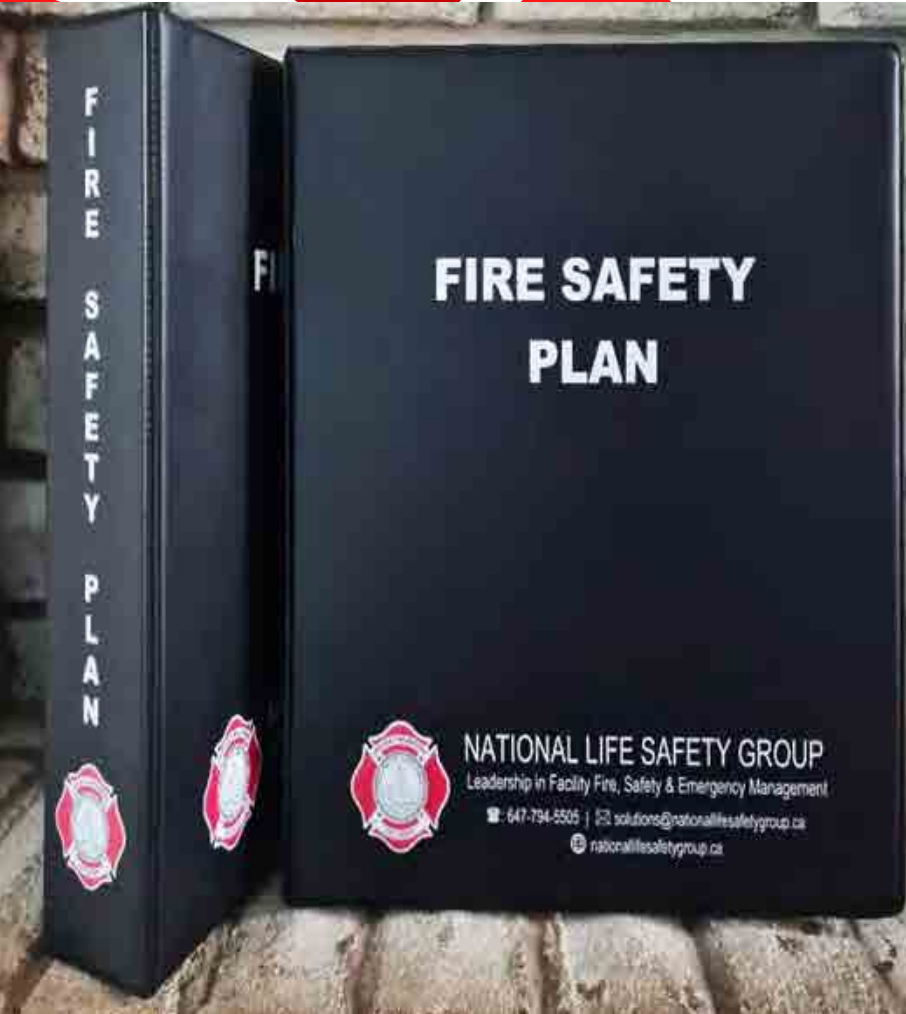
FSPs should be tabbed and bound as a tactical time-saving tool.



FSPs allow you to implement best practices before long-overdue code changes occur – Don't Wait!



FIRE SAFETY PLANS: What's required?



Required to be approved by the AHJ



Required to be fully reviewed and updated as required – but at minimum every 12 months



Specific to the Building – Providing a road map to compliance.



Outlines daily, weekly, monthly, bi monthly, semi annual, and annual checks, test and Inspections



Who is responsible for FIRE SAFETY



Building Owner



Building Manager



Building Supervisory Staff



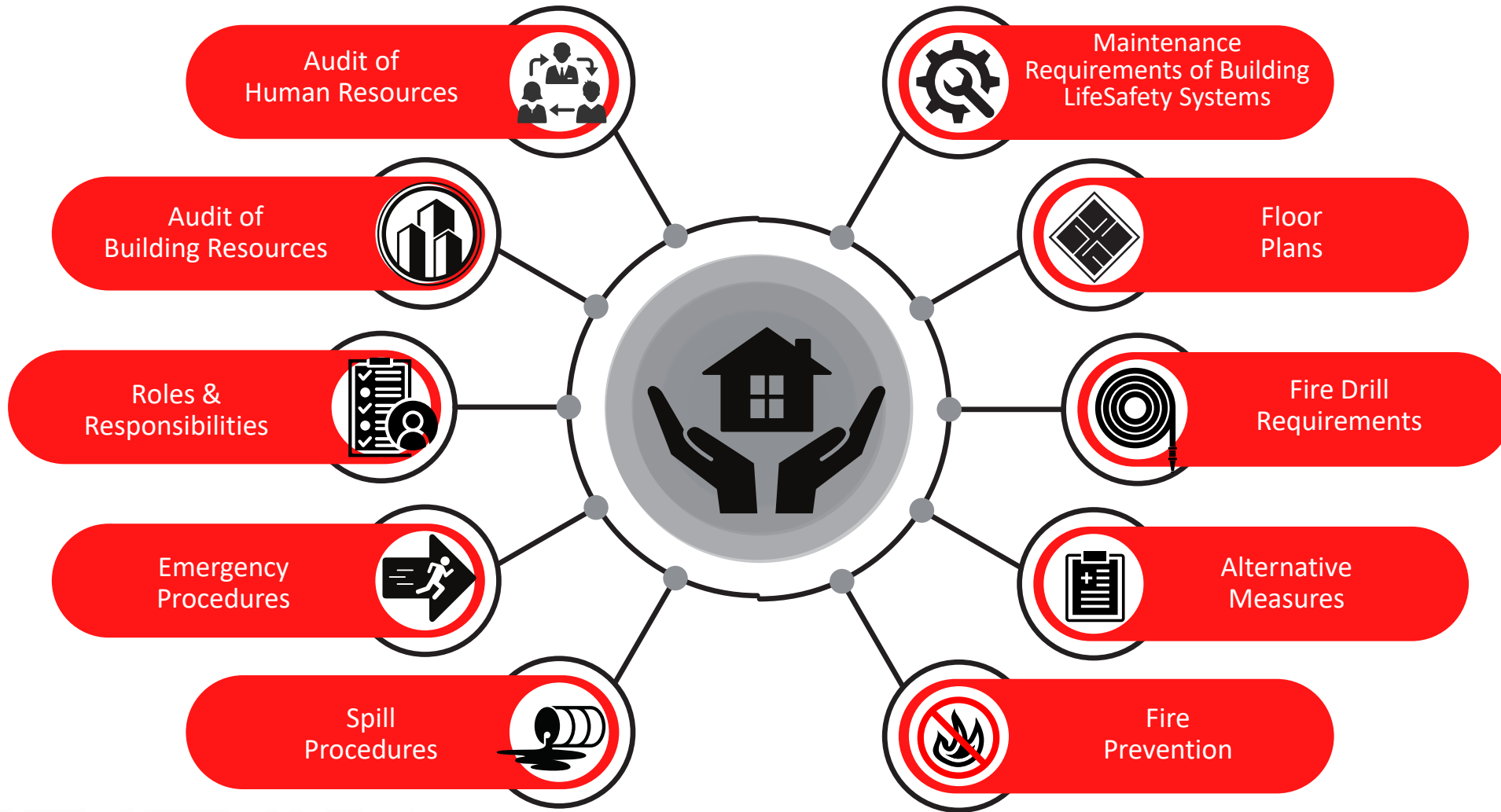
Cleaning & Trades



RESIDENTS



COMPONENTS OF A FIRE SAFETY PLAN:



HOT TOPIC #1

The vital roles and responsibilities of Residents in Fire Safety Planning

- Unattended cooking
- Lit smoking materials off balconies
- Understand the life safety systems within their building – designed to protect them
- Residents must understand the emergency procedures – before the next alarm – and not call security for advice during the alarm
- Residents must be prepared to DEFEND in place (rapid access to towels, water, and duct tape)
- Residents have a responsibility to report any damage, or suite door not properly closing
- Resident must be aware of their responsibility to not charge their lithium-ion battery mobility device in their exit path



HOT TOPIC #2

All Supervisory Staff require training on their roles and responsibilities outlined in the Fire Safety Plan – Before being assigned any roles and responsibilities.

- ✓ Choose Recognized Educators & Accredited courses.
- ✓ Must be site specific based on the approved FSP – Allowing to meet both OHSA and OFC.
- ✓ Training must be completed PRIOR to responsibilities being assigned.
- ✓ Documentation is maintained at the building by training roster, training letter, certificates.



HOT TOPIC #3

NON-HIGH-RISE Buildings: Annual Fire Drill

- An annual fire drill is held once every twelve (12) months for occupants within the building. This also includes the supervisory staff.
- Must follow the fire safety plan requirements for carrying out the fire drill.



HOT TOPIC #4

HIGH-RISE Buildings: Quarterly Fire Drills

- Quarterly Fire Drills are to be performed every three (3) months within the building.
- Intended only for supervisory staff of the building.
- Does not involve the occupants of the building.
- Typically performed through a table talk / Verbal / Physical Exercise.
- Drill should involve weekends and off hours / weekends.



HOT TOPIC #5

Fire Drill Documentation

Fire drills must be documented and the documents should remain on site for inspection as part of the Ontario Fire Code requirements.

Check off each box to learn what documentation should include.

Documentation should:

- Include the date.
- Include staff at duty at time of drill.
- Include what was reviewed.
- Note any gaps or observations.
- Provide recommendations from any lessons learned.

2.8.3.4. (1) A record shall be prepared of every fire drill conducted under Article 2.8.3.2.

(2) The record shall be kept for at least 12 months after the fire drill.



HOT TOPIC #6

Fire Code & Risk Management 101 – Daily Checks



General Life Safety

- Verify that the Fire Safety Plan and Floor Plans are readily available in the Fire Safety Plan Box?
- Verify that the building's "Persons Requiring Assistance during Evacuation" list is readily available in the Fire Safety Plan box?
- Verify that the emergency-use-only key ring for arriving fire-fighters is readily available if needed.
- Verify that the building's Fire Route is unobstructed from vehicles and snow?
- Verify hydrants are maintained free of snow and ice accumulations.



Fire Alarm Systems

- Verify that the building's fire alarm panel power is "on," and trouble / alarm free – ready to respond if needed.



Elevators

- Verify that keys required to recall elevators and to permit independent operation are rapidly available to you as building staff?



Fire Pump / Sprinkler Rooms

- Verify that the temperature of Sprinkler and pump rooms are in normal range to prevent over heating or freezing? Verify the main sprinkler valve is open?





HOT TOPIC #7

Lithium-Ion Batteries

A total of 55 fires in Toronto last year (2023) that resulted from the failure of lithium-ion batteries.

In New York City, they continue to see the same rise in incidents with evidence continuing the first two weeks of 2024 - with 16 lithium-ion battery fires already.

Last year in NY, there were 267 lithium-ion battery fires, sadly killing 18 people and injuring 150.



Lithium-Ion Batteries *(Continued)*

- Avoiding unsupervised charging of Lithium-Ion Batteries, do not over-charge the batteries (or leave them charging overnight).
- Only use the batteries and charging equipment that comes from the devices manufacturer, approved for the device using the battery. Keeping the batteries and chargers away from heat sources.



Lithium-Ion Batteries *(Continued)*

- Every lithium-ion battery device comes with a manufacturer's guideline for the safe use of that device.
- Never charge lithium-ion batteries in an exit path.
- Ensure a policy and procedures is implemented for the use and storage of e-scooter / recreational devices.
- Ensure that lithium-ion batteries and devices that use lithium-ion batteries are certified by Underwriters Laboratory or another recognized organization.



HOT TOPIC #8

Confirm that you have distributed the applicable pages of the approved Fire Safety Plan to all commercial, retail, or restaurant tenants, and employers operating in the building.

Question: How do the residents find out about the fire safety program in the building?



HOT TOPIC #9

Refrigerant detection systems & Carbon monoxide detection systems



EMERGENCY MANAGEMENT PLANNING for Condominiums (Not Emergency Response Planning)



✓ All workplaces in Canada are required to prepare for and be able to respond to emergencies that are likely to occur in their workplace in order to protect workers.
Condominiums are not often not referred to as a workplace....but they are.

✓ All property owners are required to protect residents, guests and visitors from harm or injury by taking reasonable measures – Occupiers Liability Act



EMERGENCY MANAGEMENT PLANNING

for Condominiums *(Continued)*



A site-specific document that walks through how are we as a corporation are going to prepare, prevent, and potentially mitigate the impact....

And if and when this emergency does occur in our building, how will we respond, and how will we recover normal building operations after the emergency.



EMERGENCY MANAGEMENT PLANNING

for Condominiums *(Continued)*

✓ *Occupiers Liability Act, 1990*; Under section 26 of the *Condominium Act, 1998*, condominium corporations are considered the “occupier”

✓ The corporation has a duty to take reasonable care to ensure that persons on the property are reasonably safe.

✓ Reduce damages and costs when the emergency does happen through the effective use of resources, training and equipment.

✓ Allow for the management team to consider emergency actions / communications to residents - in advance of the emergency - and be at the ready.

✓ Have documentation to prove their efforts to create a safe, secure community and defend against any claims.



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Questions



In terms of emergency generators – what is the code for the fuel tank or TSSA requirements for the fuel tank?

The Technical Standards and Safety Authority (TSSA) regulates fuel tanks for generators. As per CSA 282, when your annual inspection and test is completed by your service provider, they will inspect your tank for leaks, ensure it has fuel for a minimum of two hours and will test the fuel for sediment / contamination.



Why don't firefighters reset the fire panel instead of waiting for the condominium managers to be on site to reset it?

Firefighters are there for the emergency operations of life safety. The condominium corporation, which owns the fire panel is responsible for training supervisory staff on how to reset and operate the panel and support fire services.

What responsibility does a condominium manager have for ensuring that townhouse units have an operational smoke alarm on every level?

The owner is responsible for maintaining smoke alarms that have been installed as required by OBC or OFC. Specific to rental suites, the Fire Code requires that smoke alarms be tested annually and after every change in tenancy. These tests must be recorded by the landlord. The owner/resident also has responsibilities to let their landlord know if a smoke alarm is not operating.

What is the difference in approach when you do not have 24/7 security or concierge?

Every building has a unique Fire Safety Plan based on the resources available in the building. Supervisory staff is required at each building, but if there is no 24/7 security, the plan should accommodate this.

What is the deadline to fix all the deficiencies listed in the “annual deficiency report”?

Immediately – if a deficiency has been listed, it is required to be repaired and/or replaced as soon as possible.



Where can managers find updates and new regulations?

In the Fire Safety Plan, which is required to be reviewed and updated annually, and revised as necessary so that it takes into account changes in the use or other characteristics of the building or premises, as well as any changes to the Fire Code.



Visit: www.cmrao.ca

Reminder:

CMRAO

CONTINUING
PROFESSIONAL
EDUCATION



The CMRAO has approved this
Learning Activity for CPE Credit

How to Enter a Completed CPE Learning Activity into the Portal:



Step 1

Sign in to your CMRAO account:

- A Enter your email address.
- B Enter your password.
- C Click "Sign in".



Step 2

From the landing page:

- D Click "Reported CPE Activities".

Home



Step 3

- E Click the "Add Activity".

Reported CPE Activities



Step 4

Locate the CPE learning activity:

- F Click the search icon to display all eligible CPE learning activities.

In the pop-up window:

- G In the pop-up window, click the box on the left-hand side of the learning activity.
- H Click "Select".



Contact Us



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Condominium Management Regulatory Authority of Ontario



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