

# Fire Safety Plan

(Interconnected Smoke Alarm System)

**Fire Safety Plan – Interconnected Smoke Alarm System for:**

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(Business Name)

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(Business Address)

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Signature of Individual Responsible  
For Implementing this Fire Safety Plan

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Date of Fire Safety Plan

*The reproduction or use of this fire safety plan for non-commercial purposes is permitted and encouraged. Permission to reproduce the plan for commercial purposes must be obtained from The Bradford West Gwillimbury Fire Department.*

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## **Part 1**

### **Introduction**

The Ontario Fire Code, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy (OFC, B.2.8.1.1.). The plan is to be kept in the building in an approved location (OFC, B.2.8.2.1.(3)).

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete (OFC, B.2.8.2.1.(4)).

The Owner, as defined by the Ontario Fire Code, 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.

The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

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 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 (OFC, B.2.8.2.1.(4)).**

The fire safety plan approved location is \_\_\_\_\_.

### **SUBMISSION PROCEDURES**

At least two (2) copies of the Plan (8 ½ X 11 format) must be submitted to the Chief Fire Official. Upon approval, one copy will be returned to the author and one copy will be retained by the Bradford West Gwillimbury Fire Department.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

**Part 2(a)**  
**Audit of Building Resources Checklist**

**Address of Building:**

**Occupancy Type(s):**

**Number of Storeys:**

**Type of Building Construction:**       Noncombustible  
 Combustible  
 Both

**Occupant Load:**  
Occupant Load: (if applicable)

**Fire Department Access:**

Designated Fire Route:       Yes       No

Location:

**Nearest Municipal  
Fire Hydrant Location:**

**Private Fire Hydrants Available:**       Yes       No

Location(s):

**Exits:**

Location(s):       Yes       No

Areas served by exit:

Where exits discharge  
to the exterior:

Crossover Floors:       Yes       No

Which Floors:

**Lockbox:**  Yes  No

Location:

**Interconnected Smoke Alarm System:**

Interconnected Smoke Alarm Locations:  Corridors  Residential Suites

Fire Alarm Manual Pull Stations provided?  Yes  No  
Location:

Disconnect Switch Location:

Monitored by an off-site Central monitoring station:  Yes  No Phone #: \_\_\_\_\_  
Company: \_\_\_\_\_

**Note:** A copy of the smoke alarm manufacturer’s maintenance instructions is to be given to the occupant of each dwelling unit.

**Carbon Monoxide**

**General**

**Responsibility**

Carbon monoxide alarms are required to be maintained in operating condition (OFC, B.6.3.4.3.(1)).

Primary and secondary power supplies that serve carbon monoxide alarms are required to be maintained in operating conditions (OFC, B.6.3.4.3.(2)).

The landlord of each rental suite of residential occupancy is to ensure that a copy of the carbon monoxide alarm manufacturer’s maintenance instructions or approved

alternative instructions have been provided to each tenant (OFC, B.6.3.4.4.).

The owner is to ensure that the carbon monoxide alarm is not disabled (OFC, B.6.3.4.6.).

A carbon monoxide alarm is required to be replaced within the time frame indicated in the manufacturer's instructions (OFC, B.6.3.4.7.(3)).

### **Annual**

### **Responsibility**

The landlord is required to test carbon monoxide alarms annually and after every change in tenancy (OFC, B.6.3.4.8.(2)).

The landlord is required to test battery-operated carbon monoxide alarms after the battery is replaced (OFC, B.6.3.4.6.(3)).

The landlord is required to test carbon monoxide alarms that's are connected to an electrical circuit after any change is made to that electrical circuit (OFC, B.6.3.4.8.(4)).

### **Exit Signs:**

Yes     No

Emergency power:

Batteries     Generator

### **Emergency Lighting:**

Yes     No

Emergency power:

Batteries     Generator

### **Sprinkler System:**

Yes     No

Entire building  
sprinklered:  Yes  No

Partially sprinklered:  Yes  No

Location(s):

Type:  Wet  Dry  Other

Monitored by an off-site  
Central monitoring station:  Yes  No Phone #:

Location of Sprinkler  
Room/Shut Off Valves:

Fire Department  
Connection:  Yes  No Location:

Spare sprinklers and  
Wrench provided:  Yes  No

**Standpipe System:**  Yes  No

Type:  Wet  Dry

Location of hose  
cabinets:

Length of fire hose:

Diameter of fire hose:

Location of  
Shut Off Valves:

Fire Department  
Connection:  Yes  No Location:

**Fire Pump:**  Yes  No

Location:

Fuel Source:  Electric  
 Diesel Oil  
 Other      Type:

Serve sprinkler system:  Yes     No

Serve standpipe system:  Yes     No

**Portable Fire Extinguishers:**

Floor	Location	Type (dry chemical or water)	Rating (i.e. 2A 10 BC)

**Elevator(s):**  Yes     No

How many:



**Emergency Generator:** Yes  No

Location:

Fuel Type:

 Diesel Natural Gas

Fuel Supply Location:

Transfer Switch Location:

Life safety systems

Powered by Generator:

- Exit Signs  Yes  No- Emergency lighting  Yes  No- Fire Pump  Yes  No

- Interconnected Smoke

Alarm System  Yes  No**Kitchen Extinguishing System:** Yes  No

Location:

Connected to the  
Interconnected Smoke  
Alarm System:  Yes  No

Type of extinguishing  
Agent:  Wet Chemical  
 Dry Chemical  
 Carbon Dioxide

Natural Gas Shutoff  
Valve location:

Location of manual  
Activation switch:

Portable Fire  
Extinguisher:  Wet Chemical  
 Alkali-based dry chemical  
Location: \_\_\_\_\_

- Note:** 1) Instructions for manually operating the kitchen extinguishing system is to be posted in a conspicuous location in the kitchen (OFC, B.2.6.1.14.(1)).
- 2) Attachment \_\_\_\_\_ of this Fire Safety Plan includes the instructions for manually operating the kitchen extinguishing system (OFC, B.2.6.1.14.(2)).

**Main Natural Gas Shut-off Location:**

**Main Electrical Shut-off Location:**

**Main Domestic Water Shut-off  
Location:**

**Extra Hazardous Area:**

Is there hazardous materials on site?  Yes  No

Flammable/Combustible     Yes     No  
Liquids:

Compressed Gas  
Cylinder Storage:     Yes     No

Corrosives:     Yes     No

Oxidizers:     Yes     No

If YES, please list the material, storage quantity and location:

Material	Storage Quantity	Location

Location of MSDS:

**Part 2(b)**  
**Audit of Human Resources**

**Owner**

Contact: On-site:  Yes  No

Phone #:

Address:

Postal Code:

**Supervisory Staff**

Main Contact: On-site:  Yes  No

Title/Position:

Phone #:

Address:

Postal Code:

Secondary Contact: On-site:  Yes  No

Title/Position:

Phone #:

**Interconnected Smoke Alarm System / Sprinkler Monitoring Company:**

Company:

Phone No.:

### **Part 3**

## **Emergency Procedures for Occupants**

Signage for the emergency evacuation of the building will be affixed to the wall on each floor level in a conspicuous location.

### **IN CASE OF FIRE**

#### **Upon Discovery of Smoke or Fire:**

- Leave fire area immediately.
- Close all doors behind you.
- Actuate the interconnected smoke alarm system by actuating the nearest manual pull station, if it is safe to do so. **(DELETE IF NOT APPLICABLE)**
- Evacuate the building by using the nearest exit.
- Notify The Bradford West Gwillimbury Fire Department by dialing **9-1-1** (from a safe location). Provide the correct address of the building ( ).
- Do not use the elevator(s).
- Do not return to the building until it is declared safe to do so by the fire department.

#### **Upon Hearing the Interconnected Smoke Alarm System**

- Evacuate the building using the nearest exit.
- Close all doors behind you.
- Do not use the elevator(s).
- Notify The Bradford West Gwillimbury Fire Department by dialing **9-1-1** (from a safe location). Provide the correct address of the building ( ).
- Do not return to the building until it is declared safe to do so by the fire department.

#### **Caution:**

- If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and place a wet towel or other object, (i.e. jacket, sweater, etc.) at the base of the door.
- If you encounter smoke in a stairway, use an alternate exit.

### **Remain Calm**

## **Part 4**

### **Emergency Procedures for Supervisory Staff**

The following emergency procedures are to be followed by the Owner (when in the building) and all Supervisory Staff in the building.

#### **Upon Discovery of Smoke or Fire**

- Leave fire area immediately.
- Close all doors behind you.
- Actuate the fire alarm system by actuating the nearest fire alarm manual pull station, if it is safe to do so. **(DELETE IF NOT APPLICABLE)**
- Evacuate the building by using the nearest exit. Do not use the elevator(s).
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Notify The Bradford West Gwillimbury Fire Department by dialing **9-1-1** (from a safe location). Provide the correct address of the building ( ).
- Upon the arrival of the firefighters, inform the fire official of the conditions in the building.
- Provide access and vital information to the firefighters as to location of persons, master keys for this occupancy and service rooms, etc.
- Do not return to the building until it is declared safe to do so by the fire department.

#### **Upon Hearing the Interconnected Smoke Alarm System**

- If it is safe to do so, notify other occupants in the building of the emergency conditions.
- Evacuate the building using the nearest exit. Close all doors behind you. Do not use the elevator(s).
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Notify The Bradford West Gwillimbury Fire Department of the emergency condition by dialing **9-1-1** (from a safe location). Provide the correct address of the building ( ).
- Upon the arrival of the firefighters, inform the fire official of the conditions in the building.
- Provide access and vital information to the firefighters as to location of persons, master keys for this occupancy and service rooms, etc.
- Do not return to the building until it is declared safe to do so by the fire department.

## Supervisory Staff Responsibilities

### In general:

- Keep the doors in fire separations closed at all times.
- Keep access to exits, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that may 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 protection equipment in good operating condition at all times.
- Compile a list of individuals who may require assistance in evacuating the building in an emergency. This list is to contain information such as the individuals name, location in the building (i.e. Floor No., Suite No.) and the reason for why the individual requires assistance. Attachment of this Fire Safety Plan includes a list of individuals in the building that require assistance in evacuating.
- Participate in fire drills. Occupants' participation should be encouraged.
- Have a working knowledge of the building fire and life safety systems.
- Comply with the Ontario Fire Code.
- In the event of any shutdown of fire and life safety systems, notify Dispatch at 1-705-739-4220 Ext. 3025 and initiate alternative measures.
- Distribute the applicable sections of this Fire Safety Plan to all tenants in the building.
- Post and maintain at least one (1) copy of the fire emergency procedures on each floor.
- Ensure that instructions for manually operating the kitchen extinguishing system are posted in a conspicuous location in the kitchen and is included in this Fire Safety Plan. **(DELETE IF NOT APPLICABLE)**

## **Responsibilities of the Owner / Occupant**

The building owner/occupant has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the event of an emergency.
- Appointment and train supervisory staff to implement their responsibilities as noted in this Fire Safety Plan.
- Ensure that supervisory staff and other occupants are aware of their responsibilities for fire safety as indicated in this Fire Safety Plan.
- Hold fire drills in accordance with the Ontario Fire Code, incorporating Emergency Procedures appropriate to this building.
- Control fire hazards in the building.
- Ensure that building facilities are maintained for the safety of occupants.
- Provide alternate measures for the safety of occupants during the shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notify the Chief Fire Official 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.



Emergency Procedures

Additional Information/Comments

**Emergency Procedures**  
Additional Information/Comments (p.2)

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for providing additional information or comments related to the emergency procedures.

## **Part 6(a)** **Fire Hazards**

### **Residential Properties (Delete if not applicable)**

#### **To avoid fire hazards in the building, occupants must:**

- Ensure that burning materials such as cigarettes and ashes are extinguished in a safe manner.
- Never dispose of flammable liquids or aerosol cans in a garbage chute.
- Never force cartons, coat hangers, bundles of paper into a garbage chute because it may become blocked.
- Avoid unsafe cooking practices: deep fat frying, using too much heat, unattended stoves, loosely hanging sleeves.
- Avoid careless smoking. Never smoke in bed.
- Never leave anything that may burn or cause a trip hazard in the halls, corridors and/or stairways.
- Always clean out clothes dryer lint trap before and after use.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.

#### **In general, occupants should:**

- Know the interconnected smoke alarm audible signals and the procedures established to implement safe evacuation.
- Call the Bradford West Gwillimbury Fire Department immediately by dialing **9-1-1** whenever you need assistance.
- Know the correct address of the building ( ).
- Notify the building owner/property management if special assistance is required in the event of an emergency.
- Know the emergency procedures to implement safe evacuation of the building. Read and follow the manufacturers smoke alarm (and CO detector if applicable) instructions, available from building owner/property management.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know the stairwell designation and the crossover floors (if any). **(DELETE IF NOT APPLICABLE)**

## **Part 6(b)** **Fire Hazards**

### **Commercial, Retail and Industrial Properties (Delete if not applicable)**

A high standard of housekeeping and building maintenance is probably 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 or combustible liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Clothes dryer lint trap full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

### **In general, occupants should:**

- Know the interconnected smoke alarm system audible signals and the procedures established to implement safe evacuation.
- Call the Bradford West Gwillimbury Fire Department immediately by dialing **9-1-1** whenever you need assistance.
- Know the correct address of the building ( ).
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the emergency procedures to implement safe evacuation of the building
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know stairwell designation and the crossover floors (if any). **(DELETE IF NOT APPLICABLE)**

## **Part 7**

### **Fire Extinguishment, Control or Confinement**

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Ensure that the Bradford West Gwillimbury Fire Department has been notified by dialing **9-1-1** prior to an attempt to extinguish the fire. Leave the fire area. Actuate the interconnected smoke alarm system by actuating the nearest fire alarm manual pull station (if it is safe to do so). **(DELETE SENTENCE IF NOT APPLICABLE)**

Only those persons who are trained and are familiar with the operation of a portable extinguisher may attempt to fight the fire.

#### **Suggested Operation of Portable Fire Extinguishers**

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

**P** - Pull the safety pin

**A** - Aim the nozzle

**S** - Squeeze the trigger handle

**S** - Sweep from side to side (watch for fire restarting)

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.

Keep extinguishers in a visible area without obstructions around them.

**NOTE:** Prior to using a K-type extinguisher (to extinguish a kitchen fire), activate the kitchen extinguishing system to avoid electrocution.

**Part 8**  
**Fire Drills**

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

**FIRE DRILL RECORD**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Manager/Supervisor On-Duty: \_\_\_\_\_

Staff Present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deficiencies Noted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part 9

### Maintenance Requirements of the Ontario Fire Code

The check, test, inspect and maintenance of the fire and life safety systems installed in the building is the responsibility of the owner. **(DELETE SECTIONS THAT ARE NOT APPLICABLE)**

#### Check/test/inspect requirements of the Ontario Fire Code:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Ontario Fire Code should be consulted.

#### Definitions for key words are as follows:

- Check* means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed
- Test* means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function
- Inspect* means physical examination to determine that the device or system will apparently perform in accordance with its intended function

It is stated in the Ontario Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

## **General Fire Protection Systems/Equipment**

### **General Housekeeping**

### **Responsibility**

Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed (OFC, B.2.2.3.5.(1)).

Interior and exterior means of egress including exits, corridors, stairways and doorways are required to be maintained free of obstructions (OFC, B.2.7.1.7.(1)).

Lint traps in laundry equipment shall be cleaned to prevent the accumulation of lint that creates an undue fire hazard (OFC, B.2.4.1.5.).

Exterior passageways, exterior stairways and fire escapes in occupied buildings shall be maintained in good repair and operational and kept free of snow and ice accumulations (OFC, B.2.7.1.8.(1)).

Lighting provided for illumination in exits and access to exits, including corridors used by the public, shall be maintained (OFC, B.2.7.1.7.(2)).

### **Weekly**

### **Responsibility**

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be checked weekly and be cleaned when such deposits create an undue fire hazard (OFC, B.2.6.1.3.).

### **Monthly**

### **Responsibility**

Doors in fire separations shall be inspected monthly for proper operation (OFC, B.2.2.3.4.).



**Yearly****Responsibility**

Fire dampers and fire-stop flaps shall be inspected annually, or on a schedule that is acceptable to the Chief Fire Official (OFC, B.2.2.3.7.).

Every chimney, flue and flue pipe shall be inspected annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits (OFC, B.2.6.1.4.(1)).

Disconnect switches for mechanical air-conditioning and ventilating systems shall be inspected annually to establish that the system can be shut down (OFC, B.2.6.1.8.).

Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced (OFC, B.2.6.3.3.).

## **Fire Department Access**

### **General**

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 (OFC, B.2.5.1.2.(1)).

Fire department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times (OFC, B.2.5.1.2.(2)).

Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles (OFC, B.2.5.1.3.).

Approved signs shall be displayed to indicate fire access routes (OFC, B.2.5.1.4.).

### **Responsibility**

## **Portable Fire Extinguishers**

### **General**

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service (OFC, B.6.2.7.4.(1)).

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

All extinguishers shall be recharged after use or as indicated by an inspection or when performing

### **Responsibility**

maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed (OFC, B.6.2.7.6.).

Portable fire extinguishers shall be kept operable and fully charged (OFC, B.6.2.1.2.)

### **Monthly**

### **Responsibility**

Portable extinguishers shall be inspected monthly (OFC, B.6.2.7.2.).

### **Yearly**

### **Responsibility**

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection (OFC, B.6.2.7.1.(1)).

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher (OFC, B.6.2.7.1.(1)).:

- a) mechanical parts
- b) extinguishing agent
- c) expelling means

Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable(OFC, B.6.2.7.1.(1)).

### **5 Years**

### **Responsibility**

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested (OFC, B.6.2.7.1.(1)).

### **6 Years**

### **Responsibility**

Every six years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures (OFC, B.6.2.7.1.(1)).



## Smoke Alarms

### General

### Responsibility

Smoke alarms are to be maintained in operating condition by the owner (OFC, B.6.3.3.2.(1)).

The landlord is to ensure that a copy of the smoke alarm manufacturer's maintenance instructions or approved alternative instructions have been provided to each tenant (OFC, B.6.3.3.3.(1)).

The owner is to ensure that the smoke alarm is not disabled (OFC, B.6.3.3.4.).

Disconnect switches for power supplies which serve **interconnected smoke alarms** shall be in a locked secure area or otherwise secured in an approved manner (OFC, B.6.3.1.6.).

### Weekly

### Responsibility

The power supply for **interconnected smoke alarms** shall be checked weekly (OFC, B.6.3.2.6.(3)). A record of this test is to be kept for a minimum period of six months (OFC, B.6.3.2.6.(4) and (6)).

### Monthly

### Responsibility

The operability of the **interconnected smoke alarm system** shall be confirmed monthly, by testing at least one smoke alarm using its test function, on a rotational basis. A record of this test is to be kept for a minimum period of two years (OFC, B.6.3.2.6.(4) and (7)).

### Yearly

### Responsibility

Where installed, each manual pull station shall be tested to ensure activation of the **interconnected smoke alarms** on an annual basis. (OFC, B.6.3.2.6.(5)). A record of this test is to be kept for a minimum period of

two years (OFC, B.6.3.2.6.(5) and (7)).

### **Standpipe Systems**

#### **General**

The owner is to ensure that standpipe hose stations are conspicuously identified and are unobstructed (OFC, B.6.4.2.3.).

The owner is to ensure that each hose connection in the standpipe system is provided with a legible sign which reads: "FIRE HOSE FOR USE BY TRAINED PERSONS ONLY" (OFC, B.6.4.2.6.(1)).

The owner is to ensure that each hose connection in the dry standpipe system, with no permanent water supply, is provided with a legible waterproof sign which reads: "DRY STANDPIPE FOR FIRE DEPARTMENT USE ONLY" (OFC, B.6.4.2.6.(1)).

Standpipe and hose systems shall be maintained in operating condition (OFC, B.6.4.1.2.).

#### **Monthly**

Hose stations shall be inspected monthly to ensure that the fire hose and equipment are in the proper position and is operable (OFC, B.6.4.2.1.).

#### **Responsibility**

#### **Responsibility**

**Yearly****Responsibility**

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps, wrench tight (OFC, B.6.4.1.3.(2)).

If plugs or caps are missing, examine the fire department connections for obstructions, back flush if necessary, and replace plugs or caps (OFC, B.6.4.1.3.(3)).

Hose valves shall be inspected annually to ensure that they are tight and that there is no water leakage into the hose (OFC, B.6.4.2.4.).

Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced (OFC, 6.4.2.5.(1)).

In buildings containing a hotel, flow and pressure tests shall be conducted annually at the highest and most remote hose valve or hose connection to verify that the water supply for the standpipe system is provided as originally designed (OFC, B.6.4.3.7.).

**5 Years (DRY STANDPIPE SYSTEMS)****Responsibility**

Standpipe system piping which normally remains dry shall be hydrostatically tested at a pressure of not less than 1400 kPa (gauge) for 2 h, or at 350 kPa (gauge) in excess of the normal hydrostatic pressure when the normal hydrostatic pressure is in excess of 1050 kPa (gauge) (OFC, B.6.4.3.6.).

## **Sprinkler Systems (Wet)**

### **General**

Auxiliary drains shall be inspected as required to prevent freezing (OFC, B.6.5.4.1.).

The owner is to ensure that sprinkler systems are maintained in an operating condition (OFC, B.6.5.1.2.).

The owner is to ensure that there are no obstructions that are placed so as to interfere with the effectiveness of water discharge from the sprinklers (OFC, B.6.5.1.5.(1)).

The owner is to ensure that sprinkler systems are not used to support anything that will interfere with the effectiveness of the sprinkler system's performance (OFC, B.6.5.1.5.(2)).

After any alterations or repairs, an inspection shall be made to ensure valves are returned to the fully open position and are sealed, locked or electrically supervised (OFC, B.6.5.3.1.(3)).

Sprinkler control valves shall be accessible and maintained in operable condition at all times (OFC, B.6.5.6.2.).

Pits containing sprinkler control valves shall be kept free of water and protected against freezing (OFC, B.6.5.6.3.).

### **Weekly**

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they are sealed in the open position (OFC, B.6.5.4.5.(1)).

Water supply pressure and system air or water pressure shall be checked weekly by using gauges to ensure that the system is maintained at the required operating

### **Responsibility**

### **Responsibility**



pressure (OFC, B.6.5.3.2.).

### **Monthly**

### **Responsibility**

Except where electrical supervision is provided, the alarm on all sprinkler systems shall be tested monthly by flowing water through the test connection located at the sprinkler valve (OFC, B.6.5.5.2.(1)).

Valves which are locked open or valves which are electrically supervised shall be inspected monthly (OFC, B.6.5.3.1.(2)).

### **Two Months**

### **Responsibility**

All transmitters and water flow actuated devices shall be tested every two months (OFC, B.6.5.5.7.(2))

### **Six Months**

### **Responsibility**

Valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be tested at least every six months (OFC, B.6.5.5.7.(3)).

**Yearly****Responsibility**

Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair (OFC, B.6.5.3.1.).

Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash. They shall be replaced where necessary as a result of such conditions. (OFC, B.6.5.3.4.)

On wet sprinkler systems, water-flow alarm test using the most hydraulically remote test connection, shall be performed annually (OFC, B.6.5.5.3.).

Sprinkler system water pressure shall be tested annually or after any sprinkler system control valve has been operated, with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply (OFC, B.6.5.5.5 and B.6.5.5.6.).

Plugs or caps on fire department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the fire department connection for obstructions, back flush if necessary and replace plugs or caps (OFC, B.6.5.4.4.(2) and (3)).

## **Sprinkler Systems (Dry)**

### **General**

Auxiliary drains shall be inspected as required to prevent freezing (OFC, B.6.5.4.1.).

Dry-pipe valve rooms or enclosures in unheated buildings shall be checked as often as necessary when the outside temperature falls below 0° Celsius to ensure that the system does not freeze (OFC, B.6.5.3.3.).

The owner is to ensure that sprinkler systems are maintained in an operating condition (OFC, B.6.5.1.2.).

The owner is to ensure that there are no obstructions that are placed so as to interfere with the effectiveness of water discharge from the sprinklers (OFC, B.6.5.1.5.(1)).

The owner is to ensure that sprinkler systems are not used to support anything that will interfere with the effectiveness of the sprinkler system's performance (OFC, B.6.5.1.5.(2)).

After any alterations or repairs, an inspection shall be made to ensure valves are returned to the fully open position and are sealed, locked or electrically supervised (OFC, B.6.5.4.5.(3)).

Sprinkler control valves shall be accessible and maintained in operable condition at all times (OFC, B.6.5.6.2.).

Pits containing sprinkler control valves shall be kept free of water and protected against freezing (OFC, B.6.5.6.3.).

### **Weekly**

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they

### **Responsibility**

### **Responsibility**

are sealed or locked in the open position (OFC, B.6.5.3.1.(1)).

Water supply pressure and system air or water pressure shall be checked weekly by using gauges to ensure that the system is maintained at the required operating pressure (OFC, B.6.5.3.3.).

### **Monthly**

### **Responsibility**

Valves which are locked open or valves which are electrically supervised shall be inspected monthly (OFC, B.6.5.3.1.(2)).

Except where electrical supervision is provided, the alarm on all sprinkler systems shall be tested monthly by flowing water through the test connection located at the sprinkler valve (OFC, B.6.5.5.2.(1)).

### **2 Months**

### **Responsibility**

All transmitters and water flow devices shall be tested at two month intervals (OFC, B.6.5.5.7.(2)).

### **3 Months**

### **Responsibility**

The priming water supply for dry pipe systems shall be inspected every three months to ensure that the proper level above the dry pipe valve is maintained (OFC, B.6.5.4.3.).

### **6 Months**

### **Responsibility**

Valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be tested at least every six months (OFC, B.6.5.5.7.(3)).

**Yearly****Responsibility**

Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair (OFC, B.6.5.3.2.).

Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash. They shall be replaced where necessary as a result of such conditions. (OFC, B.6.5.3.5.)

Sprinkler system water pressure shall be tested annually or after any sprinkler system control valve has been operated, with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply (OFC, B.6.5.5.5 and B.6.5.5.6.).

Plugs or caps on fire department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the fire department connection for obstructions, back flush if necessary and replace plugs or caps (OFC, B.6.5.4.4.(2) and (3)).

Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. (OFC, B.6.5.5.4.(1) and (2)). **Note:** The trip time may exceed the acceptance trip time by not more than 10 % (OFC, B.6.5.5.4.(5)).

**3 Years****Responsibility**

Dry-pipe valves shall be trip tested at least once every three years with the control valve fully open (OFC, B.6.5.5.4.(4)). **Note:** The trip time may exceed the acceptance trip time by not more than 10 % (OFC,

B.6.5.5.4.).

**15 Years**

Every fifteen years, dry pipe systems shall be inspected for obstructions in the sprinkler piping and if necessary, the entire system shall be flushed of foreign material (OFC, B.6.5.4.2.).

**Responsibility**

## **Water Supplies for Firefighting (Fire Pumps)**

### **Daily**

The temperature of pump rooms shall be checked daily during freezing weather (OFC, B.6.6.3.2.).

### **Responsibility**

### **Weekly**

Valves controlling water supplies exclusively for fire protection systems shall be inspected weekly to ensure that they are fully open and sealed or locked in that position (OFC, B.6.6.1.2.).

### **Responsibility**

Fire pumps shall be started once per week at rated speed (OFC, B.6.6.3.3.(2)).

The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be inspected during the weekly operation (OFC, B.6.6.3.3.(2)).

Internal combustion engine fire pumps shall be operated once per week for a sufficient time to bring the engine up to normal operating temperature. The storage batteries, lubrication systems and fuel supplies shall be inspected (OFC, B.6.6.3.4.).

The water level in the fire pump reservoir (if provided) shall be checked weekly (OFC, B.6.6.3.1.).

### **Yearly**

Fire pumps shall be tested annually at full rated capacity to ensure that they are capable of delivering the rated flow (OFC, B.6.6.3.5.).

### **Responsibility**

## **Water Supplies for Firefighting (Fire Hydrants)**

### **General**

Municipal and private hydrants shall be maintained in operating condition (OFC, 6.6.4.1.).

Hydrants shall be maintained free of snow and ice accumulations (OFC, B.6.6.4.2.).

Hydrants shall be readily available and unobstructed for use at all times (OFC, B.6.6.4.3.).

### **Responsibility**

### **Yearly**

Hydrants shall be inspected annually after each use (OFC, B.6.6.5.1.).

Ensure hydrants are equipped with port caps secured wrench tight. (OFC, B.6.6.5.2.(1)).

The port caps shall be removed and the connections inspected for wear, rust or obstructions that in any way hamper easy removal and corrective action shall be taken as needed (OFC, B.6.6.5.2.(2)).

The hydrant barrel shall be inspected to ensure that no water has accumulated within the barrel when the main valve is in the closed position (OFC, B.6.6.5.3.).

The drain valve shall be inspected for operation if water is found in the hydrant barrel when main valve is closed (OFC, B.6.6.5.4.).

Hydrant water flow shall be inspected annually and a record shall be kept (OFC, B.6.6.5.6.)

### **Responsibility**



## **Water Supplies for Firefighting (Water Tanks)**

### **General**

The space between overflow pipes and the tops of gravity tanks, the valve pits at the bottoms of the risers and the entire area around the bases of the columns of tanks shall be kept free of rubbish and waste materials (OFC, B.6.6.2.10)

### **Responsibility**

### **Daily**

Water tank heat equipment and accessories shall be checked daily during freezing weather to ensure that they are in operating condition and that heater valves are open (OFC, B.6.6.2.2.).

### **Responsibility**

A daily check of the temperature of the water contained in tanks shall be carried out during freezing weather to ensure that it does not fall below the freezing temperature (OFC, B.6.6.2.3.).

A daily check of the temperature of the tank enclosure for tanks in buildings shall be carried out during freezing weather to ensure that the temperature of the tank enclosure does not fall below 0°C (OFC, B.6.6.2.4.).

### **Weekly**

Pressure tanks shall be checked weekly during which the water level shall be observed and the air pressure shall be read (OFC, B.6.6.2.12.(1)).

### **Responsibility**

Relief valves on the air and water supply lines of pressure tanks shall be inspected weekly (OFC, B.6.6.2.13.).

### **Monthly**

Water level in gravity tanks shall be inspected monthly (OFC, B.6.6.2.8.).

### **Responsibility**

**Yearly****Responsibility**

An annual inspection shall be made of water tanks for fire protection, tank supporting structures and water supply systems including piping, control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in operating condition (OFC, B.6.6.2.1.).

Where cathodic protection equipment is installed to prevent corrosion of steel tanks, the equipment shall be inspected annually (OFC, B.6.6.2.7.).

Gravity tanks shall be inspected annually to ensure that the tank roof is tight and in good repair, that hatches or doors are kept closed and properly secured and that the frost-proof casing of the tank riser makes a tight joint with the bottom of the tank (OFC, B.6.6.2.9.).

**2 Years****Responsibility**

Steel and iron work, including the inside and outside of steel tanks and hoops and grillages for wooden tanks, shall be checked for corrosion at intervals not exceeding two years and scraped and repainted as required (OFC, B.6.6.2.5.).

Tanks, other than tanks supplied by a potable water supply, shall be inspected for accumulations of sediment at least every two years and cleaned as required (OFC, B.6.6.2.6.(1)).

**5 Years****Responsibility**

Tanks supplied by a potable water supply shall be inspected every five years and scraped and repainted as required (OFC, B.6.6.2.6.(2)).

## **Smoke Shafts and Venting Equipment**

### **General**

Access to windows and panels required to vent floor areas and vents to vestibules permitted to be manually openable shall be kept free of obstructions. Windows and panels provided for venting floor areas shall be maintained so as to be openable without the use of keys (OFC, B.7.1.1.3.(4) and (5)).

Vents to vestibules permitted to be manually openable shall be maintained in an operable condition (OFC, B.7.1.1.3.(6)).

### **Responsibility**

### **3 Months**

Elevator door-opening devices operated by means of photo-electric cells shall be tested to ensure that the devices become inoperative after the door has been held open for more than 20 s with the photo-electric cell covered (OFC, B.7.2.2.1.(1)).

### **Responsibility**

Key-operated switches located outside an elevator shaft shall be tested to ensure that actuation of the switch will render the emergency stop switch in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop (OFC, B.7.2.2.1.(2)).

Key-operated switches in each elevator car shall be tested to ensure that actuation of the switch will:

- (a)** enable the elevator to operate independently of other elevators,
- (b)** allow operation of the elevator without interference from floor call buttons,
- (c)** render door protective devices inoperative, and
- (d)** control the opening of power-operated doors only by continuous pressure on the door-opening buttons or switches, to ensure that if the "OPEN" button or switch is released while the door is opening, the doors will

automatically close (OFC, B.7.2.2.1.(3)).

### **Yearly**

### **Responsibility**

A closure in an opening to the outdoors at the top of a smoke shaft, shall be inspected annually to ensure that it will open:

- a) manually, outside from the building
- b) on a signal from the smoke/heat actuated device in the smoke shaft, and;
- c) when a closure in an opening between a floor area and the smoke shaft opens (OFC, B.7.2.3.1.(2)).

Where an air-handling system is used for venting floor areas in the event of a fire to comply with the requirements of the Building Code, the system shall be inspected annually to ensure that air is exhausted to the outdoors (OFC, B.7.2.3.1.(4)).

### **5 Years**

### **Responsibility**

Closures in vent openings into smoke shafts from each floor shall be inspected sequentially over a period not to exceed 5 years (OFC, B.7.2.3.1.(1)).

## **Commercial Cooking Equipment**

### **General**

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, *“Ventilation Control and Fire Protection of Commercial Cooking Operations”* (OFC, B.2.6.1.13.)

Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency (OFC, B.6.2.6.12.).

### **Responsibility**

### **Weekly**

Hoods, ducts and filters subject to accumulations of combustible deposits shall be checked at intervals not greater than seven days, and shall be cleaned if the accumulation of such deposits creates a fire hazard (OFC, B.2.6.1.3.).

### **Responsibility**

## **Exit Signs**

### **General**

Exit signs shall be clearly visible and maintained in a clean and legible condition (OFC, B.2.7.3.1.).

Exit signs shall be illuminated, externally or internally, as appropriate for each sign’s design, while the building is occupied (OFC, B.2.7.3.2.).

### **Responsibility**

## **Emergency Lighting System**

### **Monthly**

### **Responsibility**

Pilot lights on emergency lighting unit equipment shall be checked monthly for operation (OFC, B.2.7.3.3.(1)).

Batteries shall be inspected monthly and maintained as per manufacturer's specifications (OFC, B.2.7.3.3.(6)).

Ensure that terminal connections are clean, free of corrosion and lubricated when necessary (OFC, B.2.7.3.3.(2)(a)).

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications (OFC, B.2.7.3.3.(2)(b)).

The electrolyte level and specific gravity are maintained as per manufacturer's specifications (OFC, B.2.7.3.3.(2)(c)).

Ensure that battery surface is clean and dry (OFC, B.2.7.3.3.(2)(d)).

Emergency lighting equipment shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply (OFC, B.2.7.3.3.(3)(a)).

### **Yearly**

### **Responsibility**

Emergency lighting equipment shall be tested annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions (OFC, B.2.7.3.3.(3)(b)).

After completion of the test required by OFC, B.2.7.3.3.(3)(b), the charging conditions for voltage and current and the recovery period will be tested annually to ensure that the charging system is in accordance with the manufacturer's specifications

(OFC, B.2.7.3.3.(4)).

Emergency lights shall be inspected at intervals not greater than 12 months to ensure that they are functional (OFC, B.2.7.3.3.(5)).

## **Emergency Power Systems**

### **General**

Emergency power systems shall be inspected, tested and maintained in conformance with CSA C282, “*Emergency Electrical Power Supply for Buildings*” (OFC, B.6.7.1.1.(1)).

To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer’s instructions.

At least two copies of the instruction manual shall be maintained.

Where an emergency power system is installed, instructions shall be provided for switching on essential loads and for starting the generator when this is not done automatically (OFC, B.6.7.1.2.)

Written records of inspection and testing shall be maintained as required in CSA-C282, “*Emergency Electrical Power Supply for Buildings*” (OFC, B.6.7.1.3.)  
The amount of fuel stored and connected to the emergency power system shall be sufficient to operate the engine for at least 2 h (OFC, B.6.7.1.5.(1)).

### **Annually**

Test the generator, control panel, and transfer switch in conformance with CSA C282, “*Emergency Electrical Power Supply for Buildings*” (OFC, B.6.7.1.1.(1)).

Liquid fuel storage tanks shall be drained and refilled with fresh fuel at intervals not greater than 12 months (OFC, B.6.7.1.5.(1)).

### **Responsibility**

### **Responsibility**



**Maintenance  
Additional Comments**

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## **Sprinkler System**

1. Notify Dispatch at 1-705-739-4220 Ext. 3025 (**DO NOT USE 911**). Give your name, address and a description of the problem and when you expect it to be corrected. The Bradford West Gwillimbury Fire Department is to be notified in writing of shutdowns longer than 24 hours. If the system is monitored, notify the monitoring company by dialing ( ).
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff of other reliable person(s) patrol the affected area(s) at least once every half hour.
4. Notify Dispatch at 1-705-739-4220 Ext. 3025 (**DO NOT USE 911**) and the building occupants when repairs have been completed and systems are operational. If the system is monitored, notify the monitoring company by dialing ( ).

**Note:** All shutdowns will be confined to as limited an area and duration as possible.

## **Standpipe System**

1. Notify Dispatch at 1-705-739-4220 Ext. 3025 (**DO NOT USE 911**). Give your name, address and a description of the problem and when you expect it to be corrected. The Bradford West Gwillimbury Fire Department is to be notified in writing of shutdowns longer than 24 hours. If the system is monitored, notify the monitoring company by dialing ( ).
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff of other reliable person(s) patrol the affected area(s) at least once every half hour.
4. Notify Dispatch at 1-705-739-4220 Ext. 3025 (**DO NOT USE 911**) and the building occupants when repairs have been completed and systems are operational. If the system is monitored, notify the monitoring company by dialing ( ).

**Note:** All shutdowns will be confined to as limited an area and duration as possible.

### **Kitchen Extinguishing System**











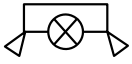








1. Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

### **Portable Fire Extinguishers**

1. Replace fire extinguisher with a spare.

## Part 11- Building Schematics

### LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

	Pull Pin For Kitchen Fire Suppression System
	Entrance / Exit
	Hydrant
	Siamese Fire Department Connection
	Free Standing Siamese Fire Department Connection
	Valves (General) Identify The Type Of Valve (Ie. Shut Off Valve For Natural Gas, Sprinklers, Etc.)
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Emergency Light, Battery-Powered
	Illuminated Exit Sign, Single Face
	Combined Battery-Powered Emergency Light & Illuminated Exit Sign
	Pull Station
	Heat Detector
	Smoke Detector
	Fire Extinguisher - BC Type
	Fire Extinguisher - ABC Type
	Fire Extinguisher - Water
	Hose Cabinet
	Sprinkler Riser, indicate whether Wet or Dry System

**Attachment**

**List of Individuals Requiring Assistance in Evacuating**

<b>Name of Individual</b>	<b>Floor Level</b>	<b>Room Number</b>	<b>Reason for Assistance</b>

## Attachment

### Instructions for Manually Operating the Kitchen Extinguishing System

**NOTE:** If the manufacturer's kitchen fire suppression system manual activation instructions differ from what is stated below, the manufacturer's instructions are to be implemented and posted in the kitchen.

The procedures to be followed by the restaurant staff in an emergency situation will be prominently posted at the kitchen suppression system manual pull station and will read as follows:

## **IN CASE OF FIRE**

### UPON DISCOVERY OF SMOKE OR FIRE

1. Activate the kitchen suppression system using the manual pull station.
2. Leave the fire area and alert building occupants.
3. Close all doors behind you.
4. Leave the building
5. Call the fire department from a safe location by dialing 911.

## **REMAIN CALM**

### **IMPORTANT:**

Do not use a fire extinguisher to fight the fire until after the kitchen suppression system has been activated.

### **AFTER FIRE IS EXTINGUISHED:**

1. Contact your qualified service contractor to have your system recharged. You cannot start cooking until you have a fully functional fire suppression system.
2. The Health Department must be contacted prior to cooking.