

Appendix E: Fire Drill Procedures

Building Name:

Building Address:

Prepared by:

Date:

Reviewed by:

Date:

Introduction

The Ontario Fire Code Subsection 2.8.3. of Div. B, as amended, states:

(1) The procedure for conducting fire drills described in Clause 2.8.2.1.(2)(e) shall be included in the fire safety plan, taking into

(a) the building occupancy and its fire hazards,

(b) the safety features provided in the building,

(c) the desirable degree of participation of occupants other than supervisory staff,

(d) the number and degree of experience of participating supervisory staff, and

(e) the testing and operation of the emergency systems installed in buildings within the scope of Subsection 3.2.6. of Division B of the Building Code.

(2) The fire drill procedures shall be prepared in consultation with the Chief Fire Official.

Fire Drill Procedure Instructions:

Items to consider when developing a fire drill procedure:

- building occupancy design
- processes
- machinery
- staffing
- situations

Disclaimer: The list of suggestions found below may not have all the information necessary for the Fire Drill Procedure. Please review [OFM TG-04-2016](#) for further details.

The following should be taken into consideration for the fire drill procedure.

1. The building occupancy and fire hazards:

- How should persons evacuate?
- Is there a designated meeting place?
- What if an exit is blocked?
- What machinery/appliances may start a fire?

2. The safety features provided in the building:

- Knowledge of all EXIT locations.
- Understanding how to activate fire alarm.
- Use of fire extinguishers.

3. Desirable degree of participation of occupants other than Supervisory Staff:

- Notifying occupants when a drill will take place.
- Instructing occupants to participate in select fire drills.
- Do occupants require assistance? (i.e., are they ambulatory or not).
- Is sheltering in place advisable?

4. The number and degree of experience of the participating Supervisory Staff:
 - Allow less experienced staff to run drills to gain more experience.
 - Have staff supervise to provide suggestions.
 - Have different types of drills (Silent, Comprehensive, Table Talk) to prepare for all different kinds of situations.

5. Operation of emergency systems in high buildings:
 - How elevators work when the fire alarm is activated.
 - Smoke control measures.
 - Activating fire alarm system.
 - Utilization of voice communication system if applicable.

6. Utilization of simulation aids and props:
 - Smoke generator,
 - Types of lights,
 - Traffic cone, or
 - Other items to simulate a fire or other hazard.

(NOTE: all occupants should be notified prior to the start of the drill what these props represent)

7. Times and locations:
 - Will this occur with maximum or minimum staffing?
 - Will it be conducted during specific busy hours?
 - Will there be any obstructions that will not permit staff/occupants to use specific EXITS?

8. Where a fire alarm system is not present:
 - Supervisory staff must be trained to verbally or otherwise instruct and direct occupants to leave the building in a fire emergency using items such as air horns, speakers, etc.

Types of Drills:

Comprehensive – Full fire drill and includes all items listed above.

Silent/Partial – Specific areas of buildings with specific shifts. Fire alarm system is not activated, and the entire building is not disrupted.

Table Talk – Fire drill conducted verbally in a meeting setting. Does not disrupt entire building and is often used for different shifts or specific areas within buildings.

Definitions

Approved: means approved by the Chief Fire Official.

Building: means any structure used or intended for supporting or sheltering any use or occupancy.

Building Code: means any version of the Ontario Building Code that was in force at any time since it was made under The Building Code Act, 1974, the Building Code Act of the Revised Statutes of Ontario, 1980, the Building Code Act of the Revised Statutes of Ontario, 1990, the Building Code Act, 1992 or a successor to the Building Code Act, 1992, and, where a specific version of the Building Code is referred to, that version of the Building Code.

Building Occupancy: the occupancy of a building or part thereof for the transaction of business or the rendering or receiving of professional or personal services.

Care Occupancy: means an occupancy in which special care is provided by a facility, directly through its staff or indirectly through another provider, to residents of the facility

(a) who require special care because of cognitive or physical limitations, and

(b) who, as a result of those limitations, would be incapable of evacuating the occupancy, if necessary, without the assistance of another person.

Care and Treatment Occupancy: means an occupancy in which persons receive special care and treatment.

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 Subsection 1.1.8. or a person appointed by the Fire Marshal under Subsection 1.1.8.

Detention Occupancy: means an occupancy in which persons are under restraint or are incapable of self-preservation because of security measures not under their control.

Retirement Home: means a retirement home regulated under the Retirement Homes Act, 2010.

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 and may include the fire department where the fire department agrees to accept these responsibilities.

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

Fire Drill Procedure:

