

FIRE SAFETY PLAN

Gaetz Avenue Plaza

4901 46 STREET

Red Deer, AB

**THIS OFFICIAL DOCUMENT IS TO BE
KEPT READILY AVAILABLE ON SITE**

Revised DECEMBER 2024

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Section 1 – Overview

1.1 Introduction

This fire safety plan has been designed to provide the tenants safety in the event of a fire, to provide effective utilization of the fire safety features of the building and to minimize possibility of fires. This plan discusses what tenants are to do in the event of fire, fire safety, related duties, and other related issues.

In order for this plan to be effective, the owner, management and tenants must know the plan and be able to implement it in the event of a fire. The Alberta Fire Code (AFC) requires the owner to be responsible for carrying out provisions for fire safety, and defines “owner” as any person, firm or corporation controlling the property under consideration. Consequently, the owner may be any one of, or a combination of parties, including the condo board, building management and/or maintenance staff.

The Alberta Fire Code Section 2.8 requires the implementation of a Fire Safety Plan for this Building/Occupancy. The plan is to be kept in the building in an approved location. A copy is to be located in the Fire Safety Cabinet.

The implementation of the Fire Safety Plan helps to ensure effective utilization of the life safety features in a building to protect people from fire.

The Safety Codes Act, Revised Statutes of Alberta, Chapter S-1, 68 (1) states that in the case of an offence for contravention of the Fire Code, an individual is liable to a fine of not more than \$15,000 plus \$ 1,000.00 per day that the contravention continues or imprisonment for a term of not more than 6 months, or both for a first offence.

The official document is to be kept readily available at all times for use by the occupants and fire officials in the event of an emergency.

The Fire Department may require this plan to be updated, if there are any changes to occupancy or use, if there is a change in standards, or if the fire plan has not been kept current or up to date. The Fire Chief will be the judge of the current Fire Safety Plan and decide whether it is acceptable. This plan is to be reviewed yearly.

1.2 Important Disclaimers

This **Fire Safety Plan** meets or exceeds all of the requirements of the Alberta Fire Code 2023.

The **Fire Department** for the contents, operation, or implementation of this plan assumes no liability.

It is the responsibility of the owners/management of the above premises to ensure the safety of the occupants, as outlined in this Fire Safety Plan

This Fire Safety plan is exclusively for the use of **Condo Corporation #1220026**.

A review was conducted of the equipment and fire safety systems in place at the time of completion of this plan. The Alberta Fire Code 2023 serves as the current legislated minimum requirements for fire safety in new and existing buildings within the Province of Alberta and in the formation of this fire safety plan.

Section 2 – Emergency Procedures Preparation Information

2.1 Building Protection

Property Management	Skyward Living Properties Inc.
Building Name	Gaetz Avenue Plaza
Building Owner	Condominium Corporation #1220026
Address	4901 46 Street, Red Deer AB
Owned (Y/N)	Yes
Leased (Y/N)	Yes
Emergency Contact	Bonnie Mac Rae 403-872-7741 24 Hour Call Centre 1-780-441-6290
Local Fire Department	Emergency number 911
Occupancy Type	Residential & Commercial
Building Height	4 Floors
Fire Alarm System	Mircom
Sprinkler	Wet Sprinkler System
Fire Monitoring Company	Armstrong

2.2 Building Description

The building is a 4-storey wood/concrete combination structure with below grade parking with 16 suites on top 2 floors and 2 commercial floors. The building is fully sprinklered.

2.3 Building Equipment

Fire Department Access



Fire Department access is through the north main lobby doors.

Fire Department Lock Box



There is a lock box in the main north entrance containing all necessary keys for the building.

Fire Hydrant Location



Across Gaetz Ave – NE corner of Gaetz Ave and 46 Street.

Fire Panel



The building is equipped with a **Mircom** system. In case of primary power failure, the system automatically switches to back up power supplied by the battery pack located in the Fire Alarm Panel.

If a smoke detector, pull station, heat detector, or sprinkler head should activate the fire alarm will sound on all floors. The occupants should evacuate out of the building. This building is fully monitored by an approved fire alarm monitoring company.

Upon hearing the Evacuation Fire Alarm all Occupants MUST EVACUATE!!!!

Fire Departments Siamese Connection



The Fire Department Siamese connection is located on the East/Gaetz Ave side of the building, near the north corner.

Fire Alarm Pull station



Pull Stations are installed at the exits on each floor of the building. In the event of a fire, activate the pull station to warn others of the fire and CALL 911.

Fire Alarm/Horn



Horn/Strobes are installed throughout the building to provide an audible and visual indication of an alarm condition.

Exit Locations



- North Stairwells exiting to North city property.
- South Stairwells exiting to South loading dock.
- South Parkade - exits to East city sidewalk.
- Exit lights are installed to show the way out of the building.

Portable Fire Extinguishers



Portable Fire Extinguishers have been installed throughout the building. These should only be used after activating the fire alarm system and only used by people that are familiar with them.

Emergency Lighting



Battery powered emergency lighting units are located on each floor. The emergency lights will illuminate for a maximum of 30 minutes upon power outage. Battery powered emergency lights are tested monthly. The approximate location of the emergency lights is shown on the evacuation maps.

Smoke Detection



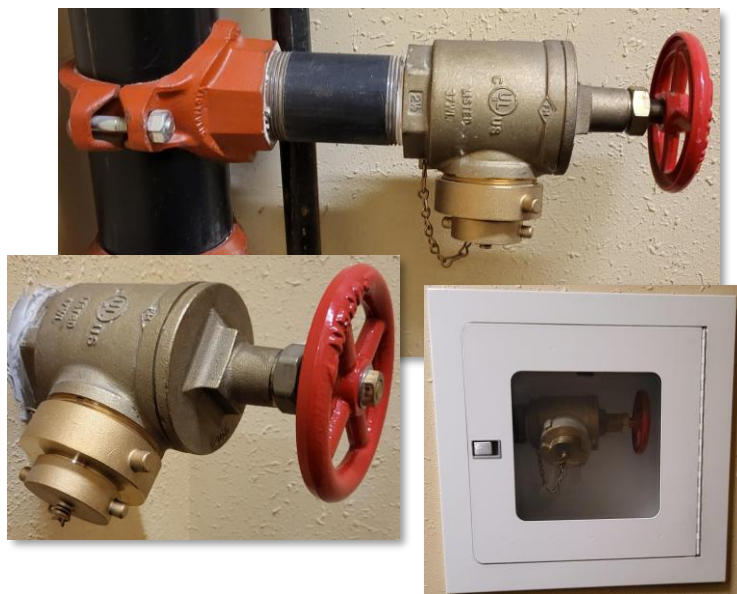
Smoke Detectors have been installed throughout the hallways. They have been designed to go off early enough for a safe evacuation of the occupants if everyone follows protocol and responds to the alarm.

Sprinkler Heads



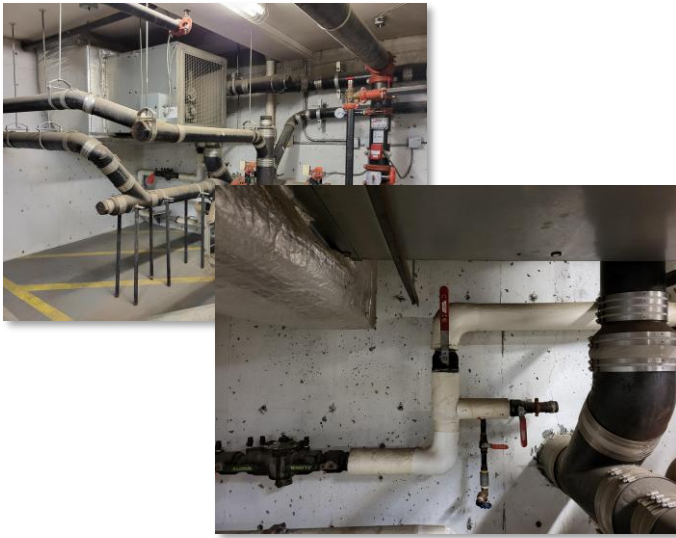
Sprinkler heads have been installed throughout the building. In the event of a fire, only the sprinkler in the area of the fire will release water.

Sprinkler Shutoff



The Sprinkler shutoff valves are located in the stairwell landings. In the event of a fire or sprinkler leak, only turn off the water to the floor that has been affected. This leaves the rest of the system intact.

Water Shutoff



The Main water shutoff for the building is in the Parkade SW corner – take stairwell off north lobby.

Each suite has a shut off located in suite - usually in the closet outside bathroom.



Natural Gas Shutoff Valve is located in the alley/south side of the building.

Main Electrical Switch



Main Electrical Switch is in the Main Electrical room (located in the Parkade) – take stairwell off north lobby, backside of the mechanical room, door facing south.

Secondary electrical room – 2nd floor south end of hallway.

Section 3 – Appointment & Organization of Management & Supervisory Staff

3.1 Responsibilities of the Board of Directors/Management

- Establishment of emergency procedures and implementation of these procedures.
- Appointment and organization of all designated supervisory staff that will carry out safety and fire safety duties
- Instruction of supervisory staff and other occupants to ensure that they are aware of their responsibilities of fire safety and can carry them out efficiently.
- Enforcement of maintenance of facilities, which are provided for safety.
- Ensure that a record of checks, inspections, and tests are in force as required by the Fire Code. Periodically review the record.
- Be in complete charge of the approved Fire Safety Plan and be aware of the specific responsibilities of the personnel involved in the plan.
- Assign and train adequate assistants to act in the position of person in charge of the Fire Safety Plan, when an absence from the building is necessary.
- Ensure that regular fire drills are carried out. (One Drill Annually)
- Ensure that the provisions set out in the Fire Safety Plan are carried out. Ensure that a copy of the Fire Safety Plan is available for occupants use on the website.
- Arrange to educate and train all building personnel and advise occupants on the use of existing fire safety equipment and on the actions to be taken under the Approved Fire Safety Plan.
- Ensure that adequate training of all Emergency Wardens is conducted on a regular basis and any new Emergency Wardens receive training.
- Notify the Chief Fire Officer with respect to changes in the approved Fire Safety Plan.

3.2 Responsibilities of the Management & Staff in the Event of a Fire Emergency

- Management or designate to be on-call at any time to assist fire fighters.
- Provide access to sensitive areas requiring keys.
- Ensure that the fire alarm is not prematurely silenced and that the operating sprinkler systems are not prematurely shut off.
- Maintain the equipment which automatically goes into service in an emergency.
- Ensure that no equipment is shut down until the fire department has responded, investigated, acted and has instructed the shutdown of the emergency system.
- Maintain all emergency systems as fully operational once the emergency has been deemed over by the chief Fire Officials.

3.3 Responsibilities of the Management Appointed Representative

- Have working knowledge of the fire alarm and sprinkler systems.
- Have sufficient knowledge of all the emergency equipment and how they would “operate” in an emergency.
- In the event of a normal shut down of the fire alarm or fire protection system (e.g. for repairs or service), notify the Red Deer Fire Department (403-346-5511).
- Ensure visual policing of the entrance to discourage illegal parking in the fire route.

3.4 Responsibilities of Various Contractors

- To ensure that the building is adequately maintained and serviced, the management will employ the use of various approved contractors who specialize in maintenance, inspections, checks and tests of the emergency present in the building.
- Personnel of the cleaning contractor will be responsible for notifying building management that stairwells are clear of obstructions, that doors to stairwells are closed at all times, and not propped open. They will also ensure that combustibles or debris do not accumulate in any stairwell or other area of egress, or any area where it can constitute a fire hazard.
- The management will contract with relevant services to perform checks, tests and inspections as described in this document.

Section 4 – Occupant & Staff Procedures

There are no Fire Marshals for residential apartments; you are responsible for your own safety.

4.1 Important Contact Information for Your Building

Property Manager/ Agent

Name:	Skyward Living Properties Inc.
Address:	4901 46 Street, Red Deer AB
Telephone:	587-335-6668
Emergency Number:	24 Hour Call Centre 1-780-441-6290 Bonnie Mac Rae 403-872-7741

Building Owner

Name	Gaetz Avenue Plaza
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4.2 Detailed Fire Safety Plan

Your building is equipped with a Detailed Safety Plan. This plan is available by request from your property management company. Please contact them for more details.

4.3 Emergency Procedure

The action to be taken by occupants in a Fire Emergency is posted on each floor at:

ALL ELEVATOR LOBBIES

Instructions to Occupants

The actions to be taken by occupants in emergency situations will be posted and will read as follows:

Upon Discovery of Fire

1. Any person who sees fire or smoke must immediately warn personnel in the area.
2. Leave the fire area.
3. Activate fire alarm system.
4. Close but **do not lock** all doors behind you.

5. Call the Fire Department (911).
6. Do not use elevators; use the closest exit to leave the building immediately.
7. Help residents to leave the building, paying special attention to disabled people.
8. Proceed to the Muster Point (located on the green space to the north of the parking lot). Relay any information you have to the fire department.
9. Do not return until the Fire official has declared the situation is safe.

If a Fire Alarm is heard from within a Suite

1. Before opening the door, feel the knob for heat. If it is not hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close the door quickly.
2. If you find no fire or smoke in the corridor, CLOSE the door behind you but leave it unlocked; leave by the nearest exit stairwell and call 911 when you are in a safe location.
3. If you encounter smoke in the corridor or stairwell, consider using the exit stairwell at the other end of the corridor, which may be clear, or return to your suite.

Evacuation Endangered Occupants & Occupants Unable to Leave Suites

If you cannot leave your suite, or have to return to it because of heavy smoke or fire, remain in your suite and:

1. Close the Door.
2. Unlock the door in the event fire fighters may need to enter your suite.
3. Fill your bathtub with water so you can soak blankets and towels.
4. Seal all cracks where smoke may get in by using wet towels or blanket (under the door).
5. If you require assistance, dial 911 and tell the Fire Department where you are. Signal to the fire fighters by waving a sheet from the window or balcony.
6. Crouch low to the floor if smoke comes into the room.
7. Move to the balcony or most protected room and partially open a window for air. (Close the window if smoke comes in.)
8. Remain calm and wait to be rescued. (Do not consider jumping.)

General

Occupants are advised to:

1. Pre-plan how and what to do according to these Fire Emergency Procedures.
2. Be fully acquainted with the fire protection installations that are provided for your safety.
3. Know where the fire extinguishers are located, as well as the pull stations, and fire exits.
4. Call 911 if you need emergency assistance.
5. Know the address of your building (4901 46 Street, Red Deer)
6. Your building is fully sprinklered including your suite. Only one sprinkler will activate during a fire. If the fire spreads to another part of the room the next sprinkler head will activate.

Also Note, the Alberta Fire Code States:

“No person shall intentionally disable a smoke detector, pull station, or sprinkler head so as to make it inoperable. Failure to comply will result in legal action/ prosecution for the individual.”

4.4 Fire Hazards

Occupants are advised that, to PREVENT A SERIOUS FIRE HAZARD:

- No Flammable or combustible liquids may be stored in any storage unit without the expressed written permission of management.
- **Smoking of any kind is not permitted on or in these facilities.**

4.5 Combustible Materials

A high standard of good housekeeping methods and preventative maintenance of building facilities are the most important factors in the prevention of a disastrous fire.

- Combustible waste materials in a building should not be allowed to accumulate to the point where the amounts constitute a fire hazard. No material is permitted to be stored or to accumulate in stairwells or corridors.
- Combustible materials shall not be used to absorb large flammable liquid spills in the building. Granular type absorbent material is required.
- In the event that combustible material was used to absorb flammable liquid spills, the materials, such as greasy or oily rags, are subject to spontaneous combustion, and should be deposited in a proper safety container, or promptly removed from the premises.

4.6 Fire Drill

The purpose of a Fire Drill is to ensure that the owner, management and the occupants are fully and totally familiar with emergency evacuation procedures. This will result in an orderly evacuation with efficient use of exit facilities. If a false alarm should occur and occupants evacuate the building as required by the Fire Safety Plan, then this may be used as your annual fire drill and recorded as such.

Fire Drill Requirements

- Fire Drills are held at least every twelve months as per the Alberta Fire Code.
- Occupants may be notified of a drill at least forty-eight (48) hours in advance by posting notices in the elevator lobby on all floors and at the main lobby.
- The Red Deer Fire Department will be notified of a fire drill; call 403-346-5511.
- The Property Manager and staff will meet one half-hour prior to the drill for a briefing, at which time they will decide the method of activating the alarm. The activation of the fire alarm is not necessary.
- After the drill, the Manager and staff will meet to discuss and analyze the operation and address any deficiencies noted, with a view to remedy.

Record of Fire Alarm Drill Report

Soon after the Drill and after all alarms are reset and all modes are at normal, the Manager and staff will meet to complete a **Record of Fire Drill** Sheet, which will consist of the following information.

- Date of fire alarm drill.
- Time of fire alarm drill.
- Was the alarm properly activated? Note: a different pull station to be tested each drill.
- Report deficiencies;
- Names of management staff present and
- General Comments.

4.7 Fire Extinguisher: Control or Confinement

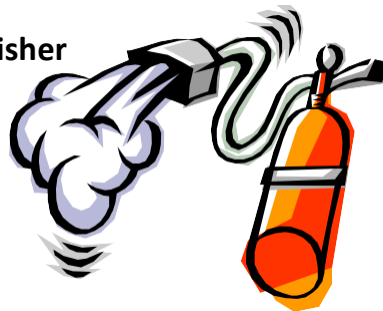
Handheld fire extinguishers are provided in the corridors of each floor. If the fire is small and you feel you can control its spread by using the extinguisher, first pull the nearest fire alarm, and then attack the fire. **This must be a voluntary act and should be done in pairs if possible.** Use common sense and caution at all times. If there is any doubt, leave the fire area and close the door. Never put yourself in a position where the fire is between you and the escape route.

In the event that the fire you discover cannot be extinguished with the use of the fire extinguisher or smoke presents a hazard to the operator, close the door to the area to confine or contain the fire. If you have not already done so, activate the fire alarm system by operating the manual alarm pull station. Leave the fire area. Ensure that the Fire Department has been notified and if safe to do so, wait to give arriving firefighters information about the exact location of the fire.

Operation of Portable Fire Extinguisher

Remember the **PASS**

- P** Pull the safety pin
- A** Aim the nozzle
- S** Squeeze the trigger handle
- S** Sweep from side to side (watch for fire restarting)



Important information for Using Fire Extinguishers

- Never reinstall the extinguisher after use! Notify site staff it has been used.
- Ensure a person acceptable to the Fire Department for servicing portable fire extinguishers properly recharges them.
- Keep extinguishers in a visible area without obstructions around them.
- Do not attempt to extinguish the fire unless you have been trained to do this and you feel that it is safe to do so.
- If the fire is small and you feel you can control its spread using the extinguisher, first pull the nearest fire alarm, then attack the fire.
- If in any doubt, leave the fire area.
- Use common sense and caution at all times.

4.8 TEST YOUR SMOKE ALARM

Over 60% of fire related deaths occur in residences without functioning smoke alarms. It is important to test your smoke alarms regularly to ensure they are performing correctly.

Also remember:

- Never remove or disable smoke alarms.
- Test smoke alarms using the test button, and make sure everyone in your home knows their sound.
- If an alarm “chirps” warning the battery is low, replace the battery right away.
- Smoke alarms should be tested monthly.
- Smoke alarm batteries should be changed annually.
- Smoke alarms should be changed every 10 years.



How to Properly Test your Smoke Alarm

You can test the battery and sound of your smoke alarm by pressing the “TEST” button (which is located on the front of the detector). However, this test does not actually test the sensitivity of your device to smoke.

You can safely test this aspect of your alarm by blowing out a candle underneath the device or by purchasing a can of artificial smoke from the hardware store. **WARNING:** use caution around an open flame and use proper care when extinguishing candle flame.

Section 5 – Maintenance

5.1 Maintenance and Inspection Procedures for Fire Protection Systems

It is the responsibility of the building management to ensure performance of the following required checks, tests, and inspections. It is the duty of the owner appointed representative to perform certain checks, tests and inspections, and to have an approved contractor perform other required tests, checks, and inspections.

The Fire Code requires the records of all tests and corrective measures are retained for a period of two years on site and available upon REQUEST of the Fire Department.

The following tables have been prepared for purposes of convenience only. For accurate reference, the fire code is to be consulted.

Definitions for key words follows

CHECK Means the visual observation to ensure the device or system is in place is not obviously damaged or obstructed.

TEST Means operation of a device or system to ensure that it will perform in accordance with its intended function during an alarm condition.

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

5.2 Maintenance and Inspection Frequency Chart

O- Owner	C- Contractor	FPC- Fire Protection Contractor
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Fire Alarm	Frequency	Responsibility
1. Check fire alarm A/C power lamp and trouble light.	Daily	O
2. Check trouble condition.	Daily	O
3. Check all fire alarm components.	Monthly	O
4. Test fire alarm system.	Monthly	O
5. Test in accordance with ULC requirements.	Yearly	FPC

Emergency Lighting Equipment	Frequency	Responsibility
1. Check the Emergency Lighting units to ensure that the units operate in case of power failure.	Monthly	O
2. Test the Emergency Lighting units to ensure that the units will provide emergency lighting for duration equal to the design criteria during simulated power failure conditions.	Annually	FPC
3. Test the charging conditions for voltage and current after completion of the duration. The recovery period shall be tested to ensure that the charging system is in accordance with the manufacture’s specifications.	Annually	FPC

Fire Department Access	Frequency	Responsibility
1. Ensure streets, yards and roadways designated as fire routes are clear and signposts are in good, readable order.	As required	O

O- Owner	C- Contractor	FPC- Fire Protection Contractor
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Sprinklers	Frequency	Responsibility
1. Check that sprinkler control valves (unless electrically supervised) have not been tampered with and are in the open position.	Weekly	FPC
2. Check water supply pressure and system air or water pressure.	Weekly	FPC
3. Test the alarm on all sprinkler systems by flowing water through the test connection located at the sprinkler valve.	Monthly	FPC
4. Test sprinkler supervisory transmitters and water flow devices.	Every 2 Months	FPC
5. Inspect priming water for dry pipe system.	Every 3 Months	FPC
6. Test gate valve supervisory switches and other sprinkler and fire protection system supervisory aids.	Every 6 Months	FPC
7. Test trip dry pipe sprinkler systems by flowing water through the inspector’s test connections, with the control valve fully open.	Annually (alarm testing)	FPC
8. Check exposed sprinkler system piping, hangers, and heads.	Annually	FPC
9. Inspect, by removing plugs or caps, Fire Department Pumper connections for rust or obstructions.	Annually	FPC
10. Test wet pipe sprinkler systems by flowing water through the inspector’s test connection.	Annually (alarm testing)	FPC
11. Test public water supply flow using main drain valve on all sprinkler systems (wet and dry).	Annually	FPC

Portable Fire Extinguishers	Frequency	Responsibility
1. Inspect portable units.	Monthly	O
2. Perform maintenance inspection.	Annually	FPC
3. Perform 6-year maintenance on applicable stored pressure type extinguishers.	Every 6 years	FPC
4. Test dry chemical extinguishers hydrostatically.	Every 12 years	FPC
5. Promptly recharge extinguisher after use or as indicated by inspection or maintenance.	As required	FPC

O- Owner	C- Contractor	FPC- Fire Protection Contractor
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Means of Egress	Frequency	Responsibility
1. Check all stairways are clear.	Daily	O
2. Inspect all doors in fire separations.	Daily	O
3. Check all doors in fire separations to ensure they are closed.	As required	O
4. Maintain EXIT lights to ensure they are clear and legible.	As required	O
5. Maintain EXIT Lights to ensure they are laminated and in good repair.	As required	O
6. Maintain corridors free of obstructions.	As required	O
7. Close and open all doors held by magnetic, hold-open devices in all fire separations.	Every 3 Months	O

Service Equipment, Ducting and Chimneys	Frequency	Responsibility
1. Check filters and ducts subject to accumulation of combustible deposits. Clean as necessary.	Weekly	C
2. Inspect chimney flue and fluepipes. Clean as necessary.	Annually	C
3. Inspect controls for air handling systems.	Annually	C
4. Inspect all fire dampers and fire stop flaps.	Annually	C
5. Release (by cutting) all fusible links holding the fire door at the bottom of all garbage chutes. Ensure it slides into the closed position, then return to original position, then return to original position and reattach a new fusible link.	N/A	N/A

5.3 Additional Measures for Occupants Fire Safety

Fire Alarm shutdown

In the event of a shutdown of the Fire Alarm System, the Fire Department will be notified and all occupants will be notified by the posting of notices at high traffic areas on all floors. The notices will explain the extent and duration of the shutdown. When the system is reactivated, notices will explain the extent and duration of the shutdown. When the system is re-activated, notices will also be posted and remain posted for at least three days. Inform the **Red Deer Fire Department** (403-346-5511) immediately of the return to service of the fire alarm system.

Occupants will be instructed to advise the **Red Deer Fire Department** (403-346-5511) immediately of any fire situation and to verbally warn other occupants of imminent danger, whenever possible.

During these shutdowns, the Manager will arrange for patrol of unprotected areas by security personnel. Patrols will be hourly until the impairment is fixed and the systems put back into service.

Sprinkler Shutdown

In the event of a shutdown of a Sprinkler System, the **Red Deer Fire Department** (403-346-5511) shall be notified immediately. They will be informed of the extent and duration of the shutdown. They will be informed immediately of the return to service of the systems.

All occupants will be notified of the extent and duration of the shutdown by the posting of notices high traffic areas on all floors. Occupants will be instructed to use portable fire extinguishers. During these shutdowns, the Manager will arrange for patrol of unprotected areas by security personnel. Patrols will be hourly until the impairment is fixed and the systems put back into service.

The occupants will be notified when the impairment is fixed and the systems back to normal operations by the posting of notices on all floors at loading bay locations. Notices will remain posted for at least three days.

Shut Down Restrictions

All shutdowns will be confined to as limited an area as possible, and the duration of the shutdown will be as short as possible. Call the applicable service company for immediate repair of systems. The Fire Department shall be notified in writing when shutdowns exceed 24 hours.

Section 6 - Forms

6.1 – Fire Drill Log Sheet

Record of Fire Alarm Drill Report

Pre-Drill Check List

	Yes	No
Residents were notified 48 hours in advance by posting notices.		
Fire Department and monitoring company were informed of the drill.		

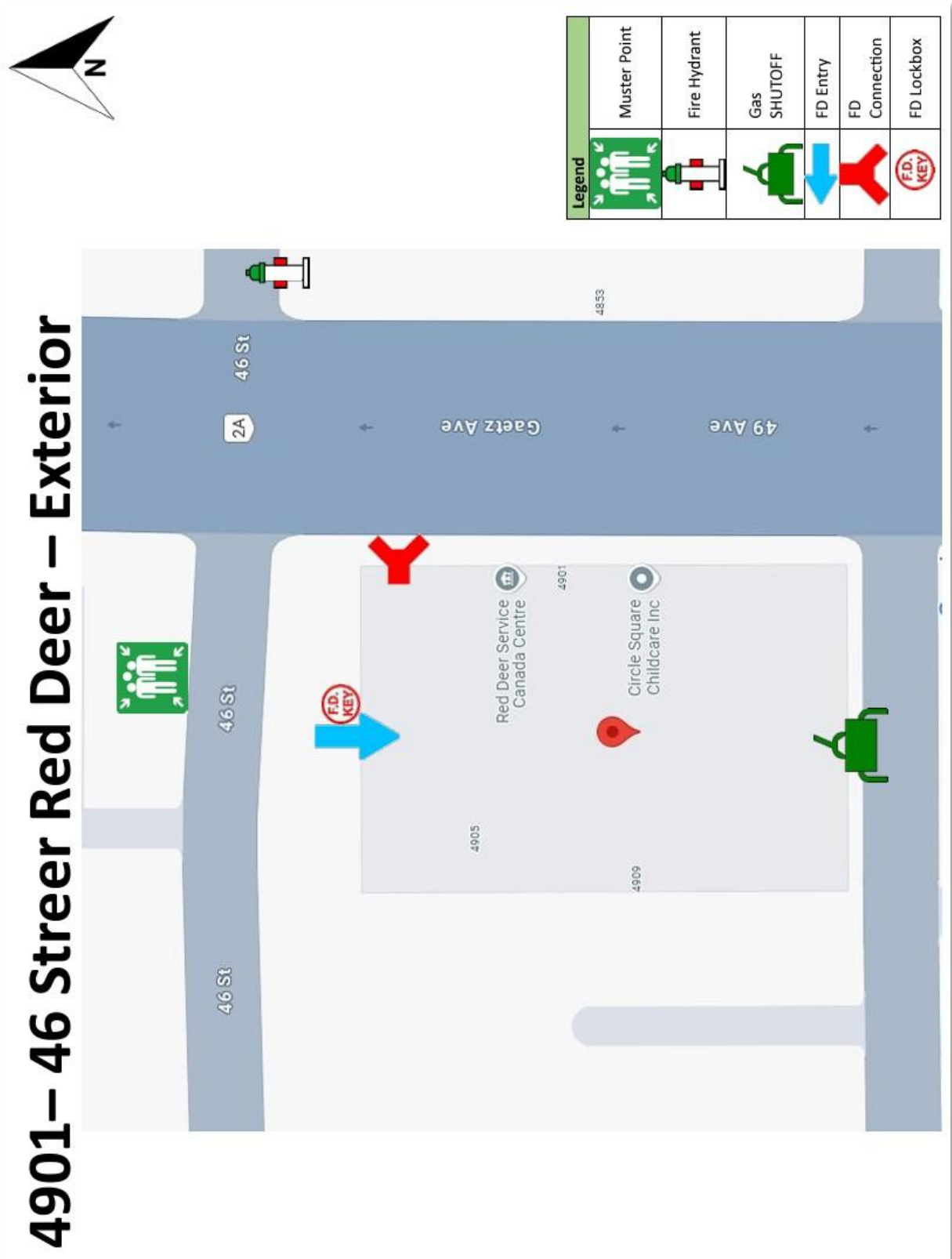
Drill Details

Date:	
Time:	
Supervisory Staff:	
Supervisory Staff Present:	
Method of activation:	
Activating Device location:	

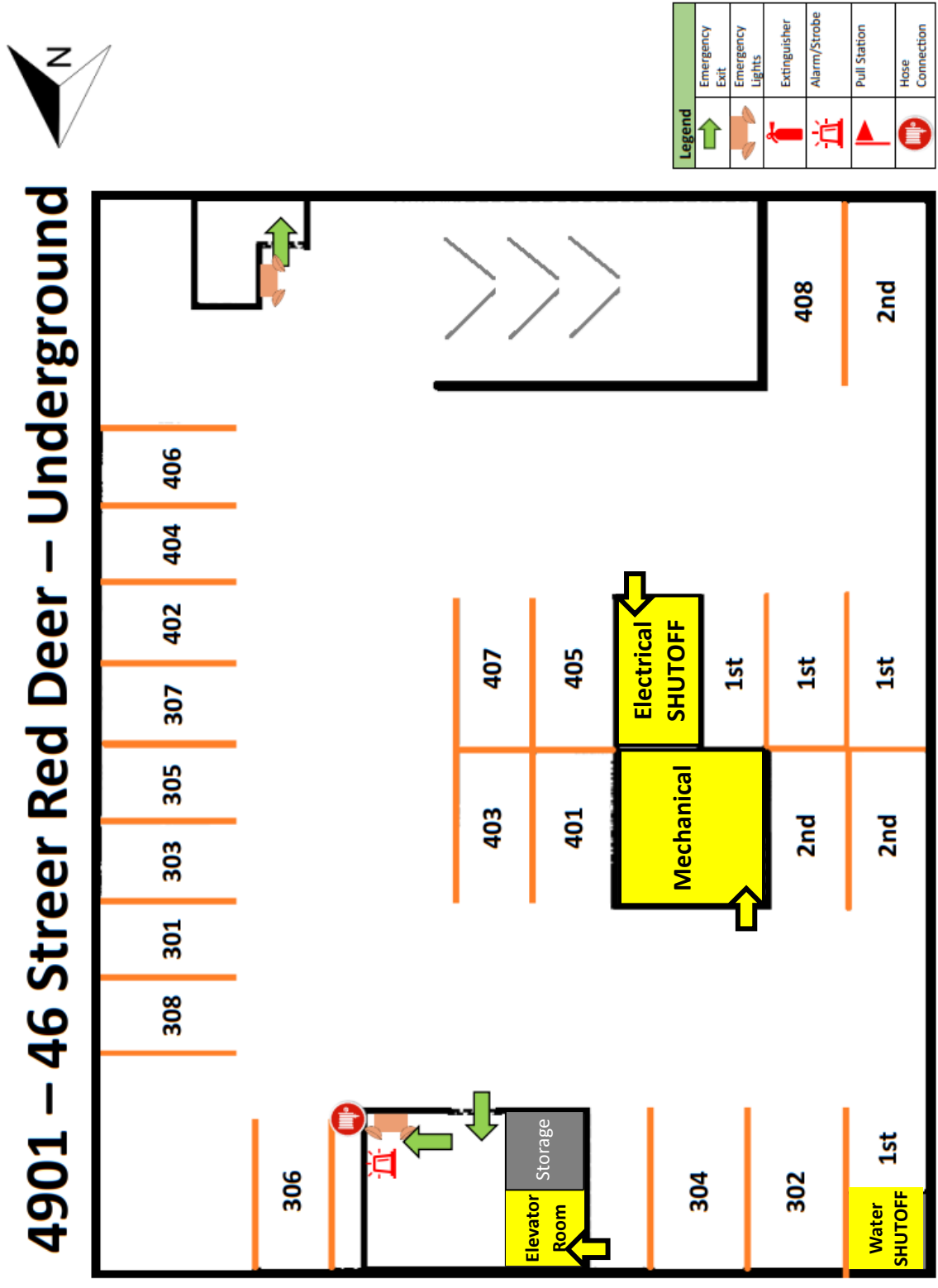
	Yes	No	If “No” describe the deficiency
Did the Fire Alarm Operate Properly?			
Were tenants evacuated properly?			

Section 7 – Schematic Drawings

7.1 Exterior Surroundings

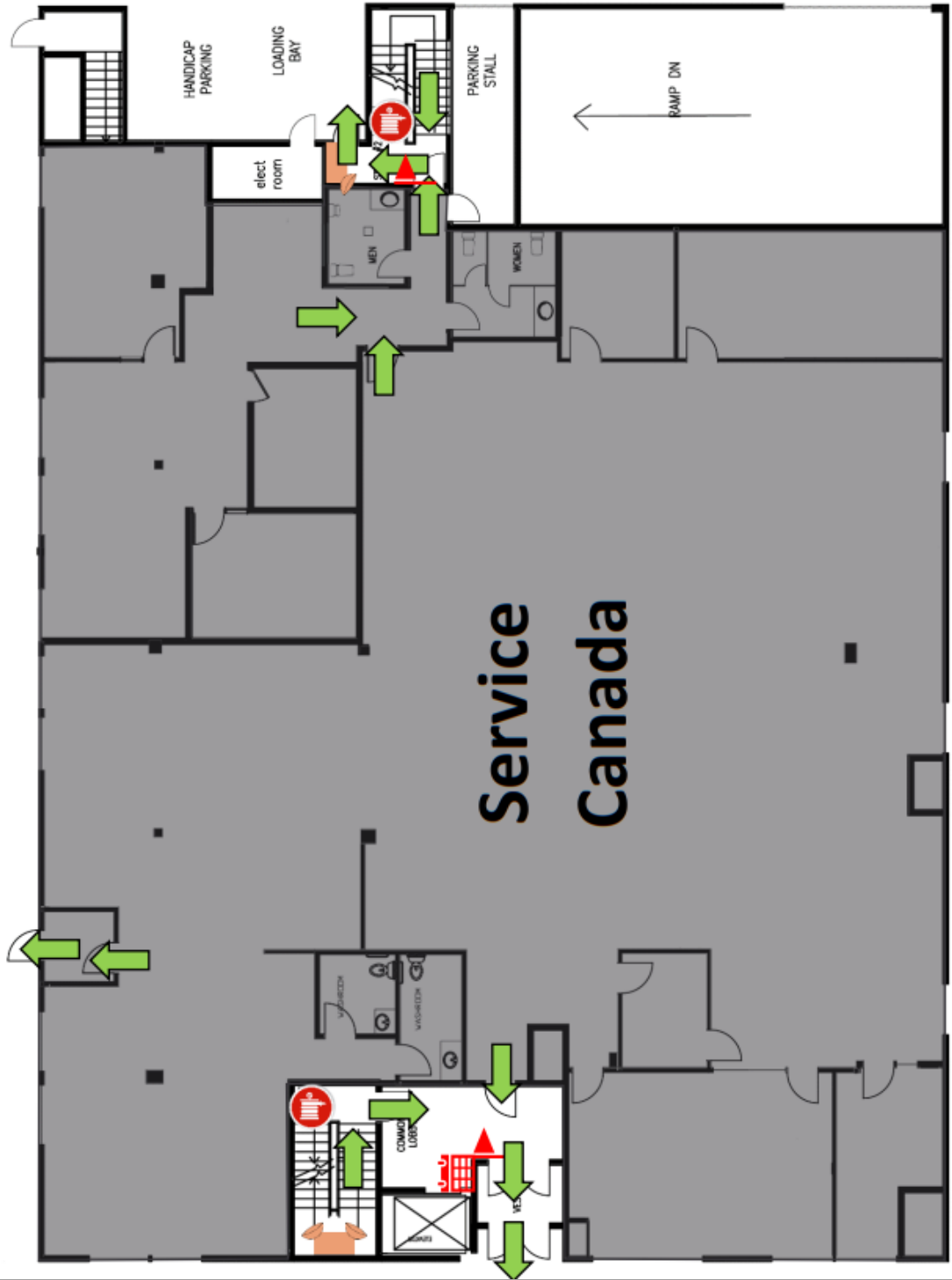


7.2 Evacuation Maps





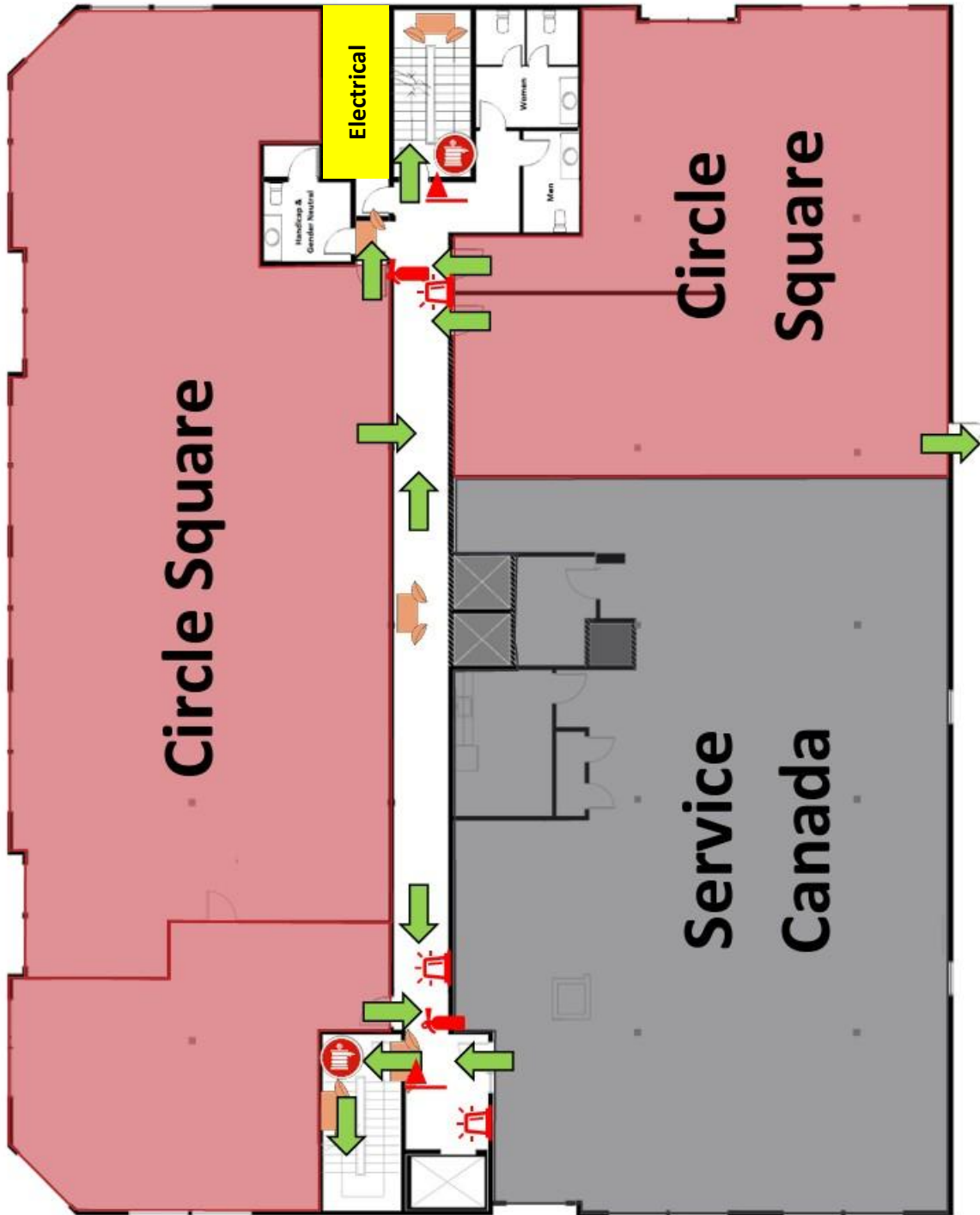
4901– 46 Streer Red Deer – 1st Floor



Legend	Emergency Exit	Emergency Lights	Extinguisher	Alarm/Strobe	Pull Station	Hose Connection	Fire Panel



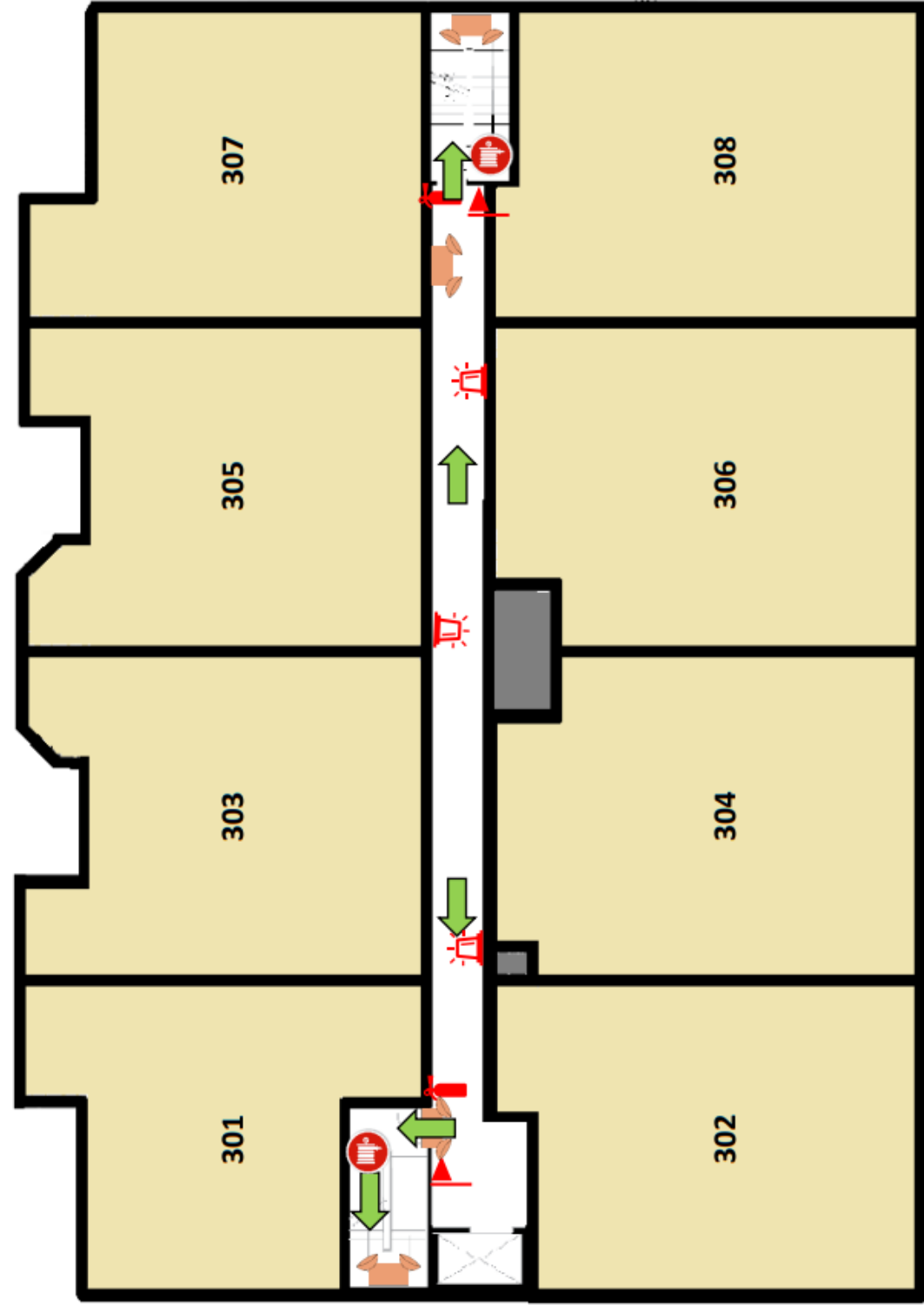
4901 – 46 Streer Red Deer – 2nd Floor



Legend	
	Emergency Exit
	Emergency Lights
	Extinguisher
	Alarm/Strobe
	Pull Station
	Hose Connection



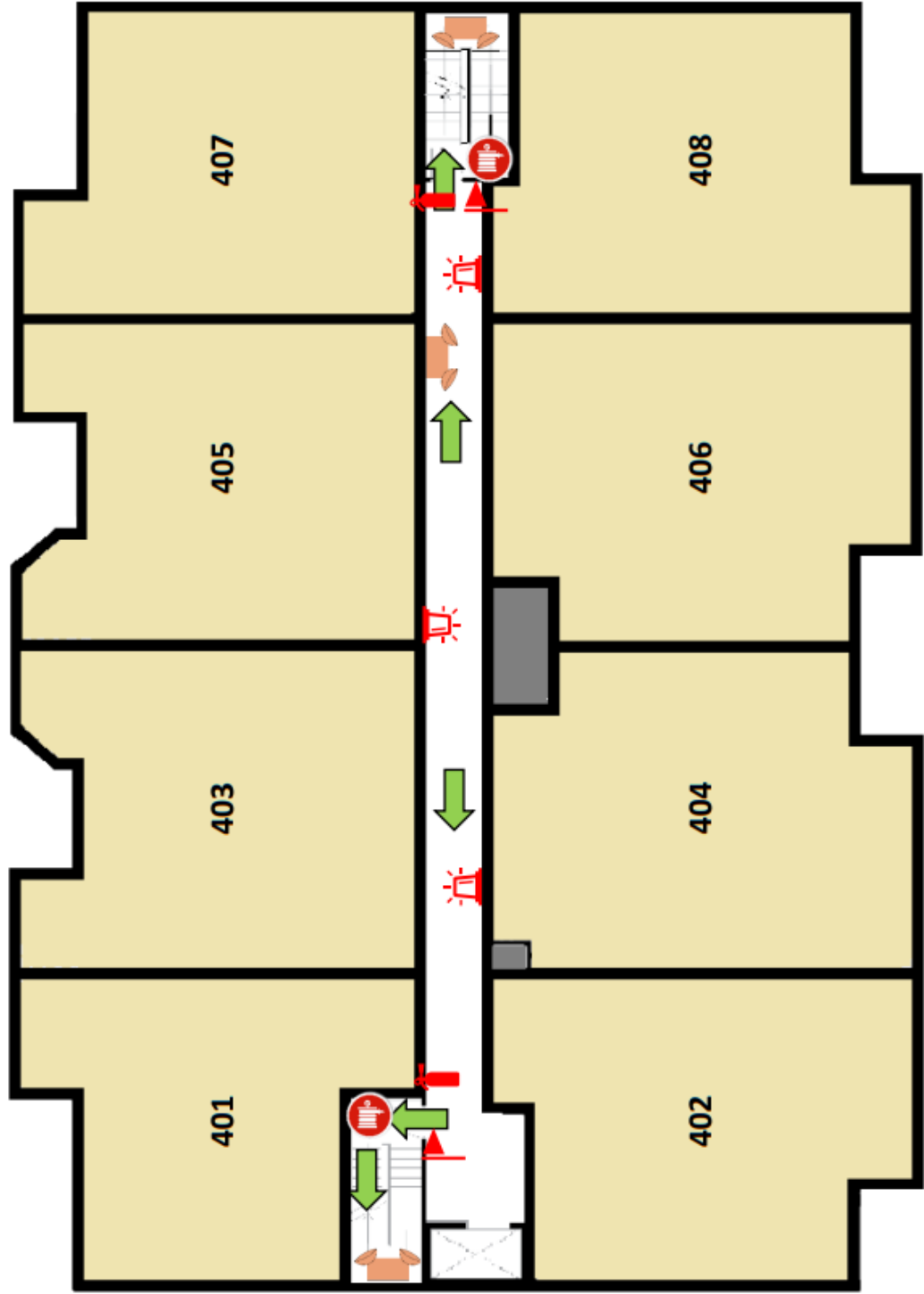
4901 – 46 Streer Red Deer – 3rd Floor



Legend	
	Emergency Exit
	Emergency Lights
	Extinguisher
	Alarm/Strobe
	Pull Station
	Hose Connection



4901 – 46 Streer Red Deer – 4th Floor



Legend	Emergency Exit	Emergency Lights	Extinguisher	Alarm/Strobe	Pull Station	Hose Connection