

## Using a Fire Extinguisher

There is a simple acronym to remember to operate most fire extinguishers - **PASS**.

**Pull**  
**Aim**  
**Squeeze**  
**Sweep**

**Pull** the pin at the top of the cylinder. Some units require the releasing of a lock latch or pressing a puncture lever.

**Aim the nozzle at the base of the fire.**

**Squeeze** or press the handle.

**Sweep** the contents from side to side at the base of the fire until it goes out. Shut off the extinguisher and then watch carefully for a rekindling of the fire.

### When to Fight a Fire

You should fight a fire with a fire extinguisher only when the following are true:

1. Everyone has left or is leaving the area.
2. The fire department has been called.
3. The fire is small and confined to the immediate areas where it started such as, in a wastebasket, cushion, small appliance, stove, etc.
4. You can fight the fire with your back to a safe escape route.
5. Your extinguisher is rated for the type of fire you are fighting and is in good working order.
6. You have had training in use of the extinguisher and are confident that you can operate it effectively.

### **Remember:**

If you have the **slightest doubt** about whether or not to fight the fire - **DON'T**. Instead, get out, closing the door behind you to slow the spread of the fire. You have one of the best fire departments in the world standing by ready to protect you. Let the professionals do their job.

## Emergency Contact Information

Name: \_\_\_\_\_

Ph. #: \_\_\_\_\_

Alternate Ph. #: \_\_\_\_\_

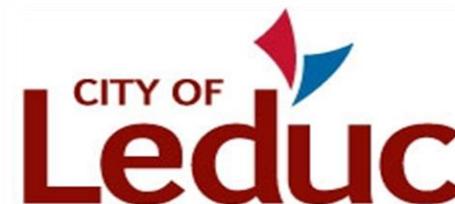
Muster Area or Address  
\_\_\_\_\_

### Steps to Develop an Emergency Management Plan:

- o Identify risks your business may face and assess impacts
- o Reduce risk – mitigation and preparedness
- o Plan your response
- o Plan your recovery
- o Test and update

*An estimated 25 per cent of businesses forced to close for 24 hours or more by a disaster will never reopen.*

*Insurance Institute for Business & Home Safety*



## **Basic Fire Safety Inspection Self - Checklist**

**Business**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Business and industry are the backbone of communities' right across Canada. Ensuring the viability of business and industry is critical for business and community sustainability. This brochure outlines key information to help businesses achieve some basic requirements needed in helping prevent a major disaster.



## Basic Fire Requirements

<u>Item</u>	<u>Pass</u>	<u>Fail</u>	<u>N/A</u>
1) Emergency Response Plan in Place			
2) Fire Drill Completed			
3) Fire Extinguisher(s) Installation			
4) Fire Extinguisher(s) Mounted			
5) Fire Extinguisher(s) Unobstructed			
6) Fire Extinguisher(s) Annual Inspection			
7) Fire Extinguisher(s) Monthly Inspection			
8) Exit Routes Clear & Doors Open Freely			
9) Self-closing Devices Working			
10) Exit Signs Visible & Working			
11) Emergency Lighting Checks			
12) Mechanical Rooms Clean			
13) Electrical Hazards			
14) Building Address Visible			
<b>Date Completed:</b>			
<b>Completed By:</b>			
<b>Phone #:</b>			
<b>Email:</b>			

A **Basic Fire Inspection** needs to be **completed Annually**. If you have any questions in regards to the checklist; please contact our Fire Prevention Branch 780.980.8475.

- 1) **Emergency Response Plan** - Every business should have one regardless of size, it is the ABC's of fire safety. The plan identifies the emergency procedures.
- 2) **Fire Drills** – Required at minimum annually. A record of the drill is to be kept on site.
- 3) **Fire Extinguishers Installation** – An appropriate number of fire extinguishers supplied
  - 1 fire extinguisher for every 139 m2 (1500 ft2) and/or 23m (75 ft) travel distance
  - Minimum 1 per structure
- 4) **Fire Extinguisher(s) Mounted** - Fire extinguishers are required to be secured (min 4" off the floor) or wall mounted (max 5' to the top of the extinguisher).
- 5) **Fire Extinguisher(s) Unobstructed** - Need open access and are to be free from any obstructions.
- 6) **Fire Extinguisher(s) Annual Inspection** - An annual inspection by a certified tech is required. The date of last annual inspection should be on the tag and any deficiencies need to be rectified.
- 7) **Fire Extinguisher(s) Monthly Inspection** - Monthly inspections are also required, they can be completed by a competent person, this can be documented on the tag as well or a separate form. Monthly inspections are a visual: the gauge is in the green, the pin is secured with a breakaway tie, the extinguisher has no visible signs of damage, nothing is plugging the discharge hose.
- 8) **Exit Routes Clear & Doors Open Freely** - No paths of egress obstructed, min 1.1 m of exit path width. All Exit Doors open easily in the path of travel, no snow or ice, items restricting opening width. No more than one locking device on the door that does not require a key or special device to open it.
- 9) **Self-closing Devices Working** - Doors that are on self-closing devices are required to close and latch under their own power.
- 10) **Exit Signs Visible & Working** - If a business has existing illuminated Exit signs then they are required to be maintained. Exit signs are required to be illuminated at all times while the building is occupied.
- 11) **Emergency Lighting Checks** – Emergency lighting is required to be tested monthly to ensure that the lights are functioning, not damaged or obstructed and the light-heads are aligned to light the exiting path. Every 12 months the emergency lighting power source is required to be tested so that adequate lighting is maintained over the period of time it takes for complete evacuation of all persons from the building.
- 12) **Mechanical Rooms Clean** - Mechanical or electrical rooms cannot be used as storage unless all combustible materials (paper, cardboard, wood, plastic) are kept at least 1M away from any ignition source. Stairwells cannot be used as storage for any combustible materials.
- 13) **Electrical Hazards** - Extension cords can only be used for a max of 30 days. Extension cords with no ground prong are not permitted. Disconnect damaged extension cords and discard. Electrical devices must be either plugged directly into an electrical outlet or connected through a CSA/ULC Listed power bar. No extension cord can be used on either side of the power bar. A power bar connected to another power bar (daisy chaining) cannot be used. Multi-plug Adaptor is not allowed. Missing Cover Plates, open electrical outlets and junction boxes need a cover plate
- 14) **Building Address Visible** - The address must be visible from the street with contrasting min 4" lettering.

### NFC-AE Division C - 2.2.1.1

*Unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this Code.*