YLW
Kelowna International Airport

Fire Safety Plan

Kelowna International Airport

#1 – 5533 Airport Way

Kelowna BC V1V 1S1

Revision: January 2025

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FIRE SAFETY PLAN STATEMENT OF CURRENCY

This Fire Safety Plan prepared by:

Mark Stella

Steve Smith

Initial FSP Prepared:

Date: April 1, 2019

Reviewed:

Date: January 15, 2025

Current Review

Date: January 15 2025

Submitted by: Steve Smith - Chief, Operations & Fire

NOTEWORTHY CHANGES

Since previous Fire Safety Plan (FSP)
Review

DOCUMENTS REVIEWED

The Fire Safety Plan review included the review of the following related documents:	
☐	1. Review of previous year's maintenance activities performance vis-à-vis the FSP schedule
☐	2. Review of training content – list training material reviewed
☐	3. Fire Inspection Report- Kelowna Fire Dept.

REVISIONS TO FIRE SAFETY PLAN

The following noteworthy changes have occurred since the last review of the FSP and have resulted, as noted below, the following changes to the FSP:

1. Full review, rewrite and re-format. Addition of Appendix B, C and D.

MASTER INSPECTION, TESTING & MAINTENANCE SCHEDULE FOR 2025

The inspection frequencies should be as specified in the BC Fire Code, Division B, Parts 2 and 6, and all applicable referenced standards; if not specified in the fire code, then, in accordance with manufacturer's operating instructions and/or good engineering practices. Each building owner should verify that the frequencies used in the sample master schedule below are appropriate for their facility and property, if not, correct the table accordingly.

	Item	Frequency	Owner	Action Required	Action By
1	Fixed Extinguishing System Restaurant Kitchen Hood	Daily	Leased Tenant	Inspection NFPA 96	Tenant Representative
		Weekly	Leased Tenant	Inspection & Maintenance	Tenant Representative
		Monthly	Leased Tenant	Inspection	Tenant Representative
		Semi-annual	Leased Tenant	Maintenance NFPA 96	Qualified contractor
2	Portable Fire Extinguishers	Monthly	YLW Operations	Inspection NFPA 10	Fire Safety Director or designate
		Annual	YLW Operations	Maintenance	Qualified contractor
		Six Year (6)	YLW Operations	Maintenance NFPA10 7.3.1.2.1	Qualified Contractor
3	Means of Egress	Daily	YLW Operations	Inspection	Fire Safety Director or designate
		Monthly	YLW Operations	Inspection	Fire Safety Director or designate
4	Fire Detection & Alarm System CAN/ULC 536	Daily	YLW Operations	Inspection	Fire Safety Director or designate
		Monthly	TBS Contractor	Testing	TBS Contractor
		Annual	TBS Contractor	Maintenance	Qualified contractor

	Item	Frequency	Owner	Action Required	Action By
5	Emergency Lighting-Tim Hortons, Subway on airside (leased Emerg lights)	Monthly	Leased Tenant	Inspection & Testing	Tenant Representative
		Annual	Leased Tenant	Testing	Qualified contractor
6	Emergency Generator	Weekly	TBS Contractor	Maintenance	TBS Contractor
		Monthly	TBS Contractor	Inspection, Testing & Maintenance	TBS Contractor
		Semi-annual	TBS Contractor	Maintenance	Qualified contractor
		Annual	TBS Contractor	Maintenance	Qualified contractor
7	Sprinkler System/Standpipe and Hose	Daily	YLW Operations	Visual Inspection	Fire Safety Director or designate
		Weekly	YLW Operations	Visual Inspection	Fire Safety Director or designate
		Monthly	YLW Operations	Inspection	Fire Safety Director or designate
		Annual	TBS Contractor	Testing & Maintenance	Qualified contractor
		3-Year	TBS Contractor	Testing	Qualified contractor
		15-Year	TBS Contractor	Testing	Qualified contractor
		50-Year	TBS Contractor	Testing	Qualified contractor
8	NOVEK 1230- LAN ROOM	Daily/ Weekly	YLW Operations	Inspection- NFPA 25 13.4.3.1/ 13.3.2.1	Fire Safety Director or designate
		Monthly	TBS Contractor	Inspection	TBS Contractor
		6 Months	TBS Contractor	Testing	Qualified contractor

	Item	Frequency	Owner	Action Required	Action By
9	Kitchen Hoods, Ducts & Filters	Weekly	Leased Tenant	Clean/ Inspect Hood	Lease Coordinator
		Semi annual	Leased Tenant	Clean/ Inspect Duct NFPA 96	Lease Coordinator
10	Fire Dampers & Fire Stop Flaps	Annual	TBS Contractor	Testing	Qualified contractor
11	Chimneys, Flues, & Flue Pipes	Annual	TBS Contractor	Inspection	TBS Contractor
12	HVAC Systems	Annual	TBS Contractor	Inspection & Testing	Qualified contractor
13	Fire Department Access to Building	Daily	YLW Operations	Inspection	Fire Safety Director or designate
14	Fire Hydrants	Semi-Annual	YLW Operations	Inspection	City of Kelowna/ GEID
		Annual	YLW Operations	Flushing	City of Kelowna/ GEID

MASTER TRAINING SCHEDULE FOR 2023

	Topic	Type (New/Refresher)	Date	Audience	Time (Hours)	Responsibility
1.	Fire Safety Plan Review	Refresher	October 2023	AOS/FF & AOT	1 Hour	Fire Safety Director or designate
2.	Supervisory Responsibilities	Refresher	September 2023	DM/Tenants	1 Hour	DM's
3.	Fire Drill	New	September 2023	YLW Campus	3 Hours	Crew Captain/DM
4.						
5.						
6.						
7.						
8.						
9.						

FIRE DEPARTMENT INFORMATION

1. APPOINTMENT OF SUPERVISORY STAFF

Title	Responsibilities & Duties
Airport Duty Manager	Fire Safety Director
AOS/FF or Crew Captain	Deputy Fire Safety Director
Chief, Operations & Fire	Fire Warden Fire Fire Safety Inspections

Refer to Part 2 for details.

2. EMERGENCY CONTACTS

Company Contacts / Key Holders (After Hours Emergency)	
Name	Phone Number
YLW Operations/Fire	250-807-4350
BOUYGUES ENERGIES	250-862-8624

Emergency Agencies		
FIRE DEPARTMENT	.....	9-1-1
Non-Emergency	...	250-469-8577
POLICE DEPARTMENT	.....	9-1-1
Non-Emergency	...	250-762-3300
BC AMBULANCE	.....	9-1-1
Non-Emergency	...	250-860-2777
Kelowna General Hospital	.....	250-862-4000
Fortis BC	.....	1-800-663-9911
BC Hydro	.....	N/A
Poison Control Centre	.....	1-604-682-5050

Fire System Repair and Service		
Service Provided	Company Name	Phone number
Fire Alarm	Bouygues Energies	250-862-8624
Sprinkler System	Bouygues Energies	
Emergency Lighting	Bouygues Energies	
HVAC System	Bouygues Energies	
Portable Extinguishers	YLW Operations	250-807-4350
Omega Communications	Omega Communication	250-469-8577

Note: Emergency Contact Information must be updated every time personnel changes occur, and a copy of the changes supplied to the Fire Department and inserted into all copies of the document on site.

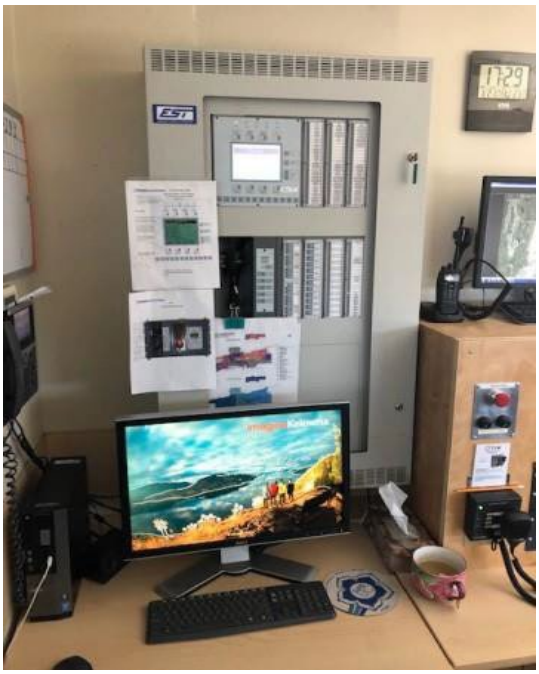
3. BUILDING DESCRIPTION

- Main terminal ATB is a Type 1 Building Non-Combustible Construction and Sprinklered
- COB Building is non-combustible construction and un sprinklered.

4. FIRE ALARM DESCRIPTION/LOCATION

- Main Entry Fire Alarm Annunciator Panel Manufacturer Chubb Edwards EST 3

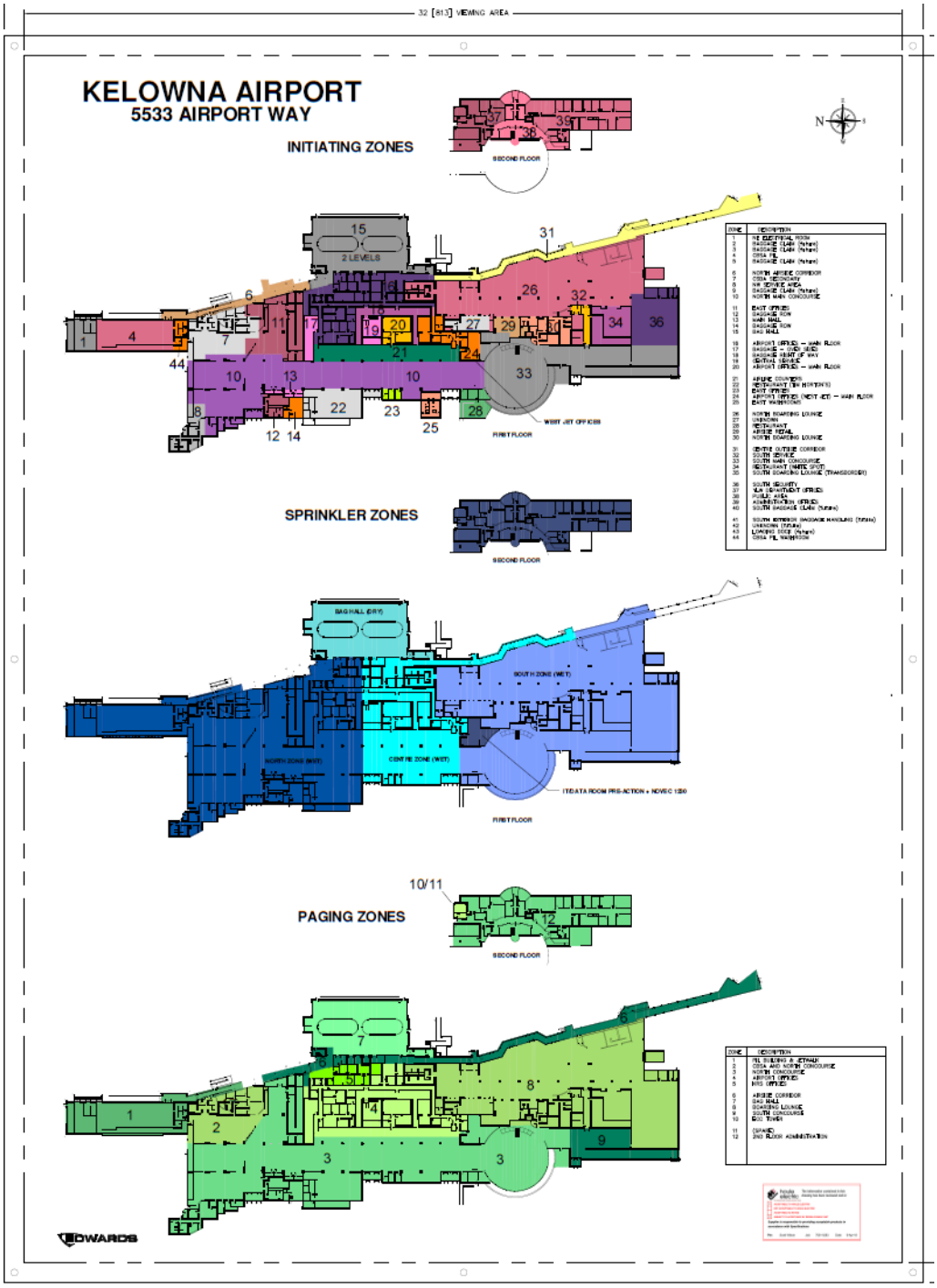
- Main Fire Alarm Panel LAN Room -Chubb EdwardsEst 3



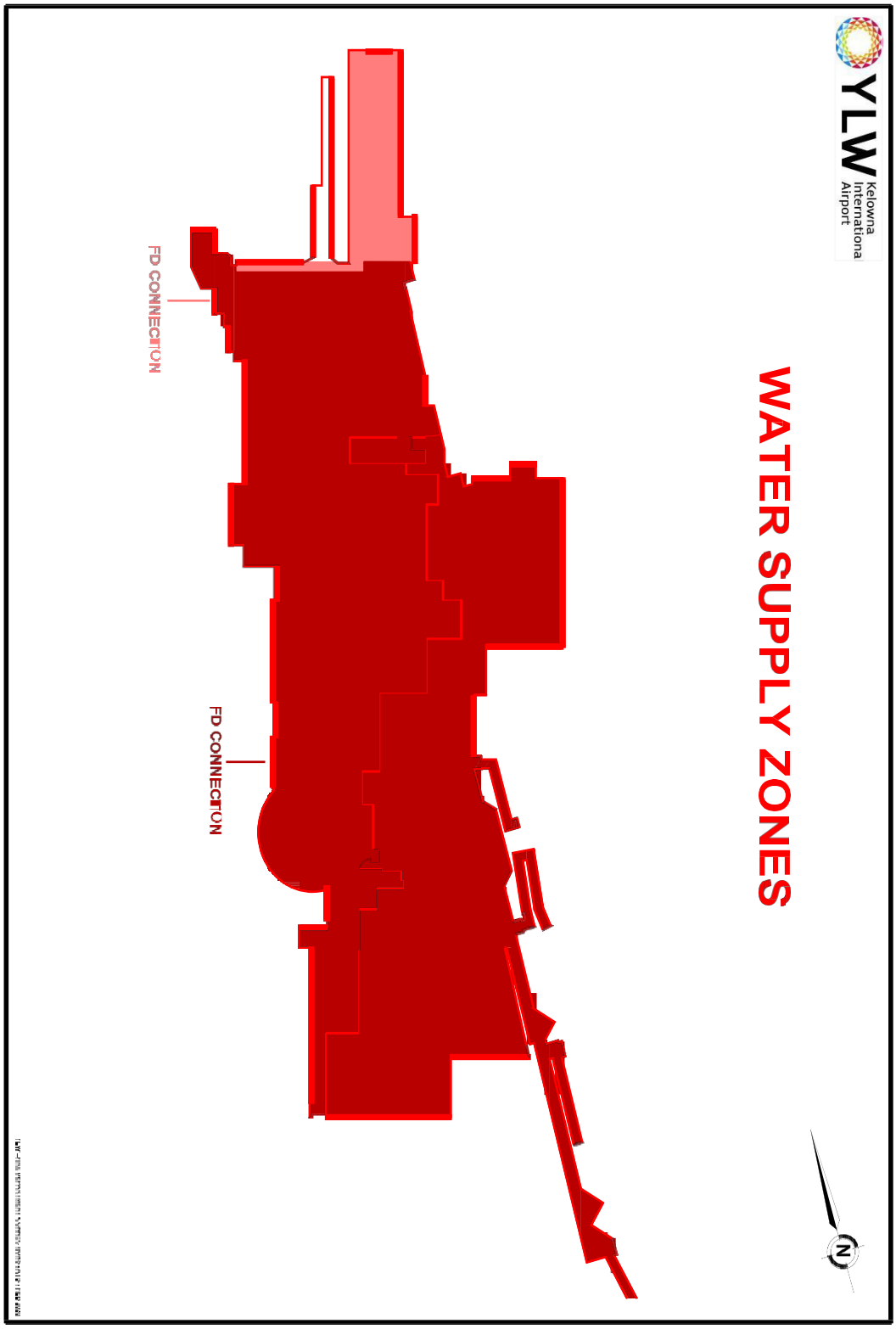
- Main Fire Alarm Panel at COB- Chubb Edwards EST3

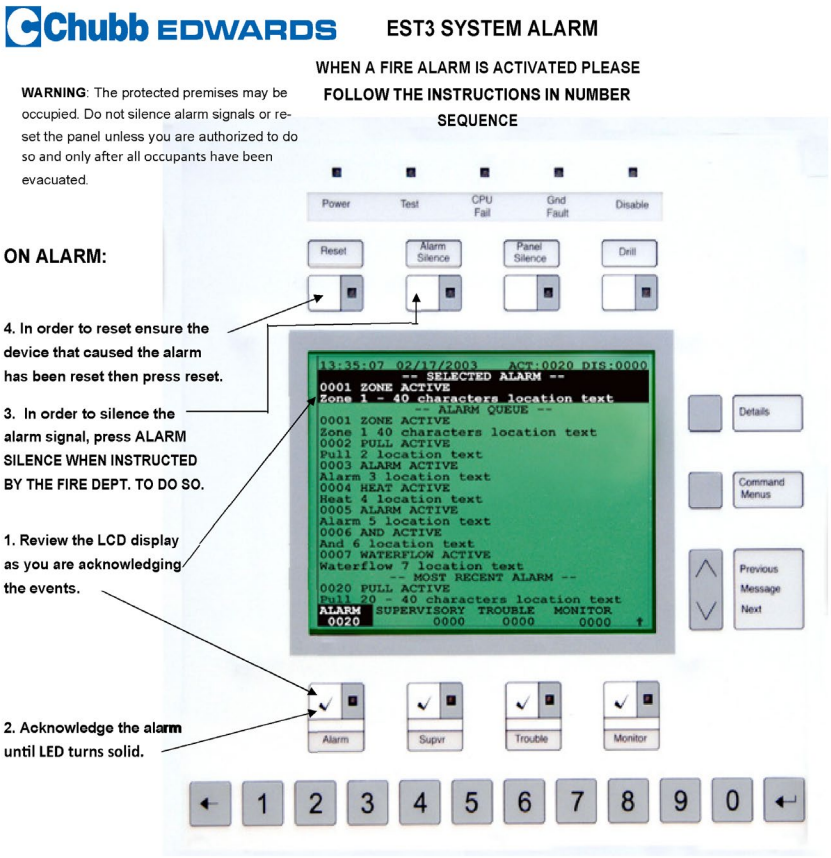
- *Once the fire alarm system has been activated and the fire department is on route,* ***do not reset the fire alarm system****. Prior to the arrival of the fire department if it is positively determined that it is a false alarm, a person with knowledge of the fire alarm may silence the system.*

- Annunciator Panel located at the Baggage area.



- Two Stage Fire Alarm- Second stage after 5 minutes
- Main Entrance
- Supervised by OMEGA COMMUNICATIONS
- Connected to the Novec 1230 suppression system in the LAN Room
- Connected to the restaurant auto suppression system {airside Whitespot}
- Paging / fire phones can be activated to specific or all zones of the ATB.
- Operating instructions and Reset instructions shall be located at each panel.


YLW
Kelowna
International
Airport
WATER SUPPLY ZONES
FD CONNECTION
FD CONNECTION
N



5. FIRE ALARM MONITORING

- Omega Communications 250-469-8577
- Office: 250-860-8016.
- Required to be CAN/ULC Certified Monitoring System

6. ELECTRICAL DISCONNECT LOCATION

- Due to continuous addition and renovation of this building, Bouygues and Fortis will be required to locate and disconnect.

7. ELEVATORS

- There are two elevators:
  - i. The ATB elevator is a convenience elevator and not a Fire Fighter designed.
  - ii. The Airside Corridor /Baggage area elevator is Fire Fighter designated.

8. EMERGENCY GENERATOR

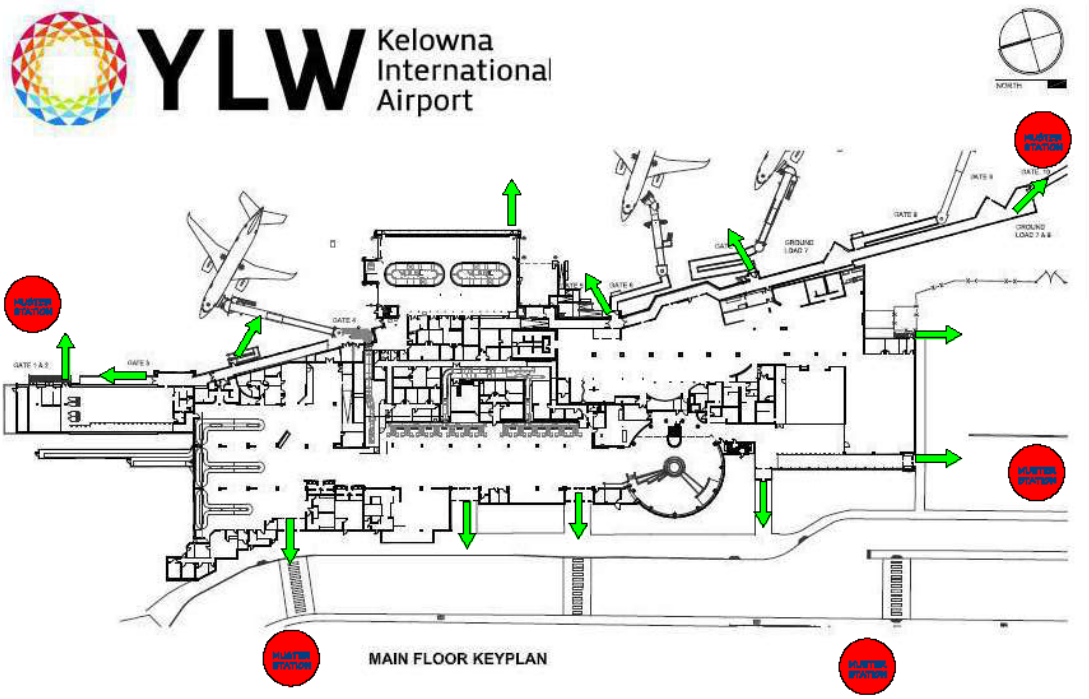
- Picture 1- Doors to generator room located in the COB Building
- Picture 2-Generator supplying the main terminal ATB.
- Picture 2- Smaller generator supplying the COB Building Airfield lighting.

9. EMERGENCY LIGHTING

- Provided by two generators located in the COB Building.

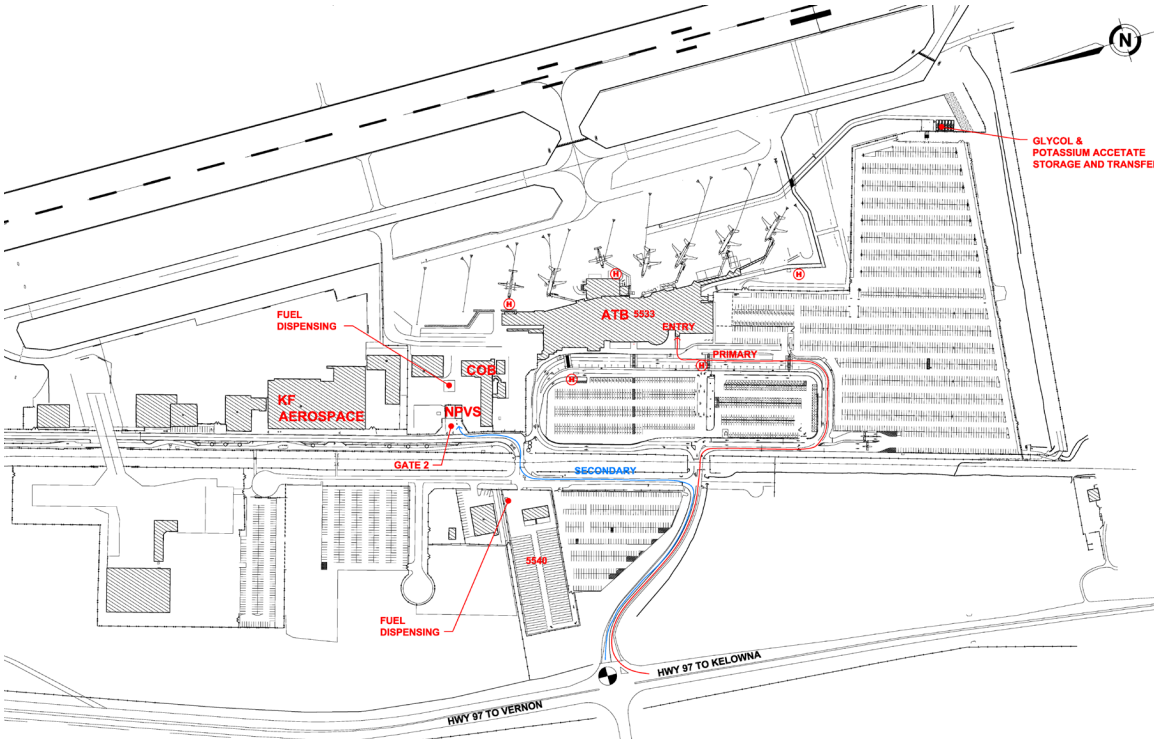
10. EXITING

- Exit locations are in Green. Muster locations in Red



11. FIRE DEPARTMENT ACCESS ROUTES

- Primary / Secondary.
- Main entrance doors allow entry 24/7 to allow fire fighterentry.



12. FIRE DEPARTMENT CONNECTION

- Siamese Connection located to the right side of the main entrance.

13. FIRE DEPARTMENT LOCK BOX

- Located at the left side of the main entrance.

14. WALL HYDRANTS

- There are two wall hydrants located on the east wall. The first located at the north end outside the CBSA area. The second is located outside the baggage handling area.

15. FIRE DEPARTMENT ROOF ACCESS

- Located on the second floor above the baggage handling area.

16. FIRE HYDRANT LOCATIONS

- See site plan drawings.

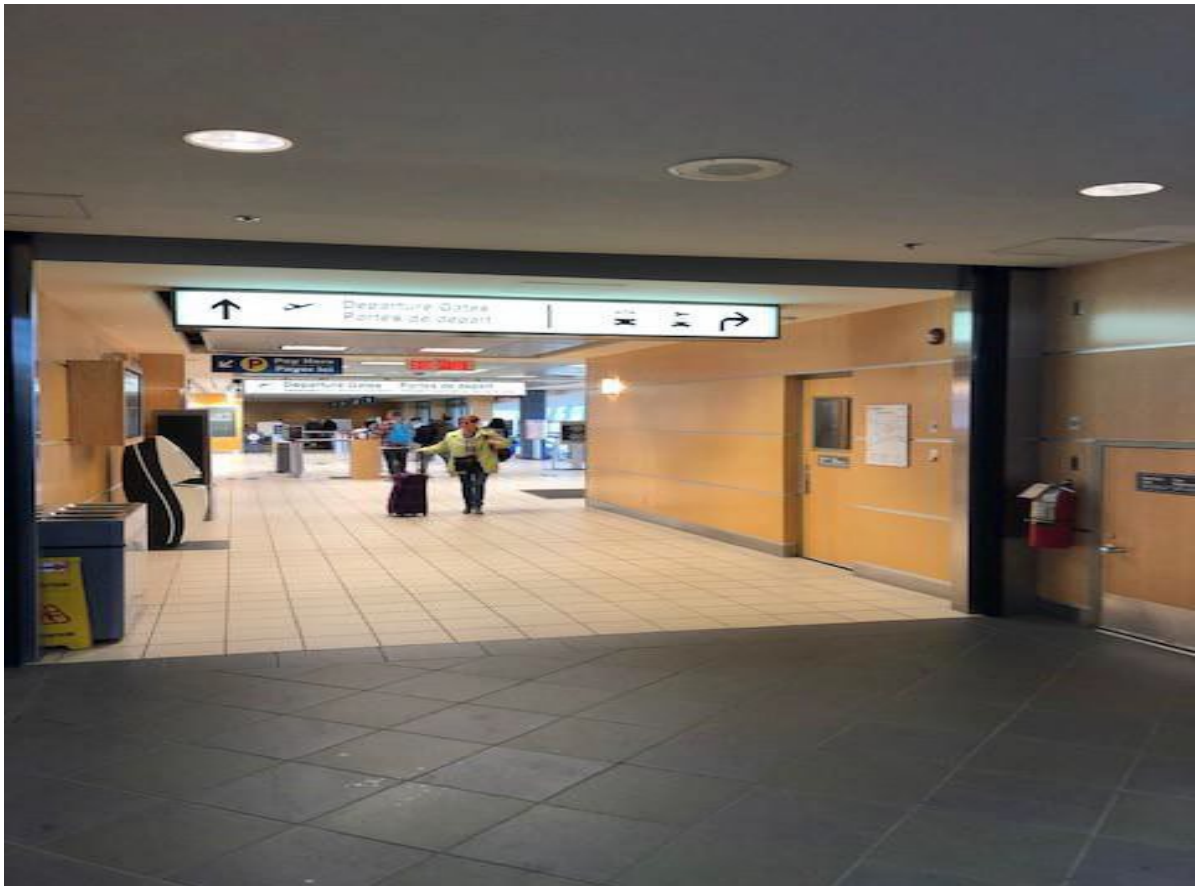
17. GAS SHUT-OFF LOCATION

- Located on the South end of ATB Building. See access site plan drawing.

18. HAZARDS

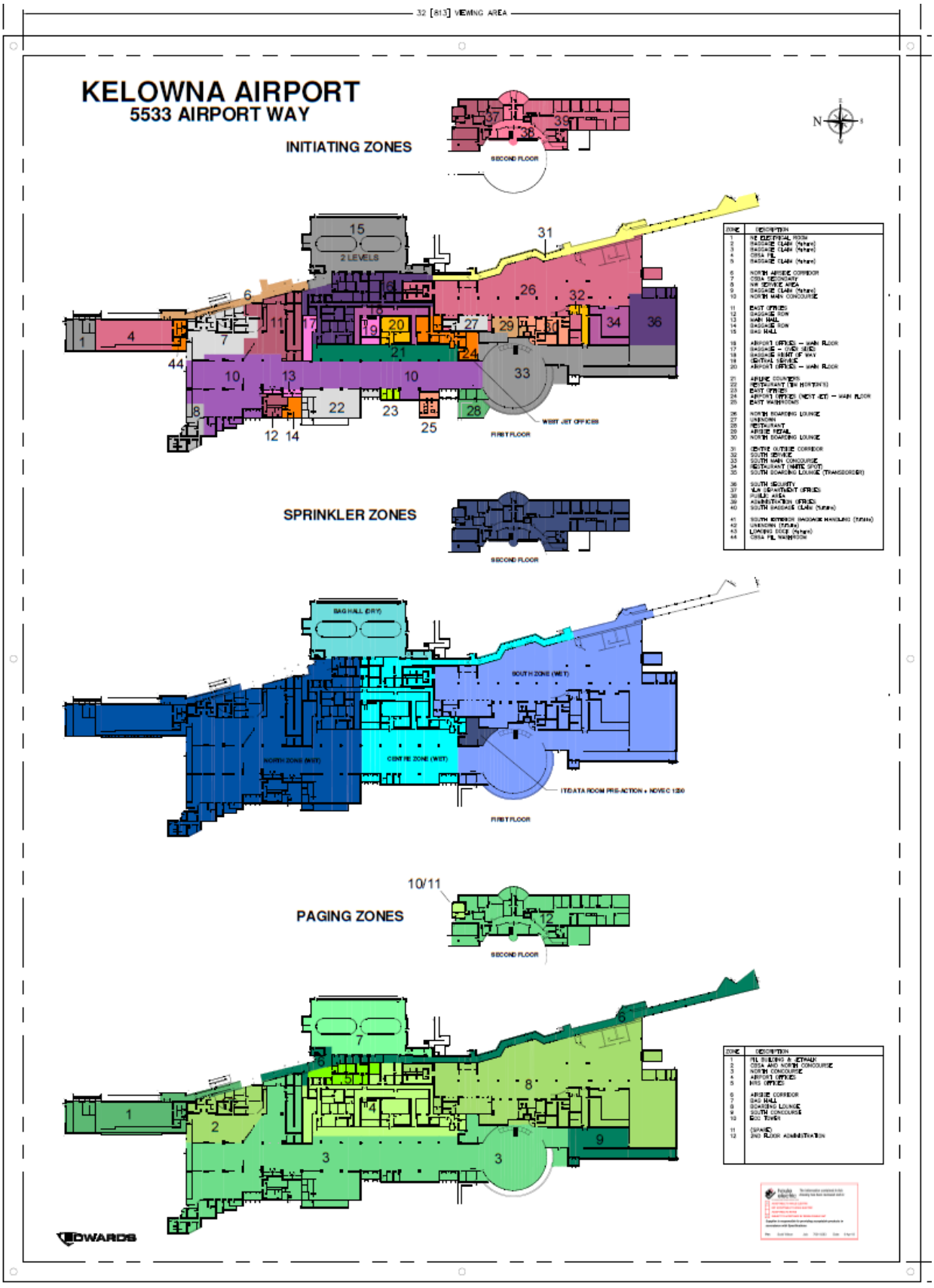
- Fuel Dispensing area is located inside the Gate 2Entrance
- There is also a second Fuel dispensing area located at the entrance to the rental car service building (5540 Airport Way}
- Potassium Acetate and Glycol {de-icers- non-flammable} are located at the southwest end of the runway.

19. SMOKE CONTROL FIRE SHUTTER



A Fire shutter is installed near the entrance to screening. This is to control smoke flow within the terminal. This shutter is controlled and activated by the fire alarm system when it enters second stage. Exit patterns will be directly to the exterior at this time. Cascading exit procedures will not be an option. It is designed control the movement of smoke from fire, thereby limiting the volume of contaminated air into all floor areas from the fire floor.

20. SPRINKLER SYSTEM DESCRIPTION/LOCATION


KELOWNA AIRPORT
5533 AIRPORT WAY
INITIATING ZONES
SECOND FLOOR
FIRST FLOOR
SPRINKLER ZONES
SECOND FLOOR
BAG HALL (DRY)
SOUTH ZONE (WET)
NORTH ZONE (WET)
CENTRE ZONE (WET)
FIRST FLOOR
PAGING ZONES
10/11
12
SECOND FLOOR
EDWARDS

21. ALTERNATE SUPPRESSION SYSTEMS-LAN ROOM AND COMMERCIAL KITCHEN

Novec 1230 Suppression system and controls in LAN Room

Kitchen Auto suppression system and Manual Activation device.

- Ensure all Kitchen employees are trained in the use of this system.

22. WATER SHUT-OFF LOCATION

- Located in the COB Yard

PART 1 – OBJECTIVES OF THE FIRE SAFETY P L A N

1.1 OBJECTIVES

Fire safety is an important responsibility for everyone at Kelowna International Airport. The consequences of poor fire safety practices and a lack of emergency planning could pose a serious threat, not only to our business and employees, but also to the community and environment in the event of an emergency.

In an effort to prevent fires and minimize the damage from fires when they occur, we have developed this Fire Safety Plan (FSP). It is a detailed document designed to deal with all aspects of fire safety relating to our specific buildings and property. As such, it becomes our reference manual outlining the fire safety practices that we will routinely used.

Our FSP allows us to achieve three objectives:

1. **Fire Prevention** – To prevent the occurrence of fire through the control of fire hazards and the proper maintenance of the building's fire protection systems and facilities.

2. **Occupant Safety** – To establish a systematic method for safe and orderly evacuation of the building in the case of fire or another emergency.

3. **Fire Control and Extinguishment** – To establish procedures that will maximize the probability of controlling and extinguishing a fire in the safest and most efficient manner.

To achieve those objectives, we train some personnel to assume supervisory duties to:

1. Effectively implement our fire prevention program.

2. Direct and assist the orderly movement of personnel and occupants in the event of a fire.

3. Perform fire control until the fire department arrives.

1.2 OUR FIRE SAFETY PLAN

Our FSP not only reflects the unique characteristics of our buildings and property, and any hazardous processes and operations it contains, but also considers the available firefighting infrastructure in our community. For this reason, we have consulted with our local fire department and other applicable regulatory authorities, such as WorkSafe BC and the BC Safety Authority.

We review and update our FSP after any changes to our operation and structures, or annually, whichever comes first, to remain in conformance with all the fire safety plan requirements of the current edition of the BC Fire Code.

Our FSP includes the following information to achieve the three objectives of fire prevention, occupant safety, and fire control and extinguishment:

1. Emergency procedures to be used in case of fire, including sounding the alarm, notifying the fire department, provisions for access for firefighting, instructing personnel and occupants on procedures to be followed when the fire alarm sounds, evacuating endangered persons, and confining, controlling and extinguishing the fire.
2. The means to prevent fires and the methods to control fire hazards throughout the business.
3. Instructions to ensure means, implemented to prevent fires and methods to control fire hazards throughout the business, are followed.Information about the appointment, organization and instruction of designated supervisory staff and other occupants, including their related fire safety duties and responsibilities.
4. The method and frequency of conducting fire drills.
5. Detailed maintenance procedures for fire protection systems and building facilities, systems, equipment, and devices.
6. The identification of alternate fire safety measures in the event of a temporary shutdown of fire protection equipment or systems, so that occupant safety can be assured.
7. Instructions and schematic diagrams describing the type, location, and operation of building fire emergency systems.

1.3 BENEFITS OF IMPLEMENTING OUR FIRE SAFETY PLAN

Our efforts to develop and implement this fire safety plan will:

1. Reduces the incidence of fire.
2. Promotes fire hazard identification and elimination.
3. Promotes employee safety and awareness.
4. Increases employee morale by allaying safety concerns.
5. Coordinates business and fire department resources during a fire emergency.
6. Reduces the potential impact of a fire on our business and community (injuries, dollar losses, liability, etc.) should a fire occur.
7. Assist with *BC Fire Code* compliance.

Part of our FSP implementation is ensuring it remains a "**living**" document, meaning each year the plan is reviewed. At minimum new training and inspection dates are added and fire safety plan supervisory personnel selected and confirmed. Our plan is revised accordingly, and the changes documented in the Noteworthy Changes section of the plan.

PART 2 – SUPERVISORY STAFF DESIGNATION

The BC Fire Code defines supervisory staff as those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.

The effectiveness of our Fire Safety Plan depends largely upon the ability, energy, and experience of our emergency response supervisory staff appointed fire safety responsibilities. The Fire Safety Plan has clearly defined their authority so that our personnel, client, and the buildings may be safeguarded against fire. They are instructed in the fire emergency procedures as described in our Fire Safety Plan before they are given any responsibility for fire safety.

All Evacuation procedures are outlined in Appendix B.

2.1 APPOINTED SUPERVISORY STAFF

Airport Chief, Operations & Fire will hereby appoint and authorize the following personnel to fulfill the supervisory duties outlined in the fire safety plan for Kelowna International Airport.

Title	Responsibilities & Duties
Airport Duty Manager	Fire Safety Director
AOS/FF or Crew Captain	Deputy Fire Safety Director
Chief, Operations & Fire	Fire Warden Fire Fire Safety Inspections

2.2 APPOINTMENT DETAILS AND ACKNOWLEDGEMENT

2.2.1. FIRE SAFETY DIRECTOR

Date: August 2023		
Name: Steve Smith		Title: Chief, Operations and Fire
WORK ADDRESS:	1-5533 Airport Way	
HOME ADDRESS:	N/A	
METHODS OF CONTACT:	Office 250-807-4319 Cell: 250-317-9112	
Acknowledgement: _____ Signature of appointed person		_____ Signature of Authorizing Person

2.2.2. DEPUTY FIRE SAFETY DIRECTOR

Date: August 2023		
Name:		Title: Crew Captain
WORK ADDRESS:	1-5533 Airport Way	
HOME ADDRESS:	N/A	
METHODS OF CONTACT:	Office Phone: 250-807-4350 Red 1 Cell Phone: 250-863-8389	
Acknowledgement: _____ Signature of appointed person		_____ Signature of Authorizing Person

2.2.3. FIRE SAFETY INSPECTIONS

Date: August 2023		
Name: Steve Smith		Title: Chief, Operations and Fire
WORK ADDRESS:	1-5533 Airport Way	
HOME ADDRESS:	N/A	
METHODS OF CONTACT:	Office 250-807-4319 Cell: 250-317-9112	
Acknowledgement: _____ Signature of appointed person		_____ Signature of Authorizing Person

2.2.4. FIRE WARDEN

Outlined in Appendix B.

2.3 SUPERVISORY STAFF DUTIES

The delegated responsibility for fire safety for each position is identified in this section.

2.3.1. AIRPORT CHIEF, OPERATIONS & FIRE

The Airport Chief, Operations & Fire is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code including:

1. Establishment of emergency procedures to be followed at the time of an emergency.
2. Appointment and organization of designated supervisory staff to carry out fire safety duties.
3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
4. Assuring that checks, tests, and inspections as required by the Fire Code are completed on schedule and records are retained and maintained.
5. Notification of the local fire department or local government regarding changes to the Fire Safety Plan.

2.3.2. FIRE SAFETY DIRECTOR (FSD)

Our appointed FSD is not expected to be in the building on a continuous basis; however, the FSD should be available to respond to the building on notification of a fire emergency, in order to aid as described in our plan. In the event that our FSD is unavailable, our Deputy Fire Safety Director will be available to perform the obligations of the absent director.

Our Fire Safety Director has the following responsibilities and duties:

1. Administering and maintaining the Fire Safety Plan. This should include:
   a) Updating the plan when alterations are made to the building or processes.
   b) Developing appropriate policies and procedures, or ensuring they are developed, e.g., Hot Work, Storage of Dangerous Products and Materials, Storage and Dispensing of Fuel, etc.
2. Training of Deputy Fire Safety Director(s) and other appointed supervisory staff.
3. Ensuring that those expected to use the portable fire extinguishers are trained.
4. Maintaining records on the following:
   a) Fire incidents
   b) False alarms
   c) Fire drills
   d) Discharge or operation of fire equipment
   e) Training events

f) Name, location, and persons requiring assistance and their volunteer assistants (specify assistance required).
g) Minutes of fire safety meetings (if applicable)
h) Accountability list and shift attendance list

5. Ensuring that fire protection systems are inspected, maintained, and serviced in accordance with the plan and the fire code, and where an inspection, maintenance or testing procedure is beyond in-house capabilities, to have qualified 3rd party personnel complete the procedure.
6. Ensuring that additional precautions are taken to offset the hazard to occupants when fire protection systems are inoperable. This should include:
   a) Checking the fire safety plan and fire code when fire systems need repair.
   b) Advising the fire department of the system status.
7. Ensuring that building maintenance, alteration or renovation does not expose the building or occupants to undue fire hazards, and precautions are taken to ensure building and occupant safety. This should include:
   a) Checking the fire safety plan and the fire code when such activities take place to ensure that they meet the requirements of the fire safety plan and fire code regulations.
   b) Ensuring that, where a fire watch is required, that the fire watch is provided with the appropriate equipment to properly fulfill the duties.
8. Ensuring that supervisory staffs are available to respond to the premises in the event of notification of an emergency. This should include:
   a) Ensuring the Deputy Fire Safety Director available when the FSD is not.
9. Providing information to occupants on general fire safety and evacuation procedures. This should include:
   a) Providing new occupants with an overview of our Fire Safety Plan and education on Part 3 of the plan.
   b) Providing the appropriate level of education and training, based on job duties, on policies and procedures designed to control fire hazards, e.g., Hot Work, Compressed Gas Use, Fuel Storage and Dispensing, Storage of Dangerous Goods, etc.
   c) Notifying occupants whenever the Fire Safety Director or Deputy Fire Safety Director appointments change.
10. Resolving any fire hazards which are reported by personnel or occupants to the fire department.
11. Maintaining familiarity with the buildings fire protection systems.
12. Maintaining familiarity with fire regulations. This should include:
    a) Obtaining and reviewing a copy of the B.C. Fire Code.
    b) Ensuring that the electrical rooms are not used for storage. Ensuring that established policies are adhered to.
13. Considering other emergency situations which could affect the building such as earthquakes, or natural gas leaks.
14. Notifying the alarm monitoring station when the emergency contacts change. Omega Communications

2.3.3. DEPUTY FIRE SAFETY DIRECTOR

The responsibilities and duties include:
1. Assisting the FSD in implementing the fire safety plan.
2. Assuming the position of Fire Safety Director in the absence of the appointed FSD.
3. Perform duties assigned by FSD.

2.3.4. ASSIGNED FIRE RELATED INSPECTIONS

Our Fire Safety Director and others are assigned fire related inspections. These inspections include inspections to determine:
1. The state of repair of the building, other structures, equipment, and stored materials.
2. The state of repair of the fire protection equipment, monitoring equipment and alarms.

The responsibilities and duties include:
1. Conduct all required inspections as per the FSP's outlined frequencies.
2. Complete and submit an inspection report for each inspection.
3. Ensure that all corrective actions and recommendation are acted upon.
4. Report to the Fire Safety Director all actions and recommendations not acted upon in a timely fashion.

2.3.5. FIRE WATCH AND FIRE MONITOR

A "fire watch" is a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required (1) in the event of temporary failure of the fire alarm system, (2) where activities require the interruption of any fire detection, suppression, or alarm system component or (3) activities increase the risk of fire, e.g., hot work.

We will assign and train individuals to fulfill fire watch role when required. The responsibilities and duties are task specific and include:
1. Be familiar with the building and procedures for sounding an alarm in the event of a fire.
2. Watch out for fire hazards in the workplace while work is performed by other employees.
3. Maintain the conditions and requirements stated on the Hot Work permit.
4. Keep flammable materials from ignition sources.
5. In the event of fire, extinguish it immediately or turn a fire alarm on.
6. Call 911.
7. Stop operations if you find any hazardous condition.
8. Never leave the job site while the work is being done unless another Fire Watch can replace you.
9. When all operations are done, do not leave the worksite unless you're sure that there are no hot sparks, embers and other fire hazards unless another fire watch or fire monitor is assigned.
10. Return all firefighting equipment to their original location.

2.3.6. FIRE (OR FLOOR) WARDENS

The Fire/Floor Warden's primary responsibility is to manage the evacuation of personnel from

his/her designated area during a fire or other emergency. During normal business operation, our fire wardens will conduct daily checks to ensure our fire prevention efforts and emergency evacuation routes are in a good state of repair.

We will assign and train individuals to fulfill fire/floor warden role. The responsibilities and duties are task specific and include:

The following duties have been assigned during an emergency:

1. Advise all personnel within their area to evacuate by the nearest safe exit during a fire or other emergency.
2. Assist in the evacuation of persons with disabilities.
3. Check washrooms and rest areas and inform any personnel of the emergency.
4. Close all doors (**do not lock**) behind you as you exit the building.
5. Leave the building.
6. Ensure that the entrance to the building is not congested by directing persons away from the entrance.
7. Co-operate with Security and fire officials.
8. Obey promptly any instructions you may receive from Security or Fire Department personnel.
9. Co-operate with Security and the Integrated Risk Management department in any debriefings resulting from an evacuation.

The Fire/Floor warden will conduct daily checks for:

1. Accumulation of combustible materials, rubbish, or flammable liquids.
2. Dangerous ignition sources, i.e., worn extension cords, oily rags, overheating equipment.
3. Exit lights in good order and adequate lighting in public corridors and stairwells.
4. Fire and exit doors and their self closing hardware to ensure that they are in good operating condition. Doors must not be wedged open for any reason.
5. Unobstructed exit routes. (Definition of exit routes in previous sections).
6. Condition of firefighting equipment.

Assistant Fire/Floor wardens will assist the Fire/Floor warden in fire prevention and emergency evacuation. The assistant will assume the duties of the Fire/Floor warden in his/her absence.

2.4 CONDUCTING FIRE DRILLS

Once each year our Fire Safety Director shall conduct a fire drill. The drill will not test any evacuation skills of the occupants; however, it will provide the Fire Safety director, Deputies, and Occupants with the opportunity to hear the fire alarm tone alert and consider their actions in the event that the fire was real.

We will use the following procedure when conducting the fire drill:

1. Notify occupants of the date and time of the drill.
2. Notify the alarm monitoring service (when applicable) and the fire department, on their non-emergency phone numbers, that you are planning to have a non-evacuation fire drill, and that you will call them back when the drill is complete.

3. Discuss evacuation procedures with Deputy FSD and those occupants *willing* to participate.
4. Have the Deputy FSD perform the *If You Discover a Fire* scenario and the *In Case of Fire* procedures for occupants. The FSD should perform his or her duties as detailed in the plan.
5. Reset the fire alarm system.
6. Notify the alarm monitoring company (when applicable) and the fire department that the fire drill is complete.
7. Discuss drill with occupants in an attempt to identify problems.
8. Complete the *Incident Report.*

PART 3 – INSTRUCTION TO OCCUPANTS

3.1 FIRE SAFETY INSTALLATIONS

Kelowna International Airport is a non-Combustible building equipped with sprinklers and a two stage Fire Alarm system. It has a wide range of occupant loads depending on time of day and time of the year. It is a highly organized operation consisting of career staff and many volunteers. Operational procedures are in place to handle almost any anticipated disaster or event. Readiness is a priority to all the management and personnel. Continued training is necessary to ensure readiness.

3.2 GENERAL FIRE PREVENTION INSTRUCTIONS

1. Smoke only within designated outdoor areas and only dispose cigarette butts in the provided waste container.
2. Be alert around electrical equipment. If electrical equipment is not working properly or if it gives off an unusual odour - often the first sign of a problem that could cause a fire - disconnect the equipment and call an appropriate maintenance contractor.
3. Promptly replace any electrical cords that are damaged or frayed. Protect them if will be stepped on or chafed.
4. Do not plug one extension cord into another, and do not plug more than one extension cord into one outlet.
5. Keep all heat-producing appliances away from the wall and away from anything that might burn. Leave plenty of space for air to circulate around equipment that normally gives off heat.
6. Make sure all appliances in your area - such as coffee makers and hot plates - are turned off. when not in use. It's best to assign one person to make this check every day.
7. Do your part to keep storage areas, stairway landings and other out-of-way locations free of wastepaper, empty cartons, dirty rags and other material that could fuel a fire.
8. Keep stairways, landings, hallways, passageways and exits (inside and out) clear of any obstructions at all times.
9. Promptly remove all combustible waste from all areas where waste is placed for disposal.
10. Report fire hazards to the Fire Safety Director.
11. Report suspicious items or activities in this area.

3.3 YLW SPECIFIC POLICES AND PROCEDURES TO PREVENT FIRES

Kelowna International Airport has specific policies and procedures to prevent fires:

1. Hot Work Activities
2. Storage and Use of Compressed Gases
3. Fuel Storage and Dispensing
4. Indoor and/or Outdoor Storage of Dangerous Products and Materials
5. Indoor and/or Outdoor Storage of Combustible material
6. Outdoor Storage of Rubber Tires
7. Indoor and/or Outdoor container, tank or other bulk storage and dispensing of flammable

liquids and combustible liquids.

8. Special processes involving flammable liquids and combustible liquids materials (e.g., baking and drying, dry cleaning, floor finishing, spray coating processes, dipping, and coating processes)
9. Operation involving flammable liquids and combustible liquids.
10. Use, Maintenance, and Parking of Industrial Trucks
11. Combustible Dust Accumulation Mitigation

3.4 FIRE PREPAREDNESS

1. Know the location of the two exits closest to your area. Count the number of doors between you and each of those exits - in case you must escape through a darkened, smoke-filled corridor where you can't read the names on the doors.
2. Learn where the nearest pull station is located and how to activate it.
3. Post the 9-1-1 or Fire Department Emergency Number on your telephone.
4. Learn the sound of your building's fire alarm.
5. During the annual fire drill which will be conducted by the Fire Safety Director, do the following:
   a) Review the basic IN CASE OF FIRE procedures posted in the corridors, and Evacuation Procedures.
   b) Ensure you know who the Fire Safety Director and Deputies are, and how to contact them.
   c) Read the other information provided in our Fire Safety Plan.
6. The cleaning of a smoke alarm with a vacuum cleaner at least twice a year is recommended.
7. Volunteer to be one of two designated persons who will assist a person requiring assistance.
8. <Add site specific instructions, if applicable, for other identified fire hazards, e.g., combustible dust, flammable liquids and gases, compressed gases, fuel storage and dispensing, storage of lumber or dangerous goods, etc. >

3.5 FIRE EVACUATION

1. Use a building telephone only if you are safe from the fire.
2. Do not use the elevator.
3. While exiting, walk, and do not run. Shut all doors behind you and alert those who have difficulty hearing that an emergency evacuation of the building is under-way. Proceed along corridors and through exits in a quiet and orderly manner. High heeled shoes are hazardous while proceeding downstairs, and it is advisable to remove them before entering the stairwell. Do not push or jostle.
4. Assist persons requiring assistance to reach the nearest safe exit:
   a) Try to keep exits clear by permitting others to pass. It may be necessary to hold persons requiring assistance in or near the exit and wait for fire department assistance.
5. If you encounter smoke use an alternate route.
6. If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.
7. Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and

use your alternate escape route. If it feels normal, brace your body against the door and open it a crack - be prepared to slam it shut if heat or smoke starts to rush in.

8. If all exits are blocked by fire or smoke, enter a room preferably with an exterior window, and seal the cracks in the door with available materials to prevent smoke entering the room.
9. Phone 9-1-1 or to report your situation and attract the attention of someone outside the building by any possible means.
10. When you have reached the outside of the building, move away from the exit allowing others behind you to emerge.
11. Do not attempt to drive your vehicle from the parking area.
12. Do not enter the building again until permitted by a fire department officer or the fire safety director.
13. <Add site specific instructions, if applicable>

Caution

14. If smoke is heavy in the corridor, it may be safer to stay in your area, close the door and place a wet towel at the base of the door.
15. Crouch low to the floor if smoke enters the room.
16. Move to the most protected room and partially open the window for air. Close the window if smoke comes in.
17. Wait to be rescued – Remain calm – Do not panic and jump.

3.6 USING A PORTABLE FIRE EXTINGUISHER

Portable fire extinguishers are useful only if you know how to use them, if they are right for the type of fire you are fighting, and if the fire is discovered immediately. You should not attempt to fight even a small fire until people have been evacuated from the area and the Fire Department has been called.

Never attempt to fight a fire if any of the following is true:

* You are uncertain about how to use the extinguisher.
* The fire is spreading beyond the immediate area where it started.
* The fire could block your escape route.
* You are alone.
* The Fire Department has not been called.

To operate an extinguisher...Remember...

PASS!

(Pull – Aim – Squeeze – Sweep)

If fire breaks out again, repeat use of the extinguisher.

3.7 METHODS TO ASSIST PERSONS WITH PHYSICAL DISABILITIES

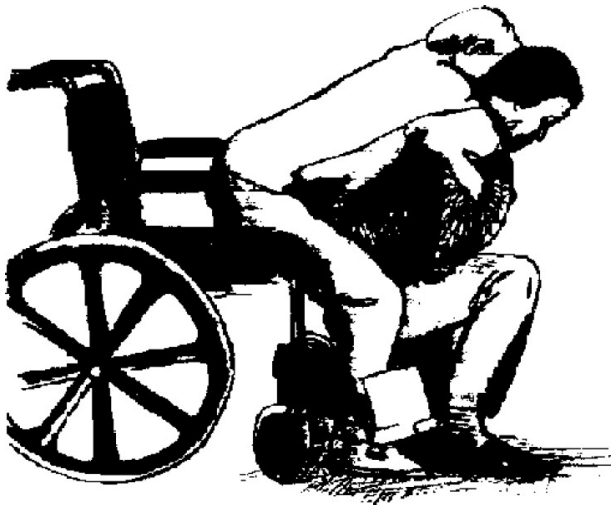
In most cases people with physical disabilities should be placed under the supervision of designated personnel until the Fire Department can rescue them. If it is life threatening for the people with physical disabilities and their supervisors to remain on that floor, it is recommended that the people with physical disabilities be transported via the stairwell to a grade level exit.

Below are some techniques which may be used to perform this transport:

3.7.1. THE BACK-PACK LIFT

The Rescuer would kneel at the front of the person being assisted and place the person's arms up and over the rescuer's shoulders and chest. The rescuer would then lean forward before raising slowly to a full standing position. (Figure 1)

Figure 1



3.7.2. TWO RESCUER EXTREMITIES CARRY:

The person being assisted would be placed on the stairwell landing. One rescuer would lift at the legs, under the knees, while the other would lift under the shoulders with fingers locked across the individual's chest. Rescuers, with backs erect, would lift together, rising slowly to a standing position (Figure 2).

Figure 2

3.7.3. TWO RESCUER SEAT CARRY

Two rescuers position themselves next to the wheelchair (or beside the person being assisted) in order to grasp each other's upper arm or shoulder (Figs. 3 & 4). The person being assisted would place his/her arms firmly around both rescuers' necks as per Fig. 5. The two rescuers would then lean forward placing their free arm under the individual's legs, firmly grasping each other's wrists as per Fig. 6. Working together, both rescuers lift, using legs, and carefully step forward.

Figure 3

Figure 4

Figure 5

Figure 6

These are but a few examples of transporting a person down a stairwell.

PART 4 – INSPECTION, TESTING AND REPAIR & MAINTENANCE OF FIRE PROTECTION EQUIPMENT

Our FSP contains a detailed schedule identifying the required checks, inspections and tests of all fire safety systems and features we provided. Through our Fire Safety Director, we will:

1. Ensure that all fire protection features provided in Kelowna International Airport are **checked, inspected, tested, and maintained** in accordance with the frequencies specified in the *BC Fire Code*, Division B, Parts 2 and 6, and all applicable referenced standards; if not specified in the fire code, then, in accordance with manufacturer's operating instructions and/or good engineering practices.
2. Keep permanent records of all tests and corrective measures taken:
   a) Include those completed by the Fire Safety Director or designate, qualified personnel, or a 3rd party contractor.
   b) Maintain for a period of two years after they are made. If time intervals between tests exceed two years, the records shall be retained for the period of the test interval plus one year. The records are to be made available upon request to the local fire department, supervisory staff, and other personnel.
   c) Maintain copies in the Fire Safety Plan for review by the local fire department (i.e., the Authority Having Jurisdiction)
3. **Note:** Activities on the Daily Inspection Report are exempt from this requirement.
4. Make provisions for notification of the fire department and building occupants in the event of tests, repairs, or alterations of fire protection installations.
5. Ensure that alternative measures are employed for fire safety of occupants during shut down of fire protection equipment & systems or part thereof. See below for details.

PRECAUTIONS DURING MAINTENANCE, REPAIRS, ALTERATIONS, AND RENOVATIONS

- BC Fire Code, Division B, sentence 6.1.1.4 (1) – Protection during Shutdown – states:

  "When any portion of a fire protection system is temporarily shut down, alternative. measures shall be taken to ensure that protection is maintained."

- Interruption of normal operation of a fire protection system for any purpose constitutes a "temporary shutdown." Types of interruptions include, but are not limited to, periodic inspection or testing, maintenance, and repairs. During a shutdown, alternative measures are necessary to ensure that the level of safety intended by the Code is maintained.
- When a sprinkler system is shut down, measures that can be taken include the extra fire watch service and Full sprinkler protection shall be restored or the provisions of additional precautions during shutdowns shall be maintained when work on the system is temporarily discontinued, as at nighttime or during holidays.
- The Fire Alarm monitor and Kelowna Fire Department must be advised if any sprinkler or alarm systems are temporarily shut down.

INOPERABLE OR TEMPORARILY SHUT DOWN FIRE ALARM SYSTEM

When the system cannot be repaired and returned to full operation, the following precautions should be implemented:

1. Notify the fire department of the system status and develop alternative measures in cooperation with the fire department to ensure that, should a fire occur while the alarm system is out of service:
   a) All persons in the building can be promptly informed.
   b) The fire department is notified.
2. Notify all supervisory staff that the fire alarm system is temporarily shut down and review emergency evacuation procedures including notification procedures of all persons in the building.
3. Appoint a fire watch to conduct a sequential tour of the building in areas normally served by fire detection devices (i.e., rooms or spaces protected by sprinklers, heat detectors, smoke detectors or some other form of fire detection devices). Persons conducting the fire watch would record their patrols and be provided some means of communication to notify the fire department in the event of a fire.

TEMPORARY SHUTDOWN OF STANDPIPE SYSTEM

1. Notify all supervisory staff and the fire department that the standpipe system is temporarily shut down.

TEMPORARY SHUTDOWN OF SPRINKLER SYSTEM

1. Notify the Fire Department (phone #: 250-469-8577)
2. Tag or identify closed sprinkler control valves in a manner apparent to the responding fire department.
3. Notify all supervisory staff that the sprinkler system is temporarily shut down and the temporary precautions.
4. Schedule the work on the sprinkler system to enable the system to be operational as quickly as is possible in the circumstances.
5. Employ additional temporary precautions:
   a) Where practicable, provide temporary water connections to the sprinkler system.
   b) Provide emergency hose lines and portable extinguishers.
   c) Have a fire watch patrol the area until the sprinkler system has been restored.
6. Prohibit "Hot works" such as welding or cutting in the area where the sprinkler protection is impaired unless it can be limited to areas where precautions have been put into place.
7. When work on the system is temporarily discontinued, such as at nighttime or during holidays, restore full sprinkler protection or maintain the provisions of additional precautions.

TEMPORARY SHUTDOWN OF SPECIAL EXTINGUISHING SYSTEMS

Everyone, working in an area where a special extinguishing system is shutdown, and all supervisory staffs must be notified of the temporary shutdown. The fire department should also be notified.

TEMPORARY REMOVAL OF A PORTABLE FIRE EXTINGUISHER

Where a service company removes a fire extinguisher from the building for an extended length of time, a fire extinguisher of the same type should be provided temporarily in its place.

BUILDING ALTERATIONS AND REPAIRS

During alterations and repairs ensure that the building and its occupants are not exposed to undue fire hazards created by contractors' equipment or supplies which are brought into the building. Frequent inspection of the affected area will occur in order to ensure the following:

1. Exits are free of obstructions.
2. Dangerous work areas are inaccessible to the building occupants.
3. Contractors have obtained necessary building and operation permits.
4. Flammable and combustible liquids are handled and stored safely.
5. Heat producing equipment such as welding/cutting equipment and portable heaters are used safely.
6. Damage to fire separations (e.g., walls, doors & related hardware) are repaired.

Where a problem is suspected the Fire Department should be contacted in order to provide advice or perform an inspection.

PROCEDURES AFTER FIRE SAFETY EQUIPMENT HAS OPERATED

1. FIRE DETECTION & ALARM SYSTEM

Procedure for false alarm:

1. ENSURE the fire department is aware of incident.
2. DO NOT SILENCE OR RESET the fire alarm system.
3. When the fire department is satisfied that the alarm was false, RESTORE any activated manual pull stations and RESET the system (if qualified).
4. COMPLETE the Incident/Activity Report.

Where a fire has occurred and damaged system wiring and/or detection devices, or you are unsure of the reset procedures, it is likely that "trouble" will be indicating on the system. In this case a qualified contractor should be contacted to make the necessary repairs.

2. WET AUTOMATIC SPRINKLER SYSTEM

Where a sprinkler has activated during a fire condition or accidentally through mechanical damage it is necessary to place the system back in operation as soon as possible. This procedure should be conducted by a qualified sprinkler contractor; however, where a contractor is not immediately available, the following procedure could be followed in the interim:

a) Ensure that the fire department is aware of the incident.
b) Close the zone or main system shut-off valve.
c) Open the drain serving the floor.

d) Use the special sprinkler wrench and replace the damaged sprinkler with a new one of the same types.
e) Close the floor drain.
f) Open the floor shut-off valve.
g) Perform an inspection and main drain tests.
h) Reset the fire alarm system.
i) Contact a qualified contractor to check work.

3. DRY AUTOMATIC SPRINKLER SYSTEM

Where a sprinkler has activated during a fire condition or accidentally through mechanical damage it is necessary to place the system back in operation as soon as possible. This procedure should be conducted by a qualified contractor however, where a contractor is not immediately available, the following procedure could be followed in the interim:

Ensure that the fire department is aware of the incident.

a) Close the main shut-off valve.
b) Turn-off the air compressor.
c) Open the 2" main system drain.
d) Use the special sprinkler wrench and replace the damaged sprinkler with a new one of the same types.
e) Close the main system drain.
f) Slowly open the main shut-off valve.
g) Perform main drain test.
h) Leave the compressor off as the system is fully charged with water. The system should remain this way until properly reset by a qualified contractor.
i) Leave the fire alarm system silenced until the system is properly restored by a qualified contractor.

During freezing weather, the system cannot be left charged with water; therefore, the following procedure should be followed:

a) Ensure that the fire department is aware of the incident.
b) Close the main shut-off valve.
c) Turn-off the air compressor.
d) Open the 2" main system drain.
e) Use the special sprinkler wrench and replace the damaged sprinkler with a new one of the same types.
f) Close the main system drain.
g) Leave the main shut-off valve closed and "tag it" out of service.
h) Leave the compressor off.
i) Notify the fire department that the system is down and that the fire department pumper connection outside the building is available for use while awaiting the qualified contractor.
j) Leave the fire alarm system silenced until the system is properly restored.
k) Have a fire watch patrol the area until the sprinkler system has been restored.

4. PORTABLE FIRE EXTINGUISHERS

When extinguishers have been used, they should be serviced by qualified personnel.

5. FIRE EXTINGUISHING SYSTEM

Following operation, the system shall be restored by a qualified contractor.

PART 5 – CHECKLISTS & INSPECTION, TESTING AND MAINTENANCE REPORTS

The fire code requires that building fire protection and life safety systems receive a variety of regular inspections, service, and maintenance.

- **Check** – means a visual observation to ensure that devices or systems are in place, and no obvious damage or obstructions to proper operation exist.
- **Inspect –** means a physical examination to determine that the devices or systems will. apparently perform in accordance with its intended function.
- **Test** – means operation of the devices or systems to ensure that it will perform in accordance with its intended operating functions. It is generally required to have a certified system technician perform tests.

The majority of inspections are generally *quick checks* to ensure that the particular system is operational and not in need of service. Some inspections do not require a high degree of technical knowledge of the particular system, but rather the ability to check for a specific problem, and have it corrected. Such inspections could be adequately performed by selected supervisory staff on a *daily* basis.

Semi-Annual and Annual Inspection, Testing and Maintenance procedures generally involve technical procedures and will be performed by qualified individuals or private contractors specializing in the particular field. Contractors may perform their own unique inspection and testing procedures; however, their procedures must meet the minimum requirements set by the applicable code. The repair or cleaning of equipment and the periodic replacement of components must be as per manufacturer's specifications and recommendations and must not reduce the level of performance of the equipment.

When the system or any part of it is shut down the supervisory staffs are to be notified and alternative measures are to be followed as outlined in this approved fire safety plan in accordance with BC Fire Code, Division B, sentence 6.1.1.4 (1) – Protection during Shutdown.

1. FIXED EXTINGUISHING SYSTEM - COMMERCIAL KITCHEN

- Reference: NFPA 17, *Dry Chemical Extinguishing Systems*
- Reference: NFPA 17A, *Wet Chemical Extinguishing Systems*
- Reference: NFPA 12A, *Halon 1301 Fire Extinguishing Systems*
- Reference: NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*

Note: Fixed extinguishing systems are most commonly found in commercial kitchens. The extinguishing equipment is intended to protect the grease removal devices automatically or manually, hood exhaust plenums and exhaust duct systems. In order for the extinguishing systems to work as designed, the fire safety director and designated staff must maintain the equipment.

i. DAILY INSPECTION PROCEDURE:

- Clean exterior of hood.
- Check the grease drip tray (collection receptacle), drain and clean as required.
- Review nozzle direction over appliancesto ensure adequate coverage.

ii. WEEKLY INSPECTION PROCEDURE:

- Filters and Grease Extractor Modules should be removed and cleaned at least once a week (more under heavy usage).
- Inspect the interior of hood, base of duct and fusible fire extinguisher links for grease build-up.
- Filters should be soaked in a strong chemical solution and rinsed either with a pressure washer or run through the dishwasher. (Note: Filters must be replaced with the baffles running vertically)

iii. MONTHLY INSPECTION PROCEDURE:

- The extinguishing system is in its proper location.
- Manual actuators are unobstructed.
- Tamper indicators and seals are intact.
- Maintenance tag or certificate is in place.
- No obvious physical damage or condition exists that may prevent operation.
- Pressure gauge(s), if provided, are in operable range.
- Nozzle blow off caps are intact and undamaged.
- **Record Keeping** on the Monthly Inspection and Testing Report

iv. SEMI-ANNUAL MAINTENANCE PROCEDURE:

- Confirm connection to Fire Alarm System
- Contractor to perform maintenance in accordance with reference standard.
- **Record Keeping** on the Semi-Annual Inspection and Testing Report

2. PORTABLE FIRE EXTINGUISHERS

Reference: NFPA 10, *Standard for Portable Fire Extinguishers*

- An **inspection** of an extinguisher is a *quick check* that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. **Maintenance** is a *thorough check* of an extinguisher which is intended to give maximum assurance that an extinguisher will operate effectively and safely and will normally reveal the need for hydrostatic pressure testing. **Recharging** is the *replacement* of the extinguishing agent.

i. MONTHLY INSPECTION PROCEDURE:

Check portable fire extinguishers for the following:

- Located in designated place.
- No obstruction to access or visibility.
- Operating instructions on nameplate legible and facing outward.
- Seals and tamper indicators not broken or missing.
- Determine fullness by weighing or *hefting.*
- Examine for obvious physical damage, corrosion, leakage, or clogged nozzle.
- Pressure gauge reading or indicator in the operable range or position.
- **Record Keeping** on the Monthly Inspection & Testing Report
- Serial number of extinguishers requiring maintenance should be recorded on report for qualified contractor.

Fill-out extinguisher tag with following information:

- Date extinguisher was inspected.
- Initials of person performing inspection

ii. ANNUAL MAINTENANCE PROCEDURE:

- Perform maintenance in accordance with the B.C. Fire Code Regulations and NFPA 10, including any necessary hydrostatic pressure testing.
- **Record Keeping** on the Annual Inspection & Testing Report

3. MEANS OF EGRESS

i. DAILY INSPECTION PROCEDURE:

- Doors in fire separations shall be inspected to ensure that they remain closed and latched unless the door is equipped with an acceptable hold open device that will permit the door to close and latch automatically in the event of fire.
- Corridors used by the public and exits shall be maintained free of obstructions.
- Exterior passageway and exterior exit stairs shall be maintained free of snow and ice accumulations.
- **Record Keeping –** no formal record keeping required.

ii. MONTHLY INSPECTION PROCEDURE:

- Doors in fire separations shall be operated to ensure that they are properly maintained.
- Doors equipped with a hold open device must release automatically in the event of a fire.
- **Record Keeping** on the Monthly Inspection & Testing Report

4. FIRE DETECTION & ALARM SYSTEM INCLUDING VOICE COMMUNICATION

Reference standard: ULC S536, *Inspection and Testing of Fire Alarm Systems*.

i. DAILY INSPECTION PROCEDURE:

- Check Fire Alarm AC power lamp and trouble light.
- Check trouble conditions.
- Check central alarm and control facility.
- **Record Keeping –** no formal record keeping required.

ii. MONTHLY TESTING PROCEDURE:

- Notify the alarm monitoring company, the fire department, and the tenants that you are testing the system. Notify all parties when you have completed testing.
- Under emergency power, one manual alarm initiating device shall be operated on a rotation basis and shall initiate an alarm condition.
- Intended function of all alarm audible signal appliances shall be ensured.
- The annunciator panel shall be checked to ensure that the tested devices annunciate correctly.
- Intended function of the audible and visual trouble signals shall be ensured.
- Fire alarm batteries shall be checked to ensure that:
- Terminals are clean and lubricated where necessary.
- Terminal clamps are clean and tight where necessary.
- Electrolyte level and specific gravity, where applicable, are specified by the Manufacturer.
- **Record Keeping** on the Monthly Inspection & Testing Report

iii. ANNUAL SERVICE PROCEDURE:

- Contractor shall perform service in accordance with ULC S536
- **Record Keeping** on the Annual Inspection & Testing Report

5. EMERGENCY LIGHTING UNITS

Reference Standard: *B.C. Fire Code Regulation - current edition*

i. MONTHLY INSPECTION PROCEDURE:

- Self-contained emergency lighting unit equipment shall be inspected to ensure that:
- Pilot lights are functioning and not obviously damaged or obstructed,
- The terminal connections are clean, free of corrosion and lubricated, when necessary,
- The terminal clamps are clean and tight as per manufacturer=s specifications, and
- The battery surface is kept clean and dry.
- **Record Keeping** on the Monthly Inspection & Testing Report

ii. MONTHLY TESTING PROCEDURE:

- Self-contained emergency lighting unit shall be tested at intervals not greater than one month to ensure that the emergency lights will function upon failure of the primary power supply.
- **Record Keeping** on the Monthly Inspection & Testing Report

iii. ANNUAL TESTING PROCEDURE:

- Self-contained emergency lighting unit equipment shall be tested at intervals not greater than twelve months to ensure that the unit will provide emergency lighting for a duration equal to the design criterion under simulated power failure conditions. Minimum operating time of minutes.
- After completion of the test, the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is functioning in accordance with the manufacturer's specifications.
  Note: Operation time for units is as follows:
- 60 minutes for Group B occupancies not within the scope of Building Code Subsection 3.2.6.
- 30 minutes for a building of any other occupancy.
- **Record Keeping** on the Annual Inspection & Testing Report

6. EMERGENCY GENERATOR

Reference Standard: • CAN/ CSA-C282-M, *Emergency Electrical Power Supply for Buildings* (Hospitals use CAN/ CSA Standard Z32.4)
Emergency power supply is maintained as per the manufacturer's Manual of Operation.

i. WEEKLY MAINTENANCE SCHEDULE PROCEDURE:

Maintain as per manufacturer's Manual of Operating Instructions including CAN/CSA S282 Table 2.

Examine the following:

- Fuel tank level
- Lubricating oil level
- Engine coolant
- Heaters, lubricant and/or coolant
- Engine, generator, fuel tanks and cooling systems for evidence of leakage
- Operation of fuel transfer pump
- Starting system-batteries, etc., for leakage, cleanliness, and terminal security
- Air tanks for pressure (air motor system)
- Valves for leakage (air motor system)
- Operation of auxiliary engine and compressor (air motor system)
- Bleed off condensation (air motor system)
- Louvre settings-control panel settings (ensure the unit is ready for start-up)
- Battery electrolyte level

- Battery specific gravity
- Battery electrical connections(tightness, leaks, or sulfation)
- Battery cleanliness and dryness between terminal posts
- Charger cleanliness and operation of both float and equalize modes.
- Engine governor control linkages and oil level
- Engine fuel pump oil sump
- Engine fan belts and protective devices
- Panel covers are secure and annunciator lamps are operational.
- **Record Keeping:** Weekly Inspection Report

ii. MONTHLY TESTING PROCEDURE:

Maintenance procedures are scheduled and completed as per operating instructions CAN/CSA S282 Table 2.

- Have manufacturer's maintenance manual and manual of instructions available.
- Simulate a failure of the normal electrical power supply, arranged so that:
  - an engine-generator set operates under at least 30% of the rated load for 60 minutes.
  - all automatic transfer switches are operated under load
- Record readings of all instruments associated with engine and generator and verify that they are normal.

Procedure to Operate Generator (simulate power failure):

- Engage the *emergency power transfer switch.*
- Disengage the switch after completion of test to ensure generator is in normal operating condition.
- **Record Keeping** on the Monthly Inspection & Testing Report

iii. MONTHLY MAINTENANCE AND INSPECTION SCHEDULE

- Include an inspection to assess the correct functioning of all auxiliary equipment such as the radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers, and engine room ventilation controls and operation.
- Generator:
  - check brush operation for sparking
  - check for bearing seal leakage
- **Record Keeping** on the Monthly Inspection & Testing Report

iv. SEMI-ANNUAL SERVICE PROCEDURE:

- Check/Clean the following:
  - Crankcase breathers
  - Lubricant governor
  - Linkages

v. ANNUAL MAINTENANCE PROCEDURE:

- Contractor shall perform checking, testing, and servicing of items which require attention at 1 year intervals as specified in the manufacturer's instructions and CSA Standard C282.
- Liquid fuel storage tank shall be drained and refilled with a fresh supply of fuel at intervals not greater than 12 months.
- **Record Keeping** on the Annual Inspection & Testing Report

vi. 2 YEAR CHECKING PROCEDURE:

- Contractor shall perform checking, testing, and servicing of items which require attention at 2 year intervals as specified in the manufacturer's instructions and CSA Standard C282.
- **Record Keeping** on the 2 Year Inspection & Testing Report

vii. 3 YEAR CHECKING PROCEDURE:

- Contractor shall perform checking, testing, and servicing of items which require attention at 3 year intervals as specified in the manufacturer's instructions and CSA Standard C282.
- **Record Keeping** on the 3 Year Test Report

viii. 5 YEAR CHECKING PROCEDURE:

- Contractor shall perform checking, testing, and servicing of items which require attention at 5-year intervals as specified in the manufacturer's instructions and CSA Standard C282.
- **Record Keeping** on 5 Year Test Report

7. SPRINKLER SYSTEM

Reference Standard: B.C. Fire Code Regulation 1998 Section 6.5 and NFPA 25, (See attached Reference Guide)
Notification - Prior notification of water flow or other tests to be made to a sprinkler system shall be given to parties who could be affected by an alarm.

i. DAILY INSPECTION PROCEDURE:

- Dry-pipe valve rooms or enclosures in unheated building shall be inspected at intervals not greater than 24 hours during periods of freezing weather and measures shall be taken to ensure that the temperature of the room or enclosure is maintained above 4 degrees C.
- **Record Keeping –** no formal record keeping required.

ii. WEEKLY INSPECTION PROCEDURE:

- Valves controlling sprinkler water supplies or alarms shall be inspected at intervals not greater than 7 days to ensure that they are in the open position.

  Note: For valves locked in the open position see Monthly Inspection & Test. For electrical supervised valves see Bi-monthly Test & Inspection.
- Dry pipe system air pressure shall be read at intervals not greater than 7 days and the system shall be maintained at the required pressure.
- **Record Keeping:** Weekly Inspection Report

iii. MONTHLY INSPECTION & TESTS PROCEDURE:

- When the alarm line discharge is subject to freezing, water flow alarm tests using the alarm test connection located at the sprinkler valve shall be performed on sprinkler systems at intervals not greater than one month. (This test operates mechanical or electrical gong.)
- On monitored system, the water flow actuated devices may be tested every two months. See Bi-monthly Test and Inspection.
- On electrically supervised systems, the water flow actuated devices may be tested annually. See Annual Tests and Maintenance.
- Valves which are locked open shall be inspected at intervals not greater than one month.
- Check the priming water supply for dry-pipe systems to ensure that it is at the proper level above the dry-pipe valve.
- **Record Keeping:** Monthly Inspection & Testing Report

iv. SEMI-ANNUAL TESTS PROCEDURE:

- *All Systems*
- Gate valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler supervisory devices shall be tested at intervals not greater than 6 months.
- **Record Keeping** on Semi-Annual Inspection & Testing Report

v. ANNUAL TESTS & MAINTENANCE PROCEDURE:

Wet Systems

- Water flow alarm tests using the inspector's test connection shall be performed on wet pipe sprinkler systems at intervals not greater than twelve months.

Dry Systems

- Dry-pipe valves shall be trip tested at intervals not greater than 12 months with the control valve partially open. (Dry-pipe valves shall be trip tested at least once every 3 years with the control valve fully open using the inspector's test valve)
- Auxiliary drains shall be drained before each winter.

All Systems

- Water flow tests using the main drain shall be conducted at intervals not greater than 12 months to ensure that water supply available has not deteriorated.
- Drainage facilities shall be tested to ensure that the drains are capable of taking the full flow from the main drainpipe without causing damage.
- Sprinkler control valves are accessible.
- Pits containing sprinkler control valves are free of water and protected from freezing.
- Sprinkler piping and hangers are in good repair.
- Sprinklers are inspected for damage, corrosion or accumulations of grease, paint or other deposits and are replaced where such conditions would impair the operation of the sprinkler.
- Spare sprinklers shall be checked to ensure that the stock on hand is not less than:
  - 6 spare sprinklers (not more than 300 sprinklers)
  - 12 spare sprinklers (between 301 - 1 000 sprinklers)

- 24 spare sprinklers (more than 1 000 sprinklers)

- Spare sprinklers shall correspond to the types and temperature ratings of the sprinklers in use.
- A sprinkler wrench shall be kept in the cabinet where the spare sprinklers are stored.
- **Record Keeping** on Annual Inspection & Testing Report

vi. THREE YEAR TEST PROCEDURE:

Dry System

- Dry-pipe valve shall be trip tested with the control valve fully open using the inspector'stest pipe (dry-pipe valve shall be trip tested annually with the control valve partially open).
- **Record Keeping** on 3 Year Test Report

vii. FIFTEEN YEAR TEST PROCEDURE:

Dry System

- Entire system shall be test flushed at intervals not greater than 15 years.
- **Note:** Whenever any of the regularly scheduled testing procedures indicate the presence of possible obstructions in the dry pipe system piping, the entire system shall be flushed of foreign material.
- **Record Keeping** on Fifteen Year Testing Report

viii. FIFTY YEAR TEST PROCEDURE:

- Sample sprinklers from sprinkler systems which have been in service more than 50 years shall be sent to a recognized testing laboratory for testing, and this procedure shall be repeated at intervals not greater than 10 years thereafter.
- When sprinklers are required to be tested in conformance with Sentence (1), no fewer than 6 sprinklers of each type shall be tested, except that no fewer than 2 sprinklers per floor per individual system shall be tested.
- All sprinklers shall be replaced in sprinkler systems from which sample sprinklers have been tested and found defective.
- **Record Keeping** on Fifty Year Test Report

8. STANDPIPE & HOSE SYSTEM

Reference Standard: NFPA 14, Installation of Standpipe and Hose System.

- Alterations - Standpipe systems that have been modified or extended or are being restored to service after a period of disuse exceeding twelve months, shall be flow and pressure tested at the highest and most remote hose connection to ensure the availability of the water supply for which the system was designed.

i. MONTHLY INSPECTION PROCEDURE:

- Hose cabinets shall be inspected to ensure that the hose is in proper position and that all the equipment is in place and in operable condition.
- Hose valves shall be checked to ensure they are tight.
- Main shut off valve shall be checked to ensure that it is open.

- **Record Keeping** on Monthly Inspection & Testing Report

ii. ANNUAL INSPECTION PROCEDURE:

- All portions of the system shall be inspected.
- **Record Keeping** on Annual Inspection & Testing Report

iii. FIVE YEAR TEST PROCEDURE:

- The standpipe system shall be flow tested at intervals not greater than 5 years to ensure that the design flow can be delivered.
- If during the flow test there is an identification of the presence of debris in the piping, the entire system shall be flushed of foreign material.
- **Record Keeping** on the Five-Year Test Report.

9. FREEZING PROTECTION

i. ANNUAL INSPECTION PROCEDURE:

- Check automatic heat tape to ensure that it is operable.
- Locations are identified in <enter location>
- **Record Keeping** on Annual Inspection & Testing Report

10. FIRE PUMPS & RESERVOIRS

i. WEEKLY INSPECTION PROCEDURE:

- The water level in the fire pump reservoir shall be observed at intervals not greater than 7 days and maintained at the proper level.
- Operate internal combustion engine fire pump at rated speed and observe the discharge pressure, suction pressure, lubricating oil level, operative condition of relief valve, and general operating conditions at intervals not greater than 7 days.
- Internal-combustion engine fire pumps shall be operated for a sufficient time to bring the engines up to normal operating temperatures. The storage batteries and fuel supplies shall be maintained at the correct levels.
- **Record Keeping** on the Weekly Inspection & Testing Report

ii. MONTHLY TEST PROCEDURE:

- Test fire pumps driven by electric motor at rated speed until satisfactory performance of the pump, driver and controller is verified at intervals not greater than one month. (An indication of the satisfactory performance of the controller can be obtained by starting the pump by reducing the water pressure in the controller sensing line. The operating conditions of the relief valve, and the discharge and suction pressures, lubricating oil levels and priming water levels, are further indications of the performance of the fire pump and related equipment.)
- **Record Keeping** on the Monthly Inspection & Testing Report.

iii. ANNUAL TESTING PROCEDURE:

- Fire pumps shall be tested at full rated capacity at intervals not greater than 12 monthsto ensure that they are capable of delivering the rated flow.
- **Record Keeping** on the Annual Inspection & Testing Report.

11. FIRE DAMPERS & FIRE STOPS FLAPS

i. ANNUAL TESTING PROCEDURE:

- Ensure that the fire dampers and fire stops are in place and are not obviously damaged or obstructed.
- **Record Keeping** on the Annual Inspection and Testing Report.

12. HOODS, DUCTS & FILTERS

i. WEEKLY INSPECTION PROCEDURE:

- Hoods, ducts, and filters subject to accumulations of combustible deposits shall be inspected at intervals not greater than 7 days and shall be cleaned if the accumulation of such deposits creates a fire hazard.
- If necessary, hoods and filters shall be cleaned by staff.
- If necessary, ducts shall be cleaned by a qualified contractor.
- **Record Keeping** on the Weekly Inspection & Testing Report - when equipment is cleaned.

13. CHIMNEYS, FLUES & FLUE PIPES

i. ANNUAL INSPECTION PROCEDURE:

- Inspect to identify any dangerous conditions at intervals not greater than twelve months.
- After any chimney fire,
- At the time of addition of any appliance,
- Clean as often as necessary to keep them free from dangerous accumulations of combustible deposits.
- **Record Keeping** on the Annual Inspection and Testing Report.

14. HEATING VENTILATING & AIR CONDITIONING SYSTEMS

i. ANNUAL TESTING AND SERVICING PROCEDURE:

- Inspect and service as necessary to ensure that these systems do not create a fire hazard.
- Except for self-contained systems within dwelling units, disconnect switches for mechanical air-conditioning and ventilating systems shall be operated to establish that the system can be shut down in an emergency.
- **Record Keeping** on the Annual Inspection & Testing Report.

15. FIRE DEPARTMENT ACCESS TO BUILDING

i. DAILY INSPECTION PROCEDURE:

- Streets, yards, and roadways provided for fire department access shall be maintained so as to be always ready for use by fire department vehicles.
- Vehicles shall not be parked to obstruct access of fire department vehicles and signs shall be posted prohibiting such parking.
- Access panels or windows provided to facilitate access for firefighting operations shall be always maintained free of obstructions.
- **Record Keeping –** no formal record keeping required.

16. FIRE HYDRANTS

i. SEMI-ANNUAL INSPECTION PROCEDURE:

- Hydrants shall be inspected to ensure that hydrant caps are in place and caps with worn, rusted or obstructed threads, which might hamper easy removal, are repaired, or replaced.
- Hydrant barrels shall be inspected to determine if water has accumulated as a result of a leaking main valve or a plugged or damaged drain valve.
- Main valves which are leaking and drains which are plugged or damaged shall be repaired.
- **Exception: Where it is not practical to repair faulty drain valves or where drain valves are intentionally plugged, measures shall be taken to prevent the freezing of accumulated water.**
- **Record Keeping** on the Semi-annual Inspection & Testing Report.

ii. ANNUAL FLUSHING PROCEDURE:

- Conduct in conjunction with one of the semi-annual inspection lists previously.
- Hydrants shall be flushed at intervals not greater than 12 months with the main valve and any outlet valves fully opened until the water runs clear.
- **Record Keeping on the** Annual Inspection & Testing Report

PART 6 – LEGAL BASIS FOR FIRE SAFETY PLANNING

6.1. GENERAL

The 2012 BC Fire Code, Division C, Part 2 (Administrative Provisions), Sentence 2.2.1.1 (1) states "Unless otherwise specified, the **owner or the owner's authorized agent** shall be responsible for carrying out the provisions of this code.

One such provision is the preparation, implementation, and maintenance of a Fire Safety Plan (FSP) when required by the BC Fire Code.

Our building and property are required to have a Fire Safety Plan in conformance with the current version of BC Fire Code Division B, Article 2.8.1.1. It has been prepared to meet the requirements of Subsection 2.8.2 and any other applicable fire safety plan requirements due to our specific operation.

Articles, in other sections of Division B identify additional specific items that exist in our operation, require additional information in our FSP. They include but not limited to:

- <Article 3.1.2.6 –additional information if dangerous goods (e.g., radioactive, explosives, compressed gases, reactive) are stored or handled;>
- <Article 3.2.2.5 – additional information if certain products (see section 3.2.1.1) are stored indoors;>
- <Article 3.2.7.14(5) – additional information required for individual storage areas;>
- <Article 3.3.2.9 – additional information if certain products (see section 3.3.1.1) are stored outdoors;>
- <Sentence 4.1.6.1. (4) – additional information for spill control and drainage systems if flammable and combustible liquids stored, handled, used, and/or processed in your operations;>
- <Article 4.3.14.5 – additional information for storage tanks containing flammable or combustible liquids;>
- <Article 5.1.5.1 - additional information if processes and operations involve a risk from explosion, high flammability or related conditions that create a hazard to life safety. Hot Works, Dust-Producing Processes, Special Processes involving Flammable and Combustible Liquids and Materials, and Laboratories are examples of processes and operations captured in this section;>
- <Article 5.2.3.7 – additional information required for hot works>
- <Article 5.6.1.3 - additional information, prior to commencement of construction, alteration, or demolition, is required.>

Our FSP must meet all the requirements of the applicable sections in the BC Fire Code. We have vested interest in promoting fire safety. In return for resources used to develop a FSP, our incidence and impact of fire will be reduced. The FSP is crucial for worker and public safety; it is much more than a template document produced just to meet a regulatory requirement. To that end, fire officials recommended we use experienced and trained employees, contractors or other individuals who are familiar with the content and design of FSPs.

Our Fire Safety Director with intimate knowledge of the workings and hazards associated with our facility or operation was involved to ensure specific issues related to our business were addressed. Finally, communications with the local fire department occurred to help ensure congruency with their

expectations and operations, as well as providing them knowledge of ourfacility.

The completed FSP was reviewed be the local fire department. A copy is retained on site in a location accepted by our local fire department. We are responsible for implementing all aspects of our FSP, for always keeping it current and applicable, and for ensuring our employees are well trained in its expectations.

BC FIRE CODE 2018

2018 BC FIRE CODE SECTION 2.8 EMERGENCY PLANNING

PART 7 – DEFINITIONS AND FIRE PROTECTION TERMS

Access to Exit – that part of a 'means of egress' within a floor area that provides access to an exit. serving the floor area.

Alarm signal – an audible signal transmitted throughout a zone or zones or throughout a building to advise occupants that a fire emergency exists.

Alert signal – an audible signal to advise designated persons of a fire emergency.

Approved – approval by the authority having jurisdiction (AHJ).

Area of Refuge – a space that facilitates a safe delay in egress, is sufficiently protected from fire conditions developing in the floor area and provides direct access to an exit or fire fighters' elevator.

Authority Having Jurisdiction – includes the fire commissioner, inspectors, and local assistants to the fire commissioner.

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

Building Heights – the overall height of a building from the first story to the roof.

Class A fire – a fire involving combustible materials such as wood, cloth, and paper.

Class B fire – a fire involving flammable or combustible liquid, fat, or grease.

Class C fire – a fire involving energized electrical equipment.

Class "D" fire – a fire involving a combustible metal.

Class "K" fire – a fire involving fryers and cooking appliances that involve combustible cooking media, vegetable or animal oils and fat.

Closure – a device or assembly for closing an opening through a fire separation or an exterior wall, such as a door, shutter, wired glass or glass block, and includes all components such as hardware, closing devices, frames, and anchors.

Combustible Construction – that type of construction that does not meet the requirements for non-combustible construction.

Combustible liquid – any liquid having a flash point at or above 37.8 C° and below 93.3 C°.

Deputy Fire Safety Director – appointed supervisory staff member who assumes the duties of the Fire Safety Director during his/her absence.

Dry Automatic Sprinkler System – a fire sprinkler system which has sprinkler supply piping containing air. Such a system can be installed in areas subjected to freezing conditions as water does not enter the sprinkler piping until a sprinkler activates.

Electrical Service Room – a room or space provided in a building to accommodate building electrical service equipment and constructed in accordance with the British Columbia Building Code.

Exit – that part of a means of egress that leads from the floor area it serves, including any doorway leading directly from a floor area to an open public thoroughfare or to an exterior open space thoroughfare.

Fire Alarm System – a device or combination of devices designed to warn occupants of a building of a fire.

Fire code – refers to the British Columbia Fire Code (current edition), pursuant to the Fire Services Act.

Fire Damper – a closure which consists of a damper installed in an air distribution system or a wall or floor assembly, which is normally held open but designed to close automatically in the event of a fire in order to maintain the integrity of a fire separation.

Fire Detector – a device which detects a fire condition and automatically initiates an electrical signal to actuate an alert signal or an alarm signal and includes heat detectors and smoke detectors.

Fire Safety Director – the person designated by the Building Management to implement and maintain the Fire Safety Plan.

Fire Safety Plan – a plan which provides occupant information for control of fire hazards, maintenance of fire protection systems, and evacuation procedures for their building.

Fire protection systems – a general term used in this document which includes sprinkler and fire alarm systems, hose stations, portable fire extinguishers, fire dampers, emergency lights, exit signs, fire doors, smoke control equipment, and voice communication systems.

Fire Separation – a construction assembly that acts as a barrier against the spread of fire.

Fire stop flap – a device intended for use in horizontal assemblies required to have a fire resistance rating and incorporating protective ceiling membranes, which operates to close off a duct opening through the membrane in the event of a fire.

Fire Suppression System – a device or combination of devices designed to extinguish or support extinguishment of fire.

Fire Watch – a procedure where a person is responsible to patrol a building or site and to sound an alarm in case of fire, or conduct such duties as required by the Fire Chief.

Firewall – a type of fire separation of non-combustible construction which subdivides a building or separates adjoining buildings to resist the spread of fire, and which has a fire resistance rating as prescribed in the B.C. Building Code and has structural stability to remain intact under fire conditions for the required fire-rated time.

Flammable liquid – any liquid having a flash point below 37.8 C° and having a vapour pressure not exceeding 275.8 kPa (absolute) at 37.8 C°.

Flash Point – the minimum temperature at which a liquid within a container gives off vapour in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

Floor Area – the space on any story of a building between exterior walls and required firewalls, including the space occupied by interior walls and partitions, but not including exits, vertical service spaces, and their enclosing assemblies.

Floor of Activation – the floor from which the fire alarm system was activated.

Flue – an enclosed passageway for conveying flue gases

Flue pipe – refers to the pipe connecting the flue collar of an appliance to a chimney.

Fire dampers – a device intended for use in horizontal assemblies required to have a fire-resistance rating and incorporating protective ceiling membranes, which operates too close off a duct opening through the membrane in the event of a fire.

Hazardous Material – a product, substance or organism that are designated as dangerous in the Transportation of Dangerous Goods Act (Canada), but shall not include a quantity of such product, substance, or organism that if accidentally spilled is insufficient to cause danger to live or the environment.

Major Occupancy – the principal occupancy for which a building or part thereof is used or intended to be used and shall be deemed to include the subsidiary occupancies that are an integral part of the principal occupancy. The major occupancy classifications used in this Code are as follows:

A1 - Assembly occupancies intended for the production and viewing of the performing arts.

A2 - Assembly occupancies not elsewhere classified in Group A

A3 - Assembly occupancies of the arena type

A4 - Assembly occupancies in which the occupants are gathered in the open air.

B1 - Care or detention occupancies in which persons are under restraint or are incapable of self-preservation because of security measures not under their control.

B2 - Care or detention occupancies in which persons having cognitive or physical limitations require special care or treatment.

C - Residential occupancies

D - Business and personal services occupancies

E - Mercantile occupancies

F1 - High-hazard industrial occupancies

F2 - Medium-hazard industrial occupancies

F3 - Low-hazard industrial occupancies

Means of egress – a continuous path of travel provided by a doorway, hall-way, corridor, exterior passageway, balcony, lobby, stair, ramp, or other egress facility or combination thereof, for the escape of persons from any point in a building, room, or contained open space to a public thoroughfare or other acceptable open space (means of egress includes exits and access to exits).

Non-combustible Construction – that type of construction in which a degree of Fire Safety is attained by the use of non-combustible materials for structural members and other building assemblies.

Qualified Contractor – a specific service agency, trained industrial safety personnel or

maintenance personnel.

Generally – any trained person with proper equipment

Smoke alarm – a combined smoke detector and audible alarm device designed to sound an alarm within the room or suite in which it is located upon the detection of smoke within the room or suite.

Sprinklered (as applying to a building or part thereof) – means that the building or part thereof is equipped with a system of automatic sprinklers.

Standpipe System – an arrangement of piping, valves, hose connections and allied equipment installed in a building with the hose connections located in such a manner that water can be discharged in streams or spray patterns through attached hose and nozzles, for the purpose of extinguishing a fire and so protecting a building and its contents in addition to protecting occupants. This is accomplished by connections to water supply systems or by pumps, and other equipment necessary to provide an adequate supply of water to the hose connections.

Supervisory staff – those occupants of a building who have been appointed to take responsibility for some aspect of the fire safety plan (Fire Safety Director & Deputies).

Wet Sprinkler System – a fire sprinkler system which has sprinkler supply piping containing water. Such a system cannot be installed in areas subjected to freezing conditions as water is always in the sprinkler piping.

Zone – an area of a building designated as part of a fire alarm system or sprinkler system.

ABBREVIATIONS

CSA: Canadian Standards Association

NFPA: National Fire Protection Association

ULC: Underwriters Laboratories of Canada

APPENDIX A – HOT WORK POLICY AND PROCEDURES

PREAMBLE

Kelowna International Airport is committed to a workplace free of injuries. That commitment is partly met by this Hot Work policy which ensures that employees, contractors, and visitors to the operation are protected from the potential from related injuries and that site property and product are protected. It is required that all employees and contractors to our operations familiarize themselves with our policies and adhere to those policies, including the Hot Work Policy.

POLICY

This policy was developed to ensure that the Hot Work will be managed, and proper actions are taken to prevent loss due to fire caused by Hot Work activities.

Hot Work is defined as any operation that can produce enough heat from flame, spark, or other source of ignition, with sufficient energy to ignite flammable vapours, gases, or dust. Hot work usually involves activities like welding, cutting, grinding, brazing, flaming, chipping, air gouging, riveting, drilling, and soldering.

All affected employees and contractors will receive instruction as to the expectations of them to ensure compliance with this policy.

Whenever possible, hot work activities will be conducted in the workshop's designated area that is free of combustible and flammable contents, with walls, ceilings and floors of non-combustible construction or lined with non-combustible materials.

A fire watch is not required for hot work activities performed in the designated area but is required everywhere else.

SCOPE

The provisions set out in this policy apply to any hot work done on and is to be strictly adhered to by all parties. The use of a Hot Work Permit when that hot work takes place away from the designated hot work areas is mandatory.
The Hot Work policy and procedures have also been developed to comply with:

- the BC Fire Code,
- the Occupational Healthand Safety Regulation, and
- the BC Safety Standards Regulation and related.

RESPONSIBILITIES MANAGEMENT

- To ensure that all employees involved in the Hot Work Process are trained (including Permit Authorizing Individual (PAI), Hot Work Operator (HWO), and Fire Watch (FW). This responsibility is assigned to the Project Manager, Operations or Duty Manager.
- Conduct periodic audits to ensure compliance with this policy. This responsibility assigned to our Project Manager, Operations or Duty Manager. Communicate any changes to this policy with

respect to regulation and interpretation. This responsibility assigned to our Health and Safety Manager.
- Ensure that the policy is reviewed annually and is current with all applicable regulations. This responsibility assigned to our Chief of Operations & Fire.

PERMIT AUTHORIZING INDIVIDUAL (PAI)

- Assess the work area and sign the Hot Work Permit PRIOR to work commencing. Copy of Hot Work Permit is attached at the end of this policy document.
- Post one part of permit at job site and place top copy of permit at the site designated area. (i.e., permit board).
- Ensure at least one worker tasked to perform hot work is trained as an HWO.
- Assign a worker trained as a FW, including use of portable fire extinguishers, to fire watch duties as described below –The Fire Watch.
- Provide FW with:
  - 10 lb portable fire extinguisher and other firefighting equipment (e.g., pail of water, bucket of sand, fire hose)
  - Means of communication (e.g., cell phone, radio)
  - Location of nearest air horn and air horn protocols
  - Authority to stop hot work activity if unsafe conditions develop
- Ensure sprinkler systems are in working order monitoring once per hour for minimum of 6 hours or longer as determined. Ensure alternate measures are used if the Hot Work requires the temporary shutdown of our fire protection equipment or systems. Alternate measures shall be developed in consultation with our Health and Safety Manager, documented and attached to the Hot Work Permit.
  - Notify our local fire department that our fire protection will be shut off so they can plan accordingly.
  - Notify our alarm service agency.
- Request local fire department standby if there is a severe fire/explosion hazard associated with the hot work activity.
- After completion of Hot Work ensure continuous monitoring for a minimum of 60 minutes or longer as determined by the PAI. PAI will consider having the area inspected every 30 minutes over the next 3 hours. This function may be performed by the designated FW, Security, Machine Operator, or maintenance person. The PAI will conduct a final inspection of the hot work area 4 hours after the completion of the work.
- At the end of the monitoring period, the PAI collects the completed forms and delivered to the office for filing.

PERSON PERFORMING HOT WORK – HOT WORK OPERATOR (HWO)

The HWO must verify that a hot work permit is in place before starting Hot Work. The permit is issued for one location only and is valid for no longer than 2 weeks. It may become invalid if conditions change (e.g., adverse environmental condition). The HWO is responsible for complying with all rules and regulations concerning safe work practices and all requirements stated on the permit.

Before performing the hot work, the HWO will examine the hot work equipment for leakage,

defects, or other state of repair issues. Identified issues will be addressed prior to use and, if necessary, by a qualified person.

THE FIRE WATCH (FW) WORKER

- Required if hot works is performed outside of the workshop's designated area.
- Assess 15 meters (50 feet) radius for potentialfire hazards.
- Assist HWO in preparation and cleanup of Hot Work area 15 meters (50 feet):
  - Cover or close openings in walls, floors, or ceilings to prevent passage of sparks to adjacent areas.
  - Protect against ignition combustible and flammable materials that can't be moved (e.g., wet down surrounding areas including lower floors and beams if applicable).
  - Temporarily halt any process or activity creating flammable gases or vapors, combustible dusts, or combustible fibers in quantities sufficient to create a fire or explosion hazard.
  - If necessary, cover or disabled fire prevention equipment (e.g., automatic sprinkler heads, smoke detectors, fire alarms) to prevent false-positive actuation of this equipment. Consult with Health and Safety Manager and PAI.
- Ensure equipment not is use does not pose a hazard:
  - All valves shall be closed, and gas linesbled.
  - Electric equipment must be de-energized.
- Be alert to any changes and identify changes or concerns to HWO.

OUTSIDE CONTRACTORS

- Will be trained and held to the same Hot Work Standards as the company employees. The PAI, with the assistance of the Project, Operations or Duty Manager, will ensure that this training has taken place prior to starting Hot Work and audits the process.

HOT WORK PERMIT

Hot Work Permit Form

HOT WORK FIRE WATCH

See form below.

YLW
Kelowna International Airport
1-5533 Airport Way
Kelowna, BC V1V 1S1
250-807-4350
ylw.kelowna.ca

Hot Work Fire Watch

Aircraft Rescue Fire Fighting

Form ARFF-15B

HOT WORK No. _____ **COMPANY NAME:** _____

Note: Return this form to Airport Operations upon completion of projects or when Hot Work Permit expires

	Area	FIRE WATCH PERSON Name / Company	Date	Time Started	Time Finished
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
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16.					
17.					
18.					
19.					
20.					

IN THE EVENT OF A FIRE OR EMERGENCY

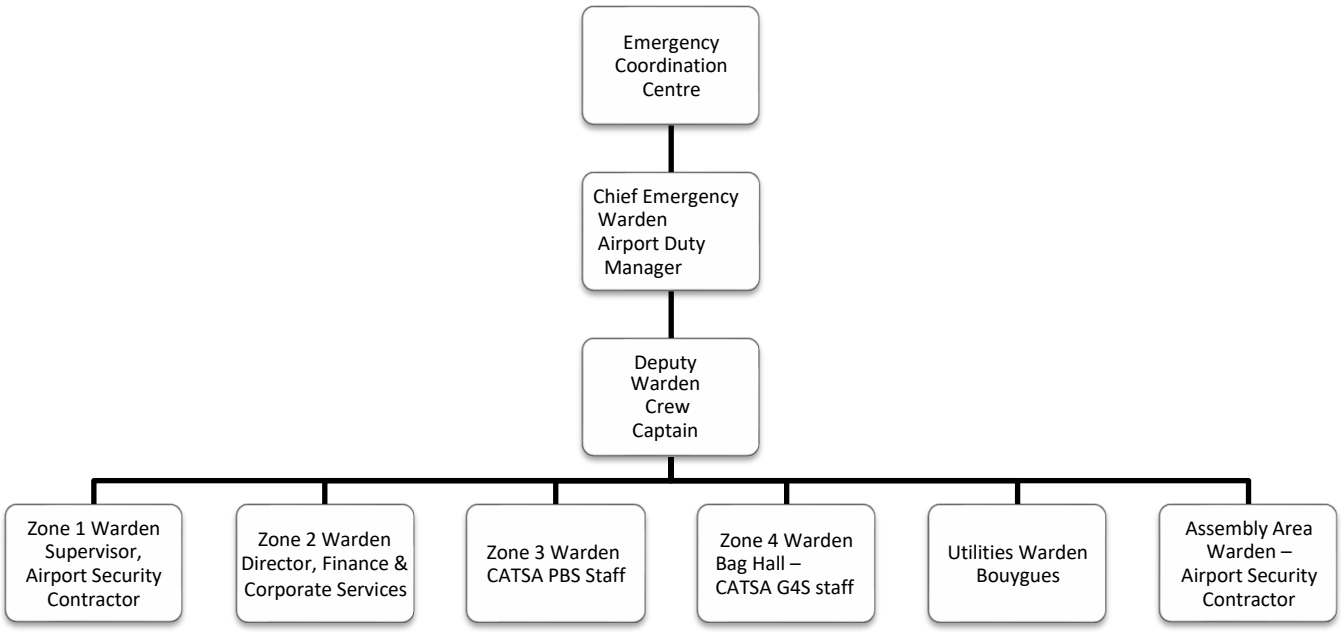
APPENDIX B: ATB EVACUATION PLAN

The National Fire Code of Canada and the Canada Occupational Safety and Health Regulations require an organization and a plan to ensure the safety and the safe evacuation in case of emergency of all of the Air Terminal Building occupants.

To meet the requirement an Emergency Organization comprised of one Chief Emergency Warden, a Deputy Chief Emergency Warden and Emergency Zone Wardens has been formed in the Air Terminal Building (ATB) at YLW. Contact with any element of the emergency organization is made through the Operations Centre (250 807-4350 ext. 1).

The aim of the Emergency Organization is to ensure the safe evacuation of all occupants in case of fire or safety threatening situations. Additionally, this system facilitates liaison between the staff coordinating the evacuation with the Airport Emergency Coordination Centre (ECC) during safety and fire-related conditions or situations.

EMERGENCY ORGANIZATION (Optimal)



The Airport Duty Manager is the Chief Emergency Warden with the Airport Crew Captain assigned as the Deputy Warden. The Airport Operation Specialist/Fire Fighters on duty assist the Zone Wardens to ensure evacuation is completed. Additional wardens will be identified and utilized when available. The plan is designed to ensure that the nucleus of the Emergency Organization (the AOS\FFs) are always available when the building is occupied.

ZONES

To facilitate a safe and efficient evacuation, the Air Terminal Building has been divided into four zones and placed under the control of the following staff:

- Zone 1: Supervisor, Airport Security Contractor
  - Zone One is the Air Terminal Building (ATB) which includes the groundside concourse, arrivals area, baggage handling area and airside corridor.
- Zone 2: Director, Finance & Corporate Services
  - Zone Two is the second floor of the ATB including the Development offices and ECC.
- Zone 3: CATSA pre-board screening staff
  - Zone Three includes all the pre-board screening area and departures lounge (non-passenger).
- Zone 4: CATSA Senior HBS Screener
  - Zone Four includes all levels of the bag hall to include ground floor NPST and handler offices.

IMPLEMENTATION

0800 – 1600, Monday to Friday - Once an emergency situation requiring the evacuation of the ATB is declared, the Emergency Organization under the direction of the Chief Emergency Warden (or Deputy) will meet at the Security office in the Arrivals area. The Chief Emergency Warden (or Deputy) will brief the members of his team who will then deploy to fulfill their specified responsibilities.

AFTER HOURS / WEEKENDS BUILDING EVAC PLAN

Scenario 1: On weekends, or after hours, the Chief Emergency Warden (or Deputy) will meet at the Security office in the Arrivals area. The Chief Emergency Warden (or Deputy) will brief the members of his team who will then deploy to fulfill their specified responsibilities. The YLW security contractors will conduct a complete physical sweep of the ATB, without putting themselves in harm's way, to ensure the facility is vacated.

**If available, use of on duty YLW RCMP is recommended.

Scenario 2: No YLW DM on site: The on-duty AOS/FF Crew Captain will execute a calm and clear PA announcement to "Evacuate the Building". The YLW security contractors will conduct a complete physical sweep of the ATB without putting themselves in harm's way, to ensure the facility is vacated.

**If available, use of the on duty YLW RCMP is recommended.

If available, the AOS / FF (Airport Operations) are to assist the Zone Wardens. Additional wardens will be identified and utilized when available.

Every effort, without putting oneself in harm's way, should be made to ensure the facility is vacated.

On arrival of mutual aid, the Chief Emergency Warden (or person's conducting the evacuation) is to report to KFD.

EVACUATION COLLECTION POINTS AND FIRST AID

The designated ATB Evacuation Assembly Areas are marked by green signs stating, "Emergency Assembly Area". There are two Assembly areas Airside: North by the ground power at OS2 and South at the southwest corner of apron 1 at OS10. There are also two Assembly areas Groundside, at the north end of short-term parking (North) and south and in the rental lot west of the terminal.

The Combined Operations Building/Fire Hall is designated as the First Aid Post (Airside) when the ATB is evacuated. The Secondary First Aid post (Groundside) is the Building Maintenance Contractor building, "maintenance bay" on Airport Way. If possible, an YLW staff vehicle will be positioned there with the operator using a loud hailer.

RESPONSIBILITIES

CHIEF EMERGENCY WARDEN:

- Assuming command and control of the evacuation procedure
- Coordinating requirements with the Airport emergency response units
- Ensuring re-entry is only made under authority of the On-Scene Commander
- Acting as liaison between the Emergency Organization and the Airport Safety Committee

DEPUTY CHIEF EMERGENCY WARDEN

- Assists the Chief Emergency Warden and acts on his/her behalf during periods of absence.

ZONE EMERGENCY WARDENS

- Ensures the safe evacuation of the assigned zone by:
    - knowing the evacuation route.
    - being aware of mobility-impaired visitors within the area.
    - assigning monitors to assist the mobility impaired.
    - checking all rooms to ensure the floor area of the zone has been completely evacuated.
    - closing the doors to cleared rooms and indicating room status by applying a strip of masking tape on the door.
    - reporting any observed safety hazard within the assigned zone to the Chief Emergency Warden
    - in the event of a non-specific bomb threat conducting a preliminary sweep of the assigned zone to identify suspicious or unusual objects which are to be reported but NOT DISTURBED

ASSEMBLY AREA EMERGENCY WARDEN

- Directing evacuating personnel to the Holding Area
- Ensuring entrance to the ATB is free of obstruction and preventing unauthorized entry to the building through the Arrivals Door
- Ensuring re-entry is only made under authority of the On-Scene Commander

UTILITIES WARDEN

- Providing the knowledge and ability to disconnect the ATB utilities.

ALL OCCUPANTS

If you discover fire, see smoke, smell gas or there is an active physical threat:

1. Sound alarm and warn persons nearby.
2. Evacuate using the nearest safe exit and proceed clear of the building, to a minimum of 150m (500').
3. When in a safe location, phone the Fire Department 9-1-1.
4. Fight the fire using extinguishers only if the fire is small and your safety is not endangered.

If the fire alarm sounds or evacuation procedures are implemented:

1. Leave the building using the nearest safe exit and proceed clear of the building, to a minimum of 150m (500').
2. Comply with the direction of airport employees assisting in evacuating the building.
3. When evacuating, close all doors behind you.
4. Do not re-enter the building without the authorization of the Fire Department

All persons should familiarize themselves with:

1. Airport Fire/Evacuation Orders
2. Evacuation Exits
3. Location of Alarm Stations
4. Operations Center Telephone Number
5. Fire Extinguisher Location and Use

EQUIPMENT

Masking tape and the loud hailer will be kept at the Security office.

If functioning, use of the ATB public address is strongly recommended as a tool to keep all staff and guests informed of the situation. Make announcements in a calm and professional manner. Only make general statements to prevent panic and avoid misinterpretation. An ATB PA system is available through the YLW Ops Centre as well.

Each ARFF truck has a PA speaker system attached to the vehicle, (Red, 1, 2, 3 and C15). A loud hailer is also available in the back of C15 for dismounted operations.

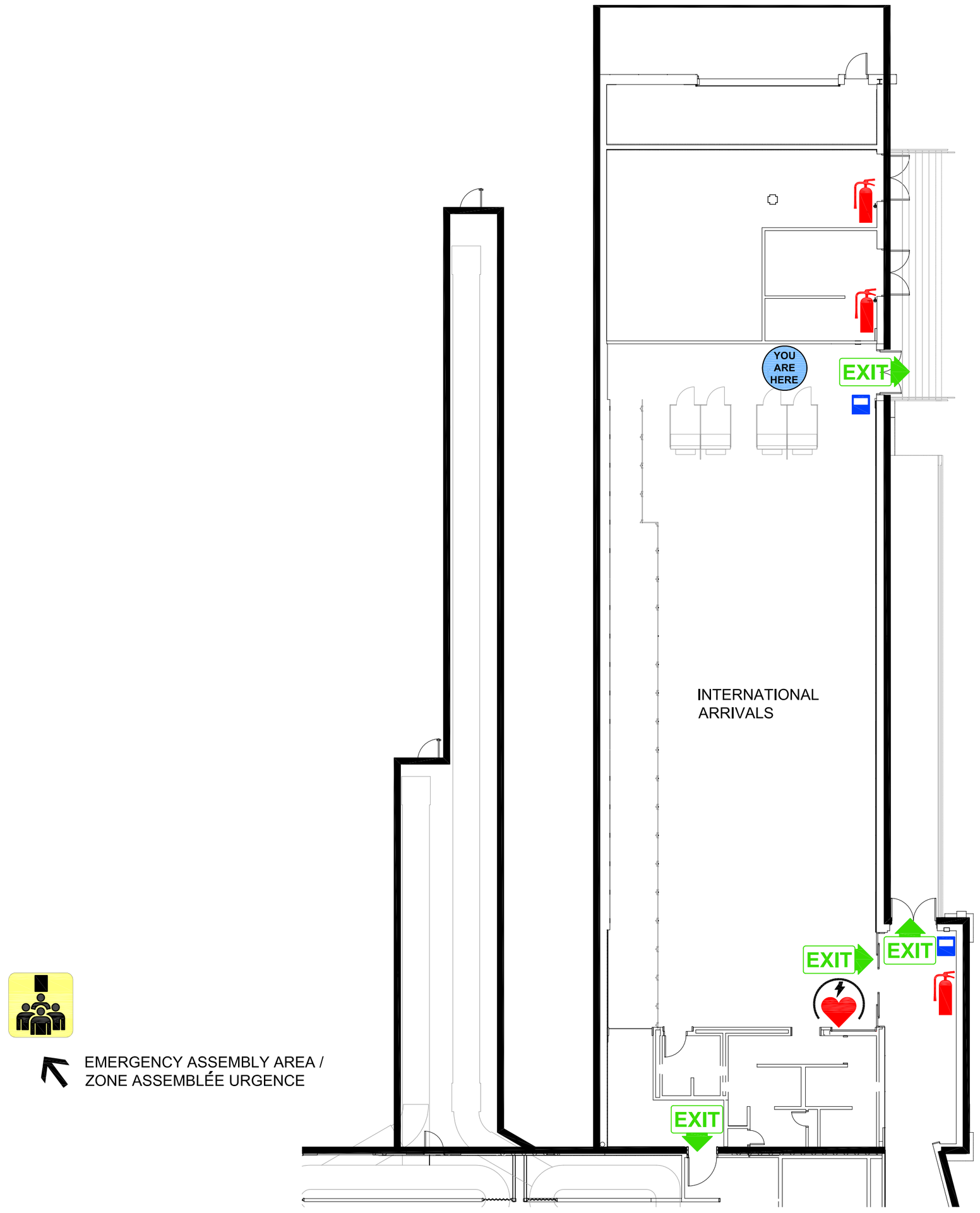
CUSTOMS AREA

If the Customs Hall is secured for an international arrival, passengers will be evacuated and controlled as a group by Canada Border Services Agency staff. These passengers will be brought to the Combined Operations Building/Fire Hall bays (Bays, C2, C3, and C4 ONLY) area for customs and processing. The passengers will not be permitted to leave until approved by Canada Border Services Agency staff.

APPENDIX C – EVACUATION DRAWINGS

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION



FIRE / EVACUATION INSTRUCTIONS
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PROCÉDURE D'ÉVACUATION
EN CAS D'INCENDIE OU D'URGENCE

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4. Aux employes - en vous assurant de la sureté de tous ceux presénts, veuillex les aider a évacuer les lieux en les dirigeant vers les zones de reassemblement ou lis devront rester jusqu'a nouvel avis;
5. DES QUE L'AÉROGARE sera hors de danger, le personnel anti-incendie ou le personnel de la sécurité, vous en avisora.

LEGEND

- Emergency Assembly Area / Zone Assemblée Urgence
- Pull Station / Poste Manuel
- Fire Extinguisher / Extincteur
- EXIT — Exit Point / Sortie De Secours
- AED — Automated External Defibrillator / Defibrillator Externe Automatisé

NORTH END PLAN - 1 - FEB 2018

YLW Kelowna International Airport

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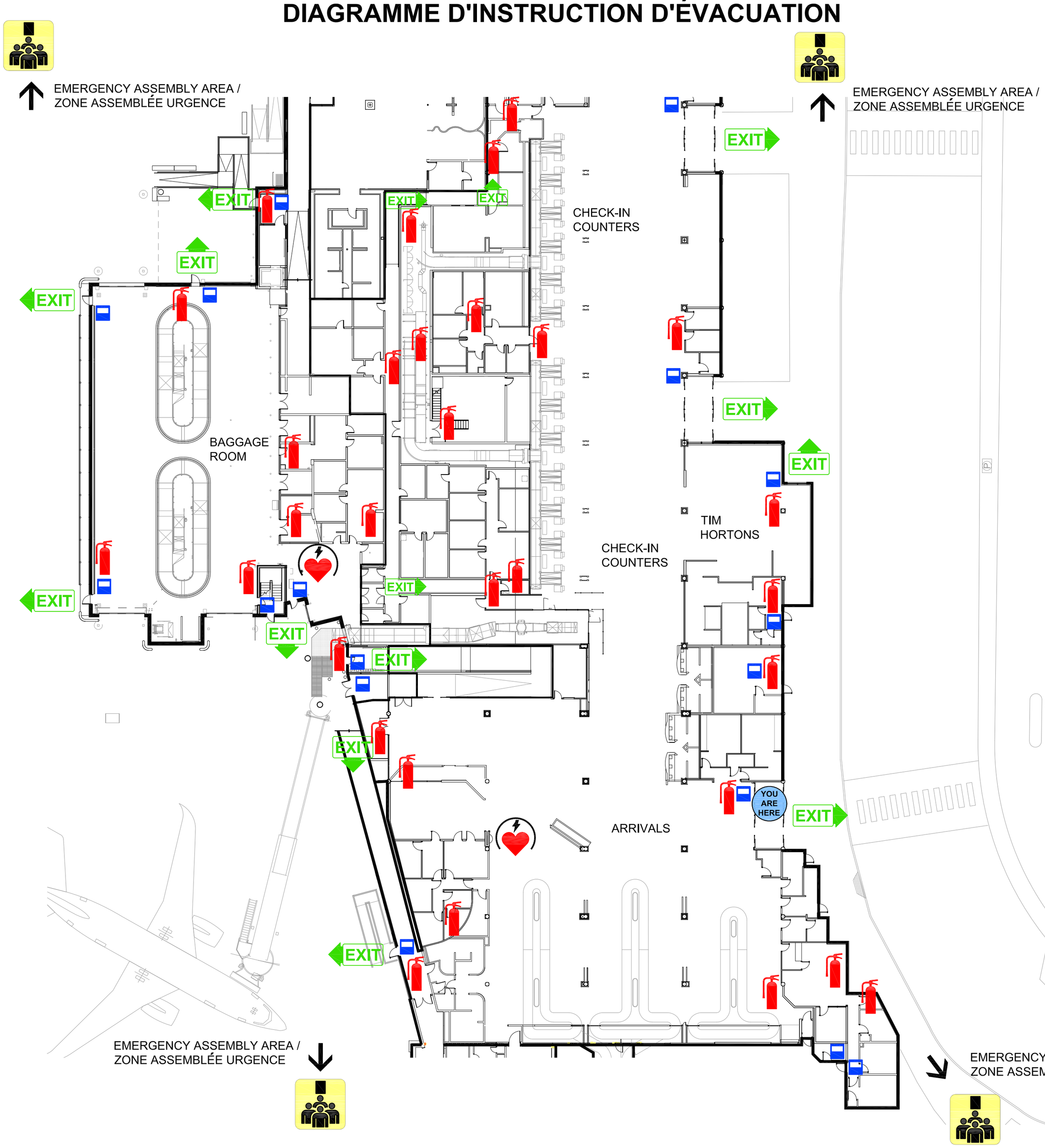

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NORTH END PLAN - 2 - APRIL 2021

YLW Kelowna International Airport

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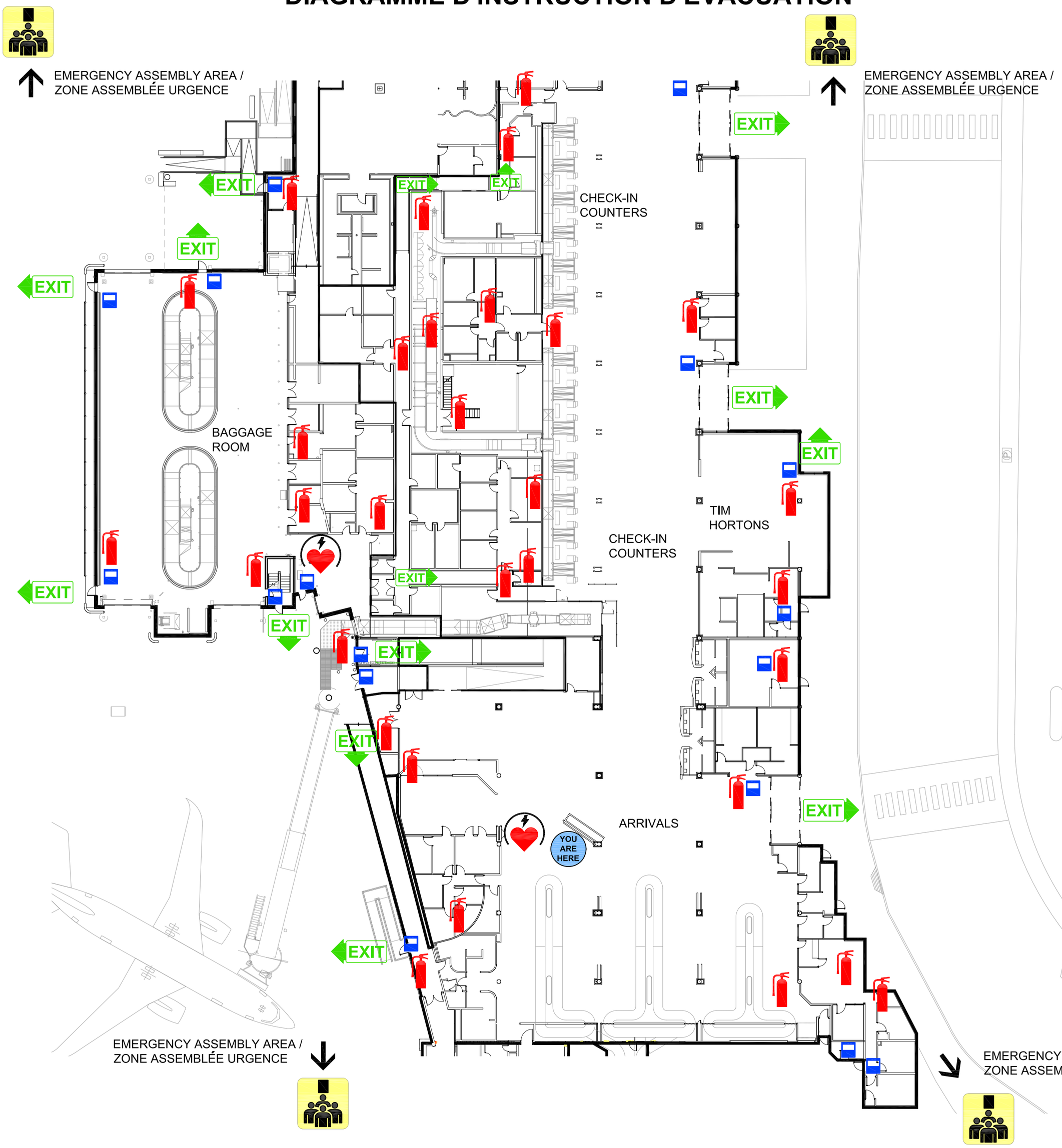
DIAGRAMME D'INSTRUCTION D'ÉVACUATION



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- Pull Station / Poste Manuel
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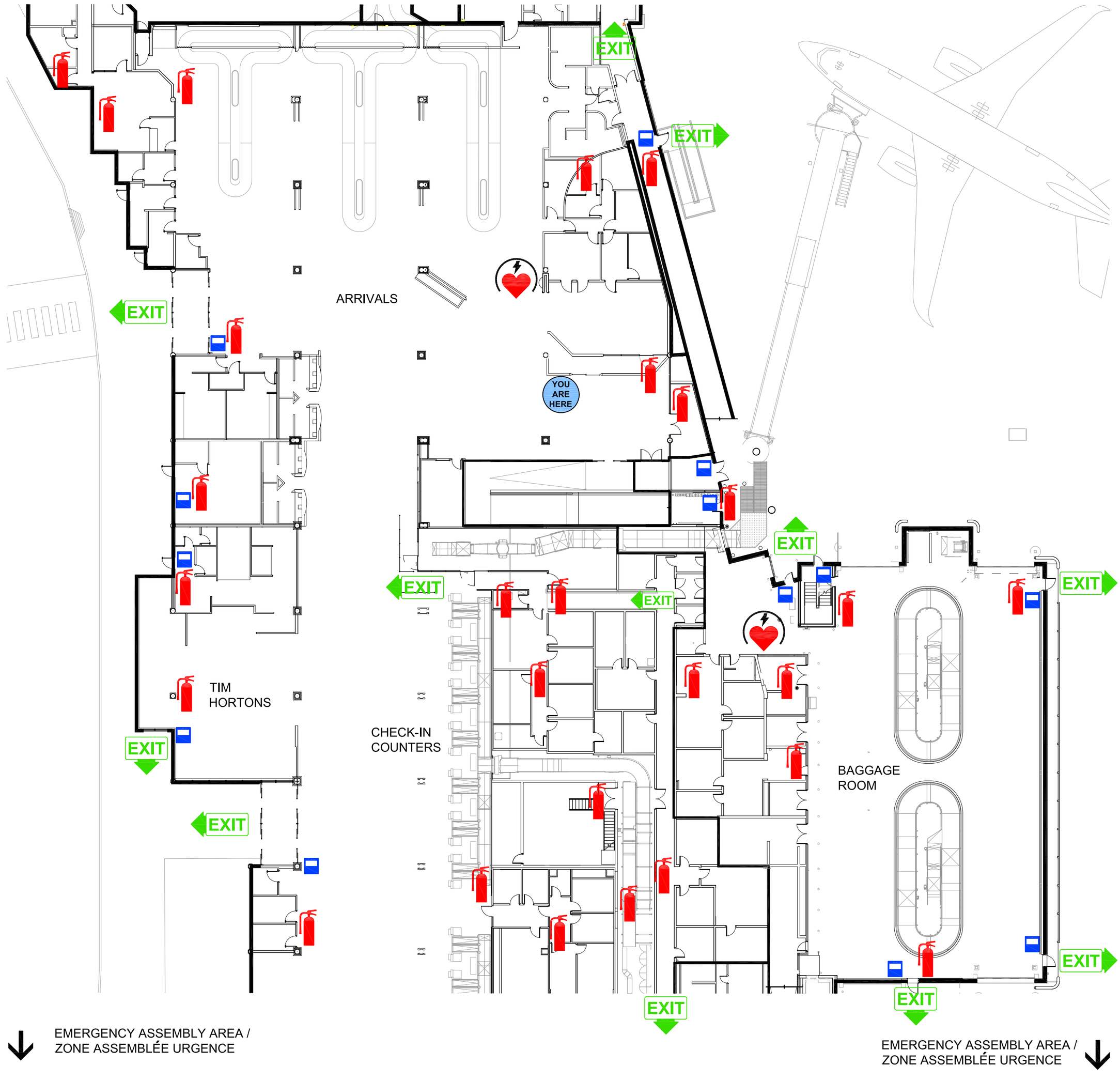
NORTH ARRIVALS PLAN - 2a - APRIL 2021

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'EVACUATION

EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE



EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE

EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE

EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE

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LEGEND

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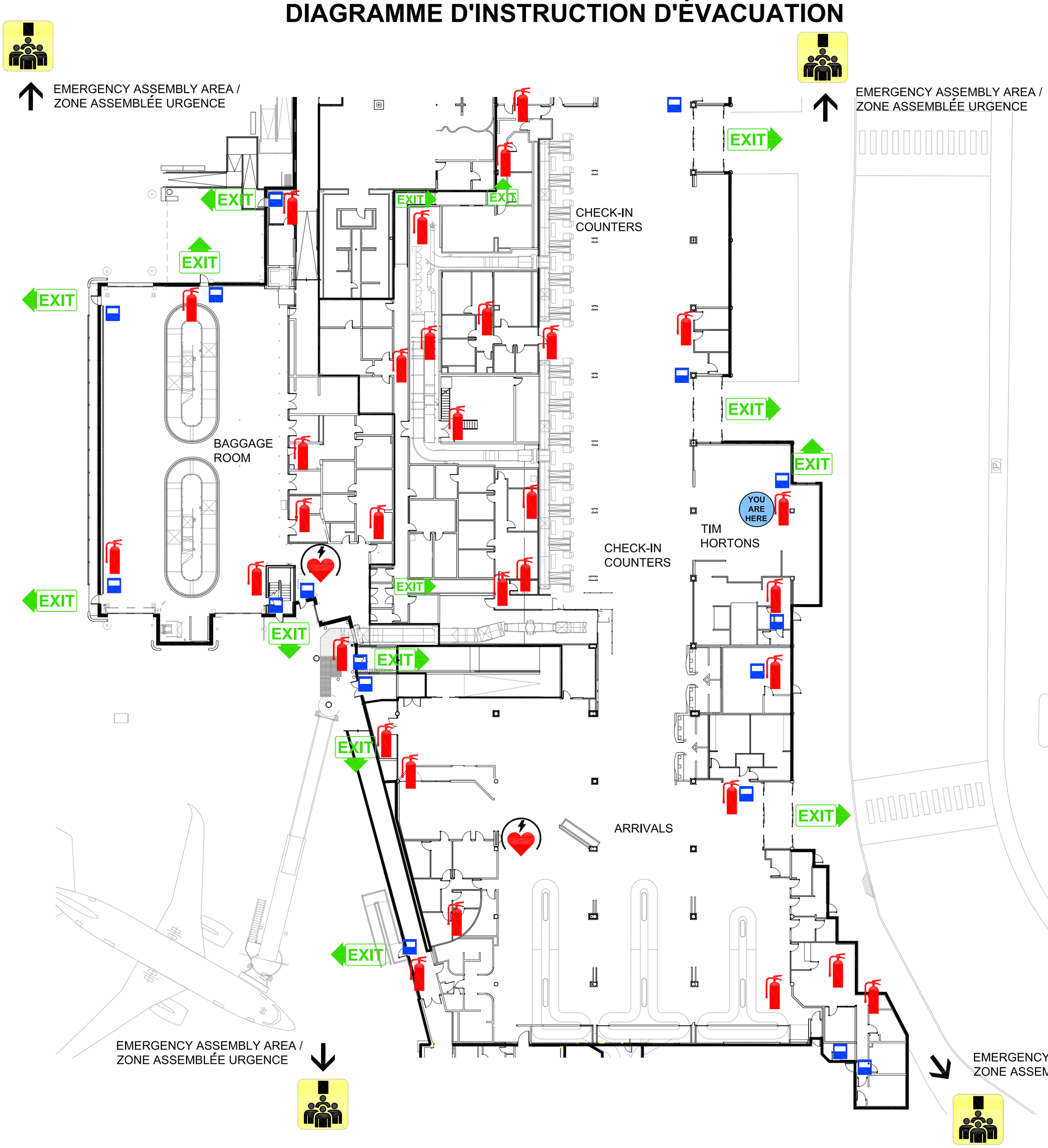
- Pull Station / Poste Manuel
- Fire Extinguisher / Extincteur
- EXIT — Exit Point / Sortie De Secours
- AED — Automated External Defibrillator / Defibrillator Externe Automatiśe

NORTH END PLAN - 2b - APRIL 2021

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION



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NORTH ARRIVALS PLAN - 2c - APRIL 2021

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION

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NORTH END PLAN - 3 - APRIL 2021

YLW Kelowna International Airport

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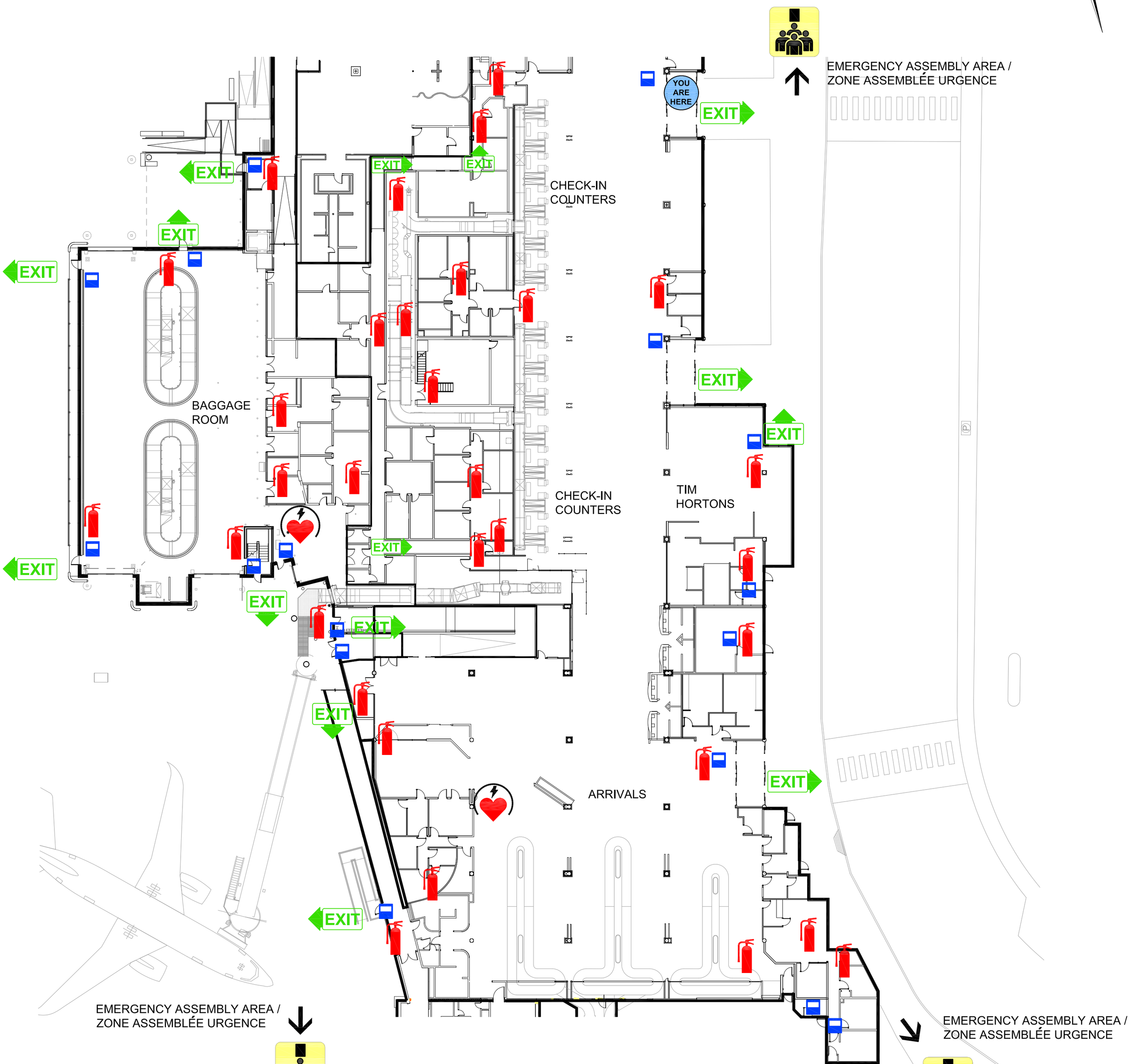

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YLW Kelowna International Airport

EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE

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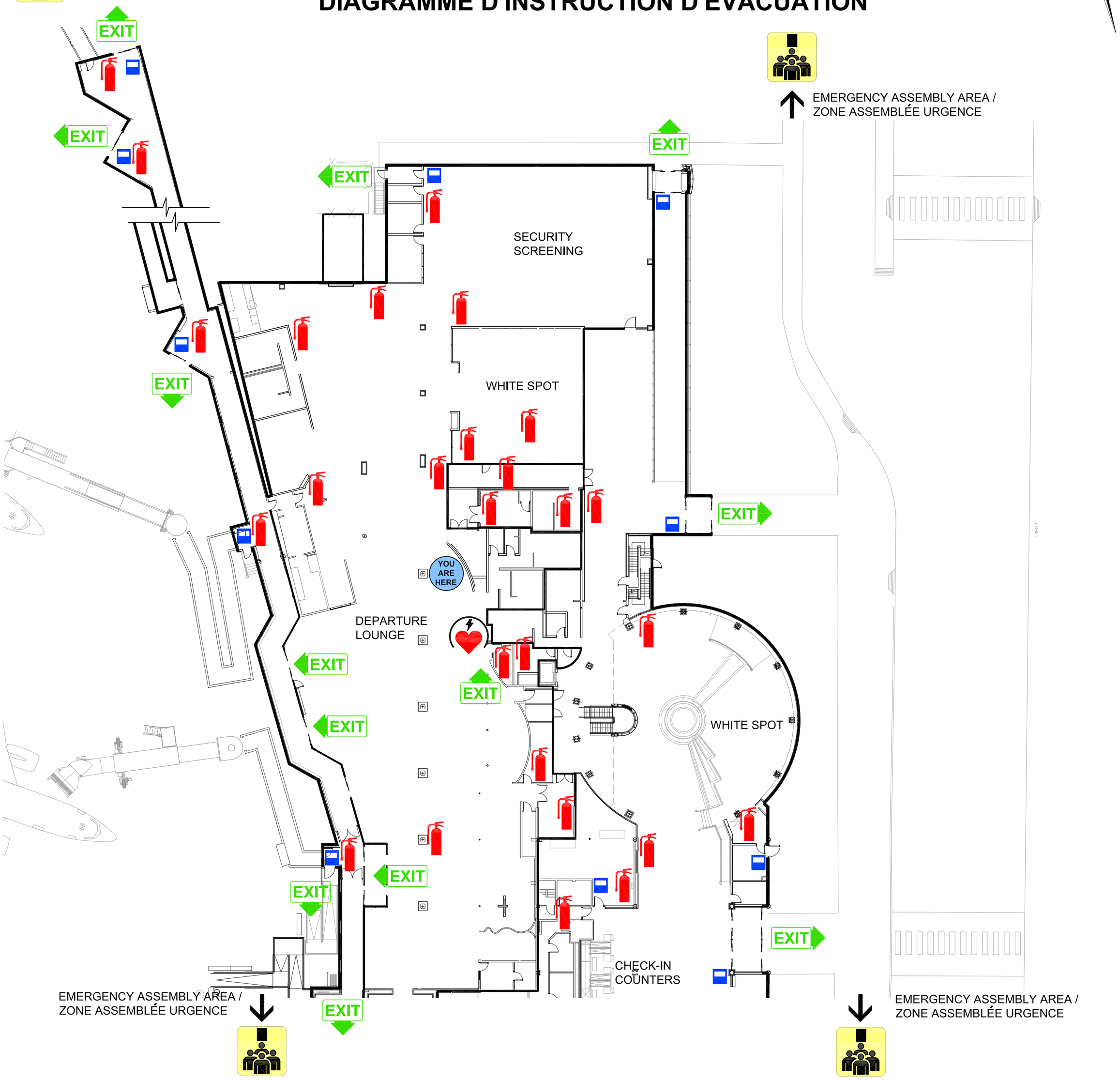

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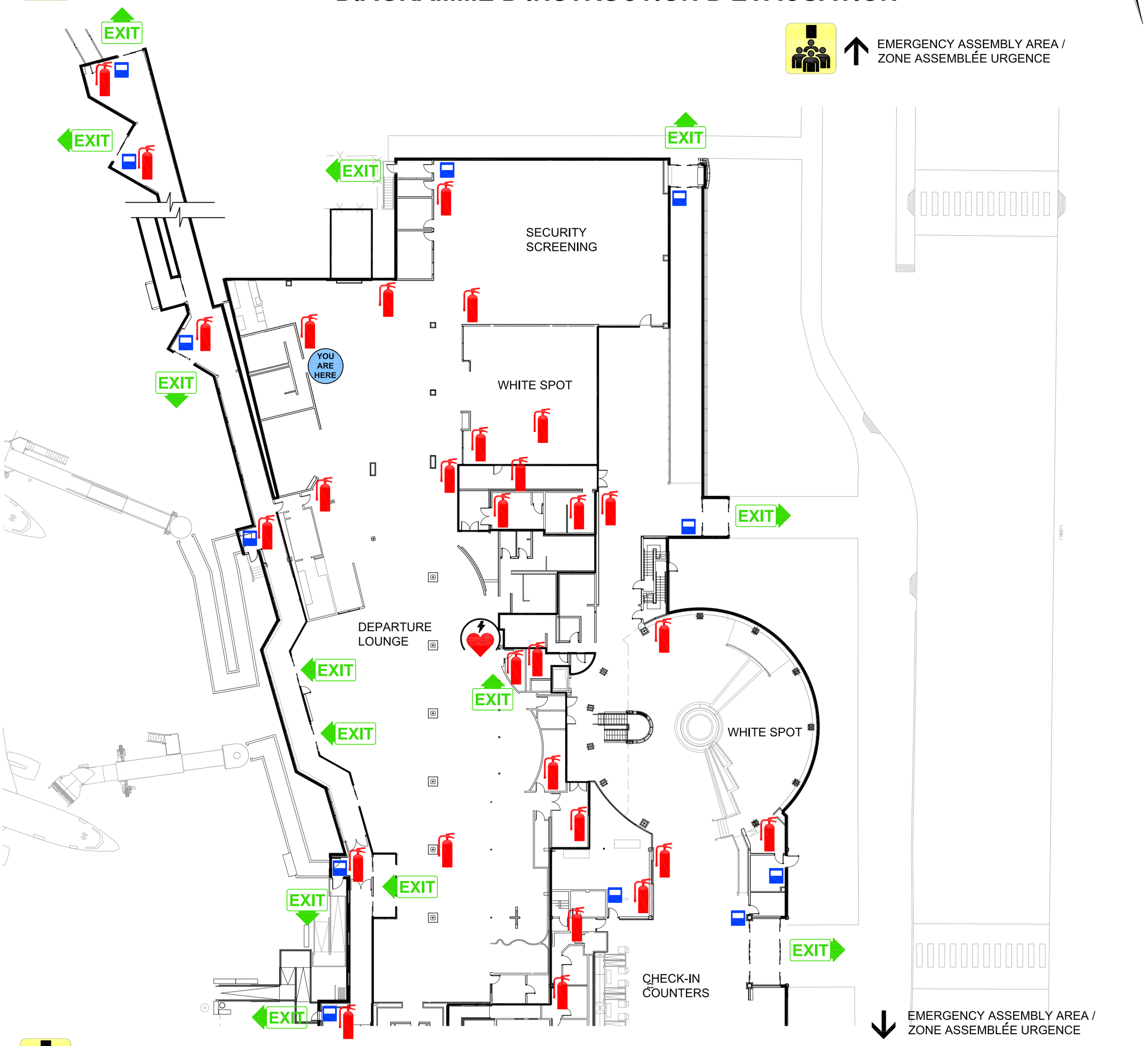

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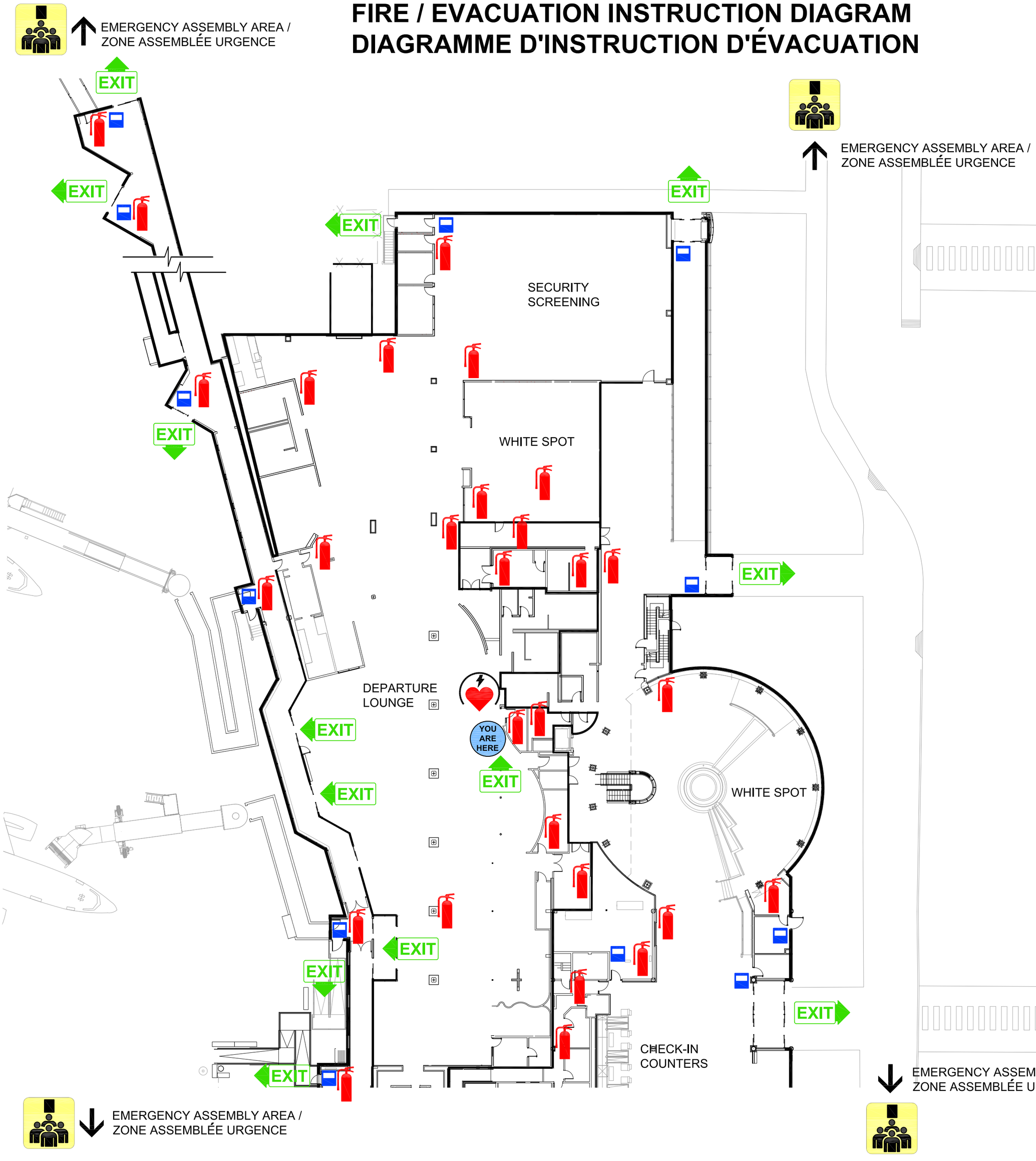

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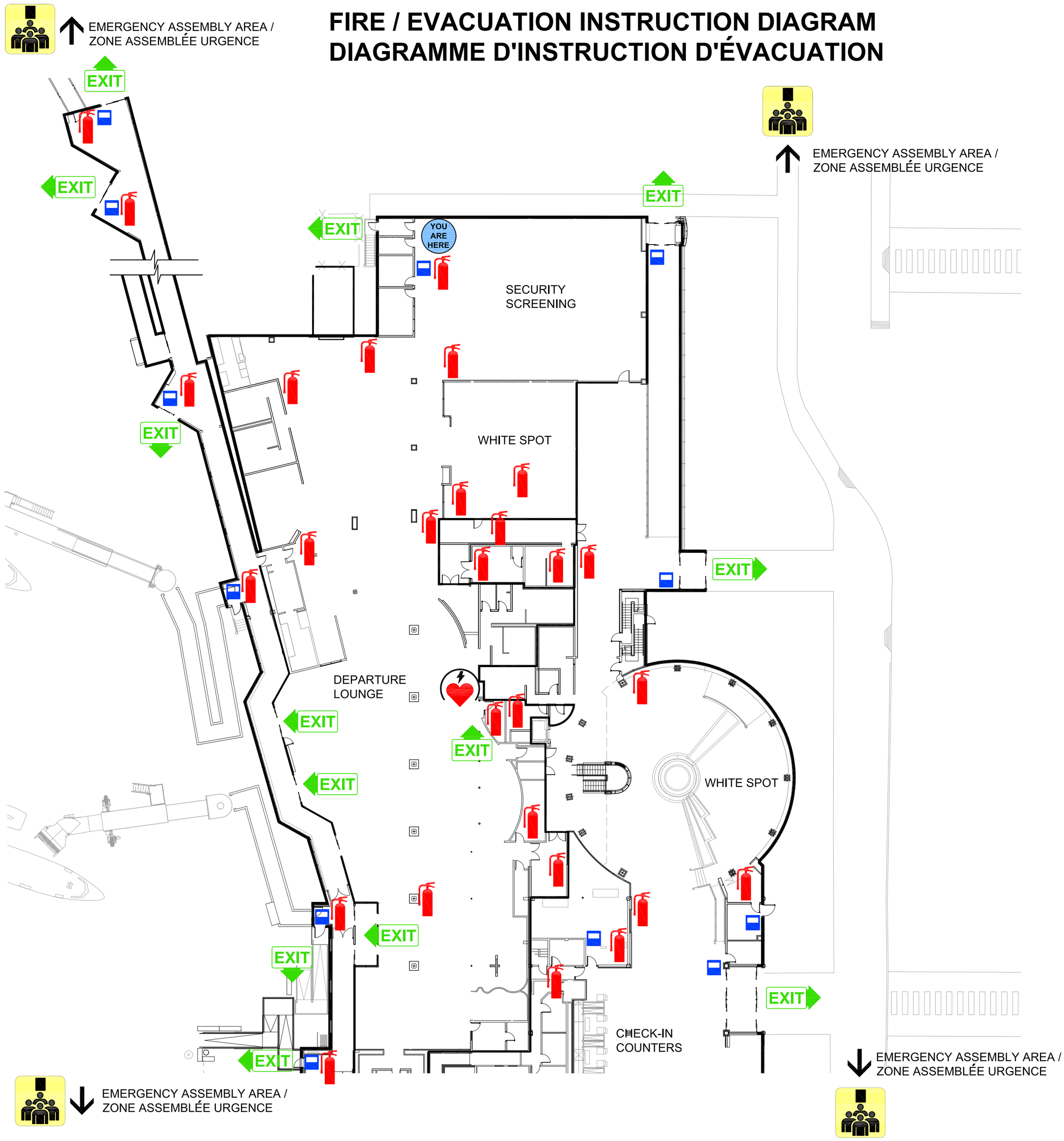

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4. Employees: direct and assist occupants to evacuate safely and stay in assembly areas;
5. DO NOT RE-ENTER the terminal until advised by security or fire personnel.

PROCÉDURE D'ÉVACUATION
EN CAS D'INCENDIE OU D'URGENCE

1. En cas d'incendie, TIRER L'AVERTISSEUR d'alarme le plus pres et averter toutes les personnes a proximité:
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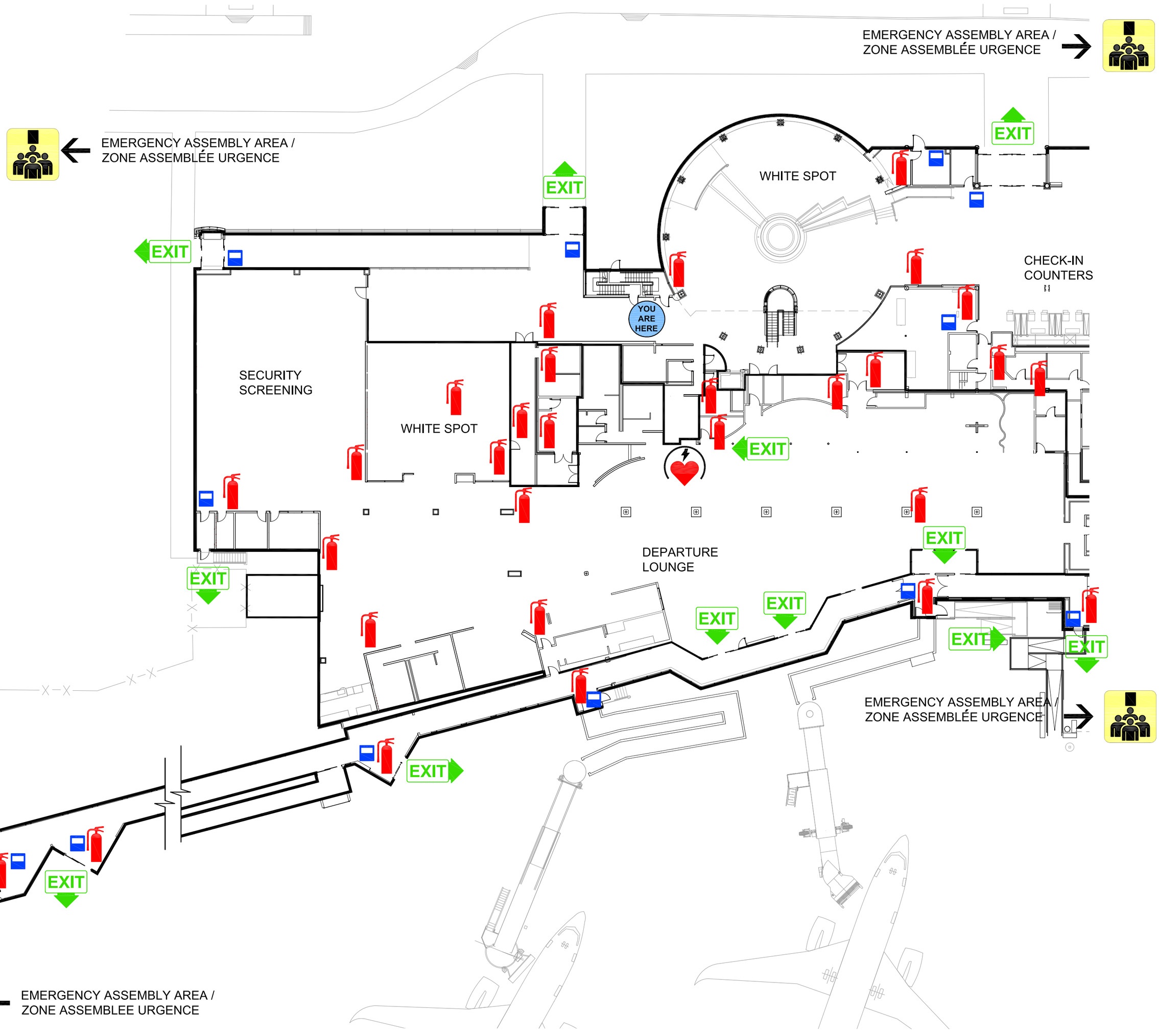
5. DES QUE L'AÉROGARE sera hors de danger, le personnel anti-incendie ou le personnel de la sécurité, vous en avisora.

LEGEND

- Emergency Assembly Area / Zone Assemblée Urgence
- Pull Station / Poste Manuel
- Fire Extinguisher / Extincteur
- EXIT — Exit Point / Sortie De Secours
- AED — Automated External Defibrillator / Defibrillator Externe Automatisé

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION



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YLW Kelowna International Airport

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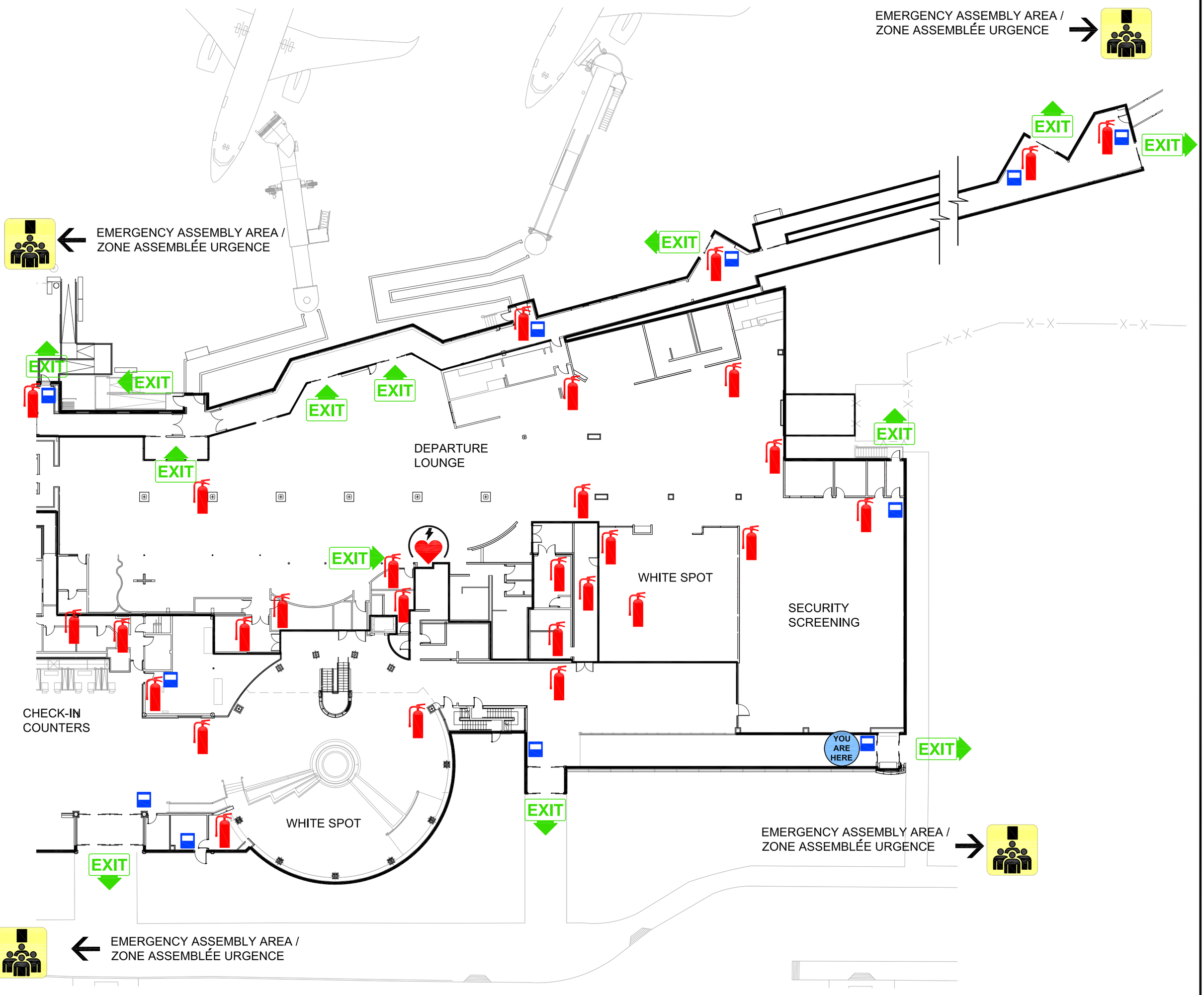

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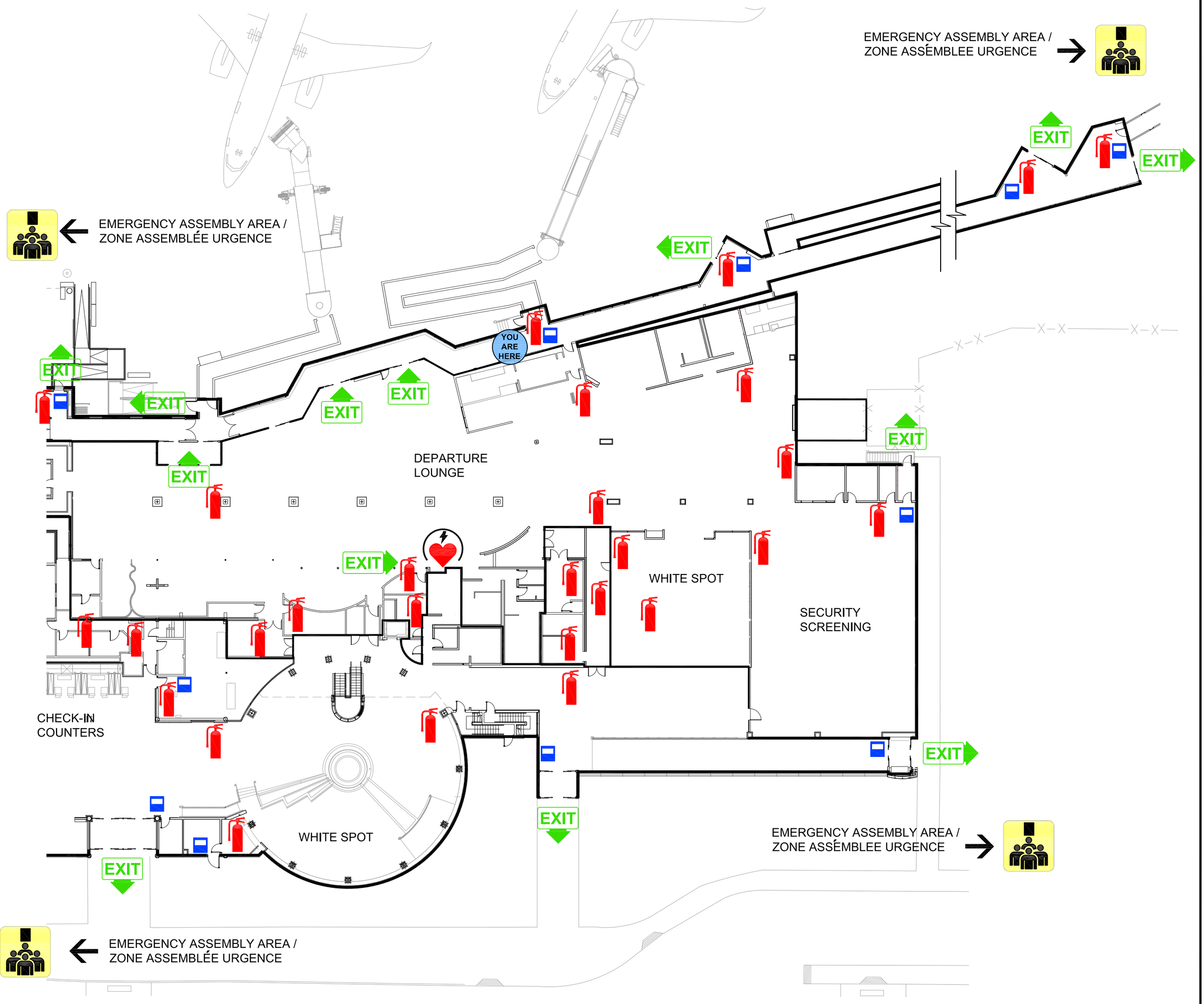

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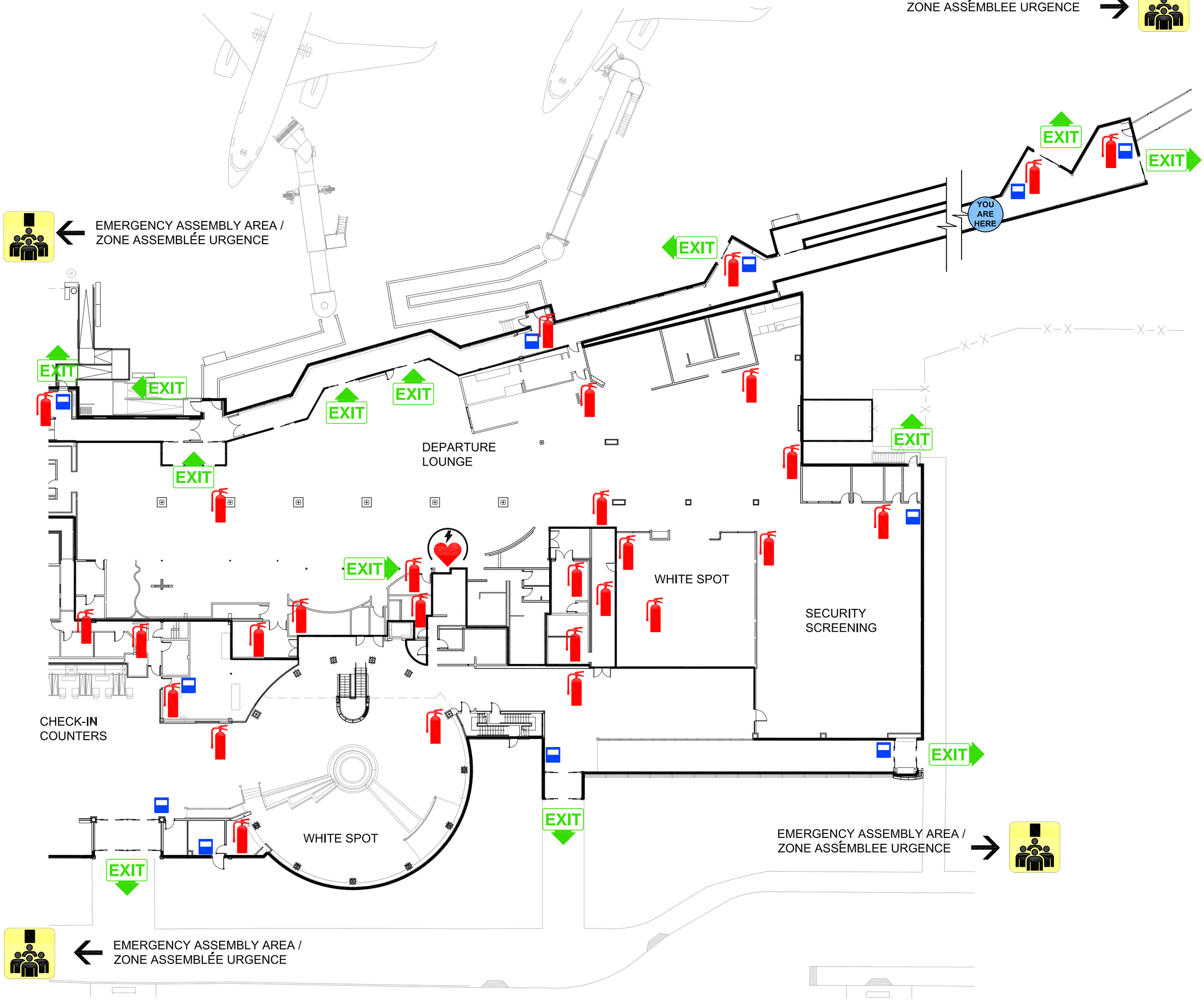

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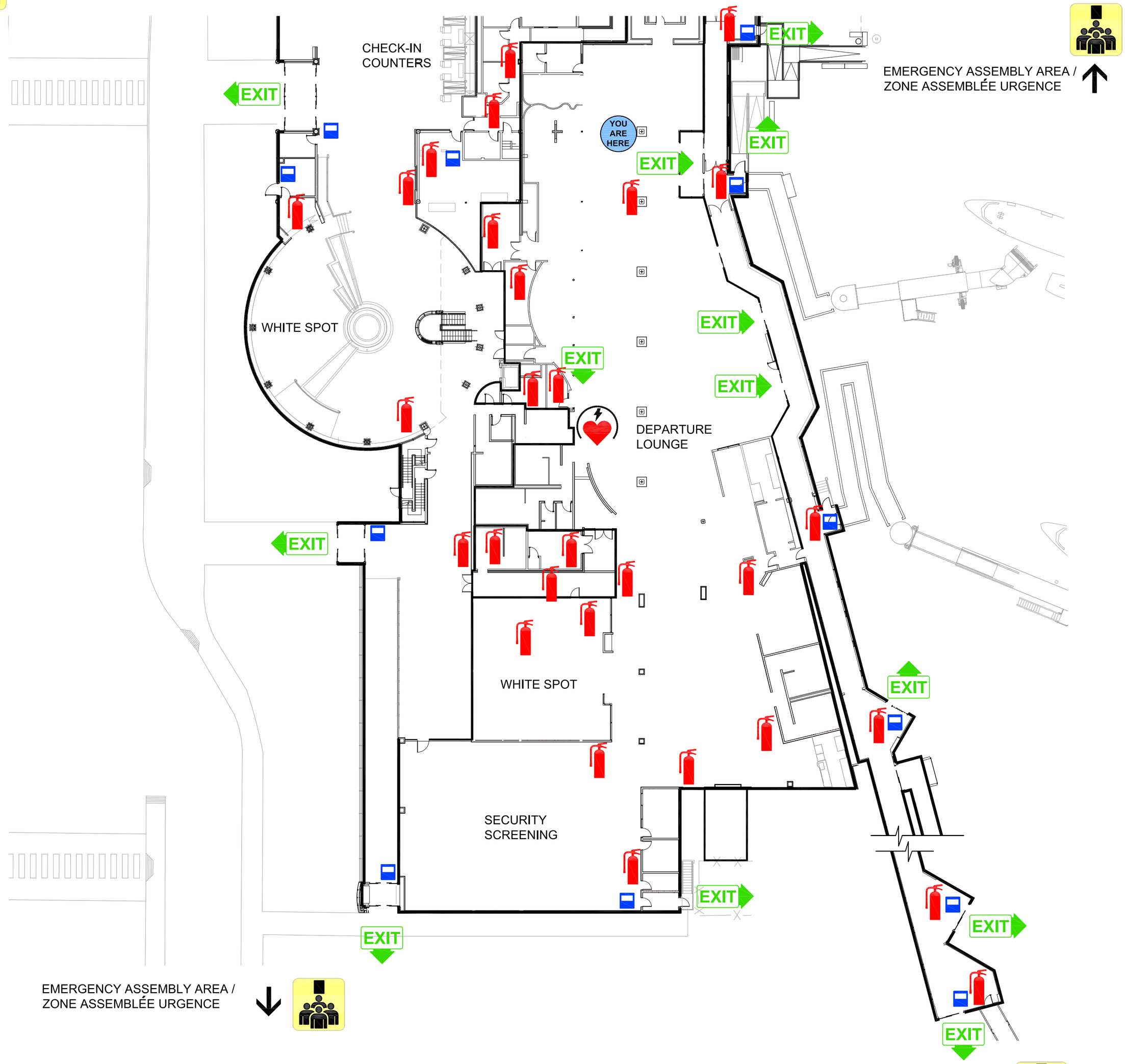
SOUTH END PLAN - 11 - FEB 2018

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION

EMERGENCY ASSEMBLY AREA /
ZONE ASSEMBLÉE URGENCE



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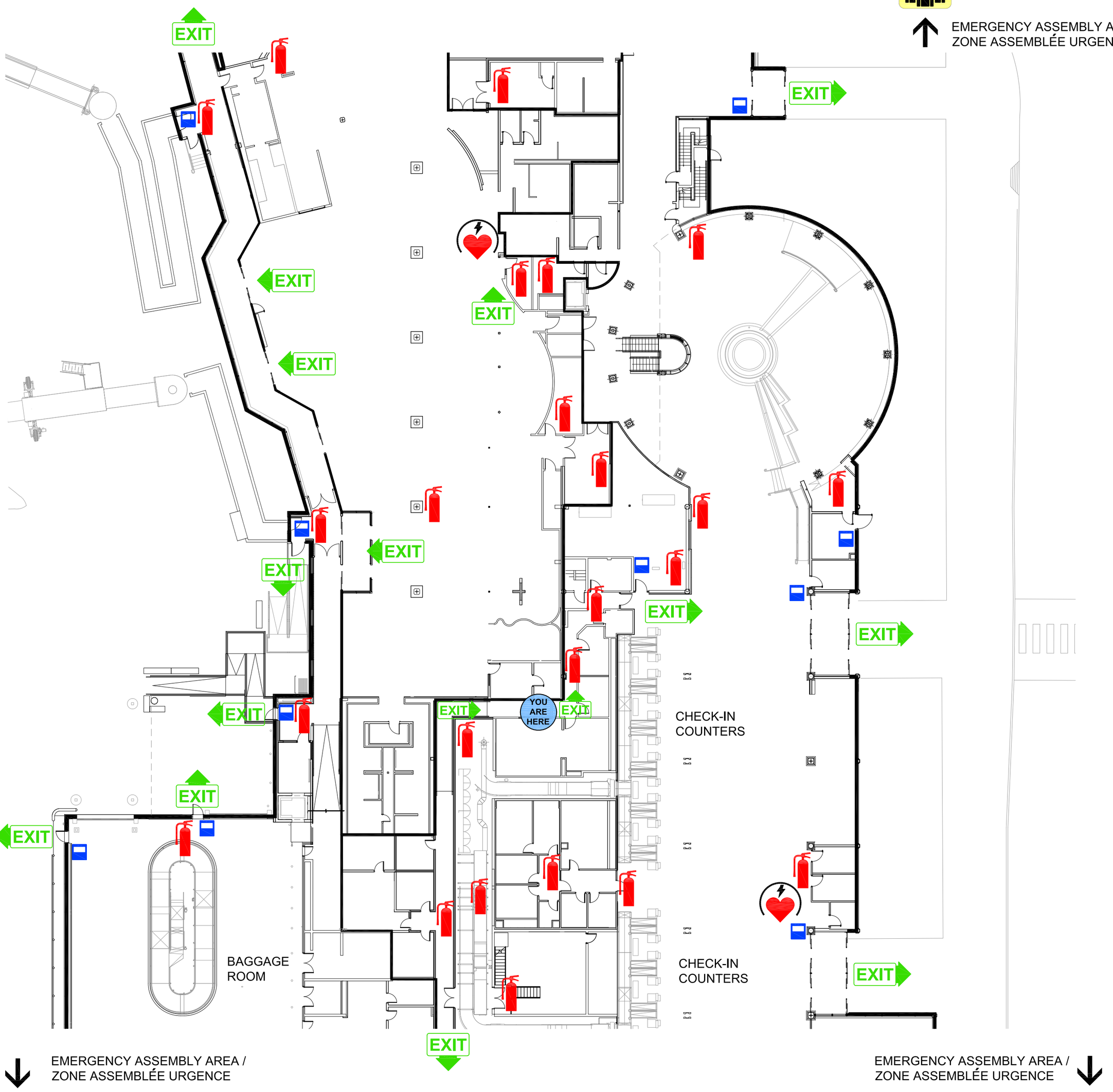
SOUTH END PLAN - 12 - OCT 2019

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'EVACUATION

EMERGENCY ASSEMBLY AREA /
ZONE ASSEMBLÉE URGENCE



EMERGENCY ASSEMBLY AREA /
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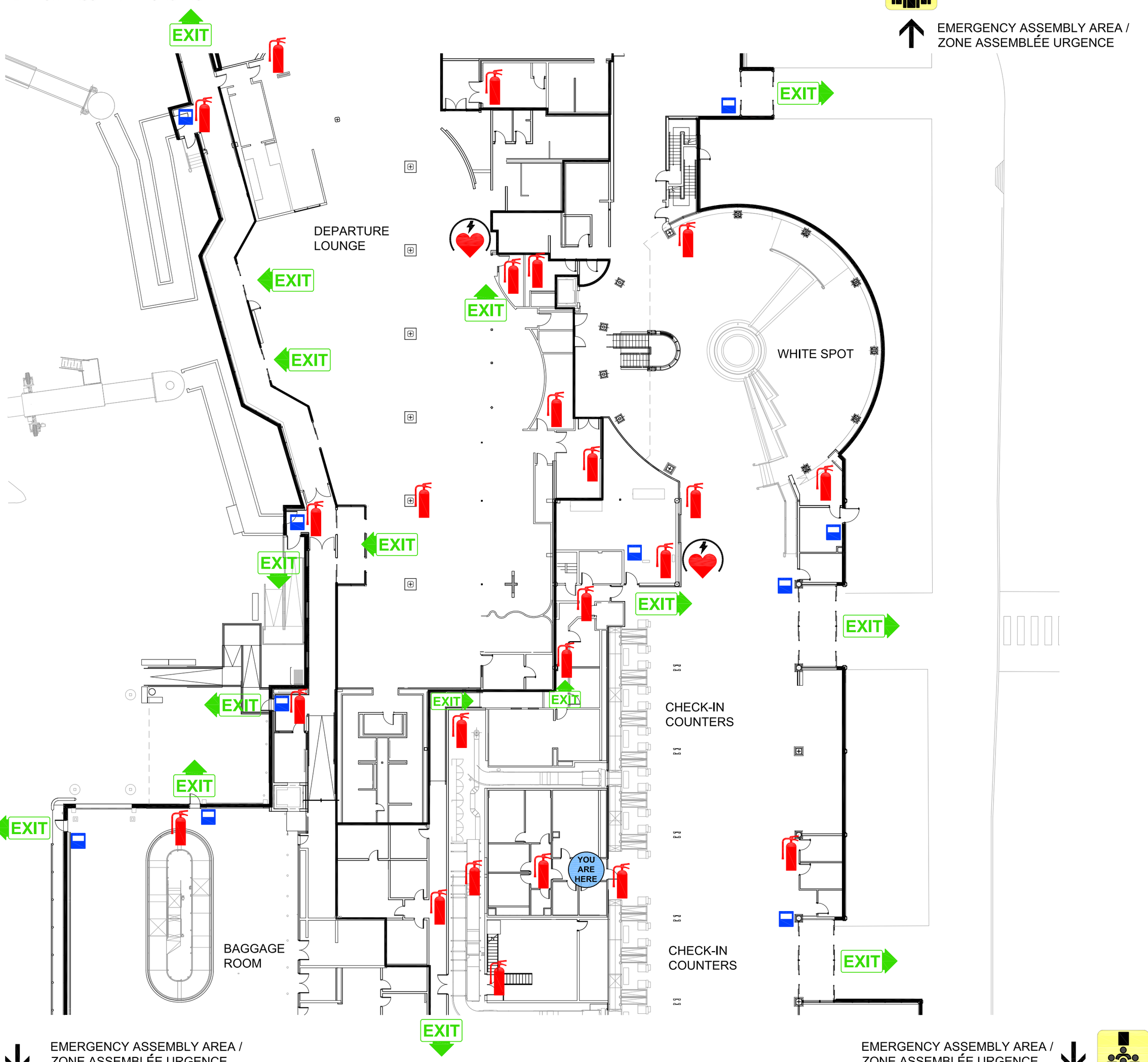
SOUTH END PLAN - 13 - FEB 2018

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'EVACUATION

EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE



EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE

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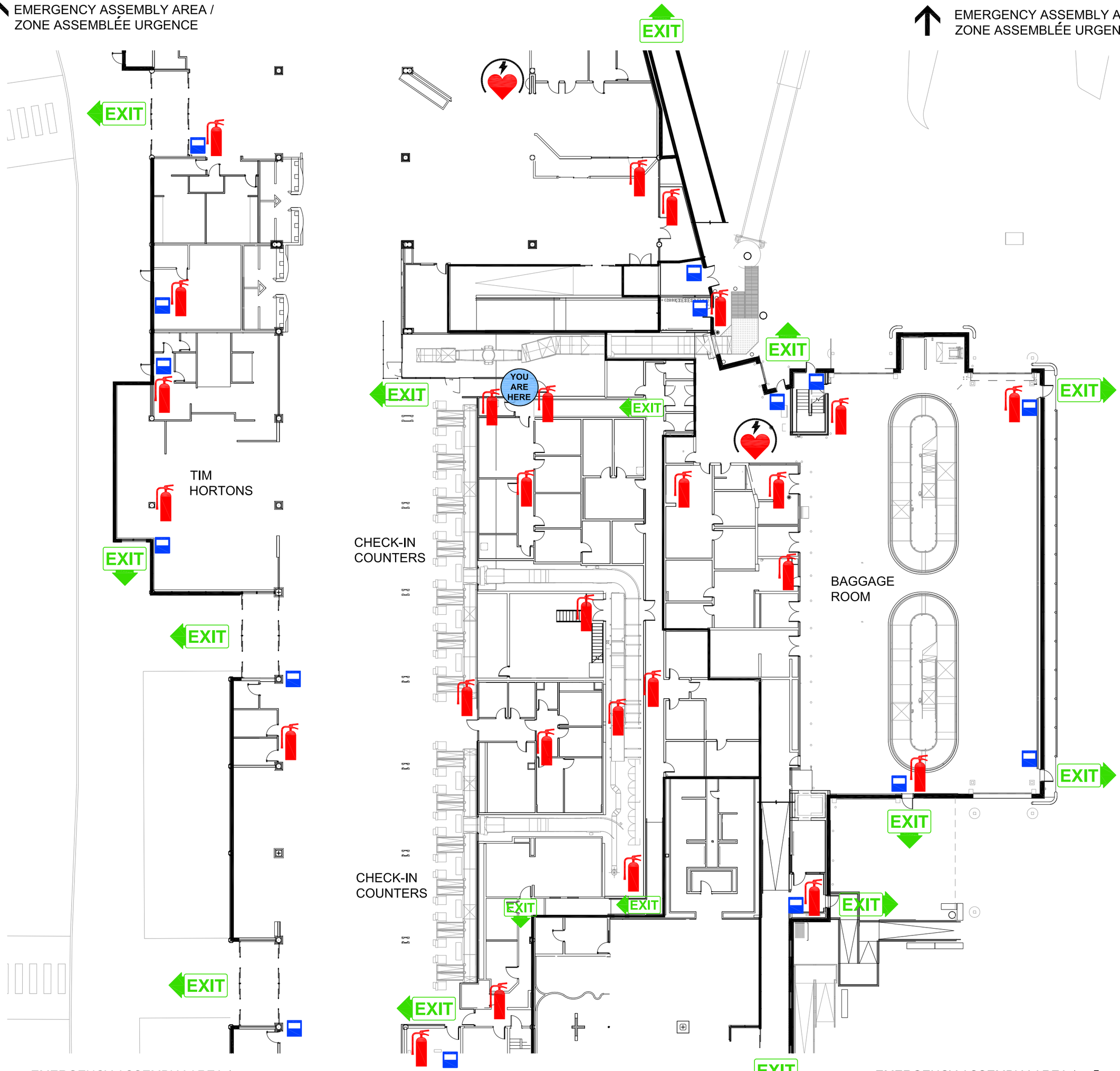
MIDDLE ATB PLAN - 14 - APRIL 2021

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'EVACUATION

EMERGENCY ASSEMBLY AREA /
ZONE ASSEMBLÉE URGENCE



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NORTH END PLAN - 15 - APRIL 2021

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'EVACUATION

EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE

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BAGGAGE MAKEUP PLAN - 16 - FEB 2018

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'EVACUATION

EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE

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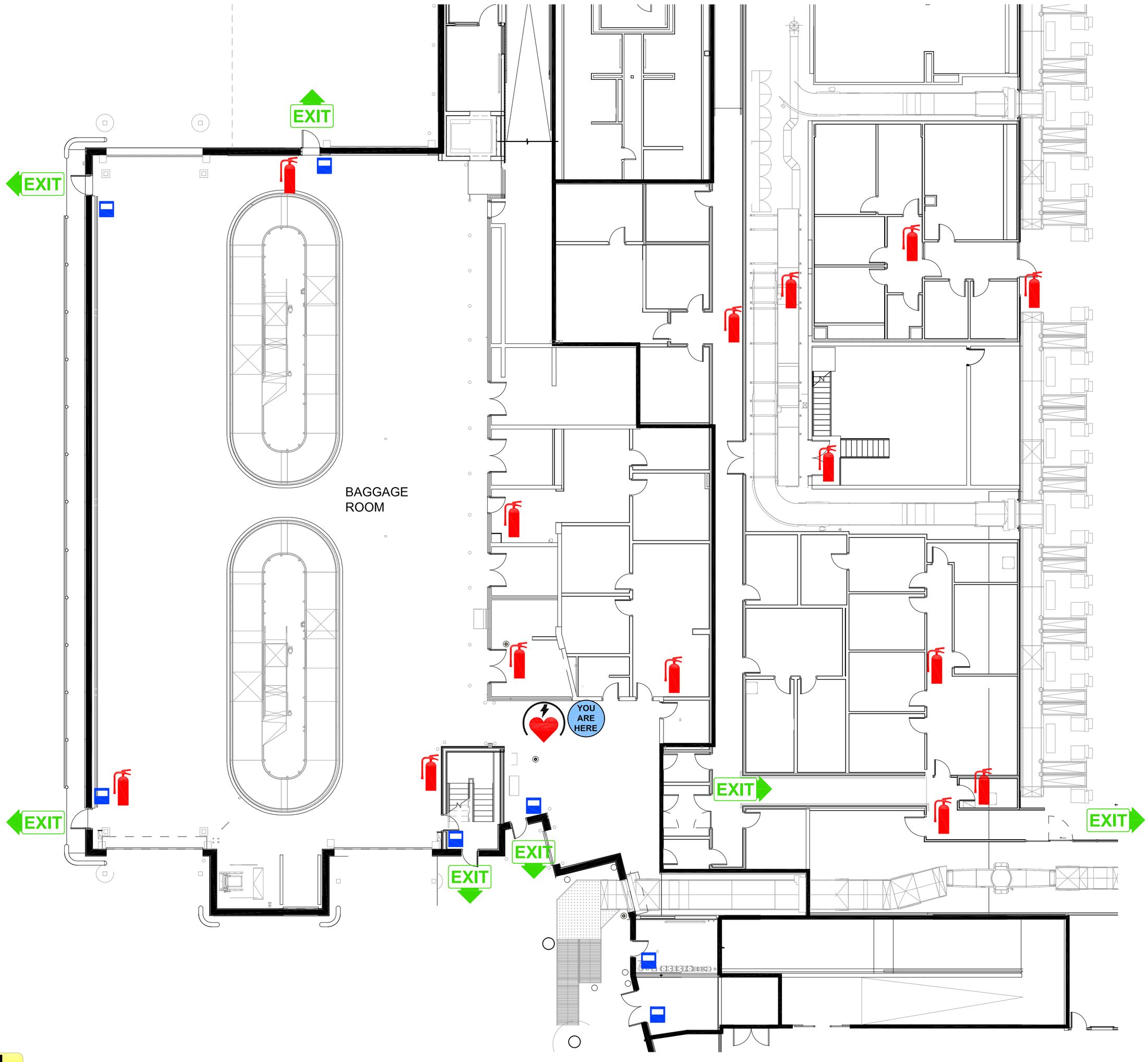

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NORTH END PLAN - 17 - FEB 2018

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'EVACUATION

EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE

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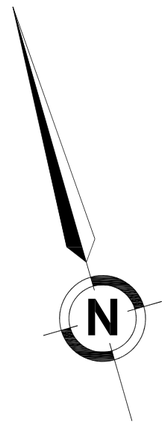
BAGGAGE MAKEUP PLAN - 18 - FEB 2018

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION



EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE

EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLEE URGENCE

FIRE / EVACUATION INSTRUCTIONS
IN CASE OF EMERGENCY

1. If you discover a fire, ACTIVATE the nearest fire alarm pull station and warn others;
2. Call 911 and Airport Operations @ 250-765-8678 ext: 231, and advise of the fire location;
3. EVACUATION - use fire exit doors and stairways only, DO NOT USE ELEVATOR ;
4. Employees: direct and assist occupants to evacuate safely and stay in assembly areas;
5. DO NOT RE-ENTER the terminal until advised by security or fire personnel.

PROCÉDURE D'ÉVACUATION
EN CAS D'INCENDIE OU D'URGENCE

1. En cas d'incendie, TIRER L'AVERTISSEUR d'alarme le plus pres et averter toutes les personnes a proximité:
2. Téléphoner au 911 et le Centre d'opérations de l'aérogare au @ 250-765-8678 ext: 231, et les aviser de l'endroit exact de l'incendie;
3. EVACUATION - prendre les sorties de secours et les escaliers seulement. LES ASCENSEURS SONT INTERDITS ;
4. Aux employes - en vous assurant de la sureté de tous ceux presénts, veuillex les aider a évacuer les lieux en les dirigeant vers les zones de reassemblement ou lis devront rester jusqu'a nouvel avis;
5. DES QUE L'AÉROGARE sera hors de danger, le personnel anti-incendie ou le personnel de la sécurité, vous en avisora.

LEGEND

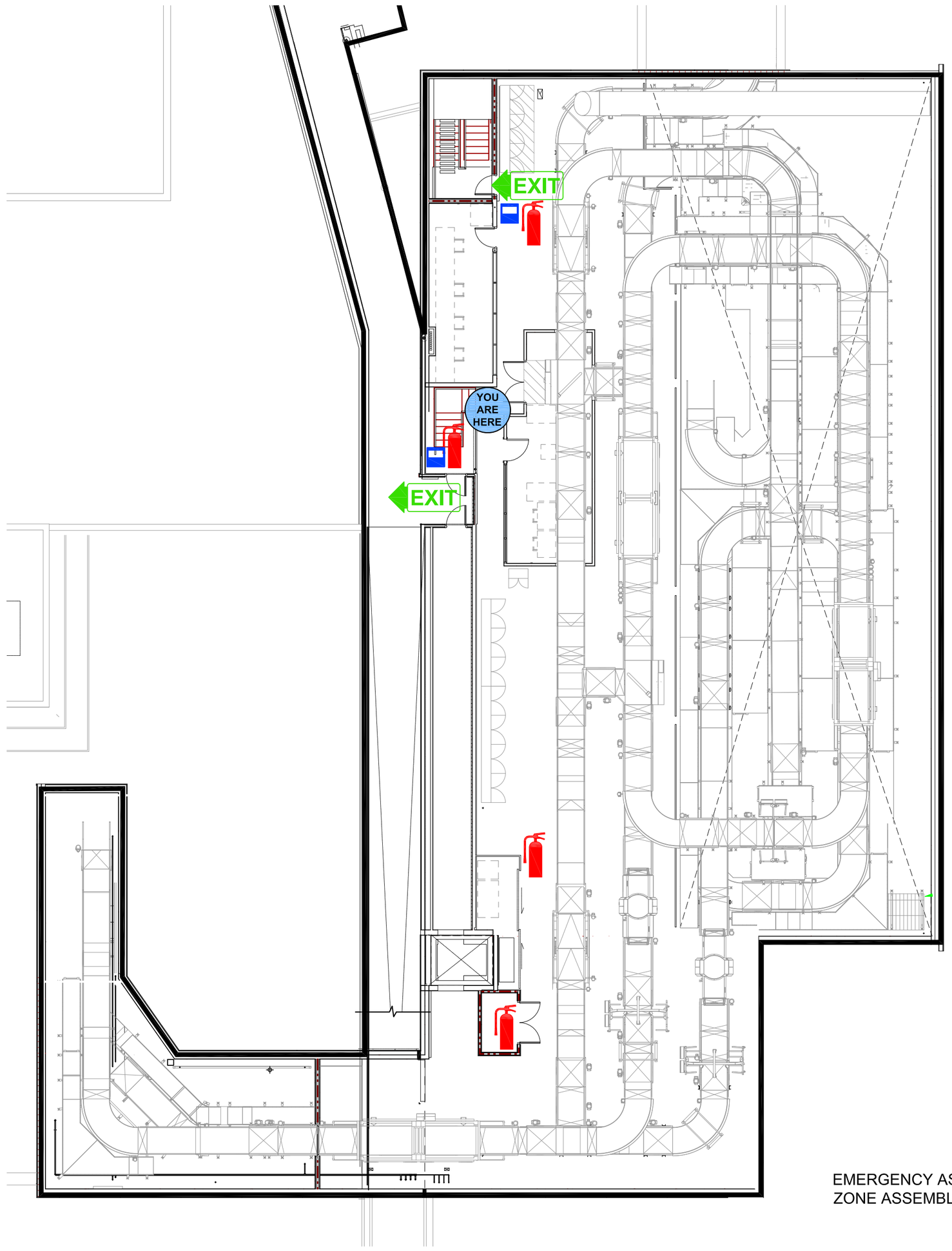
- Emergency Assembly Area / Zone Assemblée Urgence
- Pull Station / Poste Manuel
- Fire Extinguisher / Extincteur
- EXIT — Exit Point / Sortie De Secours
- AED — Automated External Defibrillator / Defibrillator Externe Automatisé

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION

N

EMERGENCY ASSEMBLY AREA /
ZONE ASSEMBLÉE URGENCE



EMERGENCY ASSEMBLY AREA /
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- Pull Station / Poste Manuel
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SECOND FL BAGGAGE PLAN - 20 - FEB 2018

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION

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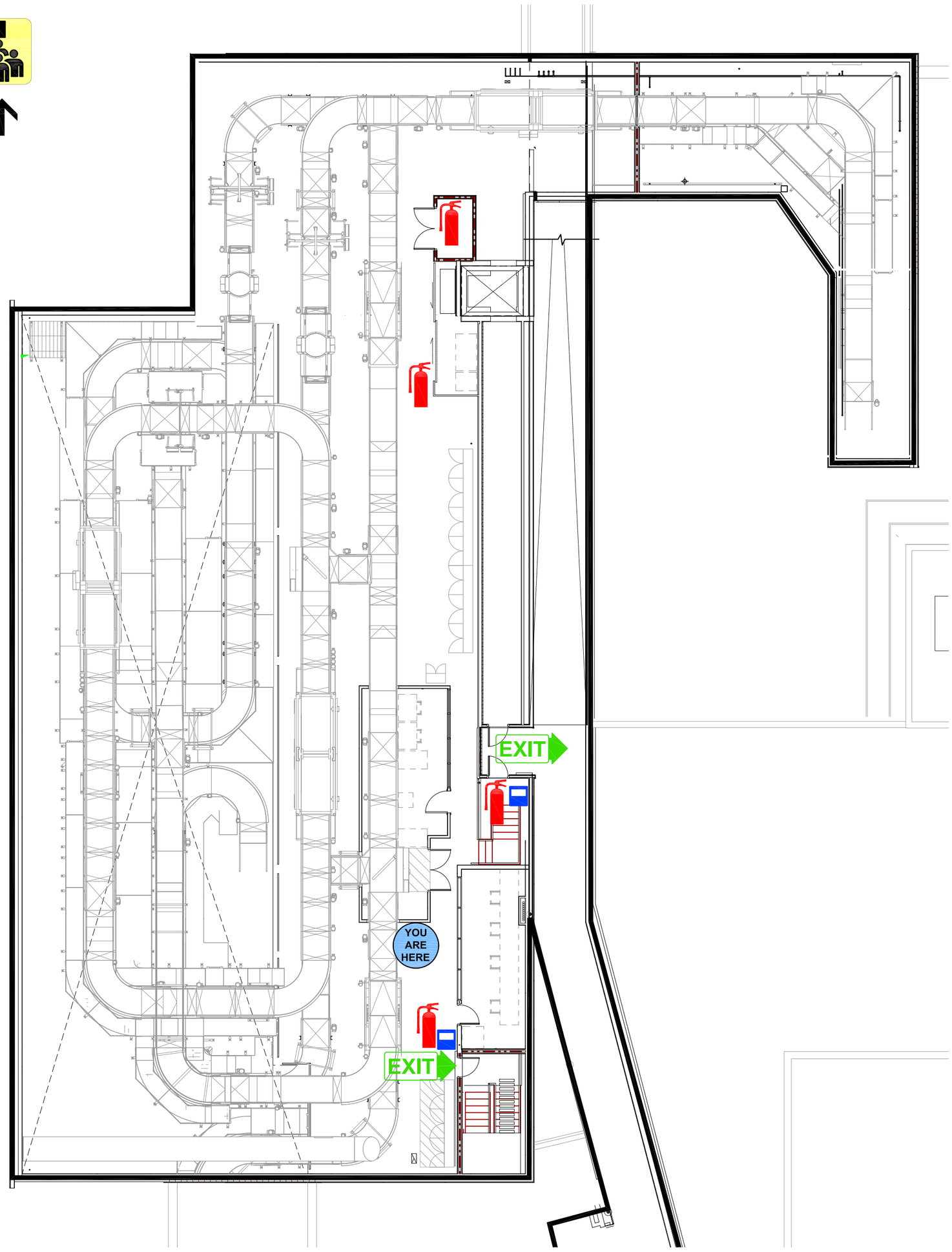
ZONE ASSEMBLÉE URGENCE



EMERGENCY ASSEMBLY AREA /
ZONE ASSEMBLÉE URGENCE

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LEGEND

- Emergency Assembly Area / Zone Assemblée Urgence
- Pull Station / Poste Manuel
- Fire Extinguisher / Extincteur
- EXIT — Exit Point / Sortie De Secours
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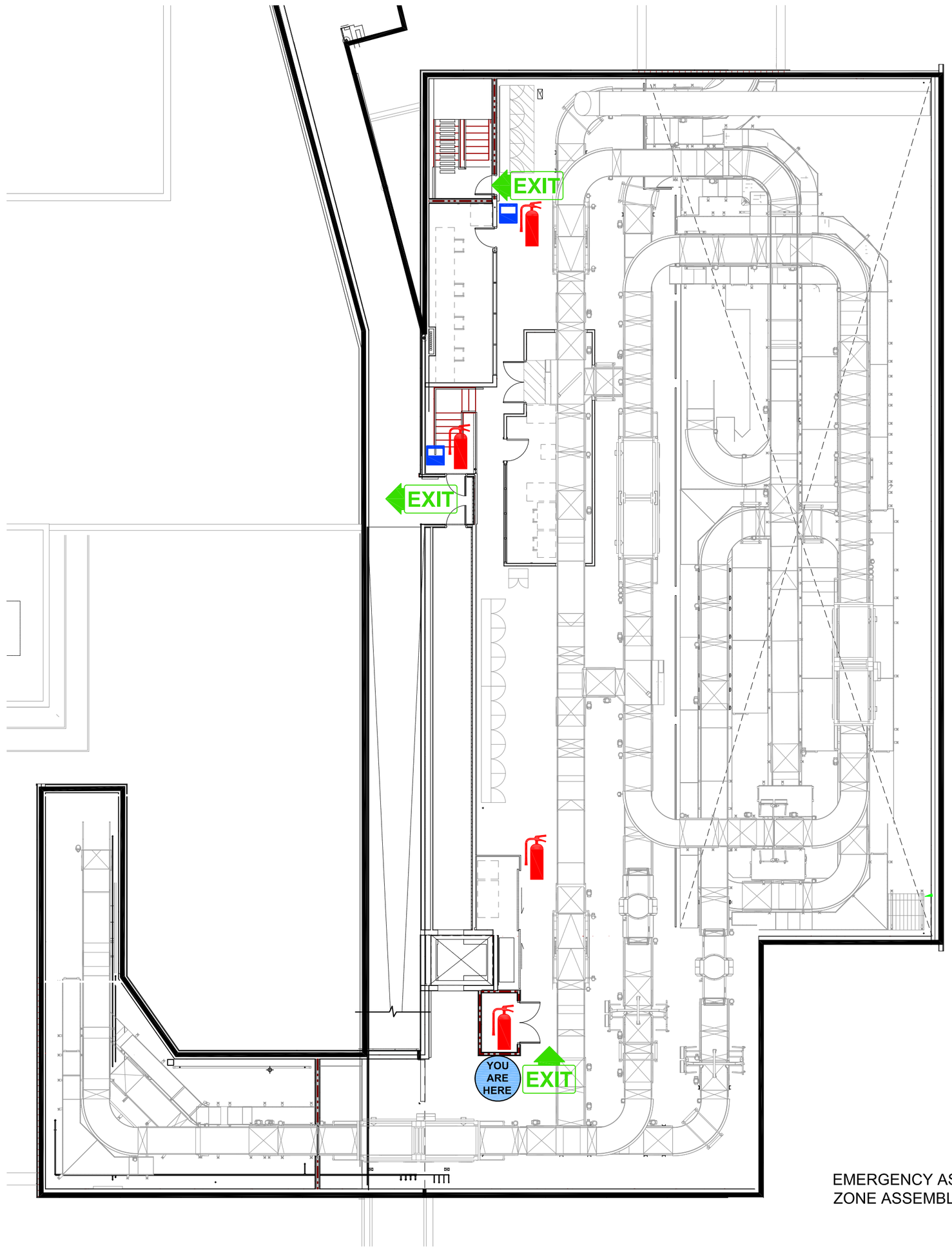
SECOND FL BAGGAGE PLAN - 21 - FEB 2018

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION

N

EMERGENCY ASSEMBLY AREA /
ZONE ASSEMBLÉE URGENCE



EMERGENCY ASSEMBLY AREA /
ZONE ASSEMBLÉE URGENCE

FIRE / EVACUATION INSTRUCTIONS
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PROCÉDURE D'ÉVACUATION
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- Emergency Assembly Area / Zone Assemblée Urgence
- Pull Station / Poste Manuel
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YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION

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EMERGENCY ASSEMBLY AREA /
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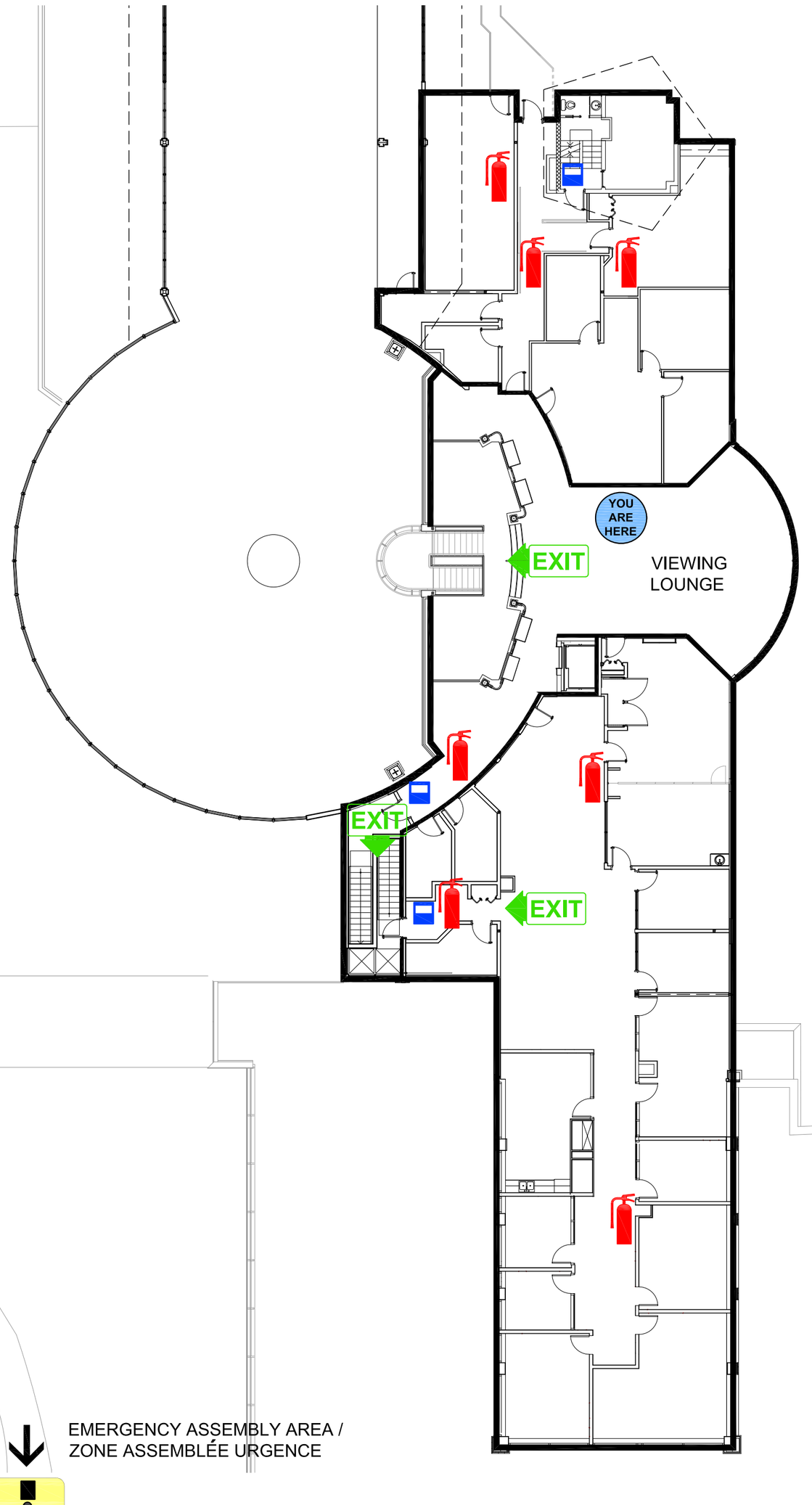

EMERGENCY ASSEMBLY AREA /
ZONE ASSEMBLÉE URGENCE

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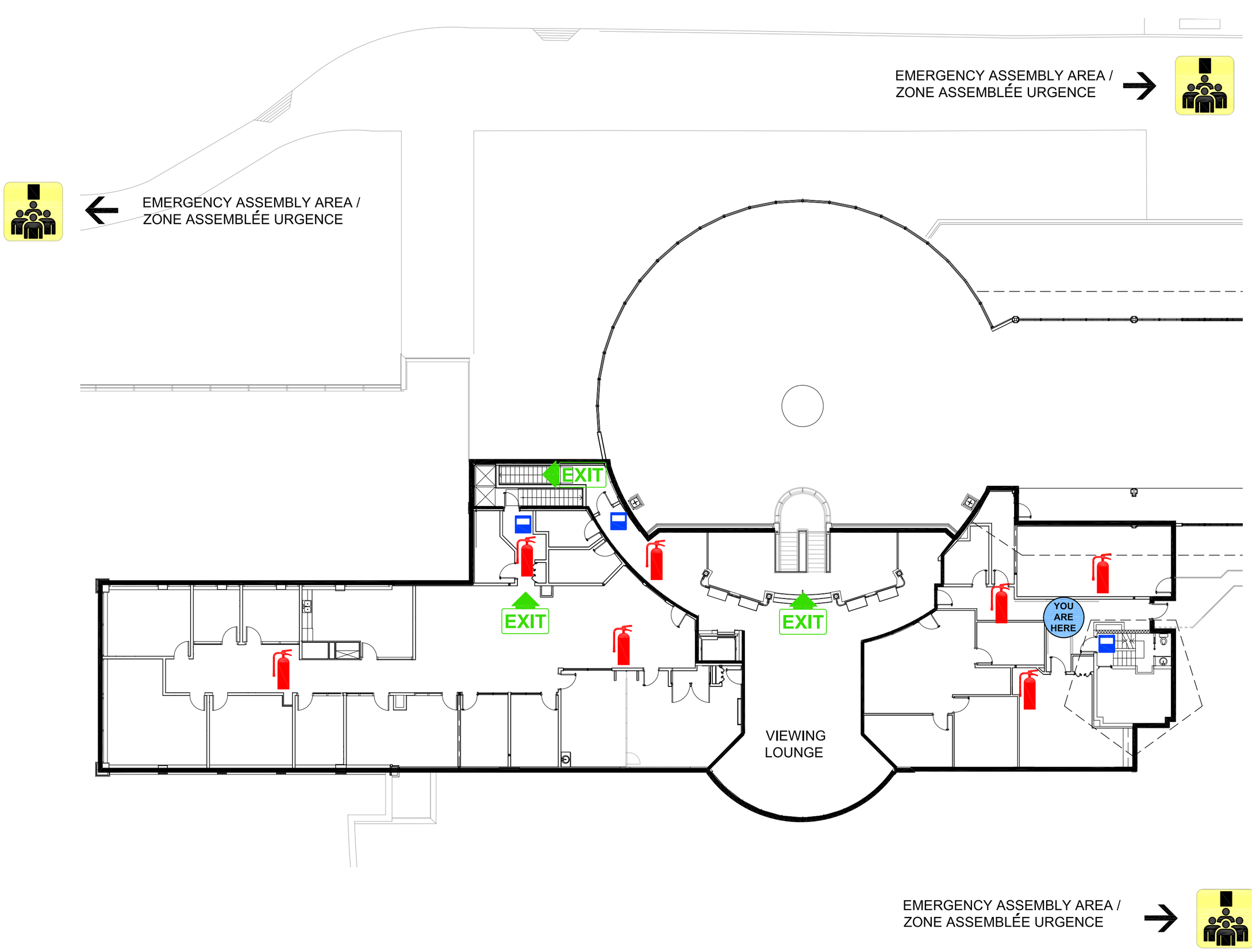
LEGEND

- Emergency Assembly Area / Zone Assemblée Urgence
- Pull Station / Poste Manuel
- Fire Extinguisher / Extincteur
- EXIT — Exit Point / Sortie De Secours
- AED — Automated External Defibrillator / Defibrillator Externe Automatisé

SECOND FLOOR PLAN - 23 - FEB 2018

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION



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LEGEND

- Emergency Assembly Area / Zone Assemblée Urgence
- Pull Station / Poste Manuel
- Fire Extinguisher / Extincteur
- EXIT — Exit Point / Sortie De Secours
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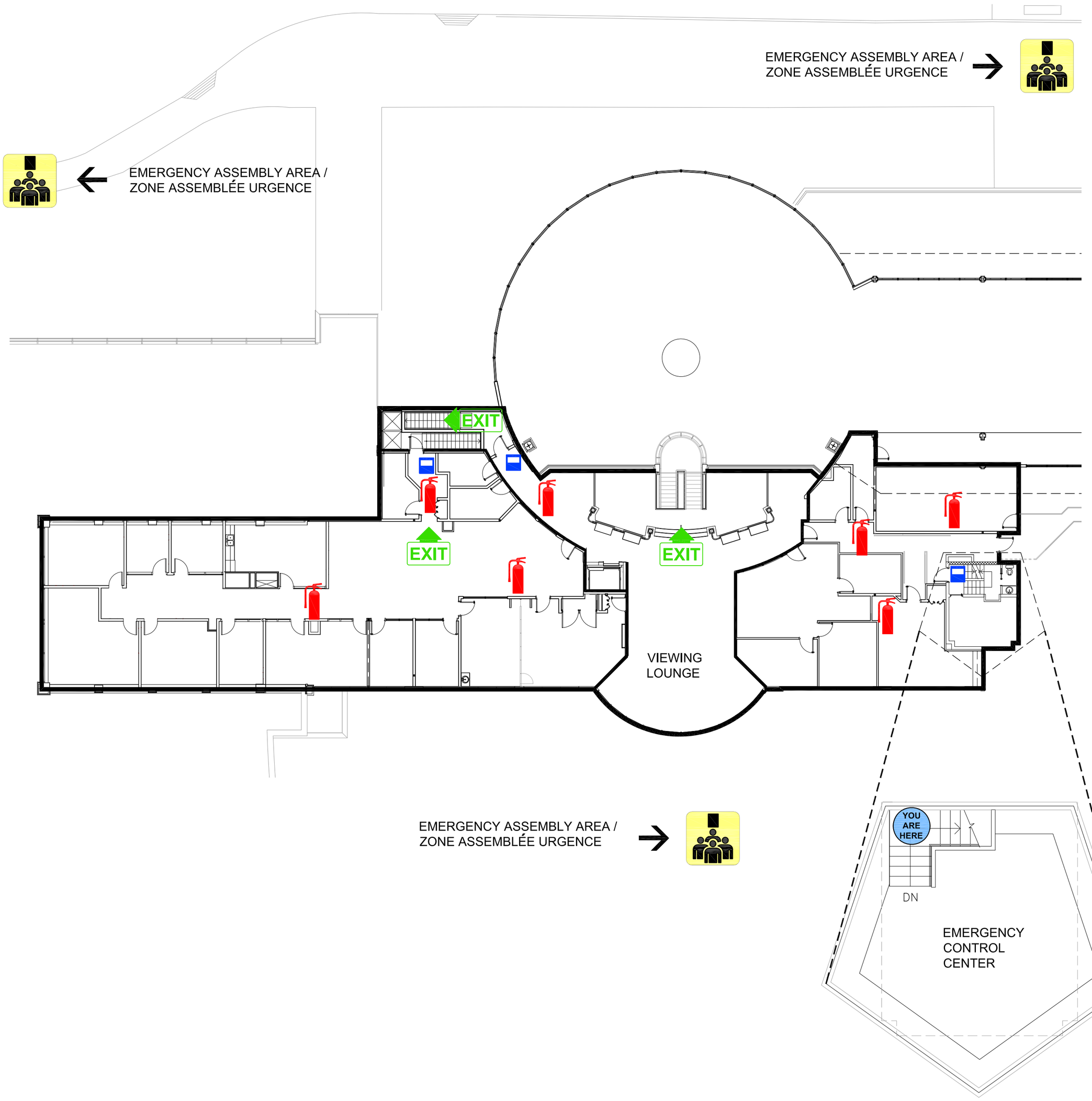
SECOND FLOOR PLAN - 24 - JUNE 2019

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION



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SECOND FLOOR PLAN - ECC - 25 - JUNE 2019

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
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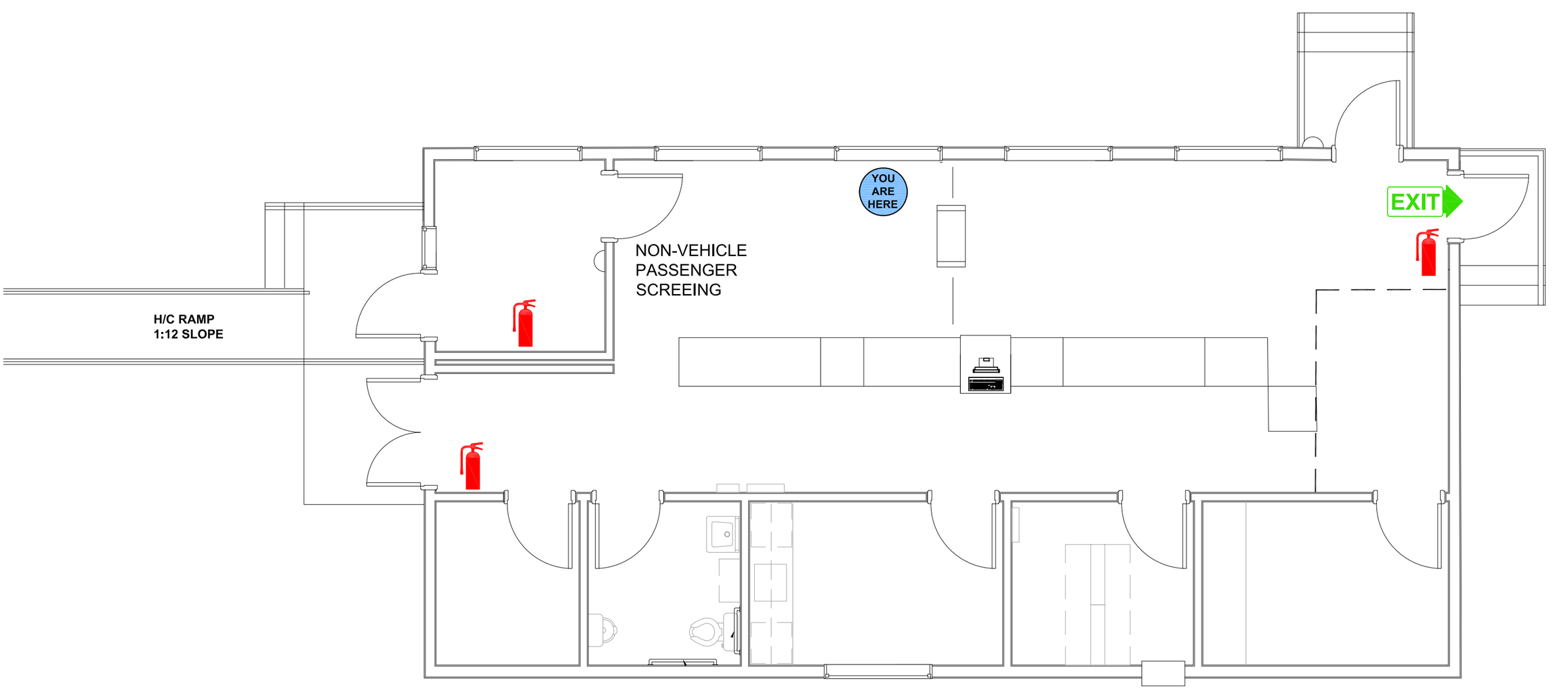

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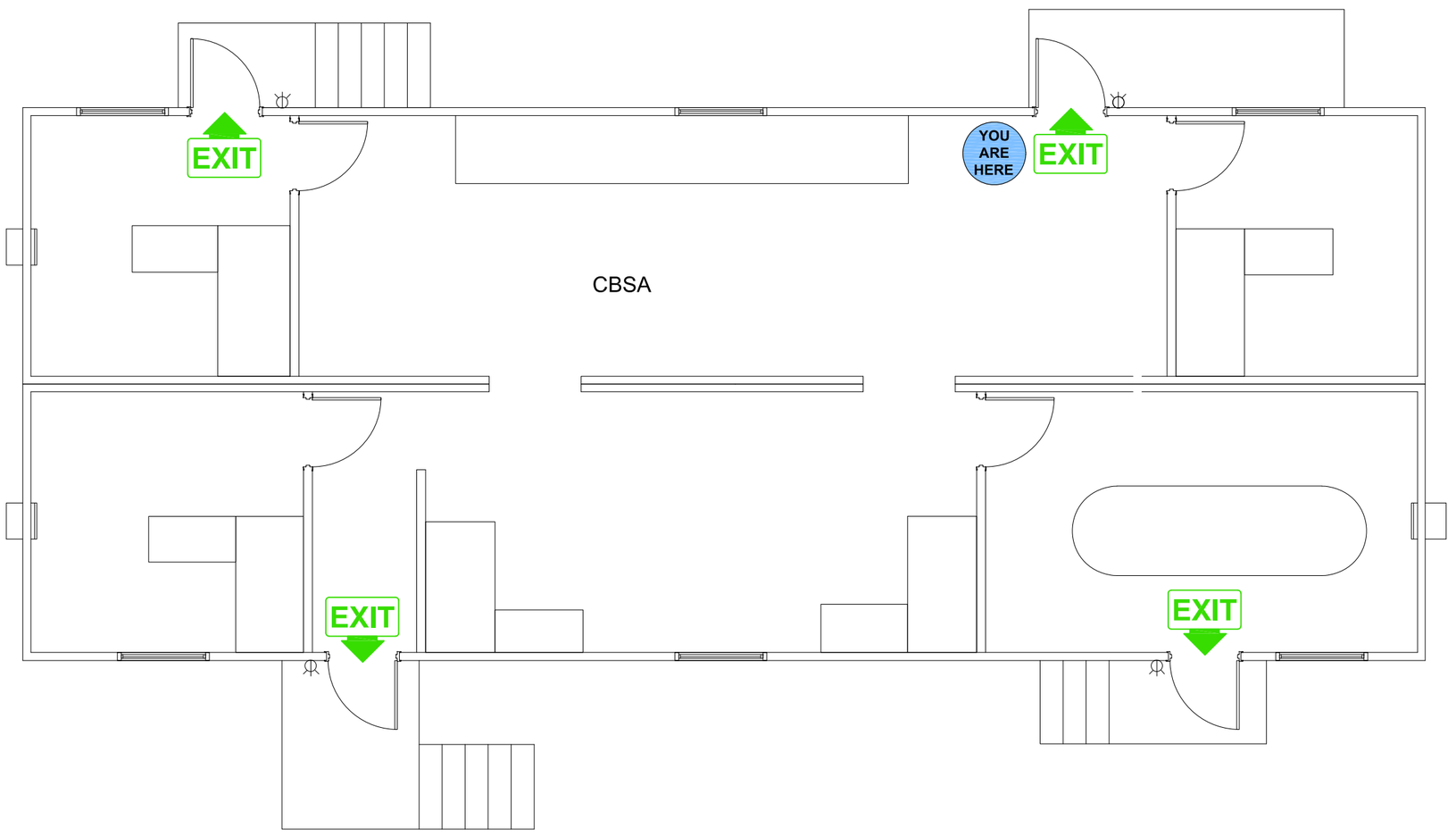

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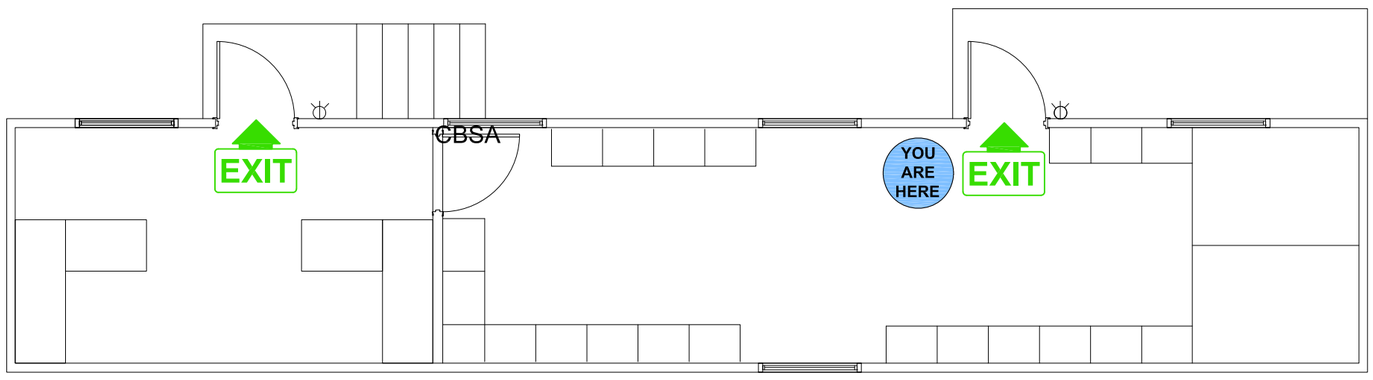
ZONE ASSEMBLÉE URGENCE



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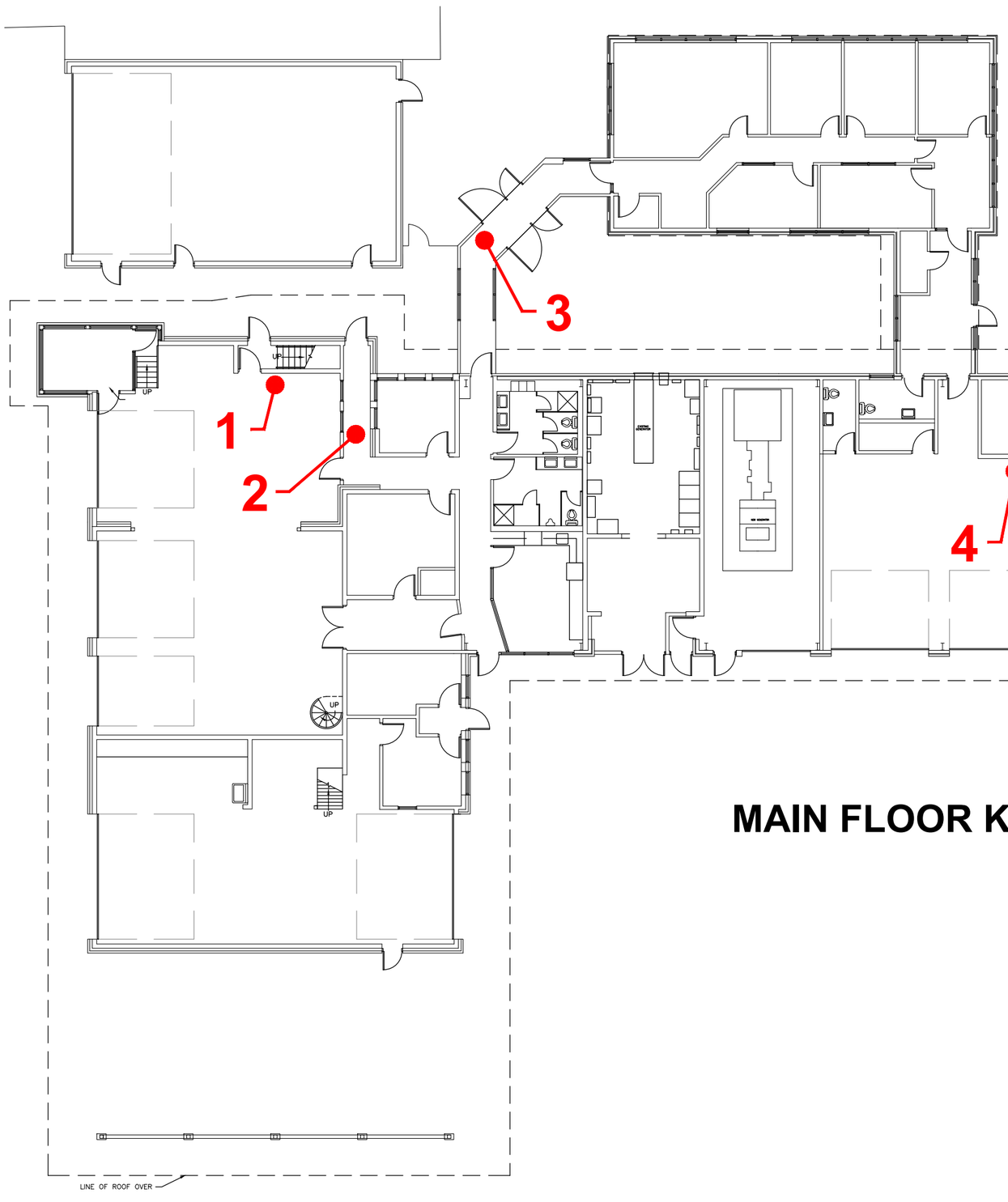
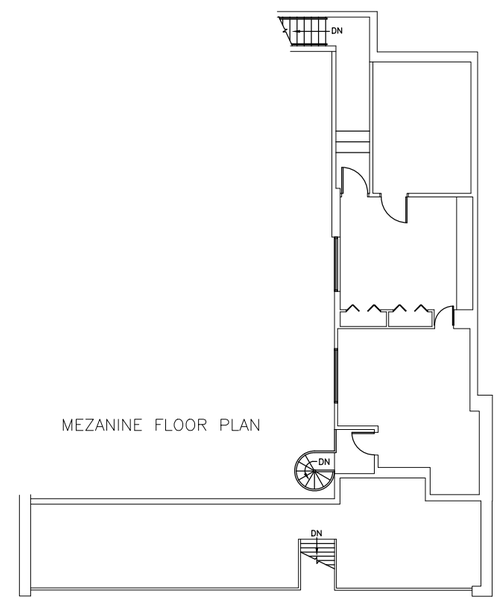
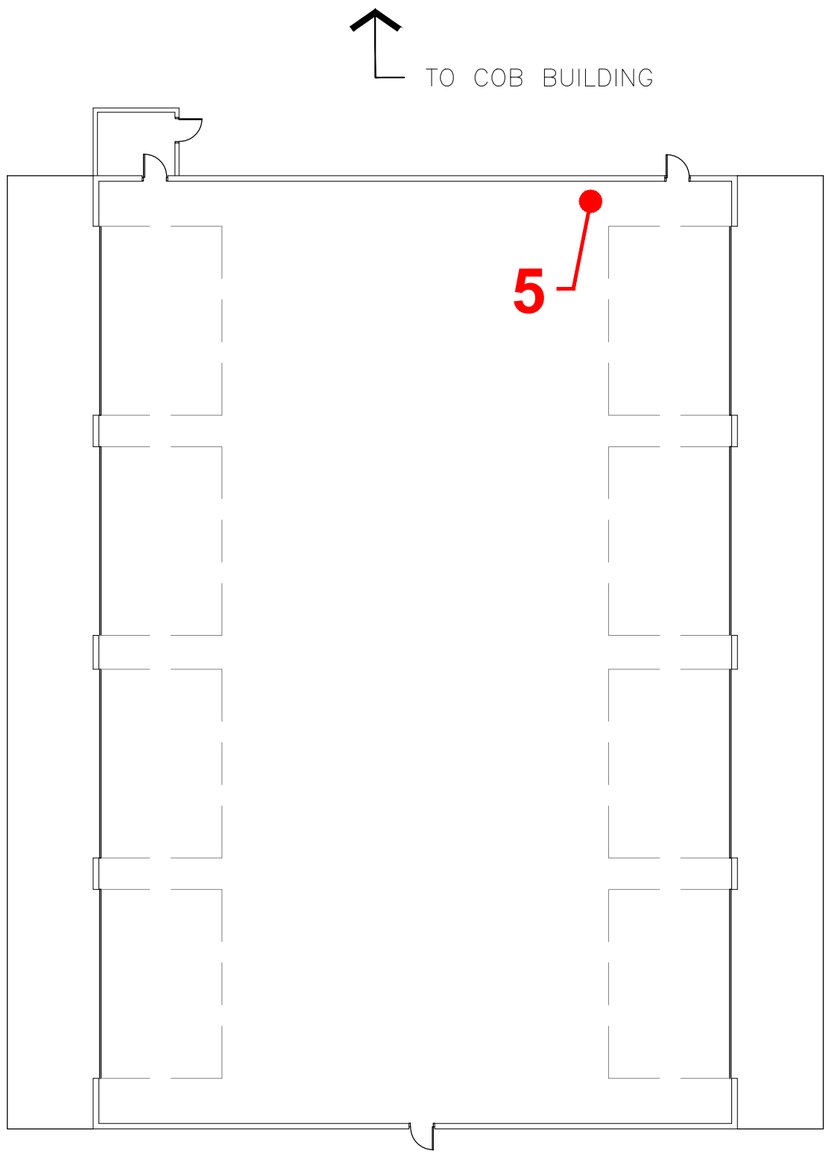
YLW Kelowna International Airport



MAIN FLOOR KEYPLAN



MEZZANINE FLOOR KEYPLAN



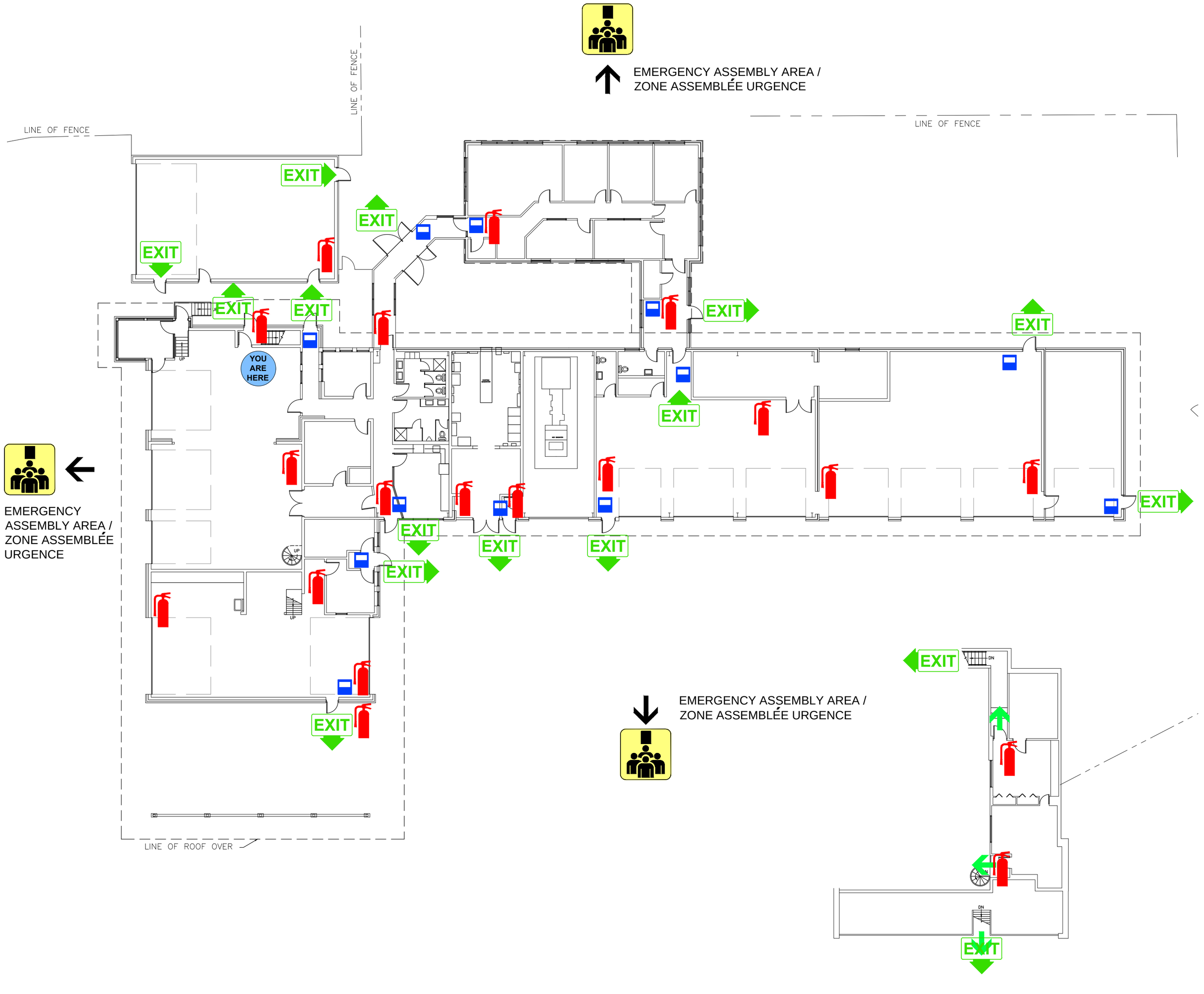
HEAVY EQUIPMENT BUILDING KEYPLAN

FIRE / EVACUATION MAP KEYPLAN

KEY PLAN - 0 - JULY 2013

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION



MEZZANINE FLOOR PLAN

FIRE / EVACUATION INSTRUCTIONS
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4. Employees: direct and assist occupants to evacuate safely and stay in assembly areas;
5. **DO NOT RE-ENTER** the building until advised by security or fire personnel.

PROCÉDURE D'ÉVACUATION
EN CAS D'INCENDIE OU D'URGENCE

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5. **NES PAS RÉINTÉRGRER** le bâtiment sera hors de danger, le personnel anti-incendie ou le personnel de la sécurité, vous en avisora.

LEGEND

- Emergency Assembly Area / Zone Assemblée Urgence
- Pull Station / Poste Manuel
- Fire Extinguisher / Extincteur
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COB - 1 - SEPT 2013

YLW Kelowna International Airport

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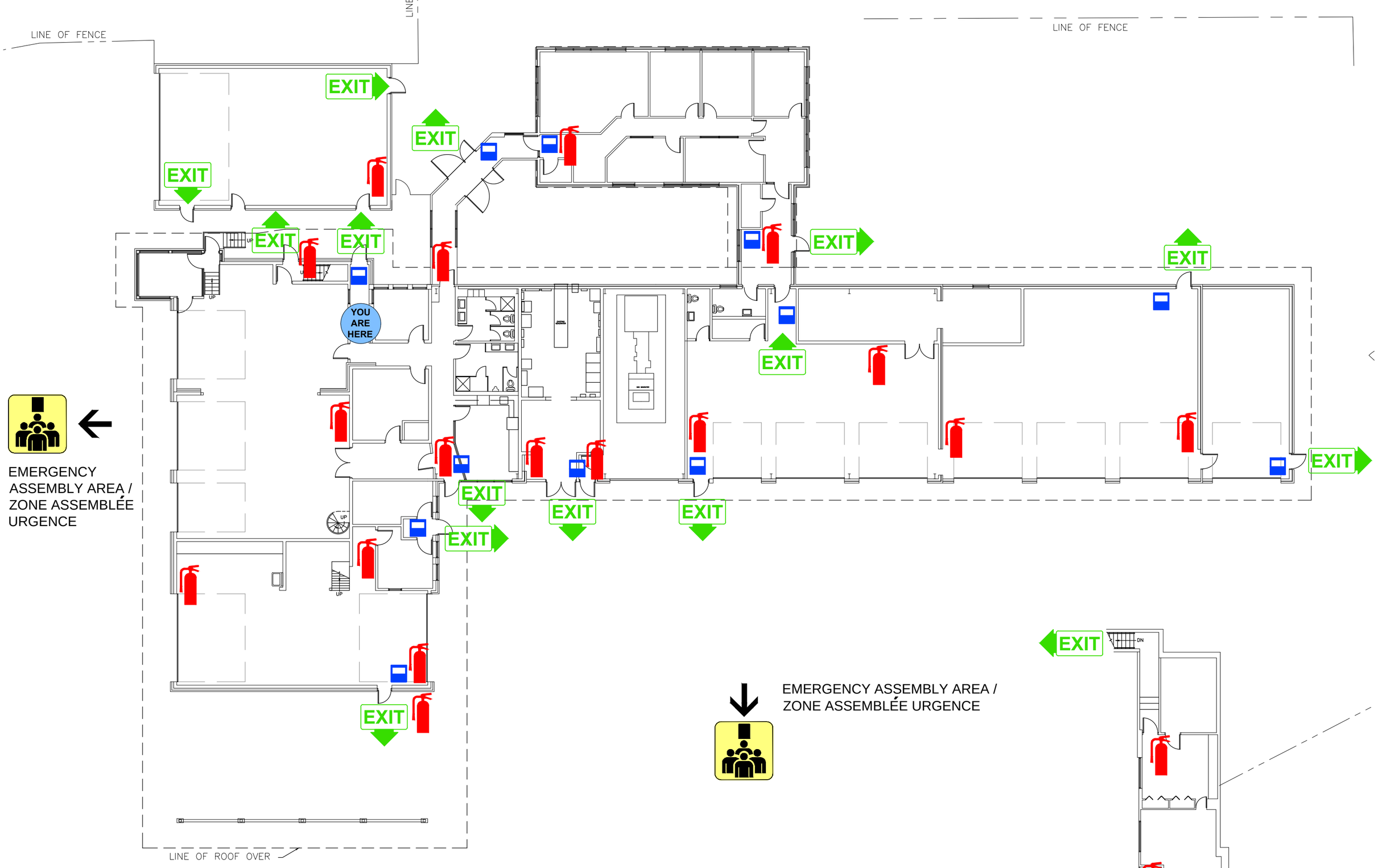
EMERGENCY ASSEMBLY AREA /
ZONE ASSEMBLÉE URGENCE



EMERGENCY ASSEMBLY AREA /
ZONE ASSEMBLÉE URGENCE

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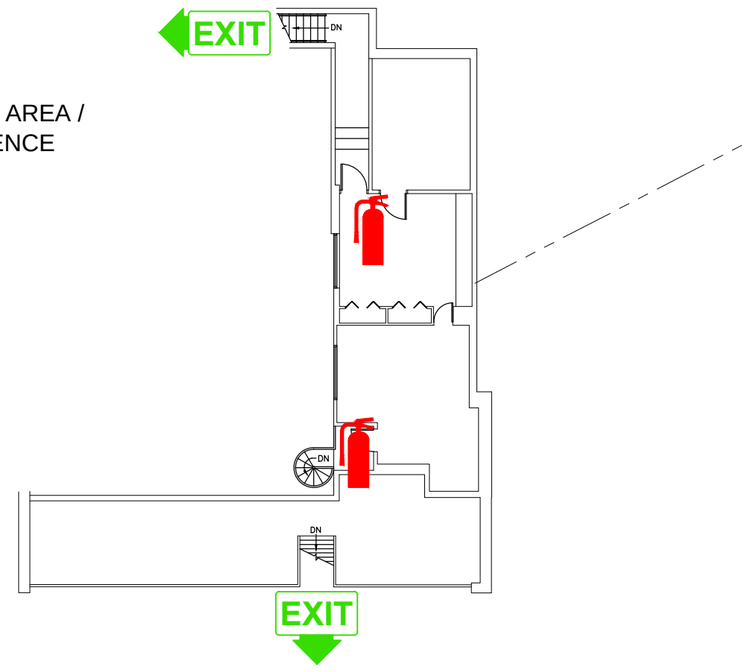


MEZZANINE FLOOR PLAN

FIRE / EVACUATION INSTRUCTIONS
IN CASE OF EMERGENCY

1. If you discover a fire, ACTIVATE the nearest fire alarm pull station and warn others;
2. Call 911 and Airport Operations @ 250-765-8678, Ext. 0 and advise of the fire location
3. EVACUATION - use fire exit doors and stairways only, DO NOT USE ELEVATOR ;
4. Employees: direct and assist occupants to evacuate safely and stay in assembly areas;
5. DO NOT RE-ENTER the building until advised by security or fire personnel.

PROCÉDURE D'ÉVACUATION
EN CAS D'INCENDIE OU D'URGENCE

1. En cas d'incendie, TIRER L'AVERTISSEUR d'alarme le plus pres et averter toutes les personnes a proximité:
2. Téléphoner au 911 et le Centre d'opérations de l'aérogare au @ Ext. 0, 250-765-8678, et les aviser de l'endroit exact de l'incendie;
3. EVACUATION - prendre les sorties de secours et les escaliers seulement. LES ASCENSEURS SONT INTERDITS ;
4. Aux employes - en vous assurant de la sureté de tous ceux presénts, veuillex les aider a évacuer les lieux en les dirigeant vers les zones de reassemblement ou lis devront rester jusqu'a nouvel avis;
5. NES PAS RÉINTÉRGRER le bâtiment sera hors de danger, le personnel anti-incendie ou le personnel de la sécurité, vous en avisora.

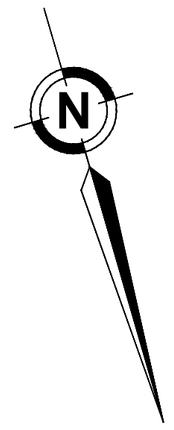
LEGEND

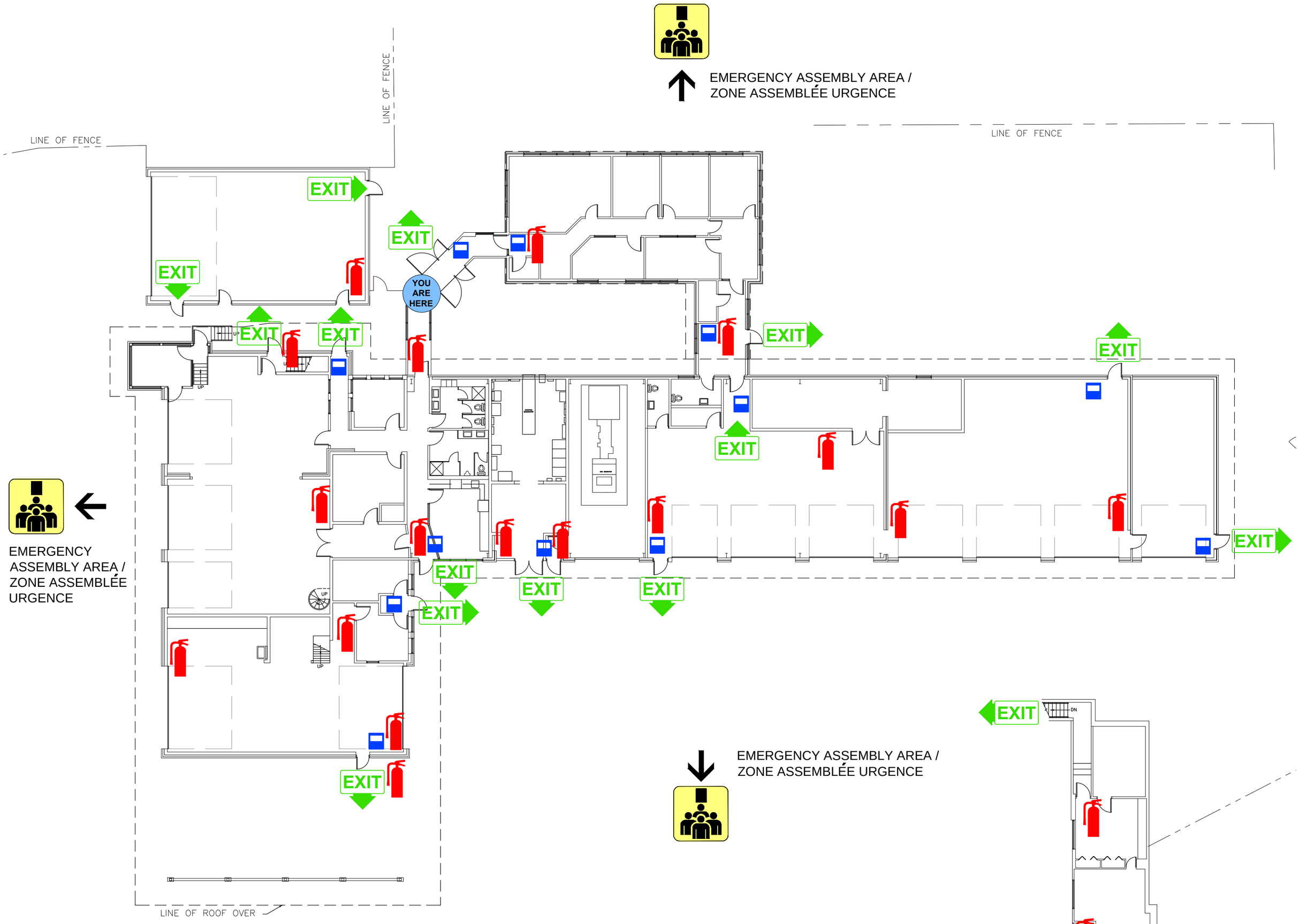
- Emergency Assembly Area / Zone Assemblée Urgence
- Pull Station / Poste Manuel
- Fire Extinguisher / Extincteur
- EXIT — Exit Point / Sortie De Secours

COB - 2 - SEPT 2013

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION





MEZZANINE FLOOR PLAN

FIRE / EVACUATION INSTRUCTIONS
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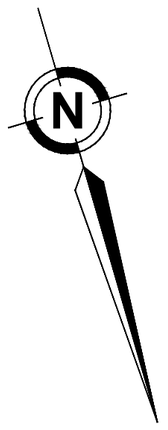
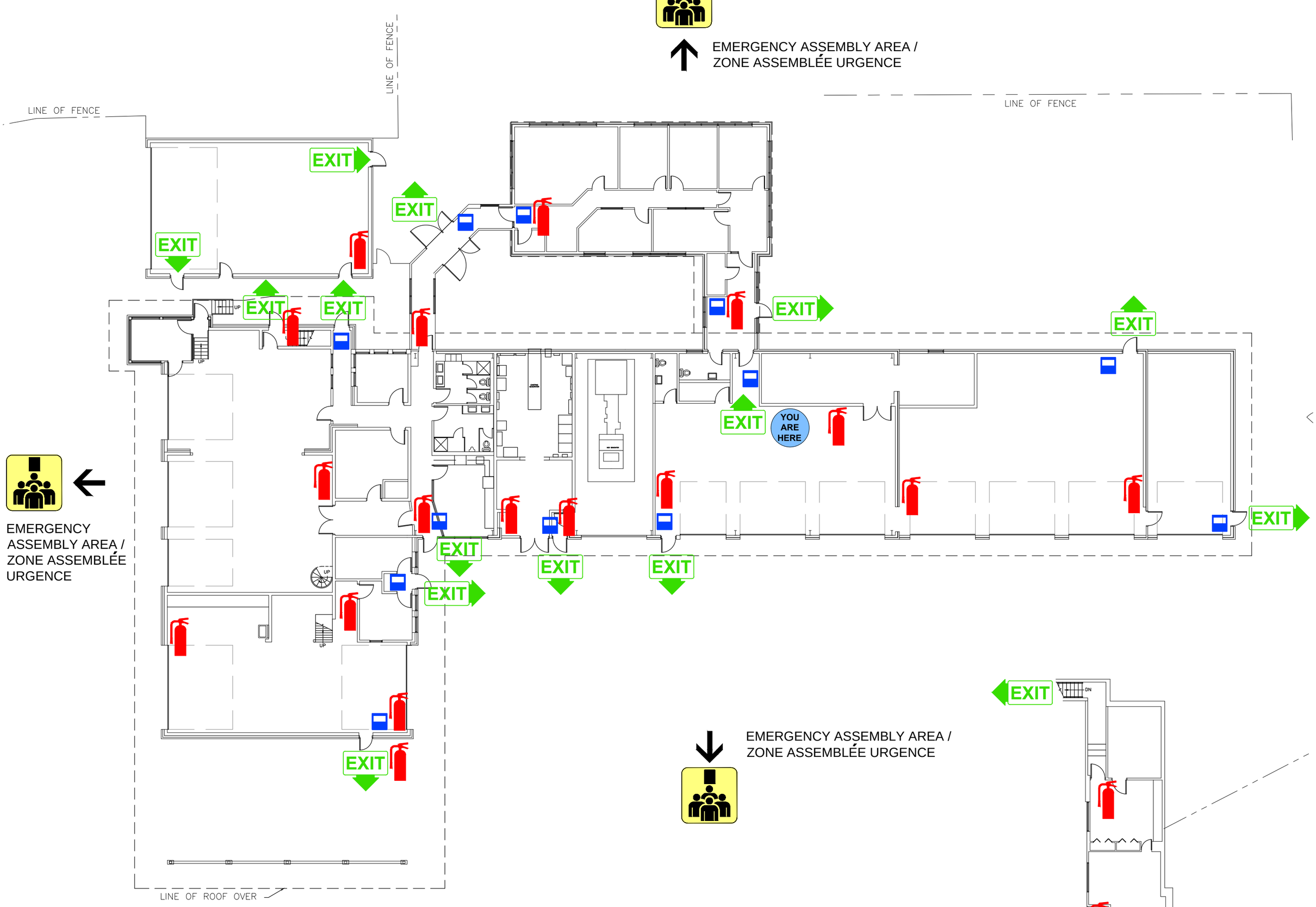
- Pull Station / Poste Manuel
- Fire Extinguisher / Extincteur
- EXIT — Exit Point / Sortie De Secours

COB - 3 - SEPT 2013

YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION





MEZZANINE FLOOR PLAN

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LEGEND

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- Fire Extinguisher / Extincteur
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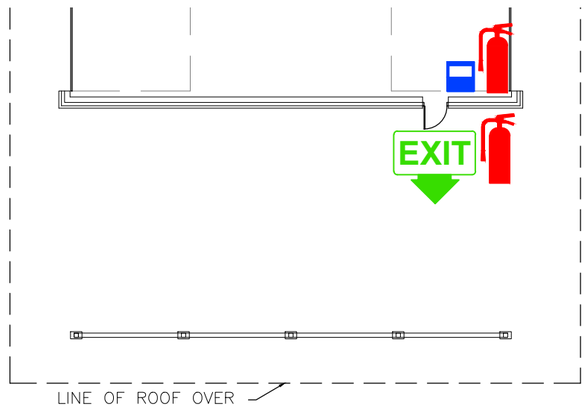
COB - 4 - SEPT 2013

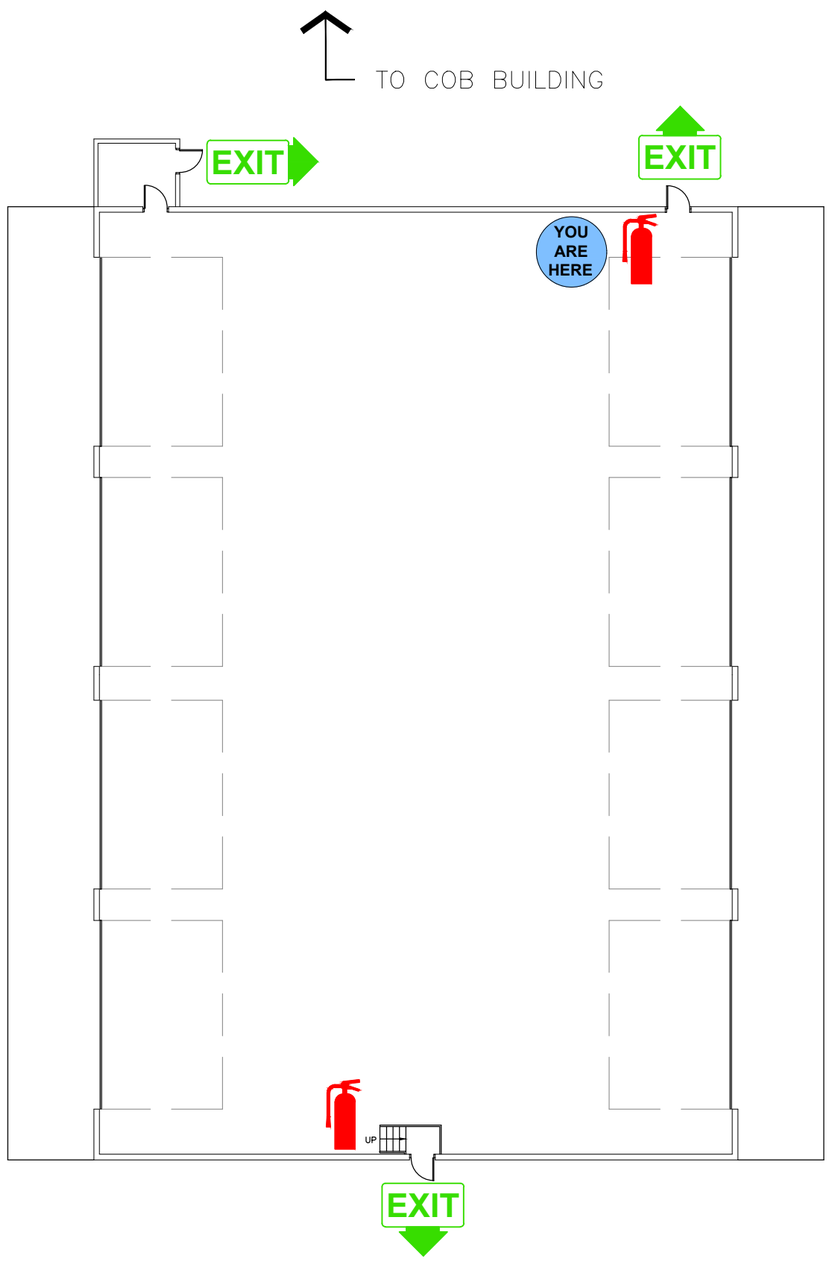
YLW Kelowna International Airport

FIRE / EVACUATION INSTRUCTION DIAGRAM
DIAGRAMME D'INSTRUCTION D'ÉVACUATION



COB BUILDING

EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE



EMERGENCY ASSEMBLY AREA / ZONE ASSEMBLÉE URGENCE

HEAVY EQUIPMENT BUILDING

FIRE / EVACUATION INSTRUCTIONS
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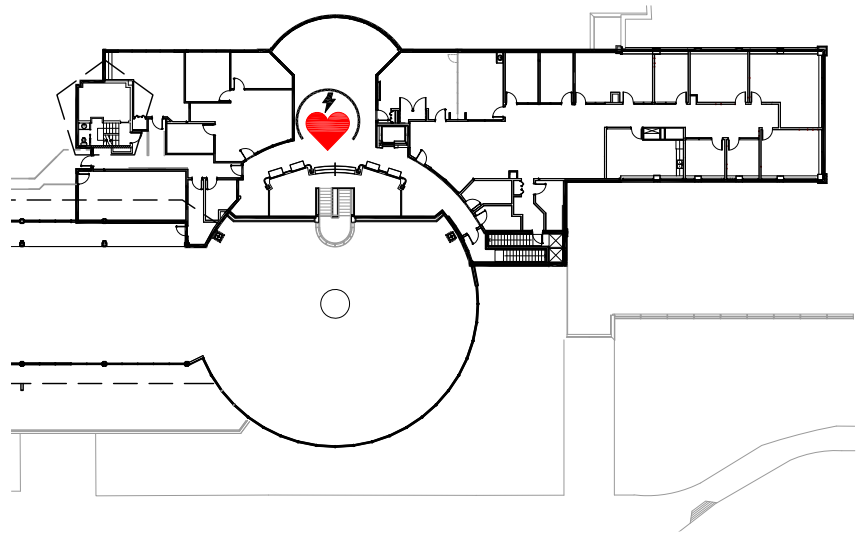
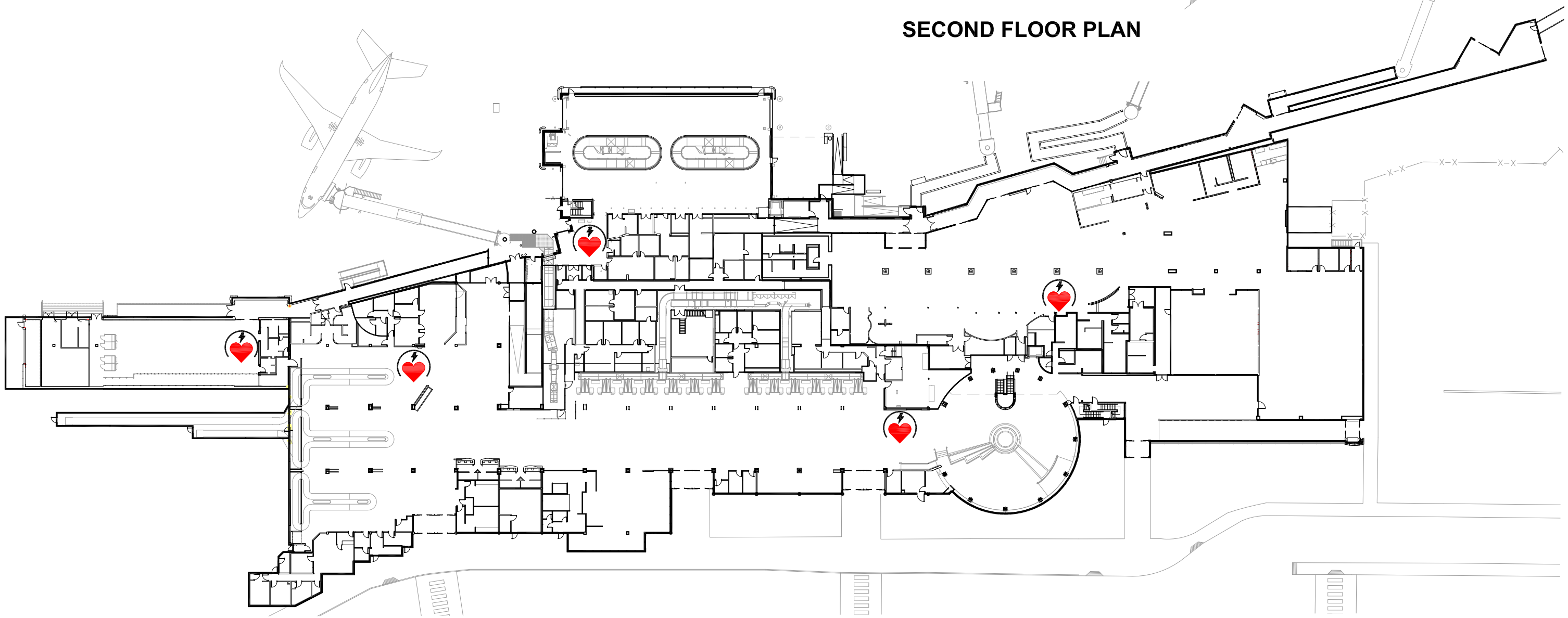
YLW Kelowna International Airport



NORTH

SECOND FLOOR PLAN



MAIN FLOOR PLAN

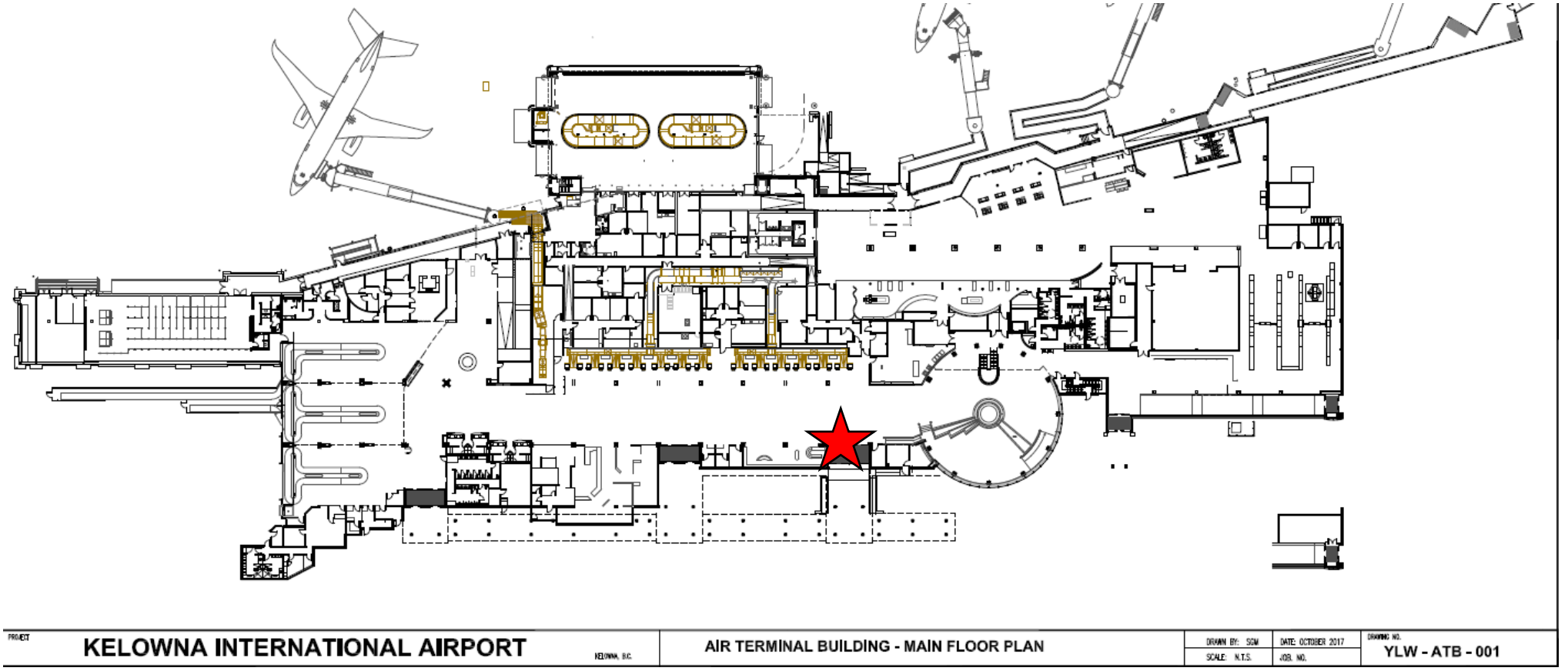
AED LOCATION MAP

AED

Automated External Defibrillator / Defibrillator Externe Automatise

APPENDIX D – TEMPORARY AMENDMENTS

KFD key box, enunciator panel, fire safety plan box and map have been moved from the terminal exit doors by PBS, to the departure's doors in front of WestJet due to ATB expansion.



New FD box location

New Fire Safety Plan box and Map location