



Parks Canada Fire Protection Systems Impairment Procedure

Fire Safety Procedure FSP_02

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NAME:

Parks Canada | Fire Protection Systems Impairment Procedure

Fire Safety Procedure: FSP_02

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REVIEW: These Procedures will be reviewed by the Chief Engineer, Technical and Specialist Services every 3 years, and updated as required.

RECORD OF AMENDMENTS:

Amendment No.	CHANGE	DATE	APPROVAL

CHANGE INDICATION:

Where a technical change or addition has been made relative to the previous version, a vertical line [|] has been added in the margin next to the affected provision. No change indication has been provided in cases where provisions have been renumbered or deleted.





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1. CONTEXT

There are times when it is necessary to disable fire protection systems. The probability of a fire or explosion causing major damage is therefore increased whenever a system, alarm, or device is impaired. The longer the protection is impaired the greater the probability becomes. Therefore, it is necessary to minimize the duration and scope of any impairment or provide for an alternate protection system.

2. PURPOSE

To summarize the code requirements and to provide guidance on how to implement those requirements in order to supervise the safe shutdown of the fire protection systems, to control potential fire hazards and risks and to minimize the duration of the impairment by reinstating the fire protection system as soon as possible.

During a shutdown, bypass or reduction in the operation of a fire protection system, alternative measures are necessary to ensure that the level of safety intended by the Code is maintained. When any portion of a fire protection system is temporarily out of service, alternative measures shall be taken to ensure that an acceptable level of property protection and life safety is maintained.

This document has been developed to illustrate the legislative requirements governing the procedures to be followed in the event of a fire protection system impairment affecting any of Parks Canada Agency's (PCA) owned, rented or leased property.

3. EXPECTED RESULTS

A Fire Protection Impairment Program is an effective management program used to:

- Supervise the safe shutdown of fire protection systems
- Control potential fire hazards during the impairments; and
- Restore the fire protection system to service as soon as possible.

4. SCOPE

The fire protection system impairment procedures apply to all PCA employees and assets and facilities for which it is the custodian. This includes planned or emergency outages of the following system or devices:

- Fire alarm and emergency voice communications systems;
- Fire alarm signal transmission system;
- Water-based Fire Protection Systems (automatic sprinkler systems, standpipe and hose systems...);
- Commercial Kitchen Hood Suppression Systems;
- Fire protection water supplies (fire pumps, water storage tanks, underground piping, control valves and hydrants);
- Special suppression systems (CO₂, Clean Agent, Dry Chemical, Wet Chemical);
- Smoke control systems and fans required for smoke control;
- Emergency lighting; and exit signs that depend on electrical power supplied to the building; and



• Emergency power supplies for life safety systems (generators, energy storage systems...).

5. RELATED AUTHORITIES

- a) Treasury Board of Canada Secretariat Directive on the Management of Real Property
- b) Canada Labour Code (Part II)
- c) National Fire Code Canada 2020
- d) NFPA 25 "Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems" (2020 Edition)
- e) <u>CAN/ULC-S536</u>, "Standard for Inspection and Testing of Fire Alarm Systems." (2019 Edition Rev.1)
- f) CAN/ULC-S537, "Standard for Verification of Fire Alarm Systems." (2019 Edition Rev. 1)

6. DEFINITIONS

<u>Impairment</u>: A condition where a fire protection system or portion thereof is out of service, and the condition can result in the fire protection system or equipment not functioning properly. This includes, the shutdown, bypass or reduction in the operation of a fire protection system or portion thereof. e.g. a sprinkler system with a closed supply valve, or a fire alarm system that is in a trouble condition.

<u>Minor Impairment</u>: Fire protection system impairments considered to be minor in nature include fire system testing, maintenance and repairs which are of short duration (less than eight hours), does not include water supply, does not impact critical operations, and does not include substantial risk for loss of life or property.

<u>Preplanned Impairment</u>: A condition where a fire protection system or a portion thereof is out of service due to work planned in advance, such as revisions to the water supply or sprinkler system piping, or the periodic inspection, testing, maintenance and repairs of a fire protection system.

Emergency Impairment: A condition in which the fire protection system or a portion thereof is out of service due to an unexpected occurrence. Emergency impairments include, but are not limited to, system leakage, interruption of water supply, frozen or ruptured piping, equipment failure, or other impairments found while performing inspection, testing or maintenance activities.

Impairment coordinator: The impairment coordinator should be someone who is on site and thoroughly familiar with the building layout, operations, and systems. In addition, they should have the authority and means to initiate proper notification when a system impairment is planned. The impairment coordinator is usually someone from the Assets group. In the absence of a specific designee, the Asset Manager or the onsite building/site manager shall be considered the impairment coordinator.

<u>Fire Watch</u>: The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.



7. COMPLIANCE AND RESPONSIBILITY

Any person, and their organization, who performs or approves the installation, maintenance, testing, repair or other operations which can result in the reduction in the operation of a fire protection system defined in Part 4 shall be responsible for compliance with these procedures.

The Asset Manager or the onsite building manager shall assign an impairment coordinator to comply with the requirements of this document.

8. REQUIREMENTS

8.1 Impairment Coordinator

In the event of any shutdown, bypass or reduction in the operation of a fire protection system defined in Part 4, an impairment coordinator shall be assigned. In the absence of a specific designee, the onsite building/site manager or the Asset Manager shall be considered the impairment coordinator.

8.2 Preplanned Impairment

In the event of any protection system shutdown or impairment, the Impairment Coordinator shall apply the following procedures:

a) Determine extent of and duration:

Extent of and expected duration of the impairment need to be determined. Minor impairments do not need an approved permit. However, if an unforeseeable event (emergency impairment) occurs while testing, maintaining or making repairs and it will exceed the eight (8) hour time limit, a Fire Protection Impairment Permit must be completed. An impairment permit sheet is available in the Appendix. Fire protection impairment permits, when required must be approved and signed by the Impairment Coordinator before the system is disabled. In the absence of a designated impairment coordinator, the Asset Manager, onsite building/site manager or a designated representative shall approve the permit.

b) Determine increased risk:

The areas or buildings involved need to be inspected and the increase in probability of a fire occurrence and risks determined. Additional fire prevention and risk reduction measures must be implemented and enforced to eliminate potential ignition sources and limit the amount of fuel available to the fire.

c) Minimize impairments:

Only portions of a system that need to be worked upon shall be taken out of service. The entire system is not to be impaired unless there is no other alternative. It may take more time to isolate a particular portion of a system, but there is a significant and worthwhile value to life-safety and property protection in keeping in operation as much of a system as possible.

d) Determine alternative measures:

In the shutdown of a fire alarm system, alternative measures should be worked out in cooperation with the building manager or designated representative to ensure that all persons in the building can be promptly informed, and the fire department notified, should a fire occur while the alarm system is out of service. When a sprinkler system is shut down, measures that can be





taken include but are not limited to the provision of emergency hose lines and portable extinguishers, extra fire watch service and, where practicable, temporary water connections to the sprinkler system.

e) Notify affected parties:

In the event of any shutdown or impairment of a fire protection system or part thereof, the Fire Department and building occupants must be notified. Other parties to be notified who could be affected may include, but are not necessarily limited to, the fire alarm monitoring company, the Asset Manager and other tenants in the building. When notifying the Fire Department and the monitoring station, give your name, address and a description of the work and when you expect it to be corrected. The Fire Department should be notified in writing of shutdowns longer than 24 hours.

f) Notify building occupants:

All building occupants are to be notified in writing that the fire protection systems in the building are not functional. They must also be provided with the alternate procedures to be taken in case of an emergency. These should be outlined within the approved Fire Safety Plan.

g) Affix signage:

Notices shall be posted at all building entrances and exits, on all floors and by the elevators stating: that the fire protection systems are out of service, the alternate procedures or actions to be taken in case of an emergency and the anticipated duration (start and finish) of the impairment.

h) Identify affected systems:

A tag shall be used to alert building occupants and to indicate to the fire department that a system, or part thereof, has been removed from service. A clearly visible tag shall be affixed on the exterior of the fire alarm panel and annunciators, at any affected valves at each fire department connection and the system control valve, and other locations required by the authority having jurisdiction, indicating which system, or part thereof, has been removed from service. This is typically achieved by the use of a "NOT IN SERVICE" tag or notice. The tag or notice shall contain the contact information of the individual that impaired the system, the date and time the system was impaired, the reason for the impairment, and the expected date and time to return to service.

i) Fire Watch:

Where any part of a fire protection system is shut down for service, repairs or is inoperative for more than eight (8) hours, the impairment coordinator shall provide a sufficient number of trained people to patrol the building until the fire protection system is restored to operating condition. Alternative measures can be implemented upon consultation with and approval from the Parks Canada - Fire Safety Services.

Where required, at least one (1) qualified person shall be employed to complete fire watch duties of the unprotected building area. During hours where a building is occupied, this may be achieved either by the technician(s) in the area or by the building occupants working in the area. During off-work hours, a dedicated fire watch shall be implemented. The Fire Watch is only intended as a short-term alternative that permits continued occupancy of the building.



Fire Watch personnel must physically patrol the entire building each hour and immediately document, upon the completion of each round, that the building inspection was completed. During the patrol of the area, the person should not only be looking for fire, but making sure that the other fire protection features of the building such as egress routes and alarm systems are available and functioning properly. The person completing the rounds will record the time each round was completed and sign or initial each entry.

j) Submit mitigating recommendations:

Recommendations to mitigate any increased risks need to be submitted to the impairment coordinator or designated representative for approval. Mitigations other than fire watch may include, but not necessarily limited to, evacuation of the building or portion of the building affected by the system out of service, the establishment of temporary water supply, establishment and implementation of an approved program to eliminate potential ignition sources and limit the amount of fuel available to the fire.

k) <u>Verify implemented procedures:</u>

The impairment coordinator will verify that all procedures identified above have been implemented and are continuously adhered to.

I) Authorize the impairment:

The impairment coordinator will authorize the impairment.

8.3 Emergency Impairment

Even for an emergency impairment, all procedures for planned system impairments, as above, shall be followed, although, in order to effectively deal with an emergency, the procedures may have to be implemented in a different order. For example, if a sprinkler pipe breaks, shutting the water control valve and silencing the fire alarm will normally take the highest priority. Before commencing any repairs, the impairment coordinator shall implement the steps outlined in <u>Section 8.2</u>.

8.4 Recording of the Impairment

A permanent record shall be made and the original or a copy shall be retained at the premises for examination by the local Chief Fire Official or the Authority Having Jurisdiction. Each impairment permit, including the return to service shall be documented and recorded. The technician's name, contact information, impairment date and time, and expected and actual return to service date and time shall be recorded.

8.5 Restoring Systems to Service

When all impaired equipment is restored to normal working order, the impairment coordinator shall verify that the following procedures have been implemented:

- a) Any necessary inspections and tests have been conducted to verify that affected systems are operational. The appropriate standard for the impaired fire protection system shall be consulted for guidance on the type of inspection and test required.
 - Ex: For water-based fire suppression systems, this shall include a full-flow main drain test downstream of all supply valves that were closed and opened. For fire alarm systems, where wiring or circuit boards have been disconnected or reconnected, all possibly affected input and output circuits are to be tested for alarm and trouble function.





- b) Fire Department, the fire signal receiving centre (fire alarm monitoring), and building occupants have been notified that the work has been completed and systems are operational and that protection is restored.
- c) The Parks Canada representative (Asset Manager / Site Manager) has been advised that protection is restored.
- d) The posted notices and impairment tags have been removed.
- e) The impairment permit has been closed, signed and filed for retention at the premises as outlined in <u>Section 8.4</u>.

9. ENQUIRIES

Further information pertaining to the Fire Protection Systems Impairment Procedure and associated tools can be obtained by contacting the Fire Safety Services at securiteincendie-fireprotection@pc.gc.ca or by contacting:

René Champagne, P.Eng.

Manager, Fire Safety

rene.champagne@pc.qc.ca / Cell: 819-635-8663





FIRE PROTECTION IMPAIRMENT PERMIT

Requestor (Employee / 3 rd Party):		Re	questor Phone Nur	mber:	To	Today's Date:	
Building Name:			Location / Room #:				
Contractor / Organization / Name:			Cell Phone #:				
Reason for Impairment:				Work Order Number:			
Requested Date of Impairment:				Requested Time of Impairment:			
Requested Date System Restored:				Requested Time System Restored:			
Fire Protection System Impaired (Check a	all that	apply	y):				
☐ Fire Alarm System			Automatic Sprinkle	er System		☐ Detection System	
☐ Standpipe and Hose System			Fire Pumps			Underground piping & control valves	
☐ Water Supply			Special Suppressi	on Systems		Other	
Authorized Signature (Impairment Coordi							
Authorized Signature (impairment Coordinator).				Dat			
Required Impairment Checklist:							
□ Notified Fire Department □ Notified building of		ccupants		Notified fire alarm monitoring company			
☐ Notified Asset Manager			Notified other tenants			☐ Impairment Permit Posted	
☐ Fire Watch Established (if required)			"NOT IN SERVICE" tag posted		☐ Notices posted at building entrances		
☐ Hazardous Operations Stopped			Hot Work Permit (· · ·		Lockout / Tagout Reviewed	
Actual Start Date: Time	θ:			Anticipated End-Date:	:	Time:	
Person(s) Performing Work (Print Names):							
Required Restauration Checklist:							
☐ Notified Fire Department			□ Notified building occupants			Notified fire alarm monitoring company	
□ Notified Asset Manager □ Notified other ten		ants		Impairment Permit Removed			
Fire Watch Established (if required)		□ NOT IN SERVICE		" tag removed		Notices removed at building entrances	
 Necessary inspections and tests hat been conducted 		□ Lockout / Tagout Re		Removed			
Actual End-Date: Time	e :						
Authorized Signature (Impairment Coordi	nator):				Dat	ite:	



FIRE WATCH LOG SHEET

Persons assigned to Fire Watch duties shall follow the requirements listed on the Fire Watch Duties sheet and shall patrol all unprotected areas of the building every hour to check for signs of fire or smoke conditions. All patrols are to be recorded on this Fire Watch Log Sheet immediately following each round. Records of Fire Watch shall be retained on the site for 2 years after they are made, and shall be made available upon request of the local Chief Fire Official or the Authority Having Jurisdiction.

NOTE: Start a new Fire Watch Log Sheet for each new day of Fire Watch

If fire or smoke conditions are discovered, alert all building occupants. Notify the local Fire Department by calling 9-1-1 from a safe area.

Names & Positions of Persons Conducting Fire Watch:	Initials
1.	
2.	
3.	
4.	
5.	
6.	

SEE REVERSE FOR FIRE WATCH PATROL LOG SHEET





FIRE WATCH LOG SHEET

NOTE: Start a new Fire Watch Log Sheet for each new day of Fire Watch

Fire Watch Duties Conducted by:			
	-	(print name & position)	
Fire Watch Commenced:	Date:	Time:	

ROUNDS	DATE (m/d/y)	START TIME (circle a.m./p.m.)	FINISH TIME (circle a.m./p.m.)	AREAS PATROLLED & COMMENTS	INITIALS
1.	/ /	a.m.	a.m.		
1.	/ /	p.m.	p.m.		
2.	/ /	a.m.	a.m.		
۷.	, ,	p.m.	p.m.		
3.	/ /	a.m.	a.m.		
		p.m. a.m.	p.m. a.m.		
4.	/ /	p.m.	p.m.		
	, ,	a.m.	a.m.		
5.	/ /	p.m.	p.m.		
6.	/ /	a.m.	a.m.		
0.	/ /	p.m.	p.m.		
7.	/ /	a.m.	a.m.		
	, ,	p.m.	p.m.		
8.	/ /	a.m.	a.m.		
		p.m.	p.m.		
9.	/ /	a.m.	a.m.		
		p.m. a.m.	p.m. a.m.		
10.	/ /	p.m.	p.m.		
4.4	/ /	a.m.	a.m.		
11.	/ /	p.m.	p.m.		
12.	/ /	a.m.	a.m.		
	, ,	p.m.	p.m.		
13.	/ /	a.m.	a.m.		
_		p.m. a.m.	p.m. a.m.		
14.	/ /				
		p.m. a.m.	p.m. a.m.		
15.	/ /	p.m.	p.m.		
	, ,	a.m.	a.m.		
16.	/ /	p.m.	p.m.		
17.	/ /	a.m.	a.m.		
17.	, ,	p.m.	p.m.		
18.	/ /	a.m.	a.m.		
		p.m.	p.m.		
19.	/ /	a.m. p.m.	a.m. p.m.		
	, ,	a.m.	p.m. a.m.		1
20.	/ /	p.m.	a.iii. p.m.		
0.1	/ /	a.m.	a.m.		
21.	/ /	p.m.	p.m.		
22.	/ /	a.m.	a.m.		
۷۷.	, ,	p.m.	p.m.		
23.	/ /	a.m.	a.m.		
20.	, ,	p.m.	p.m.		
24.	/ /	a.m.	a.m.		



FIRE WATCH DUTIES

The National Fire Code of Canada requires that buildings equipped with fire alarm systems and sprinkler systems be fully operational at all times. Therefore, in the event any of these systems are off-line or impaired for any reason whatsoever for a period of more than eight (8) hours, a Fire Watch through the use of Fire Watch personnel is to be implemented immediately. During a Fire Watch, a responsible occupant, employee or contracted security guard actively looks for evidence of smoke and fire, listens for in -room smoke alarms sounding and, if smoke or fire is found, they are to contact the local Fire Department, by calling 9–1–1, and notify them of the emergency within the building.

The Fire Watch is only intended as a short-term alternative that permits continued occupancy of the building. IMMEDIATE ACTION of the building owner, manager, operator or management firm is required to arrange for corrective measures to be taken on the particular system which is temporarily out of service. Alternative measures for the temporary shutdown of the building's fire protection and life safety equipment should be outlined within the approved Fire Safety Plan for the building and be approved by the Impairment Coordinator.

NOTE: All building occupants are to be notified in writing that the fire protection systems in the building are not functional and that a Fire Watch has been instituted until repairs have been made.

- 1) At least one (1) qualified person shall be employed to complete fire watch duties of the unprotected building area whenever the building is occupied.
- 2) The Fire Watch must be continuous until the fire protection system is repaired and on-line and until the Impairment Monitor has closed the impairment permit.
- 3) Each person assigned to Fire Watch duties should be provided with the following equipment:
 - Suitable means of communication (cell phone, portable radio, etc.) for notifying local Fire Department
 - b) A portable air horn, whistle or other approved means of sounding an alarm
 - c) Flashlight
 - d) Clipboard and pen
 - e) Copy of Fire Watch duties
 - Copy of the Fire Watch Log Sheet f)
 - g) Keys and/or access codes to provide entry to all rooms/spaces
 - h) Floor plan(s) of the building under Fire Watch
 - A list of persons requiring assistance in evacuation / special needs
- Fire Watch personnel are to be familiar with the building and procedures for sounding an alarm and alerting the fire service in the event of a fire.
- Fire Watch personnel must tour the unprotected areas in the building **each hour** and immediately document, upon the completion of each round, on the Fire Watch Log Sheet that the building inspection was completed. The person completing the rounds will record the time each round was completed and sign or initial each entry.





- Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
- If fire or smoke conditions are discovered, alert all building occupants by either activating closest manual pull station if still operable **OR** by sounding portable air horn or whistle.
- 8) A telephone must be readily available at all times to notify the local Fire Department by calling 9–1–1. Always call from a safe area.
- 9) Do not attempt to extinguish the fire unless it is safe to do so.
- 10) Once building evacuation is completed, await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building without permission from the Local Fire Department.
- 11) "Hot works" such as welding or cutting shall be prohibited in all areas or be limited to areas where approved precautions have been put into place.
- 12) Exit doors, access to exits and corridors are to be checked periodically for proper operation and obstructions while performing Fire Watch duties.
- 13) Cancelling the fire watch is based on an assessment that the fire protection system(s) is fully operational and can only be done by the Impairment Coordinator.



EXAMPLES OF IMPAIRMENT TAGS



ATTACH TO VALVE

SPRINKLER VALVE

CLOSED

THIS VALVE CONTROLS SPRINKLERS IN BUILDING(S):				
SHUT BY (NAME):		DATE:		
SHUT BY (SIGNATURE):				
CONTACT INFORMATION (EMAIL):	(PHON	E #):		
After valve is opened, make 2 in. (50 mm) drain test. Drop in pressure should be normal. If pressure drop is extreme and does not build up, the system is impaired and immediate investigation is necessary.				
STATIC PRESSURE:	ST RESULT	PRESSURE:		
psi (bar)	FLOWING	PRESSURE:	psi (bar)	
DRAIN TEST MADE BY (SIGNATURE):		DATE:		





EXAMPLES OF IMPAIRMENT TAGS



FIRE DEPARTMENT CONNECTION

OUT OF SERVICE

THIS SIAMESE CONNECTION SERVES THE SPRINKLERS STANDPIPE IN BUILDING(S):				
SHUT BY (NAME):	DATE:			
SHUT BY (SIGNATURE):				
CONTACT INFORMATION (EMAIL):	(PHONE #):			





FIRE ALARM SYSTEM OUT SYSTÈME D'ALARME **INCENDIE HORS SERVICE OF SERVICE SURVEILLANCE DES RISQUES** FIRE WATCH IN PLACE D'INCENDIE EN PLACE **CONSIGNES DE SÉCURITÉ SAFETY INSTRUCTIONS** SI VOUS DÉCOUVREZ UN FEU, VOYEZ IF YOU DISCOVER FIRE, SEE SMOKE OR DE LA FUMÉE OU SENTEZ UNE ODEUR SMELL GAS: DE GAZ: LEAVE THE AREA OF DANGER AND WARN NEARBY PERSONS. QUITTEZ LA ZONE DANGEREUSE ET **EVACUATE THE BUILDING IMMEDIATELY** AVERTISSEZ LES PERSONNES À USING THE NEAREST SAFE EXIT AND PROXIMITÉ. PROCEED TO THE DESIGNATED ÉVACUEZ IMMÉDIATEMENT L'IMMEUBLE ASSEMBLY POINT. EN EMPRUNTANT LA SORTIE CLOSE ALL DOORS IN YOUR PATH OF SÉCURITAIRE LA PLUS PROCHE ET DIRIGEZ-VOUS VERS LE POINT DE EXIT. CALL THE FIRE DEPARTMENT AT 911. RASSEMBLEMENT. FERMEZ TOUTES LES PORTES PROVIDE THE NAME AND ADDRESS OF THE BUILDING. DERRIÈRE VOUS EN SORTANT. APPELEZ LE SERVICE D'INCENDIE AU DO NOT USE ELEVATORS FOR 911. DONNEZ LE NOM ET L'ADRESSE DU BÂTIMENT. **EVACUATION PURPOSES NE PAS UTILISER LES ASCENSEURS** CAUTION POUR ÉVACUER L'IMMEUBLE FIGHT THE FIRE USING EXTINGUISHERS ONLY IF IT IS SAFE TO DO SO AND IF ATTENTION THE FIRE IS NOT BETWEEN YOU AND THE EXIT. COMBATTRE L'INCENDIE À L'AIDE IF YOU ENCOUNTER SMOKE IN THE D'EXTINCTEURS UNIQUEMENT SI CELA CORRIDOR OR STAIRWELL USE AN NE PRÉSENTE PAS DE DANGER ET QUE ALTERNATE EXIT. IT MAY BE SAFER TO LE FEU NE SE TROUVE PAS ENTRE STAY IN YOUR AREA. VOUS ET LA SORTIE. S'IL Y A DE LA FUMÉE DANS LE **REMAIN CALM** CORRIDOR OU DANS LA CAGE D'ESCALIER, EMPRUNTEZ UNE AUTRE ISSUE. IL SERAIT PEUT-ÊTRE PLUS SÛR DE DEMEURER DANS VOTRE SECTEUR. **RESTEZ CALME**