

**Ministry of  
Community Safety and  
Correctional Services**

Office of the  
Fire Marshal

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**Ministère de la  
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December 12, 2007

Dear Fire Chiefs & Hotel/Motel Operators:

The Office of the Fire Marshal in partnership with the Arnprior Fire Department will deliver an information session covering the fire safety requirements for hotels/motels in the Ontario Fire Code 2007. This session will be of a seven (7) hour duration and will be held from 09:00 hours 16:00 hours **Tuesday February 26<sup>th</sup>, 2008**. Industry Association Members and Hotel/Motel Operators and Fire Service Members are invited to attend together at a regional session to be held at the **Nick Smith Centre at 77 James Street in Arnprior, Ontario K7S 1C9**. (See attached map)

The regional session called "**Hotel Fire Safety Requirements in the Fire Code – Comprehensive Session**" and will consist of a full day in the classroom (see the attached agenda). This day includes an overview plus a comprehensive review of the hotel requirements in all parts of the 2007 Fire Code, including a detailed discussion on retrofit requirements in Section 9.9 Hotels.

There is a **registration fee of \$35.00** to cover lunch and refreshments and handouts please bring that amount in **cash or a cheque made out to the Arnprior Fire Department** for each person. Each hotel/motel operator and fire service will be responsible for any additional costs incurred by their personnel, such as loss of wages, travel, food and lodging expenses.

I have enclosed a registration form for you to complete for each candidate, and email or fax the completed forms in to the following address:

Attention: **Fire Prevention Officer**  
FAX: **613-623-8026**  
E-MAIL: [jokum@arnprior.ca](mailto:jokum@arnprior.ca)  
MAIL: **Arnprior Fire Department**  
**67A Meehan Street**  
**ARNPRIOR, ON K7S 2B7**

I would request that you send in your applications as soon as possible to allow us to plan for setup of the facility and provide for catering.

**The deadline for registration is February 8<sup>th</sup>, 2008.**

Yours in fire safety,

A handwritten signature in red ink, appearing to read "Dan Koroscil".

Dan Koroscil,  
Fire Protection Adviser.

**Agenda**  
**Hotel Fire Safety Requirements in the  
Fire Code – Comprehensive Session (full day)**

**AGENDA:**

**9:00 – 12:00 Morning**

Introduction  
OFM Website – Hotels  
Regulatory History  
Fire Code (Parts 1 to 8)  
Retrofit - Overview

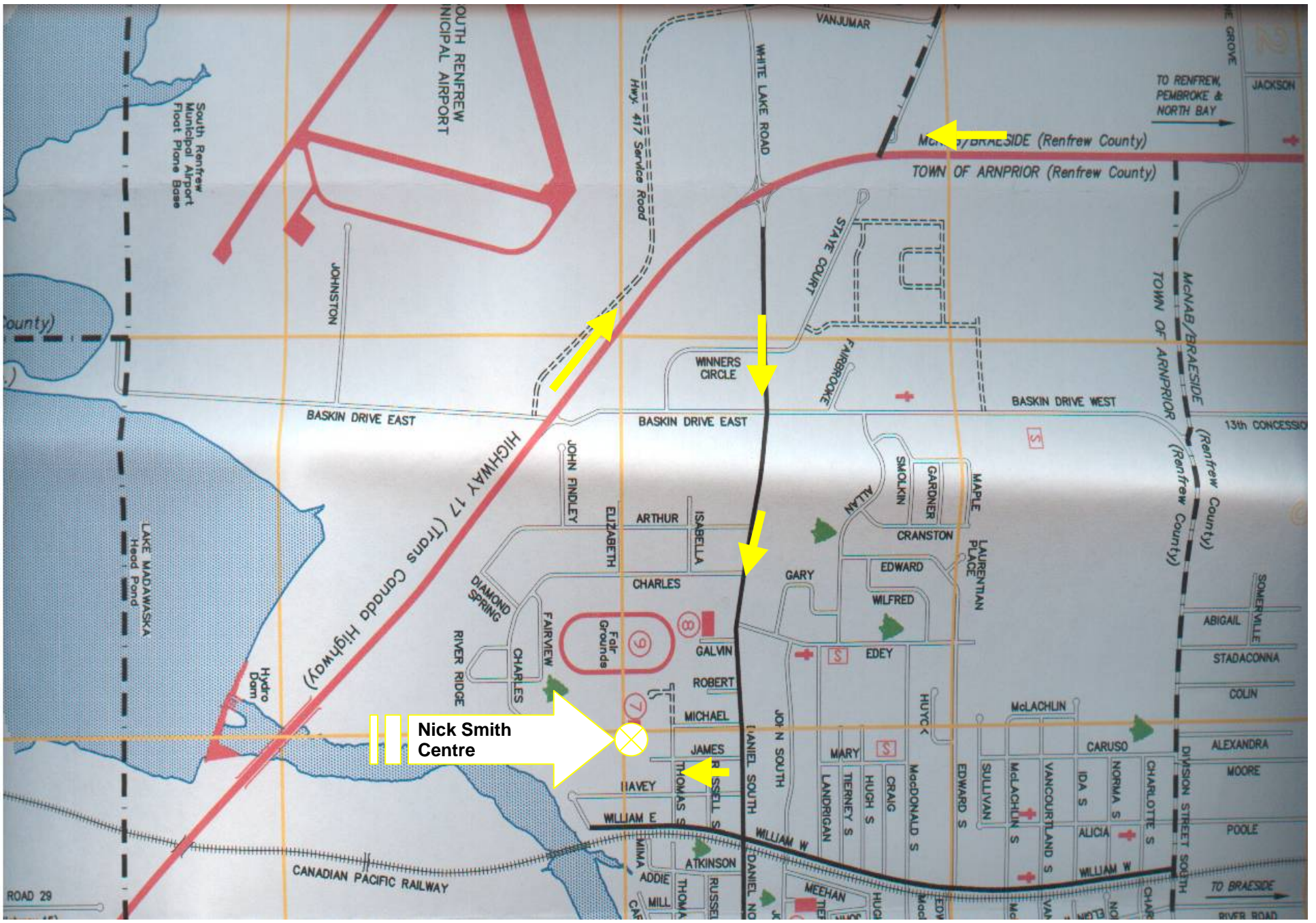
Requirements of Section 9.9 – Hotel Retrofit  
Section 9.9.1. Application  
Section 9.9.2. Containment

**12:00 – 1:00 Break for Lunch**

**1:00 – 4:00 Afternoon**

Section 9.9.2. Containment (continued)  
Section 9.9.3. Means of Egress  
Section 9.9.4. Fire Alarm and Detection  
Section 9.9.5. Suppression  
Compliance Schedule

Note: comfort breaks will be provided for the morning and afternoon sessions as necessary



Nick Smith Centre