

# Fire Safety Plan

FOR

Business/Property Name: Georgetown Christian Reformed Church (aka GCRC)

Address: 11611 Trafalgar Road  
Georgetown, ON  
L7G 4S4

Phone Number: 905-877-4322

Occupancy Classification: Place of Worship

**APPROVED**

By Jason Blackmere at 5:26 pm, March 12, 2026

Approved by:

Fire Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

## TABLE OF CONTENTS

PART 1: BUILDING RESOURCES AUDITS.....	3
PART 2: HUMAN RESOURCES AUDIT.....	4
PART 3: EMERGENCY PROCEDURES FOR OCCUPANTS.....	5
PART 4: EMERGENCY PROCEDURES FOR MANAGEMENT AND STAFF.....	6
PART 5; ALTERNATIVE MEASURES FOR SAFETY OF THE OCCUPANTS.....	9
PART 6: ONTARIO FIRE CODE DEFINITIONS.....	9
PART 7: FIRE AND LIFE SAFETY SYSTEM MAINTENANCE.....	10
PART 8: OWNER/SUPERVISORS RESPONSIBILITIES.....	11
PART 9: GENERAL HOUSEKEEPING DUTIES.....	12
PART 10: FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT.....	12
PART 11: CONTROL OF FIRE HAZARDS.....	13
PART 12: FIRE DRILL/EVACUATION PROCEDURES .....	14
PART 13: SIGN OFF SHEET .....	16
PART 14: FIRE SAFETY SYSTEM MAINTENANCE LOGS (SAMPLE PAGES) .....	17
PART 15: SITE PLAN .....	20
PART 16: SCHEMATIC DRAWINGS (2 FLOOR PLANS ATTACHED) .....	21
PART 17: HALTON HILLS CHRISTIAN SCHOOL - SOUTH CAMPUS (GCRC) FIRE SAFETY PLAN (8 FLOOR PLANS ATTACHED) .....	23

**NOTE:**

**FIRE SAFETY REVIEW REQUIREMENT –**

As per as per Ontario Fire Code 2.8.2.1.(4), the Fire Safety Plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building or premises.

**PART 1: BUILDING RESOURCES AUDITS**

1. Business Name: Georgetown Christian Reformed Church (GCRC)
2. Building Address: 11611 Trafalgar Road,  
Georgetown Ontario  
L7G 4S4
3. Phone #: 905-877-4322
4. Occupancy Type: A2 (Place of Worship)
5. Building Construction & Description: Mostly concrete block exterior with drywall, interior, some wood exterior with drywall interior.  
  
There are two kitchens in the church building, one on the main floor has an electric commercial stove with a fire suppression system, the kitchen in the basement has no cooking surface.  
  
The fire alarm system is monitored.  
  
There is no security system installed on the premises.  
  
Sanctuary seating capacity: 640 people  
  
Fellowship Hall capacity:  
Standing: 534 Non-fixed seats:  
285 Non-fixed seats with tables:  
225  
  
The church office is located in the east end of the basement; the remainder of the basement is taken up by a total of 11 meeting rooms.
6. Number of Stories: 2
7. Fire Alarm System: The fire alarm is a Mircom Series 1000 (panel on right in main foyer). The FIRE SAFETY PLAN is located next to the Microm panel in the main foyer.
8. Fire Alarm Control Panel: Main #1 fire alarm panel is in the EAST Mechanical Room on the west wall. (Locked). Fire monitoring company: ADT.
9. Extra Hazard Areas: None
10. Fire Department Access: Main entrance on north side, key box on outside of west wall of MAIN entrance.
11. Accessibility Lift (Elevator): There is an ACCESSIBILITY LIFT (ELEVATOR) located on the south entrance of the church. In the LIFT control room, which is located in the basement, there is a manually operated valve that can be used to lower the chair lift in the event of a mechanical failure of the chair lift itself. (Locked) DO NOT USE LIFT (ELEVATOR) IF THERE IS A FIRE IN THE BUILDING.

## **PART 2: HUMAN RESOURCES AUDIT**

**Owner's Name:** Christian Reformed Church of Georgetown (GCRC)

**Owner's Address:** 11611 Trafalgar Road, Georgetown, ON L7G 4S4

**Phone #:** 905 - 877- 4322

### **After Hours Contacts:**

Dan Roffel – Maintenance Committee Chair

Home 289-891-9009 Cell 905-876-8739

Mike & Melissa Glockner – Custodians

Cell 289-839-2095 (Melissa) Cell 289-839-9239 (Mike)

Ray Scheepstra (daytime only)

Cell 416-802-5974

### **Key Box Location:**

The Fire Department key box is located on the outside of the west wall of the main (north) entrance.

### **Emergency Fuel, Hydro and Water Shut Off Locations:**

**Gas shut off** is located outside of the building on the south side of the church two-thirds down the building heading east.

**Electrical shut off** is located in the South/West section of basement – Cadet Room

**Domestic Water shut off** valve is located in Classroom 3 (along south wall in bench in classroom next to furnace room on south side)

## **PART 3: EMERGENCY PROCEDURES FOR OCCUPANTS**

### **IN CASE OF FIRE**

#### **Upon Discovery of a Fire:**

- Leave the fire area closing all doors behind you. Take all others around with you.
- Sound the fire alarm using the safest, nearest exit.  
Page 5 of 27
- Leave the building using the safest, nearest exit.
- Ensure the Halton Hills Fire Department has been called. Call 911.

Landline phone located in meeting room next to the kitchen upstairs AND in lower-level kitchen. Dial 9 for outgoing calls.

Address:

Georgetown Christian Reformed Church  
11611 Trafalgar Road  
Georgetown, ON L7G 4S4

#### **Upon Hearing the Fire Alarm:**

- Leave the building closing all doors behind you. Take all others around with you.
- Inform others to evacuate.
- Ensure the Halton Hills Fire Department has been called. Call 911.

Landline phone located in the meeting room next to the kitchen upstairs AND in the lower-level kitchen. Dial 9 for outgoing calls.

### ***IF YOU ENCOUNTER SMOKE, USE AN ALTERNATE EXIT - REMAIN CALM***

**If you cannot leave your area or have returned to it because of fire or heavy smoke, remain in the area, and:**

1. Close the door.
2. Unlock the door for possible entry of fire fighters.
3. Protect yourself from smoke.
4. Crouch low to the floor if smoke comes into the room.
5. Wait to be rescued. Remain calm.

## **PART 4: EMERGENCY PROCEDURES FOR MANAGEMENT AND STAFF**

### **EMERGENCY EVACUATION RESPONSIBILITIES**

***Note: It is essential that the Elders, Deacons, and Ushers occupy an aisle seat when on duty.***

#### **1. MINISTER:**

1. Instruct the congregation to:
  - Leave the building in an orderly manner using the safest exit.
    - DO NOT go downstairs for the children. The elders, deacons, teachers, and some assistants will bring the children outside.
    - Proceed to the rear of the school building (playground area) where the children will meet you.
    - Do not move any cars into the driveways so that emergency vehicles have free access. Remain at the pulpit until the sanctuary is evacuated to reassure the congregation, in case of panic.
2. Once the sanctuary is empty, exit through the door on the organ side of the pulpit. (EXIT 4- SE corner of sanctuary)

#### **2. ELDERS & DEACONS, ON DUTY:**

1. During the pre-service meeting the **Elder in Charge** will:
  - Assign emergency duties to the Elders and Deacons present as follows:
    - One elder to the main north exit (school side) - EXIT 1
    - One elder to the south exit (next to the elevator lift) – EXIT 3
    - One deacon to the kitchen north exit (school side) – EXIT 2

They are to go to top of stairs to basement and:

- Maintain order
- Direct people out
- Stop people from going downstairs
  - One deacon to the east (rear lower) exit (to prevent people from re-entering) – EXIT 5
- Inform a guest minister of the Fire Emergency Instructions for the Minister, a copy of which will be placed in the council room and on the pulpit.
- Call the Fire Department (911) giving the name & location of the church (11611 Trafalgar Rd.)
- Sweep the building with Deacon 3, including the sanctuary.
- Instruct the Elders and Deacons at exits to sweep the building.

2. When the evacuation is complete, on duty elders and deacons to “sweep” the entire building to verify that everyone has been evacuated. Report all clear or persons unaccounted to the elder in charge for reporting to the Fire Department upon their arrival. No one is to return into the church building for missing persons.

#### **3. ELDERS AND DEACONS, OFF DUTY**

1. Off duty Elders to help clear the Nursery 6.4 Fire Safety Plan – Jan. 2026

2. Off duty Deacons to help clear the Sunday School classes

4. USHERS:

1. The Lead Usher will pull the Fire Alarm (if it is not already ringing)
2. All ushers will help those with mobility issues down the stairs, and recruit other church members to help as required.

5. MAINTENANCE COMMITTEE MEMBERS:

1. Locate and fight the fire only if it can be contained with the fire extinguishers.
2. Check and evacuate the washrooms throughout.

6. SUNDAY SCHOOL TEACHERS:

1. Always count and record the number of children in your class.
2. Calm the children.
3. Have the children form a single file and join hands.
4. Off duty Deacons will provide assistance with the evacuation of the children.
5. Tell the children not to run, stay in a single file, hold hands and follow you out of the church.
6. Lead the children out of the building via the closest, safest exit.
7. Once outside, take the children directly to the rear of the school.
8. Count the children to verify that all have been evacuated.

7. NURSERY ATTENDANTS:

1. Always count and record the number of children in the nursery.
2. Off duty Elders will provide assistance with the evacuation of the nursery children. Keep a count of the number of children removed by the Elders.
3. Take the final one or two children and leave the building via the closest, safest exit.
4. Once outside, take the children directly to the rear of the school.
5. Ensure all of the nursery children have been evacuated.

8. HALL MONITORS:

1. Record the number of children and volunteers in each Sunday School and Nursery room and document in the Hall Monitor's Binder. Keep binder with you in case of evacuation to verify that all are accounted for. Report any persons unaccounted for to the elder in charge.

9. CLUB AND COMMITTEE LEADERS: (for events and meetings outside of the worship services)

1. Always count and record the number of children present.
2. Evacuate all children from the building via the closest, safest exit. 6.4 Fire Safety Plan – Jan. 2026 6-4

3. Another leader to check the washrooms.
4. Count the children as soon as the evacuation is complete to verify that everyone has left the building.
5. Pull the Fire Alarm (if it is not already ringing).  
Page 8 of 27
6. Phone the fire Department (911) giving the name and location of the church (11611 Trafalgar Rd., Georgetown).
7. Remain outside the building. Once outside, gather in the rear schoolyard next door.

## **OTHER RESPONSIBILITIES**

### **1. COUNCIL EXECUTIVE:**

1. Be responsible for maintaining and updating the Fire Safety Plan.
2. Train and instruct Elders, Deacons, Pastor, Ministry Group Leaders, Ushers, and Staff about the Fire Safety Plan in order to ensure that they are aware of and are able to perform their roles in executing the Fire Safety Plan.
3. Submit the updated Fire Safety Plan to the Fire Department for their approval.
4. Post the updated Fire Safety Plan on the north-west interior wall of the main entrance lobby and in the lower entrance foyer.
5. Organise and conduct the annual Fire Drill.

### **2. ELDERS & DEACONS:**

1. Be familiar with the responsibilities and procedures described in the Fire Safety Plan.
2. The Elder in charge will delegate specific duties to each Elder/Deacon on duty each Sunday as per the Service Schedule.
3. Keep the doors to stairways closed at all times (except 2 sets of magnetic fire doors at top of west stairwells).

### **3. CUSTODIAN:**

1. Keep stairways, landings, hallways and exits clear of obstructions at all times.
2. Do not permit combustible materials to accumulate in any part of a stairway or other means of egress.
3. Do not permit combustible waste to accumulate in quantities or in a location which could constitute a fire hazard.
4. Promptly remove all combustible waste from all areas where waste is placed for disposal.

### **4. MAINTENANCE COMMITTEE:**

1. Have a working knowledge of the fire alarm system and how it is reset.
2. Maintain the fire alarm system and other fire protection equipment in good working order at all times.
3. In the event of a shutdown of the fire protection system notify the Fire Department and have a continual fire patrol while the building is occupied.

## **PART 5: ALTERNATIVE MEASURES FOR SAFETY OF THE OCCUPANTS**

In the event of a shutdown of any Fire and Life Safety Equipment, the provisions and actions taken must be approved by the Halton Hills Fire Department. Assistance and direction of specific situations can be received from the Halton Hills Fire Department, Telephone **905-877-1133 ext. 2**

### **FIRE ALARM SYSTEM**

In the event of any type of Fire Alarm shutdown:

- Call the fire alarm system service company for immediate repairs.
- Notify the Halton Hills Fire Department at **905-877-1133 ext. 2**
- Make sure all other staff are aware of the situation.
- Post notices at all pull stations.
- Initiate a “Fire Watch” which includes an hourly check of all areas within the building for any signs of fire and/or fire and life safety hazards and keep a log of the “Fire Watch” with the monthly log book.
- In the event of a “Fire” make a verbal announcement ensuring all occupants are aware of the situation.
- Once repairs to the Fire Alarm system have been completed, and the system is operational, notify the Halton Hills Fire Department at **905-877-1133 ext. 2**
- Remove notices from all pull stations.

### **FIRE EXTINGUISHERS**

In the event a fire extinguisher has been used:

- Call a service company immediately.
- Replace the extinguisher with a spare with a minimum rating of the one taken out of service.

## **PART 6: ONTARIO FIRE CODE DEFINITIONS**

Excerpts from the Ontario Fire Code

**Article 1.1.1.1.** – Unless otherwise specified the Owner is responsible for carrying out the provisions of this code.

**Article 1.1.2.1.** – Written records shall be kept of all tests and corrective measures for two years after they are made, and the records shall be available upon request to the Chief Fire official.

### **DEFINITIONS**

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

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

**TEST** – Means operation of the device or system to ensure that it will perform in accordance with its intended operation or function.

**OWNER** – Means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

**BUILDING** – Means any structure used or intended for supporting or sheltering any use of occupancy.

## **PART 7: FIRE AND LIFE SAFETY SYSTEM MAINTENANCE**

All checks, tests, and inspections are required to be recorded and remain onsite and readily available in the event review is requested from the Fire Department. In accordance with Article 1.1.2.2. of Divisions A of the Ontario Fire Code, records of initial verification is required to be retained for the life cycle of the building and records of checks, tests, and inspections are required to be retained for not less than two (2) years. All records are required to be made available to the fire department upon request. The maintenance example below is not a complete maintenance document, the owner shall follow the requirements under the Ontario Fire Code.

The owner shall be responsible for ensuring that the following tests, checks, maintenance and corrective measures are completed and recorded. The owner will assign supervisory staff and/or qualified contractor(s) to fulfill the following maintenance requirements.

The Ontario Fire Code defines “**owner**” as “any person, firm or corporation controlling the property under consideration”. Consequently, the owner may be any one of, or a combination of parties, including building management, maintenance staff and tenant groups.

Definitions of **check**, **inspect** and **test** have been developed by the Ontario Fire Code:

**Check:** *Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.*

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

**Test:** *Means operation of device or system to ensure that it will perform in accordance with its intended function or operation.*

Where equipment / devices are not specifically mandated as check, test or inspection, or specific interval for maintenance is not mandated, such equipment/ devices are required to be maintained to ensure they operate as per the design / manufacturer’s requirements and are operational at all times.

Any device, component, or system which does not operate as intended, or shows visual signs of obvious damage is required to be repaired or replaced as soon as reasonable.

Maintenance check example outlined below:

### **DAILY CHECKS**

### **RESPONSIBILITY**

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Check to ensure streets, roadways and driveways are kept clear for fire department access.

GCRC Staff

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### **MONTHLY CHECKS**

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Check the fire alarm power indicator lamps are illuminated.  
Check all exit signs to ensure that they are clearly visible and illuminated.  
Check emergency exits inside and out for any obstructions.  
Check hoods, filters and ducts subject to accumulation of combustible deposits.  
Inspect all doors in fire separations.  
Inspect and test emergency lighting systems.  
Inspect all portable fire extinguishers.  
One fire alarm initiating device shall be operated on a rotational basis to initiate an alarm condition.

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Maintenance Committee

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**EVERY 6 MONTHS**

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Inspect kitchen exhaust hood and fire extinguishers per NFPA 96 Certified Outside Agency

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**ANNUAL CHECKS**

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Inspect all chimney flues and flue pipes.  
Inspect all portable fire extinguishers.  
Inspect and test the fire alarm system.  
Inspect and test emergency lighting systems. Certified Outside Agency

Conduct fire drill Council Executive

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**6 YEAR CHECK**

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Six-year maintenance of all dry chemical portable fire extinguishers.  
(from date of manufacture) Certified Outside Agency

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**12 YEAR CHECK**

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Hydrostatic testing of all dry chemical portable fire extinguishers.  
(from date of manufacture) Certified Outside Agency

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**AS REQUIRED**

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Check to ensure doors in fire separations are closed. Council Executive

Check to ensure corridors are maintained free of obstructions. Council Executive

Recharge fire extinguishers after use. Certified Outside Agency

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**PART 8: OWNER/SUPERVISORS RESPONSIBILITIES**

- Establish emergency procedures to be followed in the event of an emergency.
- Appoint and organize designated supervisory staff to carry out fire and life safety duties.
- Instruction of supervisory staff and other occupants so they are aware of their responsibilities for fire safety.
- Ensure safe evacuation of all occupants to a designated safe area of the Halton Hills Christian School.
- The control of fire hazards in the building.
- Holding the fire drills in accordance with the Ontario Fire Code, incorporating emergency procedures appropriate to the building. - Annually
- The maintenance of the building facilities provided for the safety of the occupants.
- Provide a copy of the fire emergency procedures and all other duties assigned to the supervisory staff as laid out in the fire safety plan to all supervisory staff.
- Post and maintain at least one copy of the approved Fire Safety Plan on each floor area.
- Provisions of alternate measures for the safety of the occupants during shutdown of any fire or life safety systems.
- Assuring the checks, tests and inspections as required by the Ontario Fire Code are completed on schedules and the records are kept for a period of two (2) years. 6.4 Fire Safety Plan – Jan. 2026 6-4

- Notify the Fire Department regarding any changes to the Fire Safety Plan.
- Designate and train sufficient alternates to replace any supervisory staff in the event of an absence.
- Shall be completely familiar with all the fire and life safety equipment installed within the building. They must know the location and operation of any such equipment.
- **Record-keeping:** Ensure that inspection and maintenance records are kept on file in the church office.

## **PART 9: GENERAL HOUSEKEEPING DUTIES**

- Keep access to exits both inside and outside clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations, which will constitute a fire hazard.
- Keep access to roadways, fire routes and fire department connections clear and accessible for fire department use at all times.
- Ensure portable fire extinguishers are easily seen and accessible at all times.
- Ensure all fire alarm pull stations are easily seen and accessible at all times.
- Ensure doors in fire separations are kept closed. Do not wedge open doors.
- Do not use unsafe electrical appliances, extension cords or overload electrical outlets.

## **PART 10: FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the fire alarm has been sounded and the Fire Department notified, should a person trained in the use of a portable fire extinguisher attempt to extinguish a small fire. **This must be a voluntary act.** If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

**REMEMBER PASS WHEN USING A PORTABLE FIRE EXTINGUISHER:**

**P PULL THE PIN  
A AIM THE NOZZLE  
B SQUEEZE THE HANDLE  
S SWEEP FROM SIDE TO SIDE AT THE BASE OF THE FIRE**

**After the fire has been extinguished back out of the area and exit the building.**

## **PART 11: CONTROL OF FIRE HAZARDS**

The following measures are to be taken to prevent the spread of fire, minimize fire risks within the building, and ensure proper maintenance of building facilities, systems, equipment, and devices:

Conduct regular safety system maintenance and inspections as outlined in PART 7

Perform general housekeeping duties as outlined in PART 9.

### Fire Alarm Systems

- Control equipment, including LEDs, power supply, and fuses must function correctly, and trouble signals must be addressed
- Regular testing of detectors (heat, smoke, duct) is also essential. Batteries are to be checked for leakage and corrosion.

### Emergency Exits, Fire Extinguishers

- All aisles, emergency exits, exit routes, fire extinguishers, fire alarm pull stations etc. must be kept clear of obstructions at all times
- Fire extinguishers must be visible and kept in their designated locations with locking pins and tamper seals intact. Extinguishers should be checked for damage, corrosion, and leaks.

### Fire Doors

- Must not be left open unless equipped with self-closing mechanisms
- Must be kept free of obstructions that would prevent the door from closing

### Exit Doors

- Must be properly maintained and must open in an emergency (not permanently locked or chained closed)
- must be properly marked with signs indicating they are exits from the building

### Emergency Lighting

- Install and maintain adequate emergency lighting so that the means of exiting the building are appropriately lit, and that exit signs are well-illuminated.

### Safe Storage of Hazardous Materials

- Flammable materials and chemicals materials must be stored away from combustibles.
- Keep detailed records of all hazardous materials stored in the church, ensuring they remain current and readily accessible to the fire department (as per Workplace Hazardous Materials Information System requirements)
- ensure proper separation between garbage bins and combustible structures.

## **PART 12: FIRE DRILL/EVACUATION PROCEDURES (GCRC)**

### **Responsibility**

Organizing and conducting the annual Fire Drill is the responsibility of Council Executive. All staff; Council members (elders, deacons and recording secretary), ushers, maintenance committee members, club and committee leaders, nursery attendants, and Sunday School teachers shall be familiar with the fire exit floor plan, emergency evacuation procedures, and their assigned roles and responsibilities under the Fire Safety Plan.

### **Fire Exit Maps**

Fire exit maps are located on pages 21 and 22 of this Fire Safety Plan and shall be reviewed regularly by supervisory staff.

### **Frequency and Participation**

Council will then conduct a **simulated fire emergency** Fire Drill at least once annually, typically during a Council meeting or other scheduled gathering of supervisory staff, in accordance with the emergency evacuation procedures outlined in Part 4 of this plan. The annual fire drill is intended **to train and review procedures** with supervisory staff, as required by the Ontario Fire Code.

The Fire Safety Plan shall be reviewed and discussed, with emphasis on **simulated fire emergencies**, to ensure all individuals are fully familiar with their assigned emergency procedures as outlined in the Fire Safety Plan.

Advance notice of the time and date will be given to participants. This will be a full evacuation drill involving the entire building and all its occupants.

### **Debrief and Documentation**

A debriefing meeting shall be held following the drill to gather feedback, identify any issues encountered, and determine whether procedural revisions are required. A written report documenting the drill and any follow-up actions shall be completed and retained.

**Record of Fire Drill:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Owner/Supervisor on Duty: \_\_\_\_\_

Staff Present:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alarm Activated Properly: \_\_\_\_\_

Alarm Verified at Fire Panel: \_\_\_\_\_

Simulated Emergency: \_\_\_\_\_

Deficiencies Noted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PART 14: FIRE SAFETY SYSTEM MAINTENANCE LOGS (SAMPLE PAGES)**

SAMPLE – USE ONE PER EXTINGUISHER

**Portable Fire Extinguisher Maintenance Log**

<b>EXTINGUISHER LOCATION</b>	
Extinguisher Serial Number:	
Manufacture Date:	

<b>YEAR</b>										
<b>Month</b>										
Jan.										
Feb.										
Mar.										
Apr.										
May										
June										
July										
Aug.										
Sept.										
Oct.										
Nov.										
Dec.										

Six Year Maintenance Date: \_\_\_\_\_

Hydrostatic Test Date: \_\_\_\_\_

**Annual Inspection**

<b>COMPLETION DATE</b>	<b>SERVICE COMPANY</b>	<b>SIGNATURE</b>

**EXIT LIGHTING AND EMERGENCY LIGHTING MAINTENANCE LOG**

<b>LIGHTING UNIT LOCATION</b>	
<b>UNIT NUMBER</b>	

<b>YEAR</b>										
<b>Month</b>										
Jan.										
Feb.										
Mar.										
Apr.										
May										
June										
July										
Aug.										
Sept.										
Oct.										
Nov.										
Dec.										

**Annual Inspection**

<b>COMPLETION DATE</b>	<b>SERVICE COMPANY</b>	<b>SIGNATURE</b>

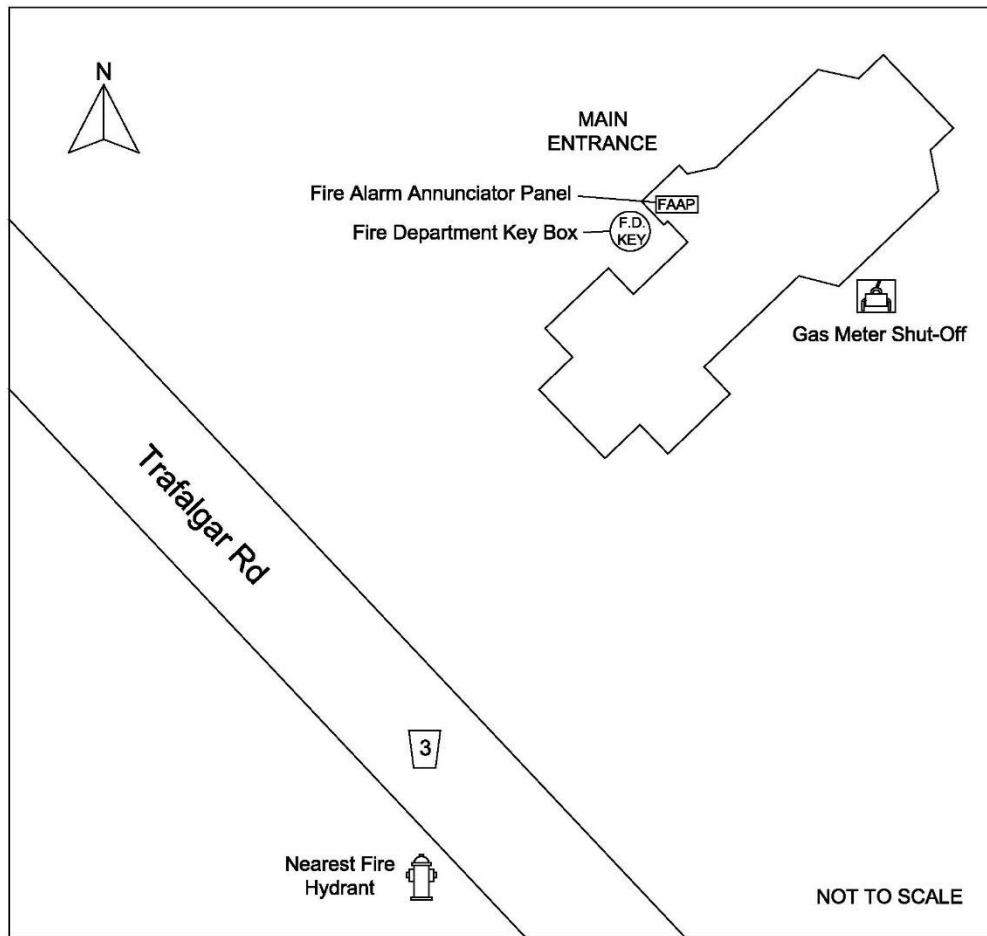
**Record of Repairs**

<b>COMPLETION DATE</b>	<b>SERVICE COMPANY</b>	<b>SIGNATURE</b>



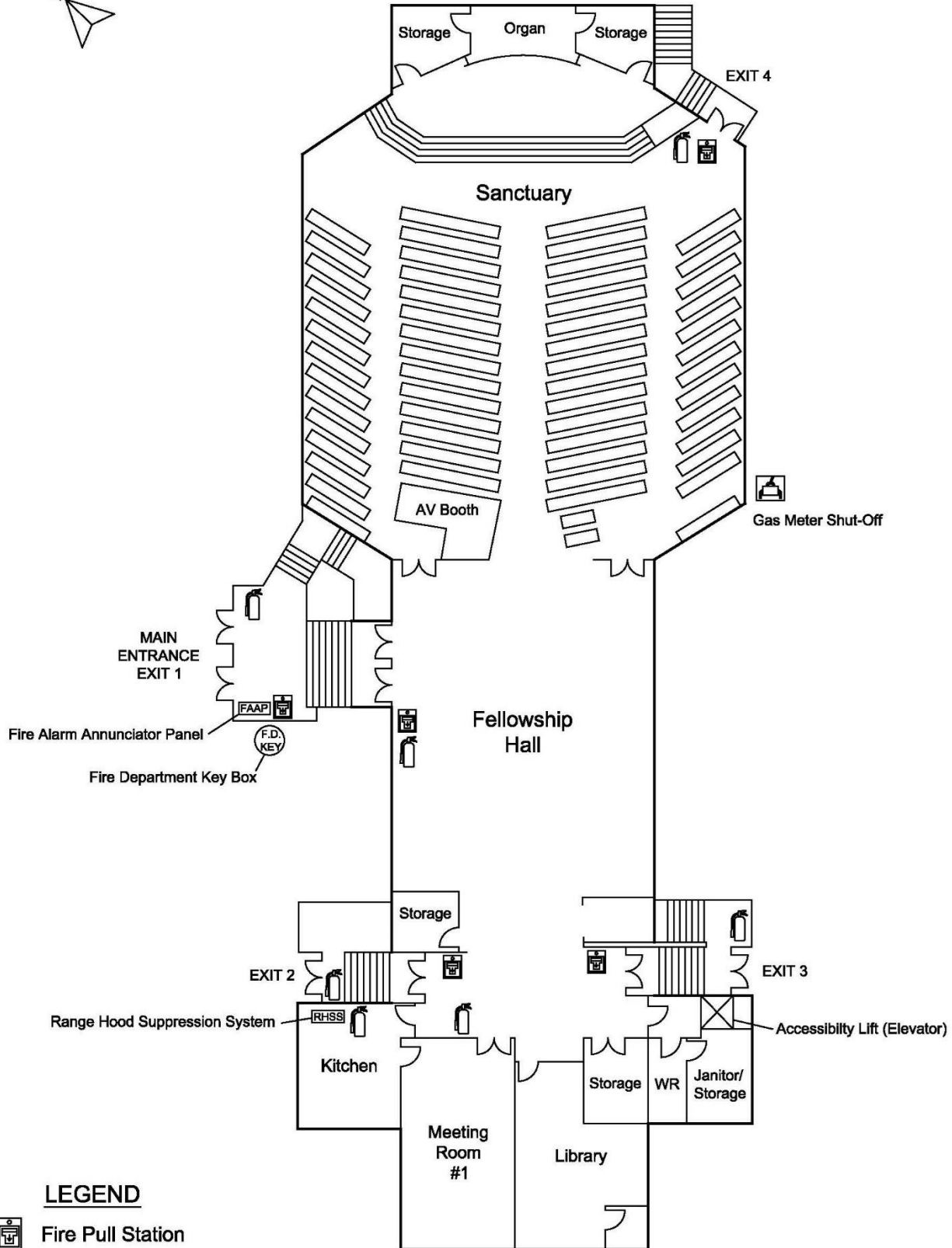
**PART 15: SITE PLAN**

Georgetown Christian Reformed Church  
11611 Trafalgar Road, Georgetown, ON L7G 4S4




**PART 15: SCHEMATIC DRAWINGS**

**MAIN FLOOR**



**LEGEND**

-  Fire Pull Station
-  Fire Extinguisher

NOT TO SCALE





**PART 17: FIRE SAFETY PLAN – HALTON HILLS CHRISTIAN SCHOOL  
SOUTH CAMPUS (GCRC) - July 2023**

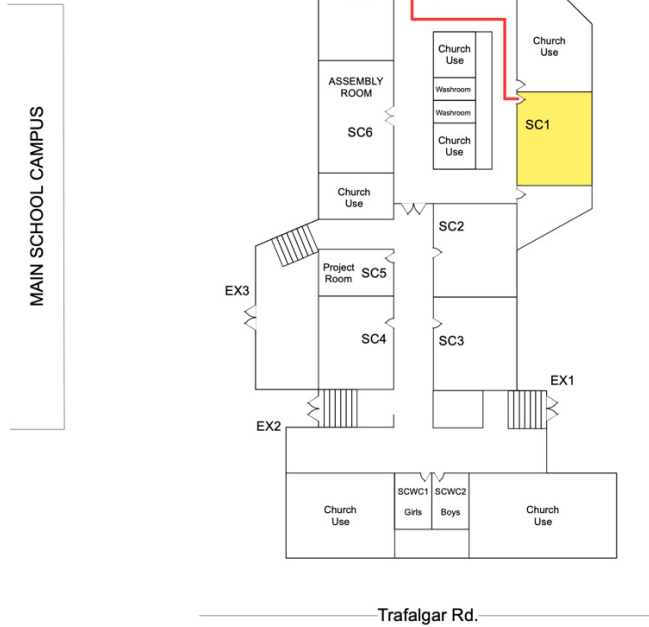
**FIRE DRILL/EVACUATION PROCEDURES during school hours in South Campus (GCRC)**

1. All staff are to refer to the fire exit floor plan and be familiar with the existing strategy and checking duties.
2. The fire drill floor plan must be posted in the classroom by the door. Refer to pages 24 - 27 for **FIRE EXIT and ROOM LOCATIONS MAPS**
3. Upon hearing the alarm, classes are to proceed immediately to the designated exit. Staff are to take the safe school folder with them. Students are to walk and not stop to put on footwear.
4. The teacher shall call the roll when the class has assembled outside.
5. The persons appointed by the teacher shall close the windows.
6. The last person out of the room (usually the teacher) will close the classroom door.
7. Appointed teachers shall check the washrooms.
8. Students and teachers line up in an orderly fashion at the designated location outside which is generally alphabetical or numerical order.
9. Students who were not with their class at the time of the alarm must go to the nearest exit and then join their class at the predetermined waiting area once outside.
10. Support staff members assigned to that classroom are also to be included in the roll call.
11. Once teachers have completed roll call and can account for all students/staff, he/she is to hold up a green card. If there is a student missing, a red card must be held up.
12. The vice principal and Administrative Assistant will be circulating outside of the building and will then be able to note if there are missing students/staff by the red cards.
13. All clear or Students/Staff unaccounted for will be passed to principal or designate for reporting to the Fire department upon their arrival. Staff members are not to return into the school for missing students.
14. Students and teachers re-enter the building upon hearing two bells.

**Note: HHCS fire drill will be held a minimum of six times per school year.**

**FIRE EXIT and ROOM LOCATIONS MAP**

HALTON HILLS CHRISTIAN SCHOOL  
SOUTH CAMPUS  
GEORGETOWN, ONTARIO



**LEGEND**

EXTERIOR DOORS  
EX1 thru EX11

INTERIOR DOORS  
SC1 THRU SC6

WASHROOM DOORS  
SCWC1 and SCWC2

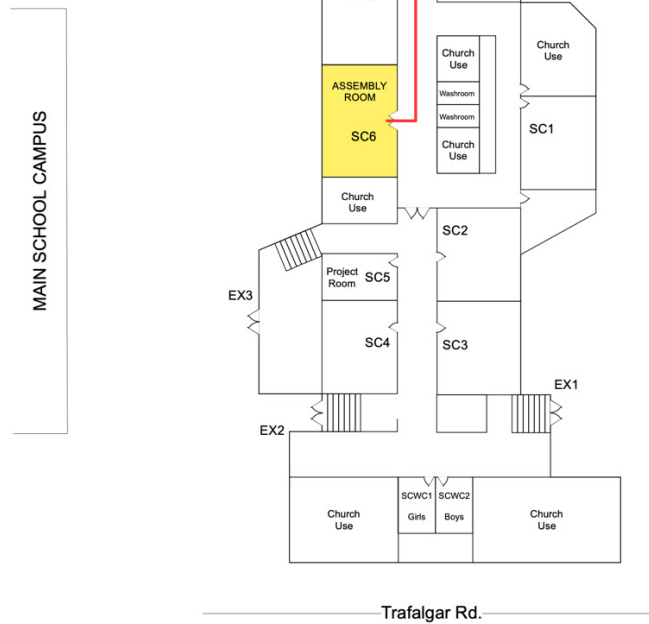
EXIT DOORS  
EX1 thru EX4

**YOU ARE HERE**

NOT TO SCALE  
DRWG. REF. SC09/02/22

**FIRE EXIT and ROOM LOCATIONS MAP**

HALTON HILLS CHRISTIAN SCHOOL  
SOUTH CAMPUS  
GEORGETOWN, ONTARIO



**LEGEND**

EXTERIOR DOORS  
EX1 thru EX11

INTERIOR DOORS  
SC1 THRU SC6

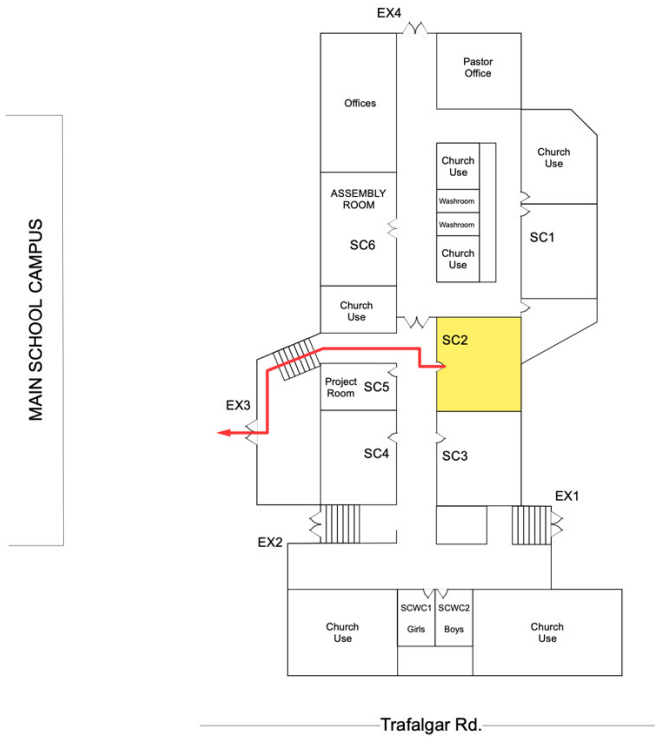
WASHROOM DOORS  
SCWC1 and SCWC2

EXIT DOORS  
EX1 thru EX4

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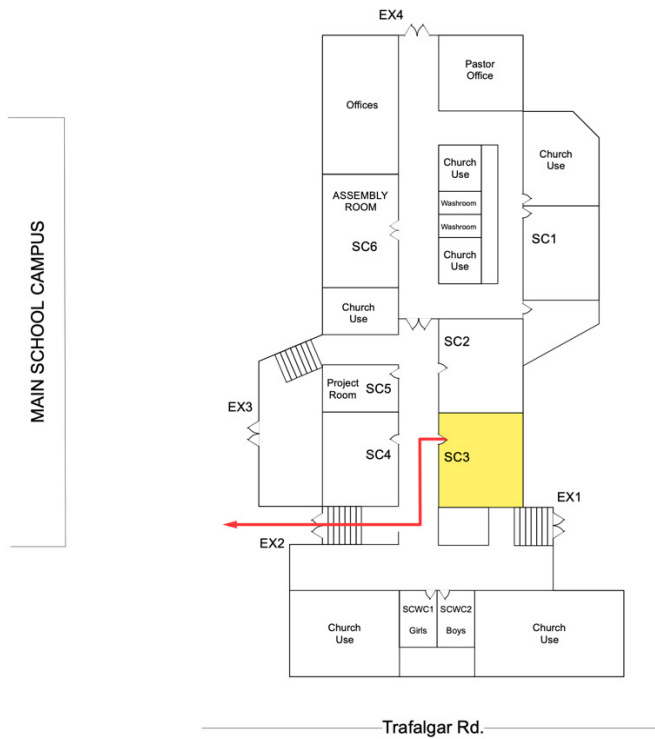
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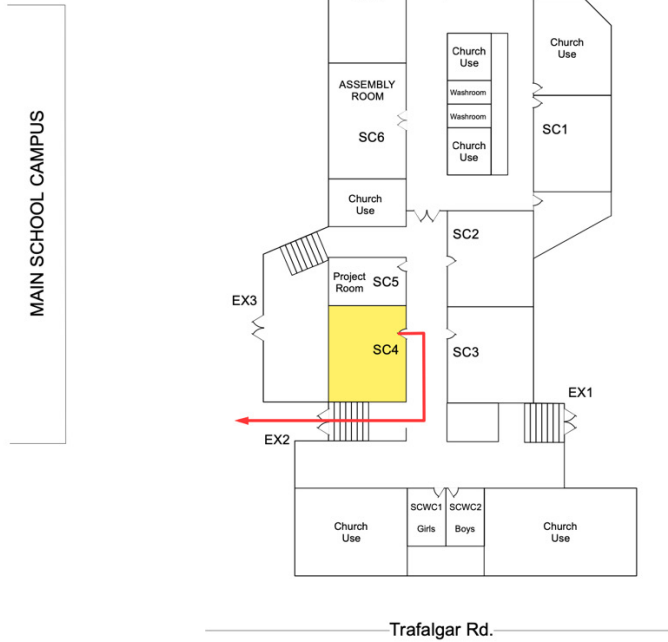
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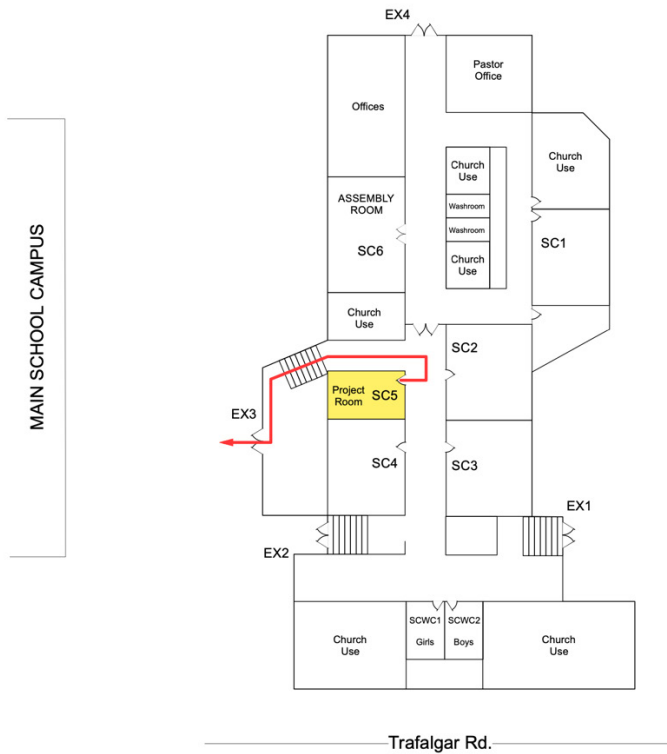
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SC1 THRU SC6

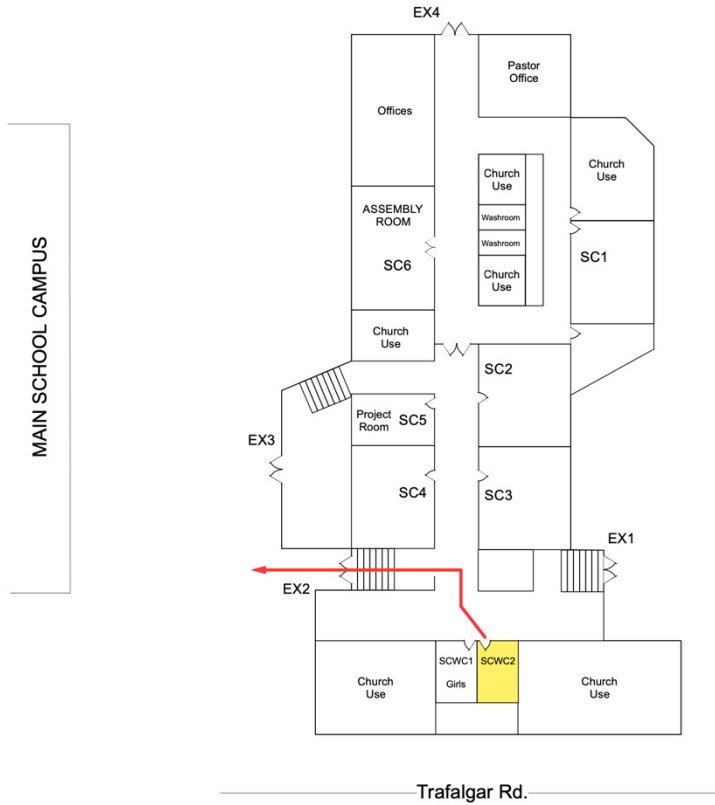
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EX1 thru EX11

INTERIOR DOORS  
SC1 THRU SC6

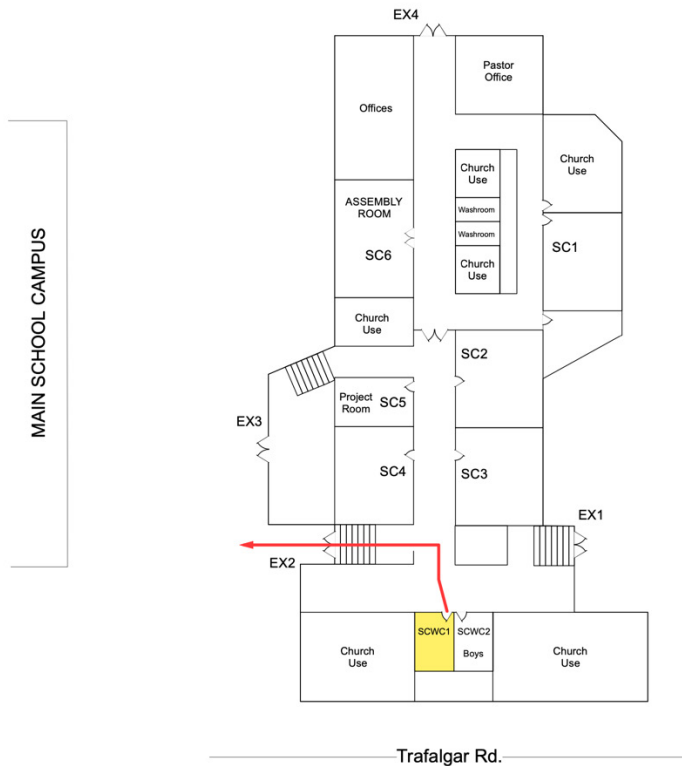
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