

Fire Safety Plan

FOR

Business/Property Name: Georgetown Christian Reformed Church

Address: 11611 Trafalgar Road
Georgetown, ON
L7G 4S4

Phone Number: 905-877-4322

Occupancy Classification: Place of Worship

Approved by:
Fire Inspector: _____
Date: _____

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PART 1: BUILDING RESOURCES AUDITS

1. Business Name: Georgetown Christian Reformed Church
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.

The sanctuary has a seating capacity of 640 people.

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 Microm panel in the main foyer.
8. Fire alarm Control Panel: Main #1 fire alarm panel is in the east furnace 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 west side of MAIN entrance.

There is a handicap elevator located on the south entrance of the church. In the elevator 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'S A FIRE IN THE BUILDING.
11. Handicap Elevator:

PART 2: HUMAN RESOURCES AUDIT

1. Owners Name: Christian Reformed Church of Georgetown
2. Owners Address: 11611 Trafalgar Road, Georgetown, ON L7G 4S4
3. Phone #: 905-877-4322

After Hours Contacts:

Dan Roffel – Maintenance Committee Chair
H-289-891-9009 C-905-876-8739

Lisa Sandifer – Custodian
H-905-702-0397

Mike Kalverda (day time only)
H- (289) 891-9664 C-6474654169

Key Box Location:

The key box is located on the west side of the north main entrance.

Emergency Fuel and Hydro Shutoff:

Gas shut off is located on the south side of the church 2/3 down the driveway heading east.

Hydro shut off is located in the West basement – Cadet Room.

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.
- Leave the building using the safest, nearest exit.
- Ensure the Halton Hills Fire Department has been called. Phone 911.

Address:

Christian Reformed Church of Georgetown
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. Phone 911

Address:

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-CAUTION-

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

1. MINISTER:

1. Instruct the congregation to:

Leave the building in an orderly manner using safest exit.

- DO NOT go downstairs for the children. The elders, deacons, teachers and some assistants will bring the children outside.
 - Proceed to the school where the children will meet you.
 - Do not move any cars into the drive ways so that emergency vehicles have free access.
2. Remain at the pulpit until the sanctuary is evacuated to reassure the congregation, in case of panic.
 3. Once Sanctuary is empty leave thru door @ organ side of pulpit. (SE corner of sanctuary)

2. ELDERS & DEACONS, ON DUTY:

- 2.1 During the pre-service meeting the Elder in charge will:

- Assign emergency duties to the Elders and Deacons present as follows:

1. Two elders to the two north exits (the school side), one deacon to the south exit (@ the lift)
Go to top of stairs to basement and:

- Maintain order
- Direct people out
- Stop people from going downstairs

2. One deacon to the east (rear lower) exit (to prevent people from re-entering)

- 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.
- Phone the Fire Department (911) giving the name and location of the church (11611 Trafalgar Rd.)
- Sweep the building with Deacon 3.

-Tell the Elders and Deacons at exits to sweep the building

- 2.2 When the evacuation is complete, on duty elders and deacons to “sweep” the entire building to verify that everyone has been evacuated.

3. ELDERS AND DEACONS, OFF DUTY

1. Off duty Elders to help clear the Nursery
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 the handicapped 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.

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

6. SUNDAY SCHOOL TEACHERS:

1. Always count 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 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 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. Ensure all of the nursery children have been evacuated.

8. CLUB AND COMMITTEE LEADERS: (for events held during the week or on Sunday evenings)

1. Always count the number of children present.
2. Evacuate all children from the building via the closest, safest exit.
3. Second 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).
6. Phone the fire Department (911) giving the name and location of the church (11611 Trafalgar Rd.).
7. Remain outside the building. Once outside, gather in the school yard next door.

OTHER RESPONSIBILITIES

1. MINISTRIES COUNCIL:

1. Be responsible for the maintenance and updating the Fire Safety Plan.
2. Ensure that the Elders, Deacons and Pastor are aware of and are able to perform their roles in executing the Fire Safety Plan.
3. Notify the Fire Department of any changes to the Fire Safety Plan.
4. Train and instruct council members, ushers, group leaders and employees about the Fire Safety Plan.

2. ELDERS & DEACONS:

1. Be familiar with the responsibilities and procedures described in the Fire Safety Plan.
2. The Elder/Deacon in charge will delegate specific duties to each Elder/Deacon on duty.
3. Keep the doors to stairways closed at all times.
4. Organize and conduct the annual Fire Drill.

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 shut down 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 Equipments, 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

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.
- Make sure all other staff is 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.
- 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

Records are to be kept of the regular checks outlined below

<u>DAILY CHECKS</u>	<u>RESPONSIBILITY</u>
Check to ensure streets, roadways and driveways are kept clear for fire department access.	GCRC Staff
<hr/>	
<u>WEEKLY CHECKS</u>	
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.	Custodian
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<u>MONTHLY CHECKS</u>	
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.	Council Executive
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<u>EVERY 6 MONTHS</u>	
Inspect kitchen exhaust hood and fire extinguishers per NFPA 96	Certified Outside Agency
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<u>ANNUAL CHECKS</u>	
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. Conduct fire drill	Certified Outside Agency Council Executive
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<u>6 YEAR CHECK</u>	
Six-year maintenance of all dry chemical portable fire extinguishers. (from date of manufacture)	Certified Outside Agency
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<u>12 YEAR CHECK</u>	
Hydrostatic testing of all dry chemical portable fire extinguishers. (from date of manufacture)	Certified Outside Agency
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<u>AS REQUIRED</u>	

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

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 our 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.
- Notify the Chief Fire Official 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.

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.
- Where smoking is permitted, dispose contents of ashtrays separately from other materials in metal containers.
- 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 fire fighting 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
S 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: FIRE DRILLS

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: _____

FIRE ALARM DRILLS ARE TO BE HELD A MINIMUM OF **ONCE EVER 12 MONTH** PERIOD

PART 12.a: STAFF SIGN OFF

We the undersigned Employees and Custodians of:

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

Have signed below to indicate that we have read and understand our duties and responsibilities in regards to this FIRE SAFETY PLAN.

NAME	DATE

Additional pages may be added if more are required.

PART 12.b: STAFF SIGN OFF

We the undersigned Deacons of:

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

Have signed below to indicate that we have read and understand our duties and responsibilities in regards to this FIRE SAFETY PLAN.

NAME	DATE

Additional pages may be added if more are required.

PART 12.c: STAFF SIGN OFF

We the undersigned Pastoral Elders of:

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

Have signed below to indicate that we have read and understand our duties and responsibilities in regards to this FIRE SAFETY PLAN.

NAME	DATE

Additional pages may be added if more are required.

PART 12.d: STAFF SIGN OFF

We the undersigned Council Executive Elders of:

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

Have signed below to indicate that we have read and understand our duties and responsibilities in regards to this FIRE SAFETY PLAN.

NAME	DATE

Additional pages may be added if more are required.

PART 12.d: STAFF SIGN OFF

We the undersigned Ushers and Maintenance Committee Members of:

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

Have signed below to indicate that we have read and understand our duties and responsibilities in regards to this FIRE SAFETY PLAN.

NAME	DATE

Additional pages may be added if more are required.

PART 13: FIRE SAFETY SYSTEM MAINTENANCE LOGS (*sample pages*)

SAMPLE – USE ONE PER EXTINGUISHER

Portable Fire Extinguisher Maintenance Log

EXTINGUISHER LOCATION	
Extinguisher Serial Number:	
Manufacture Date:	

YEAR										
Month										
Jan.										
Feb.										
Mar.										
Apr.										
May										
June										
July										
Aug.										
Sept.										
Oct.										
Nov.										
Dec.										

Six Year Maintenance Date: _____

Hydrostatic Test Date: _____

Annual Inspection

COMPLETION DATE	SERVICE COMPANY	SIGNATURE

EXIT LIGHTING AND EMERGENCY LIGHTING MAINTENANCE LOG

LIGHTING UNIT LOCATION	
UNIT NUMBER	

YEAR										
Month										
Jan.										
Feb.										
Mar.										
Apr.										
May										
June										
July										
Aug.										
Sept.										
Oct.										
Nov.										
Dec.										

Annual Inspection

COMPLETION DATE	SERVICE COMPANY	SIGNATURE

Record of Repairs

COMPLETION DATE	SERVICE COMPANY	SIGNATURE

FIRE ALARM SYSTEM MAINTENANCE LOG

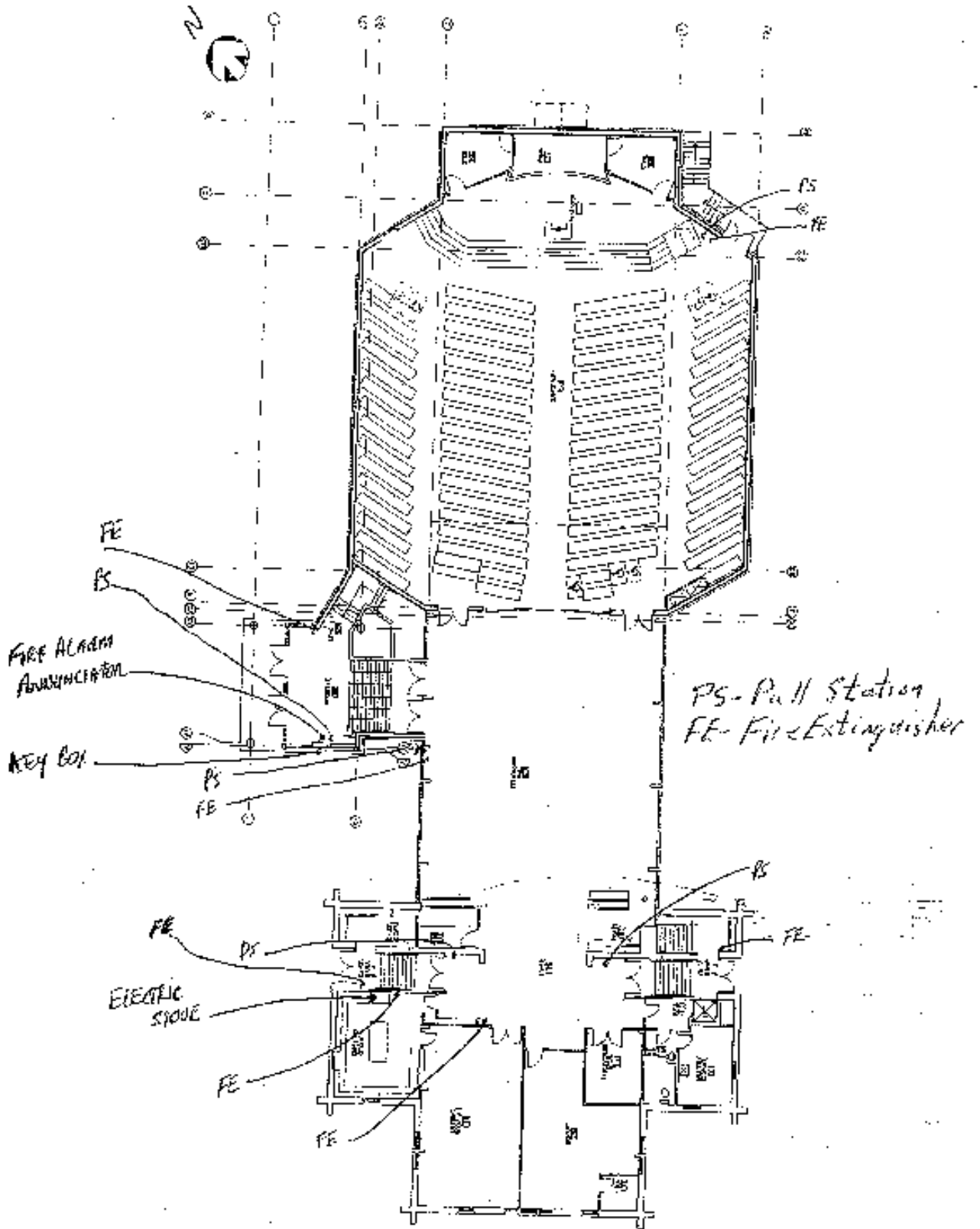
DATE	PULL STATION LOCATION	RESULTS	AUDIBLE SIGNAL APPLIANCE LOCATION	RESULTS	ANNUNCIATOR READINGS

Annual Inspection

COMPLETION DATE	SERVICE COMPANY	SIGNATURE

PART 14: schematic drawings (2 FLOOR PLANS ATTACHED)

Main Floor



Basement Level

