

Town of Grand Valley

Municipal Office

5 Main St. N

&

Public Library

4 Amaranth St. E

FIRE SAFETY PLAN



September, 2013

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Sept. 2013 Revision by: the Health &
Safety Advisor

Approved by: _____

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FIRE SAFETY PLAN

INTRODUCTION

This Fire Safety Plan has been prepared for the Town of Grand Valley Municipal Office and Public Library located at 5 Main St. N., and 4 Amaranth St. E. in Grand Valley, Ontario to meet the requirements of the Ontario Fire Code.

This Plan is designed to provide occupant safety in the event of a fire, to ensure effective use of the fire safety features of the building, and to minimize the possibility of fires. The appendices of the plan provide an audit of building, human, and evacuation resources and the plan contents detail the maintenance of said resources required by the Ontario Fire Code. The Plan will be available to firefighters in an emergency, and as such will assist them by providing floor plans and other building and tenant information.

The Plan must be approved by the Fire Department, but this does not in any way relieve the owner, lessee, or building manager of their responsibilities, as set out in the Ontario Fire Code.

The Ontario Fire Code defines "owner" as "any person, firm or corporation having control over the property under consideration". Therefore, the "owner" is considered to be any one, or combination of, building management, maintenance staff, or tenant groups. Therefore, all Ministry offices, agencies and other tenants of the facility are to be held responsible for implementing this Plan within their own areas.

The Fire Department may require this Plan, or any part thereof, once approved, to be resubmitted if any changes are made to the content, whether it be because there have been changes to occupancy or use, or standards, or because the Chief Fire Official judges the current Plan to be no longer acceptable. The Chief Fire Official is to be notified if any changes are made to the Plan.

While it is reasonable to believe that the Fire Department will assume command upon their arrival at a fire emergency, it is nevertheless the responsibility of the owner(s) to ensure the safety of the occupants at all times.

It is not necessary that supervisory staff be in the building on a continuous basis, but they shall appoint alternates to act in their absence, or be available on notification of a fire emergency, to fulfill their obligation(s) as described in the Fire Safety Plan.

The absence of supervisory staff when a fire occurs could result in a failure to provide the services of supervisory staff pursuant to Division B, Section 2.8 of the Ontario Fire Code.

General Description

The Town of Grand Valley Municipal Office and Public Library building is a 2 storey facility, built in 1985. The facility houses the Town of Grand Valley Municipal office on the upper level, at 5 Main St. North, and Public Library on the lower level via 4 Amaranth St. E.

Municipal Offices

The upper level of the facility houses Municipal staff involved in the administration of Municipal services. There is occasional evening use of this portion of the facility for public Municipal Council meetings.

Public Library

This section of the building is on the first floor, accessed by the entrance at 4 Amaranth St. East. This portion of the building is open for regularly scheduled evening use.

AUDIT OF BUILDING RESOURCES	
Facility: Town of Grand Valley Municipal Office and Public Library	
Address: Municipal Office @ 5 Main St. N. (519) 928-5652	
Library @ 4 Amaranth St. E. (519) 928-5622	
FD Response Point/Command Post: 4 Amaranth St. E. Entrance (Library)	
Fire Alarm System	
Fire Alarm system: Edwards Model 6602	
Fire Alarm Monitored by: Georgian Bay Fire & Safety Ltd.	
Fire Alarm Panel location: Library Furnace Room	
Smoke detection located in each room, corridor, and reception areas	
Building Security	
Security system: Edwards	
Security System Monitored by: Georgian Bay Fire & Safety	
FD keybox located: N/A	
Building Safety	
Are there elevators? No	
Emergency Lighting? Yes	Duration: 1 hr
Portable fire extinguishers throughout? Yes	
Locations of exits: West (1); South (1); East (2)	
Location of gas shut-off valves: Natural Gas to be installed! at the end of 2013	
Exterior:	Interior:
Designated Occupant Meeting Area: Food Town Parking lot	
Location of fire hydrants: NW Corner of Amaranth & Main St	
Other relevant facility Information: Regular evening use of building	

FACILITY SEARCH AREAS

Search Area	Staff Responsible	
<p><u>Municipal</u> office: Planners Office, Council Chambers. Once cleared, close doors. Ensure all others have carried out their duties, and conduct a head count at meeting place to make sure everybody is accounted for. Report persons unaccounted for to FD personnel.</p>	<p>Primary:</p>	<p>Municipal CAO</p>
	<p>Alternate:</p>	<p>Designate</p>
<p>Library: McGinnis Room, Kitchen, Offices, washrooms and reception area. Once cleared of all people close doors. Ensure all others have carried out their duties, and conduct a head count at meeting place to make sure everybody is accounted for. Report persons unaccounted for to FD personnel.</p>	<p>Primary:</p>	<p>Head Librarian/CEO</p>
	<p>Alternate:</p>	<p>Designate</p>
<p>Note: All staff must be trained in evacuation procedures and able to fill-in</p>		

EVACUATION PROCEDURES

IF YOU DISCOVER A FIRE

- Leave the fire area immediately and close all doors. Do not lock doors.
- Activate the nearest Fire Alarm Pull Station.
- Phone 9-1-1 and state location, type and size of fire and your name.
- Only attempt to fight fire using the nearest portable fire extinguisher if it is safe, and you are trained to do so. (Note: training available through GVDFD)
- Assist others.
- Follow the Fire Alarm Procedure below.

IF YOU HEAR THE FIRE ALARM

WHEN TO EVACUATE

- Begin a safe and orderly evacuation immediately upon hearing the fire alarm. Do not delay. Do not wait for an announcement.

HOW TO EVACUATE

- REMAIN CALM.
- Follow instructions of the .
- Prior to opening any door- feel if door is hot using the back of hand – if hot do not open. Intermediate internal doors leading to outside exits and the outside exits are all marked with illuminated emergency exit signs. After exiting – ensure doors close behind you. Do not lock any doors.
- Assist others.

WHERE TO EVACUATE

- Proceed immediately to your designated OCCUPANT MEETING AREA located at the **Food Town Parking Lot**, following the safest route. Stay off the roadways and be cautious of responding emergency vehicles.
- Ensure that everyone is accounted for, and keep all evacuees together.
- Do not return to the building until you are officially advised to do so by the Fire Department.

Evacuation of Persons Requiring Assistance

Persons who require assistance should be evacuated via the nearest safe exit under the supervision of other employees as outlined in their personal emergency evacuation plan. Any staff who feel that they may require assistance during an emergency evacuation should ensure that an Individualized Workplace Emergency Response Plan is created with the assistance of their supervisor and the Health and Safety Coordinator in accordance with AODA standards.

Every effort should be made to ensure the evacuation is carried out in the shortest time possible but ensuring that equipment such as a wheelchair does not impede the exit flow of other people.

If it is not safe for a person requiring assistance to be evacuated (ie. Insufficient staffing, or person is medically fragile), the occupant should remain inside a fire door adjacent the nearest exit stairwell, preferably with a means of communication and wait to be rescued by Fire Department staff.

Note: Before commencing to help a person in need of assistance to evacuate, those involved should ensure that their offer to help is acceptable to the said person.

Responsibilities

Municipal CAO Head Librarian CBO

The Municipal CAO/ Head Librarian (or designate) will coordinate the facility evacuation for their respective portions of the facility.

The Municipal CAO / Head Librarian have numerous responsibilities related to fire safety and must ensure that the following measure are incorporated in the Fire Safety Plan.

- Appointment and organization of designated alternates to carry out their duties as listed in the fire safety plan.
- Holding of fire drills
- Control of fire hazards in the building
- Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.
- Maintenance of building facilities provided for safety of the occupants
- Assuring that checks, inspections and tests, as required by the fire code, are completed on schedule and that records are retained.
- Contact the Fire Department, giving address, name and phone number
- In case of fire, direct all staff and visitors to leave through the nearest exit.
- Conduct a sweep of assigned area to ensure that all staff and visitors have evacuated and doors are closed.
- Provide assistance necessary for a calm, orderly and efficient evacuation.

- Under your supervision, mobility impaired persons should be evacuated via the nearest safe exit. A minimum of two employees should help a person requiring assistance to evacuate the building in the shortest possible time, ensuring that equipment such as a wheelchair does not impede the exit flow of other people.
- Account for all those persons in your section upon reaching the Occupant Meeting Area, and report anyone missing/unaccounted for or needing assistance to Fire Department.
- Meet Fire Department at the Fire Department Response point to provide building access and advise of the location of the fire.
- Do not allow staff to return to the building until you are advised that it is safe to do so from the Fire Department.
- Reset fire alarm only when advised to do so by the Fire Department.

STAFF TRAINING

Training for staff covering evacuation procedures as outlined in the Fire Safety Plan will take place on an annual basis. Emergency procedures must form a part of the training program. Training will include certain basic items such as:

- Importance of prompt reporting of fire immediately to the fire department.
- Importance of evacuating all persons from building calmly and quickly.
- Location and operation of the fire alarm system, manual pull stations, special extinguishing systems, and fire extinguishers, as well as location of main electrical, gas and water shut off valves and location of fire hydrants.
- Importance of limiting and controlling fire and smoke spread.
- Hazards related to occupant use

It is important that, as part of the training, all of the management team and staff survey the building to determine the number and locations of exits. They must be informed of fire hazards. They must know occupant emergency procedures as well as their own specific duties and responsibilities.

Designated staff must be trained to maintain fire protection and life safety equipment.

FIRE DRILLS

Purpose of Drills

The purpose of fire drills is to ensure that management and all staff are familiar with emergency procedures, resulting in an orderly evacuation with efficient use of exit procedures.

Frequency

A fire drill will take place at least annually at the call of the Municipal CAO/Head Librarian, in consultation with the Health & Safety Advisor.

Preparation

There may be advance warning to the tenants of the drill at least one day in advance. However, the Grand Valley & District Fire Department **must** be notified in advance at (519) 942-4911 (communication centre).

During the Drill

Once the fire alarm has been activated, those staff members with emergency responsibilities will follow the emergency procedures assigned to them (as outlined in section 4). All staff will co-operate and evacuate the building in a timely manner, proceeding to the Occupant Meeting Area and remaining there for further instructions.

After the Drill

The Municipal GAO/ Head Librarian will reset the fire alarm Control Panel and call the monitoring company to ensure that they received the correct information, as sent by the alarm (i.e. the building address, the alarm device activated, etc.)

Following the drill, all persons of delegated authority mentioned above should attend a debriefing meeting.

The staff are to advise their Supervisor if they experienced any problems during the drill (e.g. difficulty hearing the alarm, congestion in the stairwells/exits, etc.) and this information must be included in the Fire Drill report (See Appendix 3).

Management will ensure that a record of all drills conducted be kept.

FIRE PREVENTION

The following fire prevention measures are noted for the purposes of creating a safe environment for staff and visitors.

General Hazards

1. Do not use exit stairwells or exit corridors for storage as it could impede exiting in an emergency.
2. Do not block fire protection equipment or exit doors.
3. Do not prop open fire doors.
4. Every room shall be kept clean and free of rubbish, debris, and the accumulation of combustible materials, which may start a fire.
5. The contents of containers for waste, rubbish, and other debris shall be removed daily

Housekeeping

1. Empty vacuum after each use.
2. Unplug and report damaged appliances; i.e., electrical heaters, coffee makers, hot plates.

Electrical Hazards

1. Disconnect all electrical appliances with heating elements (e.g. coffee maker) at the end of each workday.
2. Electrical wiring that is defective, frayed, or cracked must be replaced.
3. Evidence of electrical arcing in outlets and electrical devices should mean discontinuation of use until the problem can be assessed by a qualified electrician.
4. Avoid using extension cords wherever possible. Extension cords are designed for temporary use only. If they are to be used, they should be protected from physical damage. They should never be run under mats or carpets.
5. If a circuit breaker constantly "trips", discontinue using the device that is causing the circuit to trip. It must be determined if the device is faulty, or if there is too much current passing through the circuit, or if the circuit wiring is at fault. Only a certified electrician should assess and repair problems in the electrical distribution system.

Storage Areas

1. Storage areas should be kept clean and free of rubbish.
2. Materials should be stacked to ensure stability of items.
3. Light fixtures should be protected by wire guards or cages to prevent accidental breakage of light bulbs.
4. Materials should not be stored so that they directly touch an electrical outlet.
5. Electrical equipment and devices should not be operated in or connected to an electrical source in storage rooms.

6. Doors to storage rooms shall be kept closed at all times.
7. Flammable and combustible liquids should not be stored in storage rooms used for ordinary combustible materials (e.g. paper, boxes, linens, etc.)

Flammable and Combustible Liquids

1. Flammable\combustible liquids are not to be used for cleaning.
2. Flammable\combustible liquids should be used in amounts only required for daily use and stored in approved safety containers.
3. Storage of flammable liquids to be kept in a well-ventilated metal cabinet.
4. MSDS sheets to be maintained and updated

CAUTION: When flammable liquids are being used, the following is to be adhered to:

- **Positively "no smoking".**
- **Adequate ventilation must be provided.**
- **The proper handling and dispersing of the contents must be adhered to at all times.**
- **A properly rated portable fire extinguisher is to be located nearby.**

ALTERNATE FIRE SAFETY MEASURES

The Grand Valley & District Fire Department and the Municipal CAO and Head Librarian must be advised of temporary shut down of any fire protection systems in the building. Alternative measures for safety, satisfactory to the Fire Department, shall be implemented during the shut down time.

The following procedures shall be implemented:

- When the fire protection systems will be affected for a period of 24 hours or less:
 - ∴ Contact the monitoring company, Georgian Bay Fire & Safety 1(800) 265-3197, before the shutdown as well as when the systems are returned to normal.
 - ∴ Notify the Grand Valley & District Fire Department at (519) 942-4911 (communication centre) before the shutdown as well as when the systems are returned to normal.
- If the period of interruption is longer than 24 hours:
 - ∴ Written notification must be provided to the Chief Fire Official indicating which systems/equipment will not be in service, and for how long, as well as what alternate measures will be taken and which supervisory

staff have been notified. The Chief Fire Official should also be notified when the systems have been returned to normal.

• Contact the Grand Valley & District Fire Department at (519) 942-4911 (communication centre) before the shutdown, as well as upon returning to the systems/equipment to normal.

In either case, notices will be posted on all floors, and in the main entrances, stating the problem and when it is expected to be corrected. These notices will be removed immediately after the problem has been corrected.

MAINTENANCE SCHEDULE

The following list outlines the checks, inspections and tests required by the Ontario Fire Code. A written record of the maintenance, tests and corrective measures will be kept in the building and will be available on request by the Chief Fire Official. Records are to be kept for a period of two years.

The information provided in this schedule is a guideline to the scope of the work. The Ontario Fire Code should be consulted for exact details on the Codes listed in this section.

For the purpose of carrying out these maintenance procedures, the following definitions should be considered applicable. These definitions can be found in the Ontario fire Code.

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

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

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

Daily- every day of the week.

Weekly – on a particular day of the week

Monthly- on a particular day of the month

MAINTENANCE SUMMARY CHART

Fire Code Reference	Requirement	Item	Responsibility
DAILY			
6.3.2.3.	Check	The central alarm and control facility shall be checked daily for indication of trouble in the system	Building Manager
MONTHLY			
2.2.3.4.	Inspect	Doors in fire separations shall be inspected monthly	Building Manager
2.7.3.3.(1)	Check	Pilot lights on emergency lighting equipment shall be checked monthly for operation.	Building Manager
2.7.3.3.(2)	Inspect	Emergency lighting unit equipment shall be Inspected monthly...	Building Manager
2.7.3.3.(3)(a)	Test	Emergency lighting unit equipment shall be tested monthly to ensure that the emergency lights will function upon failure of the J_rimary_lower supply_	Building Manager
6.2.7.2.	Inspect	All portable fire extinguishers shall be inspected monthly	Building Manager
2.6.1.8.	Inspect	...disconnect switches for mechanical air conditioning and ventilation systems shall be operated annually to establish that the system can be shut down.	Fire Equipment Contractor
ANNUALLY			
2.7.3.3.(3)(b)	Test	Emergency lighting unit equipment shall be tested annually to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	Fire Equipment Contractor
2.7.3.3.(4)	Test	After completion of the test required in 2.7.3.3.(3)(b), the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications	Fire Equipment Contractor
2.8.3.2.(1)	Test	Fire drills...shall be held once during each 12 month period.	Building Manager
6.2.7.1.	Test	Maintenance and testing of portable extinguisher shall be in conformance with NFPA 10 "Portable Fire Extinguishers"	Fire Equipment Contractor
6.3.2.2.	Inspect, Test	A Fire alarm system...shall be inspected and tested in conformance with CAN/ULC-5536 "Inspection and Testing of Fire Alarm Systems"	Fire Equipment Contractor
EVERY TWELVE YEARS			
6.2.7.1.	Test	Hydrostatically, dry chemical (other than having stainless steel shell), dry powder, and vaporizing liquid type extinguishers	Fire Equipment Contractor

Appendix 1:
DISTRIBUTION & AMENDMENTS

Distribution
Amendments

DISTRIBUTION LIST

Municipal Office	#of Copies
Site copy	1
Library	1
Site copy	1
Fire Alarm panel	1
Outside Agencies/Other	
Fire Department	1

AMENDMENTS

Date	Details	Amended By
Oct. 7, 2011	DRAFT Submitted to FD for approval	S. Culshaw
Dec. 21, 2011	Approval date	S. Culshaw
Sept. 10, 2013	Amended format, AODA info., PDF doc	S. Bagnell

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Appendix 2:

HUMAN RESOURCES

Emergency Contact Information

Emergency Contact Information

COUNTY OF DUFFERIN	
Municipal CAO	Jane Wilson (office) 519-928-5652
Phone:	519-943-5652 (cell) 519-928-2491 (home)
Alternate	Glenn Sterrett, Director of Public Works
Phone:	519-942-6502 (cell) 519-928-3073 (home)
Head Librarian	Shann Leighton
Phone:	519-928-5622 (office) 519-843-5323 (after hrs)
Alternate	Tracy Kelly
Phone:	519-928-5622 (office) 1519-217-2719 (after hrs)
Monitoring Company:	Georgian Bay Fire & Security
Phone:	1-800-265-3197
Ministry of Labour:	1-877-202-0008
Poison Control:	1-800-268-9017
Additional Information:	

Appendix 3:

EVACUATION RESOURCES

Attendance List
Fire Drill Report

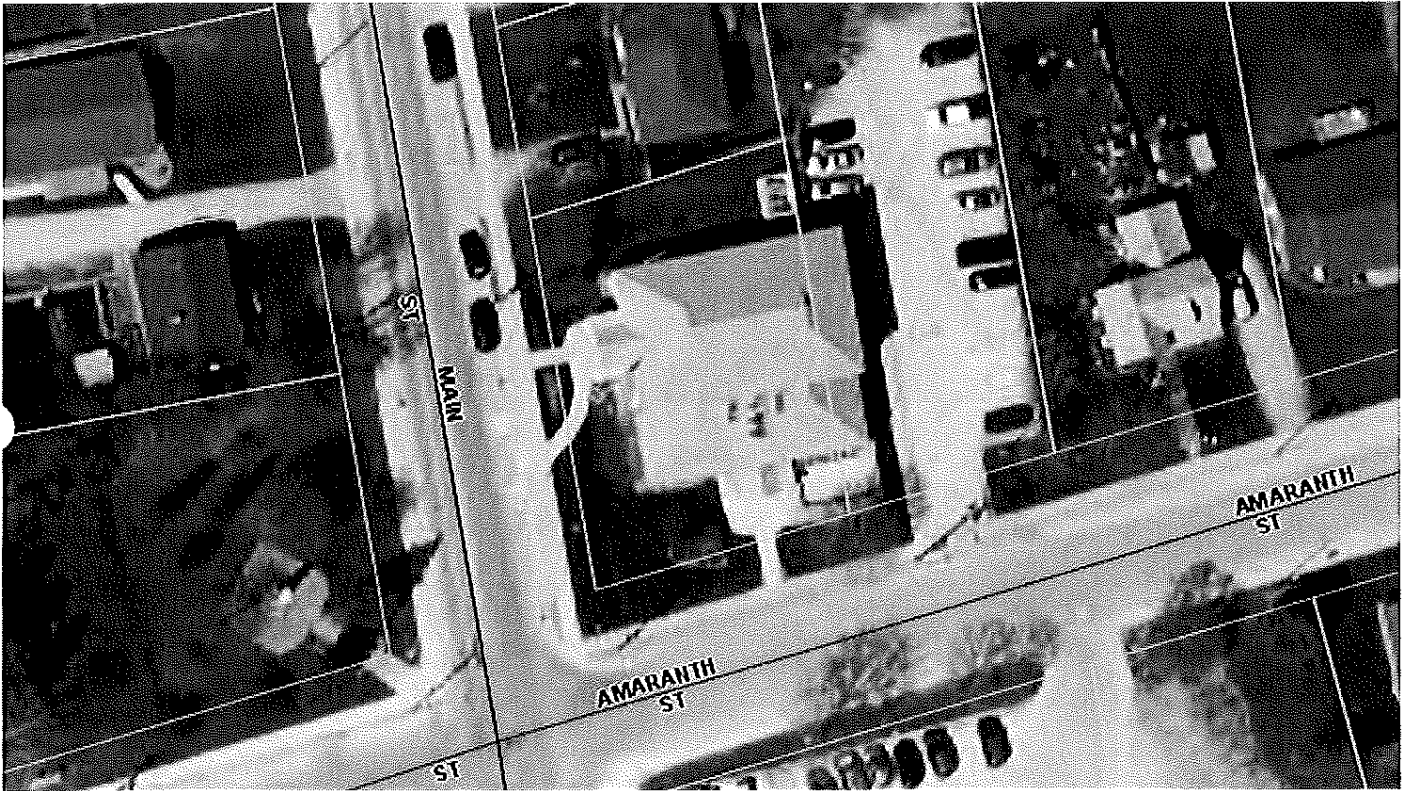
Appendix 4:

FACILITY RESOURCES

Site Plan
Floor Plans

Site Plan

Grand Valley Municipal Office and Library



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Fire Safety Plan

During a hydro outage or at the time that the alarm system is being inspected a designated person must inspect each room and closet every hour to ensure that a fire has not occurred. The following is a record of such.

Name: _____

Date: _____

Time(s): _____

Total hours inspected:
