



FIRE SAFETY PLAN

**For
ERB STREET MENNONITE CHURCH
131 Erb Street West
Waterloo, Ontario**

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FIRE SAFETY PLAN REMINDERS

February 15, 2019

RE: 131 Erb Street West, Waterloo, ON

This is your Fire Safety Plan and as the owner it is your responsibility to ensure that all applicable portions of the Ontario Fire Code are followed at all times, including all provisions outlined in the Fire Safety Plan. ***Please note: The approval of this fire safety plan assumes that the information provided within the plan is honest and accurate. WFR does not conduct site visits to confirm the accuracy of technical information provided within the fire safety plan that you submitted.***

PLEASE ENSURE:

- ❖ that the owner and all representatives of the owner (e.g. superintendents, contractors, building managers, supervisory staff) are aware of their duties, and are provided with all applicable portions of the Fire Safety Plan.
- ❖ that all tenants and supervisory staff are provided with relevant portions, and trained and instructed on their duties, under the Fire Safety Plan.
- ❖ that the Fire Safety Plan is available at all times, and kept in an **approved*** location. Please consult with Waterloo Fire Rescue if you are unsure of what is meant by an approved location.
- ❖ the first page of your Fire Safety Plan must be stamped as **"approved"** by Waterloo Fire Rescue. Ensure that this page remains with the Plan.
- ❖ the Fire Safety Plan is to be reviewed as often as necessary, but at intervals not greater than 12 months.
- ❖ the Fire Safety Plan is resubmitted to Waterloo Fire Rescue for approval if there are any changes to procedures, structure or layout of the building etc.

This is a guideline and not a comprehensive list of requirements; please refer to the Ontario Fire Code and/or your Fire Safety Plan for your responsibilities.

NOTE: WFR does not retain fire safety plans. It is the owner's responsibility to retain approved fire safety plans at his/her building.

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AUDIT OF HUMAN RESOURCES

AUDIT OF HUMAN RESOURCES

FACILITY OWNERSHIP

Name: Erb Street Mennonite Church
Address: 131 Erb Street West, Waterloo, ON, N2L 1T7
Contact: Terry Jutzi – Congregational Chairperson
Phone: (519) 886-3570

FACILITY ADMINISTRATOR

Name: Eleanor Epp-Stobbe
Phone: Church (519) 886-3570
Home (519) 581-1072

FACILITY MANAGER

Name: John Schiedel – Lay Leader Property and Facilities
Phone: Work (519) 884-5320
Home (519) 699-5638

AFTER HOURS CONTACTS

1) Name: John Schiedel
Phone: (519) 699-5638
2) Name: Ray Brubacher
Phone: (519) 884-0686
3) Name: Eleanor Epp-Stobbe
Phone: (519) 581-1072
4) Name: Jean Swartzentruber
Phone: (519) 744-2146



AUDIT OF BUILDING RESOURCES

AUDIT OF BUILDING RESOURCES

General Description

Erb Street Mennonite Church located at 131 Erb Street West, Waterloo is a three level religious facility. The upper level has a nursery and Sunday school rooms. The main floor has a sanctuary, offices, meeting rooms and washrooms. The lower level has classrooms, storage rooms, a kitchen, mechanical rooms, a library and washrooms.

Fire Department Response

The fire department will respond to the parking lot entrance of the church. Access for fire department vehicles is off Erb Street West.

Fire Alarm System

Manufacturer:	Edwards
Model Number:	6616
Type:	Single Stage
Control Panel Location:	Parking lot main entrance

This building is provided with an Edwards 6616 fire alarm system. The fire alarm control panel is located in the parking lot main entrance.

The fire alarm system is designed that the fire alarm system will enter general alarm upon activation of any fire alarm initiating device. The fire alarm system is equipped with manual pull stations, heat detectors and smoke detectors. During a general alarm condition the fire alarm signals will sound with a continuous pattern throughout the entire building.

This fire alarm system is not monitored.

Emergency power for the fire alarm system is provide by batteries located at the fire alarm control panel.

AUDIT OF BUILDING RESOURCES

Sprinkler System

There is no fire sprinkler system in this facility.

Standpipe System

There is no fire hose standpipe system in this facility.

Fire Hydrants

There are no privately owned fire hydrants at this premise.

Fire Extinguishers

There are dry chemical fire extinguishers located throughout the facility. These locations are clearly depicted on the posted fire safety schematics throughout this facility.

Emergency Power

Emergency power is not provided within this building.

Natural Gas Shut-Off Valve

There are two natural gas meters located at this premise. The natural gas shut-off valve is located at each gas meter. The gas meters are located at the north east corner of the building and at the south west corner of the building. Both are clearly depicted on the premise's site plan.

Fire Safety Plan Location

A copy of the fire safety plan will be kept in the church office.

AUDIT OF BUILDING RESOURCES

Emergency Lighting

There are emergency lighting battery packs which provide emergency lighting for all emergency fixtures throughout the common areas of this building. The emergency lighting systems are designed to provide a minimum of 30 minutes operation upon building power failure.

Smoke Control

Smoke control measures are maintained by the automatic closing of corridor fire separation doors.

Elevators

There is no elevator in this facility.

Exits

There are many exits for this facility. The principle and alternate exits for each specific area are clearly depicted on the fire safety schematics.

Area of Assembly

People exiting from any exit should assemble far from the building leaving full access for fire fighters and fire fighters vehicles.



EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

The actions to be taken by occupants in emergency situations will be posted on each floor and will read as follows:

IN CASE OF FIRE

Upon Discovery of Fire

- Leave Fire Area Immediately
 - Close Doors
- Sound Fire Alarm by Activating Nearest Pull Station
 - Leave Building Via Nearest Exit
- Call Waterloo Fire Department 9 - 1 - 1

Upon Hearing Fire Alarm:

- Leave Building Via Nearest Exit
- Close Doors Behind You

CAUTION

If You Encounter Smoke Use Alternate Exit.

REMAIN CALM

This building is equipped with a single stage fire alarm system. The fire alarm system is to be activated to alert the other occupants of an emergency and to put into operation the approved fire safety plan. The Waterloo Fire Department is to be notified by telephoning 9-1-1 giving the correct address and the exact location of the fire.

EMERGENCY PROCEDURES

SAMPLE EMERGENCY PROCEDURE POSTING

IN CASE OF FIRE
UPON DISCOVERY OF FIRE

1. Leave fire area immediately and close doors.
2. Sound fire alarm.
3. Leave building via the nearest exit.
4. Call Waterloo Fire Department **9 – 1 – 1**

UPON HEARING FIRE ALARM

1. Leave building via the nearest exit.
2. Close doors behind you.

CAUTION

If you encounter smoke in the stairway
USE AN ALTERNATE EXIT

REMAIN CALM



SHARPE FIRE & LIFE SAFETY INC.
1-800-796-F • I • R • E



INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURE

If the fire is in your area or you hear the fire alarm:

- Leave the fire area.
- Close all doors behind you.
- Activate the fire alarm using the nearest fire alarm pull station.
- Leave building and then call the fire department (911) giving details.
- **NEVER ASSUME THIS HAS BEEN DONE.**

When Evacuating:

- Be prepared to encounter heavy smoke and heat in your evacuation. If time allows, put on shoes and a heavy coat in winter for protection. Cover nose and mouth with cloth, preferably wet.
- Test the tops of all doors before opening. If the top of the door or the knob feels hot, deadly heat and gases under considerable pressure have already filled the corridor. Even if the door is cool, be prepared. Brace yourself against the door and open it a crack. If you feel air pressure or a hot draft, close the door quickly. Find an alternate exit.
- If the corridor is clear, close all doors behind you and leave the building via the nearest exit.
- If you encounter smoke or fire in your route, use an alternate exit. If an alternate exit cannot be reached safely, either return to your original area or find an alternate exit.

YOU MUST DECIDE WHICH IS THE SAFEST CHOICE IN EACH SITUATION.
IF YOU ARE REQUIRED TO STAY IN YOUR AREA DUE TO SMOKE AND /
OR HEAT, CALL THE FIRE DEPARTMENT (911) GIVING YOUR LOCATION .

- A closed door can provide good protection against smoke and fire. Use wet towels or clothing to seal cracks, etc.
- Move to the perimeter of rooms, opening a window to help indicate your location by waving a blanket, towel or clothing out the window.
- If smoke enters the room, crouch low. Remember heat and gases rise.
- Wait to be rescued.

NOTE: If you are physically unable to evacuate, remain in your area and call the Fire Department (911), giving your location.



FIRE SAFETY COMMITTEE ADMINISTRATION

FIRE SAFETY COMMITTEE ADMINISTRATION

The purpose of the fire safety committee is to provide an organized distribution of the duties and responsibilities set out by the fire safety plan. Each member of the fire safety committee will have their specific responsibilities pertaining to the fire safety plan, whether it pertains to the maintenance and readiness of the fire safety responsibilities during a fire alarm situation.

The structure of the Fire Safety Committee will consist of:

CHURCH ADMINISTRATOR

FACILITY MANAGER

FIRE WARDEN

ASSISTANT FIRE WARDEN

The hierarchy of command is as listed above.



FIRE SAFETY COMMITTEE DUTIES

FIRE SAFETY COMMITTEE DUTIES

CHURCH ADMINISTRATOR

The Church Administrator is Responsible For The Following:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated staff to carry out fire safety duties.
- Instruction of staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills with the fire safety committee members.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of occupants.
- Maintain the fire alarm system and other fire protection equipment in good operating condition at all times.
- Provisions of alternate measures for safety of occupants during shutdown of the fire protection equipment. In the event of any shutdown of fire protection equipment, notify the fire department and patrol the facility once every hour.
- Assuring checks, inspections and tests as required by the fire code, are completed on schedule and that records are retained.
- Notification of chief fire official regarding changes in the fire safety plan.
- Be in complete charge of approved fire safety plan and specific responsibilities of the personnel.
- Designate and train sufficient assistants to act in this position.
- Educate and train all personnel in the use of the existing fire safety equipment and in the actions to be taken under the approved fire safety plan.
- Post on each floor area a schematic diagram indicating the primary and secondary exits to be used in the event of an evacuation.
- Distribute the fire safety procedures to all meeting and assembly rooms.
- Ensure that the schematic diagrams show type, location and operation of all building fire emergency systems, e.g. location of fire alarm control panel and equipment and fire extinguishers are maintained.
- If applicable, ensure that the fire alarm system is not silenced or reset until the Fire Department has determined that the building is safe. Restoring the fire protection systems and the fire alarm system can only be done with the Fire Department's approval. Resetting instructions are to be posted next to the main fire alarm panel.
- Have and know the Ontario Fire Code.

FIRE SAFETY COMMITTEE DUTIES

FACILITY MANAGER

The responsibilities of the Facility Manager include:

- Ensure that Fire Wardens, and Assistant Fire Wardens have been selected, trained and provided with the appropriate section(s) of this plan.
- Ensure that the names on the Fire Warden's list are kept up to date. (APPENDIX A) It is recommended that this list is updated quarterly or as required.
- Ensure that a list of the locations of all persons requiring assistance to evacuate is kept up to date. (APPENDIX B) It is recommended that this list is updated quarterly or as required.
- Know the location of the facility's fire alarm system. Know how the fire alarm system is operated and how the system is reset.
- Conducting fire drills with the Church Administrator as outlined in this Plan.
- To be familiar with floor areas, exits and the locations of fire fighting equipment.
- Assist in the evacuation of building occupants as described under "Emergency Procedures. – Fire Safety Committee"
- Ensuring that there has been a back-up selected, trained and is advised of your absence from being able to perform your duties. (ie. Vacation, meetings, illness)

FIRE SAFETY COMMITTEE DUTIES

FIRE WARDEN

Each user group within the church will have one Fire Warden selected. During church service, ushers will also serve as Fire Wardens. The duties of these Fire Wardens include:

- Obtaining and reviewing a copy of the Fire Safety Plan.
- To be familiar with their floor areas, exits and the location of fire fighting equipment.
- To be familiar with personnel who require assistance to evacuate in your floor area and ensure that the Church Administrator is provided with an up-to-date list of all persons who require assistance to evacuate.
- Assisting in the evacuation of building occupants as described under “Emergency Procedures – Fire Safety Committee”.
- Participating in fire drills as described in this Plan.
- Assisting in fire prevention by noting and reporting to Facility Supervisor or Church Administrator where fire hazards exist.
- Ensuring that there has been a back-up Fire Warden trained, selected and is advised of your absence from being able to perform your duties. (ie. Vacation, meetings, illness)

FIRE SAFETY COMMITTEE DUTIES

ASSISTANT FIRE WARDEN

Each user group within the church will have one Assistant Fire Warden selected. The duties of the Assistant Fire Warden include:

- Obtaining and reviewing a copy of the Fire Safety Plan.
- To be familiar with their floor areas, exits and locations of fire fighting equipment.
- To be familiar with personnel who require assistance to evacuate in their floor area and ensure that the Church Administrator and Facility Supervisor is provided with an up-to-date list of all persons who require assistance.
- Assisting in the evacuation of building occupants as described under “Emergency Procedures”.
- Participating in the fire drills as described in this Plan.
- Assisting in fire prevention by noting and reporting to the Facility Supervisor or Church Administrator where fire hazards exist.
- Ensuring that a back-up Assistant Fire Warden has been trained, selected and is advised of your absence from being able to perform your duties. (ie. Vacation, meetings, illness)



EMERGENCY PROCEDURES FIRE SAFETY COMMITTEE

EMERGENCY PROCEDURES

Fire Safety Committee

CATEGORIES

Emergency procedures are divided into two categories:

- **IF YOU DISCOVER A FIRE**
- **IF YOU HEAR A FIRE ALARM RINGING**

IF YOU DISCOVER A FIRE

The procedures to be followed upon discovery of a fire are the same for all Fire Safety Committee members and are described in this section of this Plan.

IF YOU HEAR A FIRE ALARM RINGING

The procedures to be followed upon hearing a fire alarm ringing are described for each member of the Fire Safety Committee in this section of this Plan.

EMERGENCY PROCEDURES

Fire Safety Committee

IF YOU DISCOVER A FIRE

- Leave the fire area immediately removing any person(s) in immediate danger. Make sure that all doors to the affected area are closed.
- Activate the fire alarm system by pulling the nearest fire alarm manual pull station as you leave the fire area.
- Call the Waterloo Fire Department by dialling **9 – 1 – 1** when it is safe to do so. Advise them of your building location and the area affected.
Erb Street Mennonite Church
131 Erb Street West
Waterloo, Ontario
- Perform your duties as outlined in the “Emergency Procedures” section of this Plan.
- After completing your emergency procedures, exit the building.
- Use your designated exit route.
- If you encounter smoke or heat in your evacuation, use an alternate exit. If an alternate exit cannot be reached safely, either return to your area or seek refuge in a neighbouring floor area.
- **YOU MUST DECIDE WHICH IS THE SAFEST CHOICE IN EACH SITUATION. IF YOU ARE REQUIRED TO STAY IN YOUR AREA DUE TO SMOKE AND/OR HEAT, CALL THE WATERLOO FIRE DEPARTMENT (DIAL 9-1-1) GIVING THEM YOUR LOCATION.**
- A closed door can provide good protection against smoke and fire. Seal cracks around doors with coats, towels, etc. If smoke starts seeping through central air conditioning outlets, plug them as well.
- If smoke enters the room, crouch low. Remember heat and gases rise.
- Wait to be rescued and remain calm.
- Do not return to the building until it is declared safe to do so by the Fire Department.

EMERGENCY PROCEDURES

Fire Safety Committee

IF YOU HEAR THE FIRE ALARM RINGING

FACILITY MANAGER

- Notify the Waterloo Fire Department of the emergency condition, when it is safe to do so.
- Supervise and assist with the evacuation of the occupants.
- Assemble in the designated area of assembly to receive total evacuation reports completed from all fire wardens.
- Meet the Waterloo Fire Department giving them vital information, master keys, list of non-ambulatory occupants, etc.
- Only re-enter when authorized by the fire department.
- Complete a fire alarm incident report.
- Ensure that there has been a back-up facility supervisor selected, trained and advised of your absence from being able to perform your duties (ie. meetings, illness, vacation, etc.).

**DO NOT RE-ENTER THE BUILDING
UNLESS AUTHORIZED BY THE WATERLOO FIRE DEPARTMENT**

EMERGENCY PROCEDURES

Fire Safety Committee

IF YOU HEAR THE FIRE ALARM RINGING

FIRE WARDEN

- Assemble your group and proceed with evacuation.
- Close door upon leaving the room, and have your assistant fire warden close all windows.
- Escort occupants to outside via your exit route, use alternate exit if required.
- **Know your main and alternate exit routes.**
- Assemble far from the building leaving access for fire fighters and fire fighter vehicles.
- Confirm total evacuation of your area from your assistant fire warden.
- Report successful evacuation to the facility supervisor.
- Supervise the evacuation of the remaining occupants.
- Do not re-enter the building unless authorized by the Waterloo Fire Department.
- Ensure that there has been a back-up fire warden selected, trained and advised of your absence from being able to perform your duties (ie. meetings, illness, vacation, etc.).

**DO NOT RE-ENTER THE BUILDING
UNLESS AUTHORIZED BY THE WATERLOO FIRE DEPARTMENT**

EMERGENCY PROCEDURES

Fire Safety Committee

IF YOU HEAR THE FIRE ALARM RINGING

ASSISTANT FIRE WARDEN

- Help your fire warden to assemble occupants for evacuation.
- Close all doors and windows in your area.
- Check all areas, storage rooms, washrooms and any unlocked rooms.
- Escort any occupants outside when all done your checks.
- Ensure no one re-enters the area that you have checked.
- Report to your fire warden in the area of assembly upon completion of evacuation.
- Do not re-enter the building unless authorized by the Waterloo Fire Department.
- Ensure that there has been a back-up assistant fire warden selected, trained and advised of your absence from being able to perform your duties (ie. meetings, illness, vacation, etc.).

PERSONS USING CHURCH KITCHEN

- The responsibilities of the persons using the church kitchen are to turn off all cooking appliances and move food off all heating elements.
- Leave the building via your main exit route, use alternative exit route if required.
- Report successful evacuation to the facility supervisor, ensuring that all kitchen appliances have been turned off.
- Assemble far from the building leaving access for fire fighters and fire fighter vehicles.
- Do not re-enter the building unless authorized by the Waterloo Fire Department.

**DO NOT RE-ENTER THE BUILDING
UNLESS AUTHORIZED BY THE WATERLOO FIRE DEPARTMENT**



PROCEDURES FOR STAFF

► IN GENERAL

PROCEDURES FOR STAFF

► IN GENERAL ◀

The Church Staff is Responsible For The Following:

In General

- Keep hallways, passageways and exits, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in any part of a fire escape route or other means of egress.
- Do not permit combustible waste materials to accumulate in quantities or locations which constitute a fire hazard.
- Promptly remove all combustible waste from all areas where waste is placed for disposal.
- Keep access roadways and fire routes accessible for fire department use.
- Arrange for or ensure that there is a substitute in your absence.
- Participate in fire drills.
- Know where the fire alarm pull stations and exits are located.
- Know the correct building address.
Erb Street Mennonite Church
131 Erb Street West
Waterloo, Ontario
- Notify the supervisor if special assistance is required for disabled persons in the event of an emergency.



TRAINING OF STAFF

TRAINING OF STAFF

All staff are to be supplied with a copy of the Fire Safety Plan and are to become familiar with its contents.

All staff are to be shown (if applicable):

1. How to reset the fire alarm system (an activated system must not be reset until authorized by a Fire Department Officer).
2. The location of keys to provide access to all locked areas and the location of equipment which may be used in an emergency (extra fire extinguishers, etc.).
3. How to use the first aid fire fighting equipment installed within the building.



FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Waterloo 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 alarm has been raised and the Waterloo Fire Department has been notified, a small fire can be extinguished by experienced person(s) familiar with extinguisher operation. If it cannot be easily extinguished, leave the area and confine the fire by closing the door.



FIRE HAZARDS

FIRE HAZARDS

In order to avoid fire hazards in the building, occupants are advised to:

- Avoid careless storage practices.
- Ensure that articles such as boxes and storage racks do not obstruct doorways.
- Keep stairways, landings, hallways, passageways and exits clear of obstructions and combustible refuse at all times. Do not leave articles such as shoes, rubbers, mats, etc in the building halls, corridors and stairways.
- Keep fire doors and doors to stairways closed at all times.
- Not use unsafe electrical appliances, frayed extensions cords, over-loaded outlets or lamp wire for permanent wiring.
- Ensure that electrically powered equipment is either CSA or Ontario Hydro Special Inspection label approved and especially that coffee makers and hot plates are shut-off at closing time.
- Refrain from using unsafe electrical appliances, frayed extension cords, overloaded outlet and lamp wire for permanent wiring.
- Limit the use of flammable liquids. Have safe handling and disposal practices.
- Maintain access to portable extinguishers, and other fire protection equipment.
- Not to put burning materials such as cigarettes and ashes into garbage receptacles.
- Not to dispose of flammable liquids or aerosol cans in the garbage receptacles.
- Avoid careless smoking, use ashtrays. Never smoke in unassigned smoking areas.
- Avoid unsafe cooking practices, deep fat frying, too much heat, unattended stoves, and loosely hanging sleeves..

In general, occupants are advised to:

- Know where the fire alarm pull stations and exits are located.
- Call the Waterloo Fire Department immediately whenever you need assistance.
- Know the correct building address.
Erb Street Mennonite Church
131 Erb Street, West
Waterloo, Ontario
- Report any condition which may be a fire hazard to Fire Safety Committee members.



FIRE DRILLS

FIRE DRILLS

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

Advance notice should be posted advising the occupants of the time and date of these practice drills.

The Waterloo Fire Department dispatch will be notified by calling 741-2494. If the fire alarm system is monitored, the monitoring company must be notified prior to and after the fire drill. This will prevent any potential false dispatch of the fire department.

Each staff member will proceed as described in the “Emergency Procedures” Section of this fire safety plan.

Following each drill, all persons of delegated responsibility should attend a debriefing to report on their actions and the reactions of the occupants. Fire drills must be conducted in accordance with the frequencies stated in the fire code.

NOTE: For this building, fire drills should be conducted at least annually.



MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS

MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS

Check, Inspect, & Test Requirements of the Fire Code

To assist in fulfilling our obligations, included is a list of the portions of the fire code which require that checks, inspections and/or test be made of equipment and facilities from time to time. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests.

Fire prevention officers may check to ensure that the necessary check, inspections and/or test are done, when conducting their inspections.

Definitions for key works are as follows:

Check	Means visual observation, to ensure the device or system is in place and is not obviously damaged or obstructed.
Inspect	Means the physical examination, to determine that the device or system will operate in accordance with its intended operation or function.
Test	Means operations of device or system to ensure that it will perform in accordance with its intended operation or function.

It is stated in the Fire Code that records of all test and corrective measures are required to be retained for a period of two years after they are made.

NOTE: Information in this section which is pertinent to this facility will be highlighted for easier identification.

MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS

PORTABLE FIRE EXTINGUISHERS

- ◆ Inspect all portable fire extinguishers. ⇒ MONTHLY
- ◆ Subject to maintenance. ⇒ ANNUALLY
- ◆ Perform hydrostatic test on carbon dioxide and water type extinguishers. ⇒ EVERY FIVE (5) YEARS
- ◆ Empty stored pressure type extinguishers and subject to maintenance. ⇒ EVERY SIX (6) YEARS
- ◆ Perform hydrostatic test on dry chemical and vaporizing liquid type extinguishers. ⇒ EVERY TWELVE (12) YEARS
- ◆ Recharge extinguisher after use or as indicated by an inspection or when performing maintenance. ⇒ AS REQUIRED

FIRE ALARM SYSTEMS

(reference should be made to the current Standard for the Inspection and Testing of Fire Alarm Systems CAN/ULC-S536)

- ◆ Check fire alarm AC power lamp and trouble light. ⇒ DAILY
- ◆ Check trouble conditions. ⇒ DAILY
- ◆ Check central alarm and control facility. ⇒ DAILY
- ◆ Check all fire alarm system components including standby power batteries. ⇒ DAILY
- ◆ Test fire alarm system. ⇒ MONTHLY
- ◆ Test voice communication system to and from floor areas to the central alarm and control facility. ⇒ MONTHLY
- ◆ Test fire alarm system by persons having jurisdiction for service. ⇒ ANNUALLY
(Canadian Fire Alarm Association Certification effective 11/99)

SMOKE ALARMS IN DWELLING UNITS

- ◆ Smoke Alarms shall be maintained in operating condition by owner ⇒ AS REQUIRED

MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS

STANDPIPE AND HOSE SYSTEMS

- ◆ Inspection of hose cabinets to ensure hose position and that equipment is in place and operable. ⇒ MONTHLY
- ◆ Inspect hose valves to ensure tightness, to ensure no water leakage. ⇒ ANNUALLY
- ◆ Remove and re-rack hoses and replace worn gaskets. ⇒ ANNUALLY
- ◆ Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions. ⇒ ANNUALLY
- ◆ Perform hydrostatic test on standpipe systems piping which normally remains dry. ⇒ EVERY FIVE (5) YEARS
- ◆ Perform hydrostatic test of standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding a year. ⇒ AS REQUIRED

SPRINKLERS

- ◆ Check that unsupervised sprinkler system valves are open. ⇒ WEEKLY
- ◆ Check that air pressure on dry pipe systems is being maintained. ⇒ WEEKLY
- ◆ Test sprinkler alarms using alarm test connection. ⇒ MONTHLY
- ◆ Test sprinkler supervisory transmitters and water flow devices. ⇒ EVERY TWO (2) MONTHS
- ◆ Test gate supervisory switches and other sprinkler and fire protection system supervisory devices. ⇒ EVERY SIX (6) MONTHS
- ◆ Check exposed sprinkler system pipe hangers. ⇒ ANNUALLY
- ◆ Check all sprinkler heads. ⇒ ANNUALLY
- ◆ Inspect dry pipe valve priming level. ⇒ ANNUALLY
- ◆ Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions. ⇒ ANNUALLY
- ◆ Test water flow on wet sprinkler systems using most remote test connection. ⇒ ANNUALLY
- ◆ Trip-test dry pipe sprinkler system. ⇒ ANNUALLY
- ◆ Test flow of water supply using main drain valve. ⇒ ANNUALLY
- ◆ Inspect dry pipe system for obstructions and flush where necessary. ⇒ EVERY FIFTEEN (15) YEARS
- ◆ Check dry pipe valve rooms or enclosures during freezing weather. ⇒ AS REQUIRED

MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS

WATER SUPPLIES FOR FIRE FIGHTING

- ◆ Check fire pump room temperature during freezing weather. ⇒ DAILY
- ◆ Check tank heating equipment and water temperature of fire protection water during freezing weather. ⇒ DAILY
- ◆ Inspect valves controlling fire protection water supply. ⇒ WEEKLY
- ◆ Check water level and air pressure for pressure water tanks. ⇒ WEEKLY
- ◆ Inspect relief valves on air and water supply lines of pressure tanks. ⇒ WEEKLY
- ◆ Check water level in fire pump reservoirs. ⇒ WEEKLY
- ◆ Operate and inspect fire pump. ⇒ WEEKLY
- ◆ Inspect water level in gravity tanks. ⇒ MONTHLY
- ◆ Inspect fire protection water supply tanks. ⇒ ANNUALLY
- ◆ Inspect cathodic protection of fire protection water tanks. ⇒ ANNUALLY
- ◆ Inspect all parts of gravity tanks. ⇒ ANNUALLY
- ◆ Test fire pump at full capacity. ⇒ ANNUALLY
- ◆ Inspect all fire hydrants. ⇒ ANNUALLY
- ◆ Inspect all fire hydrants water flow. ⇒ ANNUALLY
- ◆ Check for corrosion on fire protection water supply tanks. ⇒ EVERY TWO (2) YEARS
- ◆ Inspect fire protection water tanks connected to non-portable water supply for sediment. ⇒ EVERY TWO (2) YEARS
- ◆ Inspect fire protection water tanks connected to portable water supply for sediment. ⇒ EVERY FIVE (5) YEARS

EMERGENCY POWER SYSTEMS

- ◆ Check all components of the system, operate the generator set under at least 50% of rated load for 30 minutes. ⇒ WEEKLY
- ◆ Check and clean crankcase breathers, governors and linkages on emergency generators. ⇒ EVERY SIX (6) MONTHS
- ◆ Inspect and service generator and generator set. ⇒ ANNUALLY
- ◆ Check torque heads and valve adjustments for engines. ⇒ EVERY TWO (2) YEARS
- ◆ Inspect and service injector nozzles and valve adjustments on diesel engines. ⇒ EVERY THREE (3) YEARS
- ◆ Check installation of generator windings. ⇒ EVERY FIVE (5) YEARS

MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS

MEANS OF EGRESS

- ◆ Inspect all doors in fire separations. ⇒ MONTHLY
- ◆ Check all doors in fire separations to ensure they are closed. ⇒ AS REQUIRED
- ◆ Maintain exit signs to ensure they are clear and legible. ⇒ AS REQUIRED
- ◆ Maintain exit lights to ensure they are illuminated and in good repair. ⇒ AS REQUIRED
- ◆ Maintain corridor free of obstructions. ⇒ AS REQUIRED
- ◆ Ensure streets, yards and private roadways provided for fire department access are kept clean. ⇒ AS REQUIRED

SERVICE EQUIPMENT, DUCTING, CHIMNEYS

- ◆ Check hoods, filters and ducts subject to accumulation of combustible deposits and clean as necessary. ⇒ WEEKLY
- ◆ Inspect all fire dampers and fire stop flaps. ⇒ ANNUALLY
- ◆ Inspect chimneys, flues and flue pipes and clean as necessary. ⇒ ANNUALLY
- ◆ Inspect disconnect switch for mechanical air conditioning and ventilation. ⇒ ANNUALLY
- ◆ Clean incinerator spark arrestors. ⇒ ANNUALLY
- ◆ Clean lint traps in laundry equipment. ⇒ AS REQUIRED



FIRE PROTECTION MEASURES

FIRE PROTECTION MEASURES

Brief descriptions of a number of fire protection measures which are present in this building follow:

Fire Alarm Systems

The purpose of a fire alarm system is to alert all the occupants of the building that a fire emergency exists, so that occupants may put into practice the measures required by the fire safety plan. All fire alarm systems shall be maintained in full operating condition at all times. A single stage system sounds a general alarm throughout the facility that may require total evacuation of the building. Operation of the fire alarm is activated by a manual pull station, heat detector or smoke detector.

Exit

An exit is that part of a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space. Walls, floors, or other means provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge. Vertical shafts accessed from above or below grade are protected from the remainder of the building provided the doors leading to the shaft are kept closed.

Fire Department Access

Fire department access allows fire fighters and their equipment to gain access to the building. Vehicles parked in a fire route, excessive vegetation, snow and other forms of obstructions to access routes, fire hydrants and fire department connections are not permitted by the fire code. Maintaining fire department access is an ongoing matter. In addition, access into a building requires consideration (e.g. with a key box, through preplanning, etc.)

Portable Fire Extinguishers

Portable fire extinguishers are intended as a first aid measure to cope with fires of limited size. The basic types of fire are classes (A), (B), (C). Portable extinguishers are rated for the corresponding classes of fire.

Emergency Lighting

Emergency Lighting ensures that exits, corridors and principal routes providing access to exits are illuminated in the event of loss of power.



ALTERNATE MEASURES

ALTERNATE MEASURES FOR OCCUPANT FIRE SAFETY

In the event of any shutdown of fire protection equipment and systems or part thereof, the fire department and occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the chief fire official.

Fire Alarm Shutdown

In the event of a shutdown of the fire alarm system, the Waterloo Fire Department will be notified by calling 741-2494. If the fire alarm system is monitored, the monitoring company must be notified. They must be informed of the extent and expected duration of the shutdown. They must also be informed immediately upon reactivation of the system.

All occupants will be notified by posting notices describing the work being performed, the areas effected and the duration of the work to be performed.

Occupants will be instructed to advise the Waterloo Fire Department immediately via 9-1-1 of any fire situation and to warn other occupants of imminent danger verbally.

NOTE: All shutdowns will be confined to as limited an area and duration as possible. During the shutdown of the fire protection equipment the property manager will provide personnel to patrol all unprotected areas every hour until such time as the system is again operational. Persons performing the patrol will complete the Fire Watch Inspection Report (Appendix F).



FIRE SAFETY SCHEMATIC PLANS

FIRE SAFETY SCHEMATIC PLANS

Fire Safety Schematic Plans

A Fire Safety Schematic Plan is the physical representation of the building's floor plans with all fire safety related information included. Included in a fire safety schematic is all means of egress, location of fire activation and fire fighting equipment. A professionally prepared schematic package will also include "you are here" locators to help aid in the recognition of relative position. Additional items such as extra hazards and response directions are usually included in the designing of a fire safety schematic plan.

Each fire safety schematic plan is uniquely created to correspond to individual design and layout of each individual building.

The design of the below representative fire safety schematic plan is prepared in high resolution colour to aid in the readability and recognition of the information contained in the fire safety schematic plan.

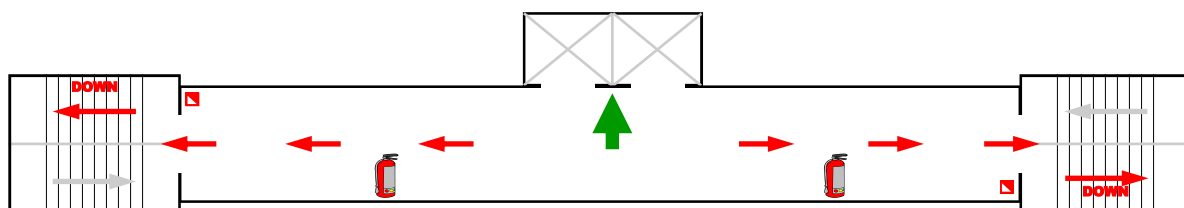
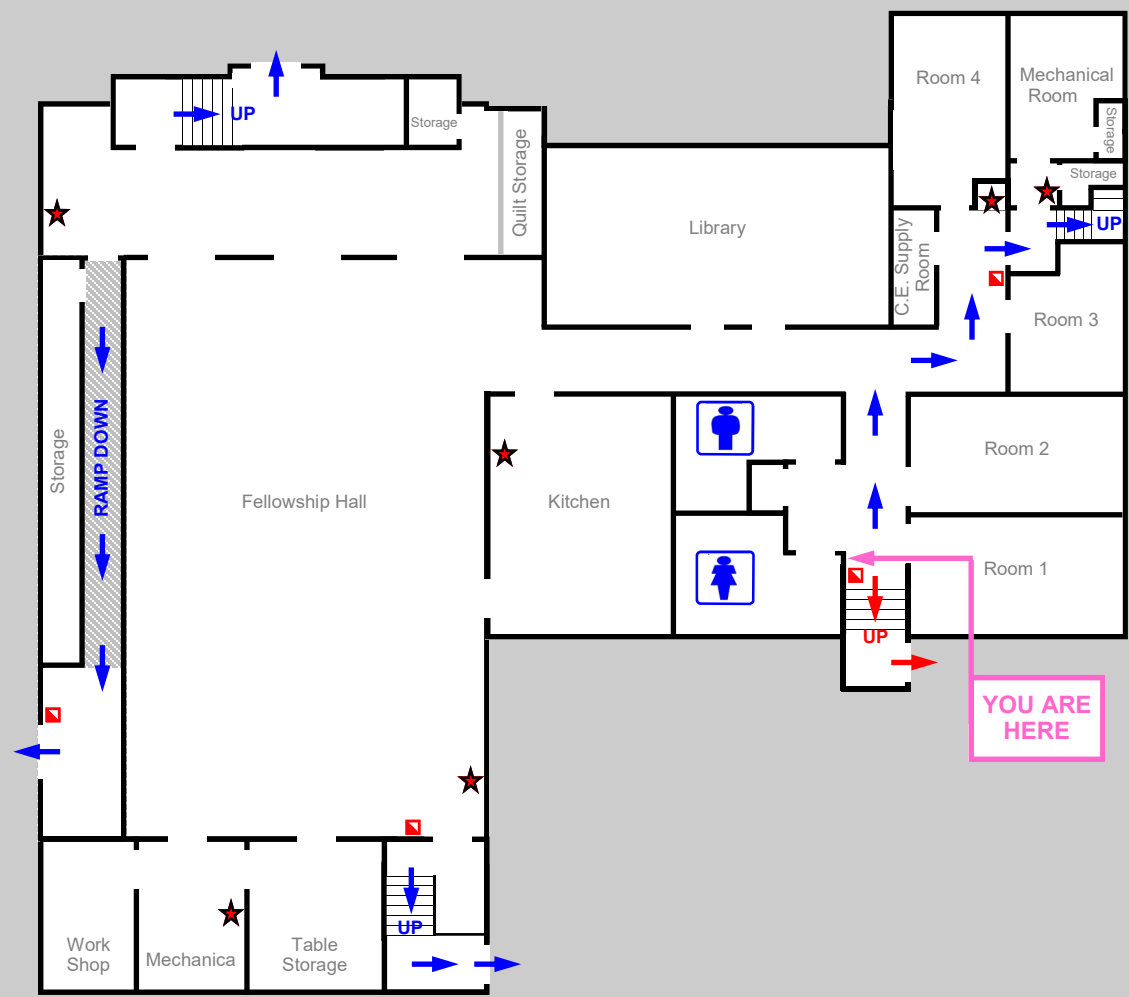


Figure 1: Scaled Simplified Fire Safety Schematic Plan

ERB STREET MENNONITE CHURCH – BASEMENT



- Fire Alarm Pull Station
- Main Exit Route
- Alternate Exit Route
- Fire Extinguisher
- Fire Alarm Control Panel

IN CASE OF FIRE UPON DISCOVERY OF FIRE

1. Leave fire area immediately and close doors.
2. Sound fire alarm.
3. Leave building via the nearest exit.
4. Call Waterloo Fire Department **9 - 1 - 1**

UPON HEARING FIRE ALARM

1. Leave building via the nearest exit.
2. Close doors behind you.

CAUTION

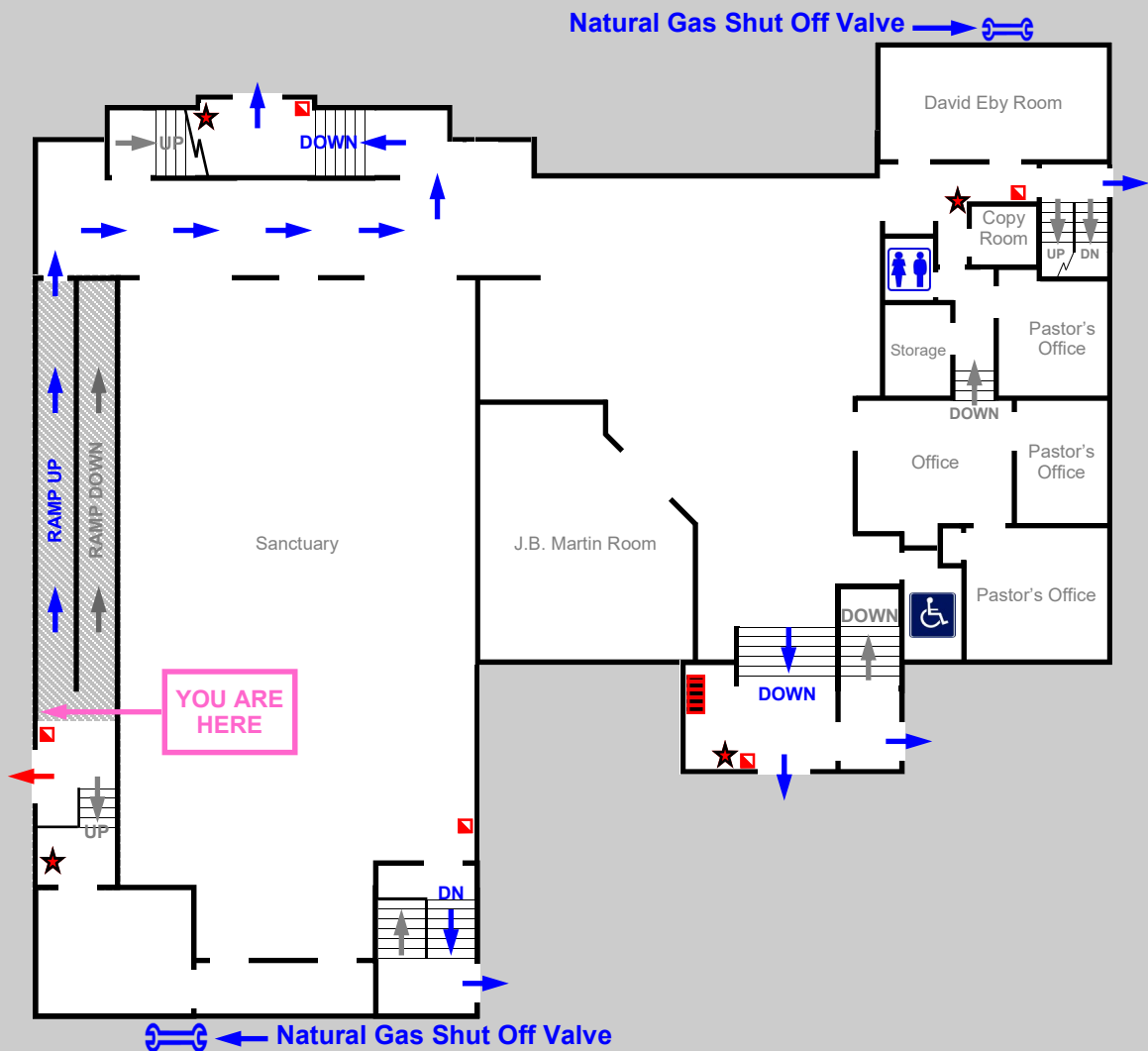
If you encounter smoke in the stairway
USE AN ALTERNATE EXIT

REMAIN CALM



SHARPE FIRE & LIFE SAFETY INC.
1-800-796-F•I•R•E

ERB STREET MENNONITE CHURCH – MAIN FLOOR



-  Fire Alarm Pull Station
-  Main Exit Route
-  Alternate Exit Route
-  Fire Extinguisher
-  Fire Alarm Control Panel

IN CASE OF FIRE UPON DISCOVERY OF FIRE

1. Leave fire area immediately and close doors.
2. Sound fire alarm.
3. Leave building via the nearest exit.
4. Call Waterloo Fire Department **9 - 1 - 1**

UPON HEARING FIRE ALARM

1. Leave building via the nearest exit.
2. Close doors behind you.

CAUTION

If you encounter smoke in the stairway
USE AN ALTERNATE EXIT

REMAIN CALM



SHARPE FIRE & LIFE SAFETY INC.
1-800-796-F•I•R•E



FIRE SAFETY COMMITTEE MEMBERS

FIRE SAFETY COMMITTEE
MEMBERS

Fire Safety Committee Position	Location in Building	Name

Date Updated _____

Date Forwarded to Fire Department _____

Forwarded By: _____



LIST OF NON-AMBULATORY OCCUPANTS

[illegible]

[illegible]



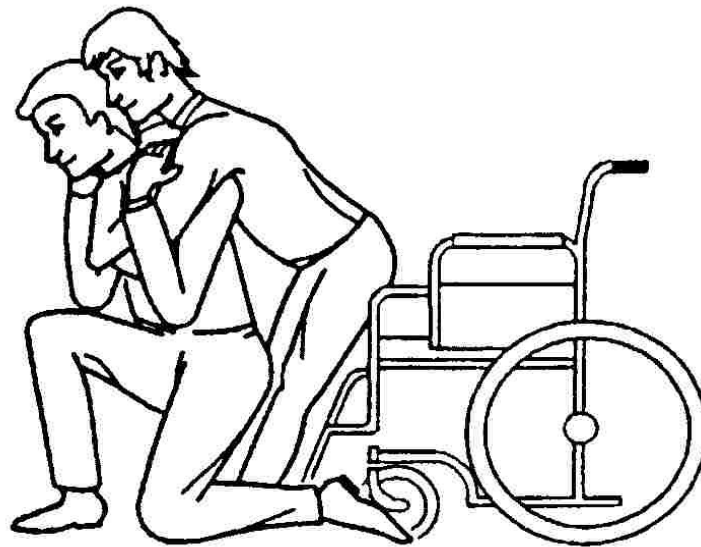
INSTRUCTIONS TO TRANSPORT PERSONS REQUIRING ASSISTANCE TO EVACUATE VIA THE STAIRWELLS

INSTRUCTIONS TO TRANSPORT PERSONS REQUIRING ASSISTANCE VIA THE STAIRWELLS (IF REQUIRED)

Under normal circumstances, persons who require assistance should be evacuated via ramp or left besides the elevator under the supervision of a rescuer until such time as the Fire Department can effect a rescue via the elevators. But under some circumstances, it may be life threatening for that person to remain on that floor, awaiting Fire Department rescue. Evacuation may be to an area of refuge. Under these circumstances, the person requiring assistance must be transported via the stairs to the exterior. The following are examples of some techniques that may be used to transport a person via stairwells where ramps are inaccessible.

THE BACK LIFT

The rescuer would kneel at the front of the person and place the person's arm up and over the rescuer's shoulder and across his/her chest. The rescuer would then lean forward before raising slowly, to a full standing position.



INSTRUCTIONS TO TRANSPORT PERSONS REQUIRING ASSISTANCE VIA THE STAIRWELLS (IF REQUIRED)

THE RESCUER SEAT CARRY

The rescuer's position themselves next to the wheelchair (or beside the person) in order to grasp each other's upper arm or shoulder as per illustration # 2. The person being assisted would place his/her arms firmly around both rescuer's necks as per illustration # 3. The two rescuers would then lean forward placing the free arm under the individual's legs, firmly grasping each other's wrists as per illustrations # 4 and # 5. Working together, both rescuers lift, using legs, then carefully stepping forward.

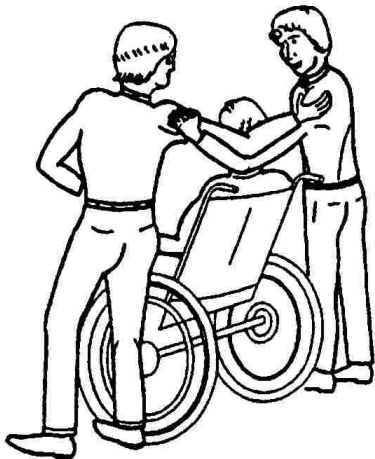


ILLUSTRATION # 2

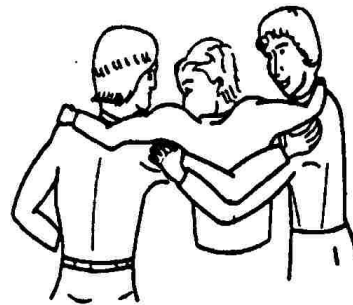


ILLUSTRATION # 3

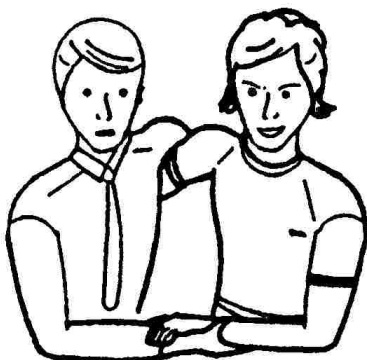


ILLUSTRATION # 4

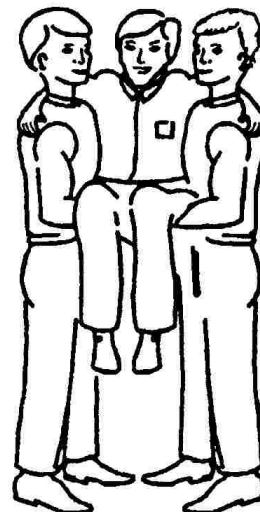
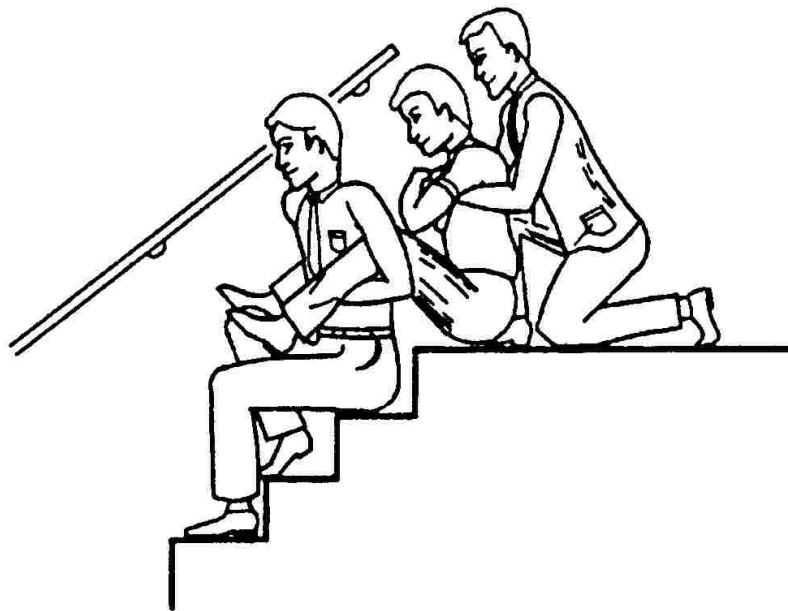


ILLUSTRATION # 5

INSTRUCTIONS TO TRANSPORT PERSONS REQUIRING ASSISTANCE VIA THE STAIRWELLS (IF REQUIRED)

TWO RESCUER EXTREMITIES CARRY

The person being assisted would be placed in the stairwell landing. One rescuer would lift at the legs, under the knees, while the other would lift under the shoulders with fingers locked across the individual's chest. Rescuers with backs erect, would lift together, raising slowly to a standing position.



NOTE: It is important to communicate with Supervisory Staff concerning your attempt to transport the individual down a stairwell. Supervisory Staff will then be able to redirect stairwell traffic to the other stairwell while you transport, so as to avoid stairwell congestion.



FIRE ALARM INCIDENT REPORTS

FIRE ALARM INCIDENT REPORT

Page 1 of 2

DATE:		TIME:	
☒ FIRE ALARM CONDITION			
<u>ALARM</u> <u>ZONE(S) ACTIVATED:</u> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
☒ SUPERVISORY CONDITION			
<u>SUPERVISORY</u> <u>ZONE(S) ACTIVATED:</u> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			
TROUBLE CONDITION			
☐ <u>TROUBLE INDICATORS</u> <u>ILLUMINATED:</u> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			

COMPLETE THIS FORM BEFORE RESETTING THE FIRE ALARM SYSTEM

FIRE ALARM INCIDENT REPORT

Page 2 of 2

DATE:		TIME:	
EVIDENCE FOR CAUSE OF FIRE ALARM			
☐ FIRE CONDITION	☐ HIGH HUMIDITY		
☐ HIGH TEMPERATURE IN AREA	☐ PHYSICAL DAMAGE		
☐ SMELL OF SMOKE	☐ VANDALISM EVENT		
☐ NOTICEABLE ODOUR	☐ MAINTENANCE IN AREA		
☐ CONSTRUCTION IN AREA	☐ OPEN EXTERIOR DOOR		
☐ OTHER			
ADDITIONAL INFORMATION			
NAME: (PRINT)		SIGNATURE:	
COMPLETE THIS FORM <u>AFTER</u> RETURNING TO DAY CARE FACILITY			



FIRE DRILL REPORTS

FIRE DRILL REPORT

DATE:		TIME:	
NAME:		POSITION:	
Were Alarm Signals Heard Adequately ?		YES	NO
Did You Observe Any Panic ?		YES	NO
Did Occupants Respond Favourably to the Drill ?		YES	NO
Did Occupants Respond in Accordance with the Fire Safety Plan ?		YES	NO
What Was Your Location When the Alarm Sounded ?			
Deficiencies Noted:			
General Comments:			
SIGNATURE:			



FIRE WATCH INSPECTION FORMS

FIRE WATCH INSPECTION FORM

TIME OF FIRE ALARM MALFUNCTION OR DISARMING		__ / __ / __ __ : __
POWER FAILURE	TURNED OFF BY MAINTENANCE	
UNKNOWN	TURNED OFF BY FIRE DEPT.	

TIME	OK	PROBLEM	TIME	OK	PROBLEM
0030			1230		
0100			1300		
0130			1330		
0200			1400		
0230			1430		
0300			1500		
0330			1530		
0400			1600		
0430			1630		
0500			1700		
0530			1730		
0600			1800		
0630			1830		
0700			1900		
0730			1930		
0800			2000		
0830			2030		
0900			2100		
0930			2130		
1000			2200		
1030			2230		
1100			2300		
1130			2330		
1200			2400		

PROBLEM REPORTED TO:	☐ Maintenance	☐ Fire Dept	☐ Other
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Inspections Performed by: _____