

12-3: Fire Drill Procedures**1. Responsibility Centre:** Property Management Committee**2. Rationale or Purpose**

BCUC has a duty of care from unnecessary risk of harm towards those who enter and use our facilities. To that end users must be made aware of their responsibilities in the event of a fire or other reason to evacuate the facility.

3. Policy Statement

BCUC will conduct a fire drill at least annually during a Sunday service for persons on premises.

4. Scope

This policy applies to all occupants in the building at the time the fire alarm bells sound.

5. Procedures**i) Planning**

- a. The Chair Property Management Committee (PMC) or designate Fire Safety Supervisor is responsible for planning the fire drill. The fire drill will normally take place during the months of September or October while the weather is relatively mild. The date of the fire drill should be selected to minimize disruption to any planned religious activities such as communion, baptism, speakers, etc.
- b. The Church Board will be notified one month before the selected fire drill date to obtain approval to proceed.
- c. The fire drill should be scheduled for the end of the service immediately after the final hymn or benediction. If the Fire Safety Supervisor determines that the weather is inappropriate the drill will be postponed until the following Sunday.

ii) Month before the fire drill

- a. Fire Safety Supervisor will request that Office personnel place the following notice about a possible fire drill in Church bulletin.

**“In the near future there will be a Fire Drill at the end of the church service.
Think about Fire Safety everyday”.**

- b. The Fire Safety Supervisor will provide copies of the *BCUC Fire Safety Plan* to the Chair of Worship/Christian Development for distribution to affected personnel. Personnel are responsible for becoming familiar with *BCUC Fire Safety Plan* contents. These include Sunday School Teachers, Crib Nursery supervisor, Ushers, Ministers, and Music Director.

iii) Day of the fire drill

- a. The drill will be under the direction of the Fire Safety Supervisor with appropriate assistance from previously identified Fire Marshals.
- b. The Fire Safety Supervisor will meet with the Fire Marshals, prior to the drill for a briefing meeting to reinforce the duties and responsibilities outlined in the *BCUC Fire Safety Plan*.
- c. The Fire Safety Supervisor is to:
 - Notify the Fire Department that a fire drill will be taking place by calling **613-232-1551** and say “this is not an emergency” and receive a fire drill code number
 - Notify the Security Service that a fire drill will be taking place so that the fire department should not be called; (Carleton Security, **613-831-0216** plus 1, account U2222, Password 1448)
 - Advise everyone which manual alarm pull station will be activated;
 - Pull the manual alarm at the designated time during the service;
 - Open the alarm pull box using a small screwdriver;
 - Flip the switch in the pull box causing the alarm bell to ring continuously;
 - Note the minute and second of the alarm started sounding;
 - Proceed to the Entrance doors to observe fire drill;
 - Note the minute and second when Fire Marshals arrive confirming that all rooms have been checked and all persons are out of the building;
 - Call out in a loud voice “ALL CLEAR” so people can re-enter the building; (Note that in a real fire ONLY the fire department can call out “ALL CLEAR”);
 - Flip the switch to stop the alarm, close the pull box and re-set the small screw;
 - After the bells have stopped sounding notify the Fire Alarm Service to reset the fire alarm and restore the system to normal operation; and
 - Call the Security Service and Fire Department advising them that the fire drill is over.
- d. The Minister will announce the fire drill and instruct people to evacuate the building.
- e. The Fire Marshals are to:
 - Proceed to their designated areas 5 minutes before the alarm test and check exits in identified areas:
 - i. Fire Marshall 1- Rooms 1 to 5, Crib Nursery, Washrooms, Shalom Room, Discovery Room, Music Room and CE Office;
 - ii. Fire Marshal 2 - Gym, UP Room, Main Office, Main Hall, Kitchen, Back Hall, Handicapped Washroom and Sanctuary and Balcony
 - Ensure all exits and fire doors are clear of any obstruction;
 - Ensure alarm signals can be heard throughout all areas that they are covering;

- Note the minutes and seconds required for evacuation of their designated area, and ensure people collect away from the church; and
 - Observe and note response of occupants to identify any problems or possible improvements that become apparent during the drill.
- f. The Fire Safety Supervisor will assess the fire drill results by recording:
- Overall time for evacuation;
 - Fire Marshals knowledge of emergency procedures;
 - Fire Marshals knowledge performance during fire drills; and
 - Occupant performance and knowledge.
 - Training requirements.
 - Deficiencies or possible improvements.
- g. Following the fire drill the Fire Safety Supervisor and the Fire Marshals/Office Staff will meet to discuss the fire drill and identify any deficiencies noted by the occupants or fire drill group.
- h. The Fire Safety Supervisor will prepare a *Fire Drill Post Mortem Report* of the fire alarm drill and present it at the next PMC monthly meeting for approval.
- i. Chair PMC provides copy of *Fire Drill Post Mortem Report* to the Church Board for information.

6. Roles/Responsibilities

Property Management Committee is responsible for maintaining this policy and associated procedures.

7. Definitions

a) *BCUC Fire Safety Plan*: Copy available from the Property Management Committee files in the Church Office.

b) *Security Service*: Service contracted to monitor security systems in the Church. Current Service is identified in the Property Management Committee files in the Church Office.

c) *Fire Alarm Service*: Service contracted to service the fire alarm system in the Church. Current Service is identified in the Property Management Committee files in the Church Office.

8. References:

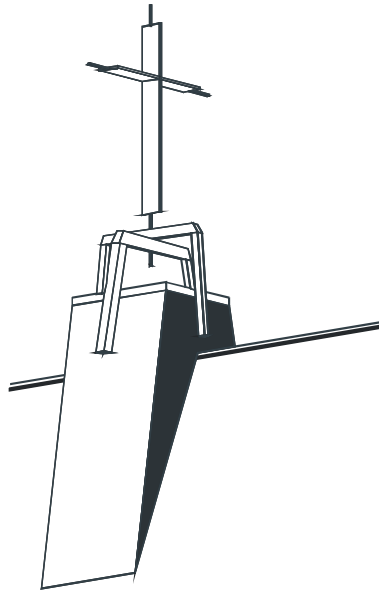
9. Approval authority: Church Board

10. Reviewed: Property Management Committee: December 11, 2013

Approved: Church Board: June 18, 2014

Replaces: September 21, 2011

Next Review: 2016



FIRE SAFETY PLAN

FOR

**BELLS CORNERS
UNITED CHURCH**

**3955 Richmond Road
Nepean, Ontario
K2H 5C5**

613-820-8103

	Description	Date
1.0	First release.	February 14, 2011

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Note: The procedures in this document are not mandatory or all encompassing. It is intended as an information source and guide to the Fire Safety Supervisor and others involved in emergency planning.

1. BUILDING DESCRIPTION

Bells Corners United Church (BCUC) is a single-story assembly building in which the gymnasium is 6 - 8 feet below grade. (See Appendix A: Evacuation Plan – Schematic Diagram).

BCUC is primarily a community church but the assembly halls and meeting rooms are heavily used during the weekdays and evenings, often by **seniors** many of whom may have mobility problems.

The **Bells Corners Cooperative Nursery School** operates between September and June from 9:00 to 4:00 during the week in the classrooms along the North - East hall. Their students age from 3 to 5 years old.

During March Break, and the months of July and August **Winners Day Camps** uses the gymnasium to look after Kindergarten to Grade 6 school age students.

The **Fire Plan Lock Box** is located under the eave at the outside junction of South wall of the main entrance and the West wall of the main building.

The **Fire Safety Plan Container** is located on the South wall of the vestibule, just inside the main entrance. It contains a copy of the Fire Fighters' Fire Safety Plan (Appendix C).

Copies of the Fire Safety Plan and records of all of inspections of fire safety are kept in the Property Management Committee locked filing cabinet.

2 EMERGENCY PHONE NUMBERS

Ottawa Fire Services		911
Building Owner	United Church of Canada	N/A
Fire Safety Supervisor	Ron Chuchryk Manager, Property Use, Property Management Committee	Cell: 613-724-1448 Home: 613-226-8112 Bus: 613-727-1448
Assistant Fire Safety Supervisor Monday, Tuesday Wednesday, Thursday, Friday	Office Personnel Nancy Meyers Ellen Boynton	Home: 613-836-6856 Home: 613-828-3620
Fire Protection Equipment	Phil Bourgeau Sales-Annual Test Coordinator Total Fire Protection 715 Industrial Avenue Ottawa, ON, K1G 0Z1	Bus: 613-228-0073 ext. 30

Fire Alarm Service	Peter McLean Carleton Security 260 Hearst Way Kanata, ON K2L 3H1	Bus: 613-831-0216 (Note: telephone number for alarm company, and code on fire panel door)
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3 IN CASE OF FIRE

3.1 Responsibilities of the Fire Safety Supervisor

- 3.1.1 Alert all occupants and activate the Fire Alarm System.
- 3.1.2 Notify the Fire Department (9-1-1) from an area of safety.
- 3.1.3 Supervise the evacuation of occupants, ensuring that persons requiring assistance are being escorted to safety.
- 3.1.4 Meet the Fire Department outside, at the main entrance (West side) of the building. Provide them with any necessary keys to the building and a copy of the Fire Safety Plan.
- 3.1.5 Inform the firefighters of the location of any persons unable to evacuate and provide any details as to the nature of the emergency.

Note: The Fire Alarm System is not to be silenced until the Fire Department has arrived, investigated the cause and authorized its shut down.

3.2 Responsibilities of Fire Marshals and Staff Members

Note: Fire Marshals are designated members of the Property Management Committee, while Staff members include all full and part-time ministry and office personnel.

- 3.2.1 Be aware of the occupants in the building. For example, Sunday School/Nursery teachers should be aware of the children present, confirm that all children have reached the evacuation area and note when each child has been picked up by the appropriate parent/guardian.
- 3.2.2 Alert all occupants and activate the Fire Alarm System.
- 3.2.3 Assist any persons in your area who may require help to evacuate.
Note: If for any reason, a person is unable to evacuate notify the Fire Safety Supervisor (located outside, at the front of the building) immediately.
- 3.2.4 Verify that the Fire Department has been called.
- 3.2.5 Do not allow anyone to re-enter the building until it is declared safe to do so by the Fire Department.

3.3 Responsibilities of Occupants

If You Discover a Fire:

- Leave fire area immediately.
- Close all doors behind you to confine the fire.
- Activate Fire Alarm.
- Call Fire Department at 9-1-1 from safe area.
- Assist any persons in your area who may require help to evacuate.
- Leave building via nearest safe exit, by the appropriate route as indicated in the Evacuation Plan (Appendix A).
- Do not re-enter the building until safe to do so it is declared safe to do so by the Fire Department.

Upon Hearing Fire Alarm:

- Turn off all Appliances in your area
- Close all doors behind you to confine the fire
- Assist any persons in your area who may require help to evacuate.
- Leave building via nearest safe exit, by the appropriate route as indicated in the Evacuation Plan (Appendix A).
- Do not re-enter the building until safe to do so it is declared safe to do so by the Fire Department.

Caution: If you encounter smoke - use an alternate exit **Remain Calm**

4 EVACUATION PROCEDURES

Based upon the responsibilities listed in Sections 3.1, 3.2 and 3.3, the following procedures and duties are in effect at this building:

- 4.4.1 The preferred evacuation routes are indicated on the Evacuation Plan (Appendix A).
- 4.4.2 If a church service is in session at the time of the emergency, the Minister will use the sound system to inform/direct the congregation to facilitate evacuation from the sanctuary
- 4.4.3 In case of fire, the Fire Safety Supervisor will ensure that a Fire Marshals has been designated for each area of the building and then station himself/herself outside the main entrance of the building. Fire Marshals present will assume responsibility for assisting in the evacuation of occupants in their designated area, including a final "sweep" to ensure all occupants have left the area.

- 4.4.4 When a designated area has been evacuated the Fire Marshals for that area will inform the Fire Safety Supervisor that the area is clear.
- 4.4.5 Occupants evacuating the building, under the direction of the designated Fire Marshals, are to withdraw to a safe distance from the building (to the sidewalks on the East or West sides of the Church property).
- 4.4.6 Parents are to pick up their children directly from the designated Fire Marshals after evacuation - they are not to attempt to pick them up in the Sunday School rooms.
- 4.4.7 Occupants should make no attempt to reach or remove their vehicles from the parking lot.
- 4.4.8 When the “all clear” has been sounded by the Fire Department and confirmed by the Fire Safety Supervisor, the Fire Marshals assist occupants in re-entering the building or vacating the lot in an orderly manner.

5 GENERAL DUTIES

5.1 Fire Safety Supervisor Responsibilities

- 5.1.1 Post, maintain and be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.
- 5.1.2 Designate and train sufficient Assistant Fire Safety Supervisor to act in this position during any absence of the Fire Safety Supervisor from the building.
- 5.1.3 Determine the location and number of exits and ensure that they are inspected daily, to ensure that no exit is blocked or obstructed.
- 5.1.4 Assign exit routes from all rooms (Evacuation Plan - Appendix A). These routes should be as short as possible, consistent with full use of exit facilities available.
- 5.1.5 Ensure that approved fire procedure signs are posted throughout the building.
- 5.1.6 Explain the evacuation procedures to the Fire Marshals and staff members, pointing out the exit routes from each room to the outside.
- 5.1.7 Where a group or class meets regularly in a specific area of the building, brief such groups on the evacuation procedure at the commencement of the first meeting or activity.
- 5.1.8 Conduct a fire drill annually.
- 5.1.9 Be responsible for ensuring that the fire protection equipment is maintained in accordance with established schedules.
- 5.1.10 Provide and maintain a complete record (logbook) of this maintenance, and have it available in the Property Management Committee’s filing cabinet for examination by the Fire Department.

- 5.1.11 Establish alternate procedures for the protection of the building occupants if the fire alarm or any Fire Safety Device is out of service for any reason. Notify the Fire Alarm Service (Carleton Security, 613-831-0216+1) of any shutdown of Fire Protection Equipment.
- 5.1.12 Have schematic diagrams showing the location of the building's Fire Emergency Systems and exits, available in the Fire Safety Plan for Fire Department use in an emergency (Appendix B Fire Equipment Drawing).
- 5.1.13 Know the location of, and how to operate all building fire protection equipment, including how to reset the fire alarm system.
- 5.1.14 Ensure that all locked rooms and rooms containing mechanical service equipment (e.g., Furnace Rooms, Custodian's Room) are labeled by means of a sign on the door.
- 5.1.15 Ensure Fire Department access to the building at all times. Access when the building is closed is made available by use of a Fire Key Lock Box located at North West corner near the main entrance. A copy of the Fire Safety Plan can be located just inside the main entrance of the building.

5.2 Fire Marshal and Staff Members Responsibilities

- 5.2.1 Be familiar with the Evacuation Procedures and Fire Safety Plan (Appendices A and B).
- 5.2.2 Be familiar with all Fire Protection Equipment (Fire Alarm System, Extinguishers, etc.)
- 5.2.3 Report to the Fire Safety Supervisor any potential fire hazards such as:
 - Any doors obstructed, blocked open or not closing properly.
 - Any exit lights not operating.
 - Any inoperative or obstructed fire extinguishers.
 - Any obvious fire hazards such as the accumulation of combustibles, defective or temporary wiring, or the improper storage of oily rags, etc.

6 TRAINING OF STAFF

6.1 Fire Safety Supervisor Responsibilities

- Educate and train all Fire Marshals and staff members in the location and use of the existing Fire Safety Equipment and devices.
- Educate and train all Fire Marshals and staff members in the actions to be taken under the approved Fire Safety Plan.
- Provide all Fire Marshals and staff members with a copy of the approved Fire Safety Plan.

- Perform the above with each new Fire Marshals and staff members prior to his/her commencement of work.

7 FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

In fighting the fire, ensure that the Fire Alarm System has been activated and the Fire Department has been notified prior to any attempt to extinguish the fire.

Most fires start small. Except for explosions, fires can usually be brought under control if they are attacked correctly with the right type and size of extinguisher within the first two minutes.

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher, or smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire.

The decision to use a fire extinguisher is made after considering the following:

- Type of fire and the type of fire extinguisher available (the only type of fire extinguisher in BCUC are carbon dioxide extinguishers (CO₂) which are suitable for all types of fire).
- Size and intensity of fire.
- Size and capacity of the fire extinguisher.
- Exit location and clear route away from fire.

DO NOT fight a fire...

- If the fire could block your only exit
- If the fire is spreading quickly
- If the type or size of the extinguisher is wrong
- If the fire is too large
- If you don't know how to use the fire extinguisher

7.1 Operation of Portable Fire Extinguishers

Remember the (PASS) acronym

P - Pull the safety pin

A - Aim the nozzle at the base of the fire

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

Notes: Never re-hang an extinguisher after use. Ensure it is promptly recharged by a qualified person.

Keep extinguishers in a visible area without obstructions around them.

8 FIRE DRILL PROCEDURES

- a. Fire Drills are to be held at least once per year.
- b. The Drill shall be under the direction of the Fire Safety Supervisor (or designate), with appropriate assistance from Fire Marshals.
- c. The drill should be scheduled at a realistic time, but every effort should be made to minimize the disruption. For example, the drill should probably be conducted during a Sunday Service, but not “extraordinary” Sundays (e.g., communion, baptism, scheduled speakers, etc.) or during bad weather.
- d. Notices are to be posted to advise all occupants of the exact time and date of the fire drill. Occupants are to be advised not to phone the fire department during the fire drill.
- e. Notify the Fire Alarm Service (Carleton Security, 613-831-0216) before and after the drills so that they do not notify the Fire Department of an “alarm”.
- f. The Fire Marshal’s, with the exception of the Sunday School teachers, are to meet prior to the drill for a briefing meeting. Sunday School teachers are to be informed of the outcome of the meeting prior to initiating the drill.
- g. The Fire Safety Supervisor will pull a manual alarm at the designated alarm time and advise everyone which manual alarm pull station will be activated.
- h. The Fire Marshals are to:
 - Ensure alarm signals can be heard throughout all areas that they are covering.
 - Ensure all fire doors are closed.
 - Ensure all exits and fire doors are clear of any obstruction.
 - Note time required for evacuation of their designated area.
 - Observe and note response of occupants to identify any problems or possible improvements that become apparent during the drill.
 - Proceed to their designated areas 5 minutes before the alarm test and check exits.
- i. The Fire Supervisor will assess the fire drill results
 - Overall time for evacuation.
 - Fire Marshals knowledge of emergency procedures.
 - Fire Marshals knowledge performance during fire drills.
 - Occupant performance and knowledge.
 - Training requirements.
 - Deficiencies or possible improvements.

- j. After the bells have rung for at least one minute, notify the Fire Alarm Service (Carleton Security, 613-831-0216) to reset the fire alarm and restore the system to normal operation.
- k. Notify the evacuees that the drill is complete and that they may re-enter the building.
- l. Remove all the posted notices regarding the drill.
- m. The Fire Safety Supervisor and the Fire Marshals/Office Staff will meet to discuss any deficiencies noted or identified by occupants during the drill.
- n. The Fire Safety Supervisor will prepare a record of the fire alarm drill and ensure that a copy is filed in the Property Management Committee's files in the Main Office.

9 MAINTENANCE SCHEDULES FOR FIRE PROTECTION EQUIPMENT

Frequency	Requirement	Responsibility
Monthly	Inspect all portable fire extinguishers.	Manager, Property Use, Property Management Committee
Annually	Test complete Fire Alarm System (this includes the control panel, smoke and heat sensors, emergency lighting, exit signs, and fire extinguishers). (See Appendix B Fire Equipment Drawing) Conduct a Fire Drill.	Qualified Fire Alarm Maintenance Personnel Manager, Property Use, Property Management Committee
As Required	Maintain exit signs clearly visible and illuminated at all times. Maintain fire procedures signs in a clean and legible condition. Recharge fire extinguishers after use or as indicated by an inspection or when performing maintenance.	Manager, Property Use, Property Management Committee

Appendix A - Evacuation Plan

Appendix B - Fire Equipment Drawin

Appendix C - Fire Panel Documentation