

GRACE UNITED CHURCH, Caledonia

Policy and Procedure Manual

Policy Title	FIRE EMERGENCY SAFETY PLAN	Policy Number	PPM-G8.1
Date of Approval by Council	December 4, 2019		
Revision Dates	Dec. 14, 2022	Date of next Review	December 2025

PURPOSE:

This policy documents the systems and procedures in place to mitigate the risk and consequences of fire/emergency events, and outlines roles and responsibilities. Refer to policy E4.1 "Harassment and Violence Policy" for systems in place to ensure a safe working environment for employees and others.

PROCEDURE:

Chair of Council: ensures that Council addresses any known deviations from expectations as set out in the following policy.

Chair of Stewards: ensures that the Stewards maintain the physical building and systems in place to ensure fire safety, including timely notification to Council of funding required beyond that which has already been budgeted. Council will not deny funding required to maintain the physical building and systems in place to ensure fire safety.

Custodian: will be knowledgeable with respect to the requirements of this policy, and either address or report in a timely fashion any observed outages to the Chair of Stewards or designate. The Custodian is directly responsible for ensuring the fire/carbon monoxide monitors located outside the boiler room, inside the furnace room and in the Fellowship Hall are functional at all times and battery (backups) replaced on a yearly basis, and to monitor signage on a monthly basis (minimum).

Renters: McKinnon Park Secondary School will develop and be fully responsible for fire emergency procedures in accordance with school and school district policies, exclusive of physical building and fire equipment which will be maintained by Grace United Church, Caledonia.

All other renters will ensure that there is a group leader on-site during the rental times. The leader will be aware of procedures in the event of a fire/emergency as noted below under "all occupants" and "procedures", and provide guidance to members of their group.

All occupants: are responsible to advise their leadership of any unsafe conditions that they may observe that could lead to a fire emergency. Occupants on a rental basis will advise their leader(s), who will subsequently advise the church office for follow-up. Other occupants will advise the church office directly of any unsafe conditions.

No occupant is expected to fight a fire directly. Only use fire extinguishers if trained to do so.

Personal safety is paramount. Follow the procedures outlined below and posted at all fire alarm pull stations.

POLICY STATEMENT:

Grace United Church, Caledonia is committed to providing a building facility safe from physical hazard, including the provision of equipment and systems to minimize the potential for fire/emergency events, alert occupants of fire/emergency events if they do occur, and to minimize consequences. The protection of occupants is of prime concern, ahead of damage to physical property.

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Contacts:

The location is known as: **Grace United Church, Caledonia**
174 Caithness St. East
Caledonia, Ontario N3W 1C2
Tel: 905-765-2686

The property is held by local Trustees, governed by The United Church of Canada with a Church Council.

AFTER HOURS CONTACTS:

CUSTODIAN	Paul Mitrovich	647-████████
CHAIR OF STEWARDS	Bill Imeson	905-████████
COUNCIL CHAIR	Pat Ottaway-Bryan	905-████████
MINISTER	Glen Wells	905-████████
FIRE PROTECTION CONTRACTOR	Fire Protection Services Group Inc.	905-████████

Calls should be made in the above order until a contact is made.

Equipment:

DESIGNATED FIRE ROUTE: Designated fire (escape) routes are marked with Exit signs.

MUNICIPAL HYDRANT: The nearest municipal hydrant is located approx. 150 feet east on Caithness St.
An alternate municipal hydrant is located approx. 150 feet north on the west side of Banff St.

PRIVATE HYDRANT: None.

LOCKBOX: Located outside Banff Street door; key inside to all exterior doors.

HEATING: Natural gas. Main shut-off is outside east side kitchen entrance opposite the detached garage.

ELECTRICAL: Main shut-off is located in the Furnace Room, located off the Grand Room (basement).

DOMESTIC WATER: Main shut-off is located in the lower cupboard to the right of the stove in the main kitchen (basement).

FIRE ALARM SYSTEM: Model is Edwards FS101. Main Panel and Annunciator Panel are located in the Furnace Room (basement). The system monitors smoke and heat sensors.

See attached Addendum (1) for the maintenance contract in place, outlining responsibilities of the contractor (Regional Fire Services Group Inc., 905-387-6121), including routine inspection.

SPRINKLER SYSTEM: None.

STANDPIPE SYSTEM: None.

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FIRE PUMP: None.

FIXED EXTINGUISHING FOR COOKING EQUIPMENT: None. Deep frying over open flame is prohibited.

OTHER EXTINGUISHING SYSTEMS: None.

PORTABLE FIRE EXTINGUISHERS: Located at strategic points – see floor plans located at each exit door for specific locations.

EMERGENCY LIGHTING: Located to highlight strategic exit routes – battery operated.

EMERGENCY POWER: None.

ELECTROMAGNETIC LOCKING DEVICES: None.

HAZARDOUS MATERIALS ON SITE: Gasoline for the lawn care equipment (max 20L) and 10lb propane cylinders (max 2 - 10lb) for the barbeque are stored in the detached garage.

A minimal supply of cleaning materials are maintained on site in designated areas (the custodian closet located at the base of the central stairs leading to the Grand Room and storage closet in the United Church Women's room located beside the noted closet at the base of the stairs).

Signage:

The following signage will be maintained as information to all occupants:

- Illuminated exit signage at all exits from common areas (Sanctuary, Grand Room, Fellowship Hall, and all hallways).
- Floor layouts showing all exits, fire extinguisher locations and AED station located at all entrances/exits to common areas.
- Emergency procedures signage will be affixed to the wall at all fire alarm pull stations.
- Permitted occupancy load limits posted in the Grand Room and Fellowship Hall.

The Grace United Caledonia custodian will routinely (minimum monthly) check for the continued existence and efficacy of signage and document the date and results of the check.

Procedures:

This Fire Safety Plan will be maintained in the Policy and Procedure Manual located in the Church Office, and be available for review by Haldimand County Emergency Services.

As posted, occupancy of the Grand Room is limited as follows:

- non-fixed chairs 185
- chairs with tables 146
- other uses (classroom) 75

As posted, occupancy of the Fellowship Hall is limited as follows:

- non-fixed chairs 97
- chairs with tables 76
- other uses (classroom) 39

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OPEN FLAME

Open flame is prohibited at all times except when directly supervised by an adult capable of immediate response and located within the immediate area (within 6 feet). Acceptable is the lighting of the Christ Candle; Advent/Lent candles, and the candelabra for Christmas services, providing the preceding requirements are met. Expressly not approved is the lighting of candles in the pews. All other events must expressly be approved by the Chair of Stewards or designate.

EMERGENCY PROCEDURES FOR OCCUPANTS

Upon discovery of fire, all occupants should:

- Leave the fire area immediately and close doors.
- Proceed to the nearest safe exit.
- Sound the alarm using one of the pull boxes strategically located at building exits.

Upon hearing the fire alarm, occupants should:

- Leave the building via the nearest safe exit.
- Close doors while exiting.
- Call Emergency Services by dialing 911 from a safe location to report a fire and summon help to 174 Caithness St. E. Caledonia.

NOTES:

- Do not use the elevator in the event of fire.
- If smoke is encountered while moving to the nearest exit, use an alternate route.
- **No occupant is expected to fight a fire directly. Only use fire extinguishers if trained to do so.**
- **Personal safety is paramount.** Follow the procedures outlined above and posted at all fire alarm pull stations.
- REMAIN CALM.

EMERGENCY PROCEDURES FOR LEADERSHIP

As a publicly used facility, Church-based leadership may not always be on-site. All renters are expected to have leadership on-site for their groups at all times. Leadership (except for McKinnon Park Secondary School which will follow their own school-based procedures) has specific responsibilities when on the premises.

Upon discovery of fire, leadership should:

- Leave the fire area immediately and close doors. Alert all occupants.
- Sound the alarm using one of the pull boxes strategically located at building exits.
- Call Emergency Services by dialing 911 from a safe location to report a fire and summon help to 174 Caithness St. E. Caledonia.
- Await the arrival of Emergency Services near the entrance on Caithness Street.
- Upon arrival of emergency services personnel, inform the fire officer of the conditions in the building so efforts can be co-ordinated by the firefighters.

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Upon hearing of a fire condition, leadership should:

- Ensure other occupants have been notified of the emergency conditions (sound the alarm).
- Ensure Haldimand County Emergency Services is notified of the emergency condition via 911.
- If safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Ensure building access routes are as clear as possible for arriving emergency personnel.
- Await the arrival of Emergency Services near the entrance on Caithness Street.
- Upon arrival of emergency services personnel, inform the fire officer of the conditions in the building so efforts can be co-ordinated by the firefighters.

NOTE:

- Upon arrival, Haldimand Fire has complete authority over addressing the emergency. Any action taken should be under the full knowledge and agreement of Haldimand Fire.

Renters:

Renters have specific responsibilities as noted above. Renter responsibilities will be outlined in the rental contract. Where existing rental contracts have not covered such responsibilities, a letter advising of their responsibilities will be sent to the renter individual who has signed the contract.

Housekeeping (Custodian/Stewards oversight):

- Keep access to exits, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.

Alternate Measures for Occupant Fire Safety:

In the event of any shutdown of the fire protection equipment systems or part thereof, as it impacts any renters, and in excess of 24 hours, the fire department will be notified in writing by the Chair of Stewards, or designated alternate (if the event is not cancelled). Occupants will be notified and instructions will be posted as to alternate provisions or actions to be taken in case of emergency, which, as noted, may include cancellation of the scheduled rental event. Provisions and actions other than cancellation of the rental event must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of the fire alarm/monitoring system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, portable communications devices, or other means will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations may be sought from Haldimand Emergency Services.

In the event Haldimand Emergency Services have been notified of an outage, they must also be advised when the issue is resolved and systems are restored to normal operating condition.

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Fire Drills:

The main tenant, McKinnon Park Secondary School, in accordance with Grand Erie District School Board policy, performs fire drills at the start of each semester, and every three months. Fire drill records are required to be retained for a period of one year by the school board.

POLICY/PROCEDURE REVIEW:

Time Frame: Every three years

Committee Responsible: Stewards
Revisions to the Policy require Council approval, and Haldimand Emergency Services concurrence (except where there are no changes to the content of the procedure).

CROSS REFERENCES:

O. REG. 213/07: Fire Code

APPROVAL/CONCURRENCE WITH PLAN

GRACE UNITED CHURCH CALEDONIA

This fire emergency plan has been reviewed and passed by Council on December 4, 2019.

On behalf of Council: _____
Rod Bryan, Chair of Council

Dec. 4 2019
date

Bill Imeson, Chair of Stewards

Dec. 4 2019
date

HALDIMAND EMERGENCY SERVICES

This fire emergency plan has been reviewed and agreed by Haldimand Emergency Services as meeting the requirements of the Ontario Fire Code for operations as a church facility with renters.

Jason Gallagher, Chief Fire Official

Oct. 25 2019
date

NOTE: ORIGINAL SIGNED AND STAMPED BY JASON GALLAGHER, CHIEF FIRE OFFICIAL, OCTOBER 25, 2019. ORIGINAL SIGNED BY R. BRYAN, CHAIR OF COUNCIL, AND B. IMESON, CHAIR OF STEWARDS, DECEMBER 4, 2019. ORIGINAL RETAINED ON FILE IN THE GRACE UNITED CHURCH CALEDONIA OFFICE.

APPROVAL/CONCURRENCE WITH PLAN

GRACE UNITED CHURCH CALEDONIA

This fire emergency plan has been reviewed and passed by Council on DECEMBER 4, 2019
On behalf of Council:

[Signature]
Chair of Council

DECEMBER 4, 2019
date

[Signature]
Chair of Stewards

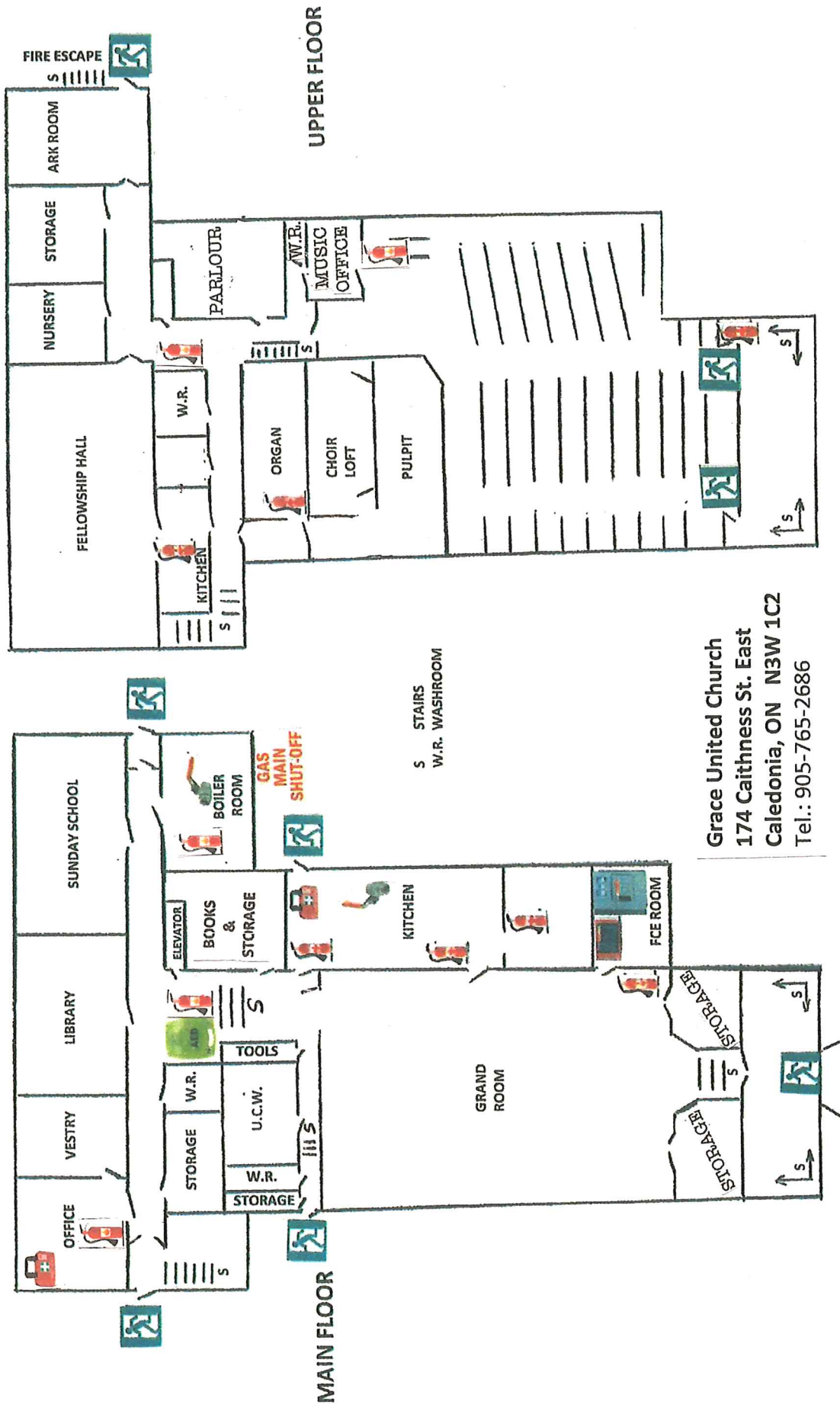
DEC 4/19
date

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[Signature]
Chief Fire Official
Jason Gallagher





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