



# Fire Safety Plan

for

**St. Paul's United Church**

**454 Rebecca Street**

**Oakville, ON L6K1K7**

**905-845-3427**

A copy of this plan is to be kept readily  
available in the church office.

Prepared by St. Paul's United Church Property Committee May 2006

Updated for administrative items only by Church Management Team November  
2022

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## PREFACE

This is a Fire Safety Plan for 454 Rebecca Street, St. Paul's United Church. This is a two-storey facility.

The plan itself is based on the Ontario Fire Code (Ontario Regulation 388/97). As such, it provides an audit of life safety resources in the building, identifies the structure of a Fire Safety Committee and describes action to be taken in the event of a fire. The plan provides maintenance and procedural duties required to provide an adequate level of life safety in the building.

A Fire Safety Plan when properly prepared and implemented should not simply fulfill a requirement; it is intended to make everyone aware of their obligation under the Ontario Fire Code. Neither building management nor the occupants of the building should be left with any unanswered questions.

For this plan to be effective, management must know the plan and be able to implement it in the event of a fire. The Fire Code requires the owner to be responsible for carrying out the provisions for fire safety and defines the "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner may be any one or a combination of parties, including building management, maintenance staff and tenant groups.

**The Fire Safety Plan has been accepted by the Oakville Fire Department**, but this does not in any way relieve the owner, the lessee, or management of their responsibilities. The Prevention and Protection Act states that "every person who contravenes any portion of the Fire Code and every Director or officer of a corporation who knowingly concurs in such a contravention if guilty of an offence and on conviction is liable to a fine not more than \$25,000 for an individual or \$50,000 for a corporation or to imprisonment for a term of not more than one year, or both".

**Do not make changes to this plan without acceptance of the Oakville Fire Department.** The Fire Department may require this plan once approved to be resubmitted, if there are any changes to the occupancy or use, if there are any changes in standards, if the plan has not been kept current or up to date or because the Chief Fire Official judges the Fire Safety Plan as no longer being acceptable.

### Fire Safety Plan Distribution

|                             |  |
|-----------------------------|--|
| Oakville Fire Department    | 3 copies                                 |
| Minister                    | 1 copy                                   |
| Pastoral Care Minister      | 1 copy                                   |
| Secretary                   | 2 copies – 1 on alarm panel, 1 in office |
| Cleaning Staff              | 1 copy                                   |
| Board Chair                 | 1 copy                                   |
| Church Management Team Lead | 1 copy                                   |



# AUDIT OF BUILDING RESOURCES

# AUDIT OF BUILDING RESOURCES

## **Building Description**

454 Rebecca Street (St. Paul's United Church) is a (2) two storey church facility.

## **Fire Department Access**

Access to the building is available from Rebecca Street. Access can also be obtained through the back parking area using Sybella Drive. There are two municipal fire hydrants located on Rebecca Street, one east and one west of St. Paul's United Church. Sybella Drive also has a municipal fire hydrant located east of the parking area exit. (See site plan)

## **Exits**

There are two designated exits: one is located at the west/centre side of the building and the other is located on the east/centre side of the building. Additional exits are as follows: Lower level: one at the east side of the auditorium, one at the west end of the auditorium from the north end of the stage, and one at the south corner below the Sanctuary; Main level: one at the front of the Sanctuary (visible from Rebecca Street).

## **Fire Extinguishers**

There are ULC rated 2A 10BC dry chemical fire extinguishers located in electrical and mechanical rooms and throughout the commons areas of the church.

## **Emergency Lighting**

Emergency lighting is provided to the corridors, exit signs, and stairwells. In the event of a power failure, all emergency lighting units are designed to provide emergency power in excess of ½ hour. The emergency lighting units are located throughout the building.

## **Fire Alarm System**

The building is provided with an "Edwards" single stage fire alarm system. The annunciator is in the front entrance vestibule on the first floor. The fire alarm control unit is in the main electrical room on the lower floor.

Activation of any manual pull station, heat detector or smoke detector will result in BELLS sounding throughout the building.

**Please see next page for "Instructions for resetting the fire alarm"**



## Instructions for Resetting the Fire Alarm

**Note:** Do NOT reset the fire alarm unless you have been given authorization from the Fire Department. Once authorization has been received, the procedure to reset is as follows:

- 1) Proceed to the Fire Alarm Control Panel and open the panel using the key.
- 2) Mentally note and document which zone has been activated.
- 3) If a fire alarm pull station has been activated, you must proceed to the activated pull station and reset it.
- 4) Engage the reset button for approximately 2-3 seconds.
- 5) Close and lock the Fire Alarm Control Panel to prevent unauthorized persons from tampering with the system.

## Trouble Indicators

Check that the AC power is on and operational switches are in the normal position. If this is the case, engage the RESET switch. If this does not reset the trouble signal, engage the trouble silence switch to silence the trouble tone and call the fire alarm service contractor for service.



# HUMAN RESOURCES

## Human Resources

### Availability

|  |  |   |
|--|--|---|
| <b>Building Owner</b>                  | United Church of Canada<br>454 Rebecca Street<br>Oakville, ON<br>L6K1K7<br>Tel: 905-845-3427 | Monday – Friday<br>9:30am – 2:00pm<br><br>Sunday<br>9:00am – Noon |
| <b>Board Chair</b>                     | See Appendices   |   |
| <b>Church Management<br/>Team Lead</b> | See Appendices   |   |
| <b>Pastoral Staff</b>                  | See Appendices   |   |
| <b>Cleaning Staff</b>                  | See Appendices   |   |

# Fire Safety Administration

## **Fire Safety Administration Duties**

### **Owner (Church Management Team act as agent for the owner)**

The Church Management Team assumes full responsibility for the implementation of this plan. The specific responsibilities include:

1. Be in complete charge of the Approved Fire Safety Plan and the specific responsibilities of the personnel.
2. Maintaining an up-to-date copy of the Fire Safety Plan and distribution of the up to date copies of the Plan.
3. Notifying the Chief Fire Official of changes in the Fire Safety Plan.
4. Ensure the schematic diagrams showing locations of exits and fire protection equipment are posted.
5. Assuring that checks, inspections and tests as required by the Fire Code are completed on schedule and those records are maintained.
6. Ensuring the education and training of all building staff in the actions described in this Plan.
7. Ensuring the fire emergency instructions are posted on each floor.
8. Maintaining the fire protection equipment in good operating conditions at all times.
9. Advising the Fire Department of any temporary shutdown of fire protection system in the building and arranging for alternate measures for fire safety that are acceptable to the Fire Department.
10. Taking part in fire drills.
11. Designating and training an assistant to carry out the Fire Safety Plan duties during his/her absence.

### **Training of Group Leaders**

The Church Management Team will conduct group leader training before any group functions are held. After that, training will be conducted annually during the annual fire drill or as a new group leader is required. Training will focus on the following:

1. The location and operation of all building fire safety features (fire alarm system and the operation of fire extinguishers).
2. Control of fire hazards.
3. Maintenance of fire safety equipment.
4. Actions to be taken in case of fire/fire alarm activation (participation in all fire drills).



## **Responsibilities of Cleaning Staff**

1. Keep the doors to stairways closed at all times
2. Keep stairways, landings, hallways, passageways and exits (inside and out) clear of obstruction at all times.
3. Do not permit combustible materials to accumulate in any part of a stairway or other means of egress.
4. Do not permit combustible waste to accumulate in quantities or locations which constitute a fire hazard.
5. Promptly remove all combustible waste from areas where waste is place for disposal.

If the cleaning staff need any clarification or assistance in carrying out their responsibilities while on site, they will contact the Church Management Team Lead.

## **Responsibilities of Church Management Team**

1. Keep access roads clear and accessible for Fire Department use.
2. Maintain the fire alarm system and other fire protection equipment in good operation at all times.
3. In the event of any shut-down of the fire protection equipment, notify the Fire Department and patrol the hallways once every hour (see “alternative Measures”).

# Emergency Procedures

# Responsibilities of Cleaning Staff During An Emergency Situation

## If You Discover a Fire

**Upon discovering a fire, the following steps are to be taken:**

1. Leave the area immediately, removing any person in immediate danger. Make sure that doors to the affected area are closed.
2. Activate the building fire alarm system by operating the nearest fire alarm pull station as you leave the fire area.
3. Call the Oakville Fire Department at 911 from a safe location. Advise them of your building address and phone number.
4. Use the stairways to **go down to the exit at grade level**. If you encounter smoke in the stairway, use an alternate exit (i.e., another stairway). **DO NOT USE THE ELEVATOR**
5. Fight the fire only if you are trained and you are confident that you can extinguish it.
6. Proceed to the main east entrance to assist the fire department staff as they arrive. Provide access and a copy of the fire safety plan. (Should be hanging on the fire alarm panel just inside the door)
7. Follow items 2-6 on the following page **if you hear the fire alarm signal**.

## REMAIN CALM

### **\*Note Re: Fire Extinguishment, Control or Confinement**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in the building 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 Fire Department has been notified, a small fire can be extinguished by experienced person(s) familiar with extinguisher operation.  
**THIS IS A VOLUNTARY ACT!**

If the fire cannot be easily extinguished. Leave area and confine it by closing the door behind you. **Remember you are not a Fire-Fighter**, leave it to the professionals.





# Responsibilities of Cleaning Staff During An Emergency Situation

## If You Hear A Fire Alarm Signal

1. Call the Fire Department at 911 from a safe location and alert them of the fire emergency.
2. Prepare to meet the Fire Department at the main entrance (East side) to provide building access and information (master key for all locks, fire location, etc.)
3. Ensure occupants do not re-enter the building until authorized by the Fire Department.
4. Ensure the fire alarm system **IS NOT SILENCED OR RESET** until the Fire Department has determined that the building is safe and has given authorization to proceed with reset.
5. Ensure that all fire doors are closed.

## Sunday School Procedures (as posted in the Sunday School Area)

1. Line the children up.
2. Direct the children to safety. Teacher should lead the group outside.
3. An available parent or an Adult Choir member will check washrooms, closets and other hiding place for children, then proceed with the rest of the group, closing doors behind you.
4. When outside, ensure all children are present, then move away from the building.

# Fire Prevention

# Fire Prevention

Good fire prevention is an effective method to improve fire safety in the building. The following applies to all building staff and occupants.

- Avoid careless smoking. Use ash trays. Do not put cigarettes or ashes directly into garbage cans.
- Avoid careless storage practices.
- Ensure that articles such as boxes and storage racks do not obstruct doorways.
- Do not smoke near flammable materials.
- Do not smoke in hazardous locations such as storage areas.
- Be familiar with your responsibilities during a fire condition in the building.
- Keep fire doors closed at all times, including stairway doors.
- Never leave articles such as shoes, boots, rubbers, floor mats ETC., in the corridor as these may create problems when exiting the building.

## Watch For The Following Electrical Hazards

- **Main electrical distribution panel**
  - Lacks protective cover
  - Appears to be over-fused
  - Use of metal jumpers (pennies, aluminum foil, wires)
- **Extension cords**
  - Spliced
  - Under rugs
  - Fastened to the wall
  - Damaged or deteriorated
  - Being used for permanent wiring
  - Octopus wiring
- **Permanent wiring**
  - Junction boxes lacking protective cover plates
  - Improper splices and joints
- **Appliances and electrical equipment**
  - Heaters and lamps too close to combustible material
  - Unapproved or home-made appliances lacking either CSA or Ontario Hydro inspection labels
  - Appliance cord spliced



# Fire Drills

The purpose of a fire drill is to ensure that the Church Management Team, Group Leaders and the Cleaning Staff are totally familiar with emergency evacuation procedures, resulting in an orderly evacuation with efficient use of exit facilities. Occupant participation is optional.

## **Method and Frequency of Holding Drills**

Fire drills are to be held once every 12 months. Occupants are notified of the time and date, 48 hours in advance.

The Church Management Team will meet ½ hour prior to the drill at which time they will decide which pull station will be activated. They will also discuss and review the Fire Safety Plan with emphasis placed on emergency procedures.

Management will notify the Oakville Fire Department at 905-845-7114 and inform them that a fire drill will be held at the building.

The Church Management Team will then conduct a simulated fire emergency so that all, including the Cleaning Staff become totally familiar with his/her emergency procedures as described in this plan.

A short debriefing meeting will be held after the drill to discuss any problems which have arisen as a result of the drill. At this time a report will be completed to document this information. (See next page)

# Record of Fire Alarm Drill Report

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Was the alarm activated properly? \_\_\_\_\_

Reports of occupants or others experiencing difficulty hearing the alarm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of all supervisory staff present:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deficiencies Noted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# Alternative Fire Safety Measures

## Alternative Fire Safety Measures

In the event of any shutdown of any fire protection equipment or part thereof, the Fire Department and building occupants will be notified. Instructions will be posted as to the alternate provisions or actions to be taken in case of emergency. These provisions and actions must be adequate to the Chief Fire Official.

An attempt to minimize the impact of malfunctioning equipment will be made (for example: where portions of the fire alarm system are taken out of service, the remaining portions will be maintained). Assistance and direction for specific situations will be sought from the Fire Department.

**Procedures to be followed in the event of a shutdown of any portion of a fire protection system are as follows:**

### **The Church Management Team will:**

1. Notify the Oakville Fire Department at 905-845-7114 (DO NOT USE 911). Give your name and address of the building, a description of the problems and when you expect it to be corrected.  
**Note:** The Fire Department should be notified in writing of any shutdown longer than 24 hours.
2. Occupant notices will be prominently posted in the lobby and at stairwells on each floor stating the problem and when it is expected to be corrected.
3. Have someone patrol affected areas of the building every hour when the system affected includes the fire alarm.
4. Notify occupants when the fire protection system is returned to normal.
5. Notify the Fire Department when the fire protection system has been returned to normal.

**Note: All shutdowns will be confined to as limited an area and duration as possible.**

# Instructions to be Posted

**Note: These instructions are to be prominently posted on each floor**

# IN CASE OF FIRE

## UPON DISCOVERY OF FIRE

- Leave fire area and close doors behind you
- Alert Occupants of Building
- Activate pull station to sound fire alarm
- Leave building via nearest exit
- Call Fire Department: **911**

## UPON HEARING ALARM

- **Remain Calm**
- Leave building via nearest exit
- Close doors behind you
- Call Fire Department: **911**

## Caution

If smoke is heavy in the corridor, it may be safer to stay in your area, close the door behind you and notify the Fire Department of your location: **911**

If you encounter smoke in a stairway, use alternate exit.

# Occupant Fire Procedures

# Occupant Fire Procedures

## In the event of a fire:

1. Leave the fire area
2. Close all doors behind you.
3. Activate the alarm system, use the pull station.
4. Telephone the Oakville Fire Department – dial 911. Never assume this has been done.
5. Give the correct address and location of the fire and your name.
6. Use nearest exit to leave the building.
7. Do not return until it is declared **safe** to do so by a **Fire Official**.

## If you hear the fire alarm:

1. Before opening the door, feel the doorknob for heat. If they are not hot, brace yourself against the door and open it slightly. If you see smoke or feel air pressure or a hot draft, close the door quickly.
2. If the corridor is free of fire and/or smoke, take the key, close the door behind you and leave by the nearest exit.
3. If you encounter smoke in the corridor or stairwell, consider taking an alternative exit or returning to the area you came from.

**If you cannot leave the area you are in or have returned to it because of fire or heavy smoke, remain there and:**

1. Close the door but leave it unlocked for possible entry by fire fighters.
2. Dial 911 and tell the Fire Department where you are, then signal to fire fighters by waving a sheet or towel.
3. Seal all cracks where smoke can enter by using wet towels or sheets. Seal mail slots, transoms and air conditioning outlets as necessary (a roll of wide masking/duct tape may be useful).
4. Keep low to the floor if smoke enters the room.
5. Move to the most protected area and partially open a window for air. Close the window if smoke comes in.
6. Wait to be rescued. Remain Calm. Do not panic or jump.
7. Listen for instructions given by authorized personnel.



# Maintenance Schedule

# Maintenance Schedules

The following list outlines the checks, inspections and tests required by the Ontario Fire Code. The schedule is listed as per Code Requirement, Item and Responsibility.

**Records: A written record of maintenance, tests and corrective measures will be kept in the building for two years and will be available on request by the Chief Fire Official.**

For the purposes of carrying out these maintenance procedures, the following definitions should be considered applicable.

**Check:** Means visual observation to ensure that all device or system is in place and is not obviously damaged or obstructed.

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

**Test:** Means operation of a device or system to ensure that it will perform in accordance with its intended function.

## FIRE CODE REQUIREMENT ITEM

### Daily

| Code #  | Action | Description of Requirement  | Responsibility         |
|---------|--------|---|------------------------|
| 2.5.1.2 | Check  | To ensure street, yards and private roadways provided for fire department access are kept clear | Church Management Team |
| 2.7.3.1 | Check  | Exit Lights   | Cleaning Staff         |
| 6.3.2.3 | Check  | Fire alarm AC power and trouble lights  | Cleaning Staff         |

### Weekly

|         |       |  |                |
|---------|-------|--|----------------|
| 2.6.1.4 | Check | Hoods, filters and ducts subject to accumulation of combustible deposits | Cleaning staff |
|---------|-------|--|----------------|



## Monthly

| Code #      | Action  | Description of Requirement   | Responsibility |
|-------------|---------|--|----------------|
| 2.2.3.4     | Inspect | All doors and fire separations   | CMT*           |
| 2.7.3.3(1)  | Check   | Pilot light on emergency lighting units                                    | CMT*           |
| 2.7.3.3(2)  | Inspect | Emergency lighting equipment   | CMT*           |
| 2.7.3.3(3a) | Test    | Emergency lighting units for operation upon power failure of primary power | CMT*           |
| 6.2.7.2     | Inspect | All portable fire extinguishers  | CMT*           |
| 6.3.2.1     | Inspect | Fire alarm batteries   | CMT*           |
| 6.3.2.1     | Test    | Fire alarm system  | CMT*           |

## Annually

|              |         |  |            |
|--------------|---------|--|------------|
| 2.2.3.7      | Inspect | Fire Dampers and flaps   | Contractor |
| 2.6.1.5      | Inspect | Chimneys, flues and flue pipes and clean as necessary                        | Contractor |
| 2.6.1.8      | Inspect | Disconnect switch for mechanical air conditioning and ventilation systems    | Contractor |
| 2.7.3.3(3b4) | Test    | Emergency lighting units for duration  | Contractor |
| 2.8.3.2(1)   | Test    | Fire Drill   | CMT*       |
| 6.2.7.1.     | Inspect | All portable fire extinguisher   | Contractor |
| 6.3.2.1.     | Test    | Fire alarm system by persons acceptable by the authority having jurisdiction | Contractor |

## Every Five Years

|         |      |  |            |
|---------|------|--|------------|
| 6.2.7.1 | Test | Pressurized water type fire extinguishers (hydrostatic test) | Contractor |
|---------|------|--|------------|

## Every Six Years

|         |      |  |            |
|---------|------|--|------------|
| 6.2.7.1 | Test | Empty stored pressure type extinguishers require 12 year hydrostatic test and subject to maintenance | Contractor |
|---------|------|--|------------|

## Every Twelve Years

|         |      |   |            |
|---------|------|---|------------|
| 6.2.7.1 | Test | Hydrostatic test dry chemical extinguishers | Contractor |
|---------|------|---|------------|

\* Church Management Team

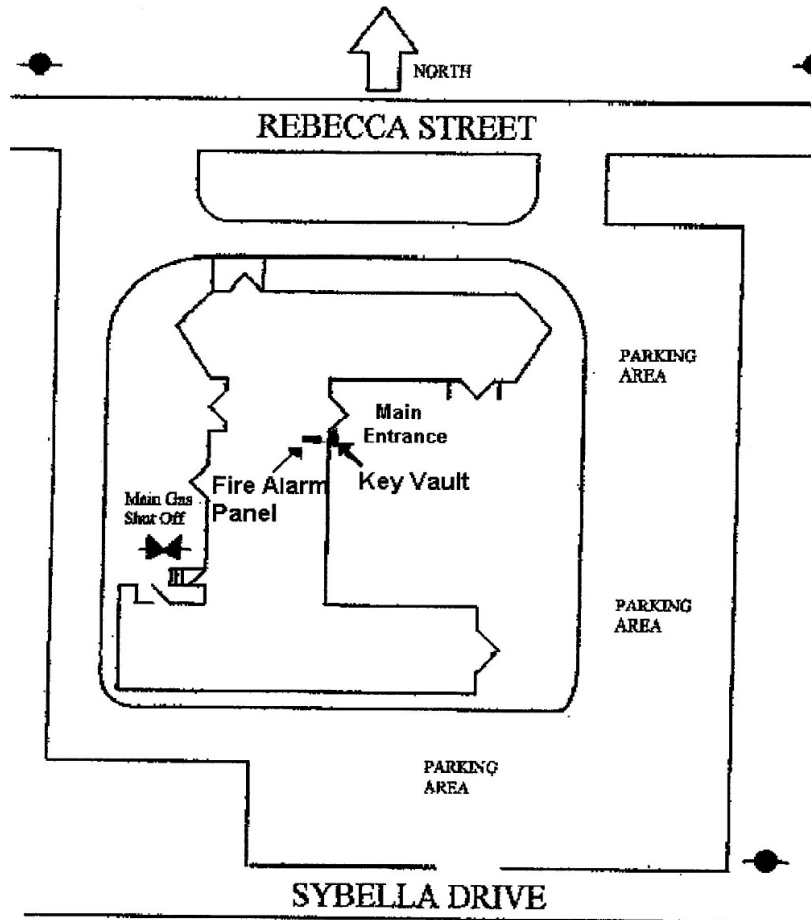
## FIRE CODE REQUIREMENT ITEM

### Additional Requirements (Ontario Fire Code)

| Code #  | Action  | Description of Requirement  | Responsibility |
|---------|---------|---|----------------|
| 2.2.3.5 | Check   | All doors in fire separations to ensure they are closed                                       | CMT*           |
| 2.7.1.7 | Check   | Maintain corridors free of obstructions   | CMT*           |
| 6.2.7.1 | Inspect | Recharge extinguishers after use or as indicated by inspection or when performing maintenance | Contractor     |

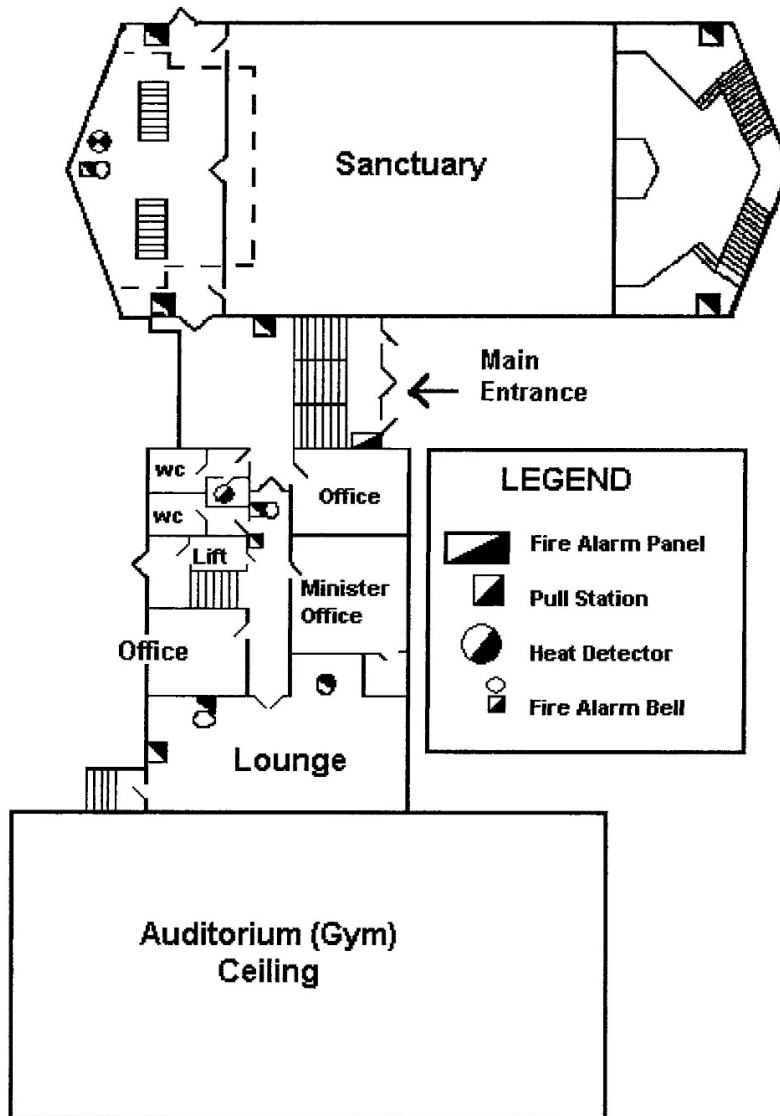
\*Church Management Team

# Site Plan And Floor Plans



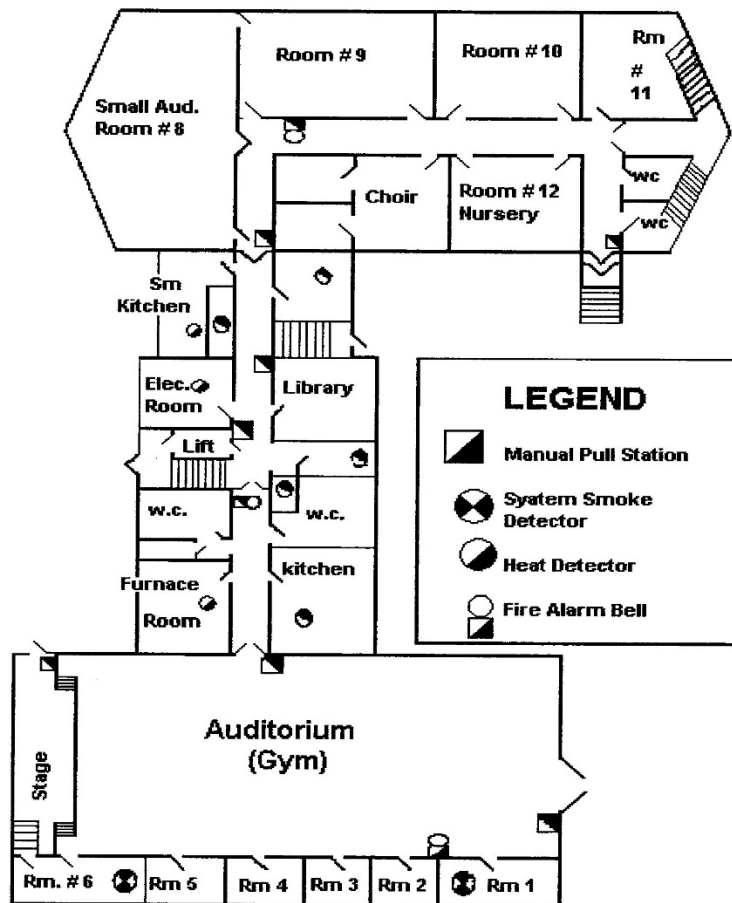
**St. Paul's United Church  
454 Rebecca Street**

**St. Paul's United Church (Upper Level)  
454 Rebecca Street**





**St. Paul's United Church (Lower Level)  
454 Rebecca Street**



# Appendices

## Human Resources 2022

**Lead Minister:**

Deborah Laforet

**Minister of Pastoral Care:**

Carolyn Smith

**Church Secretary:**

Jeanne Kho  
905-845-3427 (office)

**Church Board Chair:**

Kent Palmer

**Church Management  
Team Chair:**

Harold DeVenne  
905-208-9424 (cell)

**Contract Cleaning Staff:**

Dutchmuch Cleaning Services  
Will Fennema and Maria Silva