

Bethel Business Committee

Policy and Procedure #22

November, 2018

FIRE SAFETY AND EMERGENCY EVACUATION PLAN

Bethel Bible Chapel
686 Black Rd.
Sault Ste. Marie, Ontario

The attached plan was approved by the Business Committee July, 2007 and by the Elders and Trustees in August 2007.

Revised June, 2009 (Emergency egress arrow from the Green Room through the east door removed because this door can be blocked by snow in the winter.)

Revised July, 2014 (Floor plan revised to show renovated Fellowship Hall and location of fire extinguishers)

Revised Nov, 2018 (Revised to meet requirement of fire safety audit by Sault Ste. Marie Fire Department 2018/03/29, Fire Department reference #5761.) Temporary measures were implemented in April, 2018 which was satisfactory to the Fire Department. Permanent corrective actions required some physical changes to the building which required planning and installation such as the installing fire alarm activated door closers to the doors at the head of the stairs leading into the Sunday School area and the installation of permanent signs prohibiting storage in the upstairs furnace room and the main utilities room doors. The activities documented in the ~~%IN GENERAL~~ section of the previous revision have been expanded upon and moved to the ~~%RESPONSIBILITIES~~ section to clearly document that these are the custodian's responsibilities in agreement with Policy 030 . Custodian Job Description. Also, some of the emergency evacuation responsibilities and procedures have been revised so that trained individuals are better placed to aid in any emergency evacuation.

Additions Jan, 2019 The pages marked by a solid black line in the right hand margin were provided by the Sault Ste. Marie Fire Services and edited to be applicable to Bethel Bible Chapel in order to bring this policy into conformance with the Ontario fire code. They represent no change to the Nov, 2018 revision but their inclusion brings all the responsibilities and requirements into one document.

FIRE SAFETY AND EMERGENCY EVACUATION PLAN

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686 Black Rd.
Sault Ste. Marie, Ontario

INTRODUCTION:

Bethel Bible Chapel was constructed in accordance to the Ontario Building Code and the Ontario Fire Code. The likelihood of a fire spreading rapidly is very low. However, situations may occur when evacuation of the building is necessary. The prime objective of an evacuation plan is to vacate the building as quickly as possible and to avoid panic.

RESPONSIBILITIES:

The responsibilities under this plan are outlined below.

Elders/Trustees:

- Approval of the plan before implementation of any changes or revisions.

Business Committee:

- The issuance, reviewing and updating of this plan.
- Assignment of specific responsibilities under the plan.
- Ensures that a schematic diagram showing type, location, and operation of all building fire emergency systems (e.g. location of fire alarm control panel, location of fire extinguishers, etc.) is maintained.

Custodian: (see Policy 030 . Custodian Job Description)

- Regularly check to make sure all emergency exits are clear of obstructions and remove any obstructions found.
- Regularly check to make sure combustible materials do not accumulate in any part of a stairway, fire escape route or other means of egress.
- Regularly check to make sure combustible materials do not accumulate in locations that will constitute a fire hazard (for example, furnace rooms, equipment rooms, stairways, utility rooms.)
- Promptly remove all combustible waste from all areas within the building where waste is placed for disposal.
- Carry out and record fire extinguisher inspections once a month and take any required corrective action to maintain the extinguishers in good operating condition.
- Carry out and record fire alarm and safety light verification once a month following written procedures provided.
- Keep track of elevator inspections provided by the elevator inspection contractor to make sure that the inspection schedule is being maintained and report any problems to the Business Committee.

Head Usher:

- Have a working knowledge of the fire alarm system and how it is reset.
- The preparation and posting of emergency procedures for use by the occupants complete with an indication of both primary and secondary exits to be used for an evacuation on each floor or area.
- Responsible for educating and training ministry leaders in respect their responsibilities under the Fire and Emergency Evacuation Plan and in the location and use of fire safety equipment such as fire extinguishers and in the understanding that the lift (elevator) cannot be used during an emergency evacuation.
- Deputizing other responsible persons to assist him in carrying out his responsibilities.
- Have a trained replacement for times when he is away.

Ministry Leaders - General

- Every ministry leader must prepare a plan that is appropriate for their group to evacuate the building that is compliance with the overall Fire and Emergency Evacuation Plan.
- Ministry leaders are to appropriately instruct their staff and group on emergency procedures once a year and to record the date on which such instructions were given.

NOTE: The size and make up of ministry groups varies immensely from two or three adults meeting irregularly in a pastor's office to several hundred people of all ages during regular Sunday morning church services. Small groups do not need a written plan but the leaders must be aware of how to evacuate the building in an emergency. The Head Usher will work with the leaders to determine what is appropriate for each group.

Ministry Leaders for Children's Work (Sunday School, Awana, Nursery)

- Ministry leaders in charge of Sunday School, Awana and the Nursery are responsible to carry out an emergency evacuation drill once a year near the beginning of the school year (in September or early October) (with the date to be recorded).
- The plan for the Nursery must include a plan whereby there is enough staff present and trained to safely evacuate all babies and children too small to safely descend the stairs. In the event of a fire, two ushers will go immediately to the Nursery class to aid in the evacuation of the nursery.
- The Sunday School plan must consider the needs of special needs children (children in wheel chairs, mobility limitations, lower cognitive abilities, etc.) and include how they will be accommodated during an emergency evacuation. For example, if children in wheel chairs are in second floor class rooms, two appointed people must be present to carry wheel chairs down the stairs because the lift cannot be used in an emergency.
- It is necessary to have someone assigned hold the doors at the head of the south and north stairways open until all children are evacuated. (These doors are equipped with fire alarm activated door closers and as such they close automatically when the fire alarm is activated.) After all the children have been evacuated, these persons are to very quickly visit all the classrooms and nursery to

make sure everyone is out and make sure all the doors are closed (classroom rooms and fire doors at the head of the stairs) as they leave the area.

- The first (south most) lamp post in the north parking lot is the designated assembly area for the evacuated children to meet and to be kept there until they are turned over to their parents.

IN THE EVENT OF FIRE:

The head usher or ministry leader shall:

- Ensure that the fire alarm has been activated. Fire alarm pull stations are located at all exit points marked with a red **EXIT** sign.
- Designate a person to notify the Fire Department (911) of the emergency.
- Designate two ushers to proceed immediately to the Nursery class to aid in the evacuation of the nursery.
- Designate a person to supervise the evacuation of the occupants. Use voice communications systems where available (for Sunday morning and evening services, see below.)
- Proceed to the alarm panel in the main entranceway and determine location of alarm.
- Investigate location of alarm.
- Assist Fire Department as required.
- See that the fire alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated.
- Upon arrival of firefighters, inform the Fire Officer regarding conditions in the building and coordinate efforts of Bethel staff with those of the Fire Department.
- Provide access and vital information to firefighter (e.g. master keys for all doors, elevator, etc. and when so informed, provide location of handicapped persons).

Sunday Morning Services (9:30 and 11:00 AM in the main auditorium)

- **The Elder in Charge** of announcements for that day is responsible to carry out the evacuation plan. This person will immediately take charge of the meeting in progress, announce the need for an emergency evacuation and direct:
 - ⇒ Everyone to leave the building by the nearest exit.
 - ⇒ No one is to use the elevator.
 - ⇒ Parents of Sunday School students and babies in the Nursery to proceed to the south most lamp post in the north parking lot to meet and take charge of their children there and not try to go up the stairs to rescue your children because they are already being evacuated to this location and any attempt to ascend the stairs will seriously hinder the evacuation effort.
 - ⇒ Everyone not to re-enter the building until it is declared safe to do so by the Fire Department Officials.
 - ⇒ Everyone to proceed to an area well clear of the building so as to not hinder the arrival and/or function of firefighting personnel.
 - ⇒ Everyone not to block the driveway or road access around the building in any way.

After everyone has left the main auditorium, the Elder will survey the main auditorium, Green Room and Storage room to make sure no one is left behind and then close all the doors including the main auditorium doors and exit the building.

Sunday Evening Fellowship Service (7:00 PM)

- **The Audio/Visual Operator** is responsible to carry out the evacuation plan. This person will immediately take charge of the meeting in progress, announce the need for an emergency evacuation and direct:
 - ⇒ Everyone to leave the building by the nearest exit.
 - ⇒ No one is to use the elevator.
 - ⇒ Everyone not to re-enter the building until it is declared safe to do so by the Fire Department Officials.
 - ⇒ Everyone to proceed to an area well clear of the building so as to not hinder the arrival and/or function of firefighting personnel.
 - ⇒ Everyone not to block the driveway or road access around the building in any way.

After everyone has left the fellowship hall, the A/V operator will survey the fellowship hall, rest rooms, kitchen, storage room and utilities room to make sure no one is left behind and then close all doors and exit the building.

INSTRUCTIONS TO OCCUPANTS

IF YOU DETECT FIRE:

- Alert all persons around you.
- Leave the fire area.
- Close all doors behind you.
- Activate the fire alarm; use the nearest pull station. There is a pull station adjacent to each exit marked with a red **EXIT** sign.
- Use exit stairways to leave the building immediately.
- Do **NOT** use the elevator.
- Telephone the Fire Department . **dial 911** – from the office or use a cell phone. Never assume this has been done. Give the exact address of the building . **686 Black Rd. at the corner of Black Rd. and Second Line.**
- Do **Not** re-enter the building until it is declared safe to do so by the Fire Department Officials.
- Proceed to an area well clear of the building so as to not hinder the arrival and/or function of firefighting personnel.
- Do not block the driveway or road access around the building in any way.

IN THE EVENT OF A FIRE ALARM:

- Proceed to the nearest exit stairway.
- If doors are encountered on the way to the exit, feel door and/or doorknob for heat. If heat is not detected, open door slightly. If fire and/or smoke are encountered, close door quickly and proceed to an alternate exit.
- Close doorways behind you if you are the last person leaving an area.
- Leave building using exit stairways.
- Do **NOT** use the elevator.
- If smoke is encountered in the stairway, re-enter the floor area and use an alternate exit to leave the building.
- Do **Not** re-enter the building until it is declared safe to do so by the Fire Department Officials.
- Proceed to an area well clear of the building so as to not hinder the arrival and/or function of firefighting personnel.
- Do not block the driveway or road access around the building in any way.
- **PARENTS** of Sunday School students and babies in the Nursery proceed to the south most lamp post in the north parking lot to meet and take charge of your children there. **DO NOT TRY TO GO UP THE STAIRS TO RESCUE YOUR CHILDREN BECAUSE THEY ARE ALREADY BEING EVACUATED TO THIS LOCATION AND YOUR ATTEMPT TO ASCEND THE STAIRS WILL SERIOUSLY HINDER THE EVACUATION EFFORT.**

Alternative Measures in the Event of Shutdown of the Fire Safety Systems

In the event of any shutdown of fire protection equipment and systems (fire alarm, sprinkler, and standpipe) or parts thereof, the Fire Department must be notified. Occupants must also be notified and instructions will be posted as to alternate provisions or actions to be taken in case of a fire emergency. These provisions and actions must be acceptable to the Chief Fire Official.

ALL SHUTDOWNS WILL BE CONFINED TO AS LIMITED AN AREA AND DURATION AS POSSIBLE.

FIRE ALARM SHUTDOWN

In the event of a shutdown of the fire alarm system, the fire department will be notified by calling 949-3335 and all occupants will be notified by posting notices in prominent locations on all floors and beside all fire alarm pull stations. The notice will advise that the fire alarm is temporarily out of service and will outline alternate fire emergency procedures.

UPON DISCOVERY OF FIRE OR SMOKE

Alert others to initiate evacuation

Remove persons in immediate danger

Close doors to confine the fire

Call Fire Department – 911

Evacuate the building

Proceed to safe meeting areas

Notices are to be posted when the system is reactivated.

DURING THE SHUTDOWN OF 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. THIS HOURLY FIRE WATCH MUST BE DOCUMENTED.

CHECK, TEST, INSPECT, REQUIREMENTS

ANY DEFICIENCIES NOTED ON ANY FIRE SAFETY EQUIPMENT MUST BE CORRECTED IMMEDIATELY.

DAILY

Ensure that power is on for the fire alarm system.
Combustibles are not allowed to be stored in common hallway.
Fire doors not propped open.
Exits are functional and unobstructed indoors and outdoors

MONTHLY

Test the fire alarm system on battery power.
Check the fire extinguishers.
Test emergency lights.

YEARLY

Conduct a complete inspection of the fire alarm system by a qualified person.
Conduct an annual inspection of the fire extinguishers by a qualified person.
Duration and recovery test of emergency lights.

CLOTHES DRYERS

Clothes dryers and dryer vents must be checked for lint build-up regularly.

FIRE SEPARATIONS

Fire separations are fire resistant walls, ceilings and doors between dwelling units, common corridors and all other areas.

A door that is a part of a fire separation is equipped with a self-closing device. This door must close fully and latch under the power of the self-closing device.

All fire separations must be maintained.

FIRE EXTINGUISHMENT AND CONTROL

- Prevent fires by recognizing fire hazards and eliminating them.
- Report any concerns of fire hazards to management immediately.
- In the event of a fire, always sound the alarm immediately; if possible close the door to confine the fire. Call 911.

FIRE EXTINGUISHERS

Type of Fire Classes

- A** . ordinary combustibles (paper, fabric, etc.)
- B** -- flammable or combustible liquids (deep fryer grease, oil, gasoline)
- C** -- energized electrical (any appliance that is plugged in, TV, radio, etc)

Fire Extinguisher Use

- Know where the portable fire extinguishers are and what type of fire they are good for.
- Know how to use them.
- Only use a fire extinguisher if it is safe to do.
- Keep your access to an exit clear.

Remember **PASS**.

P – pull the pin

A - aim at the base of the fire

S - squeeze the handle

S - sweep the extinguisher from side to side

MAINTENANCE REQUIREMENTS FOR FIRE SAFETY EQUIPMENT

All required fire safety and emergency equipment must be maintained in conformance with the Ontario Fire Code. All checks, tests and inspections to be documented. See attached forms.

DAILY

- Exit lights
- Fire alarm . power lamp, trouble signal

MONTHLY

- Fire separations (doors)
- Emergency lighting
- Fire alarm . test on backup power
- Fire extinguishers

ANNUALLY

- Inspect fire dampers
- Test emergency lighting
- Complete inspection of the fire alarm system by a %Certified Fire Alarm Technician+
- Conduct a fire pump flow test
- Inspect fire hydrants (Contracted to PUC Services)

NOTE

- Annual fire alarm inspection to be conducted by a %Certified Fire Alarm Technician+. Contractor
- Elevators maintained and specialized inspections by Thyssen Krupp

MONTHLY FIRE ALARM SYSTEM TEST RECORD

Building Name and Address	

DATE 20____	LOCATION OF ALARM INITIATING DEVICE	ALARM SIGNAL CORRECT ON PANEL AND ANNUNCIATOR	ALARM AUDIBLE DEVICES OK	TROUBLE VISUAL AND AUDIBLE SIGNAL OK	ALARM SIGNAL CONFIRMED WITH MONITOR AGENCY	FIRE DOORS ON MAGNETS RELEASED	FIREFIGHTER ELEVATOR CONTROL (Every 3 months)	VENTILATION PRESSURIZATION SYSTEM TEST (Every 3 months)	PERSON CONDUCTING TEST	
JAN										
FEB										
MAR										
APR										
MAY										
JUNE										
JULY										
AUG										
SEP										
OCT										
NOV										
DEC										

NOTE:

- The monthly fire alarm test must be conducted on battery backup power.
- A different initiating device (pull station) must be used each month.
- All audible devices (bells/horns) must be confirmed that they are sounding as required.
- Confirm with monitor agency that the alarm has been received by them.
- Visually inspect batteries; no corrosion on contacts. (contacts should be clean and lubricated

MONTHLY INSPECTION – EXTINGUISHERS
YEAR _____

[illegible]

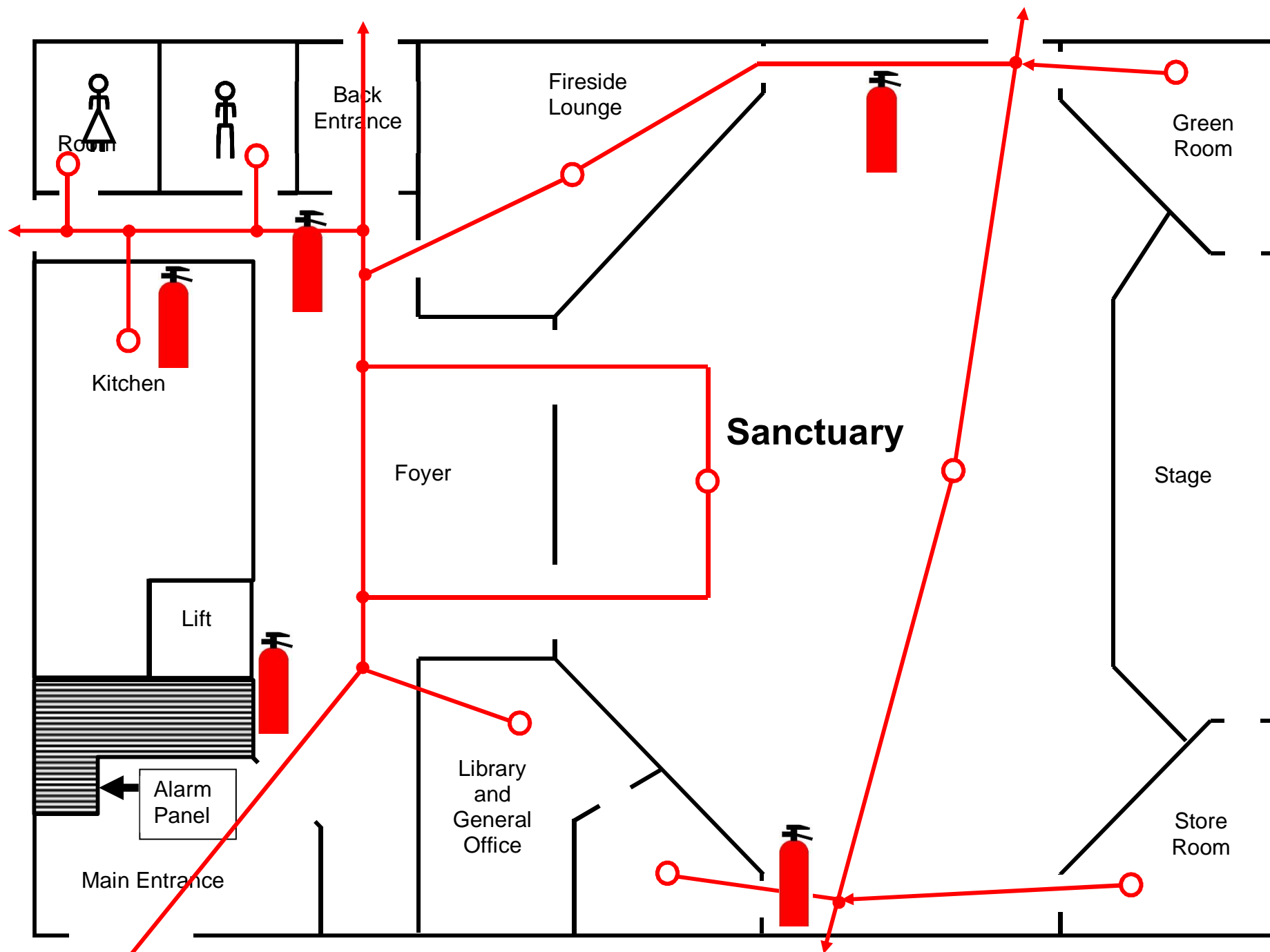
Comments:

FIRE EXTINGUISHER CHECK PROCEDURE

In proper location
Visible and not obstructed
Tamper proof device (lock pin) in place
Pressure gauge indicator ok
Nozzle not obstructed

Appendix 1

Evacuation Routes



Evacuation Routes – First Floor, Main Chapel Area

