

# FIRE SAFETY PLAN

For

**EMMANUEL UNITED CHURCH**  
**22 Bridgeport Road West**  
**Waterloo, Ontario**  
**N2L 2Y3**

This Fire Safety Plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of all changes in the use and other characteristics of the building.

Annual Review of the Fire Safety Plan		
Name	Signature	Date of Review

**richardson**  
**FIRE SYSTEMS INC.**

THIS OFFICIAL DOCUMENT IS TO BE KEPT IN THE FIRE DEPARTMENT ENTRANCE AND BE READILY AVAILABLE UPON REQUEST FROM THE FIRE DEPARTMENT



APPROVED

Date: 2023-03-15

Print Name: Julia Malczewski

Signature: [Handwritten Signature]

**Fire Safety Plan Contact**

Office

519-886-1471

# FIRE SAFETY PLAN

For

**EMMANUEL UNITED CHURCH**  
**22 Bridgeport Road West**  
**Waterloo, Ontario**  
**N2L 2Y3**

This Fire Safety Plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of all changes in the use and other characteristics of the building.		
<b>Annual Review of the Fire Safety Plan</b>		
Name	Signature	Date of Review



**richardson**  
**FIRE SYSTEMS INC.**

**THIS OFFICIAL DOCUMENT IS TO BE KEPT IN THE FIRE DEPARTMENT ENTRANCE AND BE READILY AVAILABLE UPON REQUEST FROM THE FIRE DEPARTMENT**

**Fire Safety Plan Contact**  
**Office**  
**519-886-1471**



## TABLE OF CONTENTS

Introduction .....	3
Distribution Of Fire Safety Plan .....	4
Building Profile .....	5
Emergency Listings And Onsite Information .....	6
Alarm Systems .....	7
Fire Protection .....	8
Utility Provisions & Building Resources .....	9
Fire Safety Committee .....	10
Fire Safety Committee Duties .....	11
Training .....	15
Emergency Procedures Review .....	17
Emergency Procedures Sample Posting .....	18
Emergency Procedures Building Occupants .....	19
Emergency Procedures Fire Safety Committee .....	24
Fire Extinguishment, Control Or Confinement .....	30
Fire Hazards .....	32
Fire Drills .....	33
Maintenance Procedures For Fire Protection Systems .....	35
Alternate Measures For Occupant Fire Safety .....	38
Alternate Measures Posting .....	39
Fire Protection Measures .....	40
List Of Persons Requiring Assistance .....	41
Fire Alarm Incident Report .....	42
Training Records .....	43
Fire Drill Report .....	44
Fire Safety Schematic Plans .....	45

© February 2023 All rights reserved. No part of this publication may be reproduced or transmitted (with the exception of copies made for training of the building staff for this address), in any form or by any means, electronic, mechanical photocopying, recording or otherwise, or stored in any retrieval system of any nature, without prior written permission of the copyright holder and the publisher, application for which shall be made to the publisher,

**Richardson Fire Systems Inc.**

13 Old Mill Road, Cambridge, Ontario N3H 4R8, 519-650-8057/1-800-796-FIRE

---

13 Old Mill Road Cambridge, ON N3H 4R8  
T 519.650.8057 F 519.650.0343 TF 1 800.277.9242

## INTRODUCTION

The Ontario Fire Code is a provincial regulation made under the Fire Protection and Prevention Act. The Code requires the owner to be responsible for carrying out the provisions of the Code and defines “owner” as “any person, firm or corporation controlling the property under consideration”. It is advisable that the owner obtain his/her own copy of the Fire Code and the Fire Protection and Prevention Act. It is available online at the Ontario Fire Marshal’s website: <http://www.ofm.gov.on.ca>.

In general the owner of a building is responsible for preparing, and having approved by the Chief Fire Official, a Fire Safety Plan if one is required by the Ontario Fire Code. The owner must also ensure that the building and facilities comply with the provisions of the Ontario Fire Code. As a result, the building owner has numerous responsibilities related to the fire safety and must ensure that they are incorporated in the plan.

This Fire Safety Plan has been prepared for **22 Bridgeport Road West, Waterloo, Ontario** in accordance to the requirements of the Ontario Fire Code, Division B - Section 2.8. This plan is to be kept onsite at the fire department response entrance and be readily available for the use of staff and fire department personnel at the time of an emergency.

Once approved by the authorities having jurisdiction, the owner is responsible for implementing the Fire Safety Plan and training all staff in their respective duties. It is also the owner’s responsibility to ensure that all supervisory staff and occupants are informed of what to do in case of fire or when the fire alarm sounds. The purpose of a Fire Safety Plan is to support specifically assigned personnel in the safe evacuation of all occupants. It will also describe the effective operation of all the life safety equipment in a building in the event of an emergency condition. The safe and quick evacuation of all occupants in a building is a vital factor of fire protection. The maintenance of the fire and life safety equipment during non-emergency times is just as important.

### **Ontario Fire Code – Division B - 2.8.2.1(4)**

The Fire Safety Plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building.

The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the code, a corporation is liable to a fine of not more than \$500,000 for a first offence and not more than \$1,500,000 for a subsequent offence, and an individual is liable to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for a subsequent offence, or to imprisonment for a term of not more than one year, or to both. Section 30 states every person who fails to comply with an order is guilty of an offence and on conviction is liable to a fine of not more than \$20,000 for every day during which the default continues, and the imposition or payment of the fine does not relieve the person from complying with the order.

## DISTRIBUTION OF FIRE SAFETY PLAN

**A copy of the Full Plan must be given to all of the following**

- 1.) The Main Entrance at the Annunciator
- 2.) Church Office
- 3.) Preschool Administration
- 4.) All Fire Safety Committee Members

## BUILDING PROFILE

<b>Building Information</b>		
Address: <b>22 Bridgeport Road West, Waterloo, Ontario, N2L 2Y3</b>		
Number of Stories: <b>2 (1 upper, 1 lower)</b>		
Occupant Load: Total: 888		
<ul style="list-style-type: none"> <li>• Fellowship Hall: seated 255; standing 30</li> <li>• Purple Room: 50</li> <li>• Hearth Room: seated 50; standing 75</li> <li>• Green Room: 40</li> <li>• Celery Room: 68</li> <li>• Sanctuary: 350</li> </ul>		
<b>Preschool:</b>		
Maximum number of children licensed per class: 24		
<input checked="" type="checkbox"/> Assembly		
This building is used as a religious facility. It is also has rented areas during the week. A Preschool is located in the Yellow and Celery Room in the basement during the week (Operating Hours: 8:30 am to 4:00 pm).		
<b>Building Facilities</b>		
Parking garage. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Elevator. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> . However, there is a lift.	Firefighter elevator. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Smoke control devices. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pressurized stairwells. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Interior roof access. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Building Access</b>		
Fire Department Entrance: <b>Front Entrance off Bridgeport Road West</b>		
Lock Box location: <b>There is a lock box located at the Front Entrance off Bridgeport Road West.</b>		
<b>Onsite Emergency Information</b>		
<input checked="" type="checkbox"/> Fire Safety Plan	Location:	<b>Fire Dept. Entrance and Office</b>
	Revised:	<b>February 2023</b>
<input checked="" type="checkbox"/> Training Records	Location:	<b>A copy shall be kept with the Fire Safety Plan Office</b>
<input checked="" type="checkbox"/> Inspection Records	Location:	<b>A copy shall be kept with the Fire Safety Plan Office</b>
<input checked="" type="checkbox"/> Fire Drill Records	Location:	<b>A copy shall be kept with the Fire Safety Plan Office</b>
<input checked="" type="checkbox"/> Fire Watch Records	Location:	<b>A copy shall be kept with the Fire Safety Plan Office</b>

## EMERGENCY LISTINGS AND ONSITE INFORMATION

<b>Building Ownership</b>	
Building Owner:	<b>Emmanuel United Church</b>
Address:	<b>22 Bridgeport Road West, Waterloo, Ontario, N2L 2Y3</b>
Phone:	<b>519-886-1471</b>
<b>Building Management / Key Holders</b>	
1. Name:	<b>Stephen Dixon</b> Cell: <b>519-580-1545</b>
Position:	<b>Chair of Property Committee</b>
2. Name:	<b>Murray Bechtel</b> Cell: <b>519-503-1624</b>
Position:	<b>Co-Chair of Property Committee</b>
3. Name:	<b>David McGinnis</b> Cell: <b>519-505-7493</b>
Position:	<b>Custodian</b>
4. Name:	<b>Doug Jacklin</b> Cell: <b>519-501-7556</b>
Position:	<b>Property Committee Member</b>
<b>Waterloo Cooperative Preschool Contacts</b>	
5. Name:	<b>Tracey Marques</b> Cell: <b>519-400-4778</b>
Position:	<b>Teacher</b>
6. Name:	<b>Patty Fallis-Robbins</b> Cell: <b>519-498-0677</b>
Position:	<b>Teacher</b>



## ALARM SYSTEMS

<b>Fire Alarm System</b>	
<input checked="" type="checkbox"/> Main Fire Alarm Control Panel	Location: <b>Lower Level Hallway by Office</b>
<input checked="" type="checkbox"/> Annunciator Panel	Location: <b>Bridgeport Rd West Entrance</b>
<input checked="" type="checkbox"/> Single Stage	Model: <b>Mircom</b>
<input checked="" type="checkbox"/> Monitored <b>The fire alarm system is not monitored.</b>	
<b><u>Fire Protection Devices</u></b>	
<input checked="" type="checkbox"/> Heat Detectors	<input checked="" type="checkbox"/> Smoke Detectors
<input checked="" type="checkbox"/> Pull Stations	
<b><u>Evacuation Information</u></b>	
<input checked="" type="checkbox"/> Area of Assembly (Location tenants assemble after leaving building during evacuation.)	
Location: <b>On the sidewalk area, away from oncoming fire and emergency vehicles.</b>	
Re-Entry Procedures: <b>Upon notification from the fire department officials, building Supervisory Staff members will advise all building occupants that it is safe to re-enter.</b>	



## FIRE PROTECTION

<b>Fire Protection</b>
<b>Hydrant Locations</b> 1.) <b>A hydrant at the corner of Bridgeport Road West &amp; Dorset Street</b> 2.) <b>A hydrant at the corner of Bridgeport Road West &amp; Albert Street</b> 3.) <b>A hydrant at the corner of Young Street West &amp; Albert Street</b> 4.) <b>A hydrant at the corner of Young Street West &amp; Dorset Street</b>
<b>Sprinkler System</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Standpipe System</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Fixed Extinguishing Systems</b>
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>The cooking areas in the Large Kitchen are protected by a fixed extinguishing system.</b> Coverage: <b>Large Kitchen Cooking Area</b> Tank Location: <b>Large Kitchen</b> Make: <b>Buckeye</b>
<b>Fire Extinguishers</b>
Type: <input checked="" type="checkbox"/> <b>ABC</b> Location: <b>Throughout the facility. All locations are clearly depicted on the fire safety schematics.</b>  Type: <input checked="" type="checkbox"/> <b>K</b> Location: <b>Large Kitchen</b>

## UTILITY PROVISIONS & BUILDING RESOURCES

<b>Electrical, Utility &amp; Fuel Supplies</b>	
<input checked="" type="checkbox"/> Water Main Shut off	Location: <b>Boiler Room</b>
<input checked="" type="checkbox"/> Natural Gas Shut off	Location: <b>North side of the building outside the Boiler Room.</b>
<input checked="" type="checkbox"/> Main Electrical Shut off	Location: <b>Boiler Room</b>

<b>Emergency Lighting</b>	
<input checked="" type="checkbox"/> Battery Operated	Location: <b>Throughout facility</b>
<p>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.</p>	
<b>Emergency Power</b>	
<p>There is no emergency power in this building.</p>	

## **FIRE SAFETY COMMITTEE**

### **Fire Safety Committee**

The purpose of the Fire Safety Committee is to provide an organised 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 fire safety equipment or to responsibilities during a fire alarm situation.

The structure of the Fire Safety Committee will consist of the following personnel:

### **PROPERTY COMMITTEE**

#### **CHIEF FIRE WARDEN**

- **Office Manager**
- **Custodian (in the absence of Office Manager)**

#### **FIRE WARDENS**

- **Church Staff**
- **Custodian**
- **Minister**
- **Preschool Staff**

#### **ASSISTANT FIRE WARDEN**

- **Ushers**
- **Program Supervisors**
- **Other Church Volunteers**

The hierarchy of command is as listed above.

## FIRE SAFETY COMMITTEE DUTIES

### **BUILDING OWNER (Property Committee)**

The Property Committee is responsible for the overall implementation of the Fire Safety Plan. Although some duties may be passed down to other building staff, the responsibilities of the Property Committee include:

- Implementation of the Fire Safety Plan including inspections, maintenance and testing of the fire protection systems as required by the Ontario Fire Code and as summarized in this Plan.
- Ensure that a list of the locations of all staff requiring assistance to evacuate is kept up to date. It is recommended that this list is updated quarterly or as required. A copy of this list must be kept in the Fire Safety Plan binder.
- Identify and establish a plan for persons who require assistance to evacuate.
- Maintain adequate records of all staff training for future reference. Must include;
  1. How to use a fire extinguisher.
  2. Location of all building keys.
  3. How to silence and reset the fire alarm system.  
**(Must not be done until ordered by a Fire Department Officer)**
  4. How to activate the kitchen suppression system.
  5. Emergency procedures in general.
- Conduct and maintain adequate records of all fire drills for future reference.
- To be familiar with floor areas, exits and the locations of fire fighting equipment.
- Ensure that any revisions to the Plan are approved by the Fire Department.
- Ensure fire emergency instructions are posted on each floor, as indicated in the “Emergency Procedures” section of this Plan.
- Ensure that the check, inspect and test requirements of the Ontario Fire Code as summarized in the Plan are implemented and records kept for a minimum of two years. These records shall be readily available upon request of the Chief Fire Official.
- Orientation and training be conducted within 30 days of approval of the Fire Safety Plan and reviewed annually or upon hiring of new personnel.
- Ensure that back-up staff has been selected, trained and are advised of the absence of regular staff (i.e. vacation, meeting, illness, etc.)

## FIRE SAFETY COMMITTEE DUTIES

### CHIEF FIRE WARDEN – Office Manager

- Ensure fire emergency instructions are posted on each floor, as indicated in the “Emergency Procedures” section of this Plan.
- Know and understand how the fire alarm system works.
- Assist with Fire Drills as outlined in this plan.
- Advise the Property Committee and the Fire Department of temporary shutdown of fire protection systems in the building and arrange for alternative measures for fire safety as laid out in this Fire Safety Plan.
- Ensure that the fire alarm system is not silenced or reset until the Fire Department has determined that the building is safe.
- Inform occupants and contractors of emergency procedures, and location of exits and fire extinguishers.
- Ensure hallways, passageways, and exits (inside and out) are kept clear of obstructions at all times.
- Assist in the evacuation of building occupants if safe to do so.
- Notify the Property Committee of any changes that will affect the Fire Safety Plan.
- Ensure that your back-up staff are advised of your absence (i.e. vacation, meeting, illness) and is available to perform your duties.
- Orientation and training shall be conducted within 30 days of approval of the Fire Safety Plan and reviewed annually or upon hiring of new personal.

## FIRE SAFETY COMMITTEE DUTIES

### FIRE WARDENS – Minister, Custodian, Preschool Staff

- Ensure fire emergency instructions are posted on each floor, as indicated in the “Emergency Procedures” section of this Plan.
- Know and understand how the fire alarm system works.
- Assist with Fire Drills as outlined in this plan.
- Advise the Property Committee and the Fire Department of temporary shutdown of fire protection systems in the building and arrange for alternative measures for fire safety as laid out in this Fire Safety Plan.
- Ensure that the fire alarm system is not silenced or reset until the Fire Department has determined that the building is safe.
- Inform occupants and contractors of emergency procedures, and location of exits and fire extinguishers.
- Ensure hallways, passageways, and exits (inside and out) are kept clear of obstructions at all times.
- Assist in the evacuation of building occupants if safe to do so.
- Notify the Property Committee of any changes that will affect the Fire Safety Plan.
- Ensure that your back-up staff are advised of your absence (i.e. vacation, meeting, illness) and is available to perform your duties.
- Orientation and training shall be conducted within 30 days of approval of the Fire Safety Plan and reviewed annually or upon hiring of new personal.

## FIRE SAFETY COMMITTEE DUTIES

### ASSISTANT FIRE WARDENS – Ushers, Program Supervisors, Other Church Volunteers

- Ensure that the fire alarm system is not silenced or reset until the Fire Department has determined that the building is safe.
- Inform occupants and contractors of emergency procedures, and location of exits and fire extinguishers.
- Ensure hallways, passageways, and exits (inside and out) are kept clear of obstructions at all times.
- Assist in the evacuation of building occupants if safe to do so.
- Orientation and training shall be conducted within 30 days of approval of the Fire Safety Plan and reviewed annually or upon hiring of new personal.

## TRAINING

- All Fire Safety Committee Members must be made familiar with all emergency procedures as detailed in the Fire Safety Plan that apply to their particular position. Drills and inspections shall be arranged, as necessary, to assure the effective continuance of the program. Training program implementation and continuance is the responsibility of the Property Committee, as well as Fire Drill assessment.
  
- Emergency procedures must form a part of the in-house training program. It is presumed that such training will include certain basic items such as: prompt reporting of fire; location and operation of the pull stations, fire alarm system and fire extinguishers; limiting fire and smoke spread by closing doors; taking measures as may be necessary to protect occupants.
  
- It is important that all Fire Safety Committee Members survey the building to determine the number and locations of exits and means of egress available from each floor area. They must be trained to recognize fire hazards. They must know occupant emergency procedures as well as their own specific duties and responsibilities.
  
- All Fire Safety Committee Members must be trained before they are given any fire safety responsibilities.

**Ontario Fire Code**

2.10.1.1	Combustible artwork and teaching materials that are attached to walls shall not exceed 20 percent of the area of the walls
2.10.1.2	Waste receptacles shall be made of non-combustible materials.
2.10.1.3	Flammable and combustible liquids shall be stored in accordance with Part 4 and in areas inaccessible to children.
2.10.1.4.	Where children with disabilities are cared for, sufficient staff shall be present at all times during the period the children are in the centre to escort them to safety in the event of a fire emergency.



## TRAINING

1. How to use a fire extinguisher. [Page 30](#)
2. Location of all building keys.
3. How to silence and reset the fire alarm system from the fire alarm control panel.
  - To Silence Bells – Push the '**Signal Silence**' button one time to stop the bells from sounding.
    - Only if the activated fire alarm device cannot be reset then use this feature to silence the audible devices throughout the building. It is imperative that a service company is then contacted to repair the problem and additional measures are implemented.
  - To Reset – Push the '**System Reset**' button to reset the panel.
    - Only after all activated devices have been reset and the alarm condition cleared can you reset the system.

**(These commands must not be done until ordered by an on-scene Fire Department Officer.)**

#### 4. Activation of the kitchen suppression system

- **Manual Activation**
  - A stainless-steel cable is installed through conduit and pulley elbows to a manual pull station sited on the path of egress from the kitchen. In the event of fire, the pull station is activated; pulling the stainless cable and activating the discharge gas cylinder which in turn pushes the wet chemical agent out of each discharge nozzle.
- **Automatic Activation**
  - Automatic fusible link detectors are mounted above each cooking appliance and in the mouth of each extract duct. Stainless steel cable is held under tension through each detector and back to the activation gas cylinder. Fusible links are set to melt at a specific temperature (typically 500 F above normal cooking temperature). When the fusible link melts, the tension in the cable is released discharging the wet chemical.

**Only after the kitchen suppression system has been activated may a trained person try to extinguish the fire with a class K fire extinguisher.  
(see procedures on page 30)**

5. Emergency procedures in general. [Page 18](#)

## EMERGENCY PROCEDURES REVIEW

The purpose of the emergency procedures review is to ensure that all staff members are totally familiar with emergency evacuation procedures, resulting in an orderly evacuation.

- Review shall be held at least **one (1) time per year**. The Office Manager and one member of the Property Committee will conduct the review together.
- The Fire Safety Plan as well as the buildings fire safety equipment and exits will be reviewed.
- The Property Committee will maintain a record of all such training for a **minimum of 2 year**. Emphasis will be placed on an orderly evacuation and the training of the Fire Safety Committee Members.

## EMERGENCY PROCEDURES SAMPLE POSTING

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

<b>IN CASE OF FIRE</b>
<b>UPON DISCOVERY OF FIRE</b>
1. Leave fire area immediately and close doors.
2. Sound the fire alarm by pulling a pull station
3. Leave building via the nearest exit.
4. Call Fire Department <b>9-1-1</b> .
<b>DO NOT USE THE LIFT</b>
<b>UPON HEARING FIRE ALARM</b>
1. Leave building via the nearest exit.
2. Close doors behind you.
3. Call Fire Department <b>9-1-1</b> .
<b>CAUTION</b>
If you encounter smoke as you exit USE AN ALTERNATE EXIT
<b>REMAIN CALM</b>

The fire alarm system is to be activated to alert the other occupants of a fire emergency and to put the approved Fire Safety Plan into operation. The fire department will be notified by telephoning **9-1-1** giving the correct address and the exact location of the fire.

## **EMERGENCY PROCEDURES BUILDING OCCUPANTS**

### **CATEGORIES**

Emergency procedures are divided into two categories:

**IF YOU DISCOVER A FIRE**

**IF YOU HEAR A FIRE ALARM SIGNAL SOUNDING**

## EMERGENCY PROCEDURES BUILDING OCCUPANTS

**Building Occupants refers to all non-staff members or group supervisors of the building.**

### **If You Are in The Fire Area**

- Leave the fire area immediately.
- Close all doors behind you and every door you pass.
- If the fire is on the cooking area, pull the fire suppression pull station if it is safe to do so.
- Sound the fire alarm by pulling a pull station
- Leave building via the nearest exit.
- If there are no safe exits or if you encounter heavy smoke and heat in your evacuation stay in your area and dial **9-1-1** to advise the fire department of your location and follow the ***Procedures for Persons Requiring Assistance*** in the ***Emergency Procedures for Building Occupants***. ***(See Page 22)***
- Call Waterloo Fire Rescue **9-1-1**.
- Go to the Bridgeport Road West entrance, if safe to do so, and inform a Fire Warden of the fire location.
- Assemble far from the building leaving access for fire fighters and fire fighters' vehicles in the designated areas of assembly.
- Do not assemble in your vehicles or operate your vehicles. Assembly in your vehicle is potentially dangerous to others evacuating the building. Operating your vehicle may impede the fire fighters' ability to attend to the fire.
- Do not re-enter once you have left the building until it has been declared safe to do so by the Fire Department.
- Follow directions from the Fire Safety Committee Members, or the fire department.

## EMERGENCY PROCEDURES BUILDING OCCUPANTS

### If You Hear A Fire Alarm Signal Sounding

A fire alarm signal sounding indicates a fire condition somewhere in the building. This signal indicates your necessity to evacuate the building and to do so by following the following procedure:

- Line up in your room at the door and prepare to evacuate.
- Proceed to the nearest exit, closing all doors you pass.
- Listen for instructions from any Fire Warden or the Fire Department.
- If you are unable to evacuate without assistance, follow the procedures for persons requiring assistance (**See Page 22**).
- Test the door for heat using the back of your hand. If the door or the knob feels hot, deadly heat and gases under considerable pressure may have already filled the area. In this event, use an alternate exit.
- 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; use an alternate exit.
- If there are no safe exits or if you encounter heavy smoke and heat in your evacuation stay in your area and dial **9-1-1** to advise the fire department of your location and follow the ***Procedures for Persons Requiring Assistance*** in the ***Emergency Procedures for Building Occupants***. (**See Page 22**)
- Do not re-enter once you have left the building until it has been declared safe to do so by the Fire Department.
- Assemble far from the building leaving access for fire fighters and fire fighters' vehicles in the designated areas of assembly.
- Do not assemble in your vehicles or operate your vehicles. Assembly in your vehicle is potentially dangerous to others evacuating the building. Operating your vehicle may impede the fire fighters' ability to attend to the fire.

## EMERGENCY PROCEDURES BUILDING OCCUPANTS

### PROCEDURES FOR PERSONS REQUIRING ASSISTANCE

**If You Hear A Fire Alarm Signal Sounding** and are unable to exit the building by any exit because of fire or smoke, or you cannot get to an exit, remain in your area and;

- Close any doors to reduce fire and/or smoke spread.
- Unlock the door for possible entry by the fire department.
- Dial **9-1-1** and tell the fire department where you are. You are at **Emmanuel United Church - 22 Bridgeport Road West, Waterloo, Ontario**. Also give them your location in the building.
- Seal cracks around doors with (if possible, wet) coats, towels, or duct tape etc. If smoke starts seeping through central air conditioning outlets, plug them as well.
- Alert others to your location, by calling for help and signalling out a window.
- Move to the most protected area. If possible open a window to allow fresh air into your area. If smoke enters close the window.
- **Do not hide.**
- If smoke enters the room, crouch low. Remember heat and gases rise.
- Wait to be rescued and remain calm. Do not panic.
- Listen for instructions from the Fire Safety Committee Members or the Fire Department.
- Do not re-enter once you have left the building until it has been declared safe to do so by the Fire Department.
- Assemble far from the building leaving access for fire fighters and firefighters' vehicles in the designated areas of assembly.
- Do not assemble in your vehicles or operate your vehicles. Assembly in your vehicle is potentially dangerous to others evacuating the building. Operating your vehicle may also impede the fire fighters' ability to attend to the fire.

## EMERGENCY PROCEDURES BUILDING OCCUPANTS

### REMEMBER

- A fire establishes itself within the first few minutes. To save your life, you must know what to do.
- It is extremely important to recognize the early visible signs of a fire and to have rehearsed the emergency procedures of your building. Early detection and alarm could give you the extra time which could save your life. Your initial reaction and the time involved may determine your safety.
- At the first sign of smoke, noxious fumes or strange odours, immediately leave the area taking other occupants in that area with you. Remain Calm. Close the doors behind you. Alert other building occupants in your building by activating the fire alarm system. **PULL THE PULL STATION**. For your safety, exit the building and call the fire department immediately (dial **9-1-1**). Do not assume someone else has called.
- The emergency phone number (police, fire, ambulance) is **9-1-1**. It is also a good idea to write down the building address next to each telephone. In a state of panic, it is possible that you or a visitor will forget. Fast reporting of a fire can make the difference.
- Be familiar with your surroundings. Know the location of exits. Be sure to know the location of fire and safety equipment and how to operate. Check out all alternate escape routes. It is crucial to have an escape plan in the event of smoke or fire.
- When you exit the buildings in the event of an alarm or fire, take other persons in your area with you, especially physically challenged persons and those who are not familiar with the building. Go to the area of assembly to meet other occupants. This may eliminate confusion if you become separated when leaving the building.
- A list of names and locations of persons requiring special assistance to evacuate the building must be updated as necessary. If you require assistance ensure your name is on that list.



## **EMERGENCY PROCEDURES FIRE SAFETY COMMITTEE**

### **CATEGORIES**

Emergency procedures are divided into two categories:

- **IF YOU DISCOVER A FIRE**
- **IF YOU HEAR A FIRE ALARM SIGNAL SOUNDING**

## 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.
- If the fire is on the cooking area, pull the fire suppression pull station if it is safe to do so.
- Sound the fire alarm by pulling a pull station.
- Leave building via the nearest exit.
  - Test the door for heat using the back of your hand. If the door or the knob feels hot, deadly heat and gases under considerable pressure may have already filled the area. In this event, use an alternate exit.
  - 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; use an alternate exit.
- If there are no safe exits or if you encounter heavy smoke and heat in your evacuation stay in your area and dial 9-1-1 to advise the fire department of your location and follow the ***Procedures for Persons Requiring Assistance*** in the ***Emergency Procedures for Building Occupants***. (See Page 22)
- Call Fire Department **9-1-1**.
- Once you have exited the building and called 9-1-1, return to the front entrance and meet the Fire Department to provide them with master keys, location of persons requiring special assistance, affected fire area and any pertinent information.

## EMERGENCY PROCEDURES FIRE SAFETY COMMITTEE

### IF YOU HEAR A FIRE ALARM SIGNAL SOUNDING

#### Chief Fire Warden (if on site)

- If safe to do so, proceed to Main Entrance with master keys.
- Call the Fire Department by dialling **9-1-1** when it is safe to do so. Advise them of your building address.

**Emmanuel United Church  
22 Bridgeport Road West  
Waterloo, Ontario**

- If safe to do so, at least 2 fire wardens will try to confirm the cause of the alarm and will check all rooms to confirm total evacuation.
- Meet the Fire Department at the fire department response entrance to provide them with master keys, location of physically challenged persons, affected fire area and any pertinent information.
- Receive an evacuation report from a Church Staff member.
- **PREVENT PERSONS FROM ENTERING BUILDING.**
- Provide the assistance necessary to maintain a calm and orderly evacuation.
- Follow the instructions of the Fire Department.
- Prepare the Fire Alarm Incident Report.

No one shall “**SILENCE**” or “**RESET**” the fire alarm system, once activated, until the Fire Department has responded and the cause of the alarm has been investigated.

Once the Fire Department arrives, investigates and determines that no fire emergency exists, the fire alarm system maybe “**RESET**” at the discretion of the supervising Fire Officer.

## EMERGENCY PROCEDURES FIRE SAFETY COMMITTEE

### IF YOU HEAR A FIRE ALARM SIGNAL SOUNDING

#### Fire Warden – Church Staff, Minister

- Calmly respond to the Main entrance and meet with the Chief Fire Warden. If the Chief Fire Warden is not on site, one member of the Church staff will fulfil the role of Chief Fire Warden.
- If safe to do so, try to determine the cause of the alarm, checking rooms as you pass. Check the lower level and upper level. At the sign of smoke or fire immediately leave the building and remove any persons with you to the area of assembly.
- Report any finding back to the Chief Fire Warden at the Bridgeport Road West entrance. (False Alarm, fire is extinguished, working fire, etc...)
- Provide the assistance necessary to maintain a calm and orderly evacuation.
- Upon reaching the area of assembly; fire wardens will perform a head count and compare numbers with their attendance list if applicable.
- One Church Staff member will report to the main entrance and report any findings back to the Chief Fire Warden including a successful evacuation. All other Church Staff will stay in the area of assembly unless their assistance is requested.
- **PREVENT PERSONS FROM ENTERING BUILDING.**
- Follow the instructions of the Fire Department.

No one shall “**SILENCE**” or “**RESET**” the fire alarm system, once activated, until the Fire Department has responded and the cause of the alarm has been investigated.

Once the Fire Department arrives, investigates and determines that no fire emergency exists, the fire alarm system maybe “**RESET**” at the discretion of the supervising Fire Officer.

## EMERGENCY PROCEDURES FIRE SAFETY COMMITTEE

### IF YOU HEAR A FIRE ALARM SIGNAL SOUNDING

#### Assistant Fire Warden – Ushers, Program Supervisors, Other Church Volunteers

- Acquire the day's attendance list if applicable.
- Exit the building to the area of assembly, taking your group with you.
- Close all doors you pass.
- Upon reaching the area of assembly; fire wardens will perform a head count and compare numbers with their attendance list if applicable.
- Provide a total evacuation report to the Chief Fire Warden at the main Bridgeport Road West entrance.
- **PREVENT PERSONS FROM ENTERING BUILDING.**
- Follow the instructions of the Fire Department.

No one shall "**SILENCE**" or "**RESET**" the fire alarm system, once activated, until the Fire Department has responded and the cause of the alarm has been investigated.

Once the Fire Department arrives, investigates and determines that no fire emergency exists, the fire alarm system maybe "**RESET**" at the discretion of the supervising Fire Officer.

## **EMERGENCY PROCEDURES FIRE SAFETY COMMITTEE**

### **IF YOU HEAR A FIRE ALARM SIGNAL SOUNDING**

#### **Fire Warden – Supervising Teacher**

- Instruct all children to make a line at the door. Take a head count of children in your classroom.
- Check the washrooms, (closing the doors and windows behind you), all areas of the classroom, the cubbies and doors to hallways and turn off lights.
- Lead the children to the playground area and under the sandbox shelter.
- Stay with children and take attendance.
- Proceed to the Waterloo Public Library (35 Albert Street) with all children.

#### **Fire Warden – Co-Teacher/Duty parents/Other volunteers**

- Instruct all children to make a line at the door. Take a head count of children in your classroom.
- Lead the children to the playground area and under the sandbox shelter.
- Stay with children and take attendance.
- Upon reaching the area of assembly; fire wardens will perform a head count and compare numbers with their attendance list if applicable.

## FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the 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 Fire Department has been notified, **a small fire can be extinguished by experienced person(s)** familiar with extinguisher operation. **Fire fighting is a voluntary act.** Use a portable fire extinguisher if the fire is small, your exit is unobstructed, and you have been trained in its use. If the fire cannot be easily extinguished, leave the area and confine the fire by closing the door.

### KNOW YOUR FIRE EXTINGUISHER

**Fire Classes**  
 Different types of fires require different types of extinguishers.

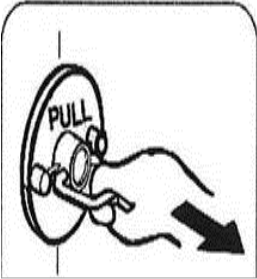
<p>ORDINARY</p>	<p>FLAMMABLE</p>	<p>ELECTRICAL</p>	<p>METALS</p>	<p>COOKING</p>
<p>Use "A" rated extinguishers on Ordinary fires: wood, paper, cloth, Etc.</p>	<p>Use "B" rated extinguishers on flammable liquids: gasoline, oil, paint thinner, etc.</p>	<p>Use "C" rated extinguishers for live electrical equipment.</p>		

### HOW TO USE P.A.S.S.

<p><b>1 Hold upright</b> <b>Pull pin</b></p>	<p><b>2 Aim at base of fire</b></p>	<p><b>3 Squeeze lever</b></p>	<p><b>4 Sweep side to side</b></p>
--------------------------------------------------	-------------------------------------	-------------------------------	------------------------------------

## FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

If the fire is located on the cooking surface in the Kitchen

	<p>Evacuate others from the premises, In a loud, clear voice say: "WE HAVE A FIRE-PLEASE LEAVE THE BUILDING CAREFULLY, BUT QUICKLY."</p>
	<p>If the automatic actuation has not yet taken place, operate the system manually as follows:</p> <p>Pull handle or pull ring straight out on manual pull station with enough force to actuate the fire suppression system.</p>
	<p>Once the fire suppression system is actuated, equipment to shut off the fuel supply to the cooking appliances will operate.</p> <p>► <b>Call the local fire department 9-1-1.</b></p>
	<p>Stand -by with a K-Class wet chemical hand portable fire extinguisher.</p> <p>If you need to use it</p> <ol style="list-style-type: none"> <li>1. Pull pin</li> <li>2. Stand back 10 feet (3:0 m)</li> <li>3. Aim at base of fire</li> <li>4. Squeeze handle and sweep side to side</li> </ol>
	<p><b>Remember;</b></p> <ul style="list-style-type: none"> <li>• Do not attempt to extinguish a grease fire with a portable fire extinguisher before the Fire Suppression System has been manually or automatically actuated.</li> <li>• Do not discharge wet chemical agent from the K-Class Wet Chemical hand portable fire extinguisher unless the fire suppression system will not operate, or a re-flash has occurred.</li> <li>• Do not attempt to use a Class ABC Multipurpose Dry Chemical, CO2, or Water type hand portable fire extinguisher in/on an appliance with burning cooking oil or grease.</li> </ul>



## FIRE HAZARDS

### **In order to avoid fire hazards in the building, staff and occupants are advised to:**

- Avoid careless storage practices. Do not leave garbage and recycling in exit hallways.
- 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.
- Keep fire doors and doors to stairways closed at all times.
- Ensure that electrically powered equipment is either CSA or Ontario Hydro Special Inspection label approved.
- Refrain from using unsafe electrical appliances, frayed extension cords, overloaded outlet and lamp wire for permanent wiring.
- Refrain from using portable heaters.
- Limit the use of flammable liquids. Have safe handling, storage and disposal practices.
- Dispose of flammable liquids or aerosol cans in specialized locations or containers, not in garbage receptacles.
- Avoid careless smoking. Use ashtrays in designated smoking areas. Do not put burning materials such as cigarettes and ashes into garbage receptacles.
- Maintain access to portable extinguishers, and other fire protection equipment.
- Ensure all fire doors are in the operational position (not wedged open) and that self-closing devices are properly engaged.
- Keep corridors and stairways free from clutter, such as housekeeping equipment and maintenance supplies.
- Never leave candles unattended.
- Cook safely:
  - 1.) Do not cook wearing loose/hanging sleeves.
  - 2.) Never put water on grease or stove top fires, use baking soda or a lid to smother.
  - 3.) Never pick up a pot or pan when on fire, use baking soda or a lid to smother.

### **In general, occupants are advised to:**

- Know where the fire alarm pull stations, fire extinguishers and exits are located.
- Know the correct building address.  
**Emmanuel United Church - 22 Bridgeport Road West, Waterloo,**
- Report any condition which may be a fire hazard to the Property Committee or Office Manager.
- Know the floor area and/or adjacent connecting floor areas.

## FIRE DRILLS

### CONDUCTING FIRE DRILLS

The purpose of a fire drill is to ensure that all members of the Fire Safety Committee Members are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

### Church

#### METHOD AND FREQUENCY OF CONDUCTING FIRE DRILLS

- Fire drills for all Fire Safety Committee Members are held **one (1) time per year**. All Fire Safety Committee Members must participate together in this drill. A different floor area will be chosen for the activation of each fire drill. For a more realistic fire drill, the drill can be held during a worship service.
- The Fire Safety Committee Members are to be notified of the time and date at least 24 hours in advance of the drill.
- Notify the fire department of the drill by calling **519-741-2494**. This will prevent a false dispatch.
- Activate one of the pull stations to raise an alarm. Note any deficiencies/problems.
- Once the drill is underway and the fire alarm has been activated, the Fire Safety Committee Members will go through their steps, as described in the “Emergency Procedures” section of this Plan to evacuate the building.
- After the fire drill has been completed, one Fire Safety Committee Member will reset the fire alarm control panel and contact the Fire Department to notify them that the drill is completed.
- A short debriefing session will then take place at which time all questions should be raised regarding emergency procedures. A Fire Drill Report will be filled out with comments made as necessary.
- The Property Committee will maintain a record of all such drills for a **minimum of 2 year**. Emphasis will be placed on an orderly evacuation and the training of the Fire Safety Committee Members.
- Occupants will be requested to advise the Fire Safety Committee Members if they experienced difficulty hearing the alarm.

## FIRE DRILLS

### Preschool

#### **METHOD AND FREQUENCY OF CONDUCTING FIRE DRILLS**

- Fire drills for all Fire Safety Committee Members are held **one (1) time per Month**. All Preschool Staff and students must participate together in this drill. A different floor area will be chosen for the activation of each fire drill.
- Notify the fire department of the drill by calling **519-741-2494**. This will prevent a false dispatch.
- Have Maintenance personnel activate one of the pull stations to raise and alarm. Note any deficiencies/problems.
- Once the drill is underway and the fire alarm has been activated, the Preschool Staff and Students will go through their steps, as described in the “Emergency Procedures” section of this Plan to evacuate the building.
- After the fire drill has been completed, one Fire Safety Committee Member will reset the fire alarm control panel and contact the Fire Department to notify them that the drill is completed.
- The Preschool will maintain a record of all such drills for a **minimum of 2 year**. Emphasis will be placed on an orderly evacuation and the training of the Fire Safety Committee Members.

## MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS

### Check, Inspect, & Test Requirements of the Fire Code

Below are portions of the fire code which require that checks, inspections and/or tests to be made of equipment and facilities on prescribed timelines. 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 checks, inspections and/or tests are up to date, when conducting their inspections.

Definitions for key works are as follows:

<b>Check</b>	Means visual observation, to ensure the device or system is in place and is not obviously damaged or obstructed.
<b>Inspect</b>	Means the physical examination, to determine that the device or system will operate in accordance with its intended operation or function.
<b>Test</b>	Means operations of device or system to ensure that it will perform in accordance with its intended operation or function.
<b>Owner</b>	Property Committee / Fire Safety Committee
<b>Contractor</b>	A licensed contractor.

It is stated in the Ontario Fire Code – Division A - 1.1.2.1.(1) that records of all test and corrective measures are required to be retained for a period of two years for review by the chief fire official.

## MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS

Ontario Fire Code Ref.		Frequency	Who
<b><u>MISCELLANEOUS</u></b>			
2.2.1.1.	<b>Fire Separations</b> – Damaged fire separations to be repaired upon discovery of damage.	Periodic	Owner
2.2.2.1.			
2.6.1.8.	<b>HVAC</b> - Disconnect switches for mechanical air-conditioning and ventilating systems shall be tested to establish they can shut down a system in an emergency.	Annually	Contractor
2.8.2.1.(4)	<b>Fire Safety Plan</b> – Review at least annually to ensure it accounts for changes in use or other characteristics of the building.	Annually	Owner
2.8.2.5.(1)	<b>Posting Fire Emergency Procedures</b> – Ensure emergency procedures are present and posted on each floor level.	Periodic	Owner
<b><u>PORTABLE FIRE EXTINGUISHERS – (As per NFPA 10)</u></b>			
6.2.6.2.	Extinguishers are available for use.	Monthly	Owner
6.2.7.2.	Inspect all portable extinguishers	Monthly	Owner
6.2.7.1.	Subject to maintenance	Annually	Contractor
6.2.7.1.	Empty stored pressure type extinguishers and subject to maintenance	Every six years	Contractor
6.2.7.1.	Hydrostatically test dry chemical and vaporizing liquid type extinguishers	Every twelve years	Contractor
<b>Ensure all portable extinguishers are in check, inspected and tested in accordance with NFPA 10</b>			
<b><u>EMERGENCY LIGHTING</u></b>			
2.7.3.3.(2)	Inspect batteries for connections and corrosion	Monthly	Owner
2.7.3.3.(3)	Test function on failure of power	Monthly	Owner
2.7.3.3.(3)	Test for duration equal to design criteria	Annually	Contractor
2.7.3.3.(4)	Test charging system	Annually	Contractor
2.7.3.3.	Full annual inspection of the system by a qualified person.	Annually	Contractor
<b><u>FIRE ALARM SYSTEMS (As per CAN/ULC-S536)</u></b>			
6.3.2.3.	Check fire alarm AC power lamp and trouble light	Daily	Owner
6.3.2.2.	Check trouble conditions	Daily	Owner
6.3.2.2.	Check all fire alarm components including standby power batteries	Monthly	Owner
6.3.2.2.	Operate one detection device or pull station on a rotational basis, check operation of alarm and trouble indicators.	Monthly	Owner
6.3.2.2.	Test fire alarm system by persons acceptable to the authority having jurisdiction for service of Fire Alarm Systems	Annually	Contractor
<b>Ensure the fire alarm system is checked, inspected and tested in accordance with CAN/ULC-S536</b>			

## MAINTENANCE PROCEDURES FOR FIRE PROTECTION SYSTEMS

<b><u>KITCHEN HOOD &amp; EXTINGUISHING SYSTEM (as per NFPA 96)</u></b>			
<b>Reference.</b>		<b>Frequency</b>	<b>Who</b>
NFPA 96	All appliances are covered by the hood to adequately capture grease vapors	Daily	Owner
NFPA 96	All gas and electric appliances automatically shut down upon activation of extinguishing system	6 Months	Contractor
NFPA 96	Cooking appliances are only operated when exhaust system actuated with all filters in place	Daily	Owner
NFPA 96	All maintenance and testing of extinguishing systems performed including changing all fusible links	6 Months	Contractor
NFPA 96	Hoods, filters, fans, ducts, and other appurtenances shall be cleaned to remove combustible contaminants prior to surfaces becoming heavily contaminated with grease or oily sludge	3 Months or more often if necessary	Contractor And Owner
NFPA 96	Manual pull station for actuating extinguishing system visible and accessible at all times	Daily	Owner
NFPA 96	Appliances are aligned with extinguishing system nozzles after cleaning	As necessary	Owner
NFPA 96	Class K extinguisher clear and accessible at all times	Daily	Owner
2.6.1.13.	Exhaust and fire protection systems to be maintained in accordance with NFPA 96.		Owner
2.6.1.14.(1)	Instructions for system operation are to be posted and included in the fire safety plan.		Owner
2.6.1.14.(2)	The instructions required in Sentence (1) shall be included in the fire safety plan where such a plan is required.		Owner
<b><u>MEANS OF EGRESS</u></b>			
2.2.3.4.	Inspect all doors in fire separations	Monthly	Owner
2.2.3.4.	Check all doors in fire separations to ensure they are closed	As required	Owner
2.7.3.1.	Maintain exit signs to ensure they are clear and legible	As required	Owner
2.7.3.2.	Maintain exit lights to ensure they are illuminated and in good repair	As required	Owner
2.7.1.7.	Maintain corridors are free of obstructions	As required	Owner

## 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, at minimum at every entrance to the building, 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 and submitted to Waterloo Fire Rescue. Waterloo Fire Rescue by calling the Fire Prevention Division 519-884-6030 ext. 23306.

### Fire Alarm or Kitchen Suppression System Shutdown

In the event of a shutdown of the fire alarm system, the Fire Department will be notified by calling **519-741-2494**. 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 affected and the duration of the work to be performed. Notices shall be posted for 24 hours upon completion to advise occupants that the shut-down is complete.

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

Upon Shut down of the fixed extinguishing system, there shall be **no cooking** until the fixed extinguishing system is repaired by a qualified technician.

**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 Committee will provide personnel to patrol all unprotected areas every hour until such time as the system is again operational. Persons performing the patrol will carry a noise making device to notify occupants of an emergency as well as a cell phone to notify the fire department in case of fire. They will also complete the Fire Watch Inspection Form. Keep accurate records of any fire watch activity and have available upon request by Fire Official.

## ALTERNATE MEASURES POSTING

DATE: \_\_\_\_\_

### FIRE PROTECTION SYSTEMS SHUTDOWN

THE FIRE ALARM or KITCHEN SUPPRESSION SYSTEM  
IN THIS BUILDING

EMMANUEL UNITED CHURCH  
22 Bridgeport Road West, Waterloo, Ontario

IS CURRENTLY OUT OF SERVICE. A FIRE WATCH HAS BEEN  
PUT INTO EFFECT.

## IN CASE OF FIRE

### If You Discover A Fire

- Leave area immediately.
- Close all doors behind you.
- Notify staff and occupants – verbal alarm
- Evacuate the building, using nearest exit
- Call Waterloo Fire Rescue – 9-1-1
- Give building address:

**22 Bridgeport Road West, Waterloo, Ontario**

### Upon Hearing the Verbal Alarm

- Leave the building via the nearest exit
- Close all doors behind you



## 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 such 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 requires total evacuation of the building. Operation of the fire alarm is activated by a manual pull station, smoke sensor or heat 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.

### 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 pre-planning.

### 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.



## LIST OF PERSONS REQUIRING ASSISTANCE

<b>Class</b>	<b>Name</b>	<b>Reason</b>	<b>Contact</b>	<b>Phone</b>
Sample - room 103	John Sample	Broken Leg	father - James	555-555-5555

**Date Updated:** \_\_\_\_\_



## FIRE ALARM INCIDENT REPORT

<b>Date:</b>		<b>Time:</b>	
<b>FIRE ALARM CONDITION</b>			
Alarm Zone(s) Activated:			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
<b>SUPERVISORY CONDITION</b>			
Supervisory Zone(s) Activated:			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
<b>TROUBLE CONDITION</b>			
Trouble Indicators Illuminated:			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
<b>EVIDENCE FOR CAUSE OF FALSE ALARM</b>			
<input type="checkbox"/> Fire Condition <input type="checkbox"/> High Temperature in Area <input type="checkbox"/> Smell of Smoke <input type="checkbox"/> Noticeable Odour <input type="checkbox"/> Construction in Area <input type="checkbox"/> Other		<input type="checkbox"/> High Humidity <input type="checkbox"/> Physical Damage <input type="checkbox"/> Vandalism Event <input type="checkbox"/> Maintenance <input type="checkbox"/> Open Exterior Door	
<b>ADDITIONAL INFORMATION</b>			
<b>Name</b> _____		<b>Signature</b> _____	
<b>COMPLETE THIS FORM BEFORE RESETTING THE FIRE ALARM PANEL</b>			





## 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; 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 fire safety schematic plan.

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











NORTH

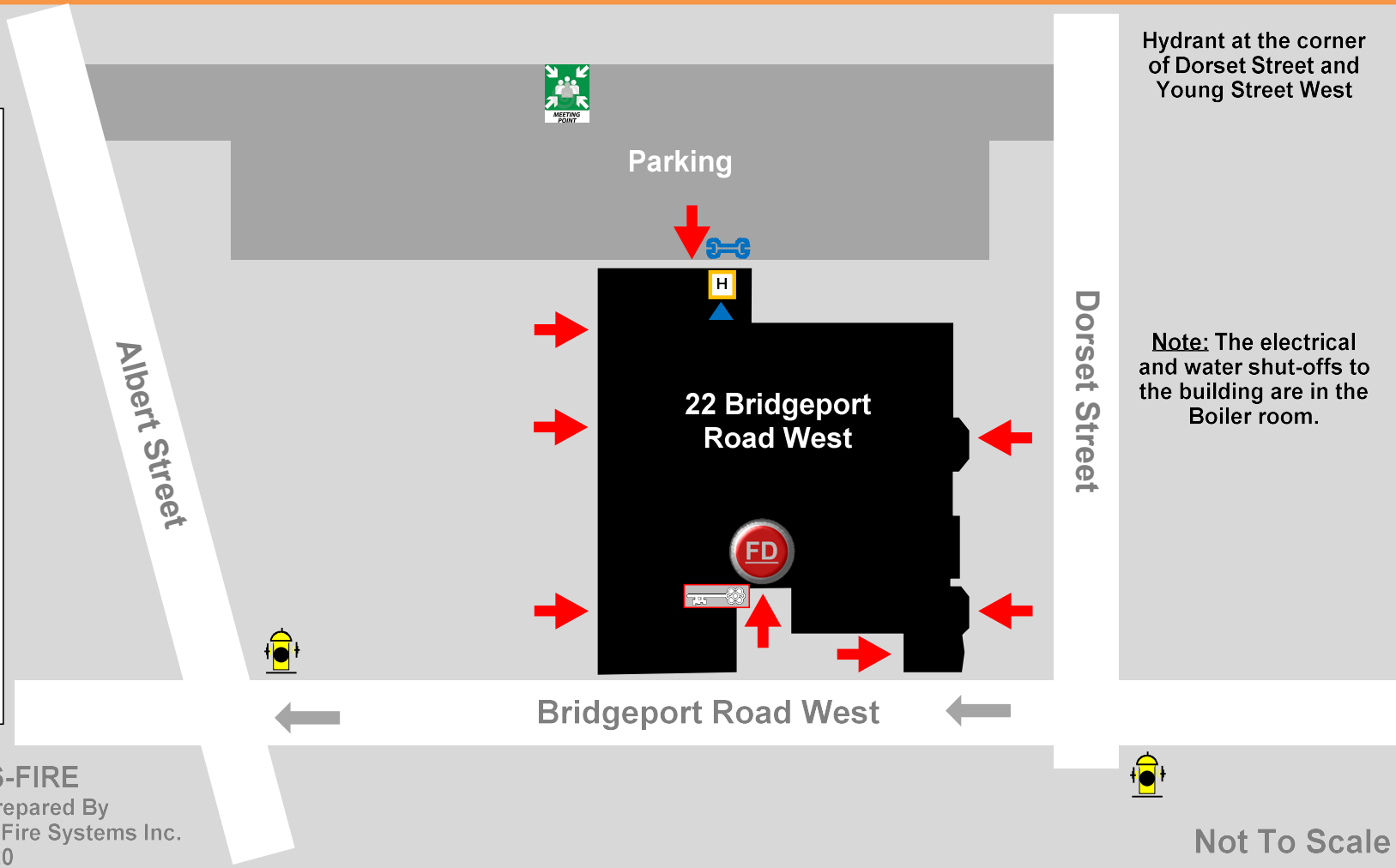
# EMMANUEL UNITED CHURCH 22 Bridgeport Road West, Waterloo, Ontario, N2L 2Y3 SITE PLAN

Hydrant at the corner of Albert Street and Young Street West

Hydrant at the corner of Dorset Street and Young Street West

### LEGEND

-  Fire Department Entrance
-  Fire Hydrant
-  Meeting Point
-  Exits
-  Natural Gas Shut-off
-  Electrical Shut-off
-  Water Shut-off
-  Key Lock box



**Note:** The electrical and water shut-offs to the building are in the Boiler room.



1-800-796-FIRE  
Drawings Prepared By  
Richardson Fire Systems Inc.  
October 2020

Not To Scale

13 Old Mill Road Cambridge, ON N3H 4R8  
T 519.650.8057 F 519.650.0343 TF 1 800.277.9242



# EMMANUEL UNITED CHURCH

## 22 Bridgeport Road West, Waterloo, Ontario, N2L 2Y3

### LOWER FLOOR



LEGEND	
	Exit Route
	Fire Alarm Panel
	Fire Alarm Pull Station
	Fire Extinguisher (ABC)
	Electrical Shut-off
	Water Shut-off

### IN CASE OF FIRE

UPON DISCOVERY OF FIRE

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

**DO NOT USE THE LIFT**

**UPON HEARING FIRE ALARM**

1. Leave building via nearest exit.
2. Close doors behind you.
3. Call Fire Department **9-1-1**.

### CAUTION

If you encounter smoke  
USE AN ALTERNATE EXIT

### REMAIN CALM

Not To Scale

1-800-796-FIRE  
Drawings Prepared By  
October 2020

13 Old Mill Road Cambridge, ON N3H 4R8  
T 519.650.8057 F 519.650.0343 TF 1 800.277.9242



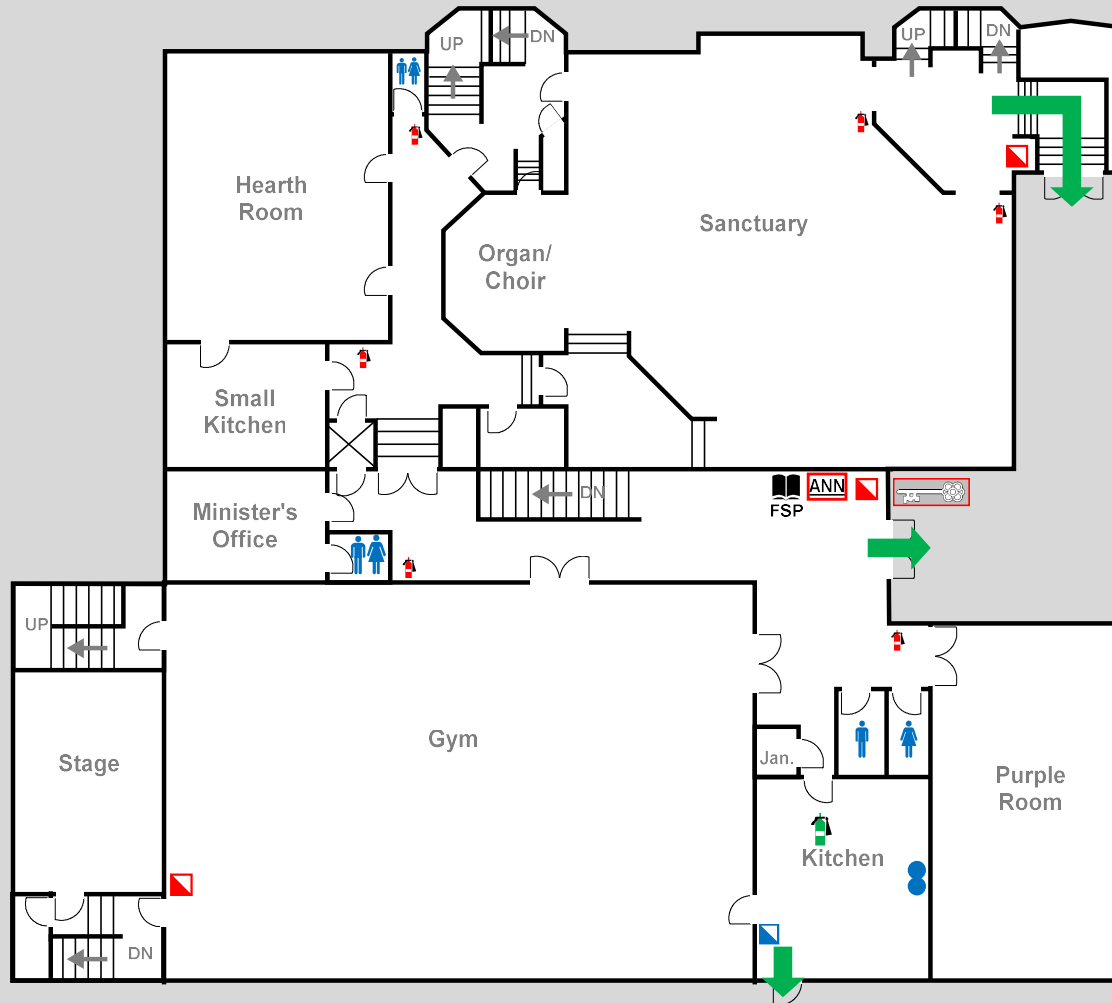


NORTH

# EMMANUEL UNITED CHURCH

## 22 Bridgeport Road West, Waterloo, Ontario, N2L 2Y3

### UPPER FLOOR



LEGEND	
	Exit Route
	Fire Safety Plan
	Annunciator Panel
	Fire Alarm Pull Station
	Fire Extinguisher (ABC)
	Fire Extinguisher (K)
	Kitchen Suppression System Tank
	Kitchen Suppression System Pull Station
	Key Lock Box

### IN CASE OF FIRE

UPON DISCOVERY OF FIRE

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

**DO NOT USE THE LIFT**

**UPON HEARING FIRE ALARM**

1. Leave building via nearest exit.
2. Close doors behind you.
3. Call Fire Department **9-1-1**.

### CAUTION

If you encounter smoke  
USE AN ALTERNATE EXIT

### REMAIN CALM

Not To Scale

1-800-796-FIRE  
Drawings Prepared By  
October 2020

13 Old Mill Road Cambridge, ON N3H 4R8  
T 519.650.8057 F 519.650.0343 TF 1 800.277.9242



WCP President  
<waterloopreschool.president@gmail.com>

---

## Fwd: [EXTERNAL] WCP request clearance to use room attached to ours for Preschool

5 messages

---

**Tracey Marques**

<waterloopreschool.teacher@gmail.com>

31 January  
2023 at 18:56

To: Preschool President <waterloopreschool.president@gmail.com>

Need this into a pdf to upload for.ccls

Tracey

----- Forwarded message -----

From: **Brad Forwell** <[Brad.Forwell@waterloo.ca](mailto:Brad.Forwell@waterloo.ca)>

Date: Tue, Jan 31, 2023, 6:01 PM

Subject: RE: [EXTERNAL] WCP request clearance to use room attached to ours for Preschool

To: Tracey Marques <[waterloopreschool.teacher@gmail.com](mailto:waterloopreschool.teacher@gmail.com)>, Julia Malczewski <[Julia.Malczewski@waterloo.ca](mailto:Julia.Malczewski@waterloo.ca)>

Cc: Laura Bain <[Laura.Bain@waterloo.ca](mailto:Laura.Bain@waterloo.ca)>

Hello Tracey

**Waterloo Fire Rescue (WFR) has no concerns with the added room of 12-24 additional pre-schoolers.** However, the fire safety plan will need to be updated and approved. This will be a good opportunity for the pre-school and the church to consolidate their FSPs into one plan. I have reviewed our files and the church is already working on updating their FSP via

Richardson's Fire Safety Systems, so it shouldn't be too difficult to have the pre-school incorporated into that process.

FPO Malczewski will be the contact from WFR moving forward. It is a good idea that you reach out to her to begin the process.

Kind regards,

Brad

cid:image002.jpg@01CE6049.95CEF310

**Brad Forwell**

Chief Fire Prevention Officer, Fire Rescue Services

Community Services, City of Waterloo

470 Columbia Street West

Waterloo, ON, N2T 2Y6

**P:** 519-884-2121

**F:** 519-884-3286

**TTY:** 1-866-786-3941

**E:** [Brad.Forwell@waterloo.ca](mailto:Brad.Forwell@waterloo.ca)

[www.waterloo.ca](http://www.waterloo.ca)

[www.twitter.com/citywaterloo](https://www.twitter.com/citywaterloo)

[www.youtube.com/citywaterloo](https://www.youtube.com/citywaterloo)

[www.facebook.com/citywaterloo](https://www.facebook.com/citywaterloo)

 waterloo (2)

**From:** Tracey Marques <[waterloopreschool.teacher@gmail.com](mailto:waterloopreschool.teacher@gmail.com)>

**Sent:** January 31, 2023 12:48 PM

**To:** Brad Forwell <[Brad.Forwell@waterloo.ca](mailto:Brad.Forwell@waterloo.ca)>

**Cc:** Laura Bain <[Laura.Bain@waterloo.ca](mailto:Laura.Bain@waterloo.ca)>

**Subject:** Re: [EXTERNAL] WCP request clearance to use room attached to ours for Preschool

Hi That is West, thank you soooo much!  
Tracey

On Tue, Jan 31, 2023 at 8:11 AM Brad Forwell <[Brad.Forwell@waterloo.ca](mailto:Brad.Forwell@waterloo.ca)> wrote:

Hello Laura

Please produce a requisition for [22 Bridgeport Rd E](#) re: "request for expanding program and occupant numbers for a preschool program."

Thanks

Brad

**From:** Tracey Marques <[waterloopreschool.teacher@gmail.com](mailto:waterloopreschool.teacher@gmail.com)>

**Sent:** January 27, 2023 2:23 PM

**To:** Brad Forwell <[Brad.Forwell@waterloo.ca](mailto:Brad.Forwell@waterloo.ca)>; Tracey Marques <[waterloopreschool.teacher@gmail.com](mailto:waterloopreschool.teacher@gmail.com)>

**Subject:** [EXTERNAL] WCP request clearance to use room attached to ours for Preschool

Hello Brad

We are in the early phases of looking at the possibility of expanding our preschool services into the room next to ours for up to 6 hours a day during the same time as our other already approved program runs. I spoke with our licensing body and the process requires me to get clearance from Fire, building, zoning , and public health in order to request a revision to our license to add childcare spaces in our facility. Is this something you can help me with?

Thank you kindly,

--

**Tracey Marques RECE, RSSW (she/her)**

Supervising Teacher

Waterloo Co-operative Preschool

519-884-3400

c/o Emmanuel United Church, [22 Bridgeport Rd. W. Waterloo, Ontario N2L 2Y3](#)

Please check out our parent handbook which also contains our Program Statement. <https://www.waterloopreschool.org/parent-resources>

*This message (including attachments) is confidential, may be privileged and is intended for the above-named recipient(s) only. If you have received this message in error, please notify the sender by return email and delete this message from your system. Any unauthorized review, distribution, disclosure or use of this message is strictly prohibited. Thank you.*

---

**3 attachments**



**image001.jpg**  
1K