

FIRE SAFETY PLAN

For

Woodvale Pentecostal Church

Nepean, Ontario

Revised May 2016

INDEX

This index is to facilitate and organize easy reference for the Fire Safety Plan

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CHAPTER A

AUDIT OF BUILDING RESOURCES

Establishment: Woodvale Pentecostal Church

Address: 205 Greenbank Road, Ottawa, Ontario K2H 8K9

Phone: 613-829-2362

GENERAL:

Date of Construction: _____ 1972 _____

Additions: _____ 1997 _____ , _____ 2007 _____

Basement: Full _____
Partial _____ X _____
None _____

Basement: (100 level)

1 storage room
1 custodial room
2 electrical room
1 kitchen
1 auditorium
3 meeting rooms
2 washrooms
1 lift elevator
1 library

Second Level: (300 level)

1 mechanical room
1 resource room
5 meeting rooms

Third Level: (400 level)

1 custodial room
2 mechanical rooms
10 meeting rooms
4 washrooms

First Level: (200 level)

3 storage rooms
1 electrical room
7 offices
1 coatroom
1 administration area
1 reception area
1 photocopier room
1 quiet room
1 counting room
1 choir room
4 change rooms
4 café/kitchen
3 meeting rooms
6 washrooms

Fourth Level: (500 level)

1 custodial room
1 AV room
5 meeting rooms
3 washrooms

FIRE PROTECTION

Fire Department: City of Ottawa, Knoxdale Station

Address: 60 Knoxdale Road, Nepean, Ontario, K2G 1A3

Emergency Phone Number: 911

BUILDING CONTRACTORS

FIRE ALARM SYSTEM:

Chubb Edwards
J-2630 Lancaster Road, Ottawa
613-744-7806

FIRE EXTINGUISHERS:

Davidsons
144 Percy, Ottawa
613-235-1629 or
613-235-1133

ELECTRICAL:

Internally from volunteers in the trade or
KE Electrical
132 Cavanagh Drive, Ottawa
613-839-0351

PLUMBING:

Internally from volunteers in the trade or
All-Pro Plumbing and Heating
2450 Lancaster Road, Ottawa
613-248-0229

ELEVATOR MAINTENANCE:

Capital Elevator Ltd.
21 Antares Drive, Unit 205, Ottawa
613-723-0732 or
613-723-3434

SPRINKLER SYSTEM:

Chubb Edwards
J-2630 Lancaster Road, Ottawa
613-744-7806

FIRE ALARM SYSTEM

MAKE: Chubb Edwards

MODEL: 4005

TYPE:Single Stage

PRIMARY POWER:Electric

SECONDARY POWER: 12V Back-up Battery

CONTROL PANEL LOCATION: Room 109

ANNUNCIATOR PANEL LOCATION: North side main entrance (Exit F)

TYPE OF SOUNDING DEVICES: pull stations, inter-connected smoke detectors

ANCILLARY DEVICES (AUTOMATIC)

FAN SHUT-OFF: NO

ELEVATOR/S RETURN TO GRADE: NO

CLOSING OF FIRE DOORS: NO

OIL BURNING HEATING DEVICE: NO

FIRE EXTINGUISHERS

TYPE/S AND LOCATIONS:

5 LB ABC (MULTI-PURPOSE) – see Fire Plan

STANDPIPE SYSTEM

NUMBER OF RISERS: 4

SIZE OF RISERS: 2”

SIZE OF HOSE OUTLETS 1.5

LOCATION OF HOSE STATIONS: one on the north side and one on the east side of
each floor – see Fire Plan

LENGTH OF HOSE: 75 feet

TYPE OF NOZZLE: Adjustable steel

LOCATION OF FIRE DEPARTMENT CONNECTION: South side of building

FIRE PUMP: No

EMERGENCY LIGHTING

LOCATION/S: Spaced in corridors, gymnasium, see Fire Plan

STAIRWELLS: exit signs

ASSEMBLY AREAS: Yes

OPEN SPACES: exit signs

TYPES: battery pack – LOCATIONS: Closet room 112, North stairwell, Room 308,
Room404, Office Washroom

CHAPTER B

KEY CONTACT PERSONS – HUMAN RESOURCES

NAME: Rev. Joe Nyenhuis (Church Administrator)
ADDRESS: 390 Pickford Dr., Kanata, K2L 3P7
PHONE NUMBER: 613-271-8103

NAME: Gord Millar (Building Maintenance)
ADDRESS: 70 Waterton Cres., Kanata, K2M 1Z1
PHONE NUMBER: 613-599-2742

NAME: Kelly Rogers (Building Maintenance)
ADDRESS: 16 Sandhead Terr., Nepean, K2J 1L4
PHONE NUMBER: 613-823-0304

NAME: Rev. Mark Scarr (Lead Pastor)
ADDRESS: 36 Greenpointe Dr., Ottawa, K2J 4T9
PHONE NUMBER: 613-823-0400

CHAPTER C

INSTRUCTION TO OCCUPANT ON FIRE PROCEDURE

1. Leave the fire area immediately.
2. Close doors and turn off lights of vacated area.
3. Follow fire safety route posted in room to designated outside area.
4. “DO NOT” attempt to extinguish the fire.
5. Ensure that the fire alarm has been activated.

CHAPTER D

NOTIFYING FIRE DEPARTMENT

Upon detection of a fire a Supervisory Designate will:

1. Go to the nearest “pull station” and sound alarm.
2. Make a call to monitoring company - Chubb at (613-744-7806) to ensure notification of fire has been made.
3. Make a back up call to the fire department – 911.
4. Proceed to designated outside area.

CHAPTER E

PROVISIONS FOR ACCESS OF FIRE DEPARTMENT

1. Supervisory designates will keep access roadways and fire routes clear and accessible for Fire Department.
2. Supervisory designates shall ensure an updated map of water hydrants/pipes in and out of the building is available upon request by the Fire Department.
3. Members of the congregation will go to the assembly areas and await instructions from Supervisory designates.

CHAPTER F

INSTRUCTION TO ALL OCCUPANTS ON PROCEDURES TO FOLLOW WHEN ALARM SOUNDS

MORNING/EVENING SERVICES

Sanctuary Evacuation Procedures

1. Upon being alerted to a fire emergency, the head usher or his/her representative will ensure that the fire alarm has been sounded and call 911.

2. The Lead Pastor will tell the congregation to exit outside using the nearest emergency fire exit door.
3. The ushers will open the doors at the back of the sanctuary that lead to the main foyer.
4. The front half of the sanctuary will move towards the platform and will exit out the north and south fire emergency exits located at the north and south edge of the platform.
5. The back half of the sanctuary will move through the foyer and directly outside using the north and south main exits and go to the assembly areas. All fire exit doors must be closed on leaving the building.
6. Platform participants, choir and band will exit out the north and south fire emergency exits located at the north and south edge of the platform and close all doors upon leaving the building.

The Balcony

1. The ushers in the upper balcony will open the emergency exit doors and ensure all members depart in an orderly fashion.
2. Occupants located in the upper balcony will move to the nearest emergency exit which leads outside.
3. Occupants located on the north wing of the balcony will exit out the north emergency exit located in the front of the sanctuary at the north edge of the platform.
4. Occupants located on the south wing of the balcony will exit out the south emergency exit located in the front of the sanctuary at the south edge of the platform.
5. All fire exit doors must be closed upon leaving the balcony and building.

CHRISTIAN EDUCATION DEPARTMENT (DURING SUNDAY SCHOOL)

1. In the event of a fire emergency during the Christian Education session, the Sunday School Superintendent or his/her representative will ensure that the fire alarm has been sounded and that 911 has been called.
2. Teachers will supervise evacuation of children as follows:
 - Ensure that all activities stop.
 - Ensure that evacuation is not hampered by students getting outdoor clothing or other personal belongings.
 - Monitor movement of pupils so as to prevent crowding, running, pushing or talking.
 - Turn the lights out of vacated area.
 - Close doors of vacated area.
 - Escort the children along the pre-determined exit route to assembly point outdoors.
3. Once outside the teachers will take a head count and advise the Sunday School Superintendent or his/her representative if anyone is missing.
4. The teacher will provide a description and state where the person was last seen.

5. The Superintendent will tell security who will then organize a search of the grounds and surrounding outside area.

THE ASSEMBLY AREAS – OUTSIDE

South Side:

1. Gather by the fence that borders the Nepean Police Station.

North Side:

1. Gather across Bateman Drive, on the bicycle path.

NOTE: In the event of cool temperatures or inclement weather, babies, crawlers and Sunday School children who are under church care will be taken to the Nepean police Station for shelter.

The Pastor(s) and congregation will wait outside at the assembly areas until the Fire Department arrives and takes control. Do not block the parking lot roadways in case emergency vehicles require access. The Pastor in charge will announce further instructions once people are in the assembly areas.

DO NOT RE-ENTER BUILDING ONCE YOU HAVE EXITED.

CHAPTER G

EVACUATION FOR ENDANGERED OCCUPANTS

There are 20 wheel chair areas in the sanctuary – 8 in the front near the platform and 12 at the back of the sanctuary. Those individuals in wheelchairs or with other physical impairments will be escorted by an usher or assigned adult through the main foyer to the nearest emergency exit leading outside. The same procedure applies to seniors who may need assistance.

CHAPTER H

FIRE EXTINGUISHMENT, CONTROL & CONFINEMENT

If you discover a fire, sound the alarm, call 911 and try to extinguish the fire if it is safe to do so. Use the nearest portable fire extinguisher **ONLY** if you have been trained in its use and if you feel confident enough to safely control or extinguish the fire.

CAUTION:

1. **“DO NOT”** attempt to fight the fire alone.
2. Never let the fire get between you and the way out.
3. Never turn your back on a fire.
4. If you cannot extinguish the fire safely, close all doors and windows in the immediate area and leave via the nearest exit.

CHAPTER I

APPOINTMENT AND ORGANIZATION OF SUPERVISORY STAFF

All Pastors of Woodvale Pentecostal Church
Head Usher
Jump Club Leader
Security Team Leader
Sunday School Superintendent
After School Program Employees
Summer Shake Program Employees
Alpha Leaders and Kitchen Crew
Adult Electives Leaders
Building and Maintenance Board Representative

CHAPTER J

INSTRUCTIONS & TRAINING OF APPOINTED SUPERVISORY STAFF ON FIRE PROCEDURES

The Supervisory Staff shall ensure that their staff are familiar with:

1. The method of sounding a fire alarm;
2. Evacuation procedures;
3. The use of portable fire extinguishers (when trained)
4. Endangered Occupants evacuation procedures; and
5. Location of Emergency Gas and Electrical Shutoffs.

CHAPTER K

FIRE DRILLS

The holding of fire drills/emergency procedures will occur once a year for all Supervisory Staff .

When conducting fire drills, the Fire Department is to be contacted before and after the fire drill to ensure that they received the alarm from Simplex.

CHAPTER L

IDENTIFICATION AND CONTROL OF FIRE HAZARDS

The following safety guidelines will be followed:

1. Keep stairways, landings, hallways, passageways and exits (indoor and outdoor) clear of any obstruction at all times.
2. Keep fire doors across corridors and stairwells closed at all times. Use of door props is limited to service times on Sundays and mid-week activities. They will be properly maintained and in the upright position when not in use.
3. Ensure that exit doors are not locked, bolted or chained against the direction of exit travel.
4. Ensure that combustible materials are not permitted to accumulate in any part of stairway, fire escape or other mean of egress.
5. Ensure the safe storage of candles and their handling (ie. Blown out when an alarm rings).
6. Ensure that combustible waste material is not permitted to accumulate in quantities in locations that will constitute a fire hazard.

LOCATION OF FIRE HAZARD:

1. Paint Cupboard – Custodial Room 104

CHAPTER M

MAINTENANCE OF BUILDING FACILITIES

PORTABLE FIRE EXTINGUISHERS:

- | | |
|---|---|
| 1. Inspect all portable extinguishers | Monthly |
| 2. Subject to maintenance | Annually |
| 3. Hydrostatically test carbon dioxide and water type extinguishers | Every 5 years |
| 4. Recharge extinguisher after use or as indicated by an inspection | As required or when performing maintenance. |
| 5. Hood range in kitchen | Bi-annually |

FIRE ALARM

- | | |
|--|----------|
| 1. Test fire alarm system | Monthly |
| 2. Test all fire alarm system components by persons acceptable to the Fire Department. | Annually |

EMERGENCY LIGHTING SYSTEM

- | | |
|----------------|---------|
| 1. Test system | Monthly |
|----------------|---------|

MEANS OF EGRESS

- | | |
|---|-------------|
| 1. Inspect all doors in fire separations | Monthly |
| 2. Check all doors in fire separation to ensure that they are closed. | As required |
| 3. Maintain exit signs to ensure that they are clear and legible. | As required |
| 4. Maintain exit lights to ensure that they are illuminated and in good repair. | As required |
| 5. Maintain corridors free of obstructions. | As required |

CHAPTER N

ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

Fire Watch:

In the event of a failure or temporary shutdown of part or all of the fire alarm system the Office Administrator will:

1. Alert Supervisory Staff verbally in person or by electronic mail;
2. Inform the Fire Department
3. Notify occupants by posting a notice inside the main entrance in a conspicuous location informing them what equipment is out of service;
4. Patrol the corridors hourly, conducting a Fire Watch until the equipment is restored to service.

Exits: Alternate Routes

In the event that an exit is unsafe to use, an alternate fire route is posted for occupants.

APPENDIX A
Woodvale After School Program
Fire Evacuation Safety Procedures

Small Fire:

1. Move all children away from the area of the fire.
2. Grab and execute the fire extinguishers located throughout the building.
If fire is not put out within 30 seconds, pull fire alarms and exit the building.
3. Page Director on two-way radios.

Major Fire:

1. Pull fire alarms and exit the building (follow fire exit plan posted in each room).
2. Once you have arrived at the “safe zone”, take a count of all children.
3. Notify Director of your location and that all children are accounted for or not.

When the fire alarm sounds:

- Exit the room by way of the primary exit, unless it is blocked by fire in which case proceed to the secondary route.
- One staff is to be in front of the group, another at the back who will close doors behind them.
- Ensure you have your group’s attendance list with you.
- Once you exit the building keep your group a safe distance away from the building, get them in line, and take attendance.

Safe Zones:

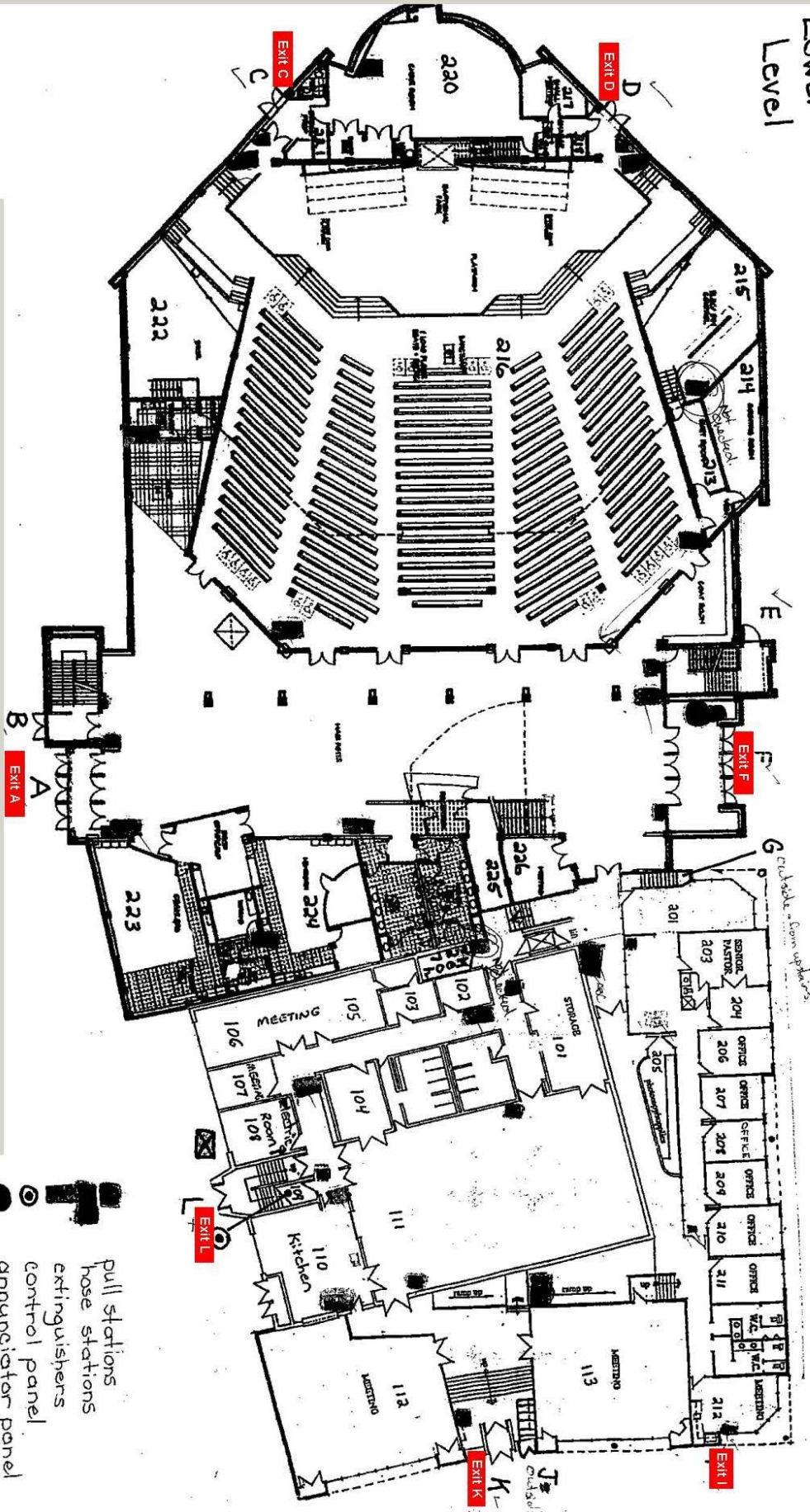
1. Grassed area across the parking lot, along the fence of the police station.
2. Back Parking Lot – across from Bateman Drive.








Greenbank Road

Lower Level

Bateman Drive

Parking



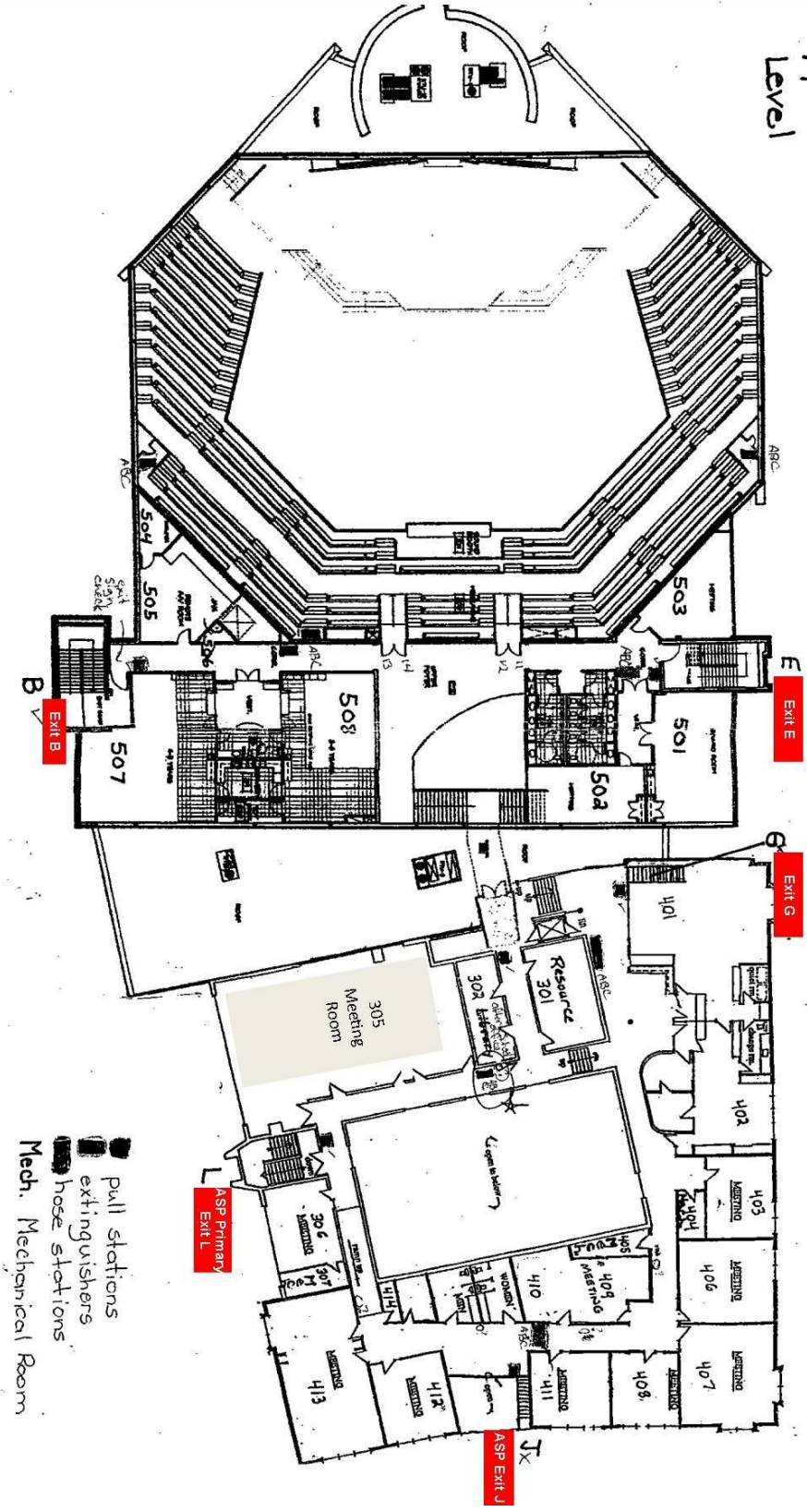
-  pull stations
-  hose stations
-  extinguishers
-  control panel
-  annunciator panel
-  fire department connection
-  Mech. Mechanical Room





Greenbank Road

Upper Level

Bateman Drive

Parking



-  pull stations
-  extinguishers
-  hose stations
-  Mech. Mechanical Room



Greenbank Road

Bateman Drive

Exit D

Exit C

Exit E, F & G

Exit A & B

Parking

ASP Primary
Exit L

Exit I

ASP Exit J & K

Parking