

FIRE EVACUATION PLAN

SIMCOE MUSKOKA CHILD, YOUTH & FAMILY SERVICES

**4208 County Road 88
BOND HEAD, ONTARIO L0G1B0**

***THIS OFFICIAL DOCUMENT IS TO BE ON SITE AND BE KEPT
READILY AVAILABLE IN THE EVENT OF AN EMERGENCY***

The purpose of this fire evacuation plan is to identify the actions that should be taken by occupants within Simcoe Muskoka Child, Youth & Family Services facilities located at 4208 County Road 88 in Bond Head, Ontario in the event of a fire emergency situation.

*This document is limited to the areas occupied by
Simcoe Muskoka Child, Youth & Family Services.*

Per Sentence 2.8.2.1.(4) of the Ontario Fire Code:

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 changes in the use and other characteristics of the building.

The building owner hereby certifies they understand it is their responsibility to implement this plan as per Section 2.8.2.1 and to post emergency procedures as per Section 2.8.2.5, of Ontario Regulation 213/07 (Ontario Fire Code).

Signature of Owner

YYYY / MM / DD

DISTRIBUTION:

| | |
|----------------------|------------------|
| 1 copy | SMFC Head Office |
| Pages 6, 7 & 8 | Staff |
| Drawings | To Be Posted |
| Appendix A | To Be Posted |

**PREPARED BY: Simcoe Muskoka Family Connexions
May 2021**

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INTRODUCTION

The purpose of this fire evacuation plan is to act as a training document for site staff with respect to **evacuation procedures** that should be taken by occupants within Simcoe Muskoka Child, Youth & Family Services facilities located at *4208 County Road 88 in Bond Head, in the event of a fire emergency situation.*

The building is equipped with fire protection equipment that is to be inspected and maintained in accordance with the requirements of the Ontario Fire Code.

KEY DEFINITIONS

ASSEMBLY LOCATION

The assembly location serves as an area to keep occupants a safe distance away from the building in an emergency evacuation or until otherwise directed by fire emergency personnel.

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, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge.

OCCUPANTS

All persons in the building - public, support workers, staff or otherwise - who do not have assigned responsibilities as per this evacuation plan.

SUPERVISORY STAFF

Trained staff representatives responsible for carrying out the duties as outlined within this evacuation plan as designated by management. Supervisory staff roles for this building include:

- **CHIEF FIRE WARDEN**
- **DEPUTY FIRE WARDEN**
- **MONITOR**

HUMAN RESOURCES

| | |
|--|---|
| BUILDING OWNER | Town of Bradford West Gwillimbury Ph#: 905-775-5366 |
| AREA OCCUPANT | Simcoe Muskoka Child, Youth & Family Services |
| PROPERTY MANAGER | Town of Bradford West Gwillimbury Ph#905-775-5366 |
| PROPERTY MANAGER | Udo Rohmann (SMFC) Ph#:705-726-6587 |
| MONITORING COMPANY | G.I.T. Security Monitoring Ph#: 705-726-1222 |
| HOURS OF OPERATION 4:00 p.m. (Summer) | 8:30a.m. – 4:30p.m. Monday – Friday (Winter); 9:00 a.m. to Closed weekends, holidays (building may be used for crisis situations after regularly scheduled hours) |
| OCCUPANT NUMBERS | Staff – 10 individuals on a given bases Minimum # of staff in the building – 1; maximum 10 |

BUILDING RESOURCES – EXECUTIVE SUMMARY

| | | |
|--------------------------------------|----------------------------|---|
| <u>Construction:</u> | Year: | 1950 |
| | Materials: | Non-Combustible |
| | Size: | 1 storey |
| <u>Occupancy:</u> | Use: | Office, and referral services. |
| | Area in Building: | |
| <u>Exits from Floor Area:</u> | Number: | 3 exits |
| | Locations: | |
| | <input type="checkbox"/> | Main entrance, south side of the building. |
| | <input type="checkbox"/> | Southwest and Southeast side of building exiting to grade. |
| <u>Assembly Location:</u> | | Flagpole across the main driveway. |
| <u>Fire Route:</u> | | County Road 88 |
| <u>Detection System:</u> | Type: | Smoke and heat detectors are hardwired and connected to an alarm system monitored by a security company |
| <u>Water Supply:</u> | Municipal Hydrants: | N/A |
| Sprinkler System | System Coverage: | N/A |
| <u>Fire Extinguishers:</u> | | 5lb ABC portable fire extinguishers strategically installed throughout the building |
| <u>Emergency Shut Offs:</u> | Gas: | Exterior: north side of the building. |

EMERGENCY PROCEDURES FOR SUPERVISORY STAFF

As per subsection 2.8.2.5.(1) of the Ontario Code at least one (1) copy of the fire emergency procedures outlining the actions to be taken by occupants in emergency situations is to be posted and maintained on each floor area. A sample is provided in Appendix 'A'.

REMAIN CALM

All **supervisory staff** persons shall notify the **Bradford West Gwillimbury Fire Department** by telephoning **9-1-1**, as early as safe to do so, giving the correct address (4208 County Road 88, Bond Head) and the location of the fire (floor number and area) and to evacuate the building immediately upon being made aware of a fire. All **supervisory staff** persons are to alert other occupants of an emergency and to put into operation the procedures outlined in this plan.

INSTRUCTIONS TO ALL SUPERVISORY STAFF ON FIRE PROCEDURES

UPON DISCOVERY OF SMOKE OR FIRE, SUPERVISORY STAFF WILL:

1. Leave the area; take those in immediate danger with you.
2. Close all doors behind you.
3. Leave the building by the nearest safe exit. Use posted EXITS to leave the building ***when safe to do so**.
4. If smoke is heavy, drop to the floor and make every effort to find an alternative exit.
5. Direct other occupants, along your path, out of building. ***when safe to do so**.
6. Report to your designated assembly location, escorting other occupants as you go, and participate in the “head count”. The designated assembly location is at the flag pole in the parking lot
7. When safe to do so, telephone **Bradford West Gwillimbury Fire and Emergency Services** - Dial **9-1-1**- (NEVER assume this has been done!). Know and give the correct address (4208 County Road 88, Bond Head) and location of fire in the building.
8. DO NOT RETURN to the building until it is declared safe to do so by fire officials.

* **When Safe To Do So** – Means no visible smoke or flame anywhere in area.

EMERGENCY PROCEDURES CONT'D....

IF YOU HEAR A FIRE ALARM, EVACUATE YOUR AREA USING THE FOLLOWING PROCEDURES:

1. BEFORE opening the door, feel door and door knob for heat. If hot, do not open door and do not evacuate.
2. If NOT HOT, brace yourself against the door and open slightly. If you feel AIR PRESSURE or HOT DRAFT, close door quickly and do not evacuate.
3. If you find NO FIRE or SMOKE in the corridor, proceed to evacuate, close door behind you and leave the building via closest safe exit. Do not lock your doors.
4. Prior to opening any door, feel the handle for heat. If hot, do not evacuate. Use alternate exit.
5. If you encounter smoke in the corridor, if safe to do so take the corridor to alternate exit or return to your area.
6. If it is safe to do so, assist other occupants to evacuate. If those persons requiring assistance cannot be evacuated, advise persons to remain in a safe location (suite area) and follow emergency procedures, listed below.

YOU CANNOT LEAVE YOUR AREA, OR HAVE RETURNED TO IT BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN YOUR AREA AND:

1. Close the door, but leave it unlocked for possible entry of firefighters.
2. Dial **9-1-1** and tell **Bradford West Gwillimbury Fire Department** where you are located.
3. Seal all cracks, where smoke can get in, by using wet towels, tape or sheets, where possible.
4. Crouch low to the floor if smoke enters the room. Let **9-1-1** know your situation.
5. Move to the most protected area and partially open the window. Close the window if smoke comes in.
6. Signal firefighters by waving a sheet or towel from a window.
7. Remain calm - DO NOT panic or jump!
8. Listen for instructions or information that may be given by authorized personnel.

FIRE ALARM PROCEDURES FOR SUPERVISORY STAFF

In the event of a fire, astute judgment is necessary in deciding which action is appropriate in a given situation. The safety of occupants must always be the primary motive for any action.

In the event of a fire or upon hearing the fire alarm signal, designated supervisory staff persons have additional roles as described within this plan.

Chief Fire Warden: The most senior staff person on duty within Simcoe Muskoka Child, Youth & Family Services, or as otherwise designated at the start of the shift or by management, will assume the position of Chief Fire Warden. All senior supervisory staff should be familiar with this role.

Deputy Fire Warden: The second most senior staff person on duty within Simcoe Muskoka Child, Youth & Family Services, or as otherwise designated at the start of the shift or by management, will assume the position of Deputy Fire Warden. All senior supervisory staff should be familiar with this role.

Monitor: Any supervisory staff person in charge of public or other staff persons who may require assistance during evacuation either due to the limited knowledge of the building or physical or cognitive limitations. A monitor may include support staff accompanying a specific group or person.

All supervisory staff should be familiar with the roles and associated responsibilities as it relates to emergency procedures and how the roles are established.

Property management are not guaranteed to be in this building and as such have not been assigned a role in an emergency evacuation of the building. However, should property management be in the building at the time of a fire or fire alarm they will assist as and if needed, under the direction of the Chief Fire Warden.

In the event that a fire or fire alarm occurs outside normal business hours the monitoring station will call the primary emergency contact. The person contacted will immediately go to the building, fulfil the role of **Chief Fire Warden** and assist the fire department as requested. This person will “call-out” any staff deemed necessary to assist with the emergency situation.

IN THE EVENT OF A FIRE or UPON HEARING THE FIRE ALARM SIGNAL:

The **Chief Fire Warden** will adhere to the *EMERGENCY PROCEDURES FOR SUPERVISORY STAFF* and provided it is safe to do so will:

1. Ensure the alarm has been activated and the fire department have been notified.
2. Proceed to the primary firefighters' entrance to ensure access for Bradford West Gwillimbury Fire Department; where safe to do so.
3. Remain in communication with the Deputy Fire Warden with Agency assigned cell phones.

FIRE ALARM PROCEDURES FOR SUPERVISORY STAFF CONT'D.....

4. Ensure the appropriate door(s) is/are unlocked and clear for ease of access by fire fighters and the necessary keys are available.
5. When firefighters arrive, inform the fire officer regarding conditions in the building and persons requiring assistance and co-ordinate the efforts of supervisory staff with those of Bradford West Gwillimbury Fire Department
6. Provide firefighters with access, vital information and emergency keys.
7. Assist the fire department as requested and coordinate their requests for assistance/information as appropriate.
8. Ensure that the alarm system is not silenced or reset until Bradford West Gwillimbury Fire Department has responded, the cause of the alarm has been investigated and building staff is instructed to do so by fire officials.

The **Deputy Fire Warden** will adhere to the *EMERGENCY PROCEDURES FOR SUPERVISORY STAFF* and provided it is safe to do so will:

1. Oversee and coordinate the evacuation from the building and assist as/where/if necessary.
2. Ensure the road access/fire route is clear of pedestrians (including those evacuating) and motor vehicles.
3. Coordinate the “head count” at the assembly location.
4. Remain in communication with the Chief Fire Warden and report the result of the head count and all information regarding conditions in the building and/or persons requiring assistance.

Monitors will adhere to the *EMERGENCY PROCEDURES FOR SUPERVISORY STAFF* and provided it is safe to do so will:

1. Check their area, including meeting room and washrooms, direct and lead staff, people supported and visitors in their area out of the building via the closest safe EXIT route.
2. Go to the designated assembly location.
3. Participate in a head count of persons.
4. Report any known fire conditions and/or persons requiring assistance to the Deputy Fire Warden.

Note 1: The Monitor(s) closest to the meeting rooms and washrooms will ensure that persons in these rooms are encouraged to evacuate immediately. If able bodied occupants refuse to evacuate, the Monitor(s) will evacuate and report the situation to the Deputy Fire Warden.

Note 2: If a Monitor has been assigned to check a specific area and is not in that area at the time of the emergency, they are to assist others in their immediate area, exit via the closest safe exit and report which areas of the building were not swept to the Deputy Fire Warden.

FIRE SAFETY PLAN – BOND HEAD OFFICE

ALL OTHER STAFF will assist in the evacuation as necessary and participate in the head count as needed and fulfil the role of Monitor if/when in direct charge of the public or other persons requiring assistance.

The **RECEPTIONIST**, or other designated person, will collect the “visitor/guest sign-in book” and use it in the “head count” to account for visitors/guests.

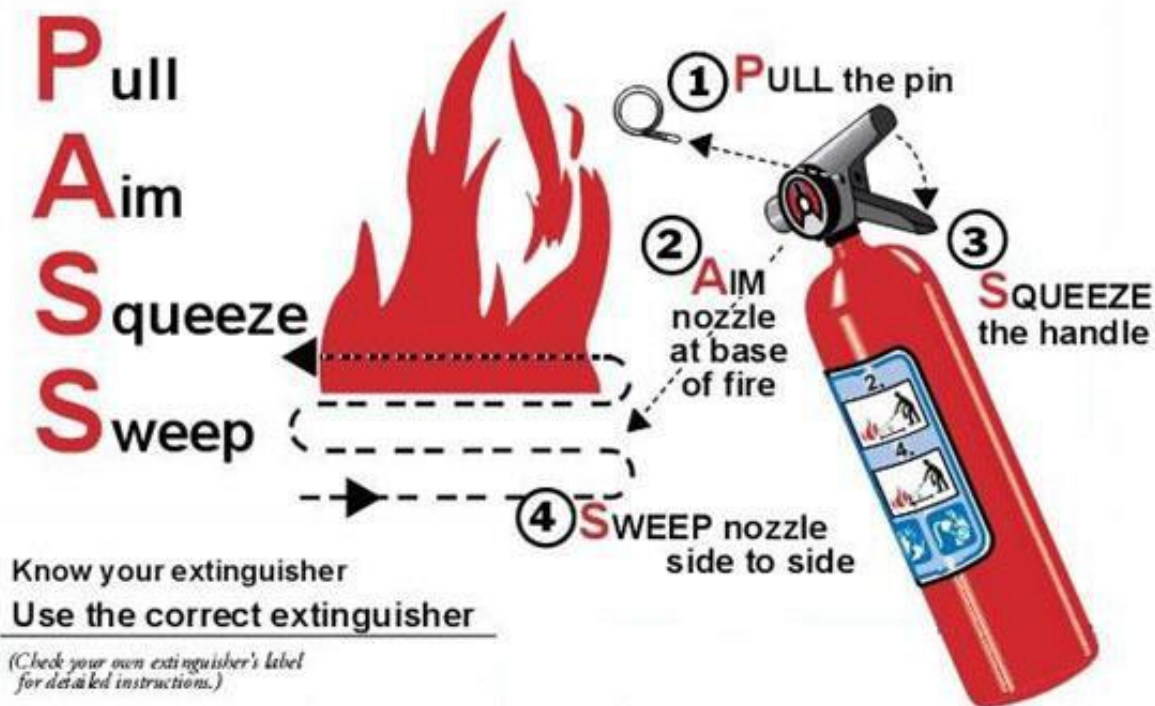
The **CHAIR of a meeting** will immediately close the meeting and direct all in attendance to evacuate by the closest safe EXIT.

FIRE EXTINGUISHMENT: CONTROL OR CONFINEMENT

Fire extinguishment is primarily the responsibility of BRADFORD WEST GWILLIMBURY FIRE DEPARTMENT. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring everyone has evacuated the area, the alarm system has been activated and BRADFORD WEST GWILLIMBURY FIRE DEPARTMENT notified, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire. **This is a voluntary act.** Never attempt to fight a fire alone or turn your back on a fire. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building immediately and await the arrival of BRADFORD WEST GWILLIMBURY FIRE DEPARTMENT.

To operate an extinguisher:



FIRE HAZARDS

STAFF ARE ADVISED TO:

1. Avoid using unsafe electrical appliances, such as frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
2. Avoid the use of any open flame and candles.

SHOULD A FIRE HAZARD BE PRESENT, STAFF ARE ADVISED TO:

1. Know where the fire extinguishers and exits are located.
2. Report fire hazard to his or her supervisor, then if action has not yet been taken, call **BRADFORD WEST GWILLIMBURY Fire Department** non-emergency phone number **905-775-7311**
3. Know the correct building address (4208 County Road 8, Bond Head, Ontario).
4. Be aware of any persons with disabilities or any persons requiring assistance.

FIRE DRILL FORM

The purpose of a fire drill is to ensure that all supervisory staff are familiar with their emergency evacuation procedures. This drill is to ensure an orderly evacuation should it become necessary.

A fire drill, specific to your occupancy, shall be conducted at least once every year and after any change is made to the emergency procedures.

Notifying **Bradford West Gwillimbury Fire Department** at **905-775-7311**, giving the address of your building, your name and the expected duration of the drill, is required.

Following each drill, all supervisory staff shall attend a de-briefing to report on their observations. ALL results must be recorded and kept on-site.

A sample Drill Report follows:

Date of Fire Drill: _____ Time: _____

Name of Fire Department Personnel Contacted: _____

Staff Persons in Attendance (Name & Title): _____

Time required to evacuate: _____

General Comments: _____

FIRE DRILL PROCEDURES

A fire drill is required in your building at least once annually to practice your emergency procedures. All supervisory staff must attend. You are the most important person in a fire emergency and must know your duties and stay safe to assist fire department and occupants.

1. Post fire alarm drill and test notice (min 48 hrs notice).
2. Call monitoring station and Bradford West Gwillimbury Fire Department before fire drill.
3. Have another staff member go to test area and pull station.
4. When fire alarm sounds start your emergency procedures.
5. Let the fire alarm tone throughout building.
6. Ensure that all staff and occupants leave the building safely and go the assembly location. Ensure building is evacuated, including quickly checking washrooms and report to emergency service upon their arrival that the building has been evacuated and everyone is safely out of the building.
7. When the fire drill is complete, fill in fire drill report form and maintain for permanent record.
8. Call monitoring station and Bradford West Gwillimbury Fire Department to advise them that the fire drill ended.

MANAGER'S RESPONSIBILITIES

The manager has numerous responsibilities related to fire safety. The building owner/manager must:

1. Establish emergency procedures to be followed at the time of an emergency.
2. Appoint and organize designated supervisory staff to carry out fire safety duties and arrange for instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
3. Inform occupants of their fire safety responsibilities or procedures in an emergency by posting emergency procedure information.

The training of the building staff will be the responsibility of management. The building staff shall be instructed on emergency procedures, as they would apply to their particular building, as per Sentence 2.8.1.2.(1) of the Ontario Fire Code:

“Supervisory staff shall be instructed in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.”

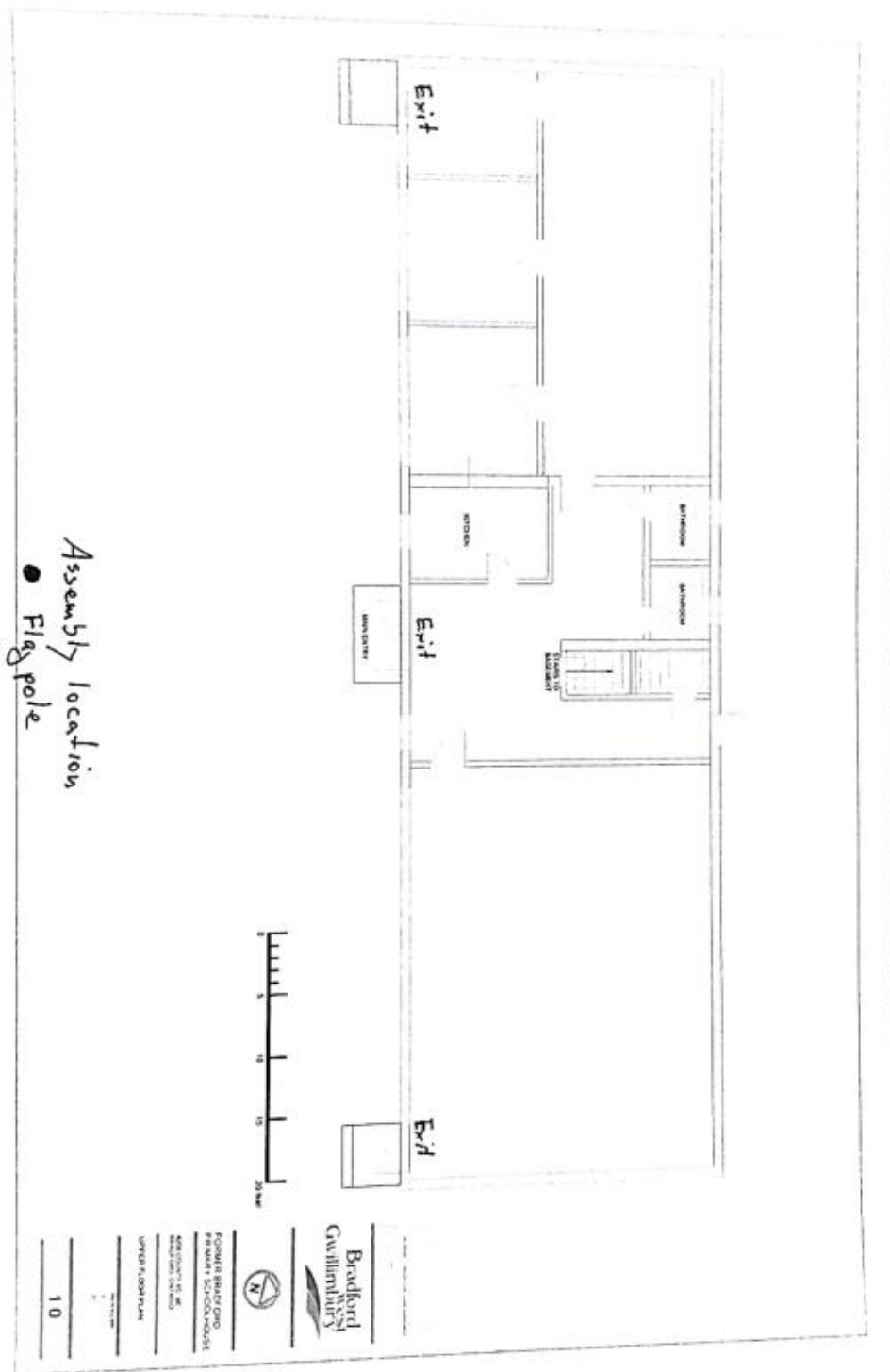
An ongoing program with training sessions and sessions of updating for existing and new staff to be scheduled on a regular basis to maintain an efficient staff for any emergency situation.

SUPERVISORY STAFF RESPONSIBILITIES

On a day-to-day basis (Monday – Friday) the supervisory staff will:

1. Ensure a copy of the fire evacuation plan is available to all staff.
2. Participate in fire drills as organized by management and/or the building in accordance with this plan.
3. Have access to an up-to-date list of persons working in the building requiring assistance to evacuate. Clients who attend in the building on a regular basis should also be included on this list.
4. Keep, hallways, passageways and exits (inside and outside) clear of any obstructions at all times.
5. DO NOT permit combustible materials to accumulate in areas serving as means of egress.
6. Keep access roadways and fire department connections clear and accessible for fire department use.
7. Understand your responsibilities under the Ontario Fire Code.

SCHEMATICS



APPENDIX 'A'

Posting Fire Emergency Procedures

As per subsection 2.8.2.5.(1) of the Ontario Code - At least one (1) copy of the fire emergency procedures outlining the actions to be taken by occupants in emergency situations is to be posted and maintained on each floor area. See sample below:

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

**LEAVE THE AREA IMMEDIATELY
AND CLOSE DOORS**

SOUND FIRE ALARM

LEAVE BUILDING VIA NEAREST EXIT

CALL 9-1-1

UPON HEARING FIRE ALARM

**LEAVE BUILDING VIA NEAREST EXIT
CLOSE DOOR BEHIND YOU**

CAUTION

**IF SMOKE IS HEAVY IN THE CORRIDOR IT MAY BE SAFER TO
STAY IN YOUR AREA.
IF YOU ENCOUNTER SMOKE
USE ALTERNATE EXIT**

REMAIN CALM