



Fire Safety Plan

Wilmot Recreation Complex

**1291 Nafziger Road
Baden, Ontario
N3A 0C4**

May 2020

(updated July 2022)



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Fire Plan Overview

This Fire Safety Plan is based on the Ontario Fire Code (Ontario Regulation 213/07). As such, it provides an audit of life safety resources in the building and outlines responsibilities of all staff and describes actions to be taken in the event of a fire. The plan provides maintenance and procedural duties required to provide an adequate level of life safety in the building.

There is a maximum occupant load of **4030** persons in this building.

Fire Safety Plan Locations: Fire Safety Plans are located by the front rink main entrance fire panel, in the Admin Office area and at the main pool desk.

Emergency Contacts and Key Holders:

Employee	Title	Mobile	Alternate
Justin Carrafiello	Supervisor of Facilities	519-778-1449	226-747-1521
Facilities On-Call	(rotates)	519-465-0876	n/a
Geoff Dubrick	Parks and Facilities Manager	519-778-0446	519-662-4566
Angela Bylsma	Aquatics Manager	519-778-0450	519-635-9795
Manny Jones	Manager of Customer Service	519-778-1870	519-390-0294
Sandy Jackson	Director of Parks, Facilities & Recreation	519-778-5677	519-533-8321
Kristy Falk	Aquatics Supervisor	519-998-5714	519-591-7561

Alarm Company: Elmtch Security Systems at 1-888-293-1173 ID A1 8473

Fire Alarm Service Contractor: Vintage Fire & Life Safety 226-220-9646

Sprinkler Company: Everding Fire Protection 519-570-6879

Elevator Service: Schindler Elevator # 1-800-225-3123 ID# Pool T639-670-01 ID# Arena T639-199

Fire Safety Plan Distribution and Actions

Sport Groups with Offices in Building	Section P - Patron Handouts
(Minor Hockey, Girls Hockey, Firebirds, Aces, New Hamburg Skating Club, Lacrosse, Community Care Access, Family Resource Centre, Minor Soccer)	
Wilmot Fire Department	All Sections
Director of Parks, Facilities and Recreation	All Sections
Three Managers in Building	All Sections
Fire Warden & Fire Safety Team	All Sections
All Staff	See staff training
Charge Persons	See staff training

Section A – QUICK AUDIT OF BUILDING RESOURCES

Location 1291 Nafziger Road, Baden. Ontario, N3A 0C4

Occupancy Type: Recreation
Community Center Occupant Load: 4030

Access

Designated Fire Route: YES
Nearest Municipal Hydrant Location: Northwest Corner of Building (back shop area) and Nafziger Road
Private Hydrants: YES
Lockbox: YES
Fire Department Key Box YES

Utilities / Hazardous Areas

Natural Gas: YES Electric: YES

Utility	Location
Main Gas Shutoff	Northwest corner outside of Rink
Kitchen Gas Shutoff	Behind stoves
Main Electrical Shutoff	Behind Schout Rink Mechanical Room 1043
Main Domestic Water Shut off	Behind Schout Rink Mechanical Room 1044
Diesel Generator Fuel	North West Corner outside of Rink
Chemical Storage	Underneath generator pad, Behind Rink and behind Pool

Fire Alarm System

Make:	GE
Model:	EST3
Main panel locations:	Mechanical Room behind Schout rink room 1043
Annunciator Panel Location:	Main Rink entrance
Remote Annunciator Panel Location:	N/A
Type: (single or two stage):	Single Stage
Fire Alarm monitoring company:	Elmtech Security Systems 888-293-1173 ID A1 8473

Sprinkler System:

Type: Wet: YES Dry: YES

Standpipe System: YES

Location of Shutoff / Isolation Valves:

Mechanical Room- Arena Side only

Program Room- Pool Side only

Fire Department Connection: YES

Location of Connection: Northwest corner of outside rink, southeast corner outside pool.

Fire Pump:

Location of Fire Pump & Description Not applicable

Fixed Extinguisher System for Commercial Cooking Equipment: YES

Type: Ansul R102 Wet Chemical connected to F/A System

Fuel Source: Natural Gas

Fuel Shut off for Appliances: located beside stove

Portable Fire Extinguishers: (Refer to schematic drawings)**Emergency Lighting:** YES**Emergency Power:** YES

Type: None

Fuel Supply Location: Generator located northwest corner outside of Rink, diesel located under pad.

Electromagnetic Locking Devices: NO

Proper Signage: YES

Location(s) throughout building:

Exits:

Refer to schematics for location of exits.

Elevators:

Firefighter (FF) Elevator	NO
Automatic Recall	YES
Manual Recall	NO
Total Number of Elevators:	Two
Location of recall/operating keys:	Facilities Operations office lock box

Section B - AUDIT OF BUILDING RESOURCES

Building Description

1291 Nafziger Road is comprised of two buildings built at different times but attached during construction. The original building houses two ice rinks and the newer building houses two pools. The building also has a variety of function rooms and spaces. The building is approximately 162,000 sq. feet and has a capacity of 4,030 people.

The building is a concrete block and slab construction with brick/ aluminum sidings. The roof is a combination of graveled bitumen flat roof, and steel roof sections and a cedar beam wood ceiling over the pools.

Fire Department Access

Access to the building is available from Nafziger Road. There are **FIRE ACCESS ROUTE** signs posted along the access route including all internal driveways except designated parking areas.

Fire Alarm System

There is an addressable fire alarm system that covers both physical buildings.

Make:	GE
Model:	EST3
Main panel locations:	Mechanical Room behind Schout rink room 1043
Annunciator Panel Location:	Main Rink entrance
Remote Annunciator Panel Location:	N/A
Type: (single or two stage):	Single Stage
Fire Alarm monitoring company:	Elmtech Security Systems 888-293-1173 ID A1 8473



FIRE PANEL-MAIN ENTRANCE OF ARENA



ANNUNCIATOR FIRE
PANEL-MECHANICAL
ROOM 1043

The fire alarm system is a single stage system. The main panel is located in the main electrical room with a full remote panel located at the main entrance of the

rink portion of the building. All devices are addressable and there are heat and smoke detectors in all areas all devices are connected to the fire alarm system. When the alarm is activated, there is a horn and strobe light system in place.

As described in the SPRINKLER SYSTEM section, there are areas that are covered with a wet system and an area that is covered with a dry system.

The fire alarm system is monitored by Elmtch Security Systems at 1-888-293-1173 ID A1 8473.

NOTE: **Do not reset or silence the fire alarm unless you have been given authorization from the Fire Department. Once authorization has been received the procedures to reset are as follows:**

- 1) Proceed to the Fire Alarm Control Panel (located at the front rink entrance)
- 2) You must wait a minimum of 1 minute before the system will allow a reset.
- 3) Engage the Alarm Silence button.
- 4) If a fire alarm pull station has been activated, you must first proceed to the activated pull station and reset it. (See Section I)
- 5) Engage the Reset button.
- 6) Ensure that the AC power light is on, and the display panel shows that, the system is in "System Normal" status.
- 7) Ensure that the building is secure by checking all doors (emergency and main doors) that may have been opened.
- 8) Document in Fire Log, which zone was activated.
- 9) Fill in Fire Report



ALARM SILENCE AND RESET BUTTON

Special Detection

There are special detection devices for the following.

- Refrigerant Ammonia Gas Detection located in the main floor refrigeration room, the vestibule attached to the refrigeration room tells you the ammonia level and alarm status. Both rinks and main arena lobby are equipped with Amber beacon lights which indicate there is an ammonia alarm.
- CO Detection located in the main and second floor levels of the ice pad area, the ammonia room, park operations and equipment storage of the resurfacer room and mechanical rooms.

Emergency Call System

The fire alarm system does NOT have a built-in public address system. Although there is building wide paging system associated with the building phone system and a walkie talkie system utilized by staff.

Trouble Indications

Check that the AC power is on, and operational switches are in the normal position. If this is the case, engage the RESET switch, if this does not reset the trouble signal engage the TROUBLE SILENCE to silence the trouble tone and call your fire alarm service contractor for service. Current Provider is Vintage Fire & Life Safety 226-220-9646. Note and document the area showing trouble in the fire log.

Elevators

SERVICED BY: Schindler Elevator # 1-800-225-3123

There are two elevators in the building that serve all levels. Elevators in the building are automatically recalled when the alarm activates. There are manual override keys that can also be used with the building operator as well as in the fire department lock box.

Kitchen Automatic Extinguishing System

There is an Ansul R-102 water assisted wet chemical automatic extinguishing system above the cooking area of all kitchen areas. This system can be operated both manually as well as automatically. Instructions for its use are prominently posted in the kitchen area.

Instructions: Pull handle straight out

Fire Extinguishers

There is a dry chemical (ABC rated) fire extinguisher located in cabinets throughout the corridors of all levels as indicated on the floor plans. As well, additional dry chemical fire extinguishers are located in various mechanical and electrical rooms and the kitchen.

The kitchen also has K type fire extinguishers.

Emergency Power

Emergency power is provided by a diesel generator to the following fire protection systems:

- Fire alarm system
- Emergency lighting
- Exit signs

The diesel generator is located outside of building on the northwest corner of the building outside of the rink. The main test panel is located on the side of the generator. The Maintenance Person is responsible to run the generator for 1/2 hour every month. There is a TRANSFER / TEST SWITCH that the Maintenance Person manually operates weekly. This places the generator under load. At this time the Maintenance Person takes all necessary readings and enters all information into the Fire Safety Logbook.

Standpipe System

There is no internal standpipe system. The standpipe siamese connections are located on the northwest side of the building adjacent to the rink area and on the Southeast side of the building by the pool area (refer to SITE PLAN).

Standpipe system control valves are electrically supervised by the fire panel. (See Appendix 1).

Sprinkler System

A wet type of sprinkler system is provided throughout the building including the main electrical room. Sprinkler system flow switches and alarm pressure switches are connected to the fire alarm system and all sprinkler control valves are electrically supervised (see listing of these valves and their locations in Appendix 1). Main control valves and isolation control valves are located in the Mechanical/Sprinkler room ground floor Room 1044 for Arena side of the facility. Program Room ground floor pool side.

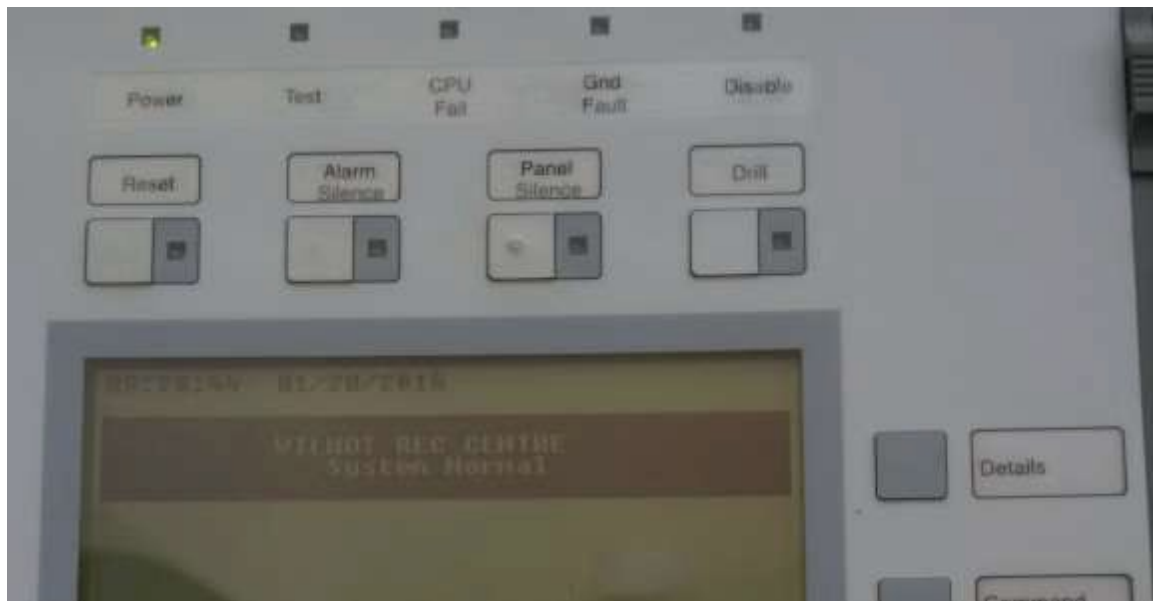
A dry type of sprinkler system covers the ice pad surface and seating areas and outdoor storage compound.

Section C - FIRE SYSTEM RESET PROCEDURES

INSTRUCTIONS FOR RESETTING THE FIRE ALARM and Returning to Normal

NOTE: Do not reset or silence the fire alarm unless you have been given authorization from the Fire Department. Once authorization has been received the procedures to reset are as follows:

- 1) Proceed to the Fire Alarm Control Panel (located at the main rink entrance)
- 2) You must wait a minimum of 1 minute before the system will allow a reset.
- 3) Engage the Alarm Silence button.
- 4) If a fire alarm pull station has been activated, you must first proceed to the activated pull station and reset it. (See Section I)
- 5) Engage the Reset button.
- 6) Ensure that the AC power light is on, and the display panel shows that, the system is in "System Normal" status.
- 7) Ensure that the building is secure by checking all doors (emergency and main doors) that may have been opened.
- 8) Document in Fire Log, which zone was activated.
- 9) Complete a Fire Report



ALARM SILENCE AND RESET

INSTRUCTIONS FOR RESETTING THE FIRE ALARM PULL STATION

NOTE: Do not reset the pull station unless you have been given authorization from the Fire Department. Once authorization has been received the procedures to reset are as follows: **ENSURE that this is done before resetting the Main Fire Panel**

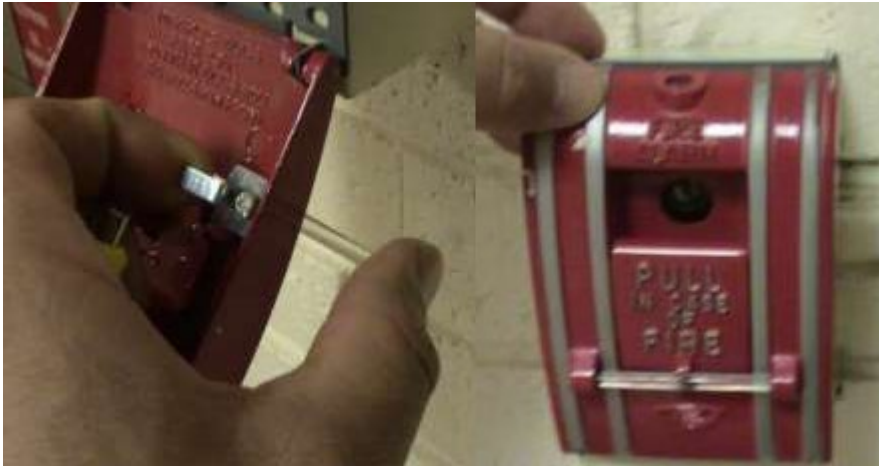
- 1) Proceed to activated Fire Alarm Pull Station
- 2) Using a slotted screwdriver insert into the hole in the top front of the pull casing and turn counterclockwise
- 3) Lower the front of the device



- 4) Flip the reset button to the downwards position on the back (wall side)
- 5) On the back of the device facing, lift the lever by the glass insert.



- 6) Ensure that all the broken glass has been removed
- 7) While still holding the lift tab up, slide a glass pin starting on the righthand side, all the way until the glass is set in place.
- 8) Close firmly until you hear a click and the face locks into place.



INSTRUCTIONS FOR RESETTING THE SECURITY SYSTEM PUNCH PAD

When a fire alarm goes off the security system punch pad needs to be reset. To reset it, punch the number code in TWICE. This action will return the screen to normal where you then can arm it when locking the building.

Section D - AUDIT OF HUMAN RESOURCES

Building Owner	The Corporation of the Township of Wilmot 60 Snyder's Road West, Baden Ontario N3A 1A1
Township Representative	Sandy Jackson Director of Parks, Facilities and Recreation Services Office: 519- 634-8444 ext. 241 Mobile: 519-778-5677
Building Maintenance Representative:	Geoff Dubrick Manager of Parks & Facilities Office: 519-634-9225 x332 Mobile: 519-778-0446
Fire Alarm Monitoring Company:	Elmtech Security Systems 888-293-1173 ID A1 8473
Fire Alarm/Sprinkler Company:	Everding Fire Protection 519-570-6879

NOTE: There is a Charge Person Building Operator on duty approximately 10 - 15 hours per day 7 days per week during all public hours.

DEFINITIONS:

Control Station – Is located at the Customer Service Reception (CSR) desk in the aquatic centre lobby. All communication and information is directed from this location.

Control Person – The staff member that remains at reception. In most cases it would be the CSR on duty. They are responsible for assisting the Charge Person.

Designated Personnel – Any staff member given the responsibility of a certain task.

Fire Warden - The Manager of Parks & Facilities shall act as the Fire Warden and is the lead person in setting the tone in training and information regarding fire safety. They will assume the role and responsibilities of the Director of Facilities and Recreation in his/her absence.

Pool Supervisory Staff – Includes the Aquatic Supervisor, Aquatic Specialists and Head Guards.

Safe Refuge - An area in the building designated as a safe zone in the event of severe weather. Staff and patrons are to stay in that area until code green has been initiated.

Number of Supervisory Staff

The building is led by the Parks & Facilities Manager and the Aquatics Manager. The Manager of Customer Service and Community Development is also located in the administrative area of the building. Typically, there is a building operator in the building from 5:30 a.m. until 10pm year-round, and during peak hours of coverage from 5:30 a.m. till 1:00 a.m. There are night cleaners in the building until 4:00 a.m. most days. There are also two supervisors and a Head Lifeguard most program hours.

Number of Staff on Duty

The following is an **estimate** of the **minimum** number of staff by position. These numbers can fluctuate depending on seasons, programming and events. It must be noted that very few shifts are full 8-hour shifts. These numbers can greatly increase during seasonal and special events.

Position	Monday to Friday			Saturday & Sunday		Holidays
	Day Shift	Evening Shift	Night Shift	Day Shift	Evening Shift	Night Shift
Management	3	0	0	0	0	0

Building Operators	2	2	0	2	2	0
Cleaners	3 (11-4am)	3 (11-4am)	No Cleaners	No Cleaners	3 (11-4am)	3 (11-4am)
Office Staff	4	0	0	0	0	0
Booth Staff (Seasonal Sept to April only)	0	2	0	2	2	0
Aquatic Supervisory Staff	2	0	0	0	0	0
Head Lifeguard	0	1	0	1	1	0
Reception	1	1	0	1	1	0
Aquatic Staff	2	2	0	3	3	0
Total Staff	14	7	3	9	9	3

The emergency response actions in Section G are based on the minimum amount of staff that is in the building. This will ensure that at minimal staffing the plan proceeds smoothly.

MEDIA COMMUNICATION PROCEDURES

In the case of an emergency, **DO NOT RELEASE ANY INFORMATION TO THE MEDIA**. The Director of Parks, Facilities and Recreation or their designate, or another Township official authorized by the municipality will handle public relations and media releases and will be allowed to speak on behalf of the Township.

Charge Person Role:

As the person in charge of the facilities at the time, you and your staff shall:

- Remain calm. Be courteous.
- Secure the facility to prevent unauthorized entry.
- Inform the media that you are not authorized to permit their entry into the facility until you have consulted with your supervisor.
- Do not release information or admit liability to anyone. Do not provide details of the emergency.
- Instruct other staff not to discuss the situation with anyone, including co-workers.
- Refer all questions to the person authorized by the owner of the facility to act as their spokesperson.

Section E - FIRE SAFETY ADMINISTRATION

Administration of Fire Safety will be the responsibility of the Director of Parks, Facilities and Recreation, Building Maintenance, other department Managers

and Supervisors and all staff and patrons. Each will be responsible for certain administrative functions to be performed throughout the year. In the event of an emergency, duties are as outlined in this Plan.

Fire Safety Administration Duties:

Director of Facilities and Recreation

The Director of Parks, Facilities and Recreation (Director) assumes full responsibility for the implementation of this Plan. These responsibilities include:

1. Ensure that a Fire Safety Plan is developed, approved and fully implemented.
2. Maintaining an up-to date copy of the Fire Safety Plan.
3. Distribution of up-to date copies of the Fire Safety Plan.
4. Notifying the Chief Fire Official of changes in the Fire Safety Plan.
5. Ensuring that the duties of the Building Maintenance Person are carried out.
6. Ensuring that the floor plan schematic diagrams showing type and location of all building fire systems are maintained and up to date.
7. Ensuring that fire emergency instructions are posted on each floor, as described in this plan.
8. Ensuring the fire alarm system and other fire protection equipment are always in good operating conditions.
9. Advising the Fire Department of the temporary shutdown of fire protection systems in the building and arranging for alternate measures for fire safety that are acceptable to the Fire Department, as described in the ALTERNATE MEASURES section of this plan.
10. Ensuring the education and training of all building staff in the actions described in this Plan under "Staff Training".
11. Ensure that a enough supervisory alternates are trained for adequate coverage when facility is opened.
12. Ensure that staff takes part in regular fire drills.
13. Takes part in fire drills.
14. Ensure that there are adequate records kept of all staff training and fire drills for a minimum 5 years.
15. Designating and training an Assistant (Fire Warden) to carry out Fire Safety Plan duties during his/her absence.
16. React to alarms following Charge Person "If you hear a Fire Alarm Signal" if in the building

Building Maintenance Representative

The Building Maintenance Person(s) is responsible for the day-to-day implementation of the Fire Safety Plan. The Building Maintenance Person's duties include:

1. Implementation of this Fire Safety Plan including daily, weekly and monthly checks, inspections and tests of the fire protection systems as required by the Ontario Fire Code and summarized in this Plan.
2. Notifying the Director of any changes that will affect the Fire Safety Plan.
3. Keeping doors to stairways always closed
4. Keeping corridors, stairways, landings, exits, and exterior walkways always clear of obstructions.
5. Promptly removing combustible refuse from disposal area.
6. Keeping access roadways, fire routes and building siamese connection clear.
7. Ensure that magnetic locking devices, if installed, release upon activation of the fire alarm.
8. Maintain permanent records of all fire equipment inspections, tests and maintenance
9. Participate in all training and drills, ensuring that all procedures are followed.
10. React to alarms following Charge Person "If you hear a Fire Alarm Signal"

All Supervisory Staff

All supervisory/management staff is responsible for the day-to-day implementation of the Fire Safety Plan, by acting as the onsite monitor for the Director. Supervisory staff duties include:

1. They are aware of their responsibilities upon discovery of a fire or hearing the fire alarm.
2. Ensure that all equipment they work with is in good working order.
3. Keeping doors to stairways closed at all times.
4. Ensure that duct systems are cleaned regularly. (This includes both Kitchen Hoods and Laundry Equipment)
5. Ensure that all chemicals are safely stored.
6. Ensure that all staff know how to shut down equipment safely
7. Ensure that all staff know how to operate fire safety systems
8. Keeping corridors, stairways, landing, exits and exterior walkways always clear of obstruction.
9. Promptly removing combustible refuse to disposal area.
10. Participate in all trainings and drills, ensuring that all procedures are followed.
11. React to alarms following "If you hear a Fire Alarm Signal" processes.

Fire Warden

The Manager of Parks & Facilities shall act as the Fire Warden and is the lead person in setting the tone in training and information regarding fire

safety in this location.

Their responsibilities are as follows.

1. Lead the Fire Safety Team;
2. Train staff in fire prevention and what to do “If you hear a Fire Alarm Signal”;
3. Responsible for the maintenance, inspection and operation of all fire equipment;
4. Responsible for coordinating fire drills in conjunction with the Fire Safety Team;
5. Responsible to keep a written record of all fire events for a minimum of 7 years.

Section F - FIRE DRILLS

The purpose of a fire drill is to ensure that all Staff is well versed in fire emergency and evacuation procedures, resulting in an orderly evacuation with efficient use of all resources. Occupant participation is optional.

Method and Frequency of Holding Fire Drills

A planned Fire drill will be held at least annually, with the goal being one general alarm activated drill and/or one tabletop scenario drill per calendar year.

Alarm Activated Drill

The Fire Warden or Director of Facilities and Recreation (or designate) and the fire safety team will meet 10 minutes prior to the drill at which time they will decide which pull station will be activated. Emphasis will be placed on emergency procedures and assessing the conduct and efficiency of the staff.

The Fire Warden and all other staff will then conduct a simulated fire emergency so that STAFF is familiar with his/her emergency procedures as described in this plan.

A short debriefing meeting will be held after the drill to review the procedures and reactions of all participants. During the debriefing, discuss challenges and improvements to overcome deficiencies in the fire safety plan which have arisen as a result of this drill. The Fire Warden will complete a Fire Drill report. (See Section N).

When testing devices, a different device should be tested each time until all devices have been tested on a rotational basis. Staff should practice a localized evacuation or a zone evacuation on each drill, where practical.

GENERAL FIRE SAFETY TIPS FOR TRAINING

- Do NOT use unsafe electrical equipment.
- Do NOT use extension cords on the pool deck area, frayed extension cords or over loaded outlets.
- Do NOT use flammable decorating materials.
- Smoking is NOT permitted within the facility.
- Do NOT put burning materials such as cigarettes and ashes into garbage cans.
- Turn off coffee pots, stove burners, ovens etc. when not in use.
- Always keep hallways, passageways and all exits (interior and exterior areas) clear of obstructions.
- Do not permit combustible materials to accumulate in any part of a fire escape or other means of egress.
- Do not permit combustible waste materials to accumulate in quantities or locations that will constitute a fire hazard.

- Promptly remove all combustible waste from all areas where waste is placed for disposal.
- Be mindful of the risk of spontaneous combustion when disposing of volatile solvents, liquids or other flammable materials.
- Keep access roadways, fire routes and fire pumper connections clear and accessible for Fire Department use.

Attendance

Staff attendance at fire drills shall be recorded on a master attendance sheet and all staff should participate. All new employees will receive individual training from their Supervisor/Manager upon hire.

Review

Each fire drill must be reviewed by all participants, to identify problems that can be corrected before an actual emergency occurs. Reviews may also be conducted by the Fire Department.

**Complete a “Report of Fire Exit Drill”
See Appendix Q**

Section G – STAFF RESPONSIBILITIES

Fire poses a very serious problem when it occurs in a facility where patrons may have limitations that may restrict their ability to evacuate on their own. To reduce the impact of fire and increase the chances of survival, all employees in the building must be trained to respond promptly in a pre-planned and coordinated manner. An immediate response by employees within the first few minutes of a fire can determine the outcome in terms of injuries and deaths.

Fire Safety is a TEAM responsibility. We oversee not only our own safety, but also that of our co-workers and patrons under our care. As a TEAM together we are all responsible.

Each staff member no matter what position has the following responsibility.

- Committing to full participation in training and drills
- Preventing conditions that could lead to fire
- Preventing conditions that could be a hindrance during a fire
- Reacting properly in the event of an alarm.
- Reacting properly in the event of an evacuation
- Taking an active responsibility in overseeing the facility to assist the Director, Fire Warden and Fire Safety Team regarding fire safety.

Section H – STAFF TRAINING

Staff Training will be divided into multiple sections focusing on physical systems and procedural processes. Training on these systems will take place within six weeks of hire for normal staff and for supervisory staff within the first four weeks of hire. There will be a yearly review for each staff member.

The content of the training will include the following items.

Section 1 Fire Physical Systems

This will include a review of all fire systems in the building. It will include the location of fire equipment and operation of this equipment

Section 2 Physical Location

This will include a complete walk through of the building including locations of pull stations, exits, fire cabinets, and shutoffs.

Section 3 Procedures

This will include a complete review of what to do if the alarm goes off, discovering a fire (RACE), fire prevention and evacuation.

Section 4 Hands-On

This includes the annual fire drill, and any other hand-on training as deemed appropriate.

Staff Handouts will include the following sections of this plan.

Section	Description	All Staff	Supervisory Staff
A	Quick Audit of Building	Yes	Yes
B	Audit of Building Resources	No	Yes
C	Fire Systems Reset	No	Yes
D	Audit of Human Resources	No	Yes
E	Fire Safety Administration	No	Yes
F	Fire Drills	No	Yes
G	Staff Responsibilities	Yes	Yes
H	Staff Training	Yes	Yes
	Staff Orientation Checklist	No (but completed)	Yes
	Fire System Orientation Quiz	No (but completed)	Yes
I	Emergency Procedures	Yes, General + Department	Yes All
J	Fire Extinguishment. Control or Confinement	Yes	Yes

K	Fire Announcement Scripts	No	Yes
L	Fire Prevention	Yes	Yes
M	Instructions to be posted	No	No
N	Alternate Fire Safety Measures	No	Yes
O	Maintenance Schedules	No	Yes
P	Patron Handouts	Yes	Yes
Q	Fire Alert & Drill Reports	No	Yes
App 1	List of Supervised Valves	No	No
App 2	Door Numbering System	No	Yes
App 3	Site Plan/Floor Plans	No	Yes

Township of Wilmot Staff Fire Systems Orientation Checklist

Employee Name: _____
 Start Date: _____
 Primary Location: Wilmot Recreation Complex
 Position: Supervisory
 Date of Training: _____
 Trainer's Name: _____

Items to be covered on orientation regarding fire safety

Items	Date completed	Employees Initials	Trainers Initials
Physical Systems Items			
Fire Plan Location			
Fireman's Box Location			
Fire Panel Location			
Fire Panel Operation			
Fire Panel Reset (Supervisory Only)			
Differences in Audible Tones			
Voice Communications Operation (if			
Script Location (if applicable)			
Pull Station Operation			
Pull Station Reset (Supervisory only)			
Activating Evacuation Mode (if			
Activation of Kitchen System			
Location of Fire Cabinets & Pull Stations			
Location of All Exits			
Location of Gas Shutoffs			
Location of Electrical Shutoffs			
Procedure Items			
Discovering a fire (RACE)			
Search for Fire			
Individual Procedure for Position			
Evacuation			
Fire Prevention			
Use of Fire Extinguishing equipment			
Hands On Items			
First Fire Drill			
Read Fire plan information and understand responsibilities			

Final signed off checklist to be filed in Employee File, for verification.

Township of Wilmot

Fire Systems Training QUIZ

Employee Name: _____

Location: Wilmot Recreation Complex

Test Schedule: _____ Orientation: _____ Yearly Renewal: _____

Position: _____

1. What is the meaning behind the acronym "RACE"?
R) _____
A) _____
C) _____
E) _____
2. In relationship to your area of work, describe three fire safety systems and their importance.
i. _____
ii. _____
iii. _____
3. In your position what are the first 3 things you should do when you hear an alarm.
i. _____
ii. _____
iii. _____
4. What do the following codes represent?
i. CODE RED _____
ii. CODE PINK _____
iii. CODE BLUE _____
iv. CODE WHITE _____
v. CODE GREEN _____
5. How do you use a fire alarm pull station?
i. _____

6. What is the meaning behind the acronym "PASS"?

P) _____
A) _____
S) _____
S) _____

What is this related to: _____

7. When should the fire panel be reset?

i. _____

8. What do you do if you see or smell smoke or hear a smoke alarm?

i. _____

9. What are your general responsibilities in relationship to fire safety?

i. _____
ii. _____
iii. _____

10. Can you re-enter a building after a fire if it has not been cleared by the fire department?

Trainers Initial on Pass: _____
Copy to employee file.

Date: _____

Section I – EMERGENCY PROCEDURES

General Procedures for All Staff

IF YOU DISCOVER SMOKE OR A FIRE: the following steps are to be taken:

RACE:

Rescue / remove any person in immediate danger from the fire if it does not endanger your own life.

People cannot survive when exposed to smoke and high temperatures created by fire. It is necessary to quickly evacuate the occupants in immediate danger, usually from the room of fire origin.

This may be a difficult task. If the occupant(s) of the room are non-ambulatory or resist your attempts to remove them and if they do not understand what is happening or panic, you may have to physically remove them from the room. If possible, thoroughly search the room including any washrooms, closets, and other enclosed areas for other occupants.

Activate the fire alarm system using the nearest pull station.

As you leave the fire area, shout CODE RED and the LOCATION. After activating the alarm, ensure that the fire department has been called at 911. When talking to 911 be prepared to give additional information such as closest exterior door number, room number, and/or general area/section of building, and fire conditions. For example: fire in Arena Dressing Room #4 on the rink side near the rear of the building, fire in a garbage bin, closest exit door #__.

As you travel to the designated pull station, you should be shouting **CODE RED, CODE RED**, and the Location repeatedly. Every employee must know where the manual fire alarm pull stations are located. The manual pull stations are installed near exits, stairway exits and smoke barrier doors. They are activated by pulling down the lever. Be aware of the clear plastic covers over pull stations. These must be lifted first before activating the red pull station. When the clear cover is lifted a siren will go off. This sound is there to inform staff that someone is at a pull station.

It is critical for the fire alarm system to be activated. The fire alarm system sounds an alarm and initiates a pre-planned response by other employees. It also automatically initiates a call to the fire department, sends the elevator to the ground floor.

A designated person must call the Fire department right away, even if the fire alarm automatically signals the fire department. It is better to call the Fire department many times, than to think that someone else has.

Confine/Contain the fire by ensuring door(s) are closed. NEVER open a door if it is hot to the touch. Turn off fans and equipment if there is time.

After the occupants have been evacuated, close the door to the room to confine the fire. If the door remains open, fire and smoke can enter the corridor, causing panic and preventing further evacuation.

Closing the door:

- Prevents smoke spread
- Cuts off the supply of oxygen to the fire
- Decreases the available fuel load to the fire
- Reduces natural drafts that can spread smoke
- Protects evacuation routes

Do not worry about closing the window(s) in the room on fire. This action could trap you and take precious time away from confining the fire and evacuating the occupants.

Evacuate the fire zone immediately, then attempt to extinguish
After evacuating, you can try to extinguish the fire if it is small, and you are confident you can.

The first and foremost thing is to evacuate the fire zone of people, in doing so this will have the most impact in reduced loss of life or injury. Once the fire zone is evacuated or there is a suitable amount of people evacuating, you may attempt to extinguish the fire.

Circumstances will determine whether it is wise to attempt to extinguish the fire or not. If the fire is too large, it may be necessary to concentrate on the evacuation of endangered persons. In situations where fires cannot be extinguished safely, ensure closing all doors to the room confines the fire.

Remember, Firefighters are the professionals. IF there is ANY doubt about extinguishing a fire or you are not trained, leave it for them. Focus on saving lives by evacuating.

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Procedures for Searching for the Fire

When trying to identify why the fire alarm activated, you may have to search for the reason. The following techniques may be used.

- If present, take instructions from the Charge Person and base your search on an ordered controlled pattern.
- Check for obvious signs of smoke and fire.
- Check fire devices for activation as you search. A ceiling heat/smoke sensor that has been triggered will show a red light on the sensor.
- When checking rooms, ensure that you touch the door (with the back of the hand) to make sure that it is not hot first. Also open it a crack first to ensure it is not filled with smoke.
- When checking rooms, ensure closets, bathrooms, and general spaces are checked.
- Close Door and windows where safe, and as you progress.
- Ensure that you remove patrons out of the zone and equipment out of halls.

IF YOU DISCOVER SMOKE OR A FIRE

Once smoke or a fire is found the key response is the **RACE** process, however other things can and should be done to reduce potential damage and loss of life until further help comes including:

- Ensure that corridors are clear.
- If safe to do so, ensure that all windows are closed, lights are on, and doors are closed in the area surrounding the fire.
- If there is smoke coming out from under a room door, place a wet towel along the bottom edge of door to reduce the hazard of smoke.
- Initiate a partial evacuation of the side of the building affected i.e. Aquatic Centre /arenas.
- Turn off unnecessary electrical equipment in the area.

EVACUATION PROCEDURES - IF YOU HEAR A FIRE ALARM SIGNAL:

Full Evacuation – All staff and patrons are evacuated to the meeting place at the flagpole or if required, the sports fields across parking lot.

Staged Evacuation – all staff and patrons are evacuated to the meeting place at the flagpole outside, except pool participants and vulnerable persons who would be at risk i.e. during inclement weather. These participants will be evacuated to the either front entrance or the main pool deck exit door 4.

Full Evacuation – all staff and patrons are evacuated from the building to the flagpole in the parking lot. Should evacuation require moving further from the building the soccer fields will be the alternate location. Once the building has been fully and safely searched and evacuated, no one can enter unless required and permitted by Fire Department staff.

Order of Evacuation

The objective is to save as many lives as possible and allow for a clear way to fight the fire. Remove non-resistant patrons first and remove them beyond the fire doors. Resistant or difficult to move patrons should be the last to be removed.

After the original partial evacuation of the fire scene, patrons will be evacuated in order of priority of mobility. Move those in immediate danger if possible, then from easiest to most difficult. The most difficult patrons will most likely be evacuated by fire fighters:

- Patrons in immediate danger
- Ambulatory patrons
- Patrons in wheelchairs
- Non-Ambulatory patrons
- Resistive patrons

If you need to exit the area, use stairways to exit. Do **NOT** use elevators. If you encounter smoke in the stairway use an alternate exit.

Supervisory Staff Responsibilities:

(Includes Managers, Arena and Pool Supervisors in building and Head Guard on duty)

POOL: In all cases the Head Guard on duty will take charge of the evacuation of the pool, and changeroom and lobby areas. Supervisors/Manager will assist unless there is no Head Guard on duty, in which case the Supervisor will become the Charge Person i.e. daytime.

WHISTLE CODE:

- **One long whistle** to alert Guards and the Supervisor of a major emergency and to clear the pool.
- **Two short whistles** to get the Head Guard's attention or for a minor emergency. For either whistle use a rescue tube directed at the location of the

emergency to communicate with the Head Guard where assistance is required.

ARENA: If the arena Supervisor or Manager is on duty, they will be the Charge Person and lead the evacuation of both arenas, second floor, all arena dressing rooms, and arena lobby area. In the absence of the Arena Supervisor or Manager the most senior fulltime arena employee becomes the Charge Person.

POOL and SECOND FLOOR EVACUATION PROCEDURES:

The Charge Person will assign Full Time & Part Time staff (Guards, Instructors, etc.) in the following manner:

- **All guards in active guarding positions on deck** clear the pool and assemble pool patrons on the deck in the area of **door #4** by the equipment room. Remain with them until receiving further directions from the Charge Person.
- **Deck Staff – Lifeguards/Instructors** will gather patrons from the **3 change rooms** and assemble these patrons on deck in the area of **door #2**. Be sure to check in all cubicles. Staff will remain with patrons until receiving further directions from the Charge Person. Staff will direct spectators in the lower viewing gallery to assemble at the outdoor meeting place (flag) or in the pool lobby if they are considered a vulnerable person and the weather is a factor.
- **Recreation Programmer (if in building) or One or two arena staff** will be directed to gather patrons from the walking track, pool viewing gallery and second floor meeting and programming rooms and assemble these patrons outdoor meeting place (flag) or in the area of **door #2** if they are considered a vulnerable person and the weather is a factor. Use **door #3** if coming from the viewing gallery. Remain with them until receiving directions from the Charge Person.
- **Manager or Staff in Administrative Office in Arena Lobby** will check the main fire panel and contact the Head Guard, and Supervisors/Managers if in the building, to inform them of the type of alarm showing on the panel. Admin office staff then gather patrons from the arena lobby, lobby washrooms and office areas and assemble these patrons at the outdoor meeting place (flag) or in the area of **door #1** if they are considered a vulnerable person and the weather is a factor. Remain with them until receiving directions from the Charge Person.
- **One Guard/Staff assigned by Head Guard** check pool Filter Room, Pool Meeting Rooms and ACES Office and assemble people at the outdoor meeting place (flag) or in the area of **door #2 or 3** if they are considered a vulnerable person and the weather is a factor. Alternately exit from **door #9** (rear exit by

Program Room) and meet at the flag. Remain with them until receiving directions from the Charge Person.

- **One Staff/Contract Employee from Active Living Centre** to check all areas within the Active Living Centre including washrooms and storage areas and assemble at the flagpole outside or if patrons are vulnerable persons, in case of inclement weather, in the area of **door #2** (Main Pool Lobby) providing it is safe to do so. Alternately exiting **door #13**. If alternate rear exits are used, patrons and staff still need to gather in front of the building at the flagpole. Remain with them until receiving directions from the Charge Person.
- In the event the fire is within the areas identified for evacuation, patrons will be directed to an alternate gathering area. Judgement will prevail in all cases.
- The Charge Person will order non-supervisory staff to take all patrons outside to the gathering location at the flagpole or if necessary, on the sports fields if a large fire/emergency is confirmed; Ammonia leak is non-containable, or any other threat to safety is deemed serious enough to evacuate. Patrons in bathing suits or skates will not be permitted time to get changed if emergency evacuation is initiated. A pool staff member will be directed to gather the emergency blankets and distribute as required.

Other Charge Person Responsibilities:

1. Check current area before responding to ensure fire or smoke is not present in that location.
2. Follow details of General Procedures for Staff in **RACE** to contain fire and evacuate.
3. Ensure an Admin person (if present) has checked the Main Fire Panel located at the Arena main front entrance.
4. If not announced already, instruct someone (usually the CSR) to announce the location of the fire alarm through the internal radio system and PA system.
5. ENSURE the Fire Department has been called at 911 and alerted of the fire emergency. (or instruct the CSR or other suitable person)
6. Ensure that the fire route by the main entrance is cleared of all vehicles.
7. Prepare to meet the Fire Department (or instruct another suitable person) at the main entrance to provide
 - a. A status update of vital information to assist them;
 - b. Building access and information – designate one person who has strong knowledge of building layout and systems
8. Ensure occupants do not re-enter the building until authorized by the Fire Department.
9. **Ensure that the fire alarm system IS NOT SILENCED OR RESET until the Fire Department has determined that the building is safe and has**

given the authorization to proceed with a RESET.

10. Ensure all fire doors are closed. If the building needs to be evacuated, please follow instructions as noted in the building evacuation section and coordinate with fire department the safe evacuation of the building.
11. If the alarm is a false alarm, and after you have been given approval from the fire department, please follow the instructions as noted in the "Instructions for Resetting the Fire Alarm" section.
12. After fire department has given the all clear, call the CODE GREEN and co-ordinate with reception (or other staff members) to check all stairwells and outside areas for patrons and inform them it is now safe to return.
13. Complete Fire logbook and reports.

NOTE: In the event of an evacuation, the Charge Person will designate a person to be the main contact with the fire department to ensure all patrons, visitors and staff have been evacuated.

IF YOU HEAR A FIRE ALARM SIGNAL

Procedures for Charge Person (Head Guards and Arena Operators)

With Patron(s)

1. **REMAIN CALM.** Re-assure patrons.
2. Prepare to evacuate area, by ensuring all possible doors and traffic areas are unobstructed.
3. Initiate an orderly evacuation of the building.

In area of the fire or before you leave area

4. Ensure that equipment is out of hallway and does not pose a hazard.
5. Check current area before responding to ensure that fire or smoke is not present in that location.
6. If smoke or fire do not pose an immediate threat to you: Assist anyone in immediate danger with evacuation
7. Follow details of General Procedures for Staff in **RACE** to contain fire and evacuate.

If fire event is NOT in your area

8. Leave the area you are working in – close all doors and windows as you exit
– use stairwell (if applicable).
9. Go to the rink lobby and await instructions. (If not instructed differently over radio)
10. Follow details of General Procedures for Staff in **RACE** to contain fire and evacuate.

IF YOU HEAR A FIRE ALARM SIGNAL

Procedures for Night Cleaners

NOTE: When there is no building operator present, the night cleaner will assume this role. Please read Charge Person (Headguard / Arena Operator Responsibilities for requirements.

The senior night cleaner will become the Charge Person.

In area of the fire or before you leave area

1. Ensure that equipment is out of hallway and does not pose a hazard.
2. Check current area before responding to ensure that fire or smoke is not present in that location.
3. If smoke or fire does not pose an immediate threat to you assist anyone in immediate danger with evacuation.
4. Follow details of General Procedures for Staff in **RACE** to contain fire and evacuate (see page 28).

If fire event is NOT in your area

5. Leave the area you are working in – close all doors and windows as you exit – use stairwell (if applicable).
6. Go to the rink lobby and await instructions from the Charge Person. (If not instructed differently over radio) OR take over the Charge Person responsibilities.
7. Follow details of General Procedures for Staff in **RACE** to contain fire and evacuate.

IF YOU HEAR A FIRE ALARM SIGNAL

Procedures for Staff in Various Roles

With Patron(s)

1. **REMAIN CALM.** Re-assure patrons.
2. Aquatic Staff are to blow long whistle to clear the pool.
3. Admin office staff or any nearby staff are to go to the main fire panel in the arena vestibule to check to see what area is affected. Report this to the Charge Person on duty.
4. Prepare to evacuate area, by ensuring all possible doors and traffic areas are unobstructed.
5. If applicable, take attendance and ensure all patrons are accounted for. Once in the designated meeting place. Take attendance again. Ensure that group stays together and confirm with designate team lead that all are accounted for.
6. Initiate an orderly evacuation of your area of the building.

In area of the fire or before you leave area

7. Ensure equipment in the room you are in is shut down.
8. Ensure that equipment is out of hallway and does not pose a hazard.
9. Check current area before responding to ensure that fire or smoke is not present in that location.
10. Close doors behind you.
11. If smoke or fire do not pose an immediate threat to you: Assist anyone in immediate danger with evacuation.
12. Follow details of General Procedures for Staff in **RACE** to contain fire and evacuate.

If fire event is NOT in your area

13. Ensure all equipment is shut down.
14. Leave the area you are working in – close all doors and windows as you exit
– use stairwell (if applicable).
15. Initiate evacuation of the area you are working in based on the evacuation procedure (page 31)
16. Follow details of General Procedures for Staff in **RACE** to contain fire and evacuate.

IF YOU HEAR A FIRE ALARM SIGNAL

Procedures for Aquatic Supervisor/ Specialist

With Patron(s)

1. **REMAIN CALM.** Re-assure patrons.
2. Blows whistle and initiates proceed to clear pool.
3. Take attendance and ensure all patrons are accounted for.
4. Initiate an orderly evacuation of the building.
5. Once in the designated meeting place. Take attendance again.
6. Ensure that group stays together and confirm with designate team lead that all are accounted for.

In area of the fire or before you leave area

7. Ensure that equipment is out of hallway and does not pose a hazard.
8. Check current area before responding to ensure that fire or smoke is not present in that location.
9. If smoke or fire do not pose an immediate threat to you: Assist anyone in immediate danger with evacuation
10. Follow details of General Procedures for Staff in **RACE** to contain fire and evacuate.

If fire event is NOT in your area

11. Leave the area you are working in – close all doors and windows as you exit
– use stairwell (if applicable).
12. Initiate an orderly evacuation of the building
13. Go to fire panel (if applicable) and determine location of alarm.
14. Follow details of General Procedures for Staff in **RACE** to contain fire and evacuate.

NOTE: If the pool is occupied the Supervisor should either delegate or conduct themselves a full sweep of the pool area after all have been evacuated. This should include all pools, deck space and change rooms.

Section J - FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

Only after ensuring that the alarm has been activated and the fire department notified, and a zone evacuation is completed or well under way, should an experienced person (familiar with extinguisher operations) attempt to extinguish a small fire. This must be a voluntary act. If the fire cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Ensure that the Charge Person knows the location of the fire before attempting to extinguish.

Know the location of extinguishers, and keep extinguishers in a visible area and unobstructed at all times

Suggested Operation of Portable Fire Extinguishers

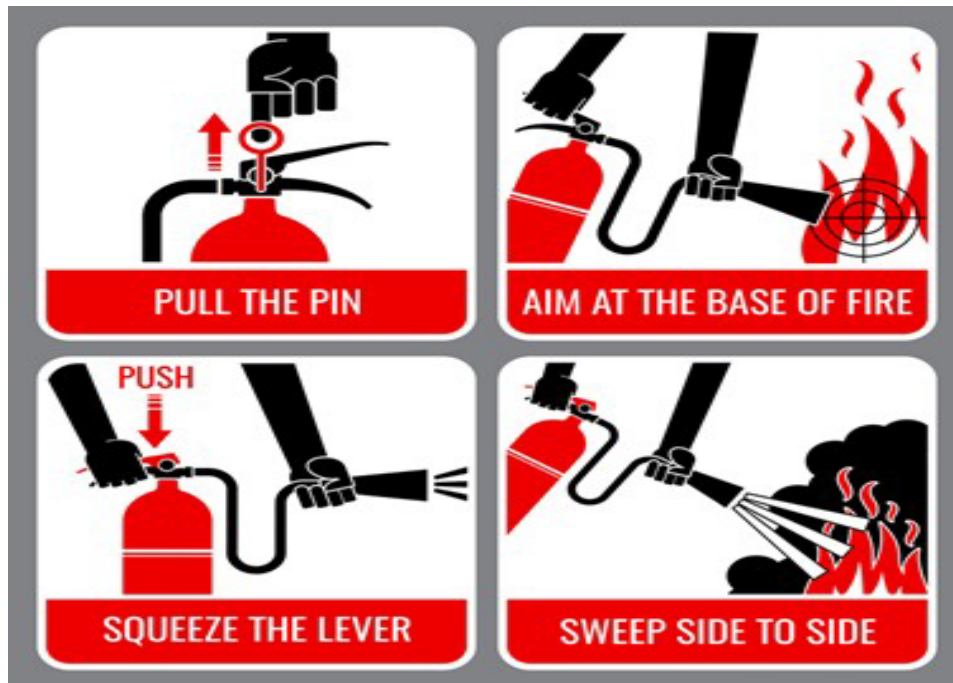
Remember the acronym

(PASS) P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)



When the fire is extinguished, back away from the fire and watch for a restart **never turn your back on an extinguished fire.**

Never re-hang extinguishers after use.

Ensure a person that is qualified to service portable fire extinguishers properly recharges them.

**NOTE RE: FIRE EXTINGUISHMENT, CONTROL OR
CONFINEMENT**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

**REMEMBER, YOU ARE NOT A
FIREFIGHTER. LEAVE IT TO THE
PROFESSIONALS.**

Section K – FIRE ANNOUNCEMENT SCRIPTS

Script A- Fire Alarm Activation Staff Response

Make the following announcement on activation of fire alarm to inform staff through the walkie talkies and facility PA system of the location of the trigger of the alarm.

ANNOUNCEMENT:

"MAY I HAVE YOUR ATTENTION PLEASE, we have a CODE RED Fire condition on/at (location)____. Please proceed to the nearest exit and leave the building in a safe manner. (Repeat announcement).

Stage One Evacuation Actions (Evacuate to Indoor Gathering Places):

Charge Person:

- The Charge Person determines if you need to evacuate i.e. Head Lifeguard, Manager, Supervisor or fulltime arena staff depending on the time of day/ evening.
- Call 9-1-1 or designate someone to call from a safe area away from any danger and with a safe access to an exit.
- Charge Person to direct staff to search all areas of the facility based on the Special Emergency Duties for Designated Personnel (see page 31-33).
- The Charge Person must meet with staff completing evacuation searches to ensure all areas were searched and determine if everyone was evacuated.
- Charge Person or designate shall report evacuation and hazard information to EMS and provide keys and assistance as required upon arrival.
- DO NOT announce a CODE GREEN (all clear) until instructed by authorized personnel (Fire, Police, trained personnel).
- Fill out appropriate incident and/or accident reports.

Evacuation Team (usually all available staff):

- Evacuate participants and staff to the meeting place outside at the flagpole or to the following building locations if they are considered vulnerable persons and the weather is inclement, until further investigation determines if an evacuation outside is required:
 - **Pool Deck – Door #4** off pool deck beside the Equipment Room
 - **Aquatics Lobby** - near main entry stairwell
 - **Arena Lobby** –Arena lobby beside front main doors

- **Second Floor Track, viewing and meeting rooms:** – Arena Lobby beside front main doors
- All patrons and staff except from the pool deck and those considered vulnerable persons during inclement weather, from all areas, will proceed to the meeting point at the flagpole in the parking lot. The sports field is the alternate location if evacuation further from the building is required i.e. major fire. Use caution when moving groups of people across WRC traffic lanes or through parking lots.
- Once the fire or emergency is confirmed, all patrons and staff are to be evacuated to the flagpole or soccer field.
- Direct patrons to leave the building in a calm and orderly fashion.
- Assist patrons who have difficulty evacuating e.g. those having mobility or health concerns (DO NOT LIFT OR CARRY THEM. If you cannot get them out with assistance record where they are on your evacuation package and report to EMS). A wheelchair is available in the storage area under arena steps in lobby for the usage of assisting those with mobility concerns. Two shower chairs are available near the change room entrance to assist patrons as well.
- Evacuate yourself and ensure you are continuing to keep patrons calm.

Stage Two Evacuation (Full Evacuation to Exterior)

Make following announcement on determining a fire requiring a full evacuation.

“May I have your attention please? We have a CODE RED, fire condition on/at (Location). Please proceed to the nearest exit and leave the building in a safe manner.”

Repeat message two more times.

Script B- All Clear Announcement – CODE GREEN

Make following announcement on fire departments direction

CODE GREEN - “May I have your attention please? We have investigated the alarm and determined all is in order. Please resume your normal activities.

Repeat message two more times.

Section L - FIRE PREVENTION

Employees are encouraged to identify potential fire hazards and take appropriate measures to eliminate them. Some common fire hazards and fire prevention practices are listed below. The following comments are provided for all building staff and occupants.

Smoking: This building is a non-smoking building. Under local and provincial bylaw smoking is not permitted within 9 meters (27 feet) of the building. Please, avoid careless smoking. Use ashtrays. Do not put cigarettes or ashes directly into garbage cans or other waste containers. Do not smoke near flammable materials. Do not smoke in hazardous locations such as storage areas.

Cooking Equipment: Many buildings have both laundry and kitchen facilities of both commercial and residential grade. Please maintain all cooking equipment and regularly clean deposits of grease. **Ensure that kitchen hoods, ducts and filters are regularly cleaned.**

Storage and Obstructions: Removal of any obstructions that may prevent someone to either flee from a fire or allow fire response to get to a fire is a critical part of any fire plan. Careless storage practices, obstructions in corridors, and doorways cause hindrances in getting people in or out of an area or the building. Ensure that the following procedures are regularly performed:

- **Avoid careless storage practices.**
- **Ensure that articles such as boxes and storage racks do not Obstruct doorways.**
- **Please do not prop or wedge doors open.**
- **Ensure all corridors, passageways and fire routes are unobstructed.**

Electrical: Electrical wiring and equipment should be well maintained and safe. This is to safeguard against overheating and electrical fires. Things to watch for are overloaded electrical panels, extension cords, appliances and electrical equipment. Ensure that the following procedures are regularly performed:

- **Ensure that electrical panels have a cover and are using proper breakers.**
- **Ensure that extension cords are properly used and are not spliced, under rugs, damaged, being used as permanent wiring, and not overused (octopus wiring).**
- **All electrical equipment should be CSA approved, should not be too close to combustibles, and in good repair.**

<p>IF you discover any of the above, immediately report to your supervisor.</p>
--

Section M - INSTRUCTIONS TO BE POSTED

THESE INSTRUCTIONS ARE TO BE PROMINENTLY POSTED ON
EACH FLOOR AT PULL STATIONS AND ELEVATOR LOBBIES

IN
CASE
OF
EMER-
GENCY
CALL
911



FIRE PROCEDURE

UPON DISCOVERY OF FIRE

Remove persons from immediate danger if possible

Activate the Alarm and then **CALL 911**

Confine fire by closing doors behind you

Evacuate the fire area immediately

UPON HEARING A FIRE ALARM

- Evacuate the building immediately
- If you encounter smoke use an alternate exit
- Confine fire by closing doors behind you
- Ensure all members of your group are accounted for and you are secure near the flagpole.

REMAIN CALM

Wilmot Recreation Complex

1291 Nafziger Road, Baden, Ontario

**Major Intersection – Nafziger Road &
Hwy 8.**

Section N - ALTERNATE FIRE SAFETY MEASURES

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

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

Shutdown of Fire Protection System:

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

THE DIRECTOR OF FACILITIES AND RECREATION Will:

1. Notify the Wilmot Fire Services – Communications Center Non-Emergency # 519-634-4444 (DO NOT USE - 911) Give your name, the address of the building, a description of the problem and when you expect it to be corrected.

NOTE: The Fire Department shall be notified IN WRITING of shutdowns longer than 24 hours.

2. Notices to occupants will be prominently posted in the public entrances, gathering areas and at the stairwells on each floor stating the problem and when it is expected to be corrected.
3. Have someone patrol affected areas of the building every hour when systems affected include the fire alarm or sprinkler systems.
4. Notify occupants by posting signs in lobbies and at entrances to stairwells when the fire protection system is returned to normal.
5. Notify the Fire Department that the fire protection system has been returned to normal.

Note: all shutdowns will be confined to as limited an area and duration as possible.
--



IMPORTANT NOTICE

FIRE ALARM SYSTEM OUT OF SERVICE

**A FIRE WATCH IS PATROLLING
THE EFFECTED FLOOR AREAS**

**IN CASE OF FIRE
CALL 9-1-1**

FOLLOW EMERGENCY PROCEDURES



IMPORTANT NOTICE

**EMERGENCY LIGHTING
SYSTEM OUT OF SERVICE**

**NO EMERGENCY LIGHTING
HAVE A FLASHLIGHT IN CASE OF
POWER OUTAGE**

**IN CASE OF FIRE
CALL 9-1-1**

FOLLOW EMERGENCY PROCEDURES

DATE:

FIRE WATCH LOG

Location: Wilmot Recreation Complex

REASON FOR FIRE WATCH

Fire Alarm inoperative: YES/NO Other: _____

NAME OF PERSONS CONDUCTING FIRE WATCH on Floor or area

1. _____
2. _____
3. _____
4. _____

[illegible]

Section O - MAINTENANCE SCHEDULES

The following list outlines the checks, inspections and tests required by the Ontario Fire Code.

The schedule is listed as per Code requirement, Item and Responsibility. In the event that certain items are **not applicable** to this building, please put a N/A in the check area

Records: a written record of the maintenance, tests and corrective measures will be kept in the building for 7 years and will be available on request by the chief fire official.

For the purpose of carrying out these maintenance procedures, the following definitions should be considered applicable:

Check:

Means visual observation to ensure that the device or system is in place and is not obviously damaged or obstructed.

Inspect:

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

Test:

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

Contracted Services:

Fire Services Professionals will be retained annually by the Township to perform legislated fire system maintenance procedures, inspections and improvements to ensure all new and existing Fire Code requirements are met or exceeded.

Section P – USER GROUP HANDOUTS



IN CASE OF FIRE

In conjunction with Township and Provincial Guidelines
the following are instructions to user groups,
patrons/occupants
on Fire Procedures.

Instructions to User Groups & Patrons re: Fire Procedures

This section of the fire safety plan has been prepared with the intent of educating user groups and patrons in general fire safety practices as well as actions to be taken in the event of an emergency.

The Wilmot Recreation Complex has taken many precautions to ensure your Fire Safety. This includes the preparation of a very detailed fire safety plan of which you are a critical component. This Fire Safety Plan itself has been reviewed and approved by the Fire Department. It is a very detailed account of the buildings' fire protection systems, how they operate and how they must be maintained as well as an account of all of the obligations of the owners, property management, and the patrons with respect to the Ontario Fire Code. A copy of the fire safety plan is maintained in the Administration office and the Facilities Operations Office in this building.

1. Be Informed

Take a few moments to **plan for the unexpected**, should a fire break out. The information contained in these few pages could prove invaluable to you in case of an emergency. Please, read it thoroughly, your very life could depend on it.

2. Emergency Planning

- **Examine the possible escape routes available to you.** Walk down the hallway and find all the fire exits in the building. Always know at least two exits. **Before opening the door, feel the knob for heat with the back of your hand.** If not hot, brace yourself against the door and open slightly. If you feel air pressure or hot draft, close the door quickly. Try another route.

If fire strikes, few people lose their lives from the heat and flames. Most people who die in fires do so as a result of smoke, poisonous gases or confusion. Confusion in an emergency is usually a result of not having a plan to follow and knowing where and how to get out. Ensure that all members of your group know the locations of the exits.

3. IF YOU DISCOVER A FIRE

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

REMEMBER THE RACE CODE WORD.

Rescue / remove any person in immediate danger from the fire **IF** it does not endanger your own life.

Activate by leaving the area while shouting FIRE, FIRE, FIRE. **Call 911.**

Confine the fire by closing all doors and windows. NEVER open a door if it is hot to the touch. Turn off fans and equipment.

Evacuate the fire zone immediately, after that is done you can try to extinguish the fire if it is small in size, and you are confident you can. (See **NOTE** below)

REMAIN CALM

EXECUTE YOUR PLAN

If you encounter smoke use an alternate exit. DO NOT return until it is declared safe to do so by the onsite Fire Department Official or Building Staff, and only when the alarm has been silenced.

4. Evacuation Meeting Place

Once you have evacuated everyone out of the building, please meet at the flagpole and alternately the sports fields if you need to get further from the building. This will allow emergency vehicles easier access. If this is a regular group meeting, VERIFY that everyone is present. Please do a head count and account that everyone is present.

Fire Extinguishing, Control and Confinement

Only after ensuring that the alarm has been activated and the fire department notified, should **an experienced** person (familiar with extinguisher operations) attempt to extinguish a small fire. This must be a **voluntary act**. If the fire cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

NOTE RE: FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

**REMEMBER, YOU ARE NOT A
FIREFIGHTER. LEAVE IT TO THE
PROFESSIONALS.**

Fire Hazards

In order to avoid fire hazards in the building, occupants are advised to comply with the following items:

- This building is a **non-smoking building**. Under local and provincial bylaw smoking is not permitted within 9 meters (27 feet) of the building. Please, avoid careless smoking. Use ashtrays. Do not put cigarettes or ashes directly into garbage cans or other waste containers. Do not smoke near flammable materials. Do not smoke in hazardous locations such as storage areas.
- **Removal of any obstructions** that may prevent someone to either flee from a fire or allow fire response to get to a fire is a critical part of any fire plan.
 - Avoid careless storage practices.
 - Ensure that items such as boxes do not obstruct doorways.
 - Please do not prop or wedge doors open.
 - Ensure all corridors, passageways and fire routes are unobstructed.
- **Electrical** wiring and equipment should be well **maintained and safe**.
 - Ensure that extension cords are properly used and are not spliced, under rugs, damaged, and not overused (octopus wiring).
 - All electrical equipment should be CSA approved, should not be too close to combustibles, and in good repair.
- **Combustible materials** should not be permitted to accumulate in this location.
 - Combustible materials should not be used to absorb flammable liquid spills.
 - Greasy or oily rags or materials subject to spontaneous heating should be deposited in a proper safety container or removed from the premises.
 - Flammable liquids should not be used for cleaning purposes.

Section Q – FIRE ALERT REPORTS & DRILL REPORTS

FIRE ALERT EVALUATION REPORT (For Fire Services Response, fires & False Alarms & Drills)

Location: Wilmot Recreation Complex

Type: fire Event: YES/NO False Alarm: YES/NO Fire Drill:
YES/NO

Charge Person: _____

Fire Dept Called by: Monitoring Co? YES/NO CSR? YES/NO

Location of Alarm: _____

Type of Alarm: Pull Station? YES/NO Heat Detector? YES/NO
Smoke Detector? YES/NO Other? If YES describe: _____

Response Time to Arrive on Scene:

A) Charge Person: _____

B) Other Staff: _____

C) Fire Services: _____

PA System Worked? YES/NO

Extinguishers brought to scene. YES/NO

Extinguishers used? YES/NO

Location of used extinguisher: _____

Did the staff person first on scene activate the fire alarm? YES/NO

Did the staff person first on scene contain the fire? YES/NO

Were patrons rescued from danger/removed from area? YES/NO

Did staff closed doors while evacuating? YES/NO

Did the Charge Person provide clear direction and instructions? YES/NO

Did other staff carry out their duties as assigned?

First Response? YES/NO

Administration? YES/NO

Facilities? YES/NO

Was the CODE RED – FIRE announced? YES/NO If YES, by whom? _____

Was the CODE GREEN announced? YES/NO

Alarm silenced by: _____ Time: _____

Pull box reset by: _____ Time: _____

Outside doors secured by: _____ Time: _____

FIRE DRILL REPORT:

Audible? YES/NO Non-Audible? YES/NO False Alarm? YES/NO

Was staff briefed before the event? YES/NO

Was staff debriefed after the event? YES/NO

Any problems rectified? YES/NO If Yes, provide details: _____

Exit signs illuminated? YES/NO Elevators operated properly? YES/NO

Fire alarm sounded properly in all areas? YES/NO

Test announced? YES/NO Time: _____

Manager Signature _____

Directors Signature _____

Appendix 1 - LIST OF ELECTRICALLY SUPERVISED VALVES

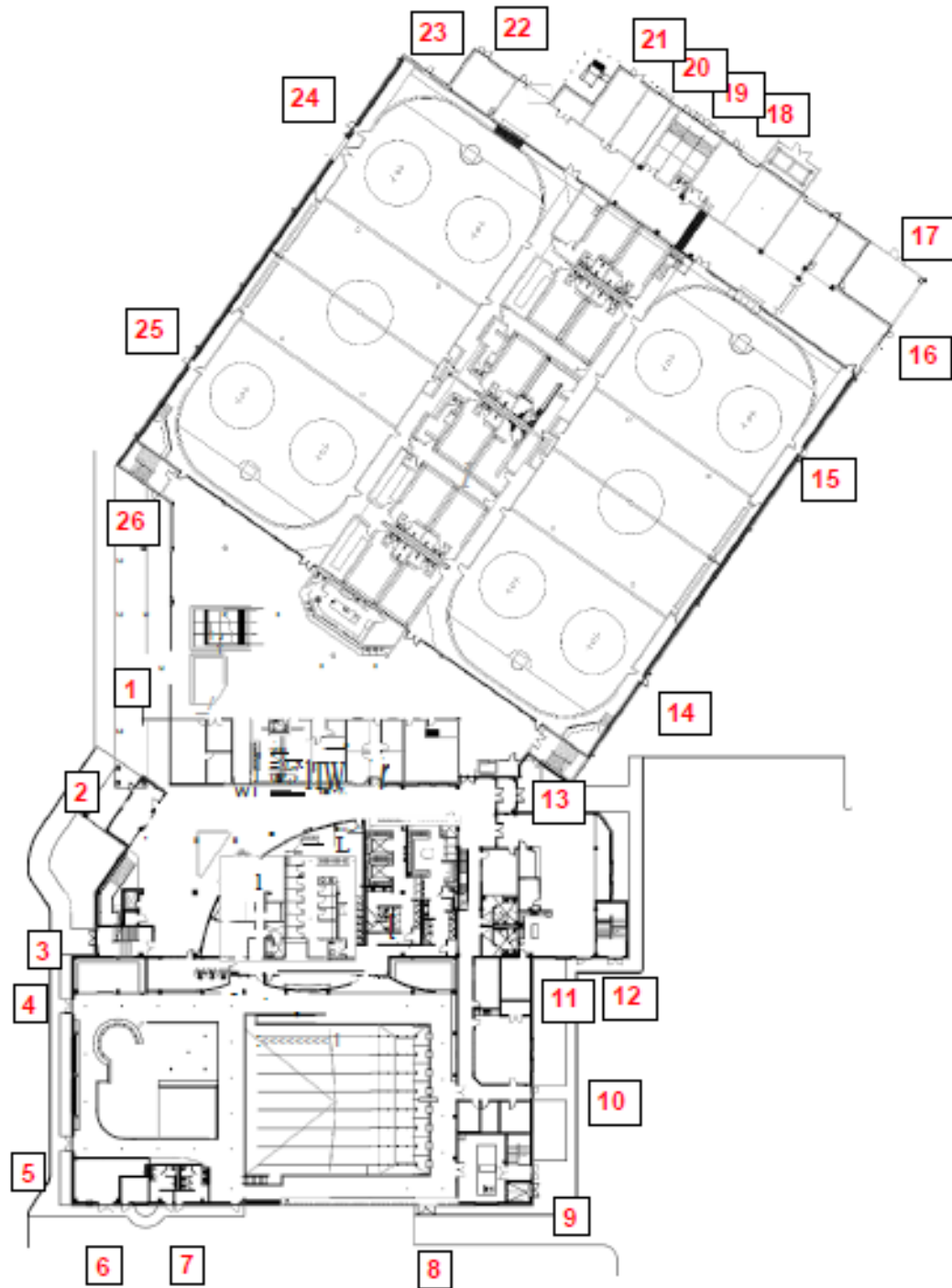
VALVE #	SUPERVISED VALVE
31	Rink A Sprinkler Flow
32	Rink B Sprinkler Flow
33	Level 1 Sprinkler Flow
34	Level 2 Sprinkler Flow
35	Level Main Sprinkler Flow
39	Level Main Incoming Valve 1
40	Level Main Incoming Valve 2
41	Rink A Main Value
42	Rink B Main Value
43	Main Wet
44	Rink A Low Pressure
45	Rink B Low Pressure
46	Low Pressure
47	Level 1 Sprinkler Valve
48	Level 2 Sprinkler Valve
232	Rink South Sprinkler Flow Switch
233	Rink North Sprinkler Flow Switch
234	Level 1 Sprinkler Flow Switch
235	Level 2 Sprinkler Flow Switch
236	Arena Main Sprinkler Flow Switch
237	Level Basement Sprinkler Flow Switch
238	Ground Floor Pool Sprinkler Flow
239	Level 2 Pool Sprinkler Flow
247	Rink South Low Pressure
248	Rink North Low Pressure
249	Main Sprinkler Low Pressure

Appendix 2 – Door Numbering System

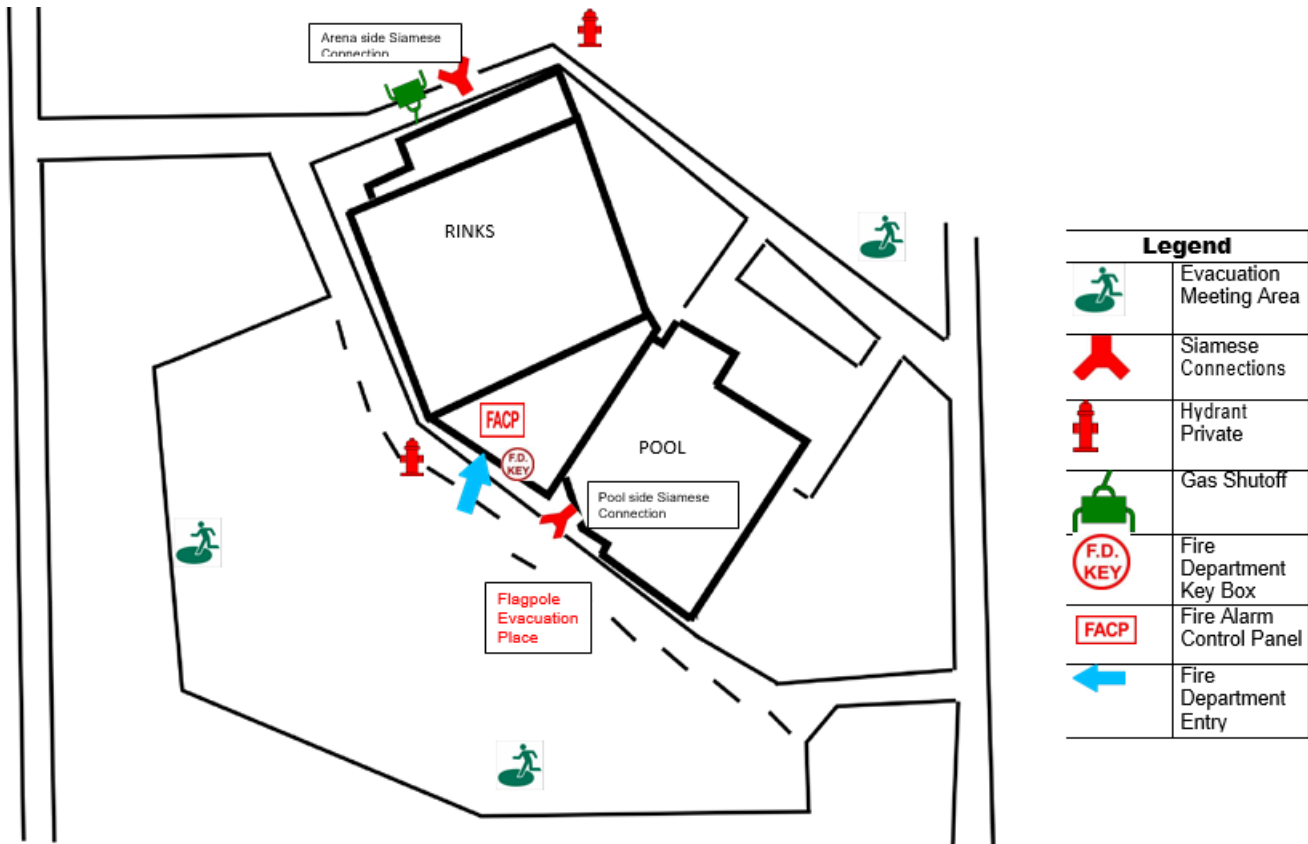
Door #	Location
1	Arena Main Front Entrance
2	Aquatic Centre Main Front Entrance
3	Aquatic Lobby stairwell exit
4	Aquatic Deck Exit front of building -southeast - near equipment room
5	Aquatic Deck Exit front of building – southeast – near soccer storage
6	Aquatic Deck Exit east side of building – near soccer storage
7	Aquatic Deck Exit east side of building – at lap pool ramp
8	Aquatic Deck Exit east side of building – at lap pool deep end
9	Splash pad mechanical room north side of building
10	Rear entrance north side of building – near Program Room
11	Active Living Centre exit northeast side
12	Active Living Centre exit from second floor stairwell northeast side
13	Rear building main entrance north side – double doors
14	Optimist Arena northeast exit – rear of building
15	Optimist Arena northwest exit – rear of building
16	Arena maintenance entrance northwest side – rear of building
17	Arena maintenance entrance west side of building
18	Arena maintenance man door west side of building
19	Arena maintenance door west side of building
20	Arena storage room door west side of building
21	Arena storage room door west side of building
22	Arena maintenance room door west side of building
23	Schout Arena Exit door southwest corner of building
24	Schout Arena Exit door southwest end of rink
25	Schout Arena Exit door south side near main entrance
26	Arena lobby man door exit

Note: See map on page 58

Appendix A: WRC Door Numbering Diagram



Appendix 3 - SITE PLAN /FLOOR PLANS



Wilmot Recreation Complex
1291 Nafziger Road, Baden, Ontario
(Major intersections Nafziger Road and Hwy 7/8)



FIGURE A: WRC Site Fire Map

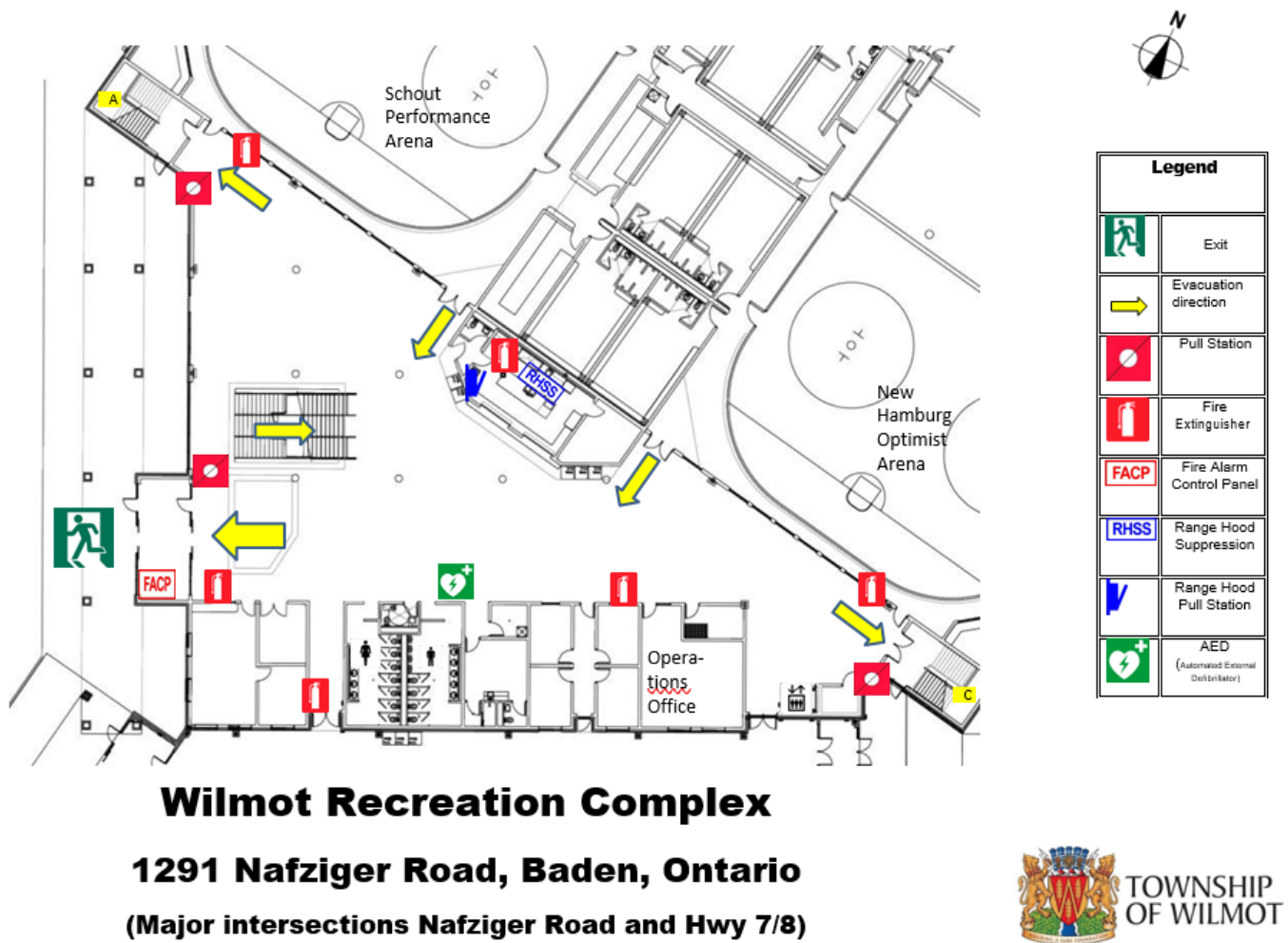
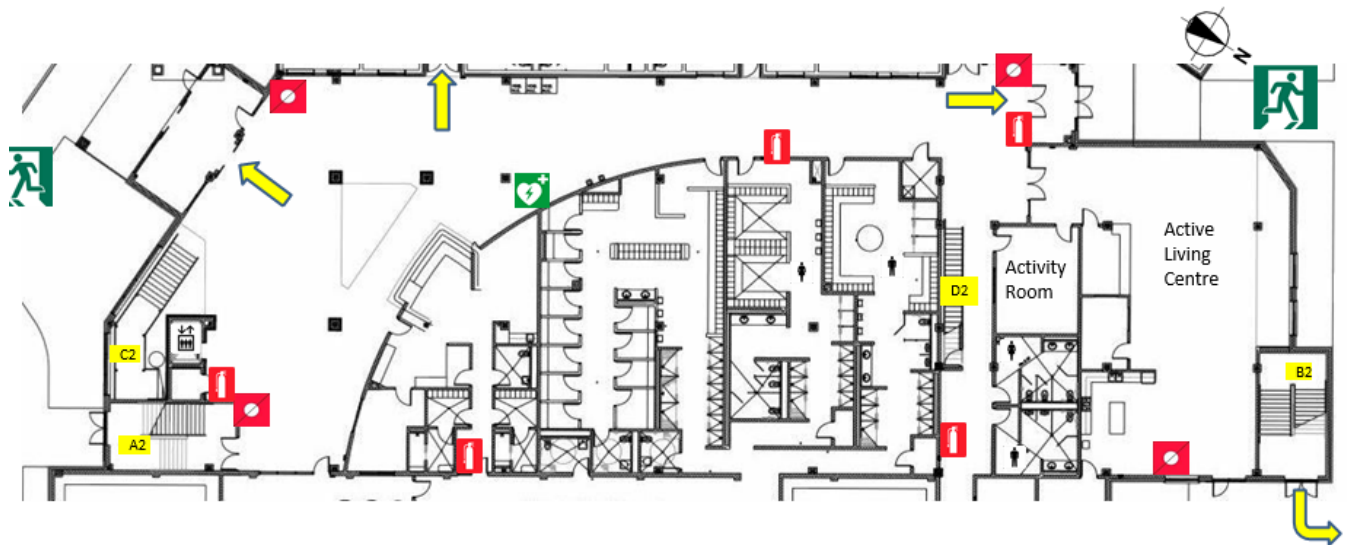


FIGURE B: WRC Main Floor Rink Lobby Fire Map



Stair Legend:

A2	Emergency exit stairs from Upper Floor to exterior — front of building
B2	Emergency exit stairs from Upper Floor to exterior — back of building
C2	Stairs to Upper Floor from lobby - Front of Building
D2	Stairs to Upper Floor — across from Activity Room

Legend			
	Exit		AED
	Evacuation Direction		Fire Extinguisher
	Pull Station		

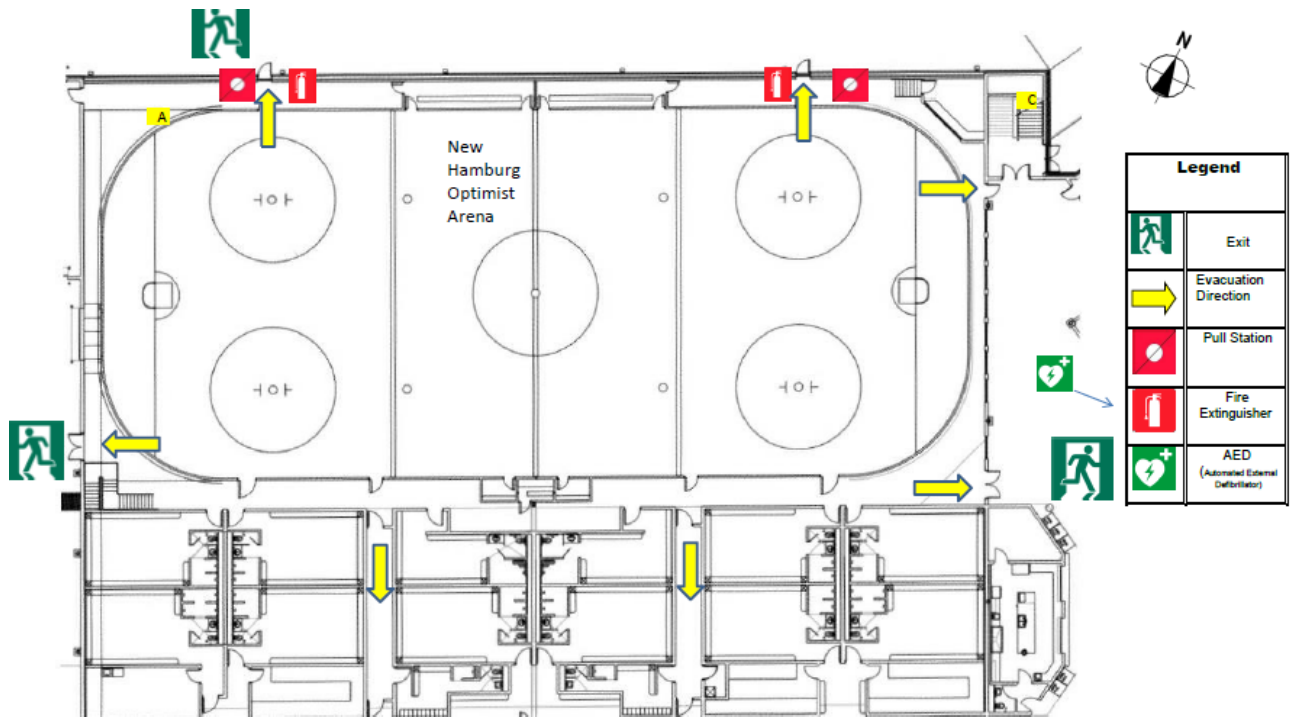
Wilmot Recreation Center
1291 Nafziger Road, Baden, Ontario
(Major intersections Nafziger Road and Hwy 7/8)



FIGURE C: WRC Main Floor Pool Lobby Fire Map



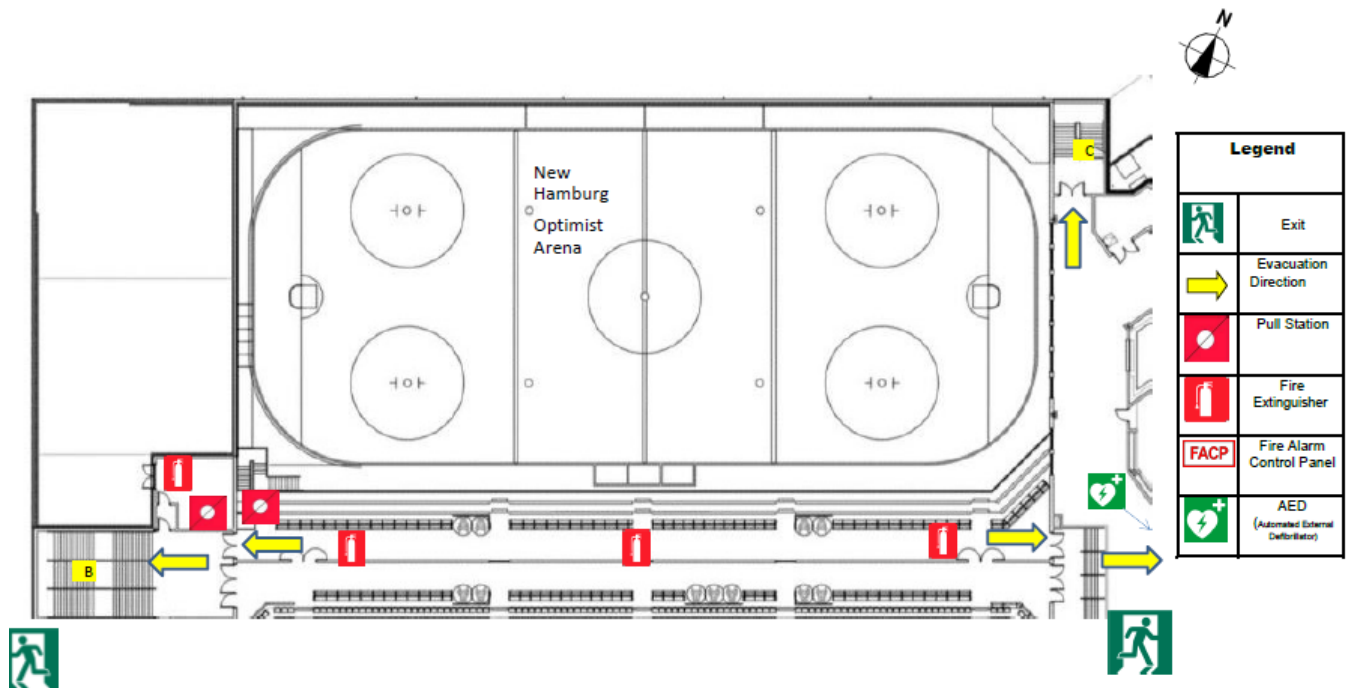
FIGURE D: WRC Main Floor West Rink Fire Map



Wilmot Recreation Complex
1291 Nafziger Road, Baden, Ontario
 (Major intersections Nafziger Road and Hwy 7/8)



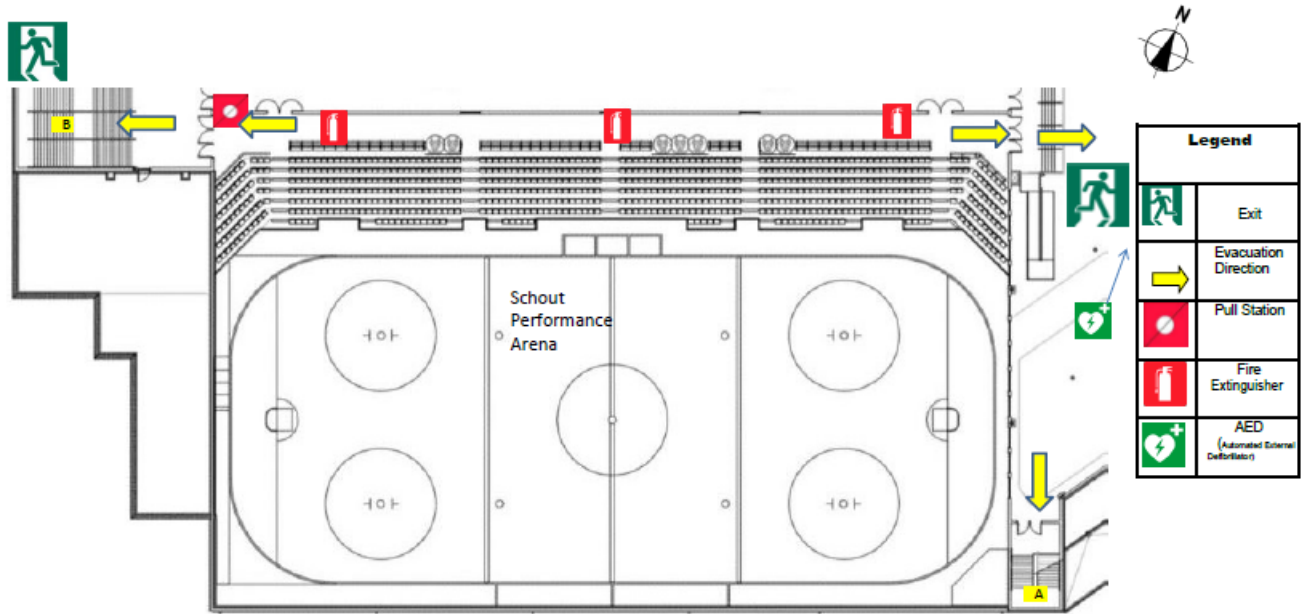
FIGURE E: WRC Main Floor East Rink Fire Map



Wilmot Recreation Complex
1291 Nafziger Road, Baden, Ontario
 (Major intersections Nafziger Road and Hwy 7/8)



FIGURE F: WRC 2nd Floor East Rink Fire Map



Wilmot Recreation Center
1291 Nafziger Road, Baden, Ontario
(Major intersections Nafziger Road and Hwy 7/8)



FIGURE G: WRC 2nd Floor West Rink Fire Map

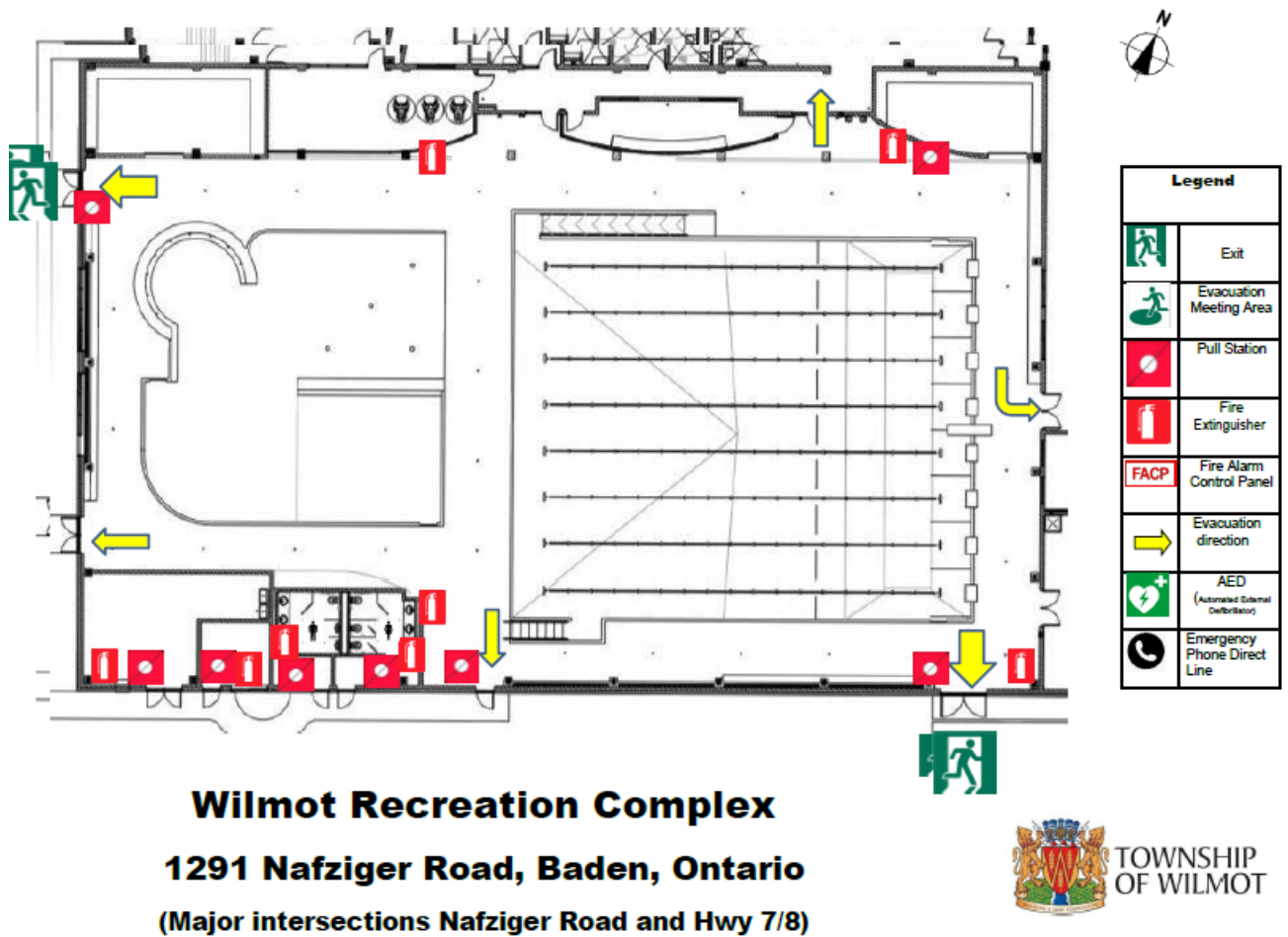
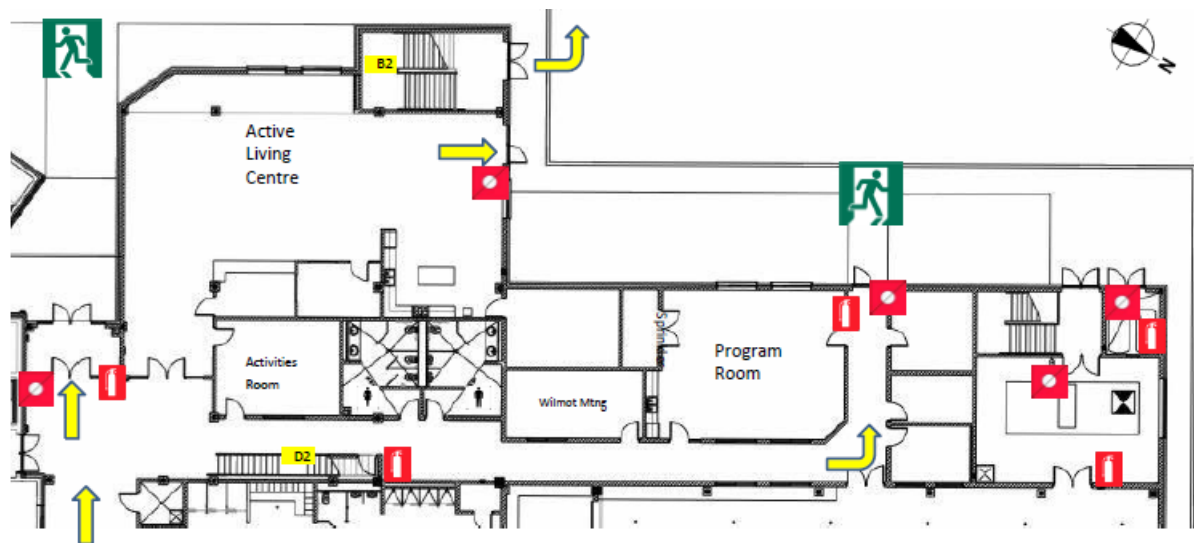


FIGURE H: WRC Main Floor Pool Fire Map

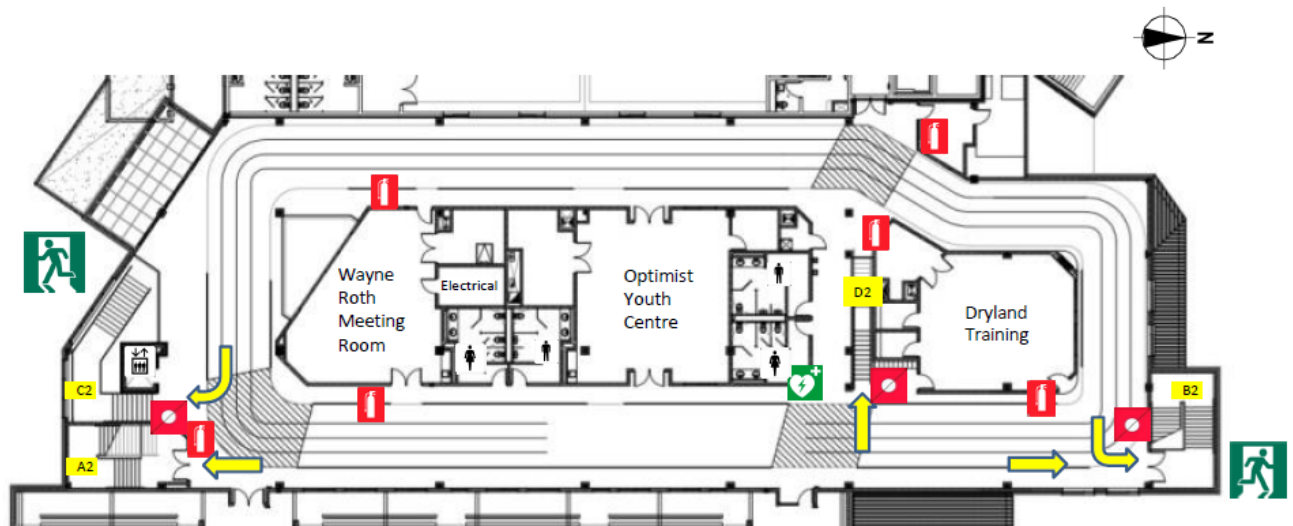


Wilmot Recreation Complex
1291 Nafziger Road, Baden, Ontario
(Major intersections Nafziger Road and Hwy 7/8)

Legend			
	Exit		Pull Station
	Evacuation Direction		Fire Extinguisher



FIGURE I: WRC Main Floor Pool Common Back Fire Map



Wilmot Recreation Complex

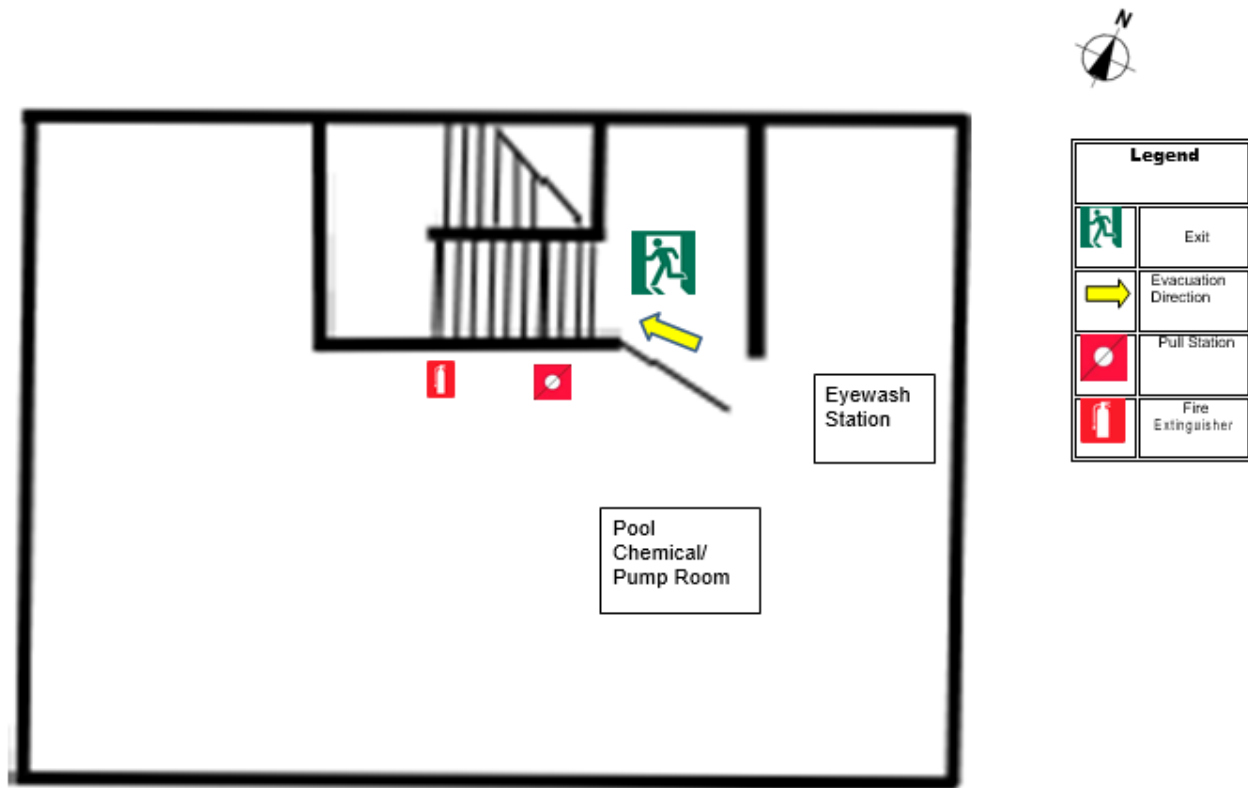
1291 Nafziger Road, Baden, Ontario

(Major intersections Nafziger Road and Hwy 7/8)

Legend			
	Exit		AED Automated External Defibrillator
	Evacuation Meeting Area		Fire Extinguisher
	Pull Station		



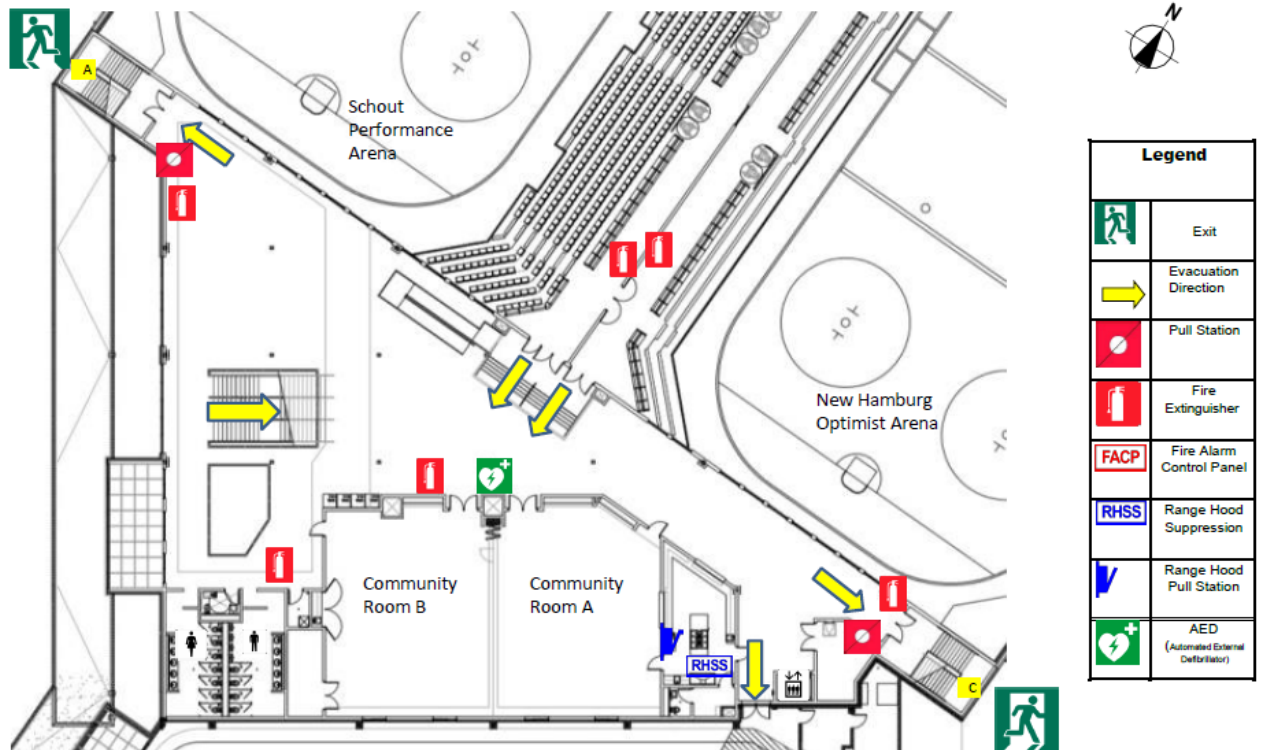
FIGURE J: WRC 2nd Floor Walking Track Fire Map



Wilmot Recreation Complex
1291 Nafziger Road, Baden, Ontario
(Major intersections Nafziger Road and Hwy 7/8)



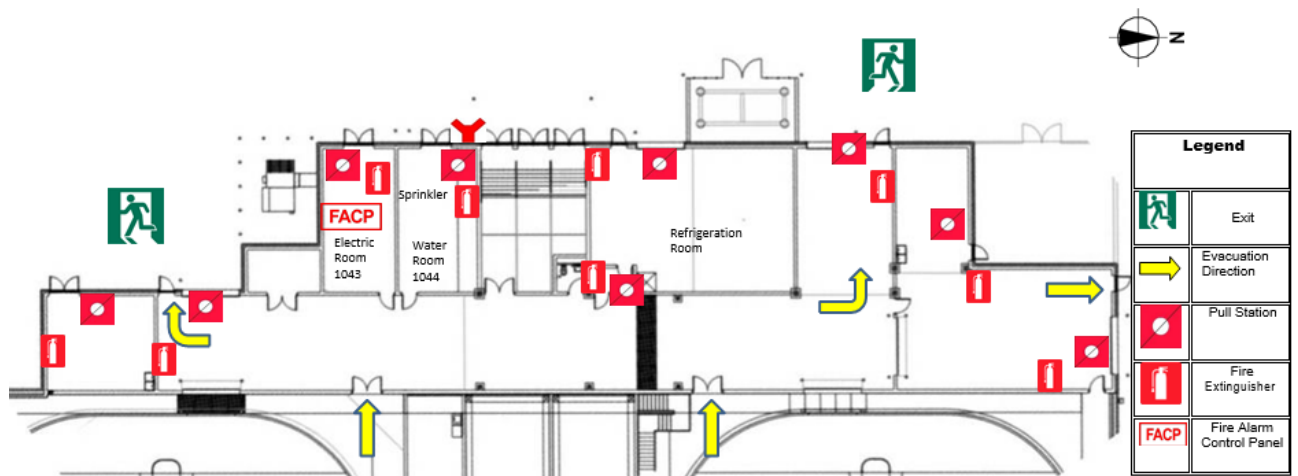
FIGURE K: WRC Basement Fire Map



Wilmot Recreation Complex
1291 Nafziger Road, Baden, Ontario
(Major intersections Nafziger Road and Hwy 7/8)



FIGURE L: 2nd Floor Rink Lobby Fire Map



Wilmot Recreation Complex
1291 Nafziger Road, Baden, Ontario
(Major intersections Nafziger Road and Hwy 7/8)



FIGURE M: Main Floor Rink Mechanical Fire Map