

# Fire Safety Plan

**United Church**

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**#10 Boundary Street  
Kimberley, BC**

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Prepared/Amended by:	Signature	Date		FD Review	Signature	Date
Graham Smith	<i>Graham Smith</i>	25 Sept 2016				

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## **Part 1 Introduction**

The British Columbia Fire Code, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building in an approved location.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The fire safety plan approved location is at the front door.

### **SUBMISSION PROCEDURES**

At least two (2) copies of the Plan (8 ½ X 11 format) must be submitted to the Fire Prevention Officer or Fire Chief. Upon approval, one copy will be returned to the author and one copy will be retained by the Fire Department.

The Fire Prevention Officer or Fire Chief is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

## Part 2(a) Audit of Building Resources Checklist

<b>Occupancy Type</b>	Assembly
<b>Occupant Load</b>	N/A
<b>Access and Water Supply</b>	
Designated Fire Route	NO
Nearest Municipal Hydrant Location	#240 Corner of Boundary St. and Deer Park Ave.
Private Hydrants	NO
Lockbox	Yes
<b>Heating and Power</b>	
Main Gas Shut-off	South east corner on Wallinger Avenue
Main Electrical Shut-off Location	Basement at back of building
<b>Fire Alarm System</b>	
Main Panel Location	Main floor, Choir Room
Annunciator Panel Location	Front Door
Fire Alarm Description	Single Stage, Multiple Pull Station
<b>Sprinkler System</b>	NO
<b>FD Connection</b>	NO
<b>Commercial Cooking Equipment</b>	NO
<b>Portable Fire Extinguishers</b>	SEE SCHEMATIC
<b>Emergency Lighting</b>	YES
Location(s)	SEE SCHEMATIC
<b>Emergency Power</b>	NO
<b>Proper Signage</b>	YES
Location(s) throughout building:	SEE SCHEMATIC
<b>Are there hazardous materials on site?</b>	NO
Material and quantity	n/a
<b>Exits</b>	Refer to schematics for location of exits

## Part 2(b) Audit of Human Resources

**Business/Building Name:** United Church

**Address:** #10 Boundary St., Kimberley BC

**Postal Code:** V1A 3C8

**Business Phone No.** 250-427-2428

### After Hour Contacts (24 hour telephone numbers)

<b>Fire Safety Officer:</b>	Allan Sayegh	778-481-4817
<b>Minister:</b>	Rev Sunny Kim	250-427-2428 option/ext 3

**Fire Alarm Monitoring Company:** Peak Security Account # K6264  
Phone: 1-877-526-8221

Following are the current emergency contact numbers for Kimberley United Church

1. Carol Fergus - (250) 427-2258
2. Al Sayegh - (250) 427-8830
3. Bill Bale - (250) 427-4256, Cell(250) 427-5799
4. Graham Smith - (778) 481- 2000

## Part 3 Emergency Procedures for Occupants

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations.

### IN CASE OF FIRE

**Address is 10 Boundary Street**

#### Upon Discovery of Fire:

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Leave building via nearest Exit
- Assemble at corner of Deer park Avenue and Boundary Road
- Call the Kimberley Fire Department 9-1-1

#### Upon Hearing Fire Alarm:

- Leave building via nearest Exit
- Close doors behind you
- Assemble at corner of Deer park Avenue and Boundary Road

### CAUTION

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

### Remain Calm

## **Part 4 Emergency Procedures for Supervisory Staff**

### Upon Discovery of Fire

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm supervisory procedures.
- Call 9-1-1 from a safe location.
- Exit the building via the nearest exit.
- Assemble at corner of Deer park Avenue and Boundary Road.
- Carry out a head check of known occupants.
- One person to await the arrival of Fire Department at the main entrance.

### Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Notify the Kimberley Fire Department of the emergency condition. Dial 9-1-1 and ask for the Fire Department.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the firefighters, inform the fire officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the firefighters as to location of persons, master keys for this occupancy and service rooms, etc.

### **Related Duties**

#### In general:

- Keep the doors in fire separations closed at all times.
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.
- Participate in fire drills. Occupants' participation should be encouraged.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Arrange for a substitute in your absence.
- Comply with the British Columbia Fire Code.
- In the event of any shutdown of fire and life safety systems, notify the Kimberley Fire Department and initiate alternative measures.

## Part 5 Responsibilities of the Owner / Occupant

The building owner/occupant has numerous responsibilities related to fire safety and must ensure that the following measures are enacted. The Chair of the Property and Finance Committee is the Fire Safety Officer and is responsible for the following on behalf of the building owner/occupant:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Ensuring renters are familiar with the emergency procedures and understand their own responsibilities.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the British Columbia Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Fire Prevention Officer or Fire Chief regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.

## Part 6 Fire Hazards

### Commercial, Retail and Industrial Properties

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Clothes dryer lint collector full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

### In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call the Fire Department immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know stairwell designation and the crossover floors (if any).

## **Part 7 Fire Extinguishment, Control or Confinement**

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that the Kimberley Fire Department has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

### **Suggested Operation of Portable Fire Extinguishers**

Remember the acronym P.A.S.S.

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

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

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

## Part 8 Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Fire Prevention Officer or Fire Chief.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from the Kimberley Fire Department.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify the Kimberley Fire Department. Dial (250)-427-4114 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. The Kimberley Fire Department is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour. Patrols shall be documented including person(s), date, time, areas patrolled and conditions found.
4. Notify the Kimberley Fire Department and the building occupants when repairs have been completed and systems are operational.

**Note:** All shutdowns will be confined to as limited an area and duration as possible.

Cooking operations shall be suspended until the fire protection equipment system is restored.

## Part 9 Fire Drills

Fire drills will be held at least once every 6 months to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

### FIRE DRILL RECORD

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Manager/Supervisor On-Duty: \_\_\_\_\_

Staff Present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deficiencies Noted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part 10 Checks Inspections and Tests

### Check/test/inspect requirements of the British Columbia Fire Code:

- Included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.

### Definitions for key words are as follows:

*Check* means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

*Test* means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

*Inspect* means physical examination to determine that the device or system will apparently perform in accordance with its intended function

Records of all tests and corrective measures are required to be retained for a period of two years after they are made.

## General Fire Protection Systems/Equipment

### General

### Responsibility

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.

Safety Officer

Exit signs shall be clearly visible and maintained in a clean and legible condition.

Safety Officer

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.

Safety Officer

### Weekly

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.

Safety Officer

### Monthly

Doors in fire separations shall be **inspected** monthly for proper operation.

Safety Officer

# Portable Fire Extinguishers

## General

## Responsibility

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.

Safety Officer

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic **testing** carried out shall be prepared and maintained for each portable extinguisher.

Safety Officer

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.

Safety Officer

## Monthly

Portable extinguishers shall be **inspected** monthly.

Safety Officer

## Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.

Safety Officer

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

Safety Officer

- a) mechanical parts
- b) extinguishing agent
- c) expelling means

## 5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**.

Safety Officer

## 6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures.

Safety Officer

# Fire Alarm

	<u>Responsibility</u>
<u>General</u>	
Fire alarm and voice communication system components shall be kept unobstructed.	<u>Safety Officer</u>
Fire alarm shall be kept unobstructed.	<u>Safety Officer</u>
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	<u>Safety Officer</u>
<u>Daily</u>	
The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken.	
a) <b>Check</b> the principle and remote trouble lights for trouble indication;	<u>Safety Officer</u>
b) <b>Inspection</b> of the AC power-on light shall be done to ensure its normal operation.	<u>Safety Officer</u>
<u>Yearly</u>	
Yearly <b>tests</b> conducted by a certified alarm contractor as required by The British Columbia Fire Code, Section 6.3.1.2. <b>Tests</b> shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".	<u>Safety Officer</u>
Voice communications between floor areas and the central alarm control facility shall be <b>tested</b> annually, as required for fire alarm initiating and signally devices.	<u>Safety Officer</u>
The main panel shall have a tag securely attached to it showing the maintenance date, the servicing agency and the signature of the person who performed the service.	<u>Safety Officer</u>

## Smoke Alarms

### General

Ensure dwelling unit smoke alarms are maintained in operating condition.

Ensure a copy of the smoke alarm manufacturer's Maintenance instructions or approved alternative has been provided.

### Responsibility

Safety Officer

Safety Officer

# Emergency Lighting System

## Responsibility

### Daily

Check pilot lights for indication of proper operation.

Safety Officer

### Monthly

Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications.

Safety Officer

Ensure that battery surface is clean and dry.

Safety Officer

Ensure that terminal connections are clean, free of corrosion and lubricated.

Safety Officer

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.

Safety Officer

Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply.

Safety Officer

### Yearly

Emergency lighting equipment shall be **tested** annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.

Safety Officer

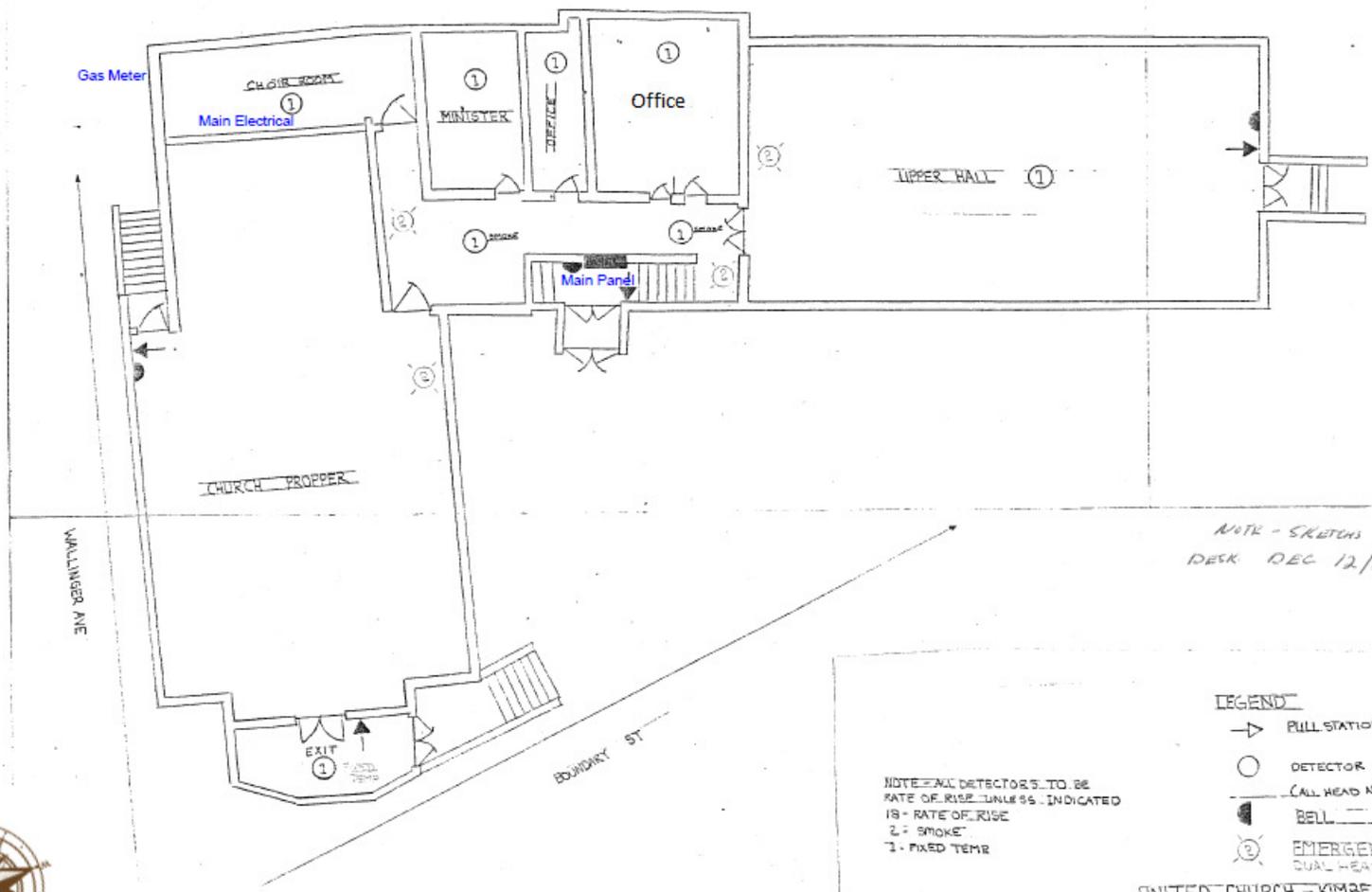
After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer's specifications.

Safety Officer

Each unit will have a tag securely attached to it showing the maintenance date, the servicing agency and the signature of the person who performed the service.

Safety Officer

# Part 11- Building Schematics



NOTE - SKETCH LEFT ON  
DESK DEC 12/85.

NOTE - ALL DETECTORS TO BE  
RATE OF RISE UNLESS INDICATED  
18 - RATE OF RISE  
2 - SMOKE  
1 - FIXED TEMP

**LEGEND**

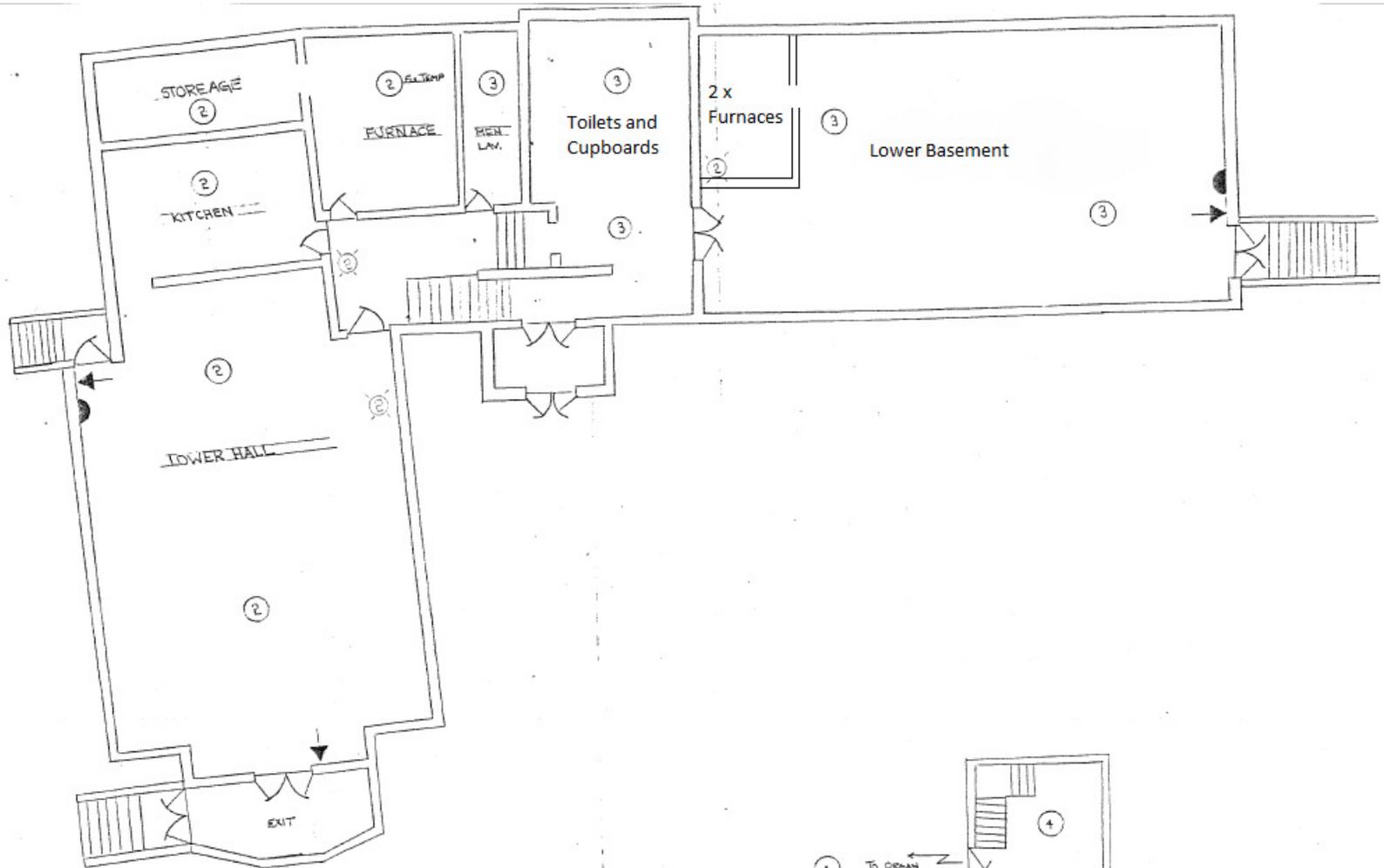
- PULL STATION (7)
- DETECTOR HEAD (21)  
(ALL HEAD NO. TO ZONE)
- BELL (5)
- ⊙ EMERGENCY LIGHTS  
DUAL HEADS

UNITED CHURCH - KIMBERLEY  
FIRE ALARM SYSTEM

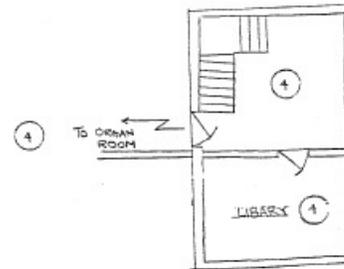
ELECTRICAL UNLIMITED

CLEAVES





LOWER LEVEL



TOP FLOOR