

# **FIRE SAFETY PLAN**

## **GRACE UNITED CHURCH**



**116 WOODSTOCK STREET SOUTH  
TAVISTOCK, ONTARIO  
N0B 2R0**

Original plan Approved by Church Board: February 17, 2016  
Update approved Jan. 21, 2026

THIS OFFICAL DOCUMENT IS TO BE KEPT READILY  
AVAILABLE ON SITE AT ALL TIMES FOR USE BY FIRE  
OFFICIALS IN THE EVENT OF AN EMERGENCY

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## **INTRODUCTION**

Ontario Regulation 388/97 (The Fire Code), Section 2.8, requires the establishment and implementation of a Fire Safety Plan for every building having a Group A or B occupancy and for every building that is required to have a fire alarm system. This plan must be acceptable to the Chief Fire Official.

Each building or complex of buildings requires its own individual Fire Safety Plan taking due regard of the complexities of the facility and the resources available within it.

Fire Safety Plans are intended to assist the owner of a building with the basic essentials for the safety of all occupants, to ensure an orderly evacuation at the time of an emergency and to provide a maximum degree of flexibility to achieve the necessary fire safety for the building.

### **INFORMATION FOR BUILDING OWNERS, PROPERTY MANAGERS AND OTHER PERSONS CONTROLLING PROPERTIES**

Ontario Regulation 388/97 (The Fire Code) is a provincial regulation made under the Fire Protection and Prevention Act. This Code requires the owner to be responsible for carrying out the provisions of this Code, and defines "Owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner may be any one of or combination of parties, including building management, maintenance staff and tenant groups.

The owner is advised to obtain their own copy of the Fire Code and the Fire Protection and Prevention Act. These may be purchased from the Government of Ontario Book Store at 880 Bay Street, Toronto, Ontario, M7A 1N8.

# **SECTION 1: AUDIT OF BUILDING RESOURCES**

## **1.1 BUILDINGS AND FACILITIES**

**Address:** 116 Woodstock Street South  
Tavistock, Ontario N0B 2R0

The closest major intersection is:  
Woodstock Street South and William Street South

**Telephone number:** 519-655-2151  
Chair of Board: Elizabeth Halliday 519 655 2246 (home)  
Fire Plan Rep: Dale Brenneman 519 536 6704 (cell)  
Minister: Rev Marilyn Arthur 519 536 5766 (cell)

**No. of Rooms:** 2 rooms (Third Level—balcony and storeroom); 10 rooms and 2 storage rooms (upper level); 13 rooms and 4 storage rooms (lower level)

Construction Type: Masonry Units/wood structural/steel

## **1.2 BUILDING FIRE PROTECTION SYSTEMS**

**\*See floor plans for location in APPENDIX D**

**Fire Department Access:** The East Zorra-Tavistock Fire Department (EZTFD) has a key for the front parking lot door and the locked box installed inside the front parking lot entrance which contains the keys for the facility.

**Fire Hydrants\*:** The closest municipal fire hydrant is located on the corner of Woodstock Street South and William Street South. Additional municipal fire hydrants are located at the corner of Hope Street West and William Street North and Woodstock Street South adjacent to church property.

**Main Power Shut-off\*:** Located in the store room adjacent to Zion Hall.

**Natural Gas Shut-Off\*:** Located on the east side of the building.

### **Exit for Occupants\*:**

There are five exits in the building:

- 1-There are double doors opening onto the south parking lot at grade level. This exit is directly accessible from the lower level of the building and from the upper level via a staircase.
- 2-There is a double door opening onto the south driveway and parking area at grade level. This exit is accessible from both the upper and lower levels of the building via short stairways.
- 3-There is a single door opening from Zion Hall towards cemetery with one step down.
- 4-There is a single door leading from Knox Parlour on lower level to the sidewalk on the east side of the building with one step down.
- 5-There is a single door leading from emergency staircase from upper level to sidewalk on east side of the building with one step down. This exit is to be used during a fire emergency or a fire drill only.

**Smoke Alarms\*:** There are seven smoke alarms.

**Exit Signs\*:** There are seven exit signs.

**Emergency Lighting\*:** There are three emergency lighting units.

**Portable Fire Extinguishers\*:** There are five Dry Chemical ABC fire extinguishers.

**Elevator\*:** There is an elevator (lift) in the building that is used for non-ambulatory occupants. It is not to be used during a fire emergency or fire drill.

## **SECTION 2: EMERGENCY PROCEDURES**

### **SECTION 2.1 FIRE PLAN**

- 2.1.1 The designated meeting place is the parking lot at peopleCare Nursing Home.
- 2.1.2 Copies of the Fire Plan must be freely available for reference on each floor of the building (locked box, office, upstairs usher area)

### **SECTION 2.2 EXIT ROUTES**

- 2.2.1 Fire exit routes are to be clear of clutter and not to be used for storage.

### **SECTION 2.3 IN THE EVENT OF FIRE**

- 2.3.1 Extinguish fire, if possible, using available portable fire extinguisher(s). Attempting to extinguish the fire is a voluntary act.
- 2.3.2 If unable to extinguish, leave the fire area and confine fire by closing all doors after passing through.
- 2.3.3 Leave building immediately via the nearest exit and proceed to designated meeting place. Do not use the lift to exit the building.
- 2.3.4 Notify EZTFD (dial 9-1-1).
- 2.3.5 Do not return or re-enter the building.

### **SECTION 2.4 UPON HEARING THE FIRE ALARM**

- 2.4.1 Use exits to leave the building immediately and proceed to designated meeting place. Initial evacuation of non-ambulatory occupants to Zion Hall to proceed to designated meeting place. All other people to proceed directly to designated meeting place.
- 2.4.2 If you find fire or smoke upon opening the door, close the door and leave by next nearest, safest exit.
- 2.4.3 Fire Team will oversee a complete and quick evacuation, assisting those requiring help and checking washrooms if possible.

### **SECTION 2.5 EXITING GRACE UNITED CHURCH PROPERTY**

- 2.5.1 Be aware that fire engines could be entering church property at short notice. **Do not go to cars.**
- 2.5.2 If the alarm is for a fire drill, wait until the "All Clear" before re-entering the church for any reason or before driving off the property.

### **SECTION 2.6 EMERGENCY PROCEDURES WHEN CONGREGATION IS PRESENT (I.E. WORSHIP, FUNERAL, WEDDING)**

#### **Roles of the Fire Safety Team**

##### Minister or designate

- Announce when the alarm is a Fire Drill.
- Assume the role of charge person of the fire alarm
- Keep congregation calm.
- Exit the building via safest, closest exit, use alternative exit if you encounter smoke or fire.

### Fire Plan Rep (or designate)

- Check all upper rooms, emergency stairwell, and lower rooms to make sure that all people have been evacuated.
- Close all doors on his/her way out.
- Report to Minister or designate with successful evacuation.

### Ushers & Lift Operator

Ushers generally should try to expedite the evacuation of the church by opening exit doors, encouraging people to move quickly in an orderly manner, not to stop to pick up coats or belongings etc.

- Make sure that all exits are being used efficiently and in an orderly manner.
- Last person to leave the Sanctuary.
- Close Sanctuary doors.
- Report to Minister or designate with successful evacuation.
- Ensures non-ambulatory persons are taken to Zion Hall for secondary evacuation.

## **SECTION 2.7 EVACUATION PROCEDURES FOR UPPER LEVEL CLASSROOMS AND LOWER LEVEL CLASSROOMS**

- All classes exit via Door #5 then to designated meeting place.
- Account for all students.
- Clear room in an orderly manner, closing door behind you.
- Once to the designated meeting place, one teacher (oldest grades) will report to Minister.
- Only re-enter building when "All Clear" is given by the Chief Fire Official.

## **SECTION 3: EMERGENCY INSTRUCTIONS TO OCCUPANTS**

### **SECTION 3.1 EMERGENCY PROCEDURES**

The actions to be taken by occupants in emergency situations will be posted in a conspicuous location, on each floor area. See APPENDIX A.

### **SECTION 3.2 TRAINING**

#### Regular Congregants

Annually the congregation should be instructed on what they are required to do in the event of a fire. This instruction will be given as a brief reminder. For instance, the instructions could be given on a Sunday prior to the drill or by instructions in the Annual Report.

#### Renters or other occasional occupants

These people will receive basic instructions on fire procedures prior to use when given the rental agreement.

## **SECTION 4: CONTROL OF FIRE HAZARDS**

In order to avoid fire hazards in this building, every member of the congregation, every employee and user group is expected to contribute to the fire safety of the facility by practicing good housekeeping and being diligent in the following areas:

- Limit the use of flammable liquids. Have and use safe handling, storage and disposal practices.
- The stoves in the kitchen should not be used for “grease cooking” e.g. oils should not be used for cooking.
- Refrain from using unsafe electrical appliances, frayed connection cords, over-loaded outlets and lamp wire for permanent wiring. Extension cords may only be used for temporary connection to appliances - they shall not be used over a prolonged period.
- Ensure that electrically powered equipment especially coffee makers and hot plates are shut off when not in use.
- All fire doors and the two pass-through metal shutters in the kitchen must be closed when not in use.
- Keep stairways, landings, corridors and exits clear of obstructions/combustibles at all times.
- Maintain clear access to portable fire extinguishers and other fire protection equipment.
- Smoking is not permitted inside this building.
- Report any hazardous situation immediately to the Property Committee Member or Minister.
- Keep doors to stairways closed at all times.

## **SECTION 5: LISTING OF SUPERVISORY STAFF AND RELATED DUTIES**

### **SECTION 5.1 RESPONSIBILITIES OF THE BOARD—the Board must ensure these responsibilities are completed.**

1. Post on each floor level the Emergency Procedures to be used by the occupants in the event of a fire emergency.
2. Ensure Fire Safety Team knows their potential roles in fire safety, as per this fire plan.
3. Control fire hazards in the building by regular inspection of corridors, stairways, exit areas and storage areas. Ensure the removal of trash and other hazardous materials in the building.
4. Know the operation of and maintain building facilities provided for safety of the occupants. These facilities shall be checked, tested and inspected as required by the Fire Code. Records shall be kept of all tests and inspections.
5. Provide alternate measures for safety of the occupants during the shut-down of fire protection equipment.
6. Establish and implement the approved Fire Safety Plan and notify the Chief Fire Official of changes in this plan.
7. Inform the members of the availability of the Fire Safety Plan.
8. Train Fire Safety Team in Emergency procedures, Building Fire Protection devices, alternative measures for occupant safety and Control of Fire Hazards.
9. Update this plan as required and forward the necessary changes to EZTFD for approval.
10. The plan shall be reviewed annually to ensure it takes into account the changes of use or other characteristics of the building.
11. At the request to the EZTFD, conduct with them a Fire Safety Inspection of Grace United Church premises and practices. This involves:
  - a) A review of the following paperwork (copies may be required):
    - i) The Fire Safety Plan with up-to-date information on Fire Safety Team Members (copy of this sheet may be required).
    - ii) Fire drill report done within last 12 months.
    - iii) Fire system annual inspection report completed by certified company.
    - iv) Proof of monthly testing of fire alarm system, emergency lighting and exit signs.
  - b) Walk through inspection in which the following will be checked:
    - i) All fire doors close and latch properly.
    - ii) All fire doors, exit doors and exit passage ways must be unobstructed.
    - iii) No evidence of wedges or bricks to prop open fire doors.

- iv) No appliances connected to supply via “permanent” extension cords.
- v) All fire extinguishers in place, unobstructed and monthly check sheet up to date.
- vi) Assure the fire officer, if asked, that kitchens are used only for “non-grease” cooking.
- vii) No flammable material is stored within 30” of a heat source (check for cardboard or waste under electrical panels in utility room).

## **SECTION 6: FIRE DRILLS**

### **SECTION 6.1 PURPOSE**

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with the emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

### **SECTION 6.2 FREQUENCY**

The Fire Code requires that fire drills are to be held every 12 months for this building.

### **SECTION 6.3 FIRE DRILL REPORT**

Upon completion of every fire drill, a written record shall be made of all pertinent events, including items such as date and time of fire drill, supervisory personnel present, simulated fire scenario, deficiencies noted and general comments. Records of a fire drill shall be kept for 12 months in the church office after the fire drill. See APPENDIX B for reporting form.

## **SECTION 7: MAINTENANCE PROCEDURES FOR FIRE PROTECTION SERVICES**

The Chair of the Property Committee will ensure that all monthly, annual and other inspection or maintenance procedures that require qualified personnel, to be carried out by such qualified personnel.

### **7.1 CHECK, INSPECT, TEST**

Check, Inspect, Test requirements of the Fire Code.

To assist in fulfilling our obligations, included is a list of the portions of the Fire Code which require that checks, inspections and/or tests be made of equipment and facilities from time to time. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests.

Fire Prevention Officers may check to ensure that the necessary check, inspections and/or tests are being done, when conducting the inspections.

### **7.2 DEFINITIONS FOR KEY WORDS**

**CHECK:** Means visual observation, to ensure 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 the device or system to ensure that it will perform in accordance with its intended operation or function.

See APPENDIX C for schedule of frequency for checks, inspections and tests.

**It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.**

## **SECTION 8: DISTRIBUTION AND RECORDS**

### **8.1 DISTRIBUTION**

The distribution of the Fire Safety Plan or part thereof shall be as noted below:

1. East-Zorra Tavistock Fire Department (entire Fire Safety Plan)
2. Board
3. Minister, Fire Plan Designate and other staff
4. Ushers
5. User Groups

### **8.2 RECORDS**

Written records shall be kept of all tests and corrective measures for a period of two years after they are made. The records shall be available upon request to the EZTFD.

# APPENDIX

**APPENDIX A: EMERGENCY PROCEDURE SIGN**

**IN CASE OF FIRE**

**UPON DISCOVERY OF FIRE**

LEAVE FIRE AREA IMMEDIATELY

CLOSE DOORS BEHIND YOU

**CALL 9-1-1**

EVACUATE BUILDING VIA NEAREST AND SAFEST  
EXIT AND MEET AT THE PARKING LOT AT  
PEOPLECARE NURSING HOME.

**DO NOT GO TO YOUR CAR.**

**UPON HEARING THE ALARM**

LEAVE BUILDING IMMEDIATELY  
CLOSE ALL DOORS BEHIND YOU

**CAUTION**

IF YOU ENCOUNTER SMOKE,  
USE ALTERNATIVE EXIT

**REMAIN CALM**

East-Zorra Tavistock Fire Department is to be notified by dialling 9-1-1 and given the correct address  
(**116 Woodstock Street South, Tavistock, ON.**) and the exact location of the fire.

**APPENDIX B: FIRE DRILL REPORT**

**GRACE UNITED CHURCH FIRE DRILL REPORT**

<b>DATE OF FIRE DRILL</b>	<b>NO. OF PERSONS INVOLVED IN FIRE DRILL</b>

<b>REMARKS:</b>

<b>SIGNATURE OF PERSON RESPONSIBLE</b>	<b>PRINTED NAME OF PERSON RESPONSIBLE</b>

<b>DATE OF FIRE DRILL</b>	<b>NO. OF PERSONS INVOLVED IN FIRE DRILL</b>

<b>REMARKS:</b>

<b>SIGNATURE OF PERSON RESPONSIBLE</b>	<b>PRINTED NAME OF PERSON RESPONSIBLE</b>

## **APPENDIX C: CHECKS, INSPECTIONS, TESTS SCHEDULE**

### **C.1 PORTABLE FIRE EXTINGUISHERS**

(Reference should be made to current NFPA 10 for exact details.)

	<b>FREQUENCY</b>
Inspect all portable extinguishers	Monthly
Subject to maintenance	Annually
Hydrostatically test water extinguishers	Every 5 years
Empty stored pressure type extinguishers and subject to maintenance.	Every 6 years
Hydrostatically test dry chemical extinguishers.	Every 12 years
Recharge extinguisher after use or as indicated by an inspection or when performing maintenance.	As required

**NOTES:** Ensure that extinguisher is conspicuously located, readily accessible, and is set on hanger, shelf or bracket, and ensure that it is installed as per the Fire Code.

### **C.2 EMERGENCY LIGHTING & EXIT SIGNS**

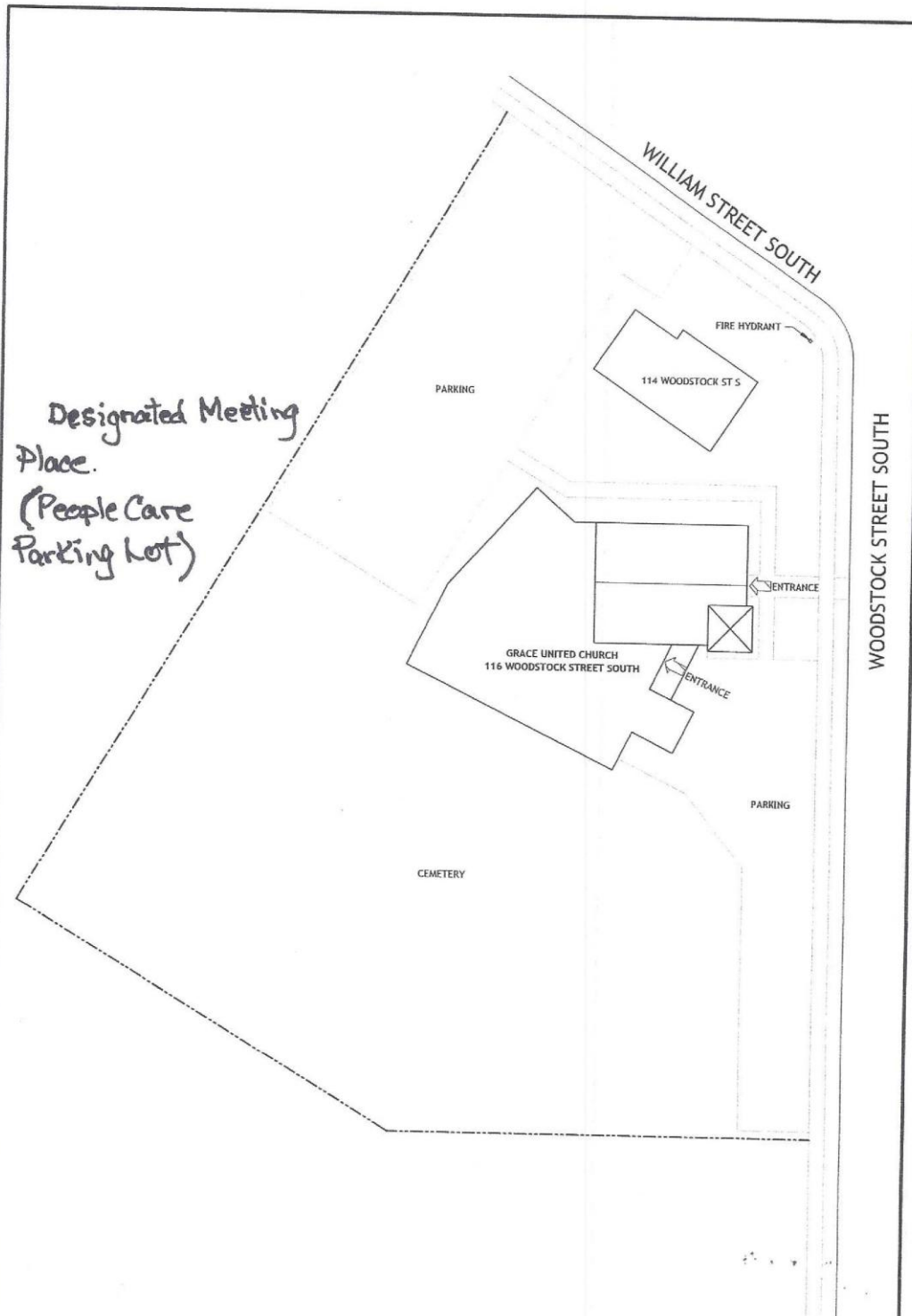
(Reference should be made to current NFPA 10 for exact details.)

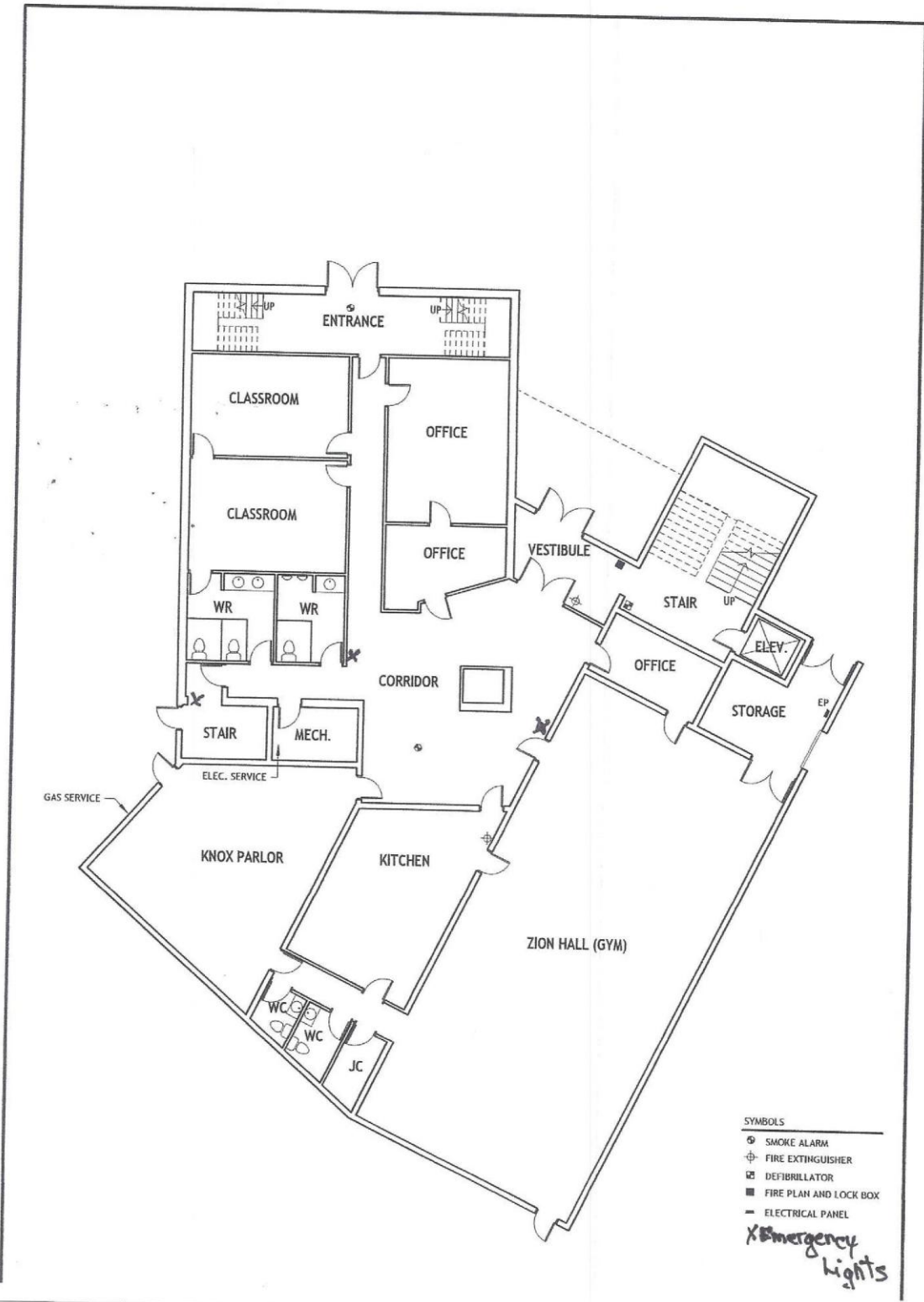
	<b>FREQUENCY</b>
Maintain exit signs to ensure they are clear and legible.	As required
Exit signs are illuminated at all times when building is occupied.	As required
Check unit equipment lights will function when primary power is lost.	Monthly
Ensure battery surface is kept clean and dry.	Monthly
Ensure that unit is secure in its location.	Monthly
Test units will provide lighting for required duration with simulated power failure conditions.	Annually
After such test the recovery period shall be tested to ensure that charging system is in accordance with the manufacturer's specifications.	Annually

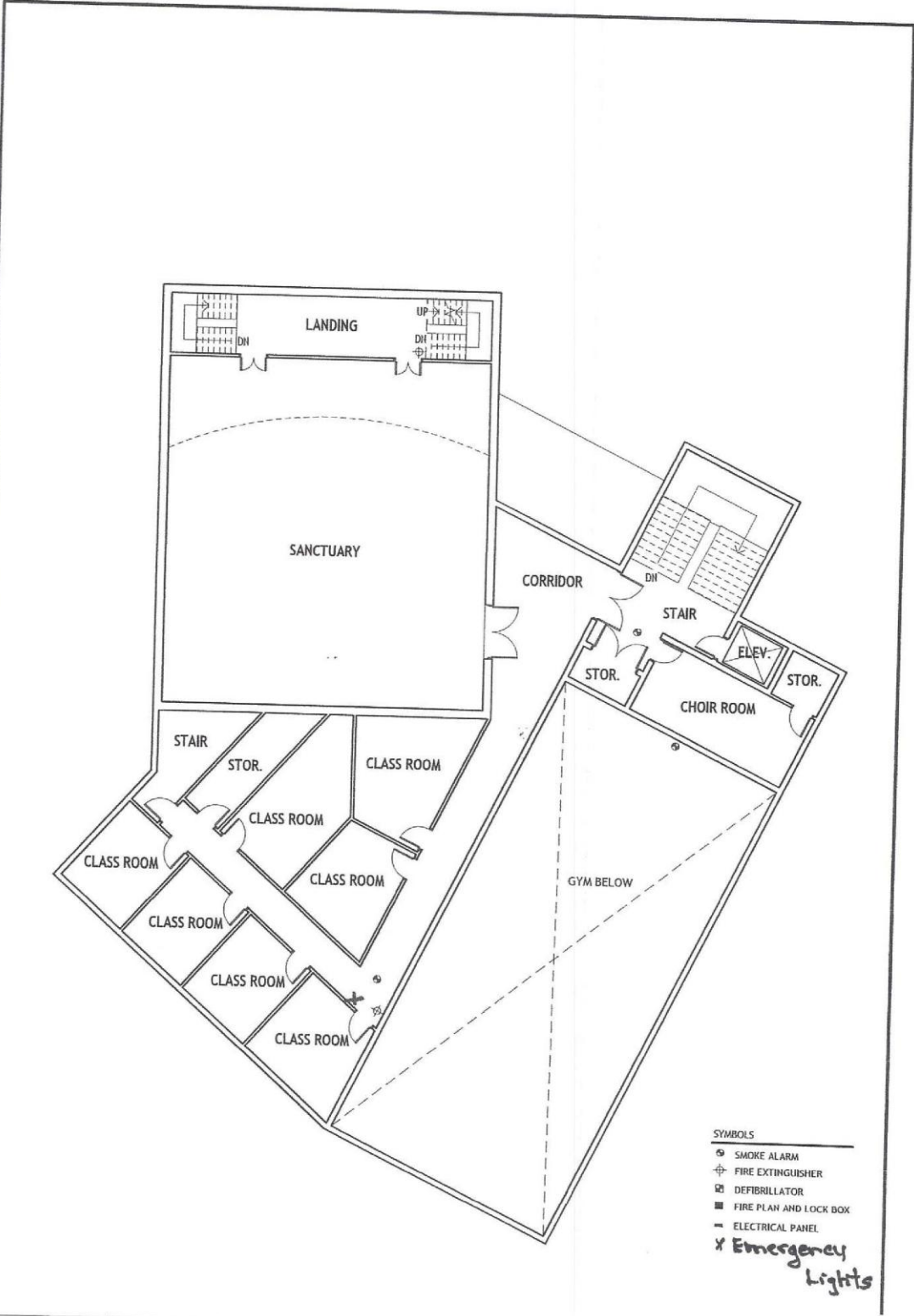
### **C.3 SERVICE EQUIPMENT, DUCTING, CHIMNEYS**

	<b>FREQUENCY</b>
Inspect all fire dampers and fire stop flaps.	Annually
Inspect chimneys, flues and flue pipes and clean as necessary.	Annually
Inspect disconnect switch for mechanical air conditioning and ventilation.	Annually
Inspect controls for air handling systems used for venting.	Annually

# APPENDIX D: SCHEMATIC DRAWINGS







- SYMBOLS**
- ⊙ SMOKE ALARM
  - ⊕ FIRE EXTINGUISHER
  - ⊞ DEFIBRILLATOR
  - FIRE PLAN AND LOCK BOX
  - ELECTRICAL PANEL
  - X Emergency Lights

