

Fire Safety Plan

Purpose:

To ensure a timely and efficient response to the activation of a fire alarm, resulting in the safe evacuation of staff and visitors.

Process:

- ❖ Both sites are monitored for Fire Alarm Activity by the Georgian Bay Fire and Safety Monitoring Station. This station is notified immediately when a fire alarm is activated and will immediately dispatch the local fire department to the corresponding site.
- ❖ The **CARD SWIPE SYSTEM WILL BE INACTIVATED DURING AN ALARM:** This means that the doors, at both sites, will be in an **UNLOCKED** position for which your swipe card will not be necessary.
- ❖ It is important to note that at No Time can the fire department be called to disregard an alarm by the office experiencing the alarm. By law, the fire department must respond to each and every alarm.
- ❖ It is important to note that the alarm will sound for precisely one minute and cannot be turned off during that minute.
- ❖ At no time should persons attend the fire alarm panel to discern if the alarm is false or not. Immediate Evacuation of the premises must proceed. Only a representative from the Fire Department can determine the cause of the fire and make a decision on the safety of the building.

Fire Alarm Sounds

1. Everyone must evacuate the building during the start of the alarm. Employees requiring assistance, (those who had requested an individualized workplace emergency response plan because of a disability) and/or visitors requiring assistance, please report to the person designated to provide assistance. Please use the Exit Areas closest to you, as outlined on the attached floor plan and as designated in the corridors on the wall mounted displays. **Staff may not go back to their own workstations/offices in order to retrieve personal items before exiting the building.**
2. The receptionist will take the Fire Alarm Panel key, located on the cork board at the receptionist workstation, and go to the fire alarm panel. The receptionist will wait one minute and silence the alarm, as per the steps outlined below under the section: Silencing the Alarm.

3. The receptionist will also take with them as they leave the receptionist area:
 - a. the daily log-in sheet;
 - b. the visitor log-in sheet; and
 - c. the Supervised Access Room Booking sheets for reference (Stratford Office only);

for reference by the managers/designates of each team.

4. Team Managers and/or designates should go to the employee parking lot, away, from the outside, and meet up with the receptionist and get the attendance sheet that corresponds to their team. They will then go back to their team, who will be congregated by team in the agency parking lot, and make sure that all staff are present and accounted for. If someone is not present and accounted for, the manager or designate will advise a member of the Fire Department, who will act accordingly.
5. Those staff or their designates having clients in either the front interview rooms and/or the supervised access corridor will:
 - a. check in with their manager and/or designate to advise of their safe evacuation of the building; and
 - b. account for those persons who were attending said visit area;
 - c. advise their manager or designate of the absence, who will, in turn, advise a member of the Fire Department, who will act accordingly.
6. All staff and persons attending the building must wait for permission to re-enter the building from the Fire Department.

Silencing the Alarm: Instructions for those assigned to this task only, not an all staff issue.

Stratford:

1. Open Fire Alarm Panel using the key from reception.
2. Monitor Screen on inside of Panel will show which area of the building the alarm has been sounded from.
3. Two options to silence the alarm. Either you have the key, then turn to ON position, which automatically silences the alarm. If you do not have the key, Push ALARM SILENCE button, identifiable by a Check Mark (✓), then enter the password, which is 2222. Press the Enter Button.
4. The alarm is now silenced within the building, however, will continue to show as being activated at both the Georgian Bay Fire and Safety Monitoring Station, as well as the local fire department.
5. The Activation Tube of the red Fire Alarm Pull Station that was used must be replaced in the fire pull station before the system can be reset. Reception will

have a spare tube and the small slot-head screw driver that is required.
Instructions as follows.

Goderich:

1. Take keys from Hook marked Alarm Silencer and proceed to the fire alarm panel in the front foyer.
2. Open the panel and follow one of these steps:
 - a. Press the Acknowledged Switch (stopping the audible tone)
 - b. The LED light will change from flashing to a steady light

Or

- c. Press the silence Signal switch on the panel.

Resetting the Fire Alarm Panel: Instructions for those assigned to this task, not an all staff issue.

Stratford Only:

1. Replace the activation tube in the fire alarm pull station, as outlined below.

Stratford and Goderich:

2. Go to the fire alarm panel and push the RESET button. After it has reset itself, the lights on the panel will go out and the monitor screen will show NORMAL.

Replacing the Plastic Activation Tube in the Fire Alarm Pull Stations:

Instructions for those assigned to this task – not an all staff issue.

1. Reception has a small precision screw driver (slot head) that can be used to open the top of the fire pull station.
2. Pull the lid down.
3. Flick the switch on the inside of the pull station DOWN.
4. Lift back grey tab, insert activation tube into front part of the fire pull station. The tube should stay in place after you release the grey tab.
5. Shut the lid by pushing it up.
6. There is no need to turn the screw to secure – it will lock back into position upon closing the lid.

Proposed Schedule of Fire Alarm Drills:

It is proposed that there be two (2) fire drills performed at each site during the year: once in the Fall and once in the Spring.

Other Notes: Instructions for those staff assigned this task, not an all staff issue.

Any doors equipped with a MAG LOCK at either site will have to be reset by an individual with access to the reset station. In Goderich, the reset station is to the right of the fire alarm panel in the front lobby. In Stratford, the reset station is in the Server

Room, 2nd room at back, on the left wall under the Georgian Bay Fire and Safety panels.
Any AA key can reset these stations.

Power Outages: Instructions for those staff assigned to this task, not an all staff issue.

1. Alarm will not sound. Fire Alarm Panel will Flash Error Message. Fire Department will not be dispatched.
2. Receptionist will unlock fire alarm panel and press Panel Silence button.
3. Press Alarm Silence Button.
4. System will reset itself automatically.