



Insight Fire-Life Consultants Inc.

Fire Safety Management and Training, Fire Code Compliance Consulting, Life Coaching



FIRE SAFETY PLAN

112 Crosby Avenue
Richmond Hill, Ontario L4C 9N5



Richmond Masonic Temple Corporation
Occupancy Type: Group A2

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

Revised and submitted on: May 9th 2014

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INTRODUCTION

Division B, Section 2.8 of the Fire Code, Ontario Regulation 213/07 made under the Fire Protection and Prevention Act, 1997, Statute of Ontario 1997, Chapter 4, as amended, requires the preparation, approval and implementation of a Fire Safety Plan for every building used for assembly type occupancy.

This Fire Safety Plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. This plan discusses fire safety, what occupants and supervisory staff are to do in the event of fire, related duties and other related issues.

The Fire Safety Plan will also assist fire fighters in the performance of their duties by providing floor plans, building and human resources information, if a fire emergency ever occurs.

In order for this plan to be effective, management must know the Fire Safety Plan and be able to implement it in the event of fire. The Fire Code requires the owner to be responsible for carrying out the provisions for fire safety, and defines “owner” as “any person, firm or corporation controlling the property under consideration”. Consequently, the owner may be any one of, or a combination of parties, including building management, tenant groups and maintenance staff.

This Fire Safety Plan has been approved by the RICHMOND HILL FIRE AND EMERGENCY SERVICES, but this does not in any way relieve the owner or the management, of their responsibilities as set out under the Fire Code. Subsection 28.(4) of The Fire Protection and Prevention Act 1997 states that “A corporation convicted of an offence under subsection (1) is liable to a fine of not more than \$100,000”. Subsection 28.(5) of the Fire Protection and Prevention Act 1997 further states that “A director or officer of a corporation who knows that the corporation is violating or has violated a provision of the fire code is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both”.

The Fire Code requires that the Fire Safety Plan, once approved, shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building.

To ensure better understanding of the legal requirements of the Fire Code, the owner is advised to obtain a copy of the Fire Code and the Fire Protection and Prevention Act. These may be downloaded from the following web-site address: www.e-laws.on.ca.

SECTION 1. AUDIT OF BUILDING RESOURCES

1.1 DESCRIPTION OF BUILDING

1.1.1 Address

112 Crosby Avenue, Richmond Hill, Ontario is a Group A Division 2 Occupancy as per the Ontario Building Code. It is the home of the Richmond Masonic Temple Corporation. Most meeting activities will be conducted during the evening hours. Therefore, the building is not normally occupied during the day time. The nearest major road intersection is Pugsley Avenue and Crosby Avenue. (See Location Plan on Drawing No. 1)

1.1.2 Property

The property consists of a Masonic Hall building that is a single-storey masonry structure with metal siding and a basement. The main floor is used as a meeting room with 130 fixed seats. The basement is used as a dining/assembly hall with an occupant load of 150 with non-fixed tables and chairs. The basement also houses an electrical room, a furnace room, washrooms and a kitchen. The kitchen is used for food warming only and no grease-laden vapours will be produced during food preparation. The parking lot on the south and west side of the building is accessible from Pugsley Avenue.

1.1.3 Heating

The building is heated by natural gas furnaces that are located inside the furnace room in the basement and on the roof.

1.1.4 Exits

There are two shared means of egress from both the basement and the main floor. There are two sets of stairways one of which is located at the North end and the other at the South end of the building. Both of these exits discharge to the outside at grade level. All exits are clearly marked by internally illuminated exit signs and/or directional arrows. Please refer to the building floor plan for the exact locations of all designated exits.

1.1.5 Assemble Point

The assemble point for occupants during an emergency evacuation is the parking lot on the west side of the building. Please refer to the Site Plan on Drawing No. 2.

1.2 **BUILDING FIRE PROTECTION SYSTEMS AVAILABLE**

1.2.1 Fire Protection Systems

The following is a list of available fire protection systems/equipment throughout the entire facility:

- a. Fire department access
- b. Municipal fire hydrants
- c. Emergency lighting unit equipment
- d. Exit signs
- e. Portable fire extinguishers
- f. Smoke alarm with alarm bell
- g. Whistle

1.2.2 Fire Department Access

The principle entrance for firefighters is located at the west side of the building accessible via the vehicular access off Pugsley Avenue. Please refer to the Site Plan on Drawing No. 2 for details.

1.2.3 Municipal Fire Hydrants

There are three municipal fire hydrants outside the building. One hydrant is located in front of 112 Crosby Avenue across the street on the northeast side. The second fire hydrant is located along Pugsley Avenue across the street on the southwest side. A third hydrant is located along Crosby Avenue west of Pugsley Avenue. Please refer to the Site Plan on Drawing No.2 for details.

1.2.4 Emergency Lighting

Emergency lighting is provided throughout the building by emergency light unit equipment.

1.2.5 Exit Signs

Single-faced and double-faced internally illuminated exit signs are located at designated exits and strategic locations along means of egress.

1.2.6 Portable Fire Extinguishers

There are 6 portable dry chemical fire extinguishers having a rating of 2A:10B:C. or greater located throughout the building. Please refer to the Ground Floor and Basement Plans.

1.2.7 Smoke Alarm with Alarm Bell

There are two sets of hardwired smoke alarm connected to alarm bell. One such smoke alarm is installed inside the electrical room and the other smoke alarm is installed inside the furnace.

1.2.8 Fire Warning Whistle:

Two fire alarm whistles are available for the activation of any fire emergency situation. One such whistle is kept in the kitchen and the other is placed inside the foyer of the building near the main entrance. The continuous sounding of the whistle will indicate the presence of a fire emergency and occupants should begin total evacuation and report to the Assembly Point.

1.3 OTHER RELEVANT INFORMATION

1.3.1 Nearest Fire Station

The nearest fire station is Fire Station 8-6 that is located at 101 Gamble Road that is about 3.8 km away. The travel time from Fire Station 8-6 to 112 Crosby Avenue is about 6 minutes.

1.3.2 Tenant Groups

The following table shows the tenant groups who will be on the premises at different times of the month:

Name of Tenant Groups
King Solomon's Lodge
Richmond Lodge
Lodge of Fellowship
Victoria Chapter
Mount Sinai Chapter
Allied Masonic Degrees

1.3.3 The approved location for keeping this fire safety plan is inside a fire safety plan box that is installed inside the foyer of the Ground Floor.

SECTION 2. AUDIT OF HUMAN RESOURCES

2.1 HUMAN RESOURCES AVAILABLE

The following personnel are vested with mandatory responsibility for fire safety of the occupants of the building:

2.1.1 Building Owner

Richmond Masonic Temple Corporation

Board of Directors

112 Crosby Avenue, Richmond Hill

Ontario L4C 9N5

Telephone: (416) 689-2273 OR (416) 231-1011 (George Brown, Treasurer)

2.1.2 Supervisory Staff (off-site):

Ross Trumphour

Building Superintendent

Telephone: (905) 884-1992 (24-hours)

2.1.3 Other Supervisory Staff:

The Worshipful Master and Officers of individual Lodges.

2.1.4 Lodge Contacts

King Solomon's Lodge Labrado Ibe Jr.	Lodge Secretary	(416) 451-2833 buddyibe@gmail.com
Lodge of Fellowship Ross Guerrero	Lodge Secretary	(647) 833-2364 ro.gue17@yahoo.ca
Richmond Lodge Joe Galati	Lodge Secretary	(416) 527-0855 richmondlodge23@hotmail.com

2.2 **STAFF AVAILABLE**

The following personnel are assigned with supervisory responsibilities for fire safety of occupants of this building:

Chief Fire Warden President, Board of Directors Richmond Masonic Temple Corporation
Deputy Chief Fire Wardens Worshipful Master of each Lodge
Fire Wardens Senior Warden of each Lodge
Assistant Fire Wardens Senior Deacons of each Lodge

2.3 **ESSENTIAL CONTACT INFORMATION**

- 2.3.1 Enbridge Consumers Gas: 1-866-763-5427
- 2.3.2 The OFS Group (705) 728-5289
- Fire Prevention Services Division 1-800-461-1729

SECTION 3. EMERGENCY FIRE PROCEDURES

OCCUPANT FIRE PROCEDURES

3.1 IF YOU DISCOVER A FIRE

- Leave the fire area immediately.
- Close all doors behind you.
- Sound the fire alarm using the whistle in the foyer or kitchen, and ready to leave the building.
- Notify staff and occupants – yell “FIRE”
- Ensure that the **Richmond Hill Fire and Emergency Services** has been called.
- **Dial 9-1-1.** Never assume that this has been done.
- Give the correct address (i.e. **112 Crosby Avenue, Richmond Hill, Ontario**), and location of the fire and your name.
- Report to the designated Assembly Point.
- Do not return until it is declared safe to do so by a fire official from the Richmond Hill Fire Department.

3.2 IF YOU HEAR THE FIRE ALARM (WHISTLE BLOWING)

3.2.1 For all building occupants:

- Cease all activities.
- Close all doors behind you when leaving the building.
- Leave building using the nearest safe exit.
- Report to the designated Assembly Point.
- Do not return until it is declared safe to do so by a fire official from the Richmond Hill Fire and Emergency Services.

3.2.2 For Visitors:

- All visitors will be asked to leave the building and assemble at the Assembly Point.

3.3 **HEAD COUNT**

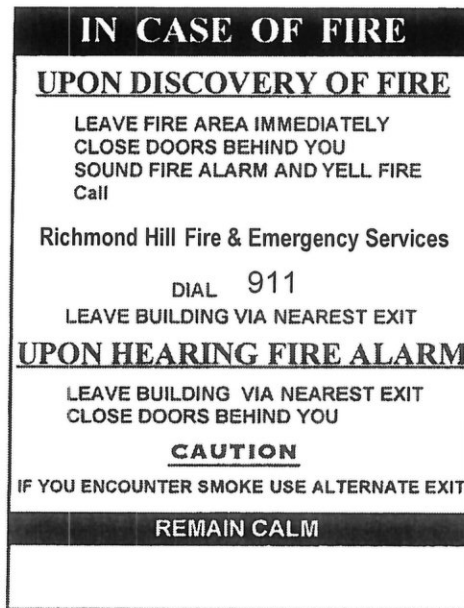
3.3.1 All persons evacuating must report to the Assembly Point for a head count.

The Deputy Chief Fire Warden present will be responsible for the head counts. The Chief Fire Warden must organize and train supervisory staff to give them assistance with a speedy head count. The Deputy Chief Fire Warden is responsible for ensuring the site is secured and all occupants are accounted for prior to giving the “**ALL CLEAR**” to re-enter the site at the instruction of the Richmond Hill Fire Department.

3.3.2 For non-routine events, a list of participant names to be checked will be picked up by the event leader. After checking a prompt report of head-count findings must be returned to the fire official with the name(s) of any missing persons “**CIRCLED**” for quick identification and search.

3.4 **FLOOR POSTING**

The following emergency procedure shall be posted in all floor areas and should be followed by all building occupants IN THE EVENT OF A FIRE emergency:



Note: Calling the fire department to report a fire incident shall be from a safe location. Telephone number 911 is only to be used for emergency situations. All other reasons to notify the Richmond Hill Fire and Emergency Services should be done using the administration number: (905) 883-5444.

3.5 **PROCEDURES FOR DESIGNATED PERSONNEL**

WHEN THE ALARM FOR FIRE SOUNDS:

3.5.1 Worshipful Master (W.M.):

3.5.1.1 The W.M. or his designate will call the Richmond Hill Fire and Emergency Services - 911 and give the following address:

112 Crosby Avenue, Richmond Hill, Ontario

(Richmond Masonic Temple)

3.5.1.2 Remain at the telephone to update the Richmond Hill Fire and Emergency Services of the nature of the emergency, if safe to do so.

3.5.1.3 Evacuate the building and meet the Richmond Hill Fire Department.

3.5.2 Other tenant groups:

At time of evacuation the event leader will pick up participant list.

Indicate with a check mark those who are present. Take the completed list to the fire officer present with the names of those students known present but unaccounted for circled. Event leaders should also check the washrooms for any participants not on their way to the assembly point.

3.5.3 PRIOR TO THE ARRIVAL OF THE FIRE DEPARTMENT

The Deputy Chief Fire Warden/Event Leader or his designate will make note of the first reported location of the fire. Attempt to determine the nature of the occurrence by surveying the people who have evacuated.

3.5.4 UPON ARRIVAL OF THE FIRE DEPARTMENT

The Deputy Chief Fire Warden/Event Leader or his designate should introduce himself to the arriving firefighters and provide an update to the fire officer in charge of the prevailing situation including information of the location of the fire, what he knows about the situation, what he has done, and what other assistance or information he can offer.

3.5.5 RETURN TO BUILDING

Only after the building is declared safe by a Fire Officer in Command from the Richmond Hill Fire and Emergency Services will any person return to the building.

3.5.6 PROVISIONS FOR ACCESS FOR FIRE FIGHTING:

The Deputy Chief Fire Warden/Event Leader or his designate should provide access and vital information to firefighters. A copy of this Fire Safety Plan should be made available to the Fire Officer.

3.6 **CONFINING AND CONTROLLING THE FIRE**

3.6.1 **Confining the Fire**

Confining a fire in an enclosed space will keep the fire, smoke and fumes from entering into the space forming part of a means of egress. In many cases, this can be accomplished if one remembers to close the door when leaving the fire area.

3.6.2 **Controlling the Fire**

Controlling a fire or preventing its spread will allow a reasonable period of time necessary for escape from the building and ensure that the alarm for fire has been raised and the Richmond Hill Fire and Emergency Services has been notified. Portable fire extinguishers can be used as a 'first aid' tool to extinguish small or incipient fires before they reach major proportions, or to control and minimize the size of fires until the arrival of the fire department. Prompt reporting of the fire is most essential to the effective suppression of any fire situation.

3.6.3 **Extinguishing the Fire is the primary responsibility of the Fire Department**

The production of toxic fume and the rapid fire spread make any attempt at firefighting extremely dangerous to untrained personnel. Leave the fire area as soon as possible and report the situation to the responding firefighters. Ensure the door behind you has been closed. Attempt to use a portable fire extinguisher to put out a small fire is a voluntary action, and should only be done if you are trained to do so, and doing it in a safe manner.

3.7 **AFTER THE EMERGENCY**

3.7.1 The Deputy Chief Fire Warden/Event Leader or his designate should have building owner and occupant information readily available. Ensure necessary repairs are carried out as soon as possible.

3.7.2 The Deputy Chief Fire Warden/Event Leader or his designate should be ready to assist with further investigations where necessary.

3.8 **ENDANGERED OCCUPANTS**

- 3.8.1 Should occupants found themselves trapped inside a room because of the fire and smoke outside, they should call 9-1-1 and advise the Richmond Hill Fire and Emergency Services of their whereabouts and the conditions they are in. They should try their best to stay away from the smoke and wait for rescue. Should there be alternative ways to escape, such as through a window near ground level, they should try to escape through the window opening.

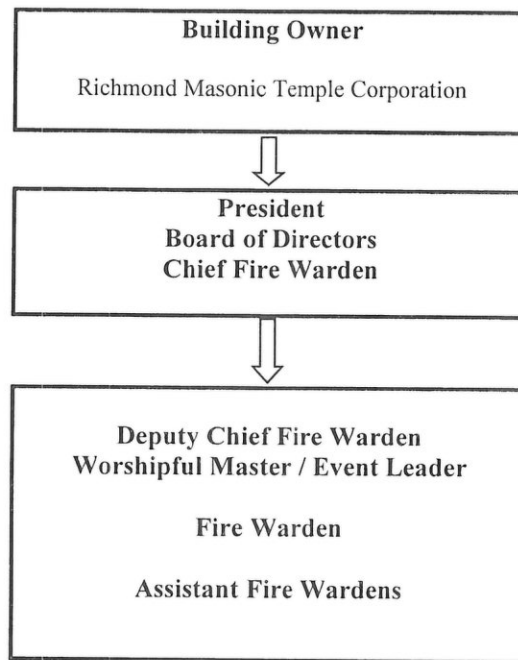
3.9 **PERSONS REQUIRING ASSISTANCE DURING EVACUATION**

- 3.9.1 The respective Deputy Chief Fire Warden/Event Leader shall keep an active list of persons on the premises who would require assistance during a fire emergency. Fire Wardens shall be trained to recognize and render assistance to persons who are in need of assistance during an evacuation.
- 3.9.2 The role of individuals who require evacuation assistance include:
- Communicate with respective Fire Warden. Develop your plan through this discussion.
 - Assess and disclose your abilities and limitations to Fire Warden.
 - What communication system works best for you: visual or audio?
 - Make sure you are listed in the evacuation procedures for the building as someone who needs assistance to evacuate.
 - Familiarize yourself with the building. Make sure you know the location of exits.
 - Identify at least two exit routes.
 - Identify “buddies” who are prepared to assist you during an evacuation.
 - Update your plan if your needs or the names of your evacuation assistants change.
 - Practice your evacuation plan during fire drills.

SECTION 4. EMERGENCY FIRE ORGANIZATION

4.1 EMERGENCY FIRE ORGANIZATION CHART

The following is an organization chart showing the level of responsibilities in maintaining fire safety for this building complex:



4.2 RESPONSIBILITIES OF PRESIDENT, BOD

4.2.1 Ontario Fire Code Division A, Article 1.2.1.1. stipulates that:

“Unless otherwise specified, the owner is responsible for carrying out the provisions of this Code”.

4.2.2 The Fire Code defines that “Owner” means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

- 4.2.3 The Building Owner, in this case, the President of the Board of Directors, is therefore in complete charge of this Fire Safety Plan and ultimately responsible for:
- a. the proper implementation of this approved Fire Safety Plan which includes the maintenance of all life and fire safety systems;
 - b. the initial and annual training of the supervisory staff concerned, and all other employees present in the building of the emergency and safety procedures of this Fire Safety Plan;
 - c. the proper notification to the Chief Fire Official of the Richmond Hill Fire and Emergency Services of any changes to this Plan;
 - d. the full compliance with all requirements of the Fire Code; and
 - e. the annual review of the Fire Safety Plan.

4.3 **RESPONSIBILITIES OF CHIEF FIRE WARDEN**

- 4.3.1 The President of the Board of Directors is by virtue of his appointment, the Chief Fire Warden, unless delegated officially otherwise. He will appoint, organize and instruct site staff in order that the provisions of this Fire Safety Plan will be properly adhered to, including changes to this Plan. This includes:
- a. to ensure that all building occupants have received the “Instructions to Occupants on Fire Procedures” and are familiar with same;
 - b. to ensure that training sessions and fire drills are conducted according to the required frequency and procedures, and to keep record of the drill for at least twelve months from the time of the drill;
 - c. to control fire hazards in the building by the implementation of routine inspection schedules;
 - d. to maintain building fire protection systems as required by the Fire Code and to ensure that all tests and inspections are recorded and maintained for a period of two years; and
 - e. to provide alternate measures for safety of occupants when any fire protection equipment is taken out of service.

4.4 **REPOSIBILITIES OF BUILDING SUPERINTENDENT**

4.4.1 The Building Superintendent overseen by the President, Board of Directors, shall be available on notification of a fire emergency to fulfill his obligations as described in this Fire Safety Plan.

4.4.2 He shall be instructed in the fire emergency procedures as described in this Fire Safety Plan before given any responsibility for fire safety.

4.4.3 IN GENERAL, the Building Superintendent shall be responsible for the following routine fire safety duties:

- a. keep normally-closed fire doors closed at all times;
- b. keep exits clear of any obstructions (inside and outside) at all times; and
- c. keep access roadways clear and accessible at all times for Fire Department use.

SECTION 5. INSTRUCTION OF SUPERVISORY STAFF

5.1 **IN CASE OF A FIRE**

5.1.1 Every supervisory staff shall familiarize himself with the emergency fire procedures stipulated in Section 3 and Section 4 of this Fire Safety Plan once a year. In particular, supervisory staff shall ensure that the Richmond Hill Fire and Emergency Services has been called to every fire incident no matter how small or insignificant the nature of the fire may seem to be. Supervisory staff shall follow the proper procedures in case of fire every time when there is a report of fire either through personal discovery or through persons calling in.

5.1.2 All supervisory staff shall remember that proper response to a fire emergency is part of their obligation as members of the Lodge.

5.2 **FIRE SAFETY FEATURES**

5.2.1 All supervisory staff is required to report any irregularity or undesirable condition of the fire protection equipment to the Building Superintendent.

5.3 **TRAINING AND FIRE DRILLS**

5.3.1 All supervisory staff shall take part in fire safety training sessions, fire drills and discussions of any deficiencies so that improvements in the future are possible.

5.3.2 All supervisory staff shall be familiar with the details of fire drills described in Section 6 of this Plan.

5.4 **CONTROL OF FIRE HAZARDS**

5.4.1 All supervisory staff is required to observe and practice good house-keeping.

5.4.2 All supervisory staff is required to participate in the control of fire hazards such as those mentioned in Section 7 of this Plan.

5.5 **MAINTENANCE OF BUILDING FACILITIES**

5.5.1 The Building Superintendent shall have a working knowledge of the **routine check, inspect and test requirements** of fire extinguishers, fire doors, exit signs and emergency lighting unit equipment.

5.6 **ESTABLISHING/IMPLEMENTING THE FIRE SAFETY PLAN**

5.6.1 It is the responsibility of the President, Board of Directors, to brief each and every supervisory staff of the availability of this Fire Safety Plan.

5.6.2 He shall cause all supervisory staff to be trained in the procedures in the case of a fire, fire drill, control of fire hazards, maintenance of building facilities, and alternative measures for occupant safety.

5.6.3 He shall update this Fire Safety Plan, after **approved** by the Richmond Hill Fire and Emergency Services and annually thereafter, amend whatever contents that may be necessary to reflect the actual requirements and procedures that are more pertinent to the building and its occupants based upon experience and practice. Any such amendments made shall be forwarded to the Richmond Hill Fire and Emergency Services for approval/record.

5.7 **TRAINING PROGRAM**

5.7.1 The Chief Fire Warden shall put in place a training program for all supervisory staff. The following training schedule shall be implemented:

Staff Group	Training Contents	Training Methods	Frequency	Trainers
All Fire Wardens	Entire Fire Safety Plan and Operation of Fire Emergency Systems	Seminar, Practical Drill or Table-top Exercise	Annually	Chief Fire Warden and/or Fire Safety Consultant

5.7.2 A separate training record book shall be kept by the Chief Fire Warden showing the date, training subject, training method, name of instructor and participants. These training records shall be kept for 12 months after the training.

SECTION 6. HOLDING OF FIRE DRILLS

6.1 **FREQUENCY**

Fire drills are to be held at least annually.

6.2 **NOTIFYING FIRE DEPARTMENT**

Supervisory staff is advised that the Richmond Hill Fire and Emergency Services would require notification of any fire drill.

6.3 **NOTIFYING SUPERVISORY STAFF**

All supervisory staff is notified of the anticipated date and time of any fire drill at least 48 hours in advance by the Chief Fire Warden by posting notices in common areas.

6.4 **FIRE DRILL PROCEDURES**

6.4.1 All supervisory staff is notified by the Chief Fire Warden of the anticipated date and time of the fire drill and the kind of scenario that would likely be taking place so that there would be ample time for staff members to refresh themselves about the procedures.

6.4.2 All available supervisory staff will meet about one-half hour prior to the drill for a briefing meeting and confirm the simulated fire scenario.

6.4.3 At the advised time the predetermined scenario will be simulated and the fire alarm initiated accordingly.

6.5 **DEBRIEFING**

6.5.1 All participants at the fire drill are asked to return to the building after the drill to discuss any deficiencies noted.

6.6 **WRITTEN RECORD OF FIRE DRILL**

On the completion of each and every fire or evacuation drill, a written record shall be made of all pertinent events including personnel attended the drill and points for improvement or items of building fire safety system requiring attention. A sample record from is at Appendix A for reference. This record shall be kept in the Fire Safety Plan for at least twelve months after the drill.

6.7 **OTHER CONSIDERATIONS**

6.7.1 In carrying out the fire drill, the Chief Fire Warden shall also take into consideration the following points:

- (a) the building occupancy and its fire hazards,
- (b) the safety features provided in the building,
- (c) the desirable degree of participation of employees,
- (d) the number and degree of experience of participating site staff, and
- (e) the testing and operation of the fire emergency equipment available in the building.

6.7.2 If circumstances warrant, the Chief Fire Warden may request the assistance of the Richmond Hill Fire and Emergency Services in providing expert opinions and comments regarding the conduct the annual fire drill.

SECTION 7. CONTROL OF FIRE HAZARDS IN THE BUILDING

7.1 FIRE HAZARDS

This section provides information on the control of fire hazards to ensure that the building meets the requirements of Division B, Section 2.4 “Fire Hazards” of the Fire Code such as:

7.1.1 Combustible Materials

- a. Combustible materials in the building shall not be permitted to accumulate in quantities or at locations that will constitute a fire hazard.
- b. Materials shall not be permitted to accumulate in any part of the means of egress.
- c. Combustible materials shall not be used to absorb flammable or combustible liquid spills within the building.
- d. Greasy or oily rags, or materials subject to spontaneous heating, shall be deposited in a proper safety container or be removed from the premises.
- e. Combustible materials shall not be stored on a roof, or adjacent to any building, so as to create a fire hazard to the building or its occupants.
- f. Flammable liquids or aerosol cans shall not be disposed in garbage bins.

7.1.2 Electrical Equipment and Wiring

a. Main Electrical Distribution Panel

Ensure protective cover is in place and ensure panel is not over-fused.

b. Extension Cords

Ensure extension cords are not spliced, are not fastened to wall, are not damaged or deteriorated, are not being used as permanent wiring, and are not used for octopus wiring.

c. Permanent Wiring

Ensure protective cover plates are on all junction boxes, and do not allow improper splices and joints.

d. Appliances and Electrical Equipment

Do not allow heaters or lamps to be too close to combustibles, do not use unapproved appliances (lack either C.S.A. or Electrical Safety Authority Special Inspection label), and do not splice appliance cords.

**SECTION 8. MAINTENANCE PROCEDURES
FOR FIRE PROTECTION EQUIPMENT**

Important Note: It is the responsibility of the President, Board of Directors, to ensure that the following required checks, tests, and inspections are performed. It is the duty of the building staff to carry out certain checks, tests and inspections and to have qualified contractor(s) perform the others.

8.1 DEFINITIONS OF KEY WORDS

- CHECK - means visual observation to ensure the device or system is in place and is obviously not 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.
- NFPA - National Fire Protection Association
- CSA - Canadian Standards Association
- ULC - Underwriters' Laboratories of Canada

8.2 MAINTENANCE PROCEDURES FOR FIRE PROTECTION EQUIPMENT

The administration and accountability for all testing of fire safety equipment within this facility are the responsibility of the President, BOD.

8.2.1 Responsibilities of President, Board of Directors

The President, BOD or his designate shall be responsible for the administration and monitoring of the Fire Code requirements and procedures relating to the maintenance and servicing of fire and life safety equipment for:

- a. early warning of fire;
- b. means of egress;
- c. containment of fire and smoke; and
- d. suppression of fire.

8.2.2 Responsibilities of Building Superintendent

The Building Superintendent shall be responsible for:

- a. implementing on a day-to-day basis the servicing and testing of the fire safety equipment;
- b. ensuring that reports are completed and forwarded as required on the fire safety equipment;
- c. ensuring that the necessary checking, testing and inspection and reporting of the fire and life safety equipment are properly carried out; and
- d. keeping the President, BOD informed on the status of the fire and life safety equipment.

8.3 MAINTENANCE SCHEDULE OF FIRE PROTECTION EQUIPMENT

8.3.1. Portable Fire Extinguishers

(See Appendix D for monthly inspection log and Appendix F for inspection details.)

<u>Fire Code Ref. No. (DivisionB)</u>	<u>Maintenance</u>	<u>Inspection Frequency</u>	<u>Performed By</u>
6.2.7.2	Inspect all portable extinguishers	Monthly	Building Superintendent
6.2.7.1	Subject to maintenance as per NFPA 10.	Annually	Contractor
6.2.7.1	Empty stored pressure type extinguishers & subject to maintenance	Every 6 Yrs.	Contractor
6.2.7.1	Hydrostatically test dry chemical type extinguishers	Every 12 Yrs.	Contractor
6.2.7.1	Replace and recharge extinguisher after use in conformance with instructions given on the extinguisher nameplate	As Required	Contractor

8.3.2. Emergency Lighting /Exit Signs/Means of Egress

(See Appendix E for monthly inspection log of emergency lighting unit equipment.)

<u>Fire Code Ref. No</u>	<u>Maintenance</u>	<u>Inspection Frequency</u>	<u>Performed By</u>
2.2.3.5	Check all doors in fire separations to ensure that they are closed	As Required	Building Superintendent
2.7.1.7	Maintain corridors free of obstruction	As Required	Building Superintendent
2.7.3.1	Maintain exit signs to ensure they are clear & legible	As Required	Building Superintendent
2.7.3.3(1)	Check pilot light on emergency lighting unit equipment for operation	Monthly	Building Superintendent
2.7.3.3(2)	Inspect emergency lighting unit equipment for proper function	Monthly	Building Superintendent
2.7.3.3(2)	Test emergency lighting unit equipment under simulated power failure conditions	Annually	Contractor

8.3.3. **Fire Department Access**

<u>Fire Code Ref. No</u>	<u>Maintenance</u>	<u>Inspection Frequency</u>	<u>Performed By</u>
2.5.1.2(1)	Fire access routes provided to facilitate access for firefighting operations shall not be obstructed by vehicles, gates, fences, building materials, signs or any other form of obstruction	As Required	Building Superintendent
2.5.1.3	Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles	As Required	Building Superintendent

8.3.4. **Service Equipment, Ducting**

<u>Fire Code Ref. No</u>	<u>Maintenance</u>	<u>Inspection Frequency</u>	<u>Performed By</u>
2.6.1.3.	Check hoods, filters and ducts subject to accumulation of combustible deposits and clean as necessary	Weekly	Building Superintendent

8.3.6. **Fire Doors**

<u>Fire Code Ref. No</u>	<u>Maintenance</u>	<u>Inspection Frequency</u>	<u>Performed By</u>
2.2.3.2(1)	Closures in fire separations shall be maintained to ensure that they are operable at all times by making necessary adjustments and repairs to door hardware and accessories to ensure proper closing and latching.	As Required	Building Superintendent

**SECTION 9 ALTERNATIVE MEASURES FOR
SAFETY OF OCCUPANTS**

9.1 **NOTIFY OCCUPANTS**

9.1.1 In the event of any the fire protection equipment is taken out of service, such as emergency lighting unit equipment being serviced, the supervisory staff and visitors shall be notified. Instructions shall be posted as to alternate provisions or actions to be taken in case of an emergency. These provisions and actions shall be acceptable to the Chief Fire Official of the Richmond Hill Fire and Emergency Services.

9.1.2 Attempts to minimize the impact of malfunctioning equipment must be made (i.e., when one or two of the emergency lighting unit equipment are taken out of service, the remaining units must maintain functioning). Assistance and direction for specific situations may be sought from the fire department.

9.2 **SERVICING OF FIRE EXTINGUISHERS & EMERGENCY LIGHTS**

9.2.1 Procedures to be followed in the event of fire extinguishers being taken out of service for maintenance are as follows:

9.2.2 The President, BOD or his delegate will ensure that replacement fire extinguishers are made available so that under no circumstance the building will not have adequate supply of fire extinguishers for immediate use.

9.2.3 Post notices in the common areas such as the foyer and kitchen stating the problem and when it is expected to be corrected. A sample notice for emergency light out of service is included as Appendix B of this Plan.

9.2.4 A **FIRE WATCH** comprising fire wardens or other reliable person(s) shall patrol the affected area(s) at least once every hour when the building is occupied. Written record of the hourly tour shall be kept. A sample of Fire Watch Procedure and Log is included in Appendix C of this Plan.

Note: All out of service fire protection and life safety equipment will be repaired as soon as possible.

SECTION 10. DISTRIBUTION, SCHEMATICS & RECORDS

10.1 **DISTRIBUTION OF THE FIRE SAFETY PLAN**

10.1.1 It is the responsibility of the President, Board of Directors to distribute copies of this Plan or portions of it, to all supervisory staff and Building Superintendent.

10.1.2 The following schedule of distribution is mandatory:

Entire Plan

- a. Richmond Masonic Temple Corporation
- b. Richmond Hill Fire and Emergency Services
- c. All Tenant Groups
- d. Building Superintendent
- e. Fire Safety Plan Box (Approved location: inside foyer)

10.2 **RECORDS**

10.2.1 Written records of all tests and corrective measures shall be kept for a period of two years after they are made. The record shall be made available upon request to the Chief Fire Official of the Richmond Hill Fire and Emergency Services.

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

10.2.3 For the purpose of this Fire Safety Plan, record sheets for the maintenance of all available fire protection equipment in the building shall be kept in a fire safety plan box.

112.3 SCHEMATICS

There are 4 schematic diagrams contained in this Fire Safety Plan:

Drawing #1 - Location Plan

Drawing #2 - Site Plan

Drawing #3 – Ground Floor Plan

Drawing#4 – Basement Floor Plan

APPENDIX A
Sample Fire/Evacuation Drill Record Form

Date of Fire Drill	
Time of Fire Drill	
Date Occupants Notified	
Time of Completion of Fire Drill	
Staff Members Participated	
Assumed Fire Scenario	
Fire Alarm Activated By Means Of	
Response By Staff Members	
General Comments	
Name and Signature of Chief Fire Warden	

APPENDIX B
SAMPLE NOTICE TO OCCUPANTS

NOTICE

**ONE SET OF EMERGENCY LIGHT
IS NOT WORKING**

LOCATION: _____

**A FIRE WATCH IS IN PLACE UNTIL ALL
EVENING ACTIVITIES ARE OVER.**

**RECHARGEABLE FLASH LIGHTS ARE
AVAILABLE NEAR THE EXITS.**

APPENDIX C

PROCEDURE FOR THE IMPLEMENTATION OF FIRE WATCH

1. **WHEN REQUIRED**

A Fire Watch shall be conducted within the building if any emergency lighting unit equipment are inoperable when the building is occupied in the hours of darkness.

2. **BY WHOM**

The Fire Watch shall be conducted by a responsible person(s) appointed by the President, Board of Directors. The person(s) conducting the Fire Watch shall be free from all other duties. Fire Watch can be performed by trained Fire Wardens or building staff.

3. **HOW OFTEN**

The building shall be patrolled at least once every hour until all users of the building have left.

4. **WHERE**

The following areas shall be patrolled during the Fire Watch:

All common areas, washrooms, electrical room, furnace room, kitchen, storage rooms and the meeting halls.

5. **EQUIPMENT**

The person(s) performing the patrol shall be equipped with the following equipment:

- 5.1 A whistle to notify occupants of a fire condition.
- 5.2 A working cellular phone to call 9-1-1 to the Richmond Hill Fire and Emergency Services only.
- 5.3 A flashlight that is fully charged or has been fitted with new batteries.

6. **FIRE WATCH LOG**

A Fire Watch Log shall be maintained from the beginning to the end of the Fire Watch recording the time of each individual patrol. The Fire Watch Log shall be available for inspection by Richmond Hill Fire and Emergency Services.

7. **NOTIFICATION**

7.1 Notify the President, Board of Directors or Deputy Chief Fire Warden when a Fire Watch is started and again upon termination.

7.2.1 Notify all supervisory staff and building staff when a Fire Watch is started and again upon termination.

APPENDIX F

Fire Extinguisher Inspection and Record Keeping Procedure As per NFPA 112 – Standard for Portable Fire Extinguishers, 2010 edition

7.2.2 Procedures.

Periodic inspection of fire extinguishers shall include a check of at least the following items:

- (1) Location in designated place,
- (2) No obstruction to access or visibility,
- (3) Pressure gauge reading or indicator in the operable range or position,
- (4) Fullness determined by weighing or hefting, and
- (5) Condition of hose and nozzle.

7.2.3.1 Rechargeable Fire Extinguishers.

When an inspection of any rechargeable fire extinguisher reveals a deficiency in any of the conditions listed above, the extinguisher shall be subjected to applicable maintenance procedures.

(Note: The President, Board of Directors should ensure that the fire extinguisher service company shall comply with the CAN/ULC-S532-M90 Standard for the Regulation of the Servicing of Portable Fire Extinguishers as a matter of quality assurance.)

7.2.4 Inspection Record Keeping.

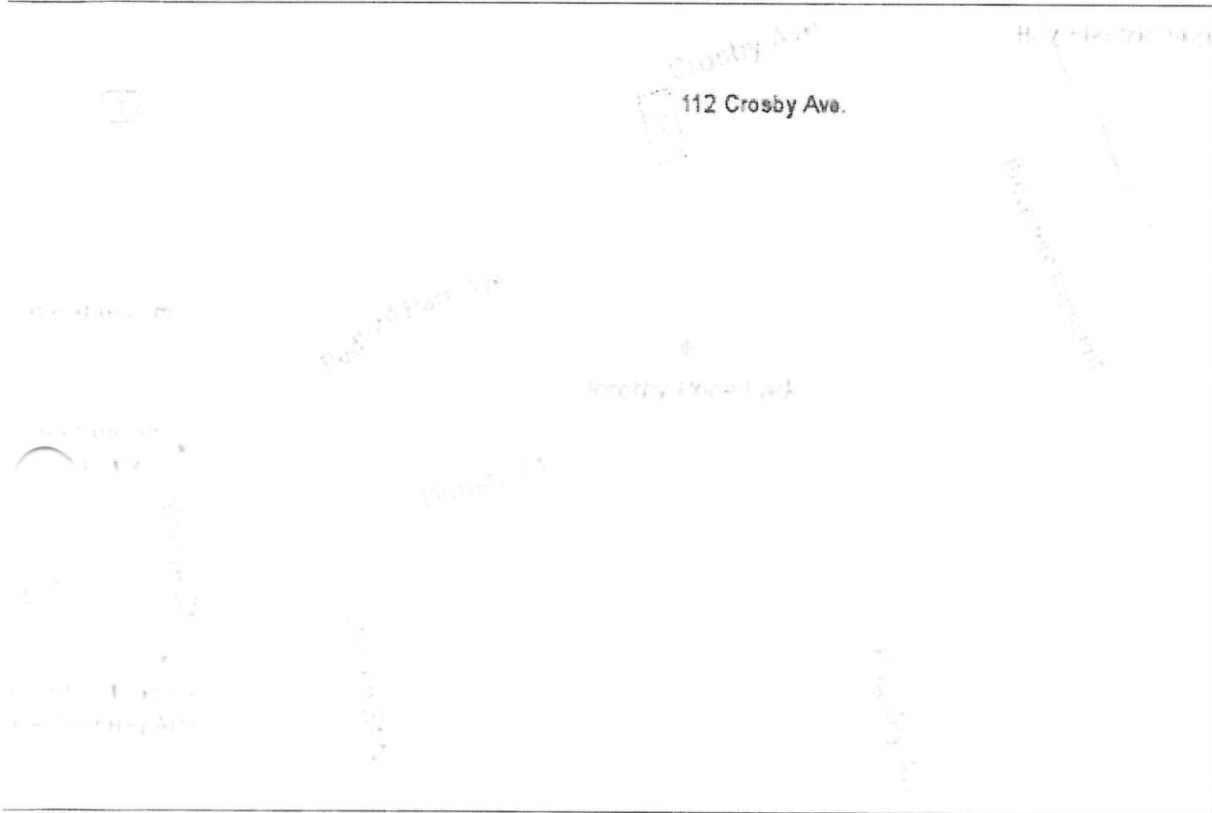
7.2.4.1 Personnel making manual inspections shall keep records of all fire extinguishers inspected, including those found to require corrective action.

7.2.4.3 Where at least monthly manual inspections are conducted, the date the manual inspection was performed and the initials of the person performing the inspection shall be recorded.

7.2.4.4 Where manual inspections are conducted, records for manual inspections shall be kept on a tag or label attached to the fire extinguisher, on an inspection checklist maintained on file, or by an electronic method.

7.2.4.5 Records shall be kept to demonstrate that at least the last 12 monthly inspections have been performed.

LEGEND



Fire Safety Plan

Richmond Masonic Temple
112 Crosby Avenue
Richmond Hill, ON L4C 9N5

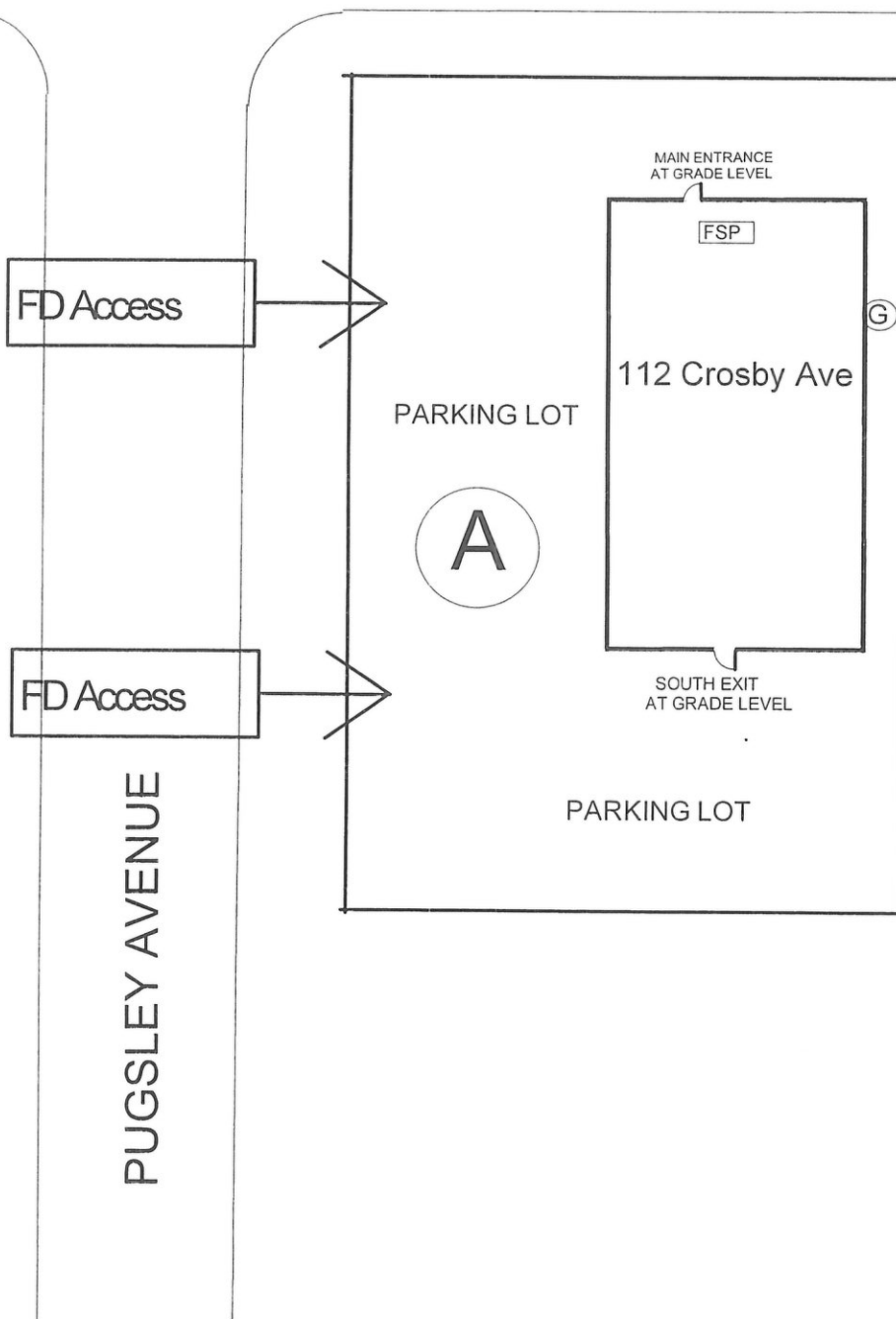
Dwg. Title
Location Plan

Scale
N.T.S.

Dwg. no.
1

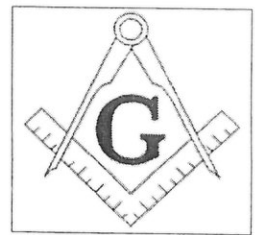
May, 2014

CROSBY AVENUE



LEGEND

- ⊙SA Smoke Alarm
- ⊙CO Carbon Monoxide Alarm
- ⊙ Emergency Lighting Unit with Exit Sign
- ⊙ Emergency Lighting Unit
- ⊙ Exit Sign
- Fire Extinguisher
- ⊙ Directional Exit Sign
- ⊙HW Hot Water Heater
- ⊙WM Water Meter
- ⊙ Alarm Bell connected to Smoke Alarm
- ⊙ Gas Main Shutoff
- Fire Hydrant
- ⊙ (A) Assembly Point
- ⊙ FSP Fire Safety Plan Box



Fire Safety Plan

Richmond Masonic Temple
112 Crosby Avenue
Richmond Hill, ON L4C 9N5

Dwg. Title

Site Plan

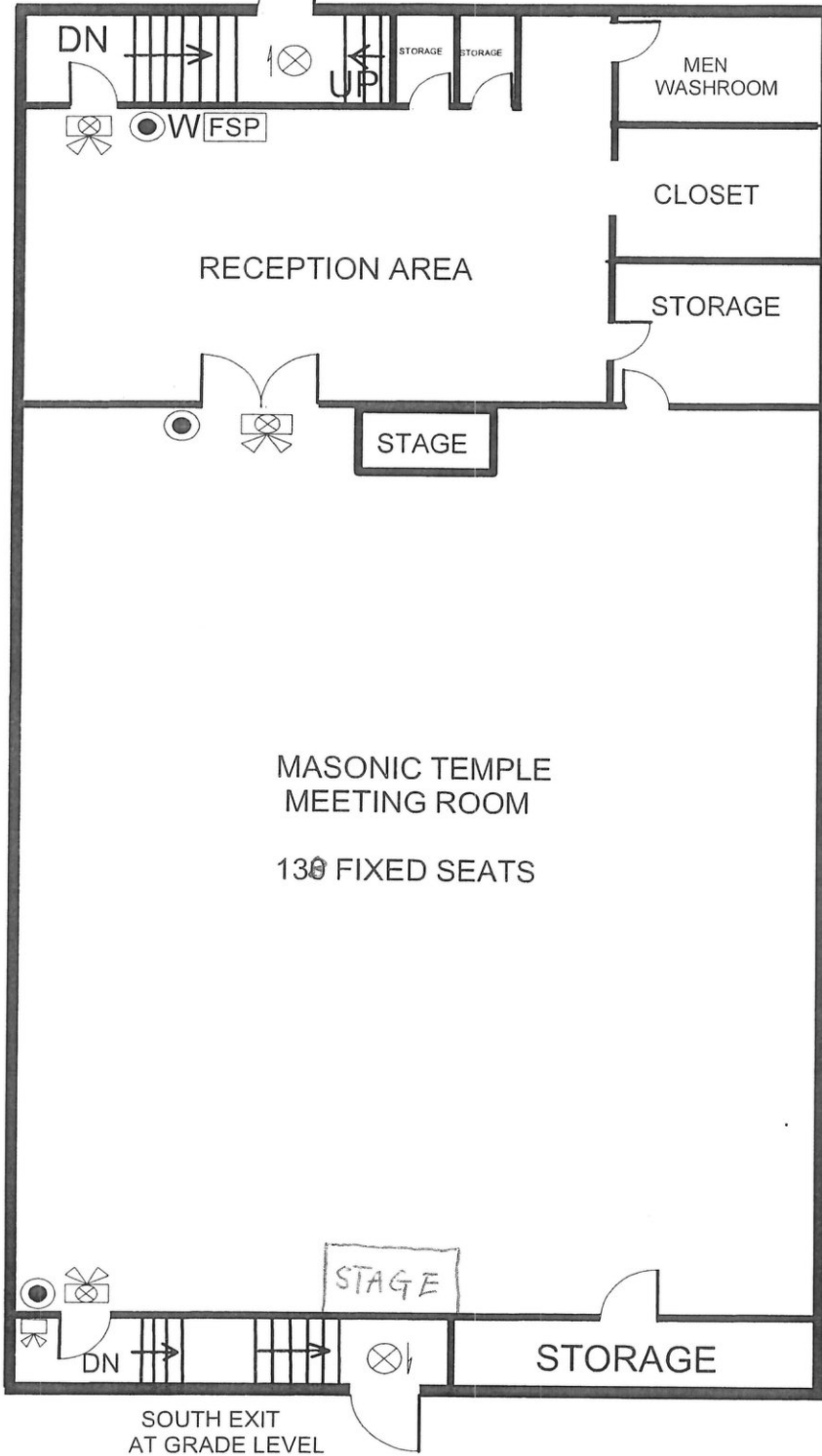
Scale
N.T.S.

Dwg. no.

2

May, 2014

MAIN ENTRANCE
AT GRADE LEVEL



LEGEND

- ⊙ SA Smoke Alarm
- ⊙ CO Carbon Monoxide Alarm
- ⊙ Emergency Lighting Unit with Exit Sign
- ⊙ Emergency Lighting Unit
- ⊙ Exit Sign
- ⊙ Directional Exit Sign
- ⊙ Fire Extinguisher
- ⊙ HW Hot Water Heater
- ⊙ WM Water Meter
- ⊙ Alarm Bell connected to Smoke Alarm
- W Fire Alarm Whistle
- FSP Fire Safety Plan Box



Fire Safety Plan

Richmond Masonic Temple
112 Crosby Avenue
Richmond Hill, ON L4C 9N5

Dwg. Title

Ground Floor Plan

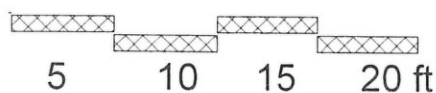
Scale
As Shown

Dwg. no.

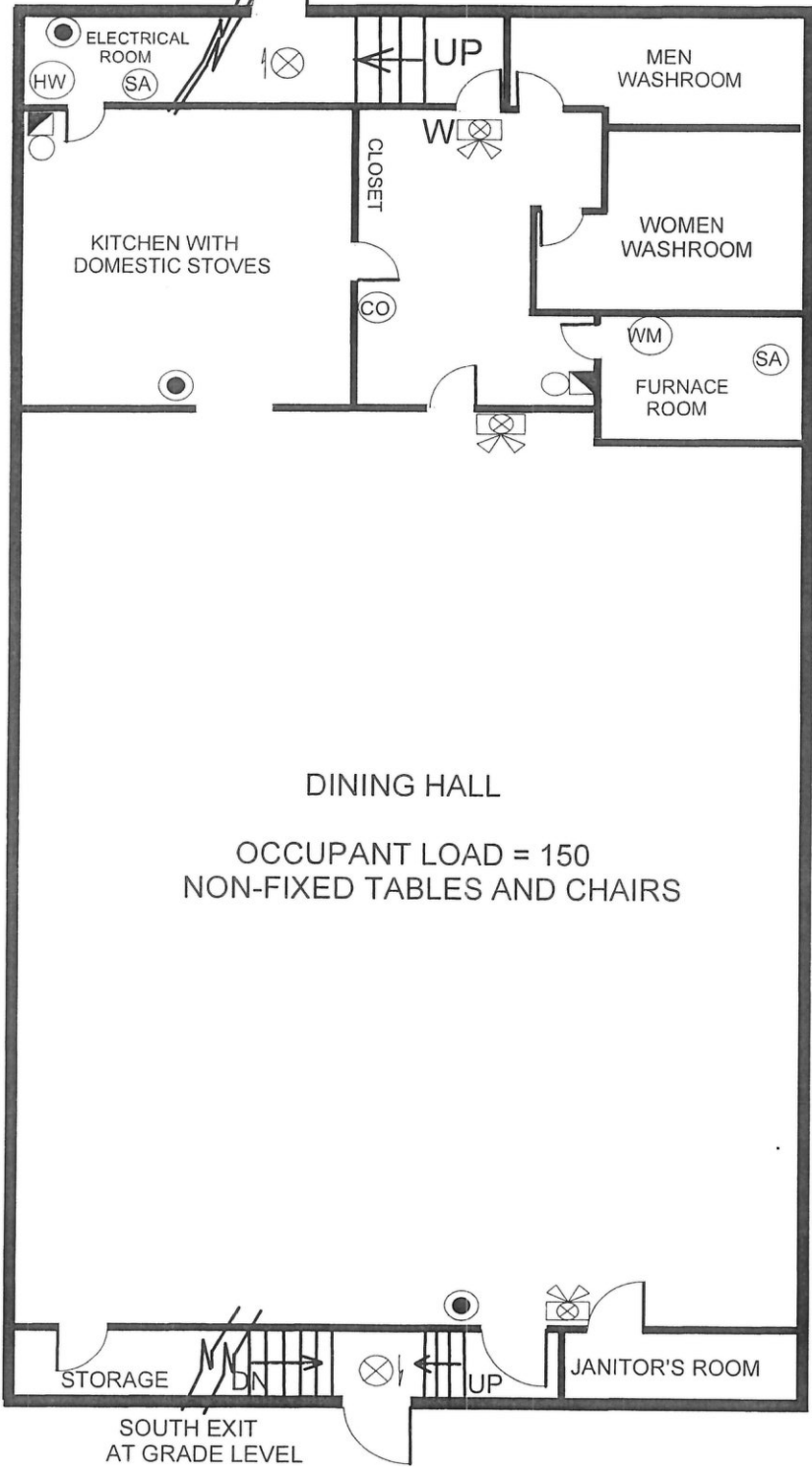
3

May, 2014

Scale



MAIN ENTRANCE
AT GRADE LEVEL



DINING HALL
OCCUPANT LOAD = 150
NON-FIXED TABLES AND CHAIRS

LEGEND

- ⊙ SA Smoke Alarm
- ⊙ CO Carbon Monoxide Alarm
- ⊙ Emergency Lighting Unit with Exit Sign
- ⊙ Emergency Lighting Unit
- ⊙ Exit Sign
- ⊙ Fire Extinguisher
- ⊙ Directional Exit Sign
- ⊙ Fire Extinguisher
- ⊙ HW Hot Water Heater
- ⊙ WM Water Meter
- ⊙ Alarm Bell connected to Smoke Alarm
- W Fire Alarm Whistle



Fire Safety Plan

Richmond Masonic Temple
112 Crosby Avenue
Richmond Hill, ON L4C 9N5

Dwg. Title
Basement Plan

Scale As Shown	Dwg. no. 4
May, 2014	

Scale

