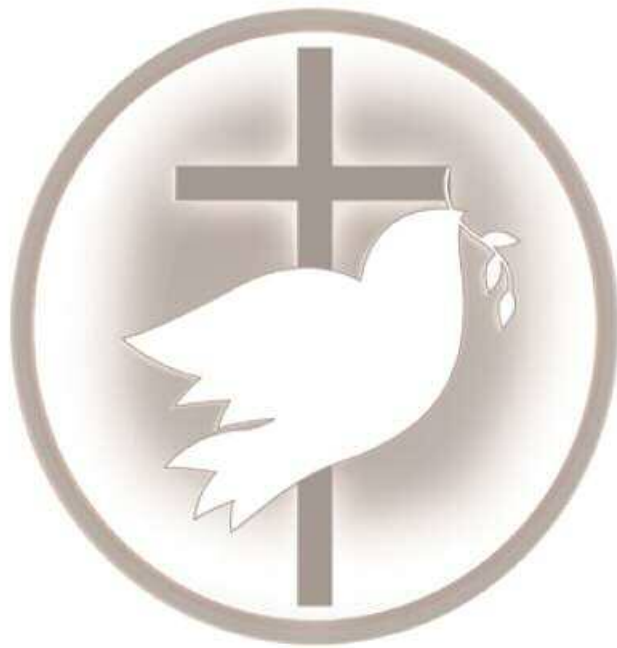


FOUNTAINGATE
CHRISTIAN
ASSEMBLY



949 Mohawk Drive
Cornwall, Ontario, K6H 5R6

FIRE SAFETY PLAN
SPRING 2012

FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

INDEX

THIS INDEX IS TO FACILITATE AND ORGANIZE EASY REFERENCE FOR YOUR FIRE SAFETY PLAN.

MAIN HEADINGS

PAGE 2	KEY CONTACT PEOPLE
PAGE 3	AUDIT OF BUILDING RESOURCES
PAGE 4	MISSION STATEMENT
PAGE 5	FIRE HAZARDS
PAGE 6	SAFE ROOMS AND LOCATIONS
PAGE 7	INSTRUCTIONS & TRAINING TO MINISTRY LEADERS ON FIRE PROCEDURES
PAGE 8	INSTRUCTION TO OCCUPANTS ON FIRE PROCEDURES
PAGE 9	FIRE SUPPRESSION PROCEDURE FOR SUPERVISORY STAFF
PAGE 10	ROLES OF SUPERVISORY STAFF AND DESIGNATES
PAGE 11	ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY
PAGE 12	DUTIES OF SUPERVISORY STAFF
PAGE 13	FIRE DRILLS
PAGE 14	MAINTENANCE OF LOG BOOK
PAGE 15	CHECK / TEST / INSPECT REQUIREMENTS OF THE FIRE CODE
PAGE 17	SCHEMATIC DIAGRAMS



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

SUPERVISORY KEY CONTACT PEOPLE

NAME: Sabourin, Loraine
ADDRESS: 26 Moss Drive, Long Sault, ON, K0C 1P0
HOME PHONE #: (613) 534 - 8102
CELL #: Cell: (613) 363 - 3406

NAME: Montsion, Brad (Pastor)
ADDRESS: 216 Ellen Avenue, Cornwall, ON, K6J 3L7
HOME PHONE #: (613) 932 - 1736
CELL #: (613) 362 - 2216

NAME: Lalonde, Thomas
ADDRESS: 517 Jase Street, Cornwall, ON, K6H 7G5
HOME PHONE #: (613) 932 - 5032
CELL #: (613) 662-4336

NAME:
ADDRESS:
HOME PHONE #
CELL/BUSINESS #

NAME:
ADDRESS:
HOME PHONE #
CELL/BUSINESS #

NAME:
ADDRESS:
HOME PHONE #:
CELL/BUSINESS #

NAME:
ADDRESS:
HOME PHONE #:
CELL/BUSINESS #

NAME:
ADDRESS:
HOME PHONE #
CELL/BUSINESS #

CONTACT: WHITE WOLF SECURITY - 1-888-535-9555 ALSO MIKE GRANGER 613-551-1492



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

AUDIT OF BUILDING RESOURCES

FIRE ALARM SYSTEM: EDWARDS 6601

LOCATION OF PANEL: FURNACE CUSTODIAL ROOM

METHODS FOR ACTIVATION:	HEAT DETECTORS	<u>YES</u>
	PULL STATIONS	<u>YES</u>
	OTHER: _____	
	BATTERY BACK UP	<u>YES</u>
	GENERATOR BACK UP	<u>NO</u>
	SPRINKLERS	<u>NO</u>

FIRE FIGHTING WATER SUPPLY INFO	MUNICIPAL	<u>YES</u>
	STORAGE TANK	<u>NO</u>
	PRIVATE HYDRANT	<u>NO</u>
	FIRE PUMPS	<u>NO</u>
	OTHER _____	

EXTINGUISHERS QUANTITY: 4

HOSE CABINETS QUANTITY: NO

HOOD FIRE SUPPRESSION SYSTEM: NO MAKE: _____

LOCATION _____

OTHER INFO EMERGENCY LIGHTS AT EACH EXIT DOOR AND MID WAY OF THE HALL WAY

IN ALARM MODE

DO THE AIR HANDLING UNITS SHUT DOWN? NOT AVAILABLE

DOES THE GAS SHUT OFF TO SERVERY OR KITCHEN APPLIANCES NOT AVAILABLE



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

MISSION STATEMENT

Fire Safety is an important responsibility for everyone. The consequences of poor fire safety practices and a lack of emergency planning are serious matters. In an effort to prevent fires and minimize the damage from fires when they occur, owners are encouraged to develop and implement Fire Safety Plans for their property.



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

FIRE HAZARDS

TYPE: PAINT

LOCATION: STORAGE ROOM 1A (METAL CABINET)

TYPE: CHEMICAL STORAGE

LOCATION: CHLORINATION ROOM 1B (ENCLOSED ROOM WITH FIRE RATED DOOR)

TYPE: _____

LOCATION: _____

TYPE: _____

LOCATION: _____

TYPE: _____

LOCATION: _____

TYPE: _____

LOCATION: _____

TYPE: _____

LOCATION: _____

TYPE: _____

LOCATION: _____



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

SAFE ROOMS AND LOCATION

NO SAFE ROOMS

1 STOREY BUILDING



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

INSTRUCTIONS & TRAINING TO MINISTRY LEADERS

ON FIRE PROCEDURES

BOARD OF DIRECTORS SHALL ENSURE THAT LEADERS AND VOLUNTEERS ARE FAMILIAR WITH:

- THE METHOD OF SOUNDING ALARM

- EVACUATION PROCEDURES

- THE USE OF PORTABLE FIRE EXTINGUISHERS

- ALTERNATIVE MEASURES UPON SHUT DOWN OF FIRE ALARM SYSTEM
FIRE WATCH AND PROCEDURES AND DOCUMENTATION

- LOCATION OF EMERGENCY GAS AND OR ELECTRIC SHUT OFFS
AS PER SCHEMATICS END OF DOCUMENT

- OCCUPANTS REQUIRING SPECIAL NEEDS



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

UPON DISCOVERY OF FIRE (MEMBERS OR VISITORS)

- LEAVE FIRE AREA IMMEDIATELY
- CLOSE DOORS (LEAVE THE DOORS UNLOCKED) & WINDOWS
- SOUND ALARM AT EITHER PULL STATION
- CALL FIRE DEPARTMENT AT 911 (TO ENSURE THAT THE ALARM HAS REACHED THEM)
- LEAVE BUILDING VIA NEAREST EXIT AND REPORT TO FRONT LAWN
- ASSIST OCCUPANTS WITH SPECIAL NEEDS

(NOTE: THOSE LEAVING BY THE WEST EXIT NEED TO MAKE THEIR WAY TO THE FRONT LAWN AS WELL)

UPON HEARING ALARM

- LEAVE BUILDING VIA NEAREST EXIT
- CLOSE DOORS (LEAVE THE DOORS UNLOCKED) AND WINDOWS BEHIND YOU AND REPORT TO FRONT LAWN

VOLUNTEER IN CHILDREN AND YOUTH ROOMS

- GRAB ATTENDANCE SIGN UP SHEET
- LEAVE BUILDING VIA NEAREST EXIT
- CLOSE DOORS/WINDOWS (LEAVE THE DOORS UNLOCKED) BEHIND YOU AND REPORT TO FRONT LAWN
- VOLUNTEER SHALL BE LAST TO LEAVE ROOM VERIFYING ALL OCCUPANTS HAVE LEFT

CAUTION - ASSIST OCCUPANTS WITH SPECIAL NEEDS

IF SMOKE IS HEAVY IN THE CORRIDOR IT MAY BE SAFER TO STAY IN YOUR AREA. CLOSE DOORS AND ATTEMPT TO SEAL THE BASE OF THE DOOR WITH CLOTHING OR OTHER MATERIAL



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

FIRE SUPPRESSION PROCEDURE FOR SUPERVISORY STAFF

A SUPERVISORY STAFF MEMBER WHO ON DISCOVERY OF A FIRE IN ITS EARLY STAGES, DECIDES TO ATTACK THE FIRE WITH A PORTABLE FIRE EXTINGUISHER **IF SAFE TO DO SO** ARE REQUIRED TO FOLLOW THE FOLLOWING PROCEDURES:

- 1- ACTIVATE FIRE ALARM OR INSTRUCT FELLOW DIRECTOR OR MEMBER:
"YOU (AND POINT) PULL FIRE ALARM AND LEAVE BUILDING" . MAKE SURE FIRE ALARM IS SOUNDED. THEN CALL 911
- 2- APPROACH FIRE IN CROUCH POSITION (KEEP LOW)
- 3- IF FIRE INTENSIFIES ON APPLICATION OF EXTINGUISHER, LEAVE AREA, CLOSE DOORS AND EXIT BUILDING. (MAKE SURE FIRE ALARM HAS BEEN ACTIVATED)
- 4- IF FIRE EXTINGUISHER IS EMPTIED, LEAVE AREA, CLOSE DOOR AND EXIT BUILDING **DO NOT** SEARCH AND RETURN WITH ANOTHER FIRE EXTINGUISHER.
- 5- VISITORS ARE NOT TO ASSIST IN FIRE FIGHTING ACTIVITIES. **ORDER** THEM OUT OF THE BUILDING

UPON HEARING FIRE ALARM - SUPERVISORY STAFF WILL

1. CHECK LOCATION
2. IDENTIFY NATURE OF ALARM
3. CALL 9-1-1 IF REQUIRED
4. SILENCE IF FALSE (**DO NOT RESET**)
5. WAIT FOR FIRE DEPARTMENT



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

**ROLES OF SUPERVISORY STAFF AND DESIGNATES
UPON HEARING ALARM**

PASTOR

- IF FIRE ALARM SYSTEM FAILS, IMPLEMENT ALTERNATE PLAN/PROCEDURE
- MAKE SURE EVERYONE HAS LEFT BUILDING WITH ATTENDANCE SHEETS
- MEET FIRE DEPARTMENT AT FRONT BUILDING
- ASSIST IN EVACUATION
- ENSURE PROMPT MEDICAL ATTENTION TO ANYONE WHO MAY HAVE BEEN INJURED
- DECISION TO ALLOW ANYONE BACK INTO BUILDING MUST BE DONE IN CONSULTATION WITH THE FIRE DEPARTMENT

DESIGNATE / DIRECTOR

- CALL 911 AND NOTIFY THE FIRE DEPARTMENT THAT WE HAVE A FIRE
- RECEIVE MONITORING STATION (WHITE WOLF) CALL AND NOTIFY THEM OF THE NATURE OF THE ALARM
- LEAVE THE BUILDING WITH THE FIRE PLAN
- PROVIDE THE FIRE DEPARTMENT WITH THE FIRE PLAN

VOLUNTEER IN CHILDREN AND YOUTH ROOMS

- GRAB ATTENDANCE SIGN UP SHEET
- LEAVE BUILDING VIA NEAREST EXIT
- CLOSE DOORS BEHIND YOU AND REPORT TO THE FRONT LAWN



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

ALTERNATIVE MEASURES FOR OCCUPANT FIRE SAFETY

FIRE WATCH

IN THE EVENT OF A FAILURE OR TEMPORARY SHUTDOWN OF PART OR ALL OF THE FIRE ALARM SYSTEM, ALL IN THE BUILDING WILL BE NOTIFIED IN PERSON YOU WILL

- INFORM THE FIRE DEPARTMENT

- NOTIFY OCCUPANTS BY POSTING A NOTICE INSIDE THE MAIN ENTRANCE IN A CONSPICUOUS LOCATION INFORMING THEM WHAT EQUIPMENT IS OUT OF SERVICE.

- PATROL THE CORRIDOR HOURLY, CONDUCTING A FIRE WATCH UNTIL THE EQUIPMENT IS RESTORED TO SERVICE. AN HOURLY LOG WILL BE KEPT FOR DOCUMENTATION PURPOSE WHILE THE FIRE WATCH IS IN EFFECT.

EXITS: ALTERNATE ROUTES

IN THE EVENT THAT AN EXIT IS UNSAFE TO USE, AN ALTERNATE FIRE ROUTE IS POSTED FOR EACH ROOM.

ALL VOLUNTEERS ARE TO FAMILIARIZE THEMSELVES WITH THEIR EXITS AND ALTERNATE ROUTES.



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

DUTIES OF SUPERVISORY STAFF

- KEEP ALL FIRE DOORS CLOSED
- KEEP EXITS CLEAR OF OBSTRUCTIONS
- DO NOT PERMIT COMBUSTIBLE MATERIALS TO ACCUMULATE IN QUANTITIES OR IN LOCATIONS, WHICH WILL CONSTITUTE A FIRE HAZARD - WHEN FOUND, MATERIALS ARE TO BE REMOVED IMMEDIATELY
- KEEP ACCESS ROADWAYS, FIRE ROUTES CLEAR
- HAVE A WORKING KNOWLEDGE OF FIRE ALARM SYSTEM AND HOW TO RESET.
- ENSURE FIRE ALARM IS IN GOOD WORKING CONDITION.
- IMPLEMENT FIRE WATCH OF BUILDING IN THE EVENT FIRE ALARM IS NOT OPERATIONAL.
- ENSURE YOUR DESIGNATES KNOWS AND CARRIES OUT YOUR DUTIES WHEN YOU ARE ABSENT.
- ENSURE THAT TEST, CHECKS AND INSPECTIONS OF BUILDING SYSTEM AND EQUIPMENT ARE PROPERLY PERFORMED ON TIME.
- BE FAMILIAR WITH RELEVANT PROVISIONS OF ONTARIO FIRE CODE.
- EDUCATE AND TRAIN ALL VOLUNTEERS AND MINISTRY LEADERS.
- MONITOR ALL CONTRACTORS IN BUILDING, TO ENSURE FIRE SAFETY AND COMPLIANCE WITH FIRE SAFETY PLAN.
- KEEP FIRE LOG UP TO DATE.



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

FIRE DRILLS

DRILL SHOULD BE PERFORMED TWICE A YEAR - SPRING AND AUTUMN

PLEASE INSTRUCT ALL IN ATTENDANCE THE FOLLOWING PROCEDURES.

- 1- AT THE SOUND OF THE BELL, WALK QUIETLY OUT OF THE CLASS ROOM OR SANCTUARY IN SINGLE FILE AND ALONG THE HALLWAY TO THE MAIN EXIT DOOR
(**ALTERNATIVE DOOR IF MAIN DOOR IS UNACCESSIBLE**)
- 2- NO RUNNING OR PUSHING ALLOWED.
- 3- SILENCE
- 4- SHUT ALL DOORS/WINDOWS
- 5- STAND OUT SIDE UNTIL THE **SUPERVISORY STAFF** ADVISES TO RE-ENTER THE BUILDING
- 6- RETURN AS YOU LEFT
- 7- TEACHERS (VOLUNTEERS) SHOULD COUNT STUDENTS TO ENSURE THAT ATTENDANCE MATCHES THE “ATTENDANCE SHEET”
- 8 - TEACHERS REPORT TO SUPERVISORY STAFF WITH ATTENDANCE

WRITTEN DOCUMENTATION WILL BE KEPT OF THESE DRILLS.

WHEN CONDUCTING FIRE DRILLS THE FIRE DEPARTMENT IS TO BE CONTACTED BEFORE AND AFTER THE FIRE DRILL TO ENSURE THAT THEY RECEIVED ALARM FROM MONITORING STATION

(WHITE WOLF SECURITY - 1-888-535-9555 ALSO MIKE GRANGER 613-551-1492)



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

MAINTENANCE OF LOG BOOK

MAINTENANCE OF BUILDING IS COMPLETED ACCORDING TO THE FIRE SAFETY CODE AND RECORDED IN THE FIRE PROTECTION EQUIPMENT MAINTENANCE LOG. THIS LOG BOOK IS STORED IN THE FIRE PLAN FILE HOLDER WHICH IS LOCATED IN THE BOILER ROOM

FIRE PROTECTION EQUIPMENT LOG

MONTHLY MAINTENANCE DUTIES

-EMERGENCY LIGHTING

-FIRE EXTINGUISHERS

-FIRE ALARM

2 MONTH - 3 MONTH - 6 MONTH MAINTENANCE

ANNUAL MAINTENANCE DUTIES

ADDITIONAL EQUIPMENT

FIRE DRILLS



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

CHECK / TEST / INSPECT REQUIREMENTS OF THE FIRE CODE

1. AS REQUIRED

Recharge extinguisher after use or as indicated by an inspection or when performing maintenance.

Check all doors in fire separations to ensure they are closed.

Maintain exit signs to ensure they are clear and legible.

Maintain ext lights to ensure they are illuminated and in good repair.

Ensure entrance way for Fire Department access are kept clear.

2. Daily

Check fire alarm AC power lamp and trouble light.

Check trouble conditions.

Check central alarm and control facility.

Check all components of the emergency lighting system.

3. MONTHLY

Inspect all portable extinguishers.

Check all fire alarm components including standby power batteries

Test fire alarm system.

Inspect all doors in fire separations.



FOUNTAINGATE CHRISTIAN ASSEMBLY

949 Mohawk Drive
Cornwall, Ontario K6H 5R6
(613) 932 - 0685

4. ANNUALLY

Portable fire extinguishers subject to maintenance.

Test fire alarm system by persons acceptable to the authority having jurisdiction for service.

5. EVERY 5 YEARS

Hydrostatically test carbon dioxide and water type extinguishers.

6. EVERY 6 YEARS

Empty stored pressure type extinguishers and subject to maintenance.

7. EVERY 12 YEARS

Hydrostatically test dry chemical and vaporizing liquid type extinguishers.

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.

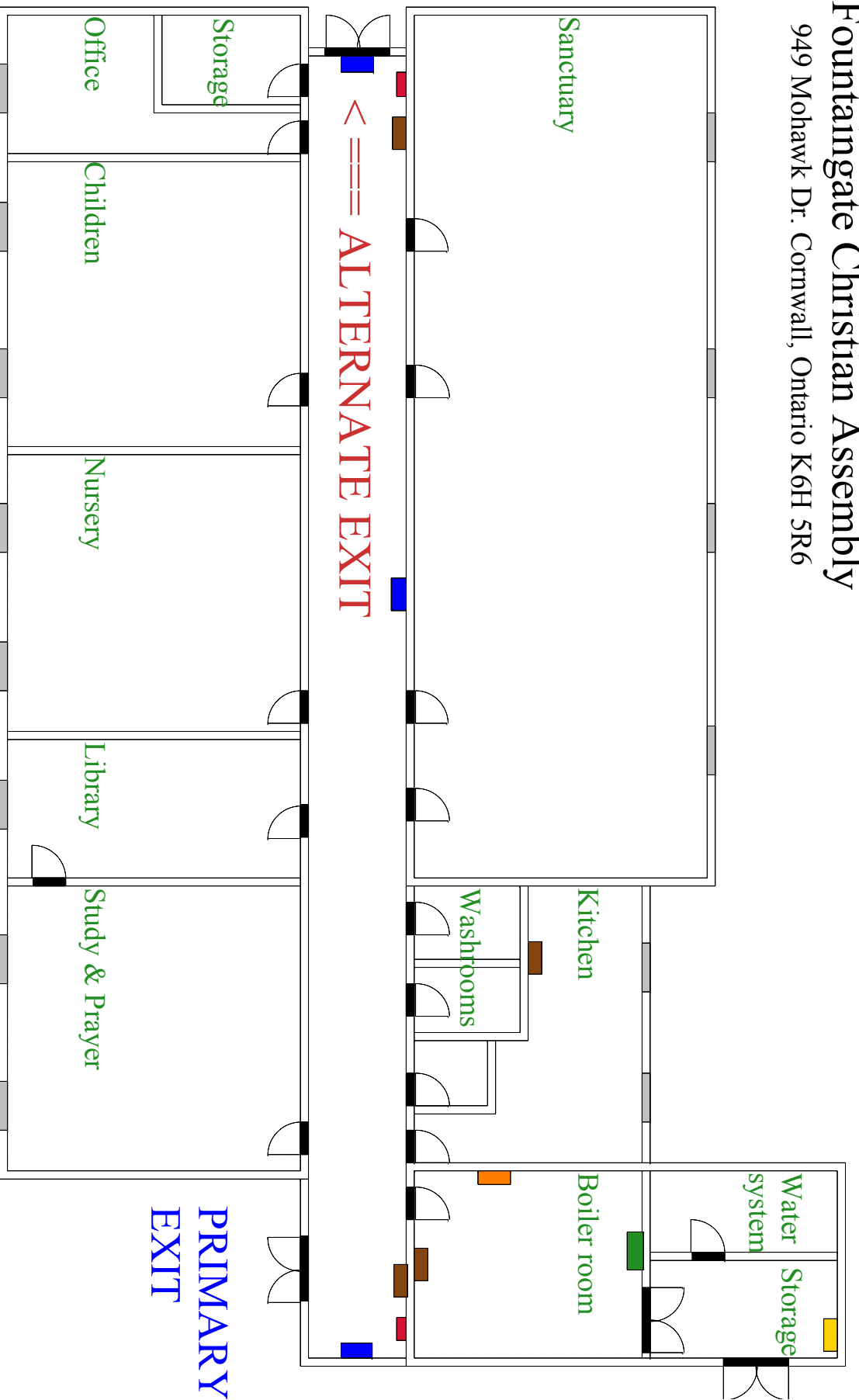
TEST means operation of device or system to ensure that it will perform in accordance with its intended operation or function.

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



Fountaingate Christian Assembly

949 Mohawk Dr. Cornwall, Ontario K6H 5R6



LEGEND

- █ Pull Stations
- █ Emergency Lights
- █ Chemical Area
- █ Extinguishers
- █ Fire Alarm Panel
- █ Electric Shut Off*

If PRIMARY EXIT is not accessible use ALTERNATE EXIT

Meeting Area
Front Yard Near
Driveway

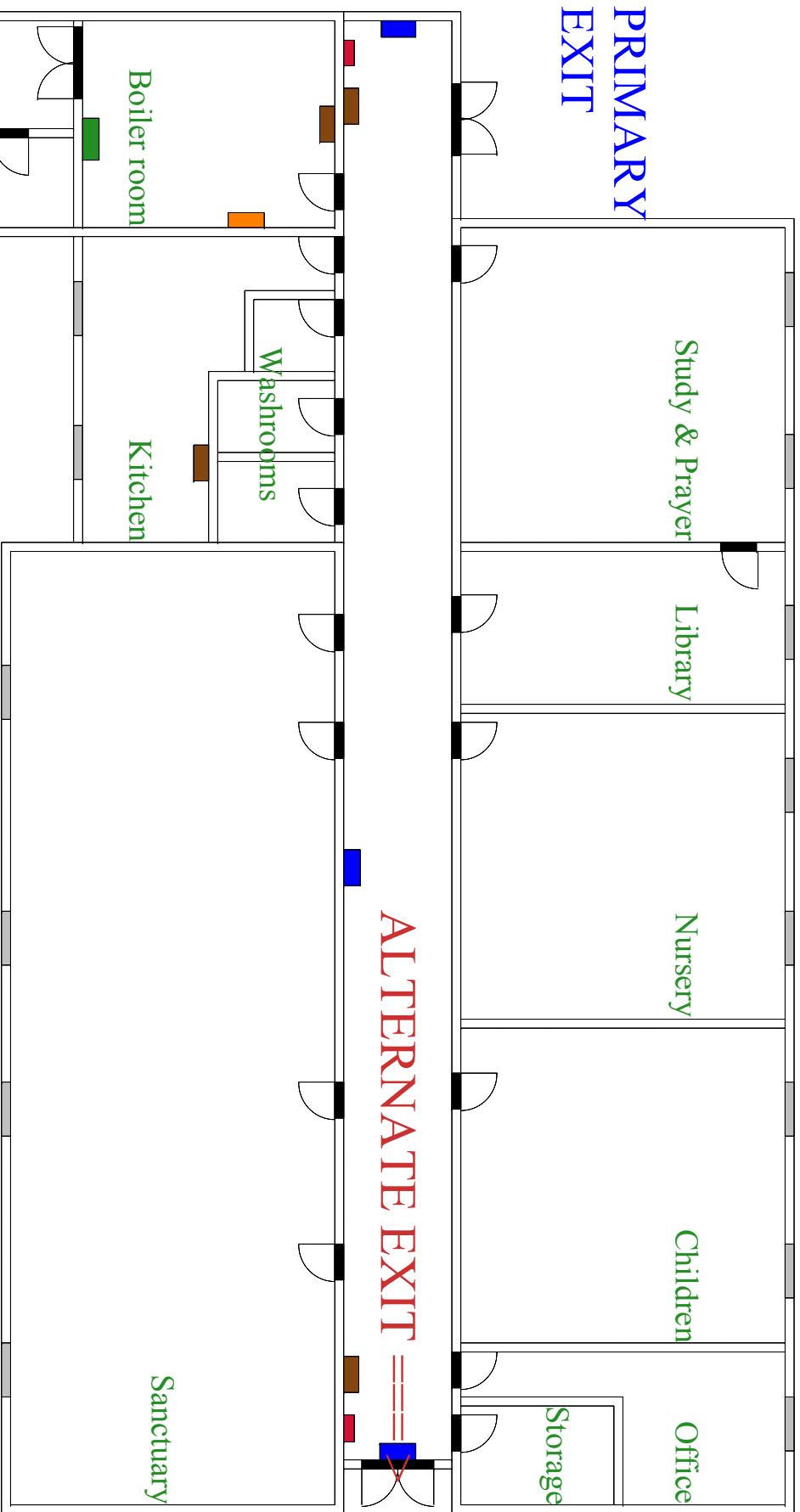
Building Floor Plan

Single Floor Building

Spring 2012

Meeting Area
Front Yard Near
Driveway

Fountaingate Christian Assembly
949 Mohawk Dr. Cornwall, Ontario K6H 5R6



If PRIMARY EXIT
is not accessible use
ALTERNATE EXIT

- LEGEND**
- Pull Stations
 - Emergency Lights
 - Chemical Area
 - Extinguishers
 - Fire Alarm Panel
 - Electric Shut Off

Building Floor Plan

Single Floor Building

Spring 2012