

**FIRE SAFETY  
FOR SLEEPOVERS  
AT  
PICKERING VILLAGE UNITED CHURCH**

I/WE AGREE THAT WE HAVE READ AND UNDERSTOOD THE FOLLOWING INSTRUCTIONS, INCLUDING THE NEED FOR A FIRE DRILL, AND THAT WE HAVE COMPLIED WITH ALL THE REQUIREMENTS.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

PLEASE NOTE THAT THIS FORM MUST BE SUBMITTED TO THE AJAX FIRE DEPARTMENT **TWO WEEKS** PRIOR TO THE SLEEPOVER.

ALL SLEEPOVER REQUESTS ARE SUBJECT TO THE APPROVAL OF THE AJAX FIRE DEPARTMENT. THIS APPROVAL MUST BE OBTAINED PRIOR TO THE SLEEPOVER OCCURRING.

# **CHECKLIST FOR APPROVAL OF TEMPORARY USE OF ASSEMBLY OCCUPANCIES FOR SLEEPING ACCOMMODATIONS**

The following information will assist you in preparing an application for permission to use your school for temporary sleeping accommodation. Please review the criteria to ensure your submission is complete.

Completed "Temporary use Fire Safety Plan".

Covering letter from the school, including:  
dates of event;  
number of students; and  
number of supervisory staff.

Floor plan of school, identifying:  
rooms to be used for sleeping accommodation;  
location(s) of smoke alarms; and  
location(s) of carbon monoxide detector.

School designation form, complete with occupant load calculations.

Upon receiving approval, smoke alarms and carbon monoxide detectors have been installed and a Fire inspection scheduled.

**TEMPORARY USE OF ASSEMBLY OCCUPANCIES FOR  
SLEEPING ACCOMMODATION**

**FIRE SAFETY PLAN**

**Business Name:** Pickering Village United Church

**Address:** 300 Church St. N., Ajax

**Postal Code:** L1T 2W7

**Phone No:** (905) 683-4721

**AUDIT OF HUMAN RESOURCES**

**Renter:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Building Owner:** Pickering Village United Church

**Address:** 300 Church St. N., Ajax

**Postal Code:** L1T 2W7

**Phone No:** (905) 683-4721

<b>Supervisory Staff On Duty During Event__</b>	<b>Title</b>	<b>Cell Phone</b>
_____	_____	_____
_____	_____	_____

<b>Supervisory Staff NOT on Duty</b>	<b>Title</b>	<b>Home Phone</b>
<b>Bob Masters</b>	<b>PVUC Security Team</b>	<b>(905) 427-5439</b>
<b>Roy Boon</b>	<b>PVUC Security Team</b>	<b>(905) 683-3229</b>
<b>Harcus Hennigar</b>	<b>PVUC Bookings</b>	<b>(905) 839-6438</b>

**NOTE:** This use-specific fire safety plan is to be used in conjunction with the approved fire safety plan.

## **AUDIT OF BUILDING RESOURCES**

**Emergency Lighting:** \_\_\_\_\_

Location of Lamps and Battery Packs:

**Emergency Lighting Batteries:** Outside the north door of the Fellowship Room and inside the Electrical Room (see attached diagram),

**Emergency Lights:** TWO double lights in Fellowship Room and throughout the basement and upper floor (see attached diagram)

**Exits:** This facility is served by   4   exits.

**Location:** Main and North entrances on the East side of the building. South entrance on the South side of the building and Emergency Exit and Ramp to ground level from Gym on West side of the building.

**Fire Alarm System:**

Type: **Edwards Model 6616**

Location of FACP: **Electrical Room on Lower Level (see attached diagram)**

Activated by: **Heat Detectors/Smoke Detectors/Pull Stations**

**Fire Department Access:**

The building is accessed from Church Street. Internal and External master keys are in F.D. lock box on exterior wall on North side of Main Entrance Doors.

**Fire Department Connection:**

\_\_\_\_\_ The Fire Department connection is located on the   N/A   side of the building.

**Fixed Extinguishing System:**

Type:   N/A  

Location of Manual Pull Station:   N/A

**Natural Gas Shut Off:**

The natural gas shut off is located on the WEST side of the building **on the North Corner.**

**Portable Fire Extinguishers:**

<b>Classification</b>	<b>Location</b>
A (water)	3 x Entrance ways, 1 x Upper Room, 1 x Choir Room
BC (dry chem)	1 x Kitchen
ABC (dry chem)	1 x Kitchen, 1 x Electrical Room
ABC (powder)	1 x Office, 1 x Sound Booth, 1 x Nursery

**Sprinkler System:** The sprinkler room is located N/A

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## **EMERGENCY INSTRUCTIONS TO OCCUPANTS**

The actions to be taken by occupants in emergency situations will be posted in a conspicuous location. Refer to sample below --

<p style="text-align: center;"><b>IN CASE OF FIRE</b></p>
<p style="text-align: center;"><b><u>UPON DISCOVERY OF FIRE</u></b></p> <p style="text-align: center;">LEAVE FIRE AREA IMMEDIATELY CLOSE DOORS BEHIND YOU SOUND FIRE ALARM CALL AJAX FIRE &amp; EMERGENCY SERVICES (DIAL 9-1-1) EVACUATE BUILDING VIA NEAREST EXIT</p>
<p style="text-align: center;"><b><u>UPON HEARING THE ALARM</u></b></p> <p style="text-align: center;">LEAVE BUILDING IMMEDIATELY CLOSE DOORS BEHIND YOU</p> <p style="text-align: center;"><b>CAUTION</b> IF YOU ENCOUNTER SMOKE USE ALTERNATIVE EXIT</p>
<p style="text-align: center;"><b>REMAIN CALM</b></p>

This building is equipped with a single stage fire alarm system. The fire alarm system is activated by heat detectors or by pulling down on a manual pull station. Activation of the fire alarm system is to alert the occupants of an emergency situation and to put into operation the approved Fire Safety Plan. Ajax Fire & Emergency Services is to be notified by dialling 9-1-1 and given the correct address ( ) and the exact location of the fire.

**STAFF ARE NOT TO DELAY IN ANY MANNER IN THE IMMEDIATE NOTIFICATION OF EVACUATION OF PERSONS IN THE BUILDING.**

## **EMERGENCY PROCEDURES**

### **IN THE EVENT OF FIRE:**

Extinguish fire, if possible, using available portable fire extinguisher(s)

If unable to extinguish, leave the fire area and confine fire by closing all doors after passing through

Sound the fire alarm (use manual pull station) and leave building immediately via the nearest exit and proceed to designated meeting place

Notify Ajax Fire & Emergency Services (dial 9-1-1) and await their arrival near the main entrance of your facility

Notify other building occupants or tenants, if applicable

Do not return until it is declared safe to do so by the Fire Official

### **IF THE FIRE ALARM IS HEARD, OCCUPANTS WILL:**

Use exits to leave the building immediately and proceed to designated meeting place

If doors are encountered on the way to an exit, feel the door knob for heat before opening. If not hot, brace yourself against the door and open slightly. If you feel air pressure or hot draft, close door quickly and proceed to an alternate exit

If you find no fire or smoke upon opening the door, close the door behind you and leave by nearest exit

Staff will oversee a complete and quick evacuation, assisting those requiring help and checking bathrooms, if possible

## **FIRE SAFETY PROCEDURES**

On the first day of occupancy, fire wardens must be selected and an initial meeting held with the custodian, supervisory staff and fire wardens. The duties for these individuals must be discussed and a full fire drill held, with all occupants participating. The custodian, supervisory staff and fire wardens must be familiar with the means to manually activate the fire alarm system. During the fire drill, the occupants should become familiar with their evacuation routes and understand where they are to meet once outside.

### **Custodian**

The custodian must be on duty at all times that the building is occupied and be familiar with the facility and its emergency equipment and systems.

#### *Regular daily duties:*

- check fire alarm system for operation
- check egress routes and exits to ensure that they are available for use and not obstructed
- check that exit lights are illuminated while the building is occupied
- check that smoke alarms and carbon monoxide alarms are in place and functional
- check that fire access routes are kept clear
- collect and remove refuse from the building

#### *Emergency duties in event of fire or alarm:*

- activate the fire alarm
- call Ajax Fire and Emergency Services (dial 911)
- provide access to public address system if necessary
- meet emergency responders and supervisory staff at principal entrance

### **Supervisory Staff**

The supervisory staff must be readily available to both the occupants of the facility and, in the case of an emergency, the fire department. It is recommended that the supervisory staff wear an appropriate identifier.

Supervisory staff can be the event organizers and must be from the host facility.

All supervisory staff are required to be provided with a copy of this fire safety plan.



### *Regular Duties:*

- ensure that fire wardens are appointed and on duty
- conduct a fire watch patrol throughout the facility once per hour to include
  - check egress routes and exits to ensure that they are available for use and not obstructed
  - check to ensure that there is no smoking
  - check to ensure that there are no open flames (candles)
  - check that doors to rooms not in use are kept closed
- conduct patrol of the exterior to ensure appropriate site security
- meet in the evening with fire wardens and custodian prior to securing facility

### *Emergency duties in the event of fire or alarm:*

- activate the fire alarm
- ensure evacuation has started and confirm head count
- meet custodian and emergency responders at principle entrance
- report to emergency responders of any persons that may still be in building

## **Fire Wardens**

Fire wardens can be selected from people who may or may not be from the host facility. At least one fire warden must be selected for each sleeping area and where an area has an occupant load greater than 50 people, such as a gym, there must be at least one fire warden for each 50 participants.

### *Regular Daily Duties:*

- assign a helper to any person who may require assistance to evacuate
- take evening roll call
- ensure means of egress from sleeping area is kept clear
- be aware of fire evacuation procedures
- report any fire hazards to supervisory staff
- ensure that there is no smoking or open flames
- meet once per evening with the supervisory staff and custodian prior to securing facility
- check that smoke alarms in your sleeping area are in place and functional
- prepare and post in your sleeping area the emergency procedures and a floor plan identifying the evacuation route

### *Emergency Duties:*

- assist in evacuation of assigned sleeping area to outside meeting place
- close door to sleeping area after room is cleared
- check evening roster and inform supervisory staff of any person not accounted for
- inform supervisory staff of any person who may still be in the building
- designated fire warden - check washroom/change rooms for people

## **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 to the operator, then the door to the area should be closed to confine and contain the fire. Leave the fire area, activate the fire alarm, ensure Ajax Fire & Emergency Services has been notified (dial 911) and wait in a safe place for their arrival.

### **FIRE HAZARDS**

In order to avoid fire hazards in the building, occupants are advised:

- no smoking or open flames are permitted in the building
- not to use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring
- keep hallways, passageways and exits clear of obstructions and combustible refuse at all times
- any garbage or refuse is to be deposited into the proper receptacles.

***In general, staff are advised to:***

- know where the manual pull stations and exits are located
- call Ajax Fire & Emergency Services (dial 911) whenever you need emergency assistance
- know the correct building address ( )

### ***SUGGESTED OPERATION OF PORTABLE FIRE EXTINGUISHERS:***

REMEMBER THE **(PASS)**

- P - Pull the safety pin (usually a twist-pull action)
- A - Aim the nozzle (horn or hose at the base of the fire)
- S - Squeeze the trigger handle
- S - Sweep from side to side (watch for fire restarting).

Never rehang extinguishers after use. Portable fire extinguishers are required to be replaced with a spare immediately after use or a notice is to be posted at the extinguisher identifying the location of the next closest fire extinguisher.

## **FIRE DRILL**

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

Fire drills will be held at least once, at the beginning of the event, after all participants have arrived. The fire drill will consist of supervisory staff and all occupants evacuating the premises, the evaluation of performance by the occupants and of the Fire Safety Plan.

### **FIRE DRILL RECORD**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

MANAGER/SUPERVISOR ON DUTY: \_\_\_\_\_

STAFF PRESENT: \_\_\_\_\_  
\_\_\_\_\_

DEFICIENCIES NOTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GENERAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **FIRE PROTECTION EQUIPMENT**

Approved single station smoke alarms must be provided in each sleeping room and sleeping area. In large sleeping areas, such as a gymnasium, where the ceiling height may be such that it would reduce the effectiveness of the smoke alarms, the smoke alarm may be omitted. In these cases, a smoke alarm is required in the corridor leading to the gymnasium where the corridor is not already equipped with smoke detectors connected to the fire alarm system.

Approved carbon monoxide detectors must be provided in rooms and corridors beside service rooms containing fuel-fired appliances and in the room directly above the service rooms.

These devices may be battery operated.

In the event that a smoke alarm or carbon monoxide detector activates, the fire alarm emergency procedures must be initiated.

Smoke alarms and carbon monoxide detectors are required to be tested daily to confirm correct operation. If it is determined the equipment does not operate, the unit shall be replaced immediately.

Remaining fire protection equipment as identified in the facility's approved fire safety plan (i.e. fire alarm system, emergency lighting, etc) is required to be maintained in operating condition.

## **REQUIRED OPERATING CONDITIONS**

1. Equipment and furniture
  - may be stored off-site
  - stored in unoccupied rooms (maximum 2 tier stacking), or
  - remain in occupied rooms along the sides.
2. Portables are not to be used for sleeping accommodation.
3. Access is prohibited to kitchens, cooking appliances and hazardous rooms.
4. A minimum of two trained supervisors for the facility.
5. A minimum of one fire warden per room, or one fire warden per 50 students in a school's gymnasium.
6. A custodian (familiar with the facility) must be present during the entire event.
7. Open flames, candles and cooking appliances are prohibited.
8. No smoking or alcoholic beverages are permitted within the facility.
9. Fire access routes are to be kept clear at all times

**ASSEMBLY OCCUPANCY DESIGNATION FORM  
TEMPORARY USE OF FACILITY FOR SLEEPING ACCOMMODATIONS**

Facility Name: PVUC

Contact Persons: See page 1.

Address: 300 Church St. N.  
Ajax

Phone Number: (905) 683-4721

**A1. Sprinklered Building**  
(maximum 45m travel distance to an exit)

# of rooms \_\_\_\_\_ \*Net Area \_\_\_\_\_

# of gyms \_\_\_\_\_ Net Area \_\_\_\_\_

Hazardous rooms not permitted to be used. Occupant load based on 4.6m<sup>2</sup> (50ft<sup>2</sup>) per person.

OCCUPANT LOAD = \_\_\_\_\_

Note:  
\*Net Area = clear floor space  
Maximum 15 persons per room with one means of egress.

**A2. Unsprinklered Building**  
(maximum 30m travel distance to an exit)

# of rooms 2 \*Net Area 4,000 sq. ft.

# of gyms 1 Net Area 3,500 sq. ft.

Hazardous rooms not permitted to be used. Occupant load based on 4,6m<sup>2</sup> (50ft<sup>2</sup>) per person.

Fire Dept. sanctioned  
OCCUPANT LOAD = 684

Note:  
\*Net Area = clear floor space  
Maximum 15 persons per room with one means of egress.

**B. Washrooms including urinals - number of persons per sex**

100 persons                      5 water closets + 2 lavatories                      Total male W.C. 6  
Total female W.C. 6

over 100 persons                      6 water closets +1 per increment of 30  
Lavatories - 1 per 2 water closets                      OCCUPANT LOAD 41

**TOTAL OCCUPANT LOAD (lesser of A1, A2, or B) = 41**