

PICKERING VILLAGE
UNITED CHURCH

EMERGENCY
PROCEDURES
MANUAL

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Pickering Village United Church Emergency Procedures Manual

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Pickering Village United Church Emergency Procedures Manual

INTRODUCTION

Pickering Village United Church (PVUC) has prepared an Emergency Procedures Manual which contains Plans to be followed in the event of specific emergency or life/health threatening situations at PVUC.

The following Plans are contained in the Emergency Procedures Manual:

8. Emergency Communication Plan
9. Pandemic Influenza Plan
10. Lockdown Plan
11. Missing Child/Adult Plan
12. Fire Safety Plan

Each Plan describes in detail the steps to be followed so as to minimize panic and confusion and decrease exposure to danger.

Each Plan includes reference to the Incident Management System (IMS) which is an international emergency protocol adapted by Emergency Measures Ontario as the operational framework for emergency management for organizations in Ontario.

Within the IMS structure of the Plans in the PVUC Emergency Procedures Manual, a Command Centre is established and coordinating and leadership activities of the Plan are assumed by the person in charge who is called the Incident Manager. Job action sheets for other key personnel in the Command Centre are described in the Pandemic Influenza Plan and can be adapted to the other Plans.

Because the IMS framework, with its terminology and organization of roles in the Command Centre is common to other Emergency Service Organizations (Police, Fire), there is fluid communication back and forth for the duration of the Plan's activity.

Also included in the Emergency Procedures Manual is a section called "External and Internal Inventory of PVUC" which contains an inventory of the space, equipment and furnishings of PVUC.

PICKERING VILLAGE UNITED CHURCH EMERGENCY PROCEDURES MANUAL

EMERGENCY COMMUNICATION PLAN

APPROVED BY: PVUC BOARD

DATE:

REVIEW DATE:

PURPOSE: To communicate with members of the congregation and community in the event of an emergency situation at the church or in the community.

PLANNING ASSUMPTIONS: The Emergency Communication Plan will be an evolving document.

STRATEGIES:

1. The Emergency Communication Plan will be led by the Chair of Communications or designate who will be called the Incident Manager.

1. METHODS OF COMMUNICATION AT PVUC:

1.1 Church Directory - available from the Church Office

1.2 Voice Newsletter – the Editor will facilitate the inclusion of information in the Voice

1.3 E-Mail –The Chair of Communications and the Minister(s) currently have an up-to-date list of the email addresses of members of the congregation on their computers

1.4 Internet – The PVUC webmaster will facilitate changes/updates to information on the PVUC website

1.5 Elders list - available from the Church Office. The Clerk of Session will facilitate with the Elders. The Elders, when instructed, will use their Elder contact list to contact members of the congregation by telephone.

1.6 Alternative telephone trees: The United Church Women (UCW) and the Senior Choir, when instructed, will facilitate their own telephone trees.

2. PROCEDURE:

2.1 The Chair of Communications at PVUC will be advised of the situation at PVUC that requires emergency communication with members of the congregation/community.

2.2 The Chair of Communications will instruct that the Emergency Communication Plan at PVUC be initiated and a Command Centre be established. The Chair of Communications will coordinate the Emergency Communication Plan and be called the Incident Manager.

2.3 The Incident Manager will appoint, if required, members of the Incident Management System (Officers/Chiefs) to assist in the enactment of the Emergency Communication Plan. The Incident Manager will distribute Job Action Sheets to the Officers/Chiefs. **Note: use the Job Action Sheets of Appendix A, Pandemic Influenza Plan for PVUC - PVUC Emergency Procedures Manual**

2.4 The Incident Manager will announce a status/action plan meeting of all Officers/Chiefs within 30 - 60 minutes or less to address the plan of action.

2.5 The Incident Manager will obtain a status report from all Officers and Chiefs considering the following:

- Type of situation
- Methods of communication required and available during the emergency situation
- Time lines and responsibilities to enact methods of communication
- Review next steps and assign tasks as required

2.6 The Incident Manager will monitor the progress of the communication activities, announcing status/action plan meetings as required.

2.7 The Incident Manager, in consultation with the Incident Management System, will be responsible to decide upon the cancellation of the Emergency Communication Plan and communication of such cancellation notice.

3. POST EMERGENCY COMMUNICATION PLAN EVALUATION:

3.1 The Incident Manager will call and chair a meeting immediately post Emergency Communication Plan of all persons/groups involved to debrief, critique and amend the existing Emergency Communication Plan.

June, 2007

Sept. 24, 2007

PVUC EMERGENCY PROCEDURE MANUAL

PANDEMIC INFLUENZA PLAN FOR PVUC

APPROVED BY: PVUC BOARD

DATE:

REVIEW DATE:

PURPOSE: To provide direction to the congregation in its preparation for a pandemic influenza. The Plan will describe activities to undertake preceding and during the pandemic period as well as in the recovery period.

In developing a pandemic influenza plan, PVUC will accomplish the following objectives:

- Encourage the congregation to participate in the planning phase
- Promote collaboration between PVUC and other faith based organizations, with public health officials, local municipal emergency management coordinators and other community-based organizations
- Encourage PVUC to analyze its practices and rituals to ensure they adhere to the principles of infection control during a pandemic influenza
- Encourage PVUC to analyze the critical services it delivers and develop alternate means of service delivery during a pandemic influenza

Background on Influenza

What is influenza?

Influenza, more commonly known as the flu, is a highly contagious respiratory illness caused by a virus.

What is a pandemic?

A pandemic is distinguished by its scope. It becomes a worldwide epidemic, or *pandemic*, when a disease spreads easily and rapidly through many countries and regions of the world and affects a large percentage of the population where it spreads.

What is avian influenza?

Avian influenza refers to a large group of different influenza viruses that primarily affect birds. The vast majority of avian influenza viruses do not infect humans. However, some of these viruses can infect humans and potentially cause significant illness.

How does a pandemic influenza start?

The viruses that cause influenza are constantly changing. A pandemic starts when a new strain of influenza virus emerges that is different from common strains of influenza. Because people have no immunity to the new virus, it can spread

quickly and infect hundreds of thousands of people. Pandemic influenza strains often develop when an animal or bird virus mixes with a human virus to form a new virus.

What is the contagious period?

Influenza can be contagious for 24 to 48 hours before any symptoms arise and for five days after the onset of symptoms. This means that you could spread the virus without knowing you are infected.

Seasonal vs. Pandemic Influenza

Pandemic influenza can appear very similar to seasonal influenza. However, there are major differences. Table 1 summarizes the differences.

Table 1. Seasonal Influenza	Pandemic Influenza
Seasonal influenza happens every year.	Pandemic influenza happens only two or three times a century.
Seasonal influenza is usually around from November to April – and then stops.	Pandemic influenza usually comes in two or three waves several months apart. Each wave lasts about two to three months.
About 10% of Ontarians get seasonal influenza each year.	About 35% of Ontarians may get pandemic influenza over the course of an outbreak.
Most people who get seasonal influenza will get sick, but they usually recover within a couple of weeks.	About half of the people who get pandemic influenza will become ill. Most will recover, but it may take a long time. And some people will die.
Seasonal influenza is hardest on people who do not have a strong immune system: the very young, the very old, and people with certain chronic illnesses.	People of any age may become seriously ill with pandemic influenza, depending on the virus.
In a normal influenza season, up to 2,000 Ontarians die of complications from influenza, such as pneumonia.	During an influenza pandemic, Ontario would see many more people infected and possibly many more deaths.
There are annual influenza shots that will protect people from seasonal influenza.	There is no existing vaccine for pandemic influenza. It will take four to five months after the pandemic starts to develop a vaccine.
There are drugs that people can take to treat seasonal influenza.	These same drugs may also help people with pandemic influenza but we may not have a large enough supply for everyone and we will not know

Phases of an Influenza Period

The World Health Organization has identified six phases of a pandemic influenza. These phases allow a step-wise approach to preparedness planning and response leading up to a declaration of the start of a pandemic. Canada and Ontario are using the WHO pandemic periods and phases.

Table 2. Phases of an Influenza Period

Period	Phase	Description
Interpandemic Period*	Phase 1	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk* of human infection is considered to be low.
	Phase 2	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.
Pandemic Alert Period**	Phase 3	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.
	Phase 4	Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
	Phase 5	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).
Pandemic Period	Phase 6	Increased and sustained transmission in general population.
Postpandemic Period		Return to interpandemic period.

Source: World Health Organization, 2005.

* The distinction between phase 1 and phase 2 is based on the risk of human infection or disease from circulating strains in animals.

** The distinction between phase 3, phase 4 and phase 5 is based on the risk of a pandemic.

1.5 Planning Assumptions

- The PVUC Pandemic Influenza Plan will be an evolving document that continues to build as PVUC, the United Church of Canada (UCC) and municipal, provincial and federal planning proceeds.
- PVUC will remain open and active throughout the pandemic period as long as staff are physically able to provide services.
- Meeting activities may need to be curtailed or suspended at PVUC due to illness of attendees, concerns about transmission of influenza among attendees and/or direction from public health officials to suspend meeting activities.
- At PVUC, the major emphasis will be to develop strategies to maintain a staff presence and to develop strategies to maintain PVUC services and activities.
- The usual methods of servicing the congregation and community may have to be adapted to meet pandemic emergency needs.

2. Decision Making at PVUC/Incident Management System

During the pandemic influenza period, multiple decisions will be made at PVUC for matters relating directly/indirectly to the influence of the pandemic on PVUC. Due to the widespread illness caused by a pandemic, there will be constant uncertainty at PVUC of personnel (paid and voluntary staff) being able to be present for decision making. Therefore, during the pandemic influenza period, PVUC will use the Incident Management System (IMS) protocol for decision making.

The Incident Management System is an international emergency protocol adapted by Emergency Measures Ontario as the operational framework for emergency management for the Government of Ontario. The IMS framework includes pre-identified roles/functions with accompanying job descriptions (see section 4 and Appendix A&B). These are standard to all IMS protocols and are included in the PVUC Incident Management System framework.

3. Notification for Pandemic Influenza Plan Initiation at PVUC

As the level of alert in the world progresses from Phase 5 to Phase 6 (increased and sustained transmission of influenza in the general population), directives from Health Canada, the Ontario Ministry of Health and Long Term Care (MoHLTC) and Durham Public Health will guide the local response.

In addition, during Phase 6, it is expected that staff resources (paid/volunteer) at PVUC will be unable to meet the needs of the congregation due to:

- illness of the staff and/or
- illness of multiple members of the congregation and/or
- unavailability of resources which will restrict the church's ability to remain open and/or
- receipt of a directive from Public Health to cease meeting activities in the church.

At this point, the PVUC Minister(s)/Parish Nurse will notify the Chair/Vice Chair of the Board. The Chair/Vice Chair of the Board will direct that PVUC's Pandemic Influenza Plan be activated and the Command Centre with its Incident Management System be established.

4. Command Centre

When the Chair/Vice Chair of the Board directs that PVUC's Pandemic Influenza Plan be activated, the Command Centre with its Incident Management System will be established.

Function of the Command Centre

- To manage PVUC and pandemic influenza related activity in a designated location by personnel with pre-identified roles/functions
- To determine which services/tasks/activities will/will not be performed
- To determine if and when PVUC will remain open/closed

- To determine the priorities for services to be provided so that staffing (paid and volunteer) decisions can be made
- To establish a time-table of regular communication with staff
- To establish a time-table of regular communication with the PVUC congregation
- As required, to establish regular communications with outside health/emergency services and agencies

Location of the Command Centre

- The Command Centre will be located on the main level, in the administrative office area of PVUC and in the nearby Library.

Equipment

- white board
- markers
- flip charts
- telephones with hands-free, speaker, conference call capabilities
- television
- battery operated radio
- PVUC Emergency Manual (including floor plans, inventory list of space, equipment, furnishings), communication lists (PVUC Directory, email addresses)
- computers
- fax machine
- flashlights
- pens/pencils/post-it notes/paper
- orange vest for Incident Manager

Positions

Personnel in the Command Centre will consist of the following:

(Note: See Appendix A for complete Job Fact Sheet for each position named below and Appendix B for IMS Chart)

Incident Manager (appoints all positions named below)

- Clerical Assistant to Command Centre
- Operations Officer
- Communications Officer
- Facilities Officer
- Pastoral Care Officer
- Health/Safety Officer
- Financial Officer
- Sunday Activity Planning Chief
- Weekday PVUC Activity Planning Chief
- Weekday Non-PVUC Activity Planning Chief
- Human Resources Chief

Position Functions (italics print indicates suggested role(s) at PVUC to assume the position)

Incident Manager – *Chair/Vice Chair of Board* - initiates the IMS System and coordinates all response activities in support of the PVUC pandemic response

Clerical Assistant to Command Centre – *Church Secretary/Board Secretary/ PVUC member* - supports the Incident Manager and others in the Command Centre, takes minutes at IMS meetings

Operations Officer – *Chair/Vice Chair of Board/Chair of Trustees* - decides upon and coordinates church activities

Communications Officer – *Chair, Communications/Clerk of Session* - maintains internal/external communications

Facilities Officer – *Chair, Property/Chair, Trustees* - ensures facility and property readiness, ensures quantity of supplies

Pastoral Care Officer – *Minister/Parish Nurse/Chair, Health Cabinet* - coordinates pastoral care

Health/Safety Officer – *Parish Nurse/Chair, Health Cabinet* - oversees infection control, staff safety and sufficient amounts of medical supplies

Financial Officer – *Chair, Finance/Treasurer/Chair, Stewardship* - monitors financial activity

Sunday Activity Planning Chief – *Chair, Worship/ Chair, Christian Education* - oversees planning of Sunday activities i.e.: church service, Sunday School, coffee hour

Weekday PVUC Activity Planning Chief – *Chair, United Church Women/PVUC Board Member* - oversees planning of weekday PVUC activities i.e.: Foot Clinic, Craft Group, Committee meetings, Cubs, Scouts, etc.

Weekday Non-PVUC Activity Planning Chief – *Chair, Mission and Service/PVUC Board Member* - oversees planning of weekday non-PVUC activities i.e.: AA, Tots, etc

Human Resources Chief – *Chair, Ministry & Personnel/ Member, Ministry & Personnel Committee* - oversees staff activity, illness, absence and replacement

Activity

A member of the PVUC executive will act as the Incident Manager until either confirmed or replaced by the most senior authority i.e.: the Chair/Vice Chair of the Board. This person may be any member of the PVUC Executive. However, once in the role, the Incident Manager is expected to delegate his or her own responsibilities and become the Incident Manager only.

The position of the Incident Manager may change over the course of the pandemic period, based upon changing circumstances or the requirement for a different area of expertise. The senior authority will then act in a supportive role to the Incident Manager.

The Incident Manager will wear an orange vest.

5. Communication Strategies

Information about the PVUC Pandemic Plan, including Pandemic Plan updates, will be provided for PVUC staff volunteers and the congregation during the pre-pandemic and pandemic periods.

In the event of a pandemic influenza, there are several ways for PVUC to communicate with members of the congregation and non-PVUC groups which meet at PVUC. (See PVUC Emergency Procedures Manual – Section 2: Emergency Methods of Communication.) These include the PVUC Church Directory, the Voice Newsletter, the PVUC internet site, the email list of members, the Elders list of members and alternative telephone trees i.e.: the UCW, Senior Choir.

In addition, PVUC will be available for exchanging and receiving information with external partners such as Durham Public Health, the MoHLTC, the United Church of Canada, neighboring churches and educational facilities.

The Communications Officer, IMS Structure (Chair, Communications Committee) will oversee the coordination of communication of information into and out of PVUC during the pandemic period.

6. Information to be Distributed

The Health/Safety Officer, IMS Structure (Parish Nurse) and the voluntary Parish Nurses at PVUC will widely distribute information about influenza to staff, volunteers, members of the congregation and others before and during a pandemic. Topics that will be covered include signs and symptoms, how it is spread, and ways to protect oneself and ones family. The information will be appropriate for the culture, language and reading level of the recipients.

7. Staff Preparation

The Parish Nurses will ensure staff and volunteers have been trained in basic hand hygiene (hand washing and use of alcohol-based hand sanitizer) and cough etiquette principles (covering cough/sneeze with an arm or a tissue, disposing of the tissue and practicing hand hygiene).

Staff/volunteers will be discouraged from practices that bring members within 1 metre/3 feet contact, practices that involve hand-to-hand or hand-to-face-touch, use of objects during worship that are touched by many people.

8. Facility Preparation /Stocking of Supplies

The Facilities Officer, IMS Structure (Chair, Property Committee) will ensure facility and property readiness during the pandemic period including the following:

- availability of power, water, communication, etc.
- availability of supplies including office supplies and hand hygiene supplies including paper towels, disinfectant, facial tissues, liquid pump soap, etc. and medical (first aid) supplies.
- regular communication with the private cleaning company to ensure cleaning practices that limit the spread of influenza.
- investigation of ways to resolve facility and supply deficiencies.

9. Rating Potential Impact of Pandemic on PVUC Activity

The Incident Manager and the Officers and Chiefs of the Incident Management System will develop plans to ensure delivery of church related activities and services that have an increased (visiting the sick) or modified /altered (no hand-to-hand touching) demand during a pandemic. The following is a sample table which might be activated for the evaluation process:

Requirements of Services/Activities During a Pandemic Period

Table 3

Service/Activity	Requirement During Pandemic Period – same/increased, decreased, altered	How to deliver service if requirement same, increased or altered
1. home/hospital visiting of those seriously ill with non-influenza related illness	same	enlist PVUC members i.e. elders to do home/hospital visits
2. home/hospital visiting of those seriously ill with influenza related illness	increased/altered	remain 2-3 metres distance from person, telephone visit
3. communion service at PVUC	altered	retain individual glasses and individual pieces of

		bread
4. Foot Clinic	same	schedule clinics every 2-3 weeks
5. UCW meeting	decreased	cancel meetings
6. Sunday worship service	same	People sit 1 metre apart, no personal touching

10. Human Resources Considerations

The Human Resources Chief, IMS Structure (Chair, Ministry and Personnel Committee) will be familiar with and provide information to the IMS re: staff leave policies for personal illness or care for sick family members during a pandemic.

The Human Resources Chief will ensure a mandatory sick-leave policy for staff and volunteers suspected to be ill with pandemic influenza.

The Human Resources Chief will schedule meetings with PVUC Ministry and Personnel Committee as required to discuss staff availability, illness, replacement and back-up plans for a staff member who becomes unavailable.

11. Considerations of the Vulnerable Individuals in the Congregation

The Pastoral Care Officer, IMS Structure (Minister) will ensure the increased needs of vulnerable individuals at PVUC i.e.: disabled, elderly, mentally or physically ill, persons who do not speak English, new immigrants to Canada are addressed.

APPENDIX A

Incident Management System Pandemic Planning Job Action Sheets

Job Action Sheet

Incident Manager

- Initiate the Incident Management System (IMS) and coordinate all response activities in support of emergency operation
- Stay in position until formal (stated) hand-off occurs

Immediate Responsibilities

- Initiate the PVUC Incident Management System by assuming role of Incident manager
- Read entire job action list and put on position identification (orange) vest
- Read PVUC IMS organization chart
- Appoint/Confirm all Officers/Chiefs and distribute Job Action Sheets as individuals arrive to fill positions:
 - Operations Officer
 - Communications Officer
 - Facilities Officer
 - Pastoral Care Officer
 - Health/Safety Officer
 - Financial Officer
 - Sunday Activity Planning Chief
 - Weekday PVUC Activity Planning Chief
 - Weekday Non-PVUC Activity Planning Chief
 - Human Resources Chief
 - Clerical Assistant
- Announce a status/action plan meeting of all Officers/Chiefs within 30- 60 minutes or less to address the plan of action.
- Obtain status report from all Officers and Chiefs considering the following:
 - Type of situation
 - Status of PVUC staff and volunteer health and availability
 - Status of PVUC congregation's health and well-being
 - Status of material supplies (paper, paper towels, hand disinfectant)
 - Status of building structures (power, water, communication)
 - Status of PVUC finances
 - Status of community/provincial public health advisories
 - Status of United Church of Canada communications
 - Review next steps and assign tasks as required
- Upon receipt of status report, evaluate the need for decreasing/canceling church activities

Intermediate Responsibilities

- Authorize resources as needed or required through Operations and Facilities Officers
- Arrange regular, routine briefings with appointed officers and chiefs to receive status reports and update the action plan regarding the continuance and termination of the action plan
- Communicate status to the Chair of the Board/Delegate and ensure that PVUC staff are made aware of the situation as required.
- Observe all staff and volunteers for signs of stress and inappropriate behaviour. Provide relief for staff.

Recovery

- Once situation resolves, initiate deactivation of response.
- Close Command Centre and Incident Management System
- Monitor return to normal activity
- Debrief incident with Command Centre personnel

Job Action Sheet

Operations Officer

- Decide upon and coordinate church activities

Immediate Responsibilities

- Receive appointment from Incident Manager
- Read this entire Job Action Sheet
- Review IMS organizational chart
- Obtain briefing from Incident Manager
- Establish schedule of meetings at regular intervals with Sunday Activity Planning Chief, Weekday PVUC Activity Planning Chief and Weekday Non-PVUC Activity Planning Chief to prepare recommendations for the IMS as to which church activities should be continued/cancelled as well as the coordination of these activities.
- Present recommendations for church activities and their coordination at each IMS meeting.

Intermediate Responsibilities

- Schedule regular meetings to obtain information and updates from Planning Chiefs
- Communicate frequently with the Incident Manager

Recovery

- Participate in event debriefing
- Identify gaps and facilitate any required improvements

Job Action Sheet

Communications Officer

- Maintain internal/external communication

Immediate Responsibilities

- Receive appointment from Incident Manager
- Read this entire Job Action Sheet
- Review IMS organizational chart
- Obtain briefing from Incident Manager
- Establish communication system set-up in Command Centre so that all members of IMS may participate in IMS meetings (meeting table with position place cards, conference telephone calls with speaker phone capabilities)
- Ensure that the following items for communication to PVUC congregation are available in the Command Center: Website, PVUC Church Directory, list of email addresses, elders list, UCW telephone list, etc.
- At the direction of the Incident Manager and with the assistance of the IMS, prepare and oversee distribution of communication updates for PVUC.
- Assist Health/Safety Officer to obtain reliable up-to-date information on pandemic influenza from MoHLTC and the public health unit so as to make this information available to all of PVUC
- Obtain and prepare information for requesting external contacts such as Department of Public Health : facilities inventory, facility availability for public use i.e.: vaccination clinic, assessment clinic

Intermediate Responsibilities

- Attend all IMS meetings to receive information for communication internally/externally
- Communicate frequently with the Incident Manager

Recovery

- Participate in event debriefing
- Identify gaps and facilitate any required improvements

Job Action Sheet

Facilities Officer

- Ensure facility/property readiness, supplies available

Immediate Responsibilities

- Receive appointment from Incident Manager
- Read this entire Job Action Sheet
- Review IMS organizational chart
- Obtain briefing from Incident Manager
- Brief and receive information from members of Property Committee as to state of readiness of facility and grounds including power, water, communication, etc.
- Brief and receive information from appropriate staff and volunteers re: availability of supplies including office supplies and hand hygiene supplies including paper towels, facial tissues, disinfectant, liquid pump soap, etc. and medical (first aid) supplies.
- Communicate regularly with private cleaning company to ensure cleaning practices limit the spread of influenza.
- Investigate ways to resolve facility and supply deficiencies.

Intermediate Responsibilities

- Schedule regular meetings to obtain information and updates from Property Committee and staff /volunteers
- Brief the Incident manger routinely during IMS meetings

Recovery

- Participate in event debriefing
- Identify gaps and facilitate any required improvements

Job Action Sheet

Pastoral Care Officer

- Coordinate pastoral care

Immediate Responsibilities

- Receive appointment from Incident Manager
- Read this entire Job Action Sheet
- Review IMS organizational chart
- Obtain briefing from Incident Manager
- Collaborate with the Operations Officer and the Activity Planning Chiefs to decide upon and coordinate worship activities within the church facility.
- Collaborate with the Health/Safety Officer to evaluate PVUC's usual activities and services and identify those that may facilitate the spread of influenza virus from person to person. Set up policies to modify these activities to prevent the spread of the virus.
- Oversee the development of plans to ensure delivery of church related activities and services that have an increased (visiting the sick) or modified /altered (no hand-to-hand touching) demand during a pandemic (see Section #9)
- Ensure the increased needs of vulnerable individuals at PVUC i.e.: disabled, elderly, mentally or physically ill, persons who do not speak English, new immigrants to Canada are addressed

Intermediate Responsibilities

- Schedule regular meetings with Incident Manager, Officers and Chiefs as listed above to plan the delivery of pastoral care
- Brief the Incident Manger routinely during IMS meetings

Recovery

- Participate in event debriefing
- Identify gaps and facilitate any required improvements

Job Action Sheet

Health/Safety Officer

- Oversee infection control activities, staff safety and availability of hand hygiene and medical (first aid) supplies

Immediate Responsibilities

- Receive appointment from Incident Manager
- Read this entire Job Action Sheet
- Review IMS organizational chart
- Obtain briefing from Incident Manager
- Advise the Pastoral Care Officer, the Operations Officer and the Activity Planning Chiefs in their decisions related to scheduling and coordination of worship activities within the church facility.
- Collaborate with the Pastoral Care Officer to evaluate PVUC's usual activities and services and identify those that may facilitate the spread of influenza virus from person to person. Assist the Pastoral care Officer to set up policies to modify these activities to prevent the spread of the virus.
- Assist the Pastoral Care Officer in the development of plans to ensure delivery of church related activities and services that have an increased (visiting the sick) or modified /altered (no hand-to-hand touching) demand during a pandemic (see Section #9)
- Ensure staff and volunteers have been trained in basic hand hygiene and cough etiquette principles
- Assist the Facilities Officer to collaborate with the private cleaning company to ensure the facility cleaning practices limit the spread of influenza.
- Assist the Facilities Officer to ensure an adequate supply of hand hygiene and medical (first aid) supplies
- Assist the Communication Officer to distribute up-to-date information on influenza to PVUC
- Advise staff, volunteers and congregation on safe methods to communicate and connect with the congregation during the period of influenza.

Intermediate Responsibilities

- Schedule/participate in regular meetings with Incident Manager, Officers and Chiefs as listed above to plan the health and safety of those at PVUC
- Brief the Incident Manger routinely during IMS meetings

Recovery

- Participate in event debriefing
- Identify gaps and facilitate any required improvement

Job Action Sheet

Financial Officer

- Monitor financial activity

Immediate Responsibilities

- Receive appointment from Incident Manager
- Read this entire Job Action Sheet
- Review IMS organizational chart
- Obtain briefing from Incident Manager
- Act as financial resource to the Incident Manager and the Operations Officer and any other Officers/Chiefs in planning the financial impact of the decisions related to church activity

Intermediate Responsibilities

- Brief the Incident Manger routinely during IMS meetings

Recovery

- Participate in event debriefing
- Identify gaps and facilitate any required improvements

Job Action Sheet

Sunday Activity Planning Chief

- Oversee planning of Sunday activities at PVUC i.e.: church service, Sunday School, coffee hour

Immediate Responsibilities

- Receive appointment from Incident Manager
- Read this entire Job Action Sheet
- Review IMS organizational chart
- Obtain briefing from Incident Manager
- Collaborate with the Operations Officer, the Pastoral Care Officer, the Health/Safety Officer and the Communications Officer to decide upon and coordinate Sunday worship activities at PVUC. This will include the scheduling of the activities, the altering of the activities as required to restrict the spread of influenza and the communication of any altered schedules/practices to the congregation.

Intermediate Responsibilities

- Participate in regular meetings with Incident Manager and Officers as listed above to plan the delivery of Sunday activities at PVUC
- Brief the Incident Manger routinely during IMS meetings

Recovery

- Participate in event debriefing
- Identify gaps and facilitate any required improvements

Job Action Sheet

Weekday PVUC Activity Planning Chief

- Oversee planning of weekday PVUC activities i.e.: Foot Clinic, Craft Group, Committee meetings, Cubs, Scouts etc.

Immediate Responsibilities

- Receive appointment from Incident Manager
- Read this entire Job Action Sheet
- Review IMS organizational chart
- Obtain briefing from Incident Manager
- Collaborate with the Operations Officer, the Pastoral Care Officer, the Health/Safety Officer and the Communications Officer and the various PVUC activity group leaders to decide upon and coordinate weekday PVUC activities at PVUC. This will include the scheduling of the activities, the altering of the activities as required to restrict the spread of influenza and the communication of any altered schedules/practices to the group leaders/members.

Intermediate Responsibilities

- Participate in regular meetings with Incident Manager and Officers/group leaders as listed above to plan the delivery of weekday PVUC activities at PVUC
- Brief the Incident Manger routinely during IMS meetings

Recovery

- Participate in event debriefing
- Identify gaps and facilitate any required improvements

Job Action Sheet

Weekday Non - PVUC Activity Planning Chief

- Oversee planning of weekday non-PVUC activities i.e.: AA, Tots etc.

Immediate Responsibilities

- Receive appointment from Incident Manager
- Read this entire Job Action Sheet
- Review IMS organizational chart
- Obtain briefing from Incident Manager
- Collaborate with the Operations Officer, the Pastoral Care Officer, the Health/Safety Officer and the Communications Officer and the various non-PVUC activity group leaders to decide upon and coordinate weekday activities at PVUC. This will include the scheduling of the activities, the altering of the activities as required to restrict the spread of influenza and the communication of any altered schedules/practices to the group leaders.

Intermediate Responsibilities

- Participate in regular meetings with Incident Manager and Officers/group leaders as listed above to plan the delivery of weekday non-PVUC activities at PVUC.
- Brief the Incident Manger routinely during IMS meetings

Recovery

- Participate in event debriefing
- Identify gaps and facilitate any required improvements

Job Action Sheet

Human Resources Chief

- Oversee PVUC staff activity, illness, absence and replacement

Immediate Responsibilities

- Receive appointment from Incident Manager
- Read this entire Job Action Sheet
- Review IMS organizational chart
- Obtain briefing from Incident Manager
- Be familiar with and provide information to the IMS re: staff leave policies for personal illness or care for sick family members during a pandemic.
- Ensure a mandatory sick-leave policy for staff and volunteers suspected to be ill with pandemic influenza.
- Schedule meetings with PVUC Ministry and Personnel Committee as required to discuss staff availability, illness and replacement.

Intermediate Responsibilities

- Schedule regular meetings with Incident Manager, Officers and Chiefs as required to discuss the availability of PVUC staff.
- Brief the Incident Manger routinely during IMS meetings

Recovery

- Participate in event debriefing
- Identify gaps and facilitate any required improvements

Job Action Sheet

Clerical Assistant to Command Centre

- Provide clerical support to Command Centre

Immediate Responsibilities

- Receive appointment from Incident Manager
- Read this entire Job Action Sheet
- Review IMS organizational chart
- Obtain briefing from Incident Manager
- Provide clerical support in the Command Centre, including taking minutes at each IMS meeting
- Assist members of IMS in performing clerical related functions

Intermediate Responsibilities

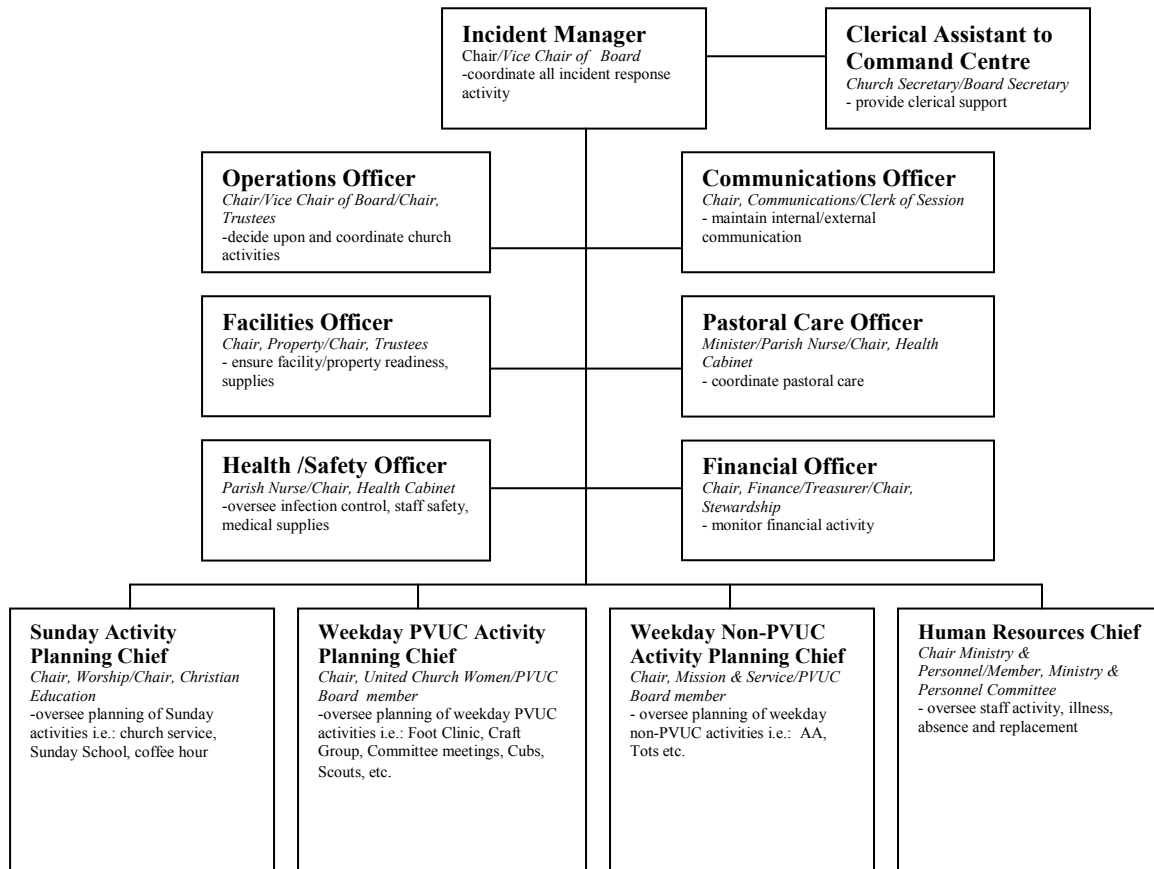
- Brief the Incident Manger as required during IMS meetings

Recovery

- Participate in event debriefing
- Identify gaps and facilitate any required improvements

APPENDIX B

**Incident Management System
at Pickering Village United Church**



bold print - name of position
italics print - suggested role(s) at PVUC to assume the position
 regular print - description of the position

Revised: June 15, 2007

PICKERING VILLAGE UNITED CHURCH EMERGENCY PROCEDURES MANUAL

LOCKDOWN PLAN

APPROVED BY: PVUC BOARD

DATE:

REVIEW DATE:

PURPOSE: To provide clear direction for action when a lockdown is required at PVUC.

DEFINITION: Lockdown – a procedure which directs individuals out of harms way to a secure area while at the same time restricting movement within the building and in and out of the building.

A lockdown may be initiated for one or more of the following reasons:

- missing person (also refer to The Emergency Plan for a Missing Child/Adult at PVUC)
- intruder/(suspected) criminal in church
- weather related natural disaster
- bomb threat
- accident (disaster scale) nearby e.g. explosion, train derailment, fire, chemical spill, nuclear, etc.
- police related activity near church
- fierce or dangerous animal in church
- recent event involving child predator in area

PLANNING ASSUMPTIONS: “The Emergency Plan for a Lockdown at PVUC” will be an evolving document.

STRATEGIES:

1. The “Emergency Plan for a Lockdown at PVUC” during Sunday morning services at PVUC will be led and coordinated by the Minister/Sunday School Coordinator/police officer or designate who will be called the Incident Manager.

2. At all other times, the “Emergency Plan for a Lockdown at PVUC” will be led and coordinated by the Minister/leader of the group using the church/police officer or designate who will be called the Incident Manager.

1. PROCEDURE:

1.1. The Minister/Sunday School Coordinator/leader of the group/designate will recognize or be notified by on-site personnel or an outside source ie: police that there is a need for a lockdown at PVUC.

1.2. The Minister/Sunday School Coordinator/leader of the group/designate will instruct that the Emergency Plan for a Lockdown at PVUC be initiated, will coordinate the Plan and be called the Incident Manager.

NOTE: Job Action sheets describing the role of the Incident Manager and Officers/Chiefs of the Command Centre (see #1.5 below) may be found in the PVUC Pandemic Influenza Plan in the PVUC Emergency Procedures Manual.

1.4. If required and, if time permits, the Incident Manager will set-up the Command Centre in the administrative office area/Sunday School office. (See description of Command Centre in the PVUC Pandemic Influenza Plan in the PVUC Emergency Procedures Manual)

1.5. If required and, it time permits, the Incident Manager will appoint members of the Incident Management System (Officers/Chiefs) to assist in the enactment of the Emergency Plan for a Lockdown at PVUC. The Incident Manager will distribute Job Action Sheets to the Officers/Chiefs.

1.6. If required, the Incident Manager will call 911 using a church telephone (not a cellular telephone) to request emergency assistance.

1.7. The Incident Manager will quickly gather several persons, instructing them to relay the following message to people in the church building:

“This is a lockdown. GO TO A SECURE LOCKED AREA. Remain where you are or return to a secured area*. Those who are able, lie face down on the floor with hands crossed under your head.”

The second safest position is a crouching or sitting position

*Secure areas at PVUC (areas with locks are):

- two (2) ministers' offices
- secretarial area
- Sunday School computer room
- kitchen preparation area (3 doors with locks)
- gym
- chapel
- minister's dressing room

- flower room
- choir room (2 doors with locks)

1.8. The Incident Manager will confirm the calling of 911 and, if possible, will meet police upon their arrival or will appoint a member of the Incident Management System to meet police. Once in contact with the police, the police will instruct the Incident Manager how to proceed.

1.9. The Incident Manager will attempt to inform ALL areas in the church of the status of the lockdown every 5 minutes.

1.10. Individuals within the lockdown will care for each other in their locked area.

1.11. The role of the Incident Manager/Members of the Incident Management System/Secure Area Leaders will include the following:

- Remain as calm as possible, especially if in charge of children as they imitate behaviour.
- Lock/secure door, close blinds, and turn off lights.
- Look outside the lockable area for anyone and allow them to enter before locking door.
- Keep everyone away from the windows.
- **NO ONE IS TO USE A CELL PHONE!** (Cell phones block the airwaves needed for emergency personnel to communicate with each other.)
- Have people in the secure area lie on the floor, face down (they may put arms under their head for better comfort) under a table or large piece of furniture for protection.
- Locate **RED and GREEN** pieces of paper from the designated place and **slide the appropriate colour of paper under the main classroom/area door and post the other same colour in an exterior window.**
- **GREEN means the room is safe and fine.**
- **RED means the room requires assistance (i.e. medical, disciplinary, or other)**
- **If there is NO paper passed under the door or in the window, it is assumed that room is in trouble. The intruder may be in that room preventing normal proceedings.**

- Count the people in your area (count yourself too) so this may be reported if needed.
- DISREGARD ANY FIRE ALARM, unless it is announced to you by the Incident Manager/Designated Leader, Fire or Police personnel. These people may be directing you and others to a safe way to leave the church.
- Expect to be updated about every five (5) minutes; listen for announcements and further instructions.

1.12. The Incident Manager or Police (if called) will cancel the Lockdown .

2.0 POST LOCKDOWN PLAN EVALUATION:

Key individuals will be asked to meet with the minister(s), police and/or fire personnel to debrief the effectiveness of the procedure and suggest amendments and/or improvements.

Draft October, 28, 2007, Draft update: December 3, 2007.

**PICKERING VILLAGE UNITED CHURCH
EMERGENCY PROCEDURES MANUAL**

MISSING CHILD/ADULT PLAN

APPROVED BY: PVUC BOARD

DATE:

REVIEW DATE:

PURPOSE: To provide clear direction for action when a child/adult is reported missing at PVUC

PLANNING ASSUMPTIONS: “The Emergency Plan for a Missing Child/Adult At PVUC” will be an evolving document.

NOTE: The following procedure may also be used to describe actions to be taken in the search for a missing adult, with the group leader acting as Incident Manager.

STRATEGIES:

1. The “Emergency Plan for a Missing Child at PVUC” during Sunday morning services at PVUC will be led and coordinated by the Sunday School Coordinator or designate who will be called the Incident Manager.
2. At all other times, the leader of the group responsible for the missing child will coordinate the search for the child, with the assistance of the police.
3. The “Emergency Plan for a Missing Adult at PVUC” will be led and coordinated by the leader of the group within which the missing adult is involved, with the assistance of the police.

PROCEDURE:

1. The Sunday School Coordinator will be notified by church personnel i.e.: Sunday School teacher or volunteer, parent/guardian - that a child is missing and unable to be found with a preliminary search.
2. If not already done, the Sunday School Coordinator will notify/instruct that the parents/guardian be notified so as to determine if the child is truly missing or has been removed from the building in a legitimate circumstance.
3. When confirmation is received that the child is missing, the Sunday School Coordinator will instruct that the Emergency Plan for a Missing Child at PVUC be initiated. The Sunday School Coordinator will coordinate the Plan and be called the Incident Manager.

NOTE: Job Action sheets describing the role of the Incident Manager and Officers/Chiefs of the Command Centre (see #1.5 below) may be found in the PVUC Pandemic Influenza Plan in the PVUC Emergency Procedures Manual.

4. The Incident Manager will set-up the Command Centre in the Sunday School office. (See description of Command Centre in the PVUC Pandemic Influenza Plan in the PVUC Emergency Procedures Manual)

5. The Incident Manager will appoint, if required, members of the Incident Management System (Officers/Chiefs) to assist in the enactment of the Emergency Plan for a Missing Child at PVUC. The Incident Manager will distribute Job Action Sheets to the Officers/Chiefs.

6. The Incident Manager will notify the Police of the missing child at any time during the search period and if the search is unsuccessful and will meet them upon their arrival.

7. The Incident Manager will delegate and instruct searchers, providing identification information of the missing child, including clothing and general appearance.

8. The Incident Manager will assign one person to each entrance/exit of PVUC, instructing them to not permit persons into or out of the building. **Only the Incident Manager will decide if a person/persons may be allowed to enter/exit the building during the period of the search.**

9. The Incident Manager will assign several persons to search the interior and exterior areas of the church and grounds upon the command of the Incident Manager. Each searcher will be given a map of a specific area to search. Interior building searchers will be given a roll of masking tape.

10. At the command of the Incident Manager, each searcher will check his/her assigned area in its entirety (rooms, closets, locked rooms, behind/under boxes, pieces of equipment, under bushes, interior and under cars, etc). When a room is checked, the searcher will place a masking taped "X" on the door, indicating the room has been searched and the missing child has not been found in the room.

11. Once a searcher's designated area has been checked, the searcher will return to the Command Centre to give a verbal report.

12. Once all searchers have reported back to the Command Centre and the missing child has not been found, the Incident Manager will notify the Police if this has not already been done.

13. The Incident Manager or Police (if called) will cancel the search for the missing child if the child is found.

14. The Incident Manager will direct members of PVUC staff/congregation to provide support to the missing child's family/guardian.

POST MISSING CHILD/ADULT PLAN EVALUATION

1. The Incident Manager will meet with the Search Team and the Police, (if involved,) to critique, debrief and evaluate the effectiveness of the search procedure and suggest amendments.

Drafts: June 14, 2007, June 24, 2007, December 18, 2007

DRAFT

FIRE SAFETY PLAN
FOR
PICKERING VILLAGE UNITED
CHURCH

300 CHURCH STREET, NORTH
AJAX, ONTARIO
L1T 2W7

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

Type of Building: Group A Division 2 (Assembly)

Revised: October 2007

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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: 300 Church Street North
Ajax, Ontario L1T 2W7

The closest major intersection is:

Kingston Road West (Highway #2) and
Church Street North

Telephone number: 905-683-4721

Type of Building: Group A, Division 2 (assembly occupancy)

Building Height: 13 metres (split level design)

No. of Rooms: 21 (upper level), 25 (lower level)

Occupant Load: 423 (Sanctuary - fixed seating)
76 (Overflow - non-fixed seating)
437 (Activity room - non-fixed seating)
324 (Fellowship Hall - non-fixed seating)

1.2 EMERGENCY PLAN - see Appendix A at end

1.2 BUILDING FIRE PROTECTION SYSTEMS

Fire Department Access: The principal (East) face of the building is accessible by Fire Department units from Church Street North. There are driveways located on the North and South sides of the property (both accessible from Church Street), leading to parking areas on North and South of property, driveway on West side connecting North and South parking lots. (refer to site plan). There is a Fire Department lock-box installed in the wall just north of the main entrance which contains the Master key to enter the building, an internal Master key which opens 95% of the locked spaces inside the building and a key to the shed at the north-west corner of the building. The shed may contain storage cans of gasoline and a tank of propane and a lawn tractor.

Fire Route*: There is a fire vehicle access route that goes around the entire building.

Fire Department Connections: There are not Fire Department (Siamese) connections for the building (the building does not have a sprinkler or standpipe system).

Fire Hydrants: The closest municipal fire hydrant is located on the west side of Church Street, in front of the North East corner of the building. Additional municipal fire hydrants are located on the West side of Church Street, thirty metres South of the parking lot and on the East side of Church Street in Front of 16 Mapson Crescent.

Natural Gas Shut Off*: The natural gas shut off valve is located on the south side of the building.

Exit for Occupants:

There are four exits available in the building:

1) North/East Entrance: There is a stairway that provides egress through a double door opening onto the east driveway at grade level. This exit is accessible from both the upper and lower levels of the building.

2) Main Entrance: There are three doors opening onto the east driveway at grade level. This exit is accessible from both the upper and lower levels of the building.

NOTE...There is a permanent canopy over the driveway at this point.

***See Floor Plans for location**

3) South Face: There is a stairway providing egress through 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.

4) West Face: There are double doors leading from this activity room below grade and via an outside ramp up to grade level. This exit is to be used during a fire emergency or a fire drill by anyone who is in the lower level of the church and who cannot climb the stairs.

Fire Alarm System: This building is equipped with an Edwards fire alarm system (Model 6616). Actuation of any smoke/heat detector or manual pull station will cause an alarm to sound throughout the building. The fire alarm control panel is located in the electrical room on the lower level. A remote annunciator is located on the North wall of the main entrance on the east side of the building. This alarm system is monitored by Counterforce (416) 467-1578 or 1-800-387-4641.

Manual Pull Stations*: All manual pull stations are of the single action type and are installed adjacent to designated exits. There are five (5) on the upper level, six (6) on the lower level, and one (1) in the Mezzanine area.

Smoke Detectors: There are three (3) smoke detectors - the first one is located in the south/west stairwell, the second one is in the north east stairwell and the third one is located in the elevator shaft.

Heat Detectors*: The heat detectors are of the Rate of Rise type. Eight (8) detectors are on the upper level, eleven (11) on the lower level, two (2) in the Mezzanine area, one (1) in the outdoor storage, and 6 in the attic spaces.

Audible Devices*: There are ten (10) six inch bells, four (4) are located on the upper level, and six (6) on the lower level.

Stand-by Power Supply: There are two (2) 12 volt, 17 AH, sealed lead acid batteries. There are located in the electrical room at the lower level.

Exit Signs*: There are 15 (fifteen) exit signs on the upper level and nine (9) exit signs on the lower level. Each sign has two lamps continuously lit from the main power supply and one lamp which lights from the emergency lighting system if the main power fails.

***See Floor Plan for location**

Emergency Lighting*: The emergency lighting is battery powered and has been installed in specific locations of the building to provide 1 lx (0.90 ft. candles) of illumination to all remote lamp heads for a period of 30 minutes. This lighting is activated by failure of the main power supply.

Portable Fire Extinguishers*: Pressurised water canisters, classification 2A have been installed throughout the building, along with 3A, 10-B,C fire extinguishers, 1A, 10-B, C fire extinguishers, and 20-B, 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.

***See floor plans for location**

SECTION 2: AUDIT OF HUMAN RESOURCES

2.1 HUMAN RESOURCES AVAILABLE

The following personnel are elected by the congregation to have ultimate responsibility for fire safety of the occupants of this building:

Executive Committee of Pickering Village United Church
300 Church St. North
Ajax, Ontario L1T 2W7
Phone: 905-683-4721

The following persons have been delegated by the Executive Committee to have supervisory responsibilities for the fire safety of the occupants of this building:

Chairperson of the Property Committee
c/o Pickering Village United Church
Phone: 905-683-4721

In the event of a fire emergency, the alarm will be received by the Monitoring Agency, Counterforce, and by the Ajax Fire Department Dispatch Centre. Counterforce will alert one of PVUC's Security Team contacts who will immediately head for the church. The Ajax Fire Department will directly dispatch to the church. If the alarm is "after hours", the fire chief can gain access to the church by using the external and internal master keys which are secured in the Fire Department lock box embedded in the wall immediately to the north of the main (East) entrance doors.

Security Team 2007 (to be updated annually)
Bob Masters - Supervisor
Roy Boon
Bill Nash
Doug Butson

Fire Safety Team Members 2007 (to be updated annually)

- a) Property Committee Chair
 - Garth Bagnall
- b) Chief Fire Warden (FW1)
 - Doug Dodge
- c) Fire Warden #2 (FW2)
 - Charlie Hill
- d) Fire Warden #3 (FW3)- Supervisor of Security - Bob Masters
- e) Fire Warden #4 (FW4)
 - David MacCutchan
- f) Fire Warden #5 (FW5) - Sunday School Facilitator - Sharon Hull
 - Assistant Leader #1 - Jacqui DeBique
 - Assistant Leader #2 - Dianne Catchpole
- g) Fire Warden Assistant
 - Roy Boon
- h) Ministers:
 - Rev. David Jones
 - David Kai
- i) Chief Usher
 - Harcus Hennigar
- Ushers:
 - as approved each Sunday by Chief Usher

SECTION 3: EMERGENCY PROCEDURES

SECTION 3.1 FIRE PLAN

- Copies of the Fire Plan must be freely available for reference on each floor of the building.

SECTION 3.2 EXIT ROUTES

- Fire exit routes are to be posted in each room.

SECTION 3.3 UPON DISCOVERY OF FIRE

- Leave the fire area immediately.
- Close the doors behind you.
- Activate the nearest fire alarm - this will alert Counterforce, PVUC's Security Monitoring company and will also alert the Ajax Fire Dispatch Centre who will dispatch fire trucks to PVUC.
- When well away from the fire, if it is safe to do so, call 911 to report the fire and any other emergency information.
- If it is not safe to call from inside the building, then leave via the nearest exit and call 911 using a cell phone or the nearest phone available.

SECTION 3.4 UPON HEARING THE FIRE ALARM

- Leave the building immediately via the nearest exit.
- Close doors behind you.
- Use alternative exit if the nearest one is blocked by smoke or flames.
- If in lower level, escape via the stairs or the exit ramp at the south west corner of the gym (Activity Room).

SECTION 3.5 EXITING PVUC PROPERTY

- Be aware that fire engines could be entering church property at short notice. Do not exit the car parks until they have arrived.
- Pass on any useful information to the Fire Chief, before leaving.
- 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 3.6 FIRE ESCAPE PROCEDURES WHEN CONGREGATION IS PRESENT

Roles of the Fire Safety Team

MS Ministers

- Announce when the alarm is a Fire Drill.
- Keep congregation calm.
- Stand at base of chancel steps until sanctuary is cleared.
- Secure offerings - can be passed to FWA if he/she is not otherwise occupied with evacuation duties.
- Exit the building via main doors.

FW Fire Wardens

FW1 - Fire Warden #1 – assume the role of charge person of the Fire alarm and be called the Incident Manager. The Incident Manager will carry out the following activities:

- Go to front of Sanctuary chancel to oversee evacuation and stay with Minister(s).
- Make sure that all exits are being used efficiently.
- Make sure that Ushers are evacuating the congregation in an orderly manner.
- Last person to leave the Sanctuary, following the Minister(s).
- Close Sanctuary doors.
- Receive reports from FW2 and FW5 (Upper and Lower Floor wardens).
- Meet Fire Department Officer at the main door and report building conditions.
- Point out Fire Department lock box or provide Officer with a Master Key(s) for access to all areas of the building if necessary.
- If required, establish a Command Centre in a safe location where the activities of the Fire Plan may be coordinated by the Incident Manager, including the appointment of appropriate members of the Command Centre's Incident Management System. Refer to PVUC Pandemic Influenza Plan (PVUC Emergency Procedures Manual) Section 4 – description of the Command Centre and Appendix A - Job Action sheets describing the role of the Incident Manager and Officers/Chiefs of the Command Centre
- Announce the “All Clear” when the alarm is a fire drill.

FW2

- Check all Upper Rooms, washrooms, kitchen, etc. to make sure that all people have been evacuated.
- Check elevator and if anyone is trapped in elevator, proceed to basement to elevator control room and bring elevator to lower floor by manually releasing the hydraulic pressure. Ensure elevator passengers safely exit the building.
- Close all doors on his/her way out.
- Report to FW1 at main doors.
- Has access to Master key(s) when FW1 is not available.

FW3

- If the alarm is to be a “fire drill”, phone Ajax Fire and Counterforce prior to the drill.
- Activate the fire alarm at the appropriate time.
- If the alarm is not a drill, call Ajax Fire and Emergency Services (911) and report nature of emergency.
- Open main doors and assist with evacuation.
- Reset Alarm and Security panels after “All Clear” has been announced by FW1 if it is a fire drill or by the Fire Department in the event of a fire emergency.

FW4

- Evacuate choir, top row first, via Lounge door south of choir pews.
- Choir to exit via left side of Northeast doors, and to the north east area outside.
- Make sure that right side of Northeast door is clear for lower level use.
- Make sure that the driveway is clear for Fire Department access.

FW5

- Supervise evacuation of Lower Level as per Section 3.7 on Page 14.
- Assist with physically challenged persons.
- Report to FW1 at main doors.

FWA - Fire Warden Assistant

FWA

- Open and secure Sanctuary doors.
- Look after offerings if not otherwise occupied with assisting fire wardens.
- Will head down to the basement to liaise with FW#5, the Sunday School Facilitator, to check whether the Sunday School needs assistance.

U Ushers

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.

U1

- Evacuate West Section via south doors.
- Use left (west) side of pews.

- Start from rear of overflow area.
- Ensure that overflow divider doors are closed.

U2

- Evacuate Centre Section via main doors.
- Start at rear of pews from the right side.
- Use Left (west) side of Sanctuary doors, to main exit.
- Use centre door of main exit.

U3

- Evacuate East Section via main doors.
- Start at left (choir side) of pews.
- Use left side of main door.

U4

- Open South Door and move people to the grass at the West Side of building.
- Make sure that the driveway is clear for Fire Department access.
- Assign two (2) people to assist FW 5 with physically challenged persons.

U5

- Open Main Doors and move people to the grass at the East Side of building.
- Make sure that the driveway is clear for Fire Department access.

SECTION 3.7 EVACUATION PROCEDURES FOR LOWER LEVEL

- All classes exit via the doors as specified in the Section 3.9 on Page 15.
- Teachers take attendance books if possible.
- Account for all students.
- Clear room in an orderly manner. Ensure windows and doors are closed.
- Assemble children on the grassy area on the north east side of the church property south of the north entrance to the car park. Be alert for the possible arrival of fire trucks.
- Once outside account for all students and report to your designated person.
- Only re-enter building when “All Clear” is given.

FW5

- Assign two persons, Leader 1 & Leader 2 (teachers) to assist with evacuation.
- Oversee evacuation.
- Wait for OK from Leader 1 and Leader 2.
- Report to FW 1 after evacuation is complete.

LEADER 1

- Check all Sunday School rooms off the fellowship hall including the chapel and the upper room.
- Ensure that everyone is out.
- Turn out lights and close the doors.
- Tell FW5 when all is OK.

LEADER 2

- Check rooms #1, 2, 3 and 4, all washrooms, the kitchen and room #15 off of the gym.
- Check elevator - if anyone is trapped in the elevator, proceed to control room and bring elevator to lower floor by manually releasing the hydraulic pressure. Ensure elevator passengers safely exit the building.
- Ensure that everyone is out.
- Close the doors behind you as you exit.
- Tell FW5 when all is OK.

SECTION 3.8 CHURCH EXITS

South: Side entrance facing Parking lot.

South/West: From SW corner of Gym - faces field.

East: Main front entrance to building - faces Church St.

North/East: Far front entrance to building - faces Church St.

SECTION 3.9 LOWER LEVEL EVACUATION ROUTES

<u>Room # or Identity</u>	<u>Exit Route</u>
1,2,3 and 4	gym - SW corner
Sunday School office	“ “
Washrooms	“ “
Kitchen	“ “
Gym	“ “
#15 off of gym	“ “
Upper Room	“ “
Anyone unable to exit via stairs	“ “
<hr/>	
5,6,7,8,9,10,11,12 and 13	North East exit
Fellowship Hall	“ “
Chapel	“ “
Kitchen	“ “

**TO ASSIST THE SUNDAY SCHOOL TEACHERS, THE FOLLOWING
INFORMATION IS POSTED IN EACH CLASSROOM**

EMERGENCY EXIT

Room:

Exit:

- Take attendance book if possible - Account for all your students.
- Exit room in an orderly manner. Ensure windows are closed and turn out lights.
- Once outside account for all students and report to your designated supervisor.
- Only re-enter the church building when instructed all is clear.
- All students must report back to the classroom before parent pick-up if a practice drill.

SECTION 3.10 FIRE EMERGENCY ORGANIZATION CHART

CONGREGATION OF PICKERING VILLAGE UNITED CHURCH



SECTION 4: INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

SECTION 4.1 INSTRUCTING OCCUPANTS

Do not attempt to fight the fire unless it is a small fire and you are trained in the use of portable fire extinguishers and the safe techniques for fighting small fires. Otherwise -

- Leave the fire area.
- Close all doors behind you.
- Activate the fire alarm by using the manual pull station.
- Notify the Ajax Fire and Emergency Services by telephoning 911 (never assume that this has been done).
- Know and give correct address (300 Church St. North), location of the fire and your name.
- Use exits to leave the building.
- Do not return until it is declared safe to do so by the Fire Department Officials.

SECTION 4.2 UPON HEARING A FIRE ALARM

- Use exits to leave the building immediately.
- Do NOT use elevator (lift).
- If doors are encountered on the way to an exit, first feel the doorknob for heat before opening. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close door quickly and proceed to an alternate exit.
- Do not return until it is declared safe to do so by Fire Department Officials.

SECTION 4.3 DISCOVERY OF A FIRE

Regular Congregants

Annually the congregation should be instructed on what they should do in the event of a fire. This instruction could be given as a brief reminder by one of the fire team members, the Property Chair might be best, prior to a Sunday service and/or by a notice inserted into the Sunday service sheets.

Renters or other occasional occupants

These people should receive basic instructions on fire procedures in the “Information for Facility Users’ pamphlet which they are given when they first use the church facilities.

SECTION 5: FIRE EXTINGUISHMENT, CONTROL, OR CONFINEMENT

SECTION 5.1 EXTINGUISHING, CONTROLLING, CONFINING THE FIRE

If the fire is small, and **if** a person is familiar with operating a fire extinguisher and **if** that person has basic knowledge of how to extinguish a fire safely, then they can try to put out the fire. If the fire cannot be brought under control quickly or if the smoke presents a hazard to the continued effort at extinguishing the fire, then the effort should be abandoned. Then the door to the area should be closed to confine and contain the fire. Confining the fire in an enclosed space will keep the fire, smoke, and fumes from entering another area or means of egress. This results in the control or preventing the fire from spreading which will permit a reasonable period of time necessary for the occupants to evacuate the building. Once this is accomplished you should leave the area and ensure that the Ajax Fire and Emergency Services has been notified and wait in a safe place for their arrival.

SECTION 6: CONTROL OF FIRE HAZARDS

In order to avoid fire hazards in this building, each member, 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 safe handling, storage and disposal practices.
- Combustible materials should be stored, for the most part, in storage areas which are monitored by a heat detector. Paper, etc. may be stored in filing cabinets or in smaller quantities in offices and other rooms but not to the point where it can be considered to have become an unmonitored storage room.
- The stoves in the kitchen should not be used for “grease cooking” e.g. hot fat 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 should 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 hatches in the kitchen must be closed when not in use.
- Keep stairways, landings, corridors and exits clear of obstructions 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.

SECTION 7: LISTING OF SUPERVISORY STAFF AND RELATED DUTIES

SECTION 7.1 RESPONSIBILITIES OF THE BUILDING OWNER

Owner is defined in the Fire Code as follows: “any person, firm or corporation having control over any portion of the building or property under consideration and including the persons in the building or property”.

The owners of this building, being the Congregation of Pickering Village United Church, have elected the Executive Committee, who are ultimately responsible to ensure the fire safety of the occupants at all times.

The owners are required to have a current Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code.

SECTION 7.2 RESPONSIBILITIES OF THE CHAIRPERSON OF THE PROPERTY COMMITTEE

The Executive Committee has delegated the chairperson of the Property Committee to be in complete charge of this Fire Safety Plan. The Chairperson, or his/her designate, therefore assumes numerous responsibilities related to fire safety. These are incorporated into this Fire Safety Plan as follows:

- Post on each floor level the Emergency Procedures to be used by the occupants in the event of a fire emergency.
- Appoint, organize and instruct Fire Wardens and Ushers in fire safety, as per this fire plan.
- Ensure that fire drills are conducted at least one per year and write and file a report for each one.
- Control fire hazards in the building by regular inspection of corridors, stairways, exit areas and storage areas. And ensure the removal of trash and other hazardous materials in the building.
- 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.
- Provide alternate measures for safety of the occupants during the shut down of fire protection equipment.
- Establish and implement the approved Fire Safety Plan and notify the Chief Fire Official of changes in this plan.

- Inform the members of the availability of the Fire Safety Plan.
- Train Fire Wardens in Emergency procedures, Building Fire Protection systems, alternative measures for occupant safety and Control of Fire Hazards.
- Update this plan as required and forward to Ajax Fire and Emergency Services for approval.
- At the request of the Ajax Fire Department Fire Prevention Officer, conduct with them a Fire Safety Inspection of PVUC premises and practices. This involves:
 - a) A review of the following paperwork (copies may be required):
 - The Fire Safety Plan with up-to-date information on Fire Safety Team Members (copy of this sheet may be required).
 - Fire drill report done within last 12 months.
 - Fire system annual inspection report completed by certified company ie. Aquiline.
 - Proof of a current contract with Certified Heating Company.
 - Proof of monthly testing of emergency lighting and exit signs.
 - b) Walk through inspection in which the following will be checked:
 - All fire doors close and latch properly.
 - All fire doors, exit doors and exit passage ways must be unobstructed.
 - No evidence of wedges or bricks to prop open fire doors.
 - No appliances connected to supply via “permanent” extension cords.
 - All fire extinguishers in place, unobstructed and monthly check sheet up to date.
 - Assure the fire officer, if asked, that kitchens are used only for “non-grease” cooking.
 - No flammable material is stored within 30” of a heat source (check for cardboard or waste under electrical panels in utility room).

SECTION 7.3 RESPONSIBILITIES OF THE FIRE WARDENS AND USHERS

Fire Wardens and Ushers shall be instructed in fire emergency procedures before they are given any responsibilities for fire safety. Once instructed, each designated Fire Warden and Usher shall be responsible to:

- Proceed to their assigned area when the fire alarm sounds and assist with evacuation of the building occupants.
- Know the operation of building facilities provided for the safety of the occupants.
- Know the alternate measures for occupant safety.
- Know the procedures for fire drills.

SECTION 8: TRAINING OF SUPERVISORY STAFF

ALL SUPERVISORY STAFF ARE TO BE SUPPLIED WITH A COPY OF THE FIRE SAFETY PLAN AND ARE REQUIRED TO BECOME FAMILIAR WITH ITS CONTENTS.

SECTION 8:1 FIRE DRILLS

The Chairperson of the Property Committee and each designated Fire Warden will familiarize him/herself with the emergency fire procedures as outlined in Section 3 “Emergency Procedures” of this Fire Safety Plan.

SECTION 8.2 FIRE PROTECTION SYSTEMS

The Chairperson of the Property Committee and each Fire Warden shall have working knowledge of the functions and operation of all fire protection equipment available in the building as outlined in Subsection 1.2 “Building Fire Protection Systems” of this Fire Safety Plan.

1) Fire Alarm System Operating Instructions

Alarm:

Actuation of any heat detector or manual pull station will cause a general alarm to sound throughout the building. Additionally, a red lamp (LED) will illuminate on the fire alarm control panel. The alarm signal will continually sound until manually silenced, by momentarily (one-second) depressing the “Signal Silence” button on the alarm control panel.

Note:

The fire alarm system shall not be silenced until instructed to do so by the Fire Department personnel (or Property Committee representative in charge of Fire Drill).

Reset:

To reset the system, depress the “Reset” button. The trouble signal will sound when this button is held down.

Trouble:

A trouble in the system will activate the amber trouble light on both the fire alarm control panel and the annunciator panel.

Silence:

To silence the trouble signal, depress the “Trouble Silence” button momentarily. Upon release, the trouble tone will silence.

2) Portable Fire Extinguisher Operating Instructions (PASS)

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

SECTION 9: FIRE DRILLS

SECTION 9.1 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 9.2 FREQUENCY

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

SECTION 9.3 PROCEDURES

- Prior to conducting a fire drill, advance notice should be given to all Fire Wardens. The minister should announce the Fire Drill as the alarm sounds. The Ajax Fire and Emergency Services shall be notified prior to and upon completion of the fire drill by telephoning 905-683-3050. The monitoring company (Counterforce 416-467-1578 or 1-800-387-4641) shall also be notified.
- The Chairperson of the Property Committee should meet with the designated Fire Wardens prior to the scheduled fire drill for a briefing to discuss the simulated scenario. Each Fire Warden is to be given a copy of the “Fire Drill Report” (sample copy included) and are requested to return after the drill to complete their report and discuss any deficiencies noted.
- At the predetermined time, the fire drill scenario will commence.
- Fire Wardens shall proceed to evacuate the building as outlined in Subsection 3.4 “Upon Hearing the Fire Alarm” on page ____.
- The announcement “ALL CLEAR” will be given to notify all members of the completion of the fire drill. Members should be invited to re-enter the building to participate in discussions of the results of the fire drill.
- The Chairperson of the Property Committee, Fire Wardens and members (if applicable) will meet to discuss the results of the fire drill. If members participate in this discussion, they should be asked if anyone experienced difficulty in hearing the alarm signal.
- The Property Chairperson will complete the Fire Drill Report after checking for feedback from all Fire Wardens following the drill.

SECTION 9.4 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. The following page is a sample of a Fire Drill report:

PVUC FIRE DRILL REPORT

Date and Time of Fire Drill

Fire Drill Team

1. Team Coordinator
2. FW1 - Chief Fire warden
3. FW2 - Upper Floor
4. FW3 - Security Coordinator
5. FW4 - Choir
6. FW5 - Sunday School & Lower Floor
7. FWA - Fire Warden Assistant
8. U1 - Chief Usher
9. MS - Ministers

Description of the Drill

Problems/Deficiencies

Signatures: Chief Fire Warden _____
Chair of Property _____

SECTION 10: MAINTENANCE PROCEDURES FOR FIRE PROTECTION SERVICES

The Ministers are responsible for performing the daily maintenance procedures for fire protection systems.

The Chairperson 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.

10.1 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.

10.2 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.

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.

10.3 PORTABLE FIRE EXTINGUISHERS

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

Frequency

- Inspect all portable extinguishers.
Monthly
- Subject to maintenance.
Annually

- Hydrostatically test water extinguishers.
Every 5 years
- Empty stored pressure type extinguishers and
Every 6 years
subject to maintenance.
- Hydrostatically test dry chemical extinguishers.
Every 12 years
- Recharge extinguisher after use or as indicated
As required
by an inspection or when performing
maintenance.

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.

10.4 FIRE ALARM SYSTEMS

(Reference should be made to ULC S-536-1979 for exact details.)

- Check fire alarm AC power lamp and trouble light
Daily
- Check trouble conditions.
Daily
- Check central alarm control facility. Daily
- Check all fire alarm components including stand-by
Daily
power batteries.
- Test fire alarm system using multiple pull stations
Monthly
(different each month).
- Test fire alarm system by persons acceptable to the
Annually
authority having jurisdiction.

10.5 EMERGENCY LIGHTING & EXIT SIGNS

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

- Maintain exit signs to ensure they are clear and legible.
required As
- Exit signs are illuminated at all times when building is
required As
occupied.
- Check unit equipment lights will function when primary
Monthly
power is lost.
- 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
Yearly
with simulated power failure conditions.
- After such test the recovery period shall be tested to ensure that charging system is in accordance with the manufacturers specifications. Yearly

10.6 FIRE DEPARTMENT ACCESS

- Ensure streets, yards and private roadways provided for Fire required Department access are kept clear. As

10.7 SERVICE EQUIPMENT, DUCTING, CHIMNEYS

- 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
Annually
and ventilation.
- Inspect controls for air handling systems used for venting.
Annually

10.8 FIRE SEPARATIONS & CLOSURES

MONTHLY: Each month or when a problem is noticed, doors in fire separations shall be inspected as noted below and if a fault is established, appropriate corrective action shall be taken to ensure that they remain operable at all times.

- The closures are not to be blocked open.
- The doors are to be checked as frequently as is necessary to ensure that they remain closed unless equipment is installed to close the door automatically.
- The door openings and the surrounding areas are to be kept clear of anything that would be likely to obstruct or interfere with the operation of the door.
- The corridors are to be kept free of obstruction so that safe egress is maintained.

SECTION 11: ALTERNATIVE MEASURES

In the event of any shutdown of fire protection equipment and systems or part thereof, the Chairperson of the property committee shall be responsible to ensure the following measures are taken. The Ajax Fire and Emergency Services and occupants will be notified and instructions will be posted as to alternate provisions or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the Chief Fire Official.

11.1 NOTIFYING OCCUPANTS

Post at least one (1) notice on each floor level, as well at each entrance.

11.2 NOTIFYING AJAX FIRE AND EMERGENCY SERVICES

Notify Ajax Fire and Emergency Services by telephoning 905-683-3050.

11.3 FIRE ALARM SYSTEM

In the event of a shut down of the fire alarm system the Ajax Fire and Emergency Services will be notified by calling 905-683-3050. The monitoring company (Counterforce) shall also be notified by calling 416-467-1578 or 1-800-387-4641. Occupants will be notified by posting notices as mentioned above. An attempt to notify occupants should also be made by using the P.A. System. The notices will explain the extent and the duration of the shutdown. When the system is restored to service, the notices must be removed and Ajax Fire and Emergency Services and the monitoring company must be notified. If a fire is discovered during the shutdown of the fire alarm system, the Ajax Fire and Emergency Services should be notified immediately by telephoning 911 and an attempt to notify occupants should be made by using the P.A. system.

11.4 PORTABLE FIRE EXTINGUISHERS

Fire extinguishers which have been removed for repair, service or test purposes must be replaced with fire extinguishers supplied by the servicing company.

11.5 EMERGENCY LIGHTING

Rechargeable flashlights should be available at all times in the event that the emergency lighting system is out of service for repairs, service or test purposes.

SECTION 12: DISTRIBUTION AND RECORDS

12.1 DISTRIBUTION

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

- 1) Ajax Fire and Emergency Services (entire Fire Safety Plan)
- 2) Executive Committee (entire Fire Safety Plan)
- 3) Chairperson of the Property Committee (entire Fire Safety Plan)
- 4) Fire Wardens (Sections 3, 4, 5, 6, 7.3, 8, 9, 11)
- 5) Ushers (Sections 3, 4, 5, 6, 7.3, 8, 9, 11)
- 6) User Groups (Subsections 4.1, 5.1 and Section 6)
- 7) All members (Section 6)

12.2 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 Chief Fire Official.
- A permanent record containing the maintenance date, the examiner's name and description of any maintenance work or hydrostatic testing carried out. This shall be prepared and maintained for each portable fire extinguisher.
- For the purpose of this Fire Safety Plan, a separate record book for the maintenance of all available fire protection equipment and systems in this building shall be maintained and kept by the Chairperson of the Property Committee.

PICKERING VILLAGE UNITED CHURCH EMERGENCY PROCEDURES MANUAL

EXTERNAL AND INTERNAL INVENTORY OF PICKERING VILLAGE UNITED CHURCH

FACILITIES

General

The church building consists of two levels comprising 21 rooms on the main (upper) level and 25 on the basement level. In total, in accordance with fire regulations, the church can accommodate some 1400 people. There are two main carpark areas with space for approximately 250 cars.

Access to the Church

- a) Main Entrance - There is a pavement ramp from both the south and north carparks up to the main entrance on the east side of the building. However, the ramp is quite steep, rising some 10 feet from the carparks, and is very difficult for a person in a non-powered wheelchair to negotiate without assistance. This entrance is sheltered by a large portico. This doorway comprises three steel and glass doors all of which are wheelchair accessible, however, none of the doors are automated and they open outwards, making it difficult for people in wheelchairs or using walkers to enter the church without assistance. Inside the main doors, all of which are lockable, are three more steel and glass doors which lead into the main reception area - these doors also are non-automated and they are all lockable.
- b) Northeast and South Entrances - Each comprises two steel and glass doors which are lockable. Each entrance has a 10-inch step up into the church and each small lobby leads to a half-staircase up to the main level and another half staircase down to the basement. Neither entrance affords access to wheelchairs or walkers.
- c) West Entrance - This door is really meant for use as an emergency exit from the basement. It comprises two steel doors opening into the gymnasium. From the doors there is a concrete ramp giving access to the west side of the church and both carparks. The doors are generally kept locked but it could, in unusual circumstances, be used for access for wheelchairs and walkers into the church basement.

Elevator

Inside the church, there is one elevator which connects the main level to the basement. It can accommodate one person in a wheelchair or two people using walkers at a time. In an emergency, it should not be used, so people who cannot use the stairways have to exit from the main doors if they are on the upper level, and via the west exit at the back of the gymnasium if they are in the basement.

The Main Level

The main level of the church has 21 separate areas comprising public areas, private offices, washrooms and sundry storage rooms, vestibules and a servery. All areas are monitored for fire protection and many include intruder detection. All of the private offices and the storage spaces have lockable doors. In addition, all of the upper areas can be separated from the entrance vestibules by lockable doors ie/ apart from the lockable entrance doors, the inner areas of the church can be protected from intrusion by a second set of lockable doors. None of the public areas have lockable doors. The overflow and the library are the only rooms which do not have windows to the outside.

- a) The Sanctuary The sanctuary has an approved occupancy load of 423 people. The seating consists of fixed pews. The sanctuary contains an electronic organ and a grand piano. It also has a speaker system and a control/recording booth. This system will shortly be enhanced by a comprehensive audio/visual presentation system.
- b) The Overflow This is an area separated from the sanctuary by a movable divider. The overflow can be used as a separate room or opened up to become part of the sanctuary. It has an approved occupancy load of 76 and has movable seating. With the movable curtain wall closed off, it has no windows to the outside.
- c) The Upper Room The Upper Room is set up as a meeting room with tables and chairs and as such it can accommodate about 25 people. The room can be split into two roughly equal parts by a movable curtain wall.
- d) The Choir Practice Room The Choir Room is generally set up as a practice room for a standing choir; as such it can accommodate some 40 people. It contains a piano. It can, and does, also function as a meeting room using stackable chairs when it can contain some 25 seated people.
- e) The Lounge The Lounge is set up with a settee, some comfortable padded seats and a number of stackable chairs. Besides being used as an informal lounge and quiet area, it is regularly used for meetings when it accommodates around 20 seated people.

- f) The Library The Library contains many books and committee records but it also has a table and chairs for meetings. In such use, it can accommodate between 8 to 10 people.
- g) Private Areas The private areas include 2 Ministers' Studies and a Church Office. These rooms contain most of the church communications equipment ie/ the phone lines and the high speed internet connections. Other private areas are the Robing Room which doubles during the week as the Parish Nurse's office and finally the Vestry.
- h) Other Facilities The main level is served by four separate washroom areas which contain in total 7 toilets, 2 urinals and 6 hand washbasins. Finally, there is a small servery in which small quantities of food can be prepared. It contains a refrigerator, a microwave oven and a kitchen sink.

The Basement Level

The basement level of the church has 27 separate areas comprising public areas, private offices, washrooms, a large kitchen, a utility room and sundry storage rooms. All areas are monitored for fire protection and many include intruder detection. The Sunday School office, the utility room and the storage spaces are all equipped with lockable doors and none of them contain windows to the outside. In addition, all of the basement rooms can be separated from the entrance vestibules by lockable doors ie/ as well as the lockable entrance doors, there are secondary doors leading to the interior of the church which can be locked. The only exception is the emergency exit from the west side of the gymnasium which is itself lockable but which allows direct access into the church interior. There is also one internal stairway between the main and basement levels accessible from inside the interior of the church. All storage spaces in the basement are lockable and only one of them contains an outside window. None of the public areas have lockable doors and all except one classroom have outside windows.

Public Areas

- a) The Fellowship Hall The Fellowship Hall can be set up for meetings, for dining or as an assembly room. It has an approved occupancy load of 324 people. As a dining area, it can accommodate 221.
- b) The Gymnasium The gymnasium is set up for various sports activities; however, it is also frequently used for crafts, as a meeting room and as a dining room. It has an approved occupancy load for meetings of 437 seated persons; as a dining room, it can accommodate 300 people.
- c) The Kitchen The kitchen is arranged to service dining areas in the Fellowship Hall and in the gymnasium. Storage areas off the Fellowship Hall contain enough tables to accommodate 500 people; however, the limitation is imposed by chairs of which the church can muster some 300. The kitchen contains enough crockery and cutlery to service about 250 diners at a sitting. For large gathering, paper plates and cups and plastic cutlery are used which allows larger number to be

- accommodated. The kitchen contains two double sinks, a single sink, an industrial dish washer, a freezer and a large commercial fridge.
- d) The Chapel The Chapel has recently been renovated and now, as well as acting as a small chapel, it can also be used as a dining area, an assembly room and an activity room. The chapel contains audio/visual and computer gaming equipment which allows the showing of movies, television and computer games on a large screen. The room can accommodate 80 seated people or 60 diners.
 - e) Classrooms There are 10 Sunday School classrooms arranged around the Fellowship Hall. One classroom is arranged as a computer workshop and contains six computers. Two sets of two classrooms can be combined by rolling back an internal curtain wall to give two larger rooms. The classrooms contain chairs and tables but many of them are sized for younger children. All the classrooms except the computer room have windows opening to the outside at ground level and none of them, except the computer room, can be locked.
 - f) Nursery Rooms One room is set up with cribs for babies and two others are set up with toys, blackboards, etc. for toddlers. These latter two rooms each have a counter and sink. These two rooms also share a washroom with a single toilet. All nursery rooms contain windows at ground level to the outside and they can be locked.
 - g) Room 15 - Youth's Lounge One room is set up as a lounge area for youth. It contains a settee and table games. The room also contains a washroom with a toilet, a wash basin and a shower.
 - h) Other Facilities The basement level is served by five separate washroom areas which contain in total 10 toilets, 3 urinals, 8 hand wash basins and one shower. One washroom is set up as a handicapped washroom, one is in the nursery area and one is in the Youth Lounge room.

Private Areas

The only private areas in the basement are the Sunday School Office and the utility room. The office can be locked but it contains a large, interior window allowing a clear view into the office. The utility room contains no windows and is secured by a lockable steel door.

Staff

There are 2 full time ministers and a part time registered nurse on staff, all working both on and off site. There is one full time secretary who works in the church office weekdays.