

BUILDING FIRE SAFETY PLAN

FOR:

**Newmarket Ray Twinney
Recreation Complex**

**100 Eagle St., West,
Newmarket, Ontario
L3Y 6T5**

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

**Newmarket Home & Lifestyle Show Guide
Emergency Procedures for Exhibitors and Sponsors**

(Single Stage Fire Alarm System)

EMERGENCY PROCEDURES FOR OCCUPANTS

The actions to be taken by occupants in emergency situations shall be posted at all pull stations and by elevators (if applicable). Below is an example of the sign to be posted.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE FIRE AREA IMMEDIATELY
AND CLOSE DOORS

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SOUND FIRE ALARM

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CALL FIRE DEPARTMENT
DIAL **9-1-1**

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LEAVE THE BUILDING VIA NEAREST EXIT

UPON HEARING FIRE ALARM

LEAVE BUILDING VIA NEAREST EXIT

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CLOSE DOORS BEHIND YOU

C A U T I O N

IF YOU ENCOUNTER SMOKE
USE ALTERNATE EXIT

REMAIN CALM

EMERGENCY PROCEDURES FOR OCCUPANTS

UPON DISCOVERY OF FIRE:

- LEAVE THE FIRE AREA, IMMEDIATELY AND CLOSE DOORS.
- SOUND FIRE ALARM SYSTEM.
- CALL FIRE DEPARTMENT, DIAL 9-1-1
- GIVE THE CORRECT BUILDING ADDRESS, LOCATION OF THE FIRE, AND YOUR NAME (100 EAGLE ST. W., NEWMARKET, ONTARIO).
- LEAVE BUILDING VIA NEAREST EXIT.
- DO NOT RETURN UNTIL IT IS DECLARED SAFE TO DO SO BY A FIRE OFFICIAL.

UPON HEARING THE FIRE ALARM:

- LEAVE BUILDING VIA NEAREST EXIT
- CLOSE DOORS BEHIND YOU
- CAUTION
- IF YOU ENCOUNTER SMOKE, USE ALTERNATE EXIT
- REMAIN CALM

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

Portable extinguishers can be used to extinguish small fires or control and minimize a fire until the arrival of the Fire Services. If the fire appears containable, you must first decide if you are capable of fighting the fire. The use of a portable fire extinguisher and/or fire hose is strictly on a voluntary basis. Unless you have had recent fire extinguisher and/or fire hose training, the actual task of extinguishing the fire should be left to the arriving Fire Suppression crews.

In the event of a fire emergency, all occupants should leave the fire area immediately. Confine the fire by closing the door when leaving the fire area. This will keep the fire, smoke and/or fumes produced by the fire from entering into the means of egress. Your main concern is to remove people in immediate danger and ensure that nearby occupants are notified by activating the fire alarm system and yelling and banging on nearby doors. Upon evacuation of the area and reaching a safe location, ensure that the Fire Services has been notified by calling "9-1-1" and ask for the Central York Fire Services. Give your name, telephone number, the address of the building (100 Eagle St. W., Newmarket, Ontario), and the location of the fire. If possible, meet the arriving Fire Suppression crews to provide them with details of the fire emergency.

Suggested Operation of Portable Fire Extinguishers

Remember the (PASS)

P – Pull the safety pin

A – Aim the nozzle

S – Squeeze the trigger handle at the base of the fire

S – Sweep from side to side working your way to the back of the fire.

Never re-hang extinguishers after use. Ensure the Extinguisher is recharged by a qualified person.

FIRE HAZARDS

To eliminate Fire Hazards in the building, all staff members have been instructed in the following:

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Careless use of smoking materials.
- Improper disposal of oily rags.
- Snack Bar Area

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call Central York Fire Services immediately (dial 9-1-1) whenever you need assistance.
- Know the correct address of the building (100Eagle St., W., Newmarket Ontario).
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the Administration Staff/Fire in your building.
- Report any fire hazard to Administration Staff.
- Know the stairwell designation and the crossover floors (if any).
- Notify the Facility Supervisor if special assistance is required in the event of an emergency.

FIRE PREVENTION

Whenever the human element exists, the possibility of accidental fire is always present. The best way to fight fire is to prevent it from happening in the first place. Fires do not just happen; they are usually traced to human error. Prevention of fires is the ultimate achievement in fire safety. Fire Prevention is everyone's responsibility. If you notice a fire hazard contact the Facility Supervisor immediately.

The following fire prevention measures are noted for the purpose of creating a safe environment for occupants and building staff.

GENERAL HAZARDS

1. Keep all hallways, aisles and corridors free from obstructions.

2. Ensure all stairwell doors remain closed at all times. They should never be propped open.
3. Many fires are related to smoking practices. Smoke in designated areas only.
4. Avoid placing combustible materials directly in contact with an electrical outlet
5. Never hang anything from a sprinkler head.

ELECTRICAL HAZARDS

1. In the Breakout Rooms disconnect all electrical appliances with heat elements (e.g. Coffee Maker, portable skillets, grills, etc.) at the end of each day.
2. Electrical wiring that is defective, frayed, or cracked, must be repaired or replaced.
3. Evidence of electrical arcing in outlets and electrical devices should mean discontinuation of use until a qualified electrician can assess and resolve the problem.
4. Extension cords are designed for temporary use only.
5. Circuit breaker panels must not be covered or obstructed by storage cabinets, boxes or materials.

STORAGE AREAS

1. Storage areas must be kept clean and free of rubbish.
2. Materials should be stacked to ensure stability of the piles.
3. All boxes must be sealed closed.
4. A clearance of at least 18 inches between fire sprinkler heads and stored material.
5. Doors to Storage Rooms must be kept closed at all times.
6. Flammable or Combustible liquids, hazardous, reactive or unstable chemicals and substances must be stored in approved storage containers.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

Persons handling of flammable and combustible liquids must comply with the applicable requirements of the current Ontario Fire Code.

1. Ensure that personnel who are required to use flammable and combustible liquids in the building have the required training. This includes appropriate temporary storage, use, and disposal and emergency response techniques. Personnel using hazardous chemicals are required to be familiar with the MSDS sheets, which describe the use and handling of chemicals.
2. Eliminate sources of ignition in an environment where flammable vapors are present or may be present.
3. Containers of flammable and combustible liquids shall be kept closed when not in use.
4. DO NOT store flammable and combustible liquids with corrosives, oxidizers, reactive chemical or compressed gases in none approved containers.
5. Commercial Cooking Fixed Extinguishment System: The 40 BC extinguisher provided for the kitchen system is for back-up only. In the event of a fire under the canopy, pull the manual pull station for the kitchen system, if it is safe to do so. Otherwise, proceed to the nearest exit and calmly alert the occupants to evacuate the building by the nearest exit. **Do not attempt to put out the fire. Call the Fire Department.**

If the Kitchen Suppression system is Not Operating or Not Certified, No cooking shall be permitted.