

# FIRE SAFETY PLAN FOR

THE FORT FRANCES PUBLIC LIBRARY TECHNOLOGY CENTRE  
(Business name)

601 REID AVENUE  
(Business Address)

**Copy of the approved fire safety plan will be located at:**

Health and Safety Bulletin Board

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Prepared by Richard Bee

Reviewed/  
Approved by Wayne Richman F.F.F.R.S.  
Sept. 25/24

It is the responsibility of the owner to ensure that the information contained in the Fire Safety Plan is accurate, complete and to maintain its currency.

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# Fire Safety Plan

## Audit of building resources

### Occupancy description:

- Group A, Division 2 Assembly Occupancy (Library)

### Location of valves controlling water supply:

- Receiving Room in the southwest corner of the building, with internal and external entrances.

### Location of main gas shut-off:

- West side of building at meter.

### Fire alarm:

- Make: Honeywell Notifier
- Model: NFS-320C
- Main panel location: Main entrance
- Location of pull station: near all exits

### Emergency lighting:

- Emergency lighting is present throughout the building.
- Refer to the “Emergency Systems Layout” Diagram for the location of the control units.

### Exits:

- As shown on the “Emergency Systems Layout” Diagram.

### Lockbox:

- A small, black lockbox is located on the exterior door frame of the receiving room door. The lockbox contains keys for building access by the Fire Department, which is only accessible by the Fire Department.

### Audit of human resources

Building superintendent:

Richard Bee

807-274-9879 x1610 (Work)

807-271-5664 (Mobile)

Alternate contact:

Evan Miller

807-274-9879 x1612 (Work)

807-271-6371 (Mobile)

Service contractors (fire alarm):

Sunset Protection Systems

Adam Esselink

807-270-5625 (Work)

### Fire prevention and control of hazards

In order to prevent fire hazards in the building, staff are to:

- Not put burning material into garbage containers.
- Not use unsafe electrical appliances, frayed extension cords, overloaded outlets, or lamp wire for permanent wiring.
- Keep hallways, passageways, and exits clear of obstructions and combustible refuse at all times.
- Not permit combustible material to accumulate in any quantities or locations which will constitute a fire hazard.

### Locations of manual pull stations

Pull stations are located near each exit:

- Main Doors
- Lunchroom
- Receiving Room
- North Emergency Exit (Adult collection area)
- West Emergency Exit (Children's area)

The locations of pull stations are also indicated on the "Emergency Systems Layout" diagram.

Additional safety systems:

The Library is equipped with smoke and heat detectors that alarm when the presence of a fire is detected. There is also an infrared beam running the length of the inner apex of the roof that will alarm when disrupted by smoke or other objects.

### Fire extinguishment, control, and confinement

Extinguishment:

In the event that an extinguishable fire breaks out, staff should shout for help, then attempt to extinguish the fire. Staff should use their best judgement and err on the side of caution when determining whether a fire is extinguishable. If a fire is successfully extinguished, staff should still call the Fire Department by dialing 9-1-1. Staff should also fill out an incident report.

Control:

If a small fire cannot be controlled with the use of one portable fire extinguisher or smoke presents a hazard for the operator, staff should stop attempting to extinguish the fire.

## Confinement:

If there is a door to the area where the fire is located, the door should be closed in order to confine and contain the fire. Staff should leave the fire area, activate the fire alarm, and notify the fire department immediately.

## Location of fire extinguishers

Fire extinguishers are located throughout the Library:

- Circulation Desk
- Makerspace
- Between the fiction and non-fiction collections
- Front Foyer
- Shaw Community Hub
- Family Washroom in the Children's Department
- West Emergency Exit in the Children's Department
- Staff Room
- Electrical Room

Staff shall familiarize themselves with their location. Fire extinguisher locations are additionally indicated on the "Emergency Systems Layout" diagram.

When using a fire extinguisher, remember the acronym P.A.S.S.:

- **P** - Pull the safety pin
- **A** - Aim the nozzle
- **S** – Squeeze the trigger handle
- **S** – Sweep from side to side

## Fire evacuation procedures

### Staff duties:

1. Immediately report to the circulation desk.
2. Quickly divide the Library and begin evacuating patrons.
  - a Staff working in the Adult section will be responsible for checking that area and the study rooms for patrons.
  - b Staff working at the circulation desk will be responsible for checking the Makerspace, the Teen Area, the public computers, and assist with checking the children's area for patrons.
  - c Staff working in the Children's area will be responsible for checking that area for patrons.
  - d Staff working in the Staff workroom will be responsible for checking the work room, receiving room, staff lounge, staff washroom, Shaw Room, and public washrooms for patrons.
3. Inform patrons of the emergency in a clear and loud voice.

### Refusal to evacuate:

In the event a patron refuses to leave, staff will continue to evacuate the building and will inform the Fire Department upon their arrival of the location of the patron.

### Evacuating children:

Keep in mind that small children will often hide when they hear a fire alarm. Staff should quickly check likely hiding spots:

- Under the Children's librarian's desk
- Under the desk near the Story Time area by the TV
- Under the play castle
- In the family washroom
- Bottom shelf of shelving units

Leave the baby gate to the playroom open.

#### Containment:

Staff members will close doors as they clear the building after ensuring the area is clear of people.

#### Meeting area:

Once staff have exited the building, they should proceed to the evacuation meeting area and encourage patrons who remain on site to join staff at the meeting area. The emergency evacuation meeting area is in the southwest corner of the parking lot by the Memorial Sports Centre or the lobby of the Memorial Sports Centre if weather requires indoor shelter.

#### Instructions for accounting for all employees

Staff will do a head count at the meeting area to check that all staff members who were scheduled to work at the time of the alarm are accounted for.

In the event that a staff member is missing, the **OTHER STAFF SHALL NOT RE-ENTER THE BUILDING**. Instead, staff will inform the Fire Department upon their arrival that a staff member is still inside the building and what areas of the Library they may be located.

Please note that student library assistants are to be considered patrons for the purposes of this procedure and are expected to evacuate the building with patrons.

#### Meeting the fire department:

When the Fire Department arrives, a staff member must inform the officer of the conditions within the Library, including if anyone may still be inside and approximately where they may be located.

A staff member will also notify the Memorial Sports Centre staff of the situation.



Re-entering the Library:

Do not re-enter the building until the Fire Department has arrived and have instructed staff that it is safe to do so.

Resetting the fire alarm:

Do not reset or silence the alarm until the Fire Department has arrived and instructed staff that it is safe to do so.

Notifying the fire department:

Staff will call 911 on a mobile phone once they have exited the Library if they had not done so before exiting the Library. If a mobile phone is not available, a staff member shall call 911 from the Memorial Sportsplex.

### Fire safety duties

FFPL Board:

- Appoint the CEO or Designate to organize and carry out fire safety duties
- Ensure the CEO or Designate receives proper training so that they are aware of their responsibilities for fire safety

CEO or designate:

- Not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Ensure vehicle access to the Library is clear and accessible for the Fire Department, and that Fire Department connections are clear and accessible at all times.
- Ensure the building's fire and life safety systems are maintained and in operational condition.

- Hold an annual fire drill in accordance with the most recent iteration of the *Ontario Fire Code*, incorporating emergency procedures appropriate to the building.
- Maintain a record of participation in fire drills.
- Notify the Fort Frances Fire Department in the event of any shutdown of fire and life safety systems and initiate alternative measures.
- Maintain a list of employees with disabilities, and the difficulties that they could experience during an evacuation.
- Ensure that checks, tests, and inspections, as required by the most recent iteration of the *Ontario Fire Code* are completed on schedule, and that the records of these inspections are maintained.
- Notify the Chief Fire Official regarding changes in the Fire Safety Plan.
- Investigate any reports of fire safety hazards.
- Enact appropriate measures to mitigate identified fire safety hazards.
- Maintain a Fire Safety Plan, which includes procedures for the evacuation of the Library.
- Ensure that all staff receive proper Fire Safety Plan training.
- Ensure that:
  - A charged, temporary replacement extinguisher is provided for any discharged extinguisher.
  - Discharged extinguishers are properly re-charged after use.

Staff:

- Keep doors in fire separations (i.e. work room, Shaw Room) closed at all times.
  - Please note some doors are fire rated and others are not.
- Keep exits and routes providing access to exits clear of obstructions on both sides of the exit.
- Keep all corridors, including those between shelving units, clear of obstructions.

- Participate in fire drills annually.
- Have working knowledge of building fire and life safety systems.
- Control fire hazards within the building.
- Know how to recognize fire safety hazards and report them to the CEO.

### Evacuation drills

Staff will practice evacuating the Library at least once annually. Staff will discuss the drill at the next staff meeting to identify areas for improvement.

Before a drill:

Prior to holding a drill, notify:

- The Fort Frances Fire and Rescue Service (807-274-9841 ext.#1 Duty Officer)
- The Alarm Monitoring Centre (1-800-268-6870) (Account Number 36-03-1173)

After a drill:

Once a drill is complete, the fire alarm should be reset, and the Fire Department should be notified that the drill is complete.

Alternative fire safety measures:

In the event of shut down or operational problems with building fire & life safety systems, the CEO shall initiate alternative measures. Staff will be notified, and instructions will be posted as to the alternative measures or actions to be taken in case of emergency. The provisions and actions must be acceptable to the Chief Fire Official.

Attempts to minimize the impact of malfunctioning equipment will be initiated. Where a portion of the fire alarm system is out of service, service to the

remaining portions will be maintained, and where necessary, the use of watchmen, bull horns, walkie-talkies etc. will be employed to notify staff and patrons of emergencies.

Assistance and direction for specific situations will be sought from the Fire Department.

Shutdown of the fire protection system:

Procedures to follow in the event of shutdown of any part of a fire protection system are as follows:

1. Notify the Fire Department
  - a. Call 807-274-9841 ext.#1 (Duty Officer)
  - b. The CEO will identify themselves and explain that they are calling from the Library
  - c. Provide the Library's address and a description of the problem
  - d. Describe when they expect it to be corrected
  - e. In the event of the shutdown of fire protection equipment in full or in part for a period longer than 24 hours, the Fort Frances Fire Department shall be notified in writing
2. Post notices at entrances stating the problem and when it is expected to be corrected
3. Establish patrols of the affected areas at least once every hour
4. Notify staff and the Fire Department when repairs have been completed, and systems are operational

All shutdowns will be confined to as limited an area and duration as possible.

## Maintenance of fire protection equipment

### Inspections:

When a fault is discovered during a check, test, or inspection appropriate corrective actions will be taken to resolve the fault.

### Check:

A visual observation to ensure the device or system is in place, and is not obviously damaged or obstructed.

### Test:

The operation of a device or system to ensure that it will perform in accordance with its intended operation or function

### Inspect:

A physical examination to determine that a device or system will perform in accordance with its intended function

## Equipment

### Fire doors:

Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed and shall be inspected monthly for proper operation.

### Emergency exit signage:

Exit signs shall be clearly visible and maintained. Internally illuminated exit signs shall be illuminated at all times.

### Portable fire extinguishers

Each portable fire extinguisher shall be inspected monthly. Extinguishers will also undergo maintenance annually. The contracted service company will undertake multi-year maintenance at the time of the yearly maintenance service.

### Fire alarm:

Fire alarm components shall be kept unobstructed. Fire alarm power supply disconnect switches will be kept locked in an approved manner. In accordance with the Ontario Fire Code, the fire alarm will be maintained and tested in accordance with CAN/ULC S536, "Standard for the Inspection and Testing of Fire Alarm Systems".

As a part of the daily opening procedures staff will check that the fire alarm panel shows "system normal" and that the power light is on.

The fire alarm will be tested each month on battery back-up power, consisting of:

- One manual fire alarm initiating device shall be operated, on a rotational basis
- Function of all signal devices to be ensured
- Intended function of audible and visual trouble signals ensured

The fire alarm system will be tested annually by a certified fire alarm contractor.

### Emergency lighting

On a monthly basis, the emergency lighting system shall be:

- Checked to ensure the operation of the pilot lights
- Tested to ensure that the emergency lighting will function upon loss of primary power

On a yearly basis, the emergency lighting system shall be tested to ensure that the units provide emergency lighting for a duration equal to the design criteria under simulated power failure.

After completion of an operational test, the charging conditions for voltage, current, and recovery period will be tested to ensure the charging system is in accordance with the manufacturers' specification.

### Administration

The Fire Safety Plan shall be reviewed annually to ensure that any changes in the characteristics or use of the Library are taken into account.

The Plan shall be posted on the Health and Safety Board.

The Fire Safety Plan shall be submitted to the Chief Fire Official for approval.

# Emergency Contact List

Emergency	911
Police (non-emergency)	807-274-3322
Fire Rescue Services (non-emergency)	807-274-9841
CEO – Richard Bee	807-271-5664
IT Coordinator – Evan Miller	807-271-6371
Town of Fort Frances HR Manager – Elisa McLeod	807-274-5323 x1220
Riverside Community Counselling Services	807-274-4807