

Section P – USER GROUP HANDOUTS



IN CASE OF FIRE

In conjunction with Township and Provincial Guidelines the following are instructions to user groups, patrons/occupants on Fire Procedures.

Wilmot Girls Hockey Association

WILMOT RECREATION COMPLEX FIRE PLAN

Instructions to User Groups & Patrons re: Fire Procedures:

This section of the fire safety plan has been prepared with the intent of educating user groups and patrons in general fire safety practices as well as actions to be taken in the event of an emergency.

The Wilmot Recreation Complex has taken many precautions to ensure your Fire Safety. This includes the preparation of a very detailed fire safety plan of which you are a critical component. This Fire Safety Plan itself has been reviewed and approved by the Fire Department. It is a very detailed account of the buildings' fire protection systems, how they operate and how they must be maintained as well as an account of all of the obligations of the owners, property management, and the patrons with respect to the Ontario Fire Code. A copy of the fire safety plan is maintained in the Administration office and the Facilities Operations Office in this building.

1. Be Informed

Take a few moments to **plan for the unexpected**, should a fire break out. The information contained in these few pages could prove invaluable to you in case of an emergency. Please, read it thoroughly, your very life could depend on it.

2. Emergency Planning

Examine the possible escape routes available to you. Walk down the hallway and find all the fire exits in the building. Always know at least two exits. **Before opening the door, feel the knob for heat with the back of your hand.** If not hot, brace yourself against the door and open slightly. If you feel air pressure or hot draft, close the door quickly. Try another route.

If fire strikes, few people lose their lives from the heat and flames. Most people who die in fires do so as a result of smoke, poisonous gases or confusion. Confusion in an emergency is usually a result of not having a plan to follow and knowing where and how to get out. Ensure that all members of your group know the locations of the exits.

3. IF YOU DISCOVER A FIRE

Upon discovering a fire, the following steps are to be taken:

REMEMBER THE RACE CODE WORD.

Rescue / remove any person in immediate danger from the fire IF it does not endanger your own life.

Activate by leaving the area while shouting FIRE, FIRE, FIRE. **Call 911.**

Confine the fire by closing all doors and windows. NEVER open a door if it is hot to the touch. Turn off fans and equipment.

Evacuate the fire zone immediately, after that is done you can try to extinguish the fire if it is small in size, and you are confident you can. (See NOTE below)

REMAIN CALM

EXECUTE YOUR PLAN

If you encounter smoke, use an alternate exit. DO NOT return until it is declared safe to do so by the onsite Fire Department Official or Building Staff, and only when the alarm has been silenced.

4. Evacuation Meeting Place

Once you have evacuated everyone out of the building, please meet at the flagpole and alternately the sports fields if you need to get further from the building. This will allow emergency vehicles easier access. If this is a regular group meeting, VERIFY that everyone is present. Please do a head count and account that everyone is present.

Fire Extinguishing, Control and Confinement

Only after ensuring that the alarm has been activated and the fire department notified, should an experienced person (familiar with extinguisher operations) attempt to extinguish a small fire. This must be a voluntary act. If the fire cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

NOTE RE: FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

**REMEMBER, YOU ARE NOT A FIREFIGHTER.
LEAVE IT TO THE PROFESSIONALS.**

Fire Hazards

In order to avoid fire hazards in the building, occupants are advised to comply with the following items:

- This building is a **non-smoking building**. Under local and provincial bylaw smoking is not permitted within 9 meters (27 feet) of the building. Please, avoid careless smoking. Use ashtrays. Do not put cigarettes or ashes directly into garbage cans or other waste containers. Do not smoke near flammable materials. Do not smoke in hazardous locations such as storage areas.
- **Removal of any obstructions** that may prevent someone to either flee from a fire or allow fire response to get to a fire is a critical part of any fire plan.
 - Avoid careless storage practices.
 - Ensure that items such as boxes do not obstruct doorways.
 - Please do not prop or wedge doors open.
 - Ensure all corridors, passageways and fire routes are unobstructed.
- **Electrical** wiring and equipment should be well **maintained and safe**.
 - Ensure that extension cords are properly used and are not spliced, under rugs, damaged, and not overused (octopus wiring).
 - All electrical equipment should be CSA approved, should not be too close to combustibles, and in good repair.
- **Combustible materials** should not be permitted to accumulate in this location.
 - Combustible materials should not be used to absorb flammable liquid spills.
 - Greasy or oily rags or materials subject to spontaneous heating should be deposited in a proper safety container or removed from the premises.
 - Flammable liquids should not be used for cleaning purposes.