

# **L.E. Shore Memorial Library and Gallery**

## **After Hours Fire Safety Manual**

**Blue Mountains Public Library**



173 Bruce Street

Thornbury Ontario N0H 2P0

This official document is to be kept readily available on site by the CEO  
at all times for use by fire officials in the event of an emergency.

**This document is Appendix A  
to the Official L.E. Shore Fire Safety Plan**

Approved: \_\_\_\_\_  
Annual Review: \_\_\_\_\_

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PUBLIC AFTER HOURS USE

# After Hours User Fire Safety Manual for

## The Leonard E. Shore Memorial Library

Revised by: Dr. Sabrina ER Saunders  
Position: Chief Executive Officer

Date Prepared: March 2007

Revised: March 19, 2018

*This official document is to be kept readily available on site by the CEO at all times for use by After Hour Users in the event of an emergency.*

**This document is an abridged version of the L.E. Shore Memorial Library building Fire Safety Plan designed to assist the After Hour User. This is not the Official Plan and should not be used as such. The complete Official building Fire Safety Plan can be found in the Fire Box, located in the staff kitchen. Copies of this After Hours User document and the complete Fire Safety Plan have been placed in a **RED Binder** in the Gallery's Kitchen and the Boardroom shelf.**

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# **Section 1**

## **Purpose of the Plan and Fire Code Requirements**

### **Purpose of the Fire Safety Plan**

A Fire Safety Plan is designed to provide occupant safety in the event of a fire, to provide effective utilization of the fire safety features of the building, and to minimize the possibility of fire(s). This Plan discusses what occupants are to do in the event of fire, fire safety, supervisory staff, and other duties and related issues.

The Fire Safety Plan (“Plan”) will provide the following:

1. Effective emergency planning
2. Responsibilities during operational hours.
3. Responsibilities of after hours users.
4. Safe evacuation procedures.
5. Building maintenance of fire safety system
6. Site plan of building

### **Legal Framework**

1. The Ontario Fire Code, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building in an approved location.
2. The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.
3. The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.
4. This official document is to be kept readily available at all times for use by staff

and fire officials in the event of an emergency.

**Responsibility of the Owner (Management, Staff, Renter)**

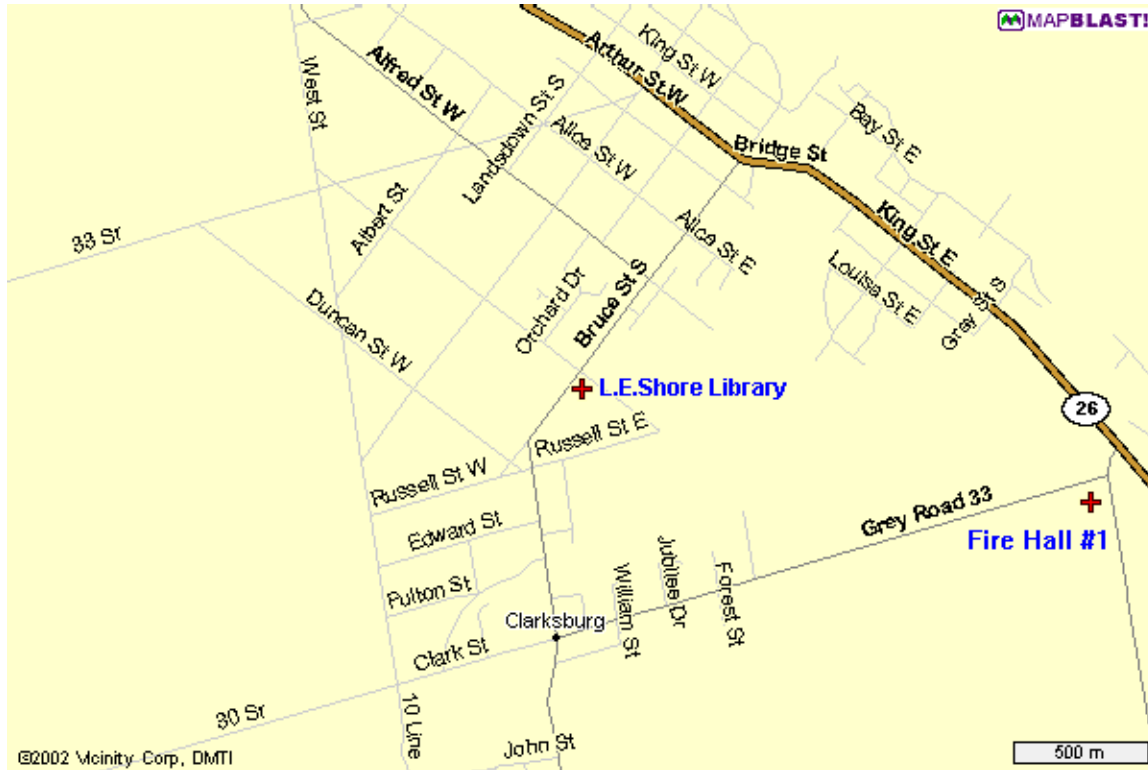
In order for this Plan to be effective, the owner must know the plan and be able to implement it in the event of fire. The Ontario Fire Protection and Prevention Act required the owner to be responsible for carrying out the provisions for fire safety, and defines “owner” as *“any person firm or corporation controlling the property under consideration”*. Consequently, the owner may be any one or a combination of parties, including building management, maintenance, BMPL staff, renters, and security staff.

This Fire Safety Plan has been accepted by The Blue Mountains Fire Department, but this does not in any way relieve the owner, the lessee, or management of their responsibilities. The Ontario Fire Prevention and Protection Act states that *“every person who contravenes any provision of the Fire Code and every director or officer of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for an individual or \$100,000 for a corporation or to imprisonment for a term of not more than one year, or to both”*.

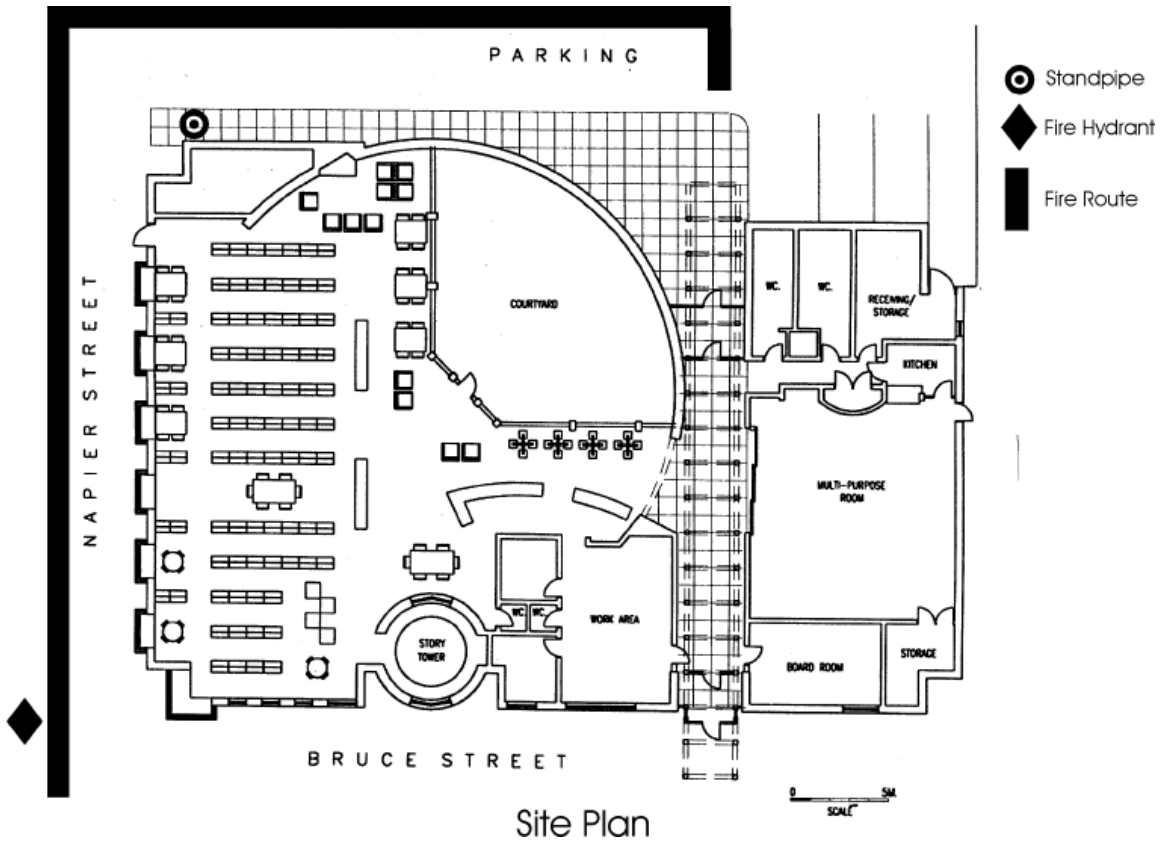
# Section 2

## Building Information

Map of Library in relation to Fire Hall



# Site Plan

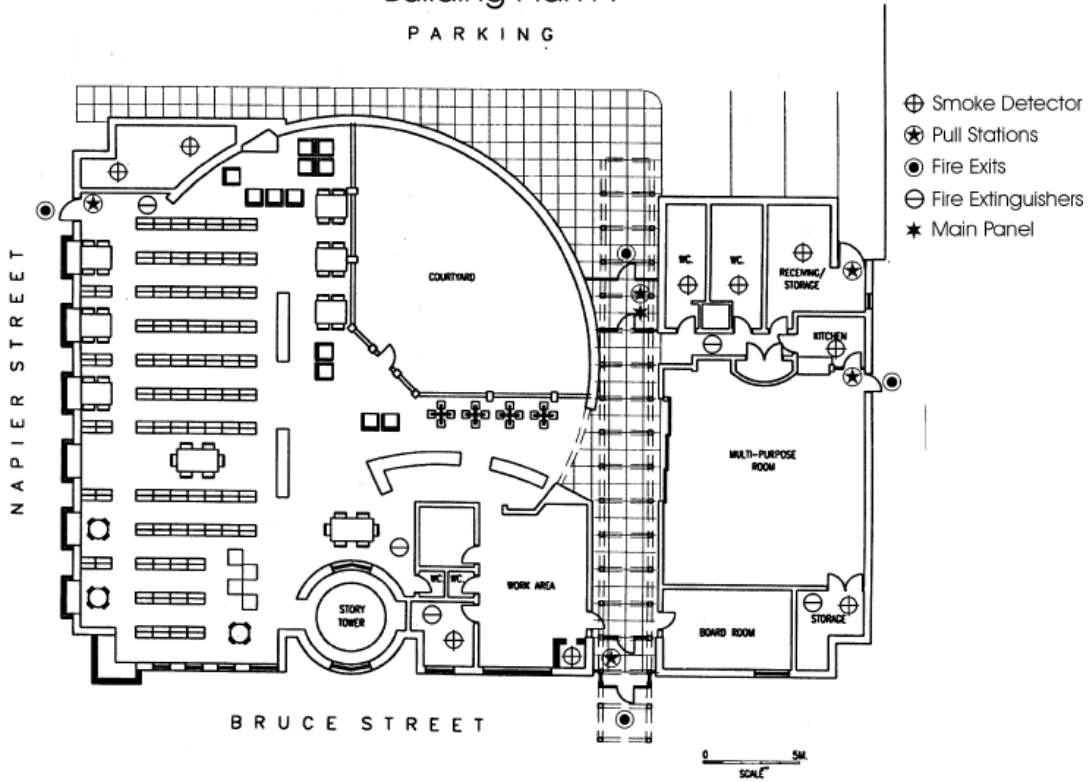




# Building Plan

## Building Plan A

PARKING





## Introduction

This is a Fire Safety Plan for the L.E. Shore Memorial Library & Gallery, which is a single storey assembly occupancy structure. The L.E. Shore Memorial Library was established in 1995 as a public facility to serve the citizens of the Town of the Blue Mountains. The Library is governed by a volunteer Board of Directors appointed by the Town Council for the Town of The Blue Mountains. Management of the Library falls to the CEO who also acts as the Secretary and Treasurer to the Library Board.

### 1. Building Description

- 1.1. The building is a public facility used for the provision of library and gallery operations, as well as public room rentals.
- 1.2. The Library is 10,000 sq ft built on a concrete pad in 1995
- 1.3. Walls are concrete cinder block faced with brick, limestone or steel siding.
- 1.4. The roofing over the library stacks and gallery is steel. Interior is solid pine, supported by open Glu-Lam rafters.
- 1.5. Entrance hall and office space roofing is flat tar and gravel supported by steel trusses and covered with a dropped tile ceiling.
- 1.6. The library is heated with natural gas and has a gas fireplace. The gas line enters the building at the northwest corner. Heating and cooling units are outside on the flat roof.

### 2. Fire Protection Equipment:

- 2.1. The building is equipped with 6 fire extinguishers (model ABC powder)
- 2.2. The building is protected with a wet sprinkler system. Water is supplied from the southwest corner of the building where the main control valve is located.
- 2.3. There are battery powered emergency lights throughout the facility
- 2.4. There are pull stations at each exit. Smoke detectors are located throughout the building. The fire alarm is controlled from a main control panel at the east (parking lot) entrance to the building. The alarm is monitored 24 hours per day by Georgian Bay Fire and Safety. The panel has a back-up battery in the event that the power is out when a fire occurs. (Building Plans A & B show the locations of the above items, pp. 8-9).

## Safe Use of Facility

### 1. Kitchen Cooking Safety

1.1. When using the Gallery kitchen general public should:

1.1.1. Always use wall plugs and never connect small appliances (e.g. crock pots, coffee pots, griddles) into extension cords.

1.1.2. Exercise caution when working with hot oil and grease. If oil or grease is too hot or begins to smoke, immediately turn off the heat. Let hot oil or grease cool down before moving it.

1.1.3. Do not leave a hot oil or grease pan unattended. Hot oil or grease can catch fire. Do not throw or add water on an oil or grease pan on fire. Use a fire extinguisher and follow instructions as indicated on the fire extinguisher.

1.1.4. Never turn your back or get distracted while cooking. Turn off the heat (stove burners or ovens) when cooking is over or when you leave the kitchen.

1.1.5. Do not wear loose or flammable garments while cooking.

1.1.6. Always have a lid for pots and cooking mitt nearby. If a pot catches fire put a lid on the pot and turn off the heat source. Do not attempt to move the pot.

1.1.7. If a fire occurs in the oven, leave the door closed to minimize oxygen supply. Shut off the heat source and do not open the oven door or the fire may reignite.

1.1.8. Remove all garbage from the kitchen area at the end of the event to the large garbage bin in the storage room behind the kitchen.

### 2. Control of Fire Hazards

2.1. Flammable or combustible props must be approved.

2.2. Wall coverings, draperies etc. to have minimum flame spread ratings NFPA 701.

2.3. Sprinkler heads shall not be obstructed.

- 2.4.Exits shall not be obstructed.
- 2.5.Exit/emergency lighting shall not be obstructed.
- 2.6.Exit signs shall be illuminated at all times.
- 2.7.Pull stations shall not be obstructed.
- 2.8.Mechanical/electrical equipment to be CSA/ULC approved.
- 2.9.Electrical installations/set ups to be ESA compliant.
- 2.10. Exit doors shall not be chained.

### **3. Prohibited materials, processes or equipment**

- 3.1.Open Flames
- 3.2.Fireworks/pyrotechnics
- 3.3.Blasting Agents
- 3.4.Explosives
- 3.5.Flammable Cryogenic Gases
- 3.6.Aerosol Cans with Flammable Propellants
- 3.7.Portable Heating Equipment
- 3.8.Flammable Liquids or Dangerous Chemicals
- 3.9.Liquefied Petroleum or Natural Gas
- 3.10. Hazardous Refrigerants such as Sulphur Dioxide and Ammonia
- 3.11. Cellulose Nitrate Motion Picture Film

# Section 3

## Emergency Procedures

### 1. Emergency Procedures

#### 1.1. Access for Firefighters:

- 1.1.1. The fire route and emergency standpipes should be kept clear at all times. This means that that part of Napier Street from the corner of Bruce Street to the parking lot entrance should be kept clear, as should the laneway in the parking lot along the east side of the building (See Site Plan Map, p. 7).
- 1.1.2. When firefighters arrive, the contact person who rented the facility from the library should meet the firefighters.
- 1.1.3. If the alarm is sounded when the library is closed, firefighters can obtain a key from the Chubb box near the rear entrance.

#### 1.2. Instructions to Public in After Hour Rentals

- There are building maps showing fire extinguishers and fire exits located in the Board Room and at each exit.
- Fire extinguishers are marked with large red signs saying "FIRE EXTINGUISHER."
- Pull stations are marked with signs, as follows:



- 1.2.1. The renter, for the purpose of the Plan is the “owner”.
- 1.2.2. In the event of an alarm being sounded, after hours renters are responsible for the safe evacuation of the building and for ensuring that members of the group in attendance are moved out of the Library and off of the library property.
- 1.2.3. The contact person who rented the facility will, upon hearing the alarm:
  - a) Call 9-1-1, report the fire and give the civic address as “173 Bruce Street South”
  - b) Close any open windows and doors in the areas to which the group has access, to assist in containing the fire.
  - c) Walk through the areas to which the group has access, including washrooms, and ask members of the group to leave the library. After hours renters must leave their belongings in the library. They need to move off the property to the far side of Napier Street. After hours renters must not move their automobiles until the fire chief indicates that it is ok to retrieve them. In the event that the northeast fire door or the parking lot exit is blocked by fire, after hours renters will be evacuated through the Bruce Street entrance and moved off the property towards the school to be out of harm’s way and should not be moved across Bruce Street for obvious safety reasons.
  - d) Do Not Re-enter the building after you have evacuated the members of your group.
- 1.3. In the event of a shutdown in FIRE ALARM SYSTEM, SPRINKLER or EMERGENCY LIGHTING SYSTEM, the facility will not be made available for after hours rentals.
- 1.4. All existing bookings will be cancelled or rescheduled until such time as the appropriate repairs have been made.

## After Hours Renters-Fire Safety Sign off Sheet

L.E. Shore Memorial Library

**All renters must sign the Acknowledgement of Fire Safety Plan prior to approval of their booking. Renters who have not acknowledged receipt of the Fire Safety Plan will not be permitted after hours access to the facility.**

- I acknowledge that I have received a copy of the AFTER HOURS RENTERS-FIRE SAFETY PLAN to review prior to the scheduled rental.
- I agree to abide by the requirements as laid out in the plan.
- I have taken a tour of the areas of the facility I will be renting and have identified the nearest exit, After Hours Plan Location(s), fire extinguishers, AED, and fire alarms.
- I have been instructed on the maximum occupancy of the areas of the facility I will be renting and agree to not surpass this number.
- I agree to act as the Fire Marshal for this event and that I will be onsite at all times during the event.

I will be using the facility after hours on \_\_\_\_\_.

\_\_\_\_\_

Print name

\_\_\_\_\_

Signature

\_\_\_\_\_

Dated

\_\_\_\_\_

Staff Witness

CEO approval is granted once signed: \_\_\_\_\_



