



FIRE SAFETY PLAN

FOR

IDYLWYLDE GOLF & COUNTRY CLUB

PLAN APPROVED BY

**400 WALFORD ROAD
SUDBURY, ONTARIO**


SIGNATURE

December 3, 2019
DATE

P3E 2G9

GREATER SUDBURY FIRE SERVICES





FIRE SAFETY PLAN SUMMARY SHEET

Safety plans are required by the Ontario Fire Code (Section 2.8).

Greater Sudbury Fire Services must be notified of any changes to your Fire Safety Plan CONTACT NAMES AND PHONE NUMBERS MUST REMAIN CURRENT!

Updates to the Summary Sheet of the Fire Safety Plan, including new emergency contacts or altered procedures must be submitted to the City of Greater Sudbury Fire Services by mail:

193 Van Horne Street, Sudbury, Ontario P3E 1E6 or by Fax to 705.674.8351

Building address: 400 Walford Road, Sudbury Ontario, P3E 2G9

Name of Building: Clubhouse

Building Phone No. 705-522-8580

Building Class: Group "A" – An assembly occupancy

Plan Presented by: Tom Arnott

Phone No. 705-822-8580

Owner: Share Held Corporation

Supervisory Staff – On & Off Site

Tom Arnott	General Manager/COO	705-822-2460
Jay Sisko	Greens Superintendent	705-665-6772
Manon Duclos	Controller	705-521-5459
Sasha Bruno	Food & Beverage Manager	705-822-2672
Barry Nault	Head Chef	705-662-2518
Jen Gates	Communications Manager	780-224-7632

Fire safety training is given to each of the above supervisors by the General Manager. All direct reports receive said fire safety training during the on-boarding process by their direct reports.

Fire safety plan is reviewed annually in January by supervisory staff.

Fire drills conducted by Joint Health and Safety Committee once (1) a year.

All fire services, repairs, tests and alterations of fire protection equipment conducted by:

FIRE CHEK PROTECTION SERVICES

1007 Lorne Street

Sudbury, Ontario

705-673-9882



Fire alarm monitoring services handled by:

**TRUE STEEL SECURITY
230 Alder Street South
Sudbury, Ontario
705-674-0116**

Access for Firefighting provided? No

Are Special Hazards Noted in the Fire Safety Plan? Yes

Procedures Posted? Yes

Procedures for Hazardous Liquid Spills included? No

Floor Plans Provided? Yes

Hazardous Liquid Spill Contact Name & Phone Number: Willy Searson – 705-822-0470

Knox Box Present? No

Date: November 25, 2019

Signature: _____

A handwritten signature in blue ink, which appears to read "Tom Fennell", is written over a horizontal line.



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RESPONSIBILITIES OF THE SUPERVISORY STAFF

The effectiveness of our Fire Safety Plan depends largely upon the ability, energy and experience of the supervisory staff. The supervisory staff is given clearly defined authority, so that the building and occupants may be safeguarded against fire. The staff should be instructed in the fire emergency procedures as described in the Fire Safety Plan before they are given any responsibility for fire safety.

RESPONSIBILITIES OF THE GENERAL MANAGER

The owner of a building is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code.

1. Establishment of emergency procedures to be followed at the time of an emergency.
2. Appointment and organization of designated supervisory staff to carry out fire safety duties.
3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
4. Assuring that checks, tests, and inspections as required by the Fire Code are completed on schedule and those records are retained and maintained.
5. Notification of the Chief Fire Official regarding changes to the Fire Safety Plan.

THE SUPERVISORY STAFF SHOULD

1. Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.
2. Educate and train all building personnel and occupants in the use of the existing fire safety equipment and in the actions to be taken under the approved Fire Safety Plan.
3. Survey the building to determine the number of exits (primary and secondary) available for use by the occupants in the case of evacuation.
4. Prepare and post on each floor area a schedule for use by the occupants of such exits (primary and secondary) in case of an evacuation and note 9-1-1 as the emergency number.
5. Ensure that a schematic diagram, showing type, location, and operation of all building fire emergency systems (e.g. Location of Fire Alarm Control Panel, Fire Hose Cabinets, Water Control Valves), is maintained.
6. Control of fire hazards in the building.
7. Maintenance of building facilities provided for the safety of the occupants.
8. Provisions of alternative measure for safety of occupants during shutdown of fire protection equipment.

IN GENERAL

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TRAINING OF STAFF

Instructing the staff is the responsibility of all managers.

As a minimum, the staff will be instructed on the following:

Upon discovery of fire –

- Activate the fire alarm
 - Call the fire department – Dial 911
 - Attempt to extinguish the fire if trained to do and you feel comfortable or, refer to page six (6) of the Fire Safety Plan for extinguishment and confinement.
-
- Manual activation of the fire alarm system is by use of a pull station. These are located at each exit. All staff must be aware of the pull station locations.
 - All exit routes must be kept clear. This includes placement of tables that allow for aisles.
 - All staff must know the exit locations.
 - All staff must know where the Fire Safety Plan is located and be familiar with its contents.
 - The record of all staff training will be documented and kept in the admin office in each employees personnel file.



EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE THE FIRE AREA IMMEDIATELY
CLOSE ALL DOORS BEHIND YOU
ACTIVATE THE FIRE ALARM – CLOSEST PULL STATION
EVACUATE USING NEAREST EXIT
CALL GREATER SUDBURY FIRE SERVICES 9-1-1
GIVE BUILDING ADDRESS

UPON HEARING THE FIRE ALARM

LEAVE THE BUILDING VIA THE NEAREST EXIT
CLOSE ALL DOORS BEHIND YOU

CAUTION

- The fire alarm system to be activated to alert the other occupants of an emergency and put into operation the approved Fire Safety Plan. City of Greater Sudbury Fire Services is to be notified by telephoning 9-1-1, giving the correct address and the exact location of the fire, (if known), and the floor number and apartment number.
- Follow the emergency procedures posted on each floor. Take the fire routes and evacuate in an orderly way without panicking.

REMAIN CALM

- If smoke is heavy in the corridor it may be safe to stay in your area – close the door and place a wet towel at the base of the door.
- Crouch low to the floor if smoke enters the room.



- Move to the most protected room and partially open the window for air. Close the window if smoke comes in.
- Call the City of Greater Sudbury Fire Services, using 9-1-1, and tell the communications operator where you are located. Wait to be rescued – remain calm – do not panic or jump.
- If you encounter smoke in the stairway use alternative exit.

FIRE EXTINGUISHMENT AND CONFINEMENT

Confining a fire in an enclosed space can keep the fire, smoke and fumes from entering into a means of exit. In many cases, this can be accomplished if one remembers to close the door when leaving the fire area.

Fire extinguishment is the responsibility of the fire department. Only after ensuring that the fire alarm has been activated, and the fire department is notified by dialing 911, should an attempt be made to extinguish a small fire.

If a small fire cannot be extinguished with the use of a portable extinguisher or a fixed extinguishing system, or the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the fire department has been notified and wait in a safe area for the fire department.

ATTEMPTING TO EXTINGUISH A

FIRE IS A VOLUNTARY ACT

Only persons who are properly trained and feel confident in the use of a portable extinguisher should contemplate their use. Improper use of a portable extinguisher can lead to severe injury or death.



PORTABLE EXTINGUISHER INSTRUCTIONS

Portable extinguishers can be a lifesaving tool and prevent the spread of fire, saving lives and property. It is important to know the proper type of extinguisher to use and how to use it in an emergency situation.

THERE ARE FIVE CLASSES OF FIRE:

- A – Ordinary combustibles (wood, paper, plastics, etc.)
- B – Combustible liquids (oils, gas, cooking oil, etc.)
- C – Electrical (energized equipment – appliances, wiring, etc.)
- D – Combustible metal (aluminium, magnésium, zinc, etc.)
- K - Fires involving combustible cooking oils, or fats in cooking appliances.

It is extremely important to choose the proper rated fire extinguisher for the class of fire that is burning.

BASIC OPERATION (PASS)

- P** PULL the safety pin (usually a twist-pull action)
- A** AIM the nozzle, horn or hose at the base of the fire
- S** SQUEEZE the trigger handle
- S** SWEEP from side to side (watch and ensure the fire will not re-ignite)

When the fire has been extinguished, back away from the area carefully. Always watch the fire in case it re-ignites. Never turn your back to the fire area. Call the Fire Department to have them check where the fire was burning to ensure that the fire is totally extinguished.

NEVER re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds). Have it recharged by a service company.

****ALWAYS KEEP AN EXIT AT YOUR BACK. DO NOT GET TRAPPED!****

Only persons who have been properly trained and feel confident in use of an extinguisher should contemplate their use. Improper use of a portable extinguisher can lead to severe injury or death.

BADGER FIRE SUPPRESSION SYSTEM

The kitchen is equipped with a Badger Fire Suppression System in the event of a fire under the hood. In the event of a fire and the system doesn't automatically engage you can do so by pulling the pin on the control panel located at the north end of the hood on the wall, image below.



To manually engage the fire suppression system pull the pin shown in the image to the right and circled in yellow and turn red handle to the down position.

If the Badger Fire Suppression System automatically engages or you manually engage the suppression system you can also utilize the Class “K” fire extinguisher found on the south wall west of the main kitchen entry doors as a back-up to the suppression system.

Only take this action if you feel confident in the use of the Class “K” fire extinguisher. Staff are not obligated to fight any type of fire if they are not comfortable doing so.



ALTERNATE MEASURES FOR SAFETY OF OCCUPANTS

Alternative Measures for the Fire Alarm System:

- Call the fire alarm service company for immediate repairs. **Fire Check at (705) 673-9882.**
- Notify **Fire Dispatch - Firecom at (705) 675-3341.**
- Post a fire watch until the fire alarm system is restored.
- Post notices at all the pull stations.
- When repairs have been completed and the system is operational, notify **Fire Dispatch – Firecom at (705) 675-3341.**
- Remove posted notices.
-

Requirements for a Fire Watch

- *The person who is responsible to conduct the fire watch must be familiar with all of the fire safety features in the building, including the fire safety plan, conditions of exits, location of portable extinguishers, etc.*
- *The fire watch personnel must patrol the entire building at least once per hour and ensure that all means of egress are kept clear and that regulations are enforced.*
- *The fire watch personnel shall be provided with a means of communication with the Fire Department (i.e. cell phone) and be equipped with portable illumination (i.e. flashlight) and protective equipment if necessary (i.e. hard hat, vest, etc.).*
- *Each tour of the building by the fire watch personnel must be recorded by time and date. As well, any deficiencies noted and any measures taken to correct the deficiencies must also be recorded.*

Alternative Measures for Portable Extinguishers:

- Replace the portable extinguisher with a spare one of the same rating, or post a notice at the portable extinguisher location indicating the location of the next closest portable extinguisher.

Alternative Measures for Fixed Extinguishing System:

- Call the service company for immediate repairs.
- Notify the staff.
- The cooking equipment protected by the extinguishing system will be shut down until the system has been repaired and is operative.



SPECIAL HAZARDS ON SITE

Our curling rink uses ammonia to chill the brine used to create curling ice. The plant room is on the North West side of the building under the curling rink floor and is locked at all times. The plant room is shown on the floor plan diagram for the lower level.

There are three lights on the exterior of the plant room;

Green Light – Plant room fine to enter

Yellow Light – DO NOT ENTER - Call Metal Air (705) 897-2526 and Willy Searson (705) 822-0470

Red Light – DON NOT ENTER – Call 911



FIRE DRILLS

The purpose of fire drills is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

Ideally, fire drills should begin with practices on each floor or area.

Advance notice should be posted advising the occupants of the time and date of these practice drills.

Fire drills shall be conducted in conformance with the OFM "Fire Drill" Technical Guideline (OFM-TG-01-2004).

Following each drill, all persons of delegated responsibility shall attend a debriefing, to report on their actions and the reactions of the occupants. Fire drills will be conducted in accordance with the frequencies stated in Sentence Div. B - 2.8.3.2.(1) of the Ontario Fire Code:

Frequency

Div. B - 2.8.3.2.(1) Fire drills as described in Sentence Div. B - 2.8.3.1.(1) shall be held once during each 12-month period for the supervisory staff.

Records of the fire drill will be kept for a 12 month period as required.

The following forms will be utilized for the retaining of recording purposes:

Date: _____	Time: (Start) _____
	(Finish) _____
Conducted By: _____	
Staff Attending	

Unsatisfactory ____

[illegible]



CHECK, TEST, INSPECT REQUIREMENTS OF THE ONTARIO FIRE CODE

- CHECK** Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
- TEST** Means operation of device or system to ensure that it will perform in accordance with its intended operation or function.
- INSPECT** Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

A record of all tests and corrective measures as required by the Ontario Fire Code will be retained for period of two years after they are made.

Frequency Intervals	Function
	<u>PORTABLE EXTINGUISHERS</u>
Annually	<p>Maintenance and testing of portable extinguishers shall be in conformance with NFPA 10, "Portable Fire Extinguishers".</p> <p>** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **</p>
Monthly	<p>Portable extinguishers shall be inspected monthly.</p> <p>** A record of this inspection shall be recorded on the tag located on the portable extinguisher or in a maintenance log book **</p>
Every 5 Years	<p>Pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested</p> <p>** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **</p>
Every 6 Years	<p>Stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.</p> <p>** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **</p>



	<u>FIRE ALARM SYSTEM</u>
Annually	<p>A fire alarm system, with or without voice communication capability, shall be inspected and tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems".</p> <p>** The fire alarm system must be inspected and tested by a qualified technician. A copy of the inspection certificate must be submitted to the fire department. **</p>
Daily	The central alarm and control facility shall be checked daily for indication of trouble in the system.
Monthly	<p>Voice communication systems that are not integrated with a fire alarm system shall be tested monthly in compliance with Sentences (2) and (3)</p> <p>Voice communication systems are not required to be tested in conformance with Sentences (1) and (2) where the systems are regularly used as part of a paging system. *</p>
Monthly	Loudspeakers described in Sentence (1) shall be tested monthly as an all-call signal to ensure they function as intended.

	<u>STANDPIPE AND HOSE SYSTEMS</u>
Annually	<p>Except when in use or being inspected in accordance with Sentence (2), fire department connections shall be equipped with plugs or caps that are secured wrench tight.</p> <p>Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed.</p> <p>If plugs or caps are missing, the fire department connections shall be examined for obstructions back flushed when conditions warrant and the plugs or caps replaced.</p>



Monthly	Hose stations shall be inspected monthly to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.
Annually	Hose valves shall be inspected annually to ensure that they are tight so that there is no water leakage into the hose.
Annually	Standpipe hose shall be inspected and re-racked annually and after use, and any worn hose or gaskets in the couplings at the hose valves and at the nozzle replaced. When hose is re-racked as required in Sentence (1), it shall be done so that any folds will not occur at the same places.
Every 5 Years	Standpipe system piping which normally remains dry shall be tested in conformance with Article Div. B - 6.4.3.2. at intervals of not more than 5 years.

	<u>MEANS OF EGRESS</u>
Monthly	Doors in fire separations shall be inspected monthly.
As Needed	Doors in fire separations in occupied buildings shall be checked as frequently as necessary to ensure that they remain closed. Sentence (1) does not apply to: (a) doors designed to close automatically in the event of a fire, or (b) doors for which an approved fire safety plan contains provisions for closing in the event of a fire.
As Needed	Access to exits , including corridors used by the public and exits , including outside areas, shall be maintained free of obstructions.
As Needed	Required exit signs shall be clearly visible and maintained in a clean and legible condition.
Monthly	Pilot lights on emergency lighting unit equipment shall be checked monthly for operation.



Monthly	<p>Emergency lighting unit equipment shall be inspected monthly to ensure that:</p> <p>(a) the terminal connections are clean, free of corrosion and lubricated when necessary,</p> <p>(b) the terminal clamps are clean and tight as per manufacturer's specifications,</p> <p>(c) the electrolyte level and specific gravity are maintained as per manufacturer's specifications, and</p> <p>(d) the battery surface is kept clean and dry.</p>
Monthly	Emergency lighting unit equipment shall be tested monthly to ensure that the emergency lights will function upon failure of the primary power supply.
Yearly	<p>Emergency lighting unit equipment shall be tested annually to ensure that the unit will provide emergency lighting for a <u>duration</u> equal to the design criteria under simulated power failure conditions.</p> <p>After completion of the test required in Clause (3)(b), the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.</p>

	<u>COMMERCIAL COOKING EQUIPMENT</u>
Weekly	Hoods, grease removal devices, fans, ducts, and other equipment shall be checked weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.
Every 6 Months	Commercial cooking equipment exhaust systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".
Every 6 Months	Commercial cooking equipment fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".



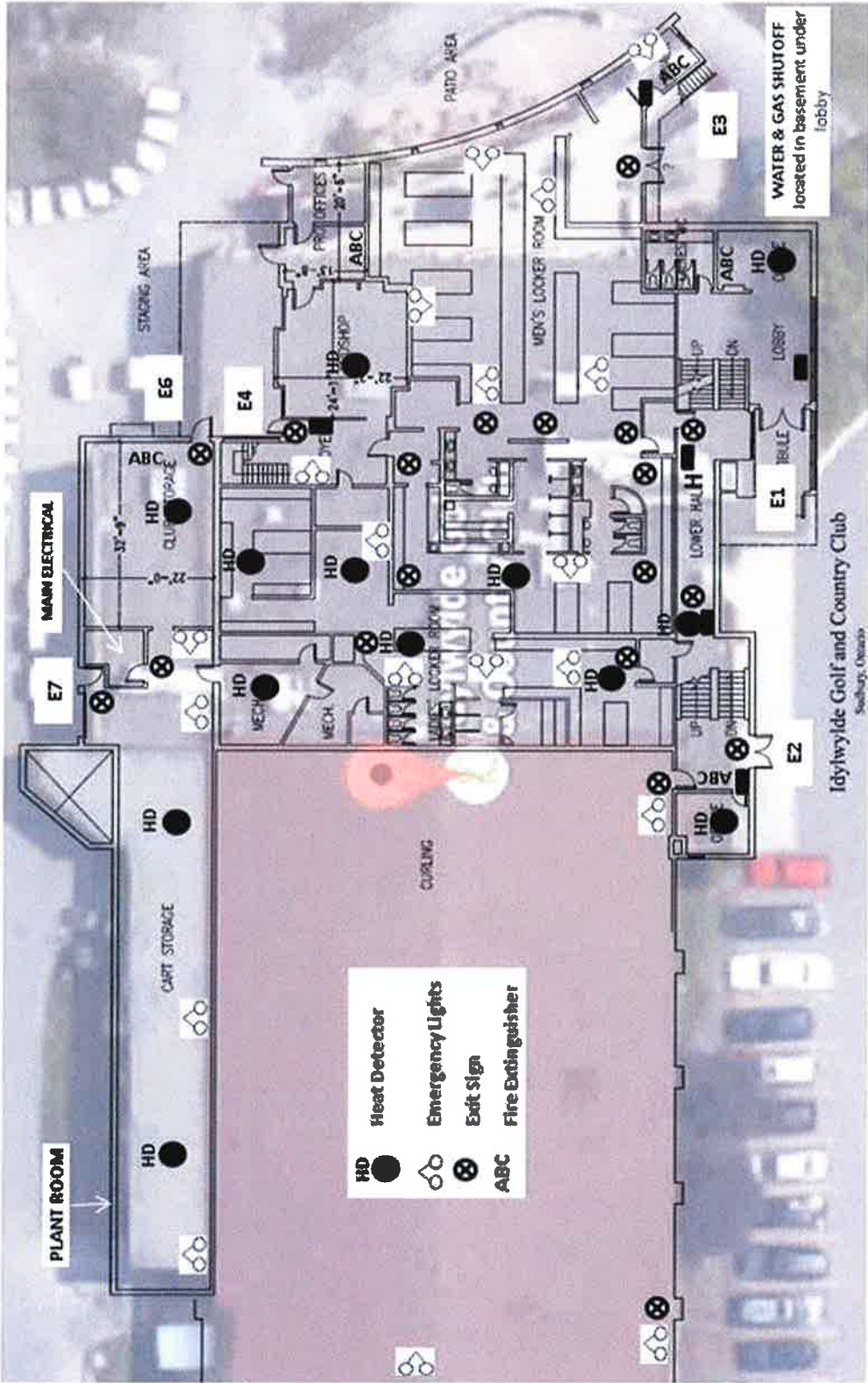
	<u>FIRE DEPARTMENT ACCESS TO BUILDINGS</u>
As Needed	Fire access routes and access panels or windows provided to facilitate access for firefighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction
As Needed	Fire department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times.
As Needed	Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles.



FLOOR PLAN DIAGRAMS



480 WALFORD ROAD, SUDBURY, ONTARIO, P3E 2G9
LOWER LEVEL

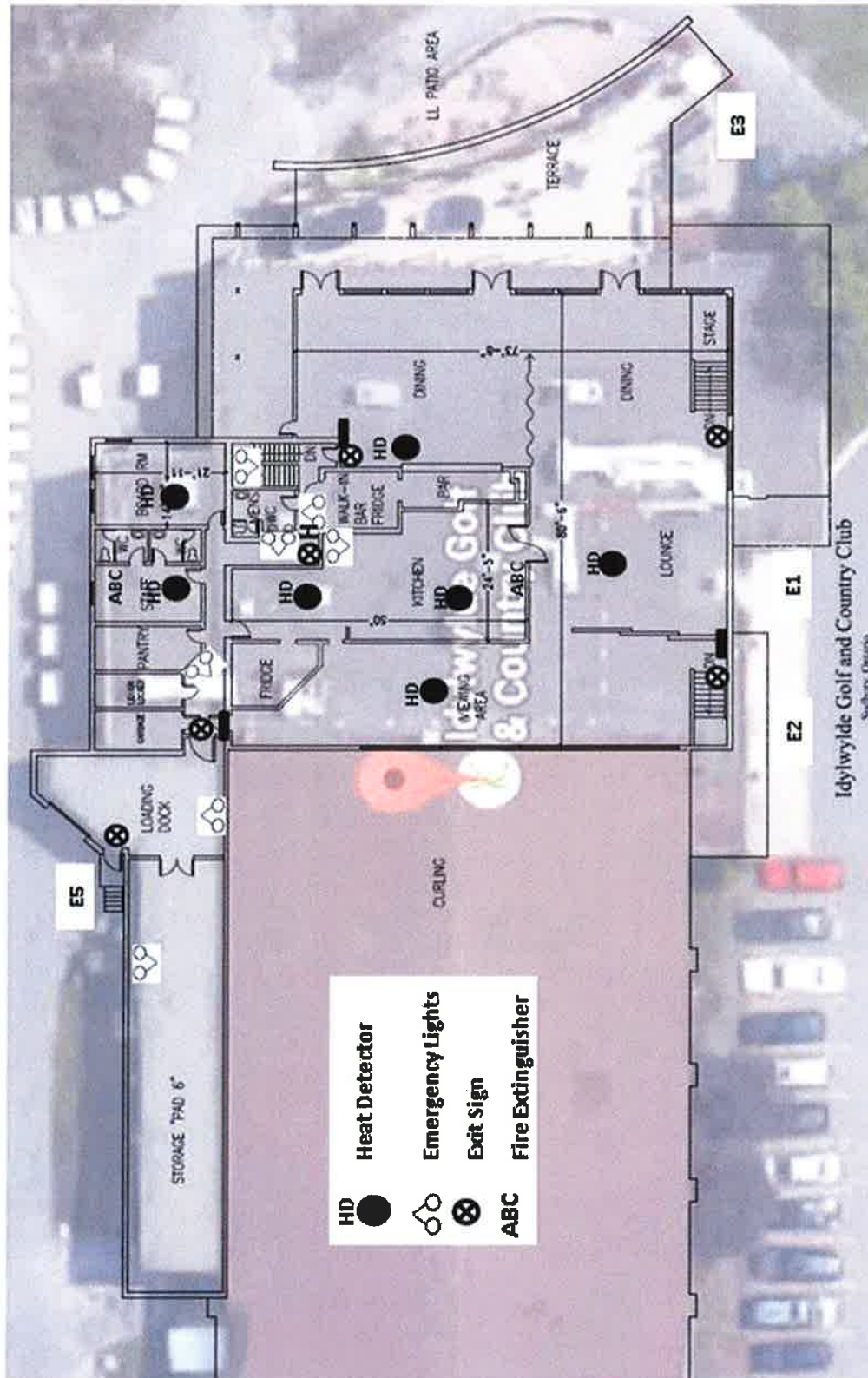




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UPPER LEVEL



EVACUATION

An evacuation refers to having to quickly remove the group from an unexpected and potentially dangerous situation. This may relate to exiting a building or leaving a public area. Each situation is going to be different so it is important to consider the following guidelines before having to manage this type of situation:

- Consider reasons you may need to evacuate – fire, severe weather, severe injury
- Define a meeting place to go to outside of the danger area – inform the group of this location **THE MEETING PLACE WILL BE IN THE PARKING LOT**
- Determine a means of transportation if leaving the site
- If possible, conduct a buddy check-in and head count before leaving the site.
- Upon arrival at evacuation site conduct a buddy check-in and headcount
- Determine an all clear signal or system for communicating when it is safe to return to the site
- Reassure participants and attend to their needs
- Monitor the situation for changing or threatening conditions
- Complete the incident report form



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LOWER LEVEL

In the event of an evacuation use the corresponding exit for the area of the building you are located for the fastest escape.





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UPPER LEVEL

In the event of an evacuation use the corresponding exit for the area of the building you are located for the fastest escape.

