

FIRE SAFETY PLAN

FOR

CAMP ENDOBANAH

(FACILITY NAME)

3672 MONCK ROAD EAST, NORLAND

(BUILDING ADDRESS)

THIS OFFICIAL DOCUMENT IS TO BE KEPT READILY AVAILABLE ON SITE IN A LOCATION ACCEPTABLE TO THE CHIEF FIRE OFFICIAL IN THE EVENT OF AN EMERGENCY

Prepared by:

MATT WELLAND

Name

CAMP DIRECTOR

Title

Signature

Submitted for Approval (Date): April 5, 2005

Revision 2: July 17, 2006 – addition of kitchen exhaust hood information

Revision 3: May 11, 2007 – contact information updated, lock box code added

Revision 4: Apr 1, 2019 – building names/description and contact information updated

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CHAPTER "A"

AUDIT OF BUILDING RESOURCES

Establishment: CAMP ENDOBANAHI
 Address: 3672 MONCK ROAD EAST, NORLAND
 Telephone: 705-454-3701
 Lock Box Key: LOCK BOX LOCATED ON LEFT SIDE OF WOODEN FENCE AT THE GATE. LOCK BOX CODE IS [REDACTED]. THERE IS A SINGLE KEY FOR THE GATE AND BUILDINGS AT THE MAIN CAMP.

GENERAL

Building Heights: SINGLE STOREY/THE CABIN; TWO STOREY CONSTRUCTION
 Basic Areas: AS OUTLINED ON THE DRAWINGS
 Number of buildings: 18 BUILDINGS
 8 YEAR-ROUND SLEEPING CABINS
 5 SUMMER-USE SLEEPING CABINS
 Basements: LOCATED UNDER THE STAFF KYBO & THE CABIN

FIRE PROTECTION

Fire Department: Lindsay
 Fire Chief: Dave Guilbault
 Address: 9 Cambridge St. North, Lindsay
 Telephone: (705) 324-5731 ext 520
 Location of Nearest Station: Norland (705) 324-2191
 Distance from Camp: 1.6 Km
 Municipal Water Supply: NO
 Location of Nearest Hydrant: NO
 Fire Prevention Bureau: Coboconk
 Chief Fire Prevention Officer: Fritz Mattern

FPO Signature: _____ Owner Signature: _____ Date: _____

CHAPTER "A"

AUDIT OF BUILDINGS

MAIN LODGE	<ul style="list-style-type: none"> - DINING AND MEETING AREA - MAXIMUM OCCUPENCY IS 120 PEOPLE - PROPANE FURNACE LOCATED IN CEILING - WOOD STOVE ON NORTH WALL - STONE FIREPLACE IN CENTRE OF BUILDING - ATTACHED TO KITCHEN - 3 EXITS
KITCHEN	<ul style="list-style-type: none"> - COOKING AND FOOD PREP AREA - PROPANE STOVE AND GRILL - MAIN ELECTRICAL DISTRIBUTION PANEL SHUT-OFF LOCATED ON EAST WALL AS YOU ENTER FROM MUDROOM - ENTRANCE TO SMALL WASHROOM ON WEST WALL - 2 EXITS
STAFF KYBO	<ul style="list-style-type: none"> - DIVIDED IN TWO SECTIONS - BASEMENT ACCESS THROUGH NORTH WASHROOM TRAP DOOR IN FLOOR
MAIN KYBO	<ul style="list-style-type: none"> - WASHROOM, SUMMER USE ONLY - 1 EXIT
TIGER SHOWERS	<ul style="list-style-type: none"> - SHOWERS AND SAUNA, SUMMER USE ONLY - HOT TUB ENCLOSURE LOCATED OFF REAR EXIT - PROPANE WATER HEATER IN UTILITY ROOM BETWEEN SHOWERS AND MAIN KYBO, POWER SUPPLIED FROM WAYFARER CABIN - 2 EXITS
OLD MAN'S HOME	<ul style="list-style-type: none"> - SLEEPS MAXIMUM 10, IN 3 ROOMS - 1 EXIT
ADMIN	<ul style="list-style-type: none"> - SLEEPS MAXIMUM 6 - 1 EXIT
WEE-JEE-ELL	<ul style="list-style-type: none"> - SLEEPS MAXIMUM 10, IN 2 ROOMS - 2 EXITS
MIT-A-WIN	<ul style="list-style-type: none"> - SLEEPS MAXIMUM 10, IN 2 ROOMS - 2 EXITS
SHADOW A	<ul style="list-style-type: none"> - SLEEPS MAXIMUM 16, IN 2 ROOMS - 2 EXITS

CHAPTER "A"

SHADOW B

- SLEEPS MAXIMUM 16, IN 2 ROOMS
- 2 EXITS

SUMMER CABINS

- SLEEPS MAXIMUM 8 IN EACH CABIN
- NAMED; BLUE JAY, TIGER, HAWK, EAGLE, COUGAR
- 1 EXIT IN EACH CABIN

BOAT HOUSE

- BOAT STORAGE
- 1 EXIT

THE CABIN

- SLEEPS MAXIMUM 10
- BASEMENT
- WOOD STOVE HEATING
- 2 STOREY
- 4 EXITS

PINES CABIN

- SLEEPS MAXIMUM 10
- WOOD STOVE HEATING
- 2 EXITS

CHAPTER "A"

AUDIT OF BUILDING RESOURCES

FIRE ALARM SYSTEM

TYPE(S) OF DETECTION AND LOCATIONS:

- 1) SMOKE – ALL BUILDINGS AND LEVELS ON CEILINGS

ANCILLARY DEVICES (AUTOMATIC):

- 1) GAS SHUT OFF VALVE ON KITCHEN SUPPLY LINE TO APPLIANCES

FIRE EXTINGUISHING SYSTEMS

MAKE: RANGE GUARD
 MODEL: 2.5G
 TYPE: WET CHEMICAL
 LOCATION: KITCHEN EXHAUST HOOD

EMERGENCY LIGHTING

LOCATION: MAIN LODGE
 TYPES: 6V

FIRE EXTINGUISHERS

TYPES: 5 POUNDS ABC

CHAPTER "B"

FPO Signature: _____ Owner Signature: _____ Date: _____

KEY CONTACTS

BUILDING OWNER

CAMP ENDOBANAH INC.
 CONTACT: MATT WELLAND
 H: (905) 331-8927
 M: (416) 985-8661

MANAGEMENT

NAME: MATT WELLAND
 W: (905) 569-9814
 H: (905) 331-8927
 M: (416) 985-8661

NAME: SCOTT BEATTIE
 H: (416) 221-2176
 M: (416) 886-4006

NAME: ROB MILNE
 W: (519) 746-6776
 H: (519) 657-9212
 M: (519) 476-6245

POWER EMERGENCY – TELEPHONE NUMBERS:

Hydro One 800-434-1235

There are three (3) separate primary power supplies to the camp:

Main Camp power distribution panel is located on the east wall of the kitchen as you enter from mudroom. Individual breakers are located in each cabin.

The Cabin power distribution panel is located on west wall in basement.

Pines Cabin power distribution panel is located in bedroom on east wall. This panel also supplies the power to the main camp Kybo/Tiger Shower and work shop panels.

FPO Signature: _____ Owner Signature: _____ Date: _____



CHAPTER "C"

INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

Cards providing "Instructions to Evacuation" upon discovery of fire or hearing the alarm are posted in all buildings.

CHAPTER "D"

INSTRUCTIONS TO STAFF ON FIRE PROCEDURES**DESIGNATED MEETING AREAS**

The designated meeting areas are:

- Camp - around the totem pole by the lake
- The Cabin – at the dock
- Pines Cabin – at the baseball diamond in the field

FIRE SAFETY**RULES:**

- **NO SMOKING** IN ANY OF THE CABINS OR BUILDINGS
- DO NOT TAMPER WITH THE SMOKE DETECTORS OR EXTINGUISHERS
- DO NOT STORE FLAMMABLE MATERIALS IN THE CABINS
- NO COOKING IN ANY CABIN OTHER THAN THE KITCHEN

FIRE SAFETY OFFICER

When you arrive at camp your group is responsible for doing the following:

- Appoint a fire safety officer who is familiar with the fire safety duties and responsible to:
 - Designate and instruct an appropriate number of supervisory staff to be responsible for fire safety duties – Plan ahead
 - Instruct all campers of their responsibilities for fire safety
 - Hold a fire drill appropriate to the individual buildings
 - Insure fire hazards are controlled within the buildings and on the grounds
 - Insure all doorways and stairways are clear
 - Keep the driveway, parking area and pathways clear for fire access
 - Inspect all fire extinguishers are in working order and in location
 - Inspect and test all smoke detectors are in working condition
 - Report any incidences or deficiencies to Camp Management

If a group does not appoint a fire safety officer, Camp Management will by default transfer these duties to the individual who rented the camp on behalf of their group.

CHAPTER "D"

IN THE EVENT OF FIRE

- If the smoke alarm should go off, youth members are to yell fire, stay low to the floor and make for the first possible exit without any delay to gather any belongings or to put on clothing.
- Close all doors when exiting cabins to contain fire.
- The Fire bell is to be rung continuously.
- All youth members in camp are to quietly gather in their groups around the totem pole located by the canoe beach at the lake.
- ONLY adult leaders are to make any efforts to fight a fire if trained and if it is safe to do so. Every reasonable effort MUST be made to ensure that no campers remain in the cabin after the alarm has been sounded.
- Leaders are to ensure that every one not involved in fighting the fire is clear and safe.
- Do not re-enter buildings until the fire department says it is safe to do so.
- The first available adult is to **DIAL 911** - phone is in the Admin Cabin, alternate phone source is in the kitchen. Give the following information in a calm and clear manner:
 - We have a fire emergency
 - We are at Camp Endobanah located just east of Norland at 3672 Monck Rd
 - The current status is (building burning, information as known about any campers).
 - My name is XXXX and our phone number is (705) 454-3701.
- An adult should run to the highway to help wave emergency vehicles into the camp entrance.
- Group leaders to take immediate attendance to ensure that first ALL youth members under the age of 18 are accounted for, then an adult check is made.

FIRE EXTINGUISHER USE

- ONLY adult leaders are to make any efforts to fight a fire.
- Pull out the safety pin normally located within the top handle of the fire extinguisher.
- Aim the hose just short of the base of the flames.
- Squeeze the two handles fully together, direct the stream of chemical in a sweeping side to side motion, and force the flames back away from the fuel source.
- If a person is on fire, knock them down; have them roll on the ground, use water, a blanket, towels, fire extinguisher, or sand to smother the flames.
- Other leaders to bring additional fire extinguishers to the scene for use as may be required.
- Other staff who are not involved in looking after campers are to draw water by any possible means from the lake or river.

Our first and single responsibility is for the safety and well being of our campers!

CHAPTER "E"

FIRE HAZARDS

Fire prevention and the elimination of potential fire hazards are the responsibility of all CAMP STAFF. The following represents good fire safety practices.

SECTION I -

Careless smoking is the number one cause of fires; therefore, smoking is not permitted in any building.

If smoking outdoors, ensure ashtrays are used and butts are disposed of in a safe manner.

Turn off and unplug all appliances not in use.

Do not use exit stairwells or exit corridors for storage as it could impede exiting in an emergency.

Do not block fire protection equipment or exit doors. If you see this, correct it immediately.

Every area of the camp shall be kept clean and free of rubbish and other debris.

Combustible materials shall not be permitted to accumulate in any part of a stairway or other means of exit from a building.

The contents of containers for waste, rubbish and other debris shall be removed from the camp at least once a week.

Combustible materials shall not be used to absorb flammable or combustible liquid spills.

Greasy and oily rags subject to spontaneous heating shall be disposed of in an approved manner immediately.

Lint traps in laundry equipment shall be cleaned regularly to prevent excessive accumulation of lint.

Flammable liquids shall not be used for cleaning purposes.

Flammable gases shall not be used to inflate balloons. O. Reg. 223/84, s. 68.

Never empty ashtrays into waste baskets.

CHAPTER "E"

FIRE HAZARDS**SECTION III - SPECIAL INSTRUCTIONS TO SPECIFIC STAFF****B) MAINTENANCE - STAFF/GENERAL:**

Electrical equipment

- All equipment purchased shall be C.S.A. approved. Maintenance staff shall be responsible for acceptable maintenance and repair of all electrical equipment.
- Inspect equipment regularly.
- Beware of over fusing.
- Beware of octopus wiring (multi socket plug receptacles).
- Beware of wire splicing.
- Beware of shorts in electrical circuits, i.e., look for burn spots on light switches, or electrical plug sockets.
- Flammable / combustible liquids should be used in amounts only required for daily use and stored in approved safety containers.
- Storage of flammable liquids to be in a well-ventilated metal cabinet.
- Refueling engines to be done outside, i.e., lawn mower, snow blowers.
- Oily rags to be stored in an approved metal container and removed on a daily basis.
- Caution - when flammable liquids are being used, the following is to be adhered to:
 - a) no smoking;
 - b) proper handling;
 - c) proper extinguisher nearby.

All mechanical and electrical equipment is to be maintained free of dust.

CHAPTER "F"

FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT

FAMILIARIZATION WITH EMERGENCY PROCEDURES:

SECTION I - ALL LEADERS, COUNSELORS AND STAFF

- A) Fire extinguishers are located by each exit door in all cabins.
- B) If you discover a fire, and you have followed the fire procedures in chapter D, then try to extinguish the fire if safe to do so. Use the nearest portable fire extinguisher only if you have been trained in its use, and if you feel confident enough to safely control the fire.

CAUTION

- Do not attempt to fight fire alone
- Test the fire extinguisher before approaching fire
- Never let the fire get between you and the way out
- Never turn your back on the fire
- If you cannot extinguish the fire safely, close all doors in the immediate area and leave via the nearest exit.

CHAPTER "F"

FIRE EXTINGUISHMENT, CONTROL AND CONFINEMENT

To give a better understanding of fire fighting procedures, fires are divided into three classifications called A, B, and C.

Extinguishers are also classified as A, B, and C. Water possesses the greatest cooling effect of any ordinary and readily available known substances and therefore since a cooling effect is required for Class "A" fires, water is used as the principle content of all Class "A" or cooling type extinguishers.

A wide variety of dense, heavier than air gases, powdered chemicals, are used in Class "B" extinguishers.

Class "C" extinguishers use an electrically non-conductive extinguishing agent.

TYPES OF FIRES

CLASS "A"	CLASS "B"	CLASS "C"
Fires in ordinary combustibles such as paper, wood, cloth, etc. which are normally extinguished by cooling.	Fires involving flammable liquids, such as gasoline, oil, alcohol benzene, ether, etc. which are best extinguished by smothering.	Fire involving electric equipment appliances and wiring in which the use of a non-conductive extinguishing agent prevents injury.

TYPES OF EXTINGUISHERS

CLASS "A"	CLASS "B"	CLASS "C"
<ol style="list-style-type: none"> 1. water stored pressure 2. soda acid 3. ABC 	<ol style="list-style-type: none"> 1. dry chemical 2. carbon dioxide 3. ABC 	<ol style="list-style-type: none"> 1. dry chemical 2. carbon dioxide 3. ABC

It is important to use the correct type of extinguisher on the fire. Extinguishers should be of the type most suitable for the class of fire which may occur in their locality. The wrong type of extinguisher may fail not only to extinguish the fire, but may cause great personal hazard from electrical shock and the possibility of spreading the fire.

CHAPTER "G"

TRAINING STAFF

The appointed camp FIRE SAFETY OFFICER will be responsible for training those in a leadership role at camp. The Staff Fire Safety Education and Training form on the next page should be copied and used as the official record.

THE FIRE SAFETY OFFICER SHALL ENSURE THAT STAFF IS FAMILIAR WITH:

- a) The method of sounding the alarm
- b) Evacuation procedures
- c) The use of fire fighting equipment, including portable fire extinguishers.
- d) Methods of controlling fire hazards
- e) The location of building facilities provided for the safety of occupants
- f) The action to be taken in initiating fire emergency systems before the arrival of fire fighters
- g) Procedures established to facilitate fire department access to the building and to the location of any fire

FIRE SAFETY RESPONSIBILITIES:

The FIRE SAFETY OFFICER will be responsible for:

- 1) resetting the smoke alarms after the fire department has given the "all clear"
- 2) contacting CAMP MANAGEMENT to put any other fire protection equipment that requires servicing after use back in service as soon as possible

CHAPTER "G"

TRAINING STAFF

**STAFF FIRE SAFETY
EDUCATION AND TRAINING**

ESTABLISHMENT: CAMP ENDOBANAH

DATES: _____

DESCRIPTION OF SPECIFIC SUBJECTS COVERED:

- a) The method of sounding the alarm
- b) Evacuation procedures
- c) The use of fire fighting equipment, including portable fire extinguishers.
- d) Methods of controlling fire hazards
- e) The location of building facilities provided for the safety of occupants
- f) The action to be taken in initiating fire emergency systems before the arrival of fire fighters
- g) Procedures established to facilitate fire department access to the building and to the location of any fire

NAME	SIGNATURE	GROUP	DATE	TRAINERS' INITIALS

FPO Signature: _____ Owner Signature: _____ Date: _____

CHAPTER "H"

FIRE DRILLS

The Fire Safety Officer will conduct a fire drill for all Camp Staff and campers at the beginning of each group's stay at camp. Subsequent fire drills should be held for those camps that have a change in staff or campers during their stay at camp.

- The fire drill must be conducted in accordance with the approved fire safety plan and shall simulate the emergency procedures to be carried out on discovery of fire, and what action to take when the fire alarm system operates. These procedures shall include:
 - the method of sounding an alarm
 - the method of alerting the municipal fire department
 - the procedure of the evacuation plan
 - the method of recording attendance at the designated meeting area
 - the use of fire-fighting equipment
 - the control of fire hazards
 - the procedure to ensure fire department access to the building
 - the location of building facilities provided for the safety of occupants from fire

- A record of the fire drill should be maintained using the form found on the following page.

CHAPTER "H"

FIRE DRILLS

- NOTES:**
1. Fire drills shall be conducted as indicated herein.
 2. This is a guide only. For complete information, consult the H.F.S.A. regulations.

DATE OF FIRE DRILL	NO. OF PERSONS INVOLVED IN FIRE DRILL	SIGNATURE OF PERSON RESPONSIBLE	

REMARKS:

DATE OF FIRE DRILL	NO. OF PERSONS INVOLVED IN FIRE DRILL	SIGNATURE OF PERSON RESPONSIBLE	

REMARKS:

DATE OF FIRE DRILL	NO. OF PERSONS INVOLVED IN FIRE DRILL	SIGNATURE OF PERSON RESPONSIBLE	

REMARKS:

FPO Signature: _____ Owner Signature: _____ Date: _____

CHAPTER "I"

**INSPECTION, TEST AND MAINTENANCE PROGRAM
FOR FIRE PROTECTION EQUIPMENT**

This camp has an inspection, test and maintenance program of all fire protection equipment. This program is designed to have all of our fire protection equipment in top shape so that in the event of a fire, they will function as designed.

The following definitions have been provided for clarity of terminology:

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

INSPECT - means physical examination, to determine that the device or system will apparently perform as designed.

TEST - means operation of device or system to ensure that it will perform as designed.

NOTE: **Whenever a defect is discovered in any device or system during the above program, corrective action will be taken immediately, and a record kept of same.**

CHAPTER “I”

**INSPECTION, TEST AND MAINTENANCE PROGRAM
FOR FIRE PROTECTION EQUIPMENT**

CAMP MANAGEMENT will keep a written record of all tests and corrective measures for a period of two (2) years after they are made of the following tests:

- Semi-Annual emergency lights (battery)
- Hydrostatic tests of fire extinguishers
- Semi-Annual Smoke Alarm tests
- Semi-Annual fume hood system tests

CAMP MANAGEMENT WILL MAKE THE RECORDS AVAILABLE UPON REQUEST OF AN INSPECTOR.

Commercial Cooking Equipment		
Weekly	NFPA 96	Check and clean as necessary hoods, filters and ducts.
Every six months	NFPA 96	Inspection and check of the actuation components and fire extinguishing equipment – completed by a qualified contractor.
Annually	NFPA 96	Replace fusible links and inspect disconnects switches for ventilating systems – completed by a qualified contractor.



Emergency Lighting and Exit Lighting		
Monthly	6.7.1.6.(1)	Check pilot lights.
Annually	6.7.1.6.	Test self-contained emergency lighting units.



CHAPTER “T”

Portable Fire Extinguishers

Monthly	NFPA 10	Inspect all portable extinguishers.
Annually	2.2.2.4.	All extinguishers are subject to maintenance - completed by a qualified contractor.
Five Years	6.2.7.1	Hydrostatically test carbon dioxide and water type extinguishers – completed by a qualified contractor
Six Years	6.2.7.1	Replace extinguishing agent in dry chemical extinguishers – completed by a qualified contractor
Twelve Years	6.2.7.1	Hydrostatically test dry chemical extinguishers – completed by a qualified contractor



Others

Annually	2.6.1.5	Inspect and clean all chimneys and flue pipes – completed by a WHET certified contractor
As required	2.4.1.5	Clean lint traps in laundry dryer
As required	2.5.1.3	Insure driveway, parking lot and pathways are kept clear for fire and emergency access



NOTE: Whenever a defect or deficiency is discovered in any fire safety equipment, as a result of these maintenance requirements, corrective action must be taken immediately

CHAPTER "J"

ALTERNATE MEASURES

The Owner will ensure that when any fire protection equipment or system or any part thereof is shut down, the fire department will be notified and alternatives measures and procedures will be followed as outlined below:

- 1) Notify the Fire Department of equipment or systems which are shut down -
Phone: (705) 324-5731 Fire Dept. Administration or (705) 324-2191 for dispatch.
- 2) Call the appropriate service company immediately and arrange for repairs.
- 3) Fixed extinguishing system in the kitchen exhaust hood
- label system Out of Service
- 4) Notify the Fire Department as soon as operation of the affected system(s) is restored –
Phone: (705) 324-5731 Fire Dept. Administration or (705) 324-2191 for dispatch.

CHAPTER "K"

**IDENTIFICATION AND EVACUATION
OF DISABLED OCCUPANTS**

A list of all campers who are disabled and/or may require assistance evacuating a building in the event of a fire must be maintained and posted on the bulletin board in the kitchen. The list must identify which cabin they are sleeping in. All leaders and counselors should review the list and prepare a plan to evacuate these individuals in the event of fire.

The list should be made readily available to the responding fire department.

CHAPTER "L"

DISTRIBUTION OF FIRE SAFETY PLAN & POSTING

1. A complete copy of the fire safety plan is to be retained in the kitchen. It should be kept in a separate binder, clearly marked for rapid accessibility by the fire department.
2. Fire procedures for specific cabins must be posted within those cabins.
3. Specific instructions for calling the fire department must be posted at the phone locations.
4. A copy of this fire safety plan including all specific & general instructions will be distributed to all groups before they arrive at camp. The group's supervisory staff who will act for or as the Owner

CHAPTER "M"

SUB-INDEX L

SCHEMATIC DRAWINGS

- 1) General arrangement of buildings on the property
- 2) Main Lodge
- 3) Kitchen
- 4) Shadow Cabin
- 5) Mit-A-Win
- 6) Wee-Jee-Ell
- 7) Old Man's Home
- 8) Admin Cabin

↑ NORLAND 1.6 KM

3672 Monck Rd 45
formerly 503

26

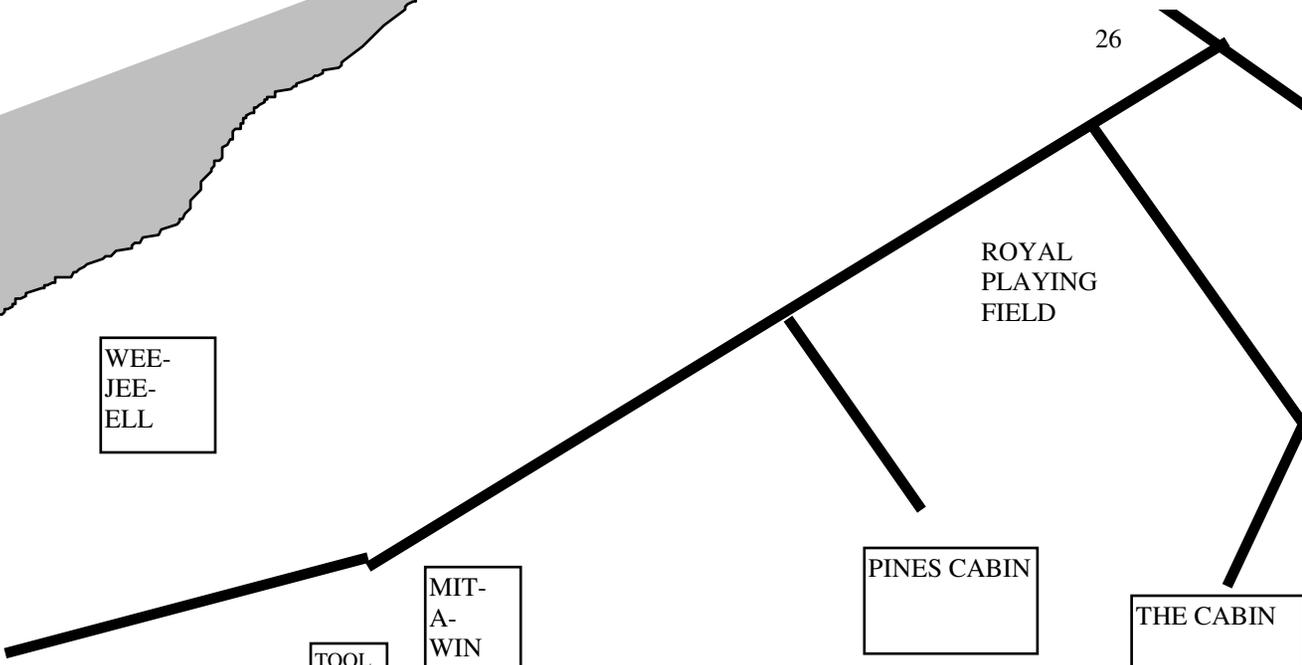
CAMP ENDOBANAH

GULL RIVER

WEE-
JEE-
ELL

ADMIN

OLD
MAN'S
HOME



ROYAL
PLAYING
FIELD

PINES CABIN

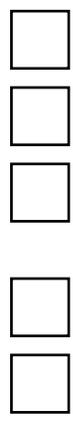
THE CABIN

MIT-
A-
WIN

TOOL
SHED

MAIN
LODGE

KYBO



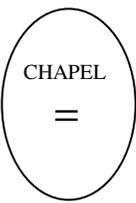
SUMMER CABINS

SHADOW
A

SHADOW
B

KYBO

TIGER
SHOWERS



BOAT
HOUSE

PUMP

SHADOW LAKE

FPO Signature: _____ Owner. Signature: _____ Date: _____