

Scouts Canada Logo

Fire Safety Plan

Camp Boyle

920 Fish lake Road
Summerland BC

Prepared by
Ron Casorso
June 2016

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Fire Department Information

General:

Camp Boyle is owned by Scouts Canada and managed locally by the South Okanagan scout area council. It has a caretaker living on site employed part time by Scouts Canada.

It is located outside of any fire protection district so there is no fire protection.

Surrounding properties are forestry, farms and small holdings. There are no nearby commercial or industrial activities..

Access:

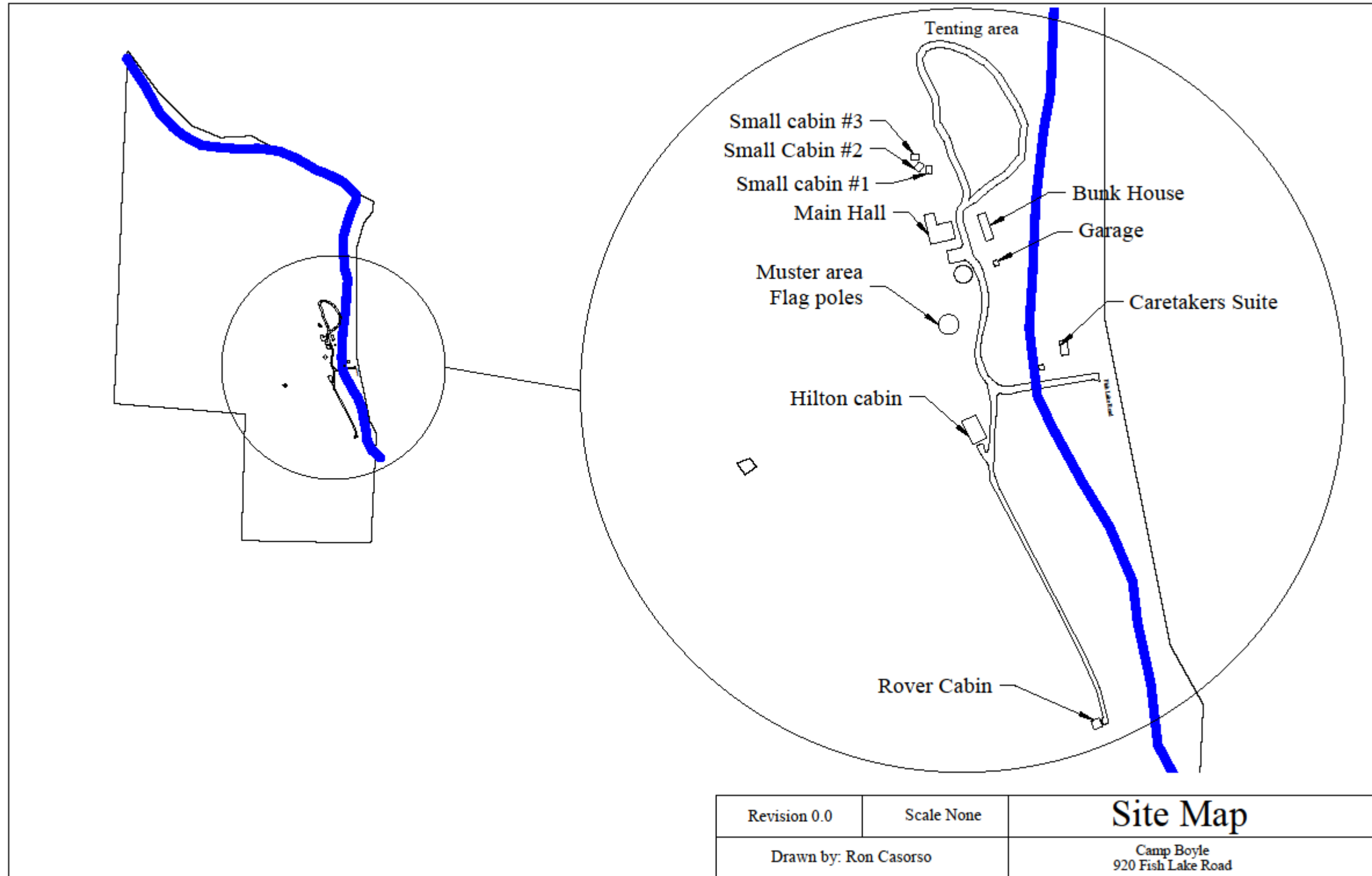
The camp is located on the West side of the creek. Access is across a single bridge, the maximum weight capacity is unknown and it may not be suitable for heavy equipment.

Contacts:

| POSITION | PHONE NUMBER: | |
|--|-----------------------|-------------------------|
| | WORK | OTHER #'s (e.g. mobile) |
| Scouts Canada Property contact Name: Alamin Pirani Council Executive Director | 604 879 5721 Ext: 222 | |
| Area Commissioner Name: Will Schulz | 250 493 34486 | 250 492 8503 |
| Property committee Chair Name: Richard Tallon | 250 488 130 | |
| Local Property Manager* ¹ Name: Judy Gibson | 250 494 1202 | 250 460 0855 |
| Extinguisher contractor Name: | | |
| Kitchen Exhaust contractor Name: | | |
| Faulder fire brigade Name: Udo & Michelle | 250 494-1399 | |
| Faulder fire brigade Name: Mart & Liz | 250 494-1432 | 250 870 1952 |
| Faulder fire brigade Name: Ivan | 250 494 4238 | |

¹ Where the camp has no Scouts Canada staff member the property committee becomes the “local property manager”.

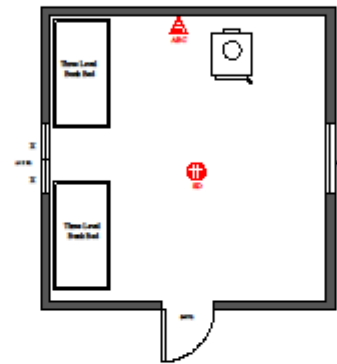
Site Plan



Rover Floor Plan

FIRE DEPARTMENT INFORMATION

Construction Log, slab on grade
 Date of Construction: Unknown
 Roof : Steel
 Size:
 17' X 17' (286 sq ft)
 Capacity: 6
 Fire Alarm:
 Battery powered Smoke only
 Heat:
 Wood stove
 Exit signage:
 None
 Emergency Lighting
 None
 Fire suppression systems:
 Hand Extinguisher (ABC)
 Kitchen Exhaust:
 NA
 Exits:
 36" wood door with Thumb latch opens out.



| | | |
|-----------------------|--------------|----------------------------------|
| Revision 0.0 | Scale 1: 100 | Rover Cabin |
| Drawn by: Ron Casorso | | Camp Boyle 920 Fish Lake Road |

Hilton Floor Plan

FIRE DEPARTMENT INFORMATION

Construction Wood Frame, slab on grade

Date of Construction: Unknown

Roof : Steel

Size:

30' X 30' (900 sq ft)

Capacity: 18

Fire Alarm:

Battery powered Smoke only

Heat:

Wood stove

Electric baseboard

Exit signage:

None

Emergency Lighting

None

Fire suppression systems:

Hand Extinguisher (ABC)

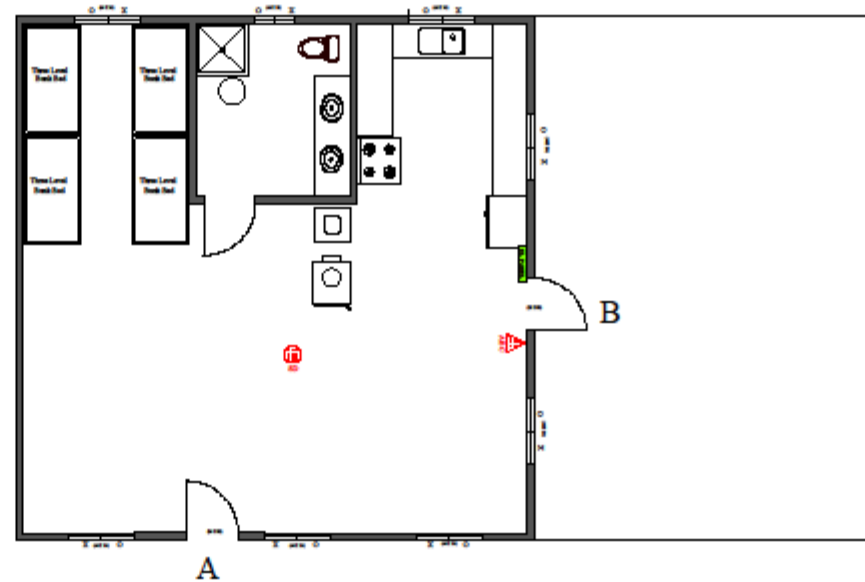
Kitchen Exhaust:

unknown

Exits:

A) 36" in swing knob latch c/w deadbolt

B) 36" out swing knob latch c/w deadbolt



| | | |
|-----------------------|--------------|----------------------------------|
| Revision 0.0 | Scale 1: 100 | Hilton Cabin |
| Drawn by: Ron Casorso | | Camp Boyle 920 Fish Lake Road |

Hall/Kitchen Floor Plan

FIRE DEPARTMENT INFORMATION

Construction Wood frame, slab on grade

Date of Construction: Unknown

Roof : Steel

Size:

Hall --- 46 X 32 (1472 sq ft)

Kitchen --- 14 X 32 (488 sq ft)

Washrooms --- 20 X 24.5 (490)

Total --- 2450 sq ft

Capacity: 120

Fire Alarm:

Hall Battery powered Smoke only

Kitchen None

Washrooms None

Heat:

Hall Wood stove

Kitchen Electric baseboard.

Washroom Electric baseboard

Exit signage:

Hall

Kitchen

Washrooms

Emergency Lighting

Hall

Kitchen

Washrooms

Fire suppression systems:

Hall: Hand Extinguisher (ABC)

Kitchen: Hand extinguisher (ABC + K)

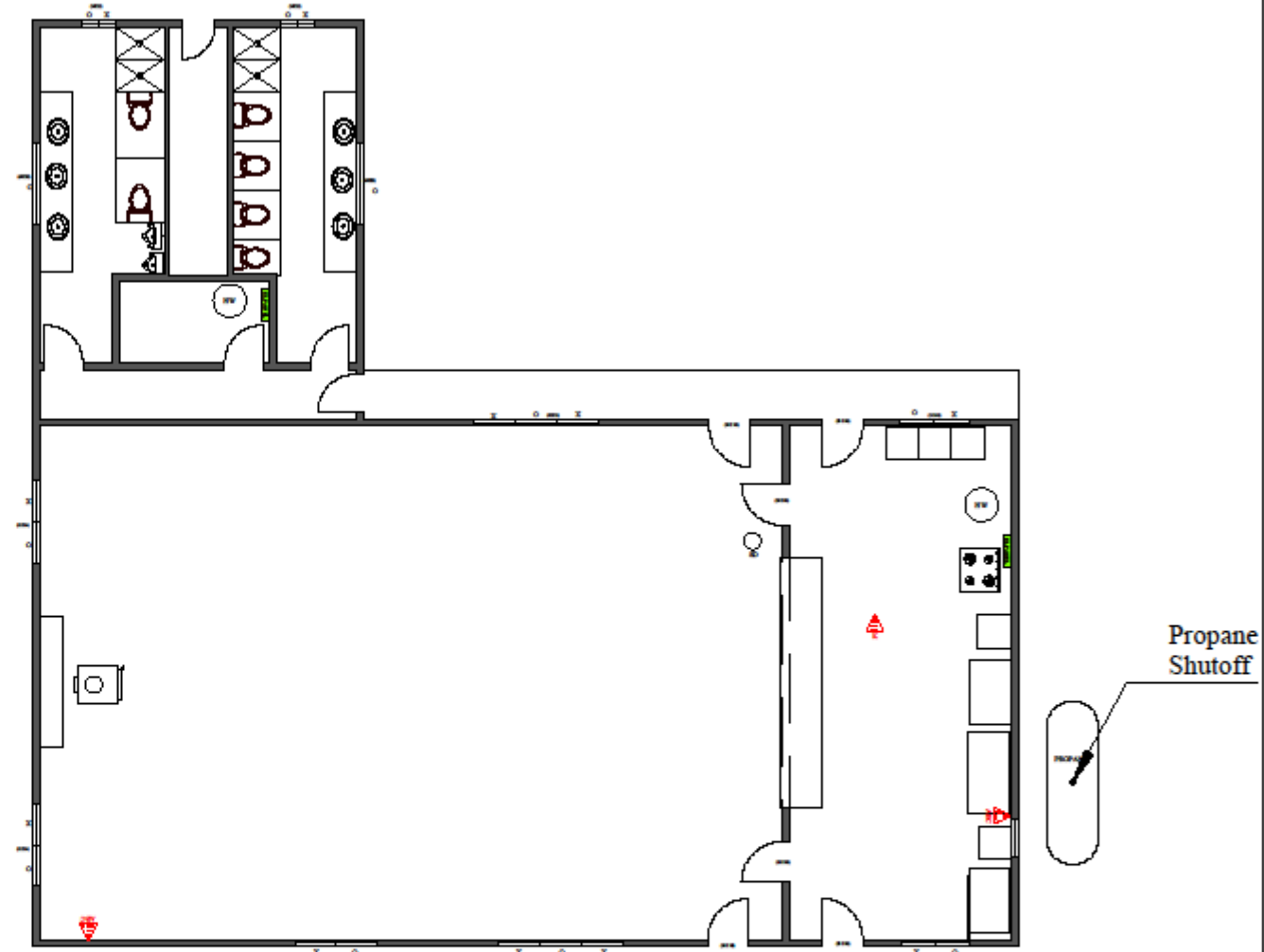
Washrooms: None

Kitchen Exhaust

Type:

Model

Certification

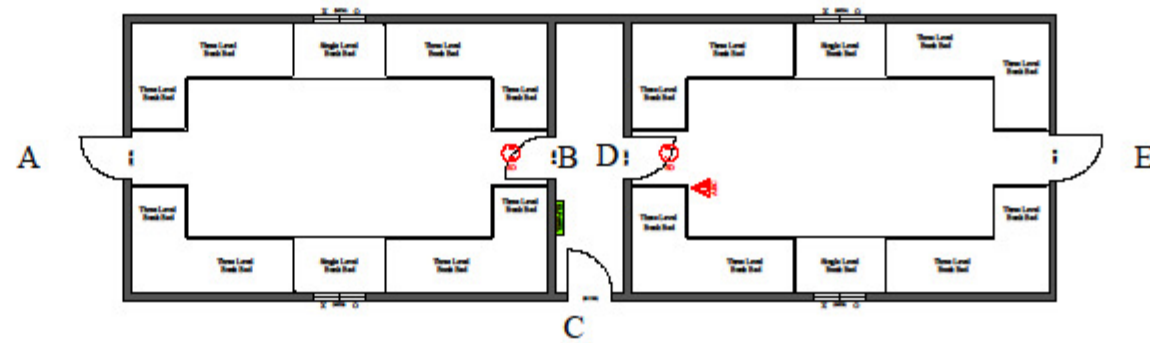


| | | |
|-----------------------|--------------|----------------------------------|
| Revision 0.0 | Scale 1: 100 | Main Hall |
| Drawn by: Ron Casorso | | Camp Boyle 920 Fish Lake Road |

Bunk Houses Floor Plan

FIRE DEPARTMENT INFORMATION

Construction Wood Frame, slab on grade
 Date of Construction: Unknown
 Roof : Steel
 Size:
 54' X 16.5" (891 sq ft)
 Capacity: 52
 Fire Alarm:
 120 volt Smoke detector, interconnected
 Heat:
 Electric baseboard
 Exit signage:
 non-iluminated
 Emergency Lighting
 None
 Fire suppression systems:
 Hand Extinguisher (ABC)
 Kitchen Exhaust:
 NA
 Exits:
 A) 30" out swing knob
 B) 30" in swing knob
 C) 30" in swing knob c/w dead bolt
 D) 30" in swing knob
 E) 32" out swing knob.

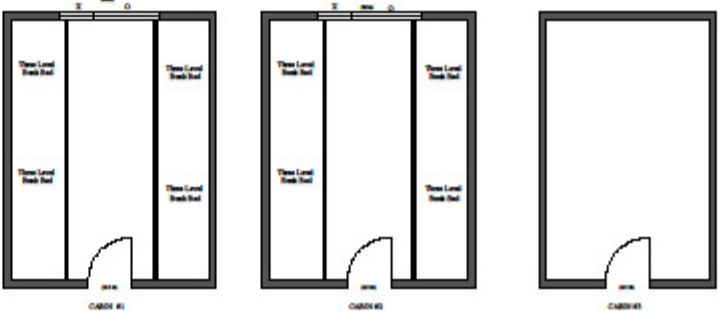


| | | |
|-----------------------|--------------|----------------------------------|
| Revision 0.0 | Scale 1: 100 | Bunk House |
| Drawn by: Ron Casorso | | Camp Boyle 920 Fish Lake Road |

Small Bunks Floor Plan

FIRE DEPARTMENT INFORMATION

Construction Wood Frame, slab on grade
 Date of Construction: Unknown
 Roof : Steel
 Size:
 Cabin #1 12' X 16' (192 sq ft)
 Cabin # 2 12' X 16' (192 sq ft)
 Cabin # 3 10' X 16' (160 sq ft)
 Capacity:
 Cabin #1 12
 Cabin # 2 12
 Cabin #3 0 (storage only)
 Fire Alarm:
 None
 Heat:
 None (may be using plug in electric heaters)
 Exit signage:
 none
 Emergency Lighting
 None
 Fire suppression systems:
 Hand Extinguisher (ABC)
 Kitchen Exhaust:
 NA
 Exits:
 Cabin # 1 30" in swing knob c/w deadbolt
 Cabin # 2 30" in swing knob c/w deadbolt
 Cabin # 3 30" in swing knob c/w deadbolt



| | | |
|-----------------------|--------------|----------------------------------|
| Revision 0.0 | Scale 1: 100 | Small cabins |
| Drawn by: Ron Casorso | | Camp Boyle 920 Fish Lake Road |

[Other floor plans](#)

Garage floor plan

Caretakers cabin floor plan

Part 1 – Objectives of the Fire Safety Plan

As per BC Fire Code Division B, Part 2, Section 2.8, Meet requirements of the BC Fire Code and any applicable local regulations.

Scouts Canada is committed to providing safe facilities as needed to deliver programs. The fire and safety plan insures that Camp Boyle meets the minimum requirements of Scouts Canada and provides instructions to staff and occupants on what to do in the event of a fire to minimize the possibility of injury or death.

The objectives of the Building Emergency Response Plan are:

To ensure the safety of camp users through:

Fire Prevention

To reduce and prevent the incidence of fire by controlling fire hazards in the building and by maintaining the building facilities (*see "Responsibilities "*);

And,

Emergency Evacuation

To establish a systematic method of safe and orderly evacuation of an area or building, in case of fire.

A priority in any emergency situation is to **save lives, minimize injuries, and reduce damage to property.**

Part 2 – Supervisory Staff

The caretaker at camp Boyle is responsible to insure that service and tests as outlined in this document are conducted at the appropriate times. Checklist are to be completed and forwarded to the properties chair person and the provincial office. A copy will be kept on site for a minimum of 2 years.

| POSITION | PHONE NUMBER: | |
|--|-----------------------|-------------------------|
| | WORK | OTHER #'s (e.g. mobile) |
| Scouts Canada Property contact Name: Alamin Pirani Council Executive Director | 604 879 5721 Ext: 222 | |
| Area Commissioner Name: Will Schulz | 250 493 3446 | |
| Property committee Chair Name: Richard Tallon | 250 488 130 | |
| Local Property Manager* ² Name: Judy Gibson | 250 494 1202 | |
| Property committee member Name: | | |
| Property committee member Name: | | |
| Property committee member Name: | | |
| Property committee member Name: | | |
| Property committee member Name: | | |
| | | |
| | | |
| | | |

² Where the camp has no Scouts Canada staff member the property committee becomes the “local property manager”.

Responsibilities

Scouts Canada

I am thinking that Scouts Canada should be providing training for property managers, setting standards and insuring compliance. Ultimately Scouts Canada is responsible for everything.

Area Commissioner:

Property Committee Chair Person

The Property Committee Chair Person or their designate supervises and maintains the Camp Emergency Response Plan. The Camp Emergency Response Plan will be updated as required but not less than once per year. The updated plan will be reviewed and adopted by the property committee each time it is updated.

The Property Committee Chair is responsible for the training of Camp staff and volunteers to perform their duties in fire prevention and emergency evacuation of the Camp.

The Building Property Committee Chair maintains proper records of current, number and evacuation times of fire drills, fire and emergency incidents in the building and fire prevention activities. The Property Chair Person will insure Full inspection and maintenance of the fire safety equipment is completed as outlined in this document. Inspection and maintenance records will be maintained for a minimum of 2 years.

Local Property Manager

The local property manager shall perform regular inspections after each group and a complete inspection each month. The inspection sheet in Appendix ??

Inspections and maintenance will be documented, a copy will be forwarded to the Property committee chair person once per month, the original will be stored on site for a minimum of 2 years. Where required and as directed by the Property Committee Chair person arrange contractors as required to maintain and recertify life safety equipment.

The local property manager MUST be familiar camp areas to ensure a safe and orderly evacuation of camp occupants.

The local property manager should check camp areas* regularly for:

- Accumulation of combustible material, rubbish, or flammable liquids.
- Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment).
- Exit signs in good order and adequate lighting in public corridors and stairwells.
- Fire and exit doors and their self-closing hardware in good operating condition (Doors should not be wedged open under any conditions.)
- Exit routes unobstructed.
- Portable extinguishers not obstructed, in good order and ready to use.
- Smoke and CO detectors are present, operable and have not been tampered with.
- There is no storage of materials, including wood within wood stoves clearances.
- Wood stove operating instructions and cautions are posted by each stove.
-

Grounds and Camping areas:

- Accumulation of combustible material, rubbish, or flammable liquids.
- Fire pits are in good condition and clear of combustible materials.
- Branches are removed within 2 meters of ground level.
- Insure that all fire pits conform to Scouts Canada policy³ of 1 meter or less
- Camp fire posters⁴ are posted and in good condition.
- Camp areas are clear of combustible materials including pine needles.
- Check current fire restrictions and insure they are posted.

Post any current fire restrictions

³ (<http://www.scouts.ca/sites/default/files/safetytip-december-2014.pdf>)

⁴ http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/wildfire-status/fire-bans-and-restrictions/bcws_campfireposter.pdf

[Renting organization/Individual](#)

The health and safety of individuals using Camp Boyle is the responsibility of the renting group. 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.

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:
 - Read and understand the Camp Emergency Response Plan.
 - Designate and instruct an appropriate number of supervisory staff/leaders to be responsible for fire safety duties – Plan ahead.
 - Instruct all campers of what to do in the case of a fire, including exits and muster point.
 - Instruct all campers on their responsibilities for fire safety, including safe wood stove and camp fire protocols.
 - Hold a fire drill appropriate to the individual buildings. "Insure youth are aware of exit routes and muster point for each building".
 - 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 to insure they are in working order and in the correct location.
 - Inspect and test all smoke detectors to insure they are in working condition.
 - Report any incidences or deficiencies to the Local property manager.
 - **DO NOT ALLOW ANYONE TO TAMPER WITH SMOKE DETECTORS OR FIRE EXTINGUISHERS.** Your camper's lives may depend on them working properly.

Occupants

Know your fire plan, including who is the fire officer, where the exits are and the muster point in case of emergency. Never tamper with emergency equipment such as smoke detectors or fire extinguishers.

Wood Stove Fires:

- Read the posted instructions for lighting and operating your stove.
- Insure that nothing flammable (wood, clothes, scouts etc.) is placed within the Clearance area during operation (48 inches).
- If the smoke/CO detector should go off during lighting, use it as an opportunity to practice a fire drill. Afterwards air out the building to remove the smoke, press the silence button if equipped. DO NOT REMOVE THE BATTERY OR RENDER THE DETECTOR INOPERABLE.
-

Camp fires

- Check current campfire restrictions.
- Camp fires are only permitted in designated areas and only in existing fire pits. If in doubt check with the Local property manager.
- Remove all leaves, twigs and other flammable material from the area around where you plan to light your campfire.
- Never have a campfire when it's windy
- Do not leave a campfire unattended for **ANY** amount of time
- Keep a bucket of **at least** eight liters of water close by the fire at all time, and a hand tool (such as a shovel) to extinguish the fire properly
- Completely extinguish your campfire before you go to sleep or leave the area for any period of time.
- To extinguish your campfire, pour plenty of water on the fire and surrounding area, dousing the site of the campfire thoroughly. Stir the campfire until there are no embers and the ashes are cold to the touch.

Part 3 – Instructions to Occupants

Fire Safety Officer - Instructions

In the Case of a Building Fire

If you discover a fire or explosion in the building:

- Immediately notify campers of the need to evacuate.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- To help contain the fire, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.
- If possible, assist anyone having difficulty evacuating.
- Upon exiting the building, ask evacuated occupants to proceed to the designated Evacuation Assembly Area (muster station). The designated Evacuation Assembly Area is: in the meadow south of the main hall under the flag poles.
- Call 911
 - State your name.
 - Give the address where the fire is and the nearest intersection. The address of your building is: 920 Fish Lake Road.
 - Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
- DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the local property manager gives permission to do so. When ok, give the “all clear” to allow building occupants to re-enter the building.

In the Case of a WildFire

If at any time you have reason to think there is a possibility of being cut off move evacuation vehicles to the parking area east of fish lake road.

- If you spot a wildfire call 1-800 663-555 or *5555 on a cell phone.
 - State your name and your location 920 Fish Lake Road.
 - Give the location of the fire.
 - Provide information about the fire: Color of smoke, fire size and location.
 - Let the operator know the size of your group and your location, the address of Camp Boyle is: 920 fish lake road.
 - Seek and follow their advice about the need to evacuate.
- If you smell smoke or have other reason to suspect a fire in the area call the Kamloops fire center at 250 554 5500.
 - State your name and your location 920 Fish Lake Road.
 - Explain that you have a group at Camp Boyle (provide details including group size, age (youth or adult) and planned activities (hiking etc)).
 - Seek and follow their advice on the need to evacuate.

Occupants – Instructions

On Arrival

Familiarize yourself with your surroundings, located the exits, fire extinguishers and where to go in case of a fire (Muster point). Unless otherwise informed the muster point is in the field south of the main hall under the flag poles.

Know who in your group is in charge in the case of an emergency, they are your "fire Safety Officer".

If you discover a fire or explosion in the building:

- Immediately notify others of the need to evacuate.
- Follow instructions of Fire Safety Officer during evacuation.
- Urge People to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
- To help contain the fire, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.
- Upon exiting the building, proceed directly to the designated Evacuation Assembly Area (muster station) and wait for further instructions from the Building Emergency Director. The designated Evacuation Assembly Area is: meadow south of the main hall under the flag poles.
- Call 911 if the fire safety officer is unable to.
 - State your name.
 - Give the address where the fire is and the nearest intersection. The address of your building is: 920 Fish Lake Road.
 - Provide information about the fire: what floor, how fast fire is spreading, people trapped etc.
- DO NOT RE-ENTER THE BUILDING until the Local Property Manager and the Fire Safety Officer gives permission to do so.

Part 4 – Inspection, Testing & Maintenance of Fire Protection Equipment

Location of emergency equipment is shown in building drawings.

General

Documentation of testing is required to be kept for 2 years, copies should be forwarded to Scouts Canada at ????? and the property committee chair person.

The British Columbia building and fire codes Where scouts Canada have minimum requirements they

Fire Extinguishers:

Type and Location:

Fire extinguishers shall be mounted at each regular exit. A service tag shall be affixed to each extinguisher indicating the last service by a certified contractor and initials indicating monthly inspections.

Where extinguishers are mounted at the exit of buildings they shall be 5lb ABC (3A 10BC) rechargeable.

Where extinguishers are mounted in kitchens they shall be ??lb Type K

Extinguisher inspection:

Scouts Canada policy is to have extinguishers inspected before and after each group but at least once per month. Inspections can be done by camp staff or volunteers: Every 12 months extinguishers must be serviced by a certified contractor. See Appendix ?? for a typical 5lb extinguisher owner's manual.

Monthly and before/after each group:

- Confirm the extinguisher is visible, unobstructed, and in its designated location.
- Verify the locking pin is intact and the tamper seal is unbroken. Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle.
- Confirm the pressure gauge or indicator is in the operable range or position, and lift the extinguisher to ensure it is still full.
- Make sure the operating instructions on the nameplate are legible and facing outward.
- Check the last professional service date on the tag. (A licensed fire extinguisher maintenance contractor must have inspected the extinguisher within the past 12 months.)
- Initial and date the back of the tag (only once per month)

Annually

- Every 12 months arrange for a contractor to service extinguishers, service will depend on the age of the extinguisher.

Part 4 Inspection, Testing and Maintenance of Fire Protection Equipment

Smoke and CO Detectors:

Location and type:

Smoke detectors shall be mounted in the immediate area of each sleeping area and within the sleeping area when separated by a door or hallway. Where more than one detector is required or where a separate CO detector is used they must be interconnected.

CO detectors shall be provided in any structure that has wood or gas appliances, including wood stoves. Placement is as per smoke detectors above, except not within 5' of a kitchen or wood stove. Where more than one detector is required they must be interconnected. If they are mounted a a different location than the smoke detector then they must also be interconnected with the CO detector.

Scouts Canada policy is to have smoke detectors and CO tested before and after each group but at least once per month, tests can be done by camp staff or volunteers: Smoke/CO detector batteries⁵ should be replaced every 6 months. Where buildings have multiple smoke/CO detectors they must be interconnected. Use 2 persons while testing to insure slave devices activate. Detectors should be replaced every 10 years. All new detectors should have a silence button to reduce the number of campers removing batteries.

It is preferred that all smoke/CO detectors be 120 volt wired,

Smoke and CO Detector testing:

- Confirm the detector is visible, unobstructed, and in its designated location.
- Check that the battery has been replaced in the last 6 months.
- Confirm the Detector is less than 10 years old.
- Testing may be different on some units, if in doubt check owner's manual. Generally testing is performed by pushing the button on the unit until the alarm sounds.
- Use a second person to insure the alarm can be heard everywhere and that it is loud enough to wake a sleeping camper.

⁵ Some smoke/CO detectors have 10 year battery life, check the owner's manual.

Part 4 Inspection, Testing and Maintenance of Fire Protection Equipment

Emergency and exit Lighting:

Location and Type:

Need some words on where and if we need these.

In some cases the emergency and exit lighting are combined units. They will all now have integrated self-tests, with the result generally displayed on an LED. The owner's manual is needed to insure correct decoding of the error message.

Scouts Canada policy is to have Emergency lighting and exit signage tested before and after each group but at least once per month, tests can be done by camp staff or volunteers:

Emergency Lighting testing:

Monthly and before/after each group:

- Confirm the Emergency Light is visible, unobstructed, and in its designated location.
- Testing may be different on some units, if in doubt check owner's manual. On units with a test button push button for 30 seconds, on units without test buttons disconnect the cord and verify all attached heads illuminate and/or exit sign remains lighted.

Annually

- Every 12 months disconnect the plug/breaker and verify the lights and sign remain lighted for 1.5 hours.

Part 4 Inspection, Testing and Maintenance of Fire Protection Equipment

Wood Stoves:

Camp Boyle has wood stoves in three buildings, the Rover and Hilton cabins and the Main hall. Operation instructions and procedures in case of a chimney fire posted close to each stove.

The wood stove manufacturer provides recommended monthly checks to insure safe operation, refer to the owner's manual attached in appendix C

Monthly

Confirm operations and procedure in case of chimney fire are posted and for the correct stove.

Inspect area around stove to insure no storage of combustible material with manufacture's clearance recommendations, Front clearance is 48 inches if not otherwise specified.

inspect door for correct fitting and gasket seal

check ash level and clean as manufacturer's recommendation, with the Blaze King stoves it is not recommended to remove all the ash.

Stove and chimney must have been inspected in the last 12 months by a certified contractor, inspection report must be maintained for 2 years.

Part 4 Inspection, Testing and Maintenance of Fire Protection Equipment

Kitchen exhaust systems:

Need information on make model and operating instruction for exhaust system.

Part 5 – Reports and Checklists

General inspection of grounds and buildings.

- Accumulation of combustible material, rubbish, or flammable liquids.
- Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment).
- Exit signs in good order and adequate lighting in public corridors and stairwells.
- Fire and exit doors and their self-closing hardware in good operating condition (Doors should not be wedged open under any conditions.)
- Exit routes unobstructed.
- Portable extinguishers not obstructed, in good order and ready to use.
- Smoke and CO detectors are in place and have not been tampered with.
- ¹ Confirm the extinguisher is visible, unobstructed, and in its designated location.
- Verify the locking pin is intact and the tamper seal is unbroken. Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle.
- Confirm the pressure gauge or indicator is in the operable range or position, and lift the extinguisher to ensure it is still full.
- Make sure the operating instructions on the nameplate are legible and facing outward.
- Check the last professional service date on the tag. (A licensed fire extinguisher maintenance contractor must have inspected the extinguisher within the past 12 months.)
- Initial and date the back of the tag (only once per month)

Grounds and Camp Areas

Refer to Part 4 – Inspection, Testing & Maintenance of Fire Protection Equipment for test and inspection procedures.

| Description | Month | | | | | | | | | | | | |
|--|-------|---|---|---|---|---|---|---|---|---|---|---|--|
| | S | O | N | D | J | F | M | A | M | J | J | A | |
| Address posted and Visible. | | | | | | | | | | | | | |
| Grounds clear of combustible material, rubbish or flammable liquids. | | | | | | | | | | | | | |
| Camp fire posters are posted and in good condition | | | | | | | | | | | | | |
| Fire pits conform with Scouts Canada policy and are in good condition. | | | | | | | | | | | | | |
| Camp fire restrictions are posted. | | | | | | | | | | | | | |
| Forest fire prevention plan see Appendix B: | | | | | | | | | | | | | |
| Gutters are clear of debris | | | | | | | | | | | | | |
| Zone 1 (10 meters around buildings) is free of materials which could easily ignite from a wild fire | | | | | | | | | | | | | |
| Zone 2 (10-30 meters) Trees thinned to 3 meter spacing and clear of combustible materials (woody debris), grass cut. low hanging branches (2 meters) removed. | | | | | | | | | | | | | |
| Zone 3 (30 - 100 meters) Trees thinned to 3 meter spacing and clear of combustible materials (woody debris), grass cut. low hanging branches (2 meters) removed. | | | | | | | | | | | | | |

| Month | Done by (print name) | Signature | Date |
|-----------|----------------------|-----------|------|
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| July | | | |
| August | | | |

Part 5 Reports and Checklists

Building inspections

Refer to Part 4 – Inspection, Testing & Maintenance of Fire Protection Equipment for test and inspection procedures. Check off when inspection complete except where indicated otherwise. Attach reports and notes.

| Description | YEAR | | | | | | | | | | | | |
|--|------|---|---|---|---|---|---|---|---|---|---|---|--|
| | S | O | N | D | J | F | M | A | M | J | J | A | |
| Building name: _____ | | | | | | | | | | | | | |
| Check that instruction to occupant are posted | | | | | | | | | | | | | |
| Inspect fire extinguisher ⁶ | | | | | | | | | | | | | |
| Test smoke/CO detectors ⁷ | | | | | | | | | | | | | |
| Inspect Stove ⁸ | | | | | | | | | | | | | |
| Insure Exits are clear and unobstructed | | | | | | | | | | | | | |
| clear of combustible material, rubbish or flammable liquids. | | | | | | | | | | | | | |
| Dangerous ignition sources | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

| Month | Done by (print name) | Signature | Date |
|-----------|----------------------|-----------|------|
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| July | | | |
| August | | | |

⁶ Use "I" for the month the extinguishers were inspected by a certified contractor, attach report. Inspection reports must be maintained for 2 years.

⁷ For detectors with batteries use "R" to represent the month the batteries were changed. Detectors must be replaced every 10 years.

⁸ Use "I" for the month stove and chimney were inspected by a certified contractor, attach report. Inspection reports must be maintained for 2 years.

Part 6 – Legal Basis for Fire Safety Planning

Part 7 – Definitions

Definitions for key words are as follows:

Check means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

Test means the operation of a 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

Appendix A - Wood Stove Operation

Your stove's performance (including its efficiency, pollutant emission level and service lifetime) depends largely on how it is operated. You, then, are the most important factor affecting performance. Please read these operation instructions carefully.

WARNING - PROVIDE ADEQUATE AIR CIRCULATION

It is essential that a source of fresh air for combustion be provided at all times when this woodstove is in operation. In extremely tight houses, partially open a window near the woodstove or install an Outside Air Kit.

STARTING A FIRE

1. Use only dry, well seasoned fuel, which has been cut, split and stacked for a minimum of six months.
2. Set the combustion air thermostat fully clockwise to its maximum setting.
3. Place several balls of newspaper near the front of the firebox and put a fairly large quantity of dry kindling on top of the paper. Next, lay two or three pieces of wood on top of the kindling. Light the paper, partially close the loading door so that the latch touches the stove, but do not latch it. Allow the kindling and most of the larger logs to get started, then latch the loading door. If you close the loading door too soon, a new fire may go out. **NEVER LEAVE ANY WOODSTOVE UNATTENDED WHEN THE DOORS ARE NOT TIGHTLY CLOSED.**
4. When the larger wood pieces are well started, open the loading door and load the firebox to the desired level. Close and latch the loading door. Do not abuse the glass door by slamming it or striking it. Never build the fire right up against the glass. Do not force the door closed if there is wood in the firebox that is obstructing it. Let the fire burn on Medium to High for 20-30 minutes, or until the fire is well established. Then you may adjust the thermostat to achieve the desired room temperature.

COMBUSTION AIR CONTROL - OPTIMUM SETTING LOADING OR RELOADING

1. Temperature adjustments. Adjustments to achieve the desired room temperature should be made in small increments for the most effective clean-burning operation. After a few days you will know where to set your thermostat to deliver just the heat you require. Small hot fires produce less creosote than large smoldering fires.

After loading & reloading leave the air control in the fully open position (the warmest setting) for 15 minutes, (or until the fire is well established) before making further adjustments. Turning down the thermostat too soon may cause creosote formation in the chimney. Once the fire is well established, adjustments may be made for a low, medium or high fire, depending on heat needs of the home.

For a low fire, (9,000 to 15,000 btu/hour) getting the fire well established is particularly critical. If the wood being used is not well seasoned, it may be necessary to leave the air control setting in the fully open position for much longer than 15 minutes to assure a clean, low burn. When the fire is burning well on high, reset the air control in steps to medium, then lower, over a 5-10 minute period. Watch the flames in the top of firebox. Try to keep a good flame pattern just under the secondary air diffuser at all times. When there is no flame pattern in the top of the firebox, the stove is less efficient (produces less

heat from a load of wood) and burns less clean (makes and deposits more creosote in the chimney system). When starting a low fire, do not turn the fans on for the first 30 minutes.

For a medium burn (16,000 to 22,000 btu/hour) leave the air control set at high for 15 minutes, or until the fire is well established. Then move the air control to the medium setting. Watch for a flame pattern in the top of the stove. When that flame is out the stove is less efficient and burns dirtier. When starting a medium fire, turn the fans on low to medium, depending on the heat needs of the home.

For a high fire (23,000 to 45,000 btu/hour) the air control setting may be left on high at all times. The fans may be turned on medium to high at any time during the burn cycle.

2 Tampering. The internal mechanism of the combustion air thermostat system is adjusted at the factory and **MUST NEVER** be tampered with.

RELOADING THE FIREBOX

1) Maintaining an efficient fire.

A bed of hot coals is the most important requirement for keeping an efficient fire. A bed of hot coals will help the stove maintain a more even temperature as well as getting the new load of wood started easily. Let each full load burn down to a coal bed before reloading. The combustion air control set at the lowest air control setting, permits a low fire even with the firebox full but maintaining a clean burning low fire is easier with a partial load of wood. For medium and high burn rates, a full load of wood may be used. Four 6" diameter logs may burn up to 8 hours. This will vary considerably for many reasons, including type of wood, how well the wood is "seasoned", the air control setting, the position of the stove in the house, and how well the house is insulated.

2) Set the combustion air control knob to the warmest setting for a few seconds before opening the loading door.

WARNING

ALWAYS OPEN THE DOOR LATCH AND ALLOW THE FIRE TO BUILD UP SLIGHTLY BEFORE FULLY OPENING THE LOADING DOOR. IF THE LOADING DOOR IS OPENED TOO FAST, THE SUDDEN INTRODUCTION OF AIR CAN CAUSE THE FIRE TO FLARE AND DISCHARGE SMOKE AND FLAME INTO THE ROOM. SUCH A DISCHARGE CAN BURN PERSONS WHO ARE NEAR THE WOODSTOVE.

3) Rake the bed of hot coals to the front of the firebox before putting the new fuel load in the stove. Allow combustion air to flow under and around the fuel. Load the firebox to the desired level.

4) Close the Loading Door and latch it. Do not abuse the glass door by slamming it or striking it. Do not force the door closed if there is wood in the firebox that is obstructing it.

5) Set the Combustion Air Control as instructed "COMBUSTION AIR CONTROL".

CHIMNEY FIRE

In the event of a fire in the chimney;

- 1) Adjust the thermostat to its lowest setting.
- 2) Check the loading door to be sure it is tightly closed.
- 3) Get everyone out of the Building.
- 4) Call the Local Property Manager immediately.

[Appendix B British Columbia FireSmart Homeowners Manual](#)

Attached

[Appendix C Blaze King owner's Manual](#)

Attached

[Appendix D Typical Smoke Detector Owner's Manual](#)

Attached

[Appendix E Typical portable ABC extinguisher Owner's Manual](#)

Attached

[Appendix F Typical portable ABC extinguisher Owner's Manual](#)

Attached

[Appendix F Information poster on Building Owners Responsibility](#)

Attached

[Appendix F Inspection Handout Assembly](#)

Attached

[Appendix F Inspection Handout Daycare](#)

Attached