

**CONRAD CENTRE FOR THE PERFORMING ARTS
FIRE SAFETY PLAN**

FIRE SAFETY PLAN

FOR

CONRAD CENTRE FOR THE PERFORMING ARTS

**36 KING STREET WEST
KITCHENER, ONTARIO**

This official document is kept on site and is readily available in the building at all times for use by Fire Department Officials in the event of emergency

CONRAD CENTRE FOR THE PERFORMING ARTS
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AUDIT OF BUILDING RESOURCES

Size of Building

- 9,496 Square Feet
- 655.88 Square Meters
- Number of Storeys – 5 storeys
- Number of Suites – 42 Suites
- Number of Occupants: – 18 full time employees

Fire Alarm System

- Manufacturer & Model No. – Edwards EST - 2
- Main Control Location – front Marquee door vestibule
(off King Street)
- Annunciator Location – There are no remote annunciator panels
- Operation – Fire alarm is a single stage
- Fire Alarm system is monitored by
Chubb Security
1-800-387-0771
System # 185857

Exit Locations (x 4)

- King Street (x 2) – front Marquee door (SE side of building)
- front stairwell (SW side of building)
- Goudie's Lane (x 2) – rear stairwell (NE side of building)
- theatre access stairwell (NW side of building)

Fire Department Access

- King Street, Goudie's Lane

Portable Fire Extinguishers

- Type – ABC Dry Chemical
- General location – at stairway exits and pull stations

Sprinkler System

- Type – Wet
- Location – The building is fully sprinklered
- Shut off control room – Located in the stage level (one level below ground on the King Street side) in the Visiting Production Office (located right next to the King Street stair well)
- FD connections – Located directly out front of the building on King Street across the street at the Corner of King and Ontario and on the adjacent corner at King and Queen

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Standpipe System

- General Location - down the front of the building, just left of center off of King Street
- Fire Department Connections located near center of King Street façade

Emergency Lighting

Type

Emergency Power

Locations

- Dual-Lite
- Stand alone type with enclosed batteries
- Toward all exits and periodically along routes and in public venues

Hazardous Materials

Type

Location

- Small amount of paints, light solvents, and sprays
- Shelves in the Set Assembly room (stage level off rear stairwell)

Special Care Occupants

- No special care employee occupants at report preparation time

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EMERGENCY PROCEDURES

THE ACTIONS TO BE TAKEN BY OCCUPANTS IN EMERGENCY SITUATIONS WILL BE POSTED ON EACH FLOOR AND WILL READ AS FOLLOWS

IN CASE OF FIRE

Upon Discovery of Fire

- Leave Fire Area Immediately
- Close Doors – Do Not Lock Doors
- Sound Fire Alarm
- Leave Building Via Nearest Exit
- Call Kitchener Fire Department 9-1-1

Upon Hearing Fire Alarm

- Leave Building Via Nearest Exit At Once
- Close Doors Behind You
- Do Not Lock Doors

CAUTION

If Smoke Is Heavy In The Corridor It May Be Safer To Stay In Your Area. Close Door And Place Wet Towel At Base Of Door

- Crouch Low To The Floor If Smoke Enters The Room
- Move To The Most Protected Room
- Wait To Be Rescued – Remain Calm – Do Not Panic

If You Encounter Smoke In Stairway Use Alternate Exit

REMAIN CALM

This Building is Equipped With a Single Stage Fire Alarm System. The Fire Alarm System is to be Activated to Alert the Other Occupants of an Emergency and to Put Into Operation The Approved Fire Safety Plan. The Kitchener Fire Department is to be Notified by Telephoning 9-1-1, Giving the Correct Address and the Exact Location of the Fire, Floor Number and Room Number.

Follow the Emergency Procedures Posted on Every Floor. Take the Fire Exit Routes and Evacuate in an Orderly Way Without Panicking.

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EMERGENCY PROCEDURES FOR SHOWS OR PUBLIC EVENTS

** FRONT OF HOUSE MANAGER is to create a nightly list of all active ushers and give to STAGE MANAGEMENT or APPROVED TECHNICAL DIRECTOR by one hour prior to the show and to train ushers nightly as to their assigned duties in the case of fire.

IN THE EVENT OF FIRE

- Activate fire alarm using pull station
- Notify STAGE MANAGEMENT and/or APPROVED TECHNICAL DIRECTOR as to location and severity of fire and if known, any blocked fire routes
- STAGE MANAGEMENT or APPROVED TECHNICAL DIRECTOR will call a halt to the show and turn on house lights and backstage work lights.
- FRONT OF HOUSE MANAGER will instruct audience members to follow the ushers at the top of their section out the nearest escape route in a calm and orderly fashion. – at this time all BACKSTAGE PERSONNEL will leave the stage through the nearest exit.
- USHERS will have been pre-allocated to supervise specific seating areas and will have been walked through their escape routes – In the event of a full house and ushers cannot be seated in the **3pm** section, stage hands will be appointed to escort this section out in the same manner.
- STAGE MANAGEMENT or APPROVED TECHNICAL DIRECTOR will promptly call **9-1-1** with all of the information available to him/her while closing down Tech floor and Stage level doors – assuring there is no one left and doors are closed and **UNLOCKED** and leaving the back door unlocked (possibly propped open)
- HOUSE MANAGEMENT will close down Lobby level and assist with escorting Patrons out (3rd floor will remain locked down during ALL performances) – assuring there is no one left and leaving the front door closed but unlocked
- All show personnel (including staff, volunteers, crew and cast) are to meet at the corner of King and Queen streets (on the same side as the theatre) to await further instruction and a head count (directed by STAGE MANAGEMENT or APPROVED TECHNICAL DIRECTOR)
- FRONT OF HOUSE MANAGER is released first to execute crowd control (creating enough laneway for Fire Trucks ETC... and acting as a liason for Firefighters upon arrival).
- After accounted for, usher and technical crew are released to assist FRONT OF HOUSE MANAGEMENT in crowd control.

If the building is declared safe by fire officials within a reasonable period of time (determined by STAGE MANAGEMENT or APPROVED TECHNICAL DIRECTOR), the audience will be allowed back into the theatre. Once settled, the show will resume from a suitable point before the alarm (point to be chosen and communicated by STAGE MANAGEMENT or APPROVED TECHNICAL DIRECTOR).

In The Event Of Complete Electrical Failure During A Show Or Public Event, The Building Will Automatically Be Evacuated As In The Procedure Described Earlier So As Not To Risk An Emergency Situation.

**** In the event there is no Stage Management or Approved Technical Director at a function, the House Manager will take responsibilities listed as those of Stage Management as well as his/her own**

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INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES

IN THE EVENT OF FIRE, OCCUPANTS WILL

- Leave the fire area, take key
- Close all doors behind you – do not lock
- Activate the fire alarm, use pull station
- Use exit stairwells to leave the building immediately
- Telephone Kitchener fire department, DIAL **9-1-1**. Never assume that this has been done. Know and give the correct address and location of fire in the building. Do not phone from within the building.
- DO NOT RETURN UNTIL IT IS DECLARED SAFE TO DO SO BY A FIRE OFFICIAL

IF YOU ARE IN A ROOM AND A FIRE ALARM IS HEARD

- Before opening door, feel door and door knob for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close door quickly
- If you find no fire or smoke in corridor, close door behind you and leave by the nearest exit stairwell
- If you encounter smoke in corridor or stairwell, consider taking corridor to other side of building where another stairwell may be clear or return to your room.

IF YOU CANNOT LEAVE YOUR AREA OR HAVE RETURNED TO IT BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN YOUR SUITE AND

- Close the door
- Unlock the door for possible entry of firefighters.
- Dial 9-1-1 and tell the Kitchener fire department where you are, then signal fire fighters
- Seal all cracks where smoke can get in by using wet towel or sheets to seal vents. A roll of wide strong masking tape is useful.
- Crouch low to the floor if smoke enters the room
- Move to the most protected room.
- Listen for instructions or information which may be given by authorized personnel or over loudspeaker.
- Wait to be rescued. **Remain calm.** Do not panic or jump.

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then the fire 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 for the fire department.

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**ALTERNATIVE MEASURES FOR
OCCUPANT FIRE SAFETY**

In the event of complete electrical failure, personnel will congregate in the office suite of the third floor and an alarm would be communicated verbally until full power is restored.

In the event of complete electrical failure during a show or public event, the building will automatically be evacuated as in the procedure described earlier so as not to risk an emergency situation.

CONTROL OF FIRE HAZARDS

IN ORDER TO AVOID FIRE HAZARDS IN THE BUILDING, OCCUPANTS ARE ADVISED TO:

- Not put burning materials in garbage, i.e., such as cigarettes, ashes, etc.
- Not use unsafe electrical appliances, frayed extension cords, overloaded outlets or lamp wire for permanent wiring
- Not smoke in building
- Not leave articles such as shoes, rubber boots, mats etc... in the building halls, corridors and stairways.

IN GENERAL, OCCUPANTS ARE ADVISED TO:

- Know where the alarm pull stations and exits are located.
- Call your local Fire Department 9-1-1 immediately whenever you need assistance
- Know the correct building address

NOTIFY YOUR SUPERVISOR IF SPECIAL ASSISTANCE IS REQUIRED FOR DISABLED PERSONS IN THE EVENT OF AN EMERGENCY

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RESPONSIBILITIES OF SUPERVISORY STAFF

The effectiveness of the Fire Safety Plan depends largely upon the ability, energy and experience of the supervisory staff.

The following is a guide to all Departments and Staff on what to do in case of a fire alarm:

THE SUPERVISORY STAFF SHOULD:

1. Be in complete charge of the approved fire safety plan and the specific responsibilities of the personnel.
2. Designate and train sufficient assistants to act in this position during any absence from the building
3. 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.
4. Survey the building to determine the number of exits available from each floor or area
5. Prepare and post on each floor or area, a schedule for use by the occupants of such exits (primary and secondary) in case of an evacuation.
6. 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.

IN THE EVENT OF FIRE:

- Ensure the fire alarm has been activated
- Notify the fire department of the emergency condition
- Supervise the evacuation of the occupants. Emergency voice communication systems should be used where available.
- Upon arrival of fire fighters, inform the fire officer regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the fire department
- Provide access and vital information to fire fighters (e.g. master keys for offices, service rooms, elevators, etc., when so informed provide, record of location of handicapped persons).
- See that the fire alarm system is not silenced until the fire department has responded and the cause of the alarm has been investigated.

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IN GENERAL

- Keep the doors to stairways closed at all times
- Keep stairways, landings, hallways, passageways and exits (inside and outside) clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in any part of a stairway, fire escape or other means of egress or elevator and ventilation shafts.
- Promptly remove all combustible waste from all areas where waste is placed for disposal
- Keep access roadways, fire routes and fire pumper connections clear and accessible for fire department use.
- Have a working knowledge of the fire alarm system and how it is reset.
- Maintain the fire alarm system and other fire protection equipment in good operating condition at all times.
- In the event of any shutdown of fire protection equipment notify the fire department and patrol the hallways once every hour
- Arrange for a substitute in your absence.
- Participate in fire drills; occupant participation is optional
- Have and know the Ontario fire code
- Post fire safety procedures. Post in conspicuous locations.

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RESPONSIBILITIES OF OWNER

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.

The building owner has a number of responsibilities related to fire safety and must ensure that the following measures are incorporated in the fire safety plan.

- Establishment of emergency procedures to be followed at the time of an emergency
- Appointment and organization of designated supervisory staff to carry out fire safety duties
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety
- Holding of fire drills
- Control of fire hazards in the building
- Maintenance of building facilities provided for the safety of the occupants
- Provisions of alternative measures for safety of occupants during shutdown of fire protection equipment
- Assuring that checks, tests and inspections as required by the fire code are completed on schedule and that records are retained and maintained
- Posting and maintaining a copy of the fire safety plan and ensuring that floor diagrams and instructions are posted on each floor area
- Notification of the chief fire official regarding changes to the fire safety plan
- Call your local department immediately whenever you need assistance
- Know the correct building address.

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**MAINTENANCE PROCEDURES FOR
FIRE PROTECTION SYSTEMS**

To assist in fulfilling our obligations, included is a list of the portions of the Ontario Fire Code which require that periodic checks, inspections and/or tests be made on equipment and systems within facilities. It is suggested that you read over this list and will perform or have performed the required checks, inspection and/or tests.

When conducting their inspections, Fire Prevention Officers will check to ensure that the required checks, inspections and/or tests are being done.

DEFINITIONS FOR KEY WORDS ARE AS FOLLOWS:

- CHECK - Means a visual observation to ensure that devices or systems are in place, and no obvious damage or obstructions to proper operation exist.
- INSPECT - Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.
- TEST- Means operation of the devices or systems to ensure that it will perform in accordance with its intended operating functions. It is generally required to have a certified system technician perform tests.

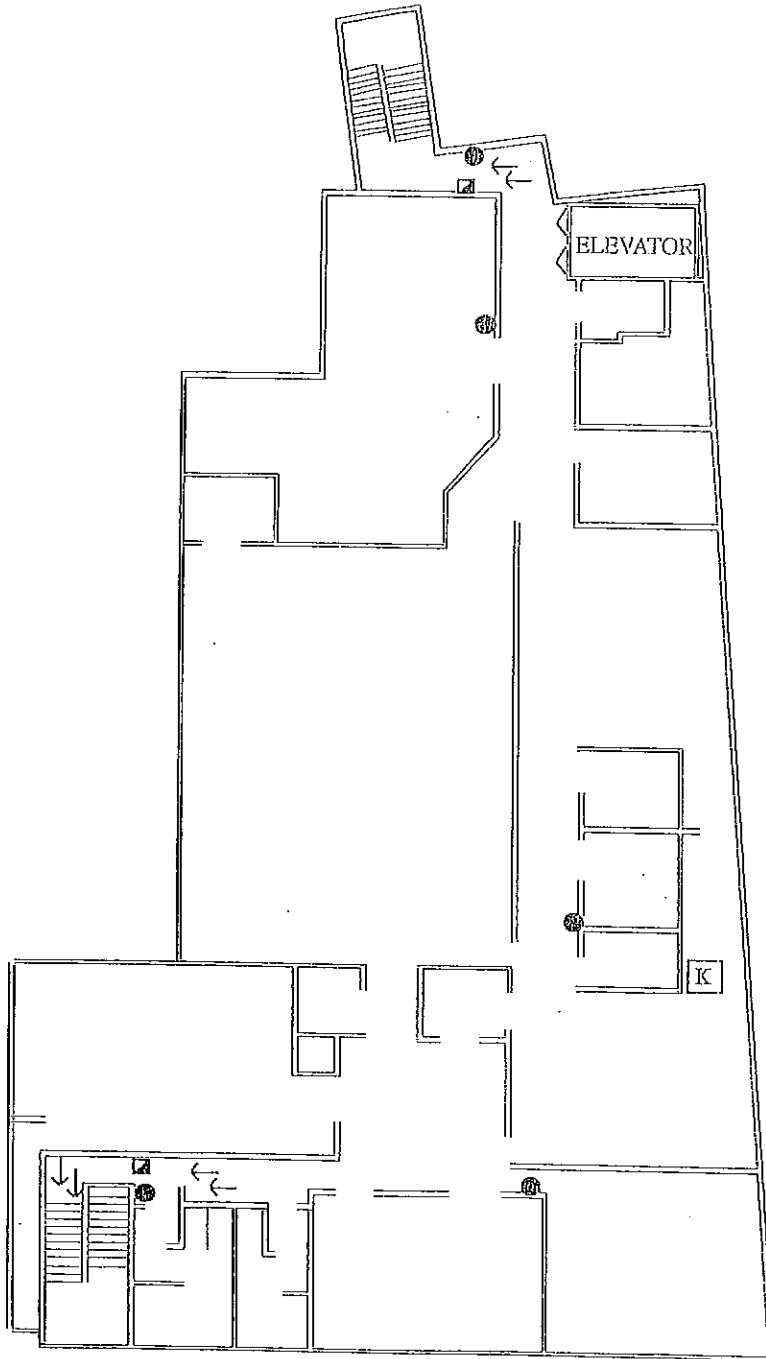
It is stated in the Ontario Fire Code that records of all tests and corrective measures are required to be retained on site for a period of TWO (2) years after they are made

Fire Code Reference #	Action	Inspection Frequency
	PORTABLE FIRE EXTINGUISHERS Reference should be made to NFPA 10-1990 for exact details	
6.2.7.2.	Inspect all portable extinguishers	Monthly
6.2.7.1.	Subject to Maintenance	Annually
6.2.7.6 & 6.2.7.1.	Recharge Extinguisher after use or as indicated by inspection or when performing maintenance	As Required
	FIRE ALARM SYSTEMS Reference should be made to CAN/ULC-S536-M97 for exact details	
6.3.2.1.	Check fire alarm AC power lamp and trouble light	Daily
6.3.2.1.	Check trouble conditions	Daily
6.3.2.2.	Check central alarm and control facility	Monthly
6.3.2.1.	Check all fire alarm components including standby power batteries	Monthly
6.3.2.1.	Test fire alarm system	Monthly
6.3.2.1.	Test fire alarm system by persons acceptable to the authority having jurisdiction for service.	Annually
	SPRINKLERS	

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	Reference should be made to NFPA 13 for exact details	
6.5.3.1.	Check that unsupervised sprinkler system control valves are open	Weekly
6.5.5.2.	Test sprinkler alarm using alarm test connection	Monthly
6.5.5.7.	Test sprinkler supervisory transmitters and water flow devices	Every 2 Months
6.5.5.7.	Test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices	Every 6 Months
6.5.3.2.	Check exposed sprinkler system pipe hangers	Annually
6.5.3.5.	Check all sprinkler heads	Annually
6.5.4.4.	Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions	Annually
6.5.5.5.	Test flow of water supply using main drain valve	Annually
6.5.5.3.	Test waterflow on wet sprinkler systems using most remote test connection	Annually
6.5.4.1.	Inspect auxiliary drains to prevent freezing	As required
	EMERGENCY LIGHTING SYSTEMS Reference should be made to CSA C282-1977 for exact details	
6.7.1.1.	Check all components of the system	Monthly
6.7.1.1.	Test	Annually
	MEANS OF EGRESS	
2.2.3.4.	Inspect all doors in fire separations	Monthly
2.2.6.5.	Check all doors in fire separations to ensure they are closed	As required
2.7.3.1.	Maintain exit signs to ensure they are clear and legible	As required
2.7.3.2.	Maintain exit lights to ensure they are illuminated and in good repair	As required
2.7.1.7.	Maintain corridors free of obstructions	As required
	FIRE DEPARTMENT ACCESS	
2.5.1.5.	Ensure streets, yards and private roadways provided for fire department access are kept clear	As required
	STANDPIPE AND HOSE SYSTEMS Reference should be made to NFPA 14-1993 for exact details	
6.4.1.2.	Remove plugs or caps on fire department connections and inspect for wear, rust or obstruction	Annually
6.4.3.6.	Hydrostatically test standpipe system piping which normally remains dry	Every 5 years
6.4.3.1.	Hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding 1 year	As required

300
OFFICE LEVEL



UPON DISCOVERY OF FIRE

- Leave fire area immediately and Close door
- Call Fire Department 9 1 1
- Sound Fire Alarm
- Leave Building Via Nearest Exit

UPON HEARING FIRE ALARM

- Leave Building Via Nearest Exit
- Close Doors Behind you
- Take Room Key
- Do Not Use Elevator

CAUTION

If smoke is heavy in the corridor, It may be safer to stay in your Area.

Close door and place wet towel at base of door

If you encounter smoke in stairway, use alternate exit

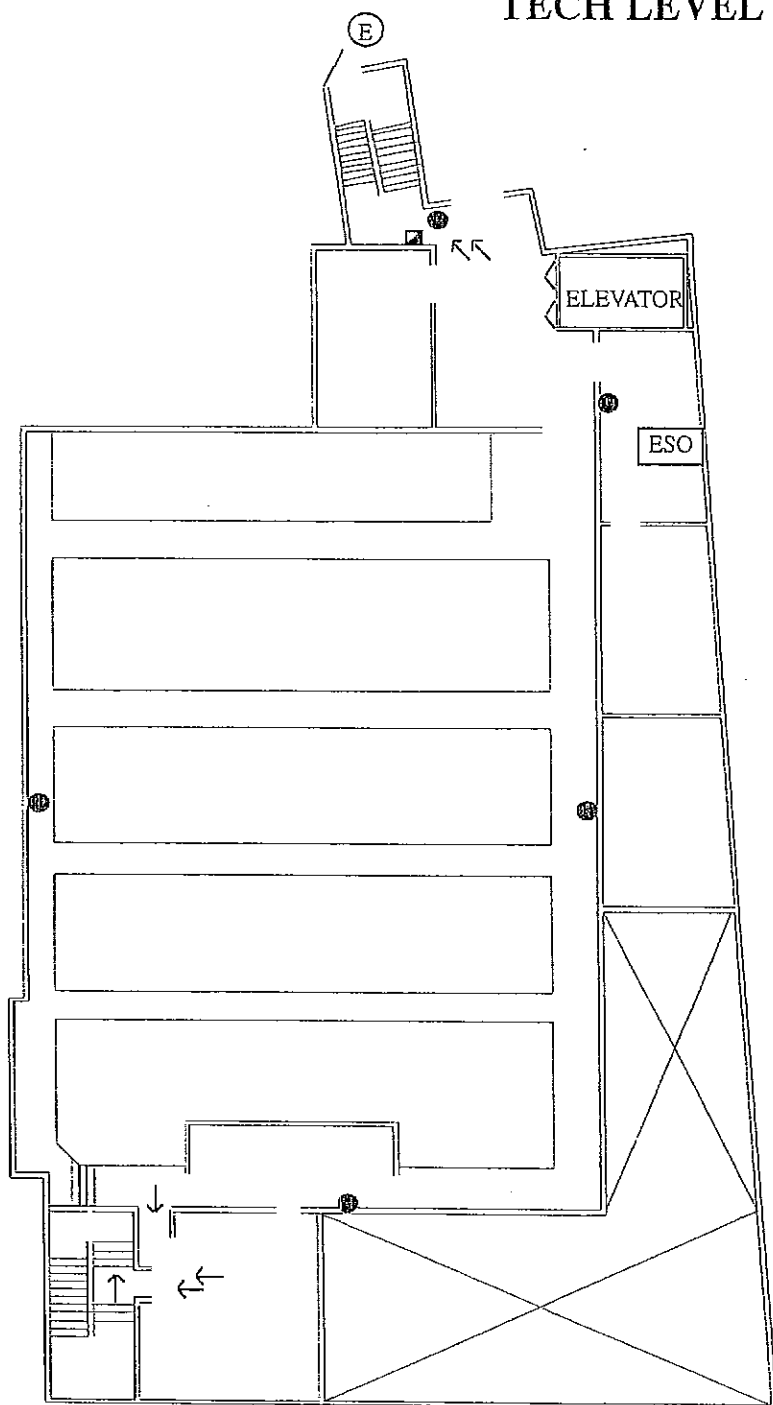
REMAIN CALM

● Portable Fire Extinguisher

■ Fire Alarm Pull Station

□ Chubb Key Box

200 TECH LEVEL



UPON DISCOVERY OF FIRE

- Leave fire area immediately and Close door
- Call Fire Department 9 1 1
- Sound Fire Alarm
- Leave Building Via Nearest Exit

UPON HEARING FIRE ALARM

- Leave Building Via Nearest Exit
- Close Doors Behind you
- Take Room Key
- Do Not Use Elevator

CAUTION

If smoke is heavy in the corridor, It may be safer to stay in your Area.

Close door and place wet towel at base of door
If you encounter smoke in stairway, use alternate exit

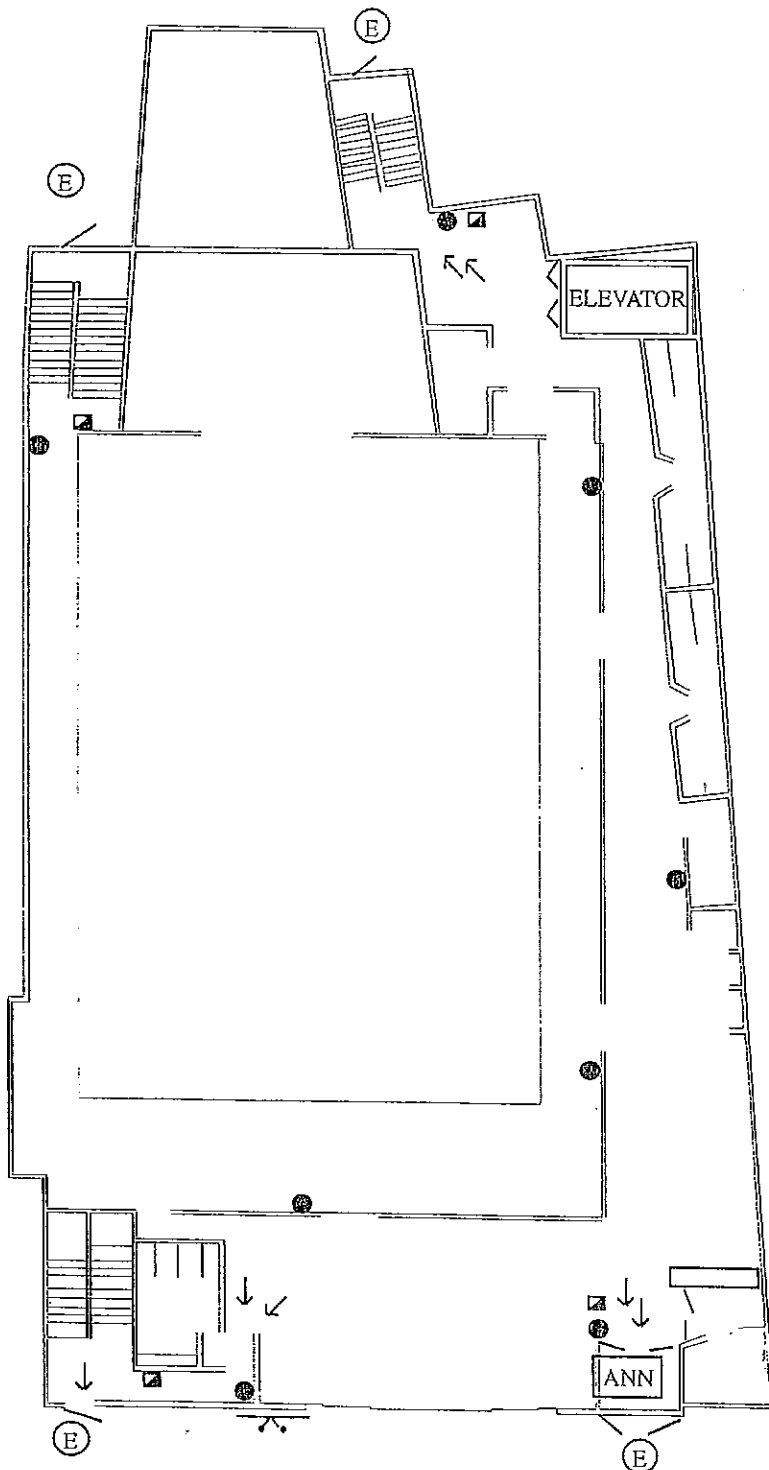
REMAIN CALM

⊕ Portable Fire Extinguisher

ES0 Main Electrical Shut Off

■ Fire Alarm Pull Station

100 LOBBY LEVEL



UPON DISCOVERY OF FIRE

- Leave fire area immediately and Close door
- Call Fire Department 9 1 1
- Sound Fire Alarm
- Leave Building Via Nearest Exit

UPON HEARING FIRE ALARM

- Leave Building Via Nearest Exit
- Close Doors Behind you
- Take Room Key
- Do Not Use Elevator

CAUTION

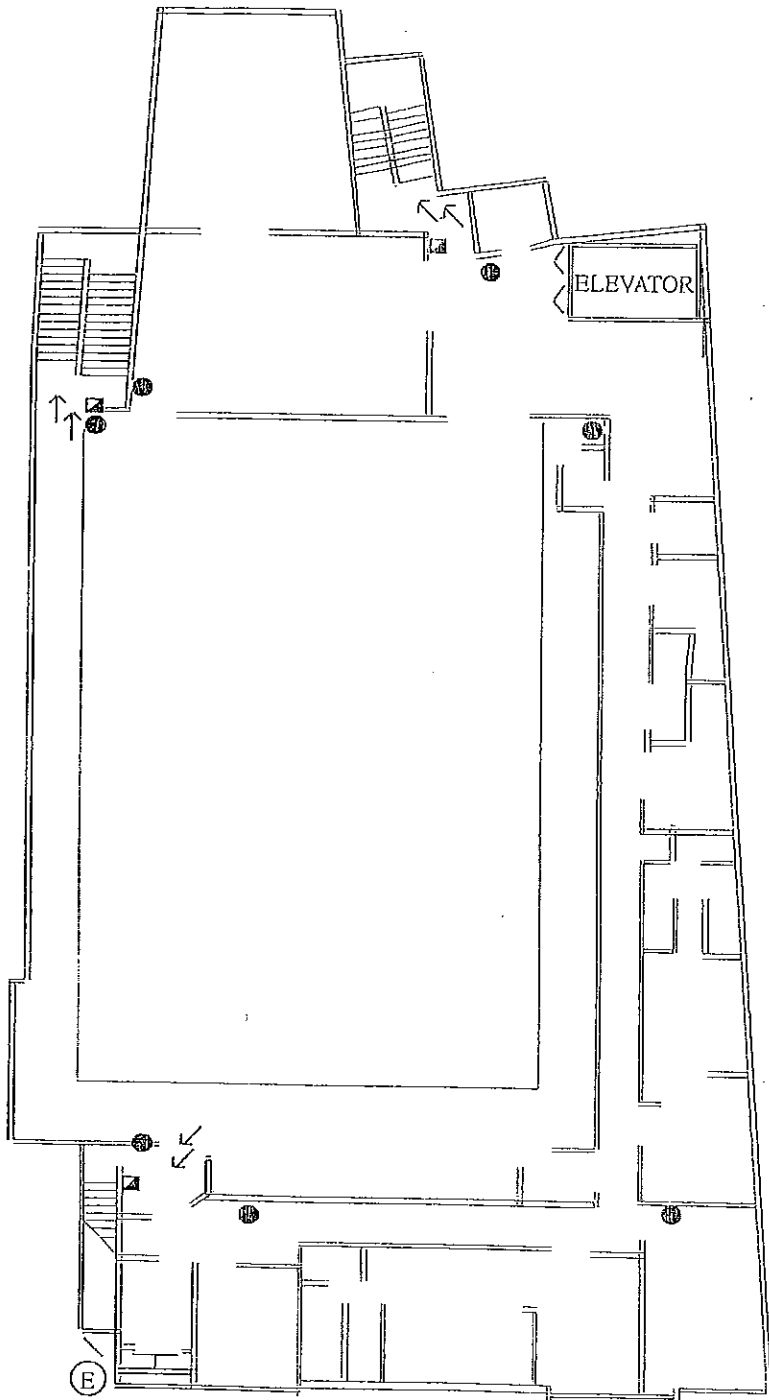
If smoke is heavy in the corridor, It may be safer to stay in your Area.

Close door and place wet towel at base of door
If you encounter smoke in stairway, use alternate exit

REMAIN CALM

- | | | |
|--|---------------------------|-----------------------|
| ● Portable Fire Extinguisher | ■ Fire Alarm Pull Station | ANN Annunciator Panel |
| Fire Department Sprinkler and Standpipe Siamese Connection | | Exit Door |

000 STAGE LEVEL



UPON DISCOVERY OF FIRE

- Leave fire area immediately and Close door
- Call Fire Department 9 1 1
- Sound Fire Alarm
- Leave Building Via Nearest Exit

UPON HEARING FIRE ALARM

- Leave Building Via Nearest Exit
- Close Doors Behind you
- Take Room Key
- Do Not Use Elevator

CAUTION

If smoke is heavy in the corridor, It may be safer to stay in your Area.

Close door and place wet towel at base of door

If you encounter smoke in stairway, use alternate exit

REMAIN CALM

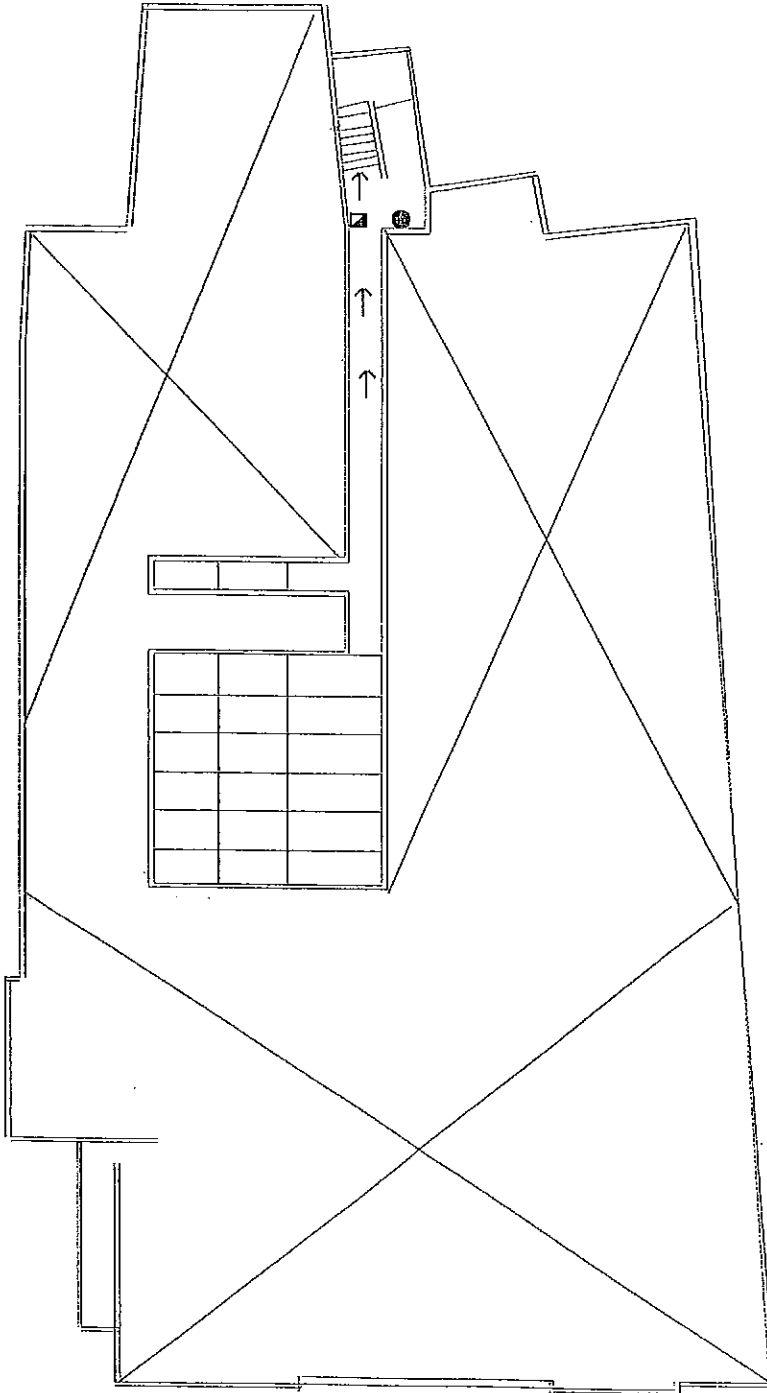
● Portable Fire Extinguisher

☐ Fire Alarm Pull Station

ⓔ Exit Door

— Shut Off Valve for Sprinkler and Standpipe

TRAP LEVEL



UPON DISCOVERY OF FIRE

- Leave fire area immediately and Close door
- Call Fire Department 9 1 1
- Sound Fire Alarm
- Leave Building Via Nearest Exit

UPON HEARING FIRE ALARM

- Leave Building Via Nearest Exit
- Close Doors Behind you
- Take Room Key
- Do Not Use Elevator

CAUTION

If smoke is heavy in the corridor, It may be safer to stay in your Area.

Close door and place wet towel at base of door
If you encounter smoke in stairway, use alternate exit

REMAIN CALM

● Portable Fire Extinguisher

■ Fire Alarm Pull Station