

DOE LAKE FIRE SAFETY PLAN SUMMARY

Provincial Fire Code regulations require a fire plan to be in place. A complete plan is posted in each building inside the main entrance.

Please familiarize yourself and your campers with the plan upon arrival. While at camp please ensure you read the specific information for your building and its fire system.

Please complete a fire drill with your unit and sign the “Fire Drill Log” found with the complete Fire Safety Plan at the main door.

The Responsible Guider or Group Leader is responsible for carrying out the requirements of a fire safety plan. Responsibilities include:

- Designate an adult as “Alternate” for the purposes of fire safety and inform her of her responsibilities.
- Determine the number of occupants likely to require assistance in evacuating the building.
- Designate one able-bodied adult to “buddy” with each occupant that requires assistance.
- Become familiar with the operation of the fire alarm system.
- Become familiar with the location and use of fire extinguishers.
- Note the location of the two fire exits and confirm that both are accessible.
- Instruct all occupants on the fire safety procedures.
- Conduct an orientation for all occupants showing them their living spaces, fire exits, fire pull stations, fire extinguishers and other fire emergency features.
- Report all emergency incidents and/or false alarms to the Property Contact or Property Superintendent (numbers posted in all buildings by the phone).
- Report any malfunction or inadequacy of fire emergency equipment.

Fire Emergency Procedures

If a fire has been identified or the alarm sounds, the following procedures are to be followed:

- Leave the building in an orderly manner through the nearest exit. Do not take any possessions, walk quickly and quietly and gather at **your site fire pit or on the grass in front of the flag poles at the main gate for all camp evacuation**, away from the building/site. Pull fire alarm on the way out, if not already sounding
- The Responsible Guider and Alternate shall check each bedroom, washroom and common room to confirm each room is vacated prior to leaving the building and close **ALL** doors (where possible).

- At your site fire pit, the Alternate will take attendance. Immediately report missing persons to the Responsible Guider.
- If the Responsible Guider determines that a fire emergency exists they are to send the Alternate to contact the fire department using the telephone in the safest building or by using a cell phone.

CHOOSE A LINE & **Dial 911**

Report the following:

Name of caller (Responsible Guider Alternate)

Calling from **Doe Lake– Girl Guide Camp**

The **(identify site)** building is on fire or filled with smoke

Emergency address:

1330 Hwy 518 W, Sprucedale, ON, P0A 1Y0

- The Responsible Guider is to send an adult to the road to guide the fire trucks.
- The Responsible Guider is to send an adult to inform other groups on the property of what is happening
- DO NOT return to building once a fire has been determined until the Fire Department gives the all clear.
- Guiders are to keep the participants calm and seek shelter in a safe building if necessary after doing the head count at the designated meeting place.
- If the Responsible Guider determines the fire to be small and controllable they may attempt to extinguish it with the help of one other adult. However, all other occupants must leave the building under the supervision of the Alternate. Status of the fire, in relation to size and stage, **must** be relayed to Emergency 911 Dispatch.
- If the Group Leader determines a FALSE ALARM, they may instruct the group to return to the building. The Group Leader will silence the alarm (Instruction inside Fire Alarm Panel) and notify the Fire Department and the Property Contact and/or Superintendent

