

Type of Decision									
Meeting Date	Friday, September 21, 2012				Report Date	Tuesday, September-18-12			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Fire Plan Report – 21/09/12/1205									

Subject: A recommended update to the municipal fire plan and procedures.

RECOMMENDATION: That Council approve the recommended plan and changes to procedures to better protect staff and facility user safety.

WHEREAS the current Fire Safety Plan is outdated and ineffective;

AND WHEREAS the Council of the United Townships of Head, Clara & Maria are extremely concerned with the health and safety of the employees and the users of the community facility;

THEREFORE BE IT RESOLVED THAT THE Fire Plan and Procedures be adopted as presented to be implemented immediately.

BACKGROUND/EXECUTIVE SUMMARY: This is pretty self-explanatory. Staff noticed the current posted plan in the community hall and noted that it needed prompt attention. The accompanying document is the new public notice, the new plan and new procedures for the municipal offices.

Requirements:

1. Install smoke alarms in the community hall, the front office and the library.
2. Implement Fire Drill procedures so that staff are familiar with the procedure to follow in the event of a fire in the office, library and/or hall – during office hours and outside of office hours.
3. Create and post a map of the entire building with fire extinguisher locations.
 - a. Train staff on locations;
 - b. Provide a copy with the hall rental agreement.
4. Determine a meeting location for office staff during office hours.
5. Determine a meeting location for hall users outside of office hours.

Financial Considerations/Budget Impact: None really – aside from installation of smoke alarms.

Policy Impact: Creates new policy.

Others Consulted: Robert Labre, Community Fire Safety Officer.

http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/guidelines/guide/model/page05.shtml; Source: <http://www.allbusiness.com/operations/disaster-preparedness/4049929-1.html#ixzz26qcBiHQT>; St. Clair Municipality Fire Plan;

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

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