

REQUIREMENTS OF FIRE PLAN FOR RENTAL OF BARNABAS CHRISTIAN CAMP

Dear friend,

As of June 2019, when we or anyone renting from us make use of the camp facilities, we are *required to comply with our approved fire safety plan*. Instructions on what to do in the case of a fire are posted throughout the camp. Also, a copy of the complete fire safety plan is kept in a red binder in the dining shelter.

While we will ensure that the camp facilities meet the plan's standards, there are some aspects of the fire safety plan that would require work on your part. *The aspects that would be your responsibility are listed below:*

- *If you collect registrations and forms, keep an updated list of campers and staff on the grounds in the same location as the red binder with the fire safety plan in the kitchen.*
- *Fire Safety Training for Cabin Leaders*
 - Include fire safety training as part of training provided for cabin leaders. Cabin leaders are to be trained on the procedure for alerting the other cabins of a suspected fire. Also ensure all other volunteers know their role in the case of a fire.
- *Fire Safety Training During Camps*
 - Director(s)
 - Include a fire drill at the beginning of camp
 - Explain what the fire bell is for, providing a brief demonstration of the sound of the fire bell, telling them to go to the meeting place and find their cabin if the fire bell goes off. For practice, have the cabins line up at the meeting place, sitting when their cabin leaders confirm their entire cabin is present. This finishes the fire drill.
 - Fill out a fire drill record (record sheets in fire safety plan binder in kitchen). Put filled in record at back of binder.
- *Ensure the following plan is implemented in the case of a fire*
 - If smoke alarm goes off in the cabin
 - Take all outside, close the door and assess the situation
 - If actual fire is suspected
 - One cabin leader sounds the fire bell on the bridge by flipping the switch
 - Call 9-1-1 from a safe location
 - If you hear the fire bell
 - Everyone needs to immediately go to the basketball court (meeting place)
 - Make lines (if applicable) for
 - each cabin
 - kitchen team
 - grounds/maintenance team
 - any other person
 - Sit down when your entire cabin or team is present
 - Director to confirm all are present for line with any other person
 - Try to keep the campers calm (and yourself!)
 - Stay with your line and wait for further direction

- Role: Director(s)
 - Make sure everyone at the camp is accounted for
 - Bring to the Meeting Place the updated list of campers and staff on the grounds from its location in the dining shelter
 - Check immediately how many people should be lining up in the line covering all other people
 - If any line remains standing because either a camper, cabin leader, or kitchen or grounds (maintenance) volunteer is suspected to be not accounted for, take note of who is suspected to be missing and try to determine why
 - Speak as point of contact when fire department arrives
 - Inform the fire officer of the conditions in the building
 - Notify the fire department if anyone is still not accounted for
 - Notify the fire department where campers/volunteers are gathered
 - Be a point of contact between the fire department and all other volunteers/campers
 - If necessary, evacuate the camp completely by school bus and/or car
 - Drive to Aylmer Evangelical Missionary Church
600 Talbot Street West, Aylmer ON
(unless you have another pre-determined meeting location)
 - As soon as you arrive, begin calling parents to pick up their kids as soon as possible
- Role: Person assigned to turning off the large propane tanks in the kitchen if a fire is suspected in the dining shelter
 - During the day: Assign a volunteer who will be present the entire day
 - During the night: Assign a volunteer who is staying overnight

If you have questions regarding the fire safety plan, your best point of contact is Ben Vine who is a board member with the Barnabas Corporation.

You can phone 519-619-6327 or email barnabaschristiancamp@gmail.com.

Thank you for looking into partnering with us through renting the space that Barnabas Christian Camp offers!

Sincerely, Ben Vine