

# **Simplified Risk Assessment: *Step-by-Step***

## **1. DATA GATHERED FOR ANALYSIS:**

### **DEMOGRAPHIC PROFILE**

| <b>Ages of population</b> | <b>#</b>      | <b>% of Total Population</b> |
|---------------------------|---------------|------------------------------|
| 0-14                      | 3,790         | 20.8%                        |
| 15-64                     | 11,860        | 65.1%                        |
| 65 and over               | 2,550         | 14.1%                        |
| <b>Total Population</b>   | <b>18,200</b> | <b>100%</b>                  |

#### **Our Vulnerable People/Occupancies**

- Senior population, highest % in the region
- Elmira downtown buildings
- Chemical and Waste Industries
- Seasonal housing and seasonal population

#### **Our Language/ Customs Issues**

- Large Mennonite Community with cultural differences
- Mexican Mennonite, little or no English spoken

#### **Our Seasonal Population Shifts**

- Elmira Maple Syrup Festival, 1<sup>st</sup> Saturday in April
- Seasonal works, temporary housing on farms

#### **Our Local Considerations**

- **Markets and stock yards, 3 days/week, 4,000 vehicles attend**
- **20% of the population over 20 years old have grade 9 education or less**
- **Large Township area, 78,854 acres, with 15 settlements ,5 commercial/industrial areas**

#### **Building Stock**

**Group A Division 4 (Assembly) Total: 0**

1. N/A

**Group A Division 1. (Assembly) Total: 1**

1. St Jacobs School House Theatre, 11 Albert St. St Jacobs

**Group A Division 2. (Assembly) Total: 81**

1. Bowling Alley:  
675283 Ontario Ltd., 13 First Street East, Elmira
2. Child Care Facility:  
Region of Waterloo, 22 Mockingbird Drive, Elmira  
12 Young Street, St. Jacobs

## ***Simplified Risk Assessment: Step-by-Step***

Evening Star Lane, Conestogo Nursery School

### 3. Churches:

2875 Lobsinger Line, Heidelberg, Apostolic  
200 Barnswallow, Elmira, Woodside Bible Chapel  
850 Sawmill Road, Bloomingdale, Koinonia  
106 Barnswallow Drive, Elmira, Kingdom Hall Jehovah Witness  
60 Arthur Street, St. James Lutheran  
1407 King Street North, St. James Lutheran  
131 Flax Mill Drive, Conestogo, St. Matthew's Lutheran  
27 Mill Street, St. Paul's Lutheran  
Heidelberg, St. Peter's Lutheran  
27 Mill Street, Elmira, St. Paul's Lutheran  
Shantz Station Road, Trinity Lutheran  
Bloomingdale, Mennonite Church  
226 Woolwich Street, Breslau, Mennonite  
Floradale Road, Floradale, Crystal View Mennonite  
58 Church Street West, Elmira, Mennonite  
Florapine Road, Floradale, Mennonite  
1310 King Street North, St. Jacobs, Mennonite  
47 Arthur Street South, Elmira, Zion Mennonite  
Woolwich Street, Breslau, Evangelical Missionary  
2 First Street, Elmira, Emmanuel Missionary  
Arthur & First Street Corner, Elmira, New Apostolic  
R. R. # 2 Breslau, Good Samaritan  
290 Arthur Street South, Elmira, Pentacostal  
2 Cross Street, Elmira, Gale Presbyterian  
Winterbourne, Presbyterian  
Maryhill, St. Boniface Catholic  
19 Flamingo Drive, St. Teresa of Avila Roman Catholic  
19 Main Street, Bloomingdale, United  
48 Hawkesville Road, St. Jacobs, Calvary United  
21 Arthur Street North, Trinity United

### 4. Clubs, non residential:

Lions, 40 South Street West, Elmira  
Kiwanas, 28 South Street West, Elmira  
Boy Scouts, 40 Martin's Lane, Elmira  
Lawn Bowling, 18 Mockingbird Drive  
Legion, 11 First Street East  
Youth Group, Elmira Community Centre, 24 Snyder Ave S., Elmira

### 5. Libraries:

860 Sawmill Road, Bloomingdale  
29 Queen Street South, St. Jacobs  
65 Arthur Street S., Elmira

### 6. Licensed beverage establishments:

## ***Simplified Risk Assessment: Step-by-Step***

39 Arthur Street South, Sip & Bite  
32 Arthur Street South, Tien Lee  
30 Arthur Street South, 1581699 Ontario Ltd., Central Tavern  
1430 King Street North, St. Jacobs, Benjamin's Restaurant & Inn  
1872 Sawmill Road, Conestogo, Black Forest Inn  
3006 Lobsinger Line, Heidelberg Restaurant, Brewpub & Hotel

### 7. Restaurants:

384 Arthur Street South, Christian Horizons, Cross Roads Restaurant  
5 Parkside Drive, St. Jacobs Harvest Moon  
1386 King Street North, St. Jacobs, Stone Crock

### 8. Schools & Colleges:

28 Katherine Street South, (vacant)  
58 Joseph Street, Breslau, Public School  
1948 Sawmill Road, Conestogo, Public School  
4 University, Elmira, Secondary  
35 Floradale Road, Floradale, Public School  
5 First Street West, Elmira, John Mahood Public School  
18 Mockingbird Drive, Elmira, Park Manor  
14 ½ Riverside Drive, Elmira, Public School  
1354 Maryhill Road, Maryhill, St. Boniface Public School  
45 King Street West, Heidelberg, St. Clements Catholic  
72 Queensway Drive, St. Jacobs, Public School  
69 First Street West, Elmira, St. Teresa Catholic  
2043 Three Bridges Road, R.R. # 1 St. Jacobs, Three Bridges P.S.  
1058 Spitzig Road, Breslau, Woodland Christian High School  
2201 Shantz Staton Road, Breslau, St. John's Kilmarnock

### Parochial Schools:

1316 Martin Creek Road, East Heidelberg  
4194 Arthur Street North  
2447 Three Bridges Road, Clearview Mennonite  
1408 Halm Road, R. R. # 1 West Montrose  
543 Katherine Street North, R. R. # 2 West Montrose  
2542 Northfield Drive East, R. R. # 1 St. Clements, Balsam Grove  
7443 Fourth Line of Peel  
283 Glasgow Street South, R. R. # 1 Waterloo  
1210 Jigs Hollow Road, R. R. # 1 St. Clements  
1505 Scotch Line Road, R. R. # 1 Elmira  
2490 Floradale Road, R. R. # 1 Elmira  
1560 Tilman Road, R. R. # 1 Elmira  
850 Sawmill Road, Bloomingdale, Koinonia Christian Fellowship

### 9. Undertaking Premises:

62 Arthur St S., Dreisinger Funeral Home Ltd

**Group A Division 3 (Assembly)**

**Total: 2**

## ***Simplified Risk Assessment: Step-by-Step***

1. Arenas:  
24 Snyder Avenue South, Elmira  
31 Parkside Drive, St. Jacobs
2. Indoor Swimming Pools:  
18 Ernst Street, Elmira

### **Group B Division 1 (Institutional)**

**Total: 0**

1. N/A

### **Group B Division 2 (Institutional)**

**Total: 12**

*BUILDING CODE SAMPLES i.e. Facilities for developmentally handicapped residents – Homes for the aged – Hospitals – Infirmaries – Long term care – Nursing homes – Psychiatric hospitals without detention quarters – Reformatories without detention quarters – Sanatoria without detention quarters*

1. Facilities for Developmentally Handicapped Residents:

146 Church Street West, Elmira, ARC Industries  
158 Church Street West, Elmira, Life Skills, EDACL  
12 Centre Street, Elmira, EDACL  
4 Eagle Drive, Elmira, EDACL  
1A Riverside Drive West, Elmira, EDACL  
47 Raising Mill Gate, Elmira, EDACL  
81 First Street West, Elmira, EDACL  
118 Barnswallow Drive, Elmira, EDACL

2. Nursing Homes

Chateau Gardens Assisted Living Centre. 11 Herbert St Elmira and 8 Snyder Av. North Elmira  
Heritage House Eby Street St Jacobs  
Leisureworld Caregiving Centre, 120 Barnshallow Drive Elmira  
Martins Rest Home 11 Centre St Elmira

### **Group B Division 3 (Institutional)**

**Total: 2**

*BUILDING CODE SAMPLES i.e. Children's custodial homes, Convalescent homes, Group homes for developmentally handicapped residents, Residential care facilities, Sanatoria without detention quarters*

1. Residential Care Facilities:  
3 Erb Street, Elmira, Pilgrim's Provident

## **Simplified Risk Assessment: *Step-by-Step***

1129 Jiggs Hollow Road, Group Home, c/o Hans Zahnd

### **Group C (Residential)**

**Total: 5**

*BUILDING CODE SAMPLES i.e. Apartments – Boarding houses – Camps for housing workers, Clubs (residential) – Colleges (residential) – Convents – Dormitories – Group homes – Halfway houses (drug & alcohol treatment) – Hostels – Hotels – Houses – Lodging houses – Monasteries – Motels – Open & semi-secure detention for youth – Recreational camps – Rooming houses – Schools (residential) – Shelters for homeless – Shelters for women.*

1. Albert Street Guesthouse- 28 Albert St. West St Jacobs (Bed & Breakfast)
2. Breslau Country Manor- 164 Menno St. Breslau (B&B)
3. Bristow's Inn – 80 Arthur St. South Elmira (B&B)
4. Maryhill Inn B&B -1302 Maryhill Rd, Maryhill
5. Old Bridge Place Bed and Breakfast Inn, West Montrose

### **Single Family Dwellings**

- 4,055

### **Multi-Unit**

**Total: 143**

#### **11 Arthur Street**

- 41 Church Street West, Elmira
- 42 Church Street West, Elmira
- 43 Church Street West, Elmira
- 44 Church Street West, Elmira
- 47 Church Street West, Elmira
- 54 Church Street West, Elmira
- 11 Cross Street, Elmira
- 23 Duke Street, Elmira
- 28 Duke Street, Elmira
- 8 Dunke Street, Elmira
- 10 Erb Street, Elmira
- 23 First Street East, Elmira
- 86 First Street West, Elmira
- 90 First Street West, Elmira
- 30A Flamingo Drive, Elmira
- 30B Flamingo Drive, Elmira
- 30C Flamingo Drive, Elmira
- 30D Flamingo Drive, Elmira
- 31 Flamingo Drive, Elmira
- 35 Flamingo Drive, Elmira
- 33 Front Street, Elmira
- 110 Oriole Parkway, Elmira
- 1 Park Ave East, Elmira
- 22 Riverside Drive West, Elmira
- 29 Water Street, St. Jacobs
- 8 Water Street East, St. Jacobs
- 15 Water Street East, St. Jacobs

## ***Simplified Risk Assessment: Step-by-Step***

### **Hotel/Motel**

**Total :8**

50 Benjamin Road East, Waterloo, Best Western, St. Jacobs Country Inn  
1430 King Street North, St. Jacobs, Benjamin's Restaurant & Inn  
16 Isabella St. South St. Jacobs, Jacobsettel Guest House

### **Mobile**

1. Martin Grove Village-135 year round units
2. West Montrose Trailer Park- 3 year round units and 120 seasonal trailer sites
3. Floradale Settlement- 77 trailers on farms

### **Other**

1. 775 farms with buildings

### **Group D (Business)**

**Total: 184 with E Occupancy**

#### **Banks:**

31 King Street, St. Jacobs, Scotiabank  
53 Arthur Street South, Elmira, Bank of Montreal  
25 Hampton Street, Elmira, Mennonite Savings and Credit Union  
6 Church Street West, Elmira, Royal  
41 Arthur Street South, Elmira, Toronto Dominion Canada Trust

1. Hairdressing shops:  
53 Duke Street, Elmira, Marjorie's Hairstyling
2. Beauty Parlours:  
45 Church Street West, Elmira, Carolyn's Coiffure  
4 Park Avenue West, Elmira, Carousel Coiffure  
Birdland Plaza, Elmira, Guys and Dolls Hair & Spa
3. Dental Offices:  
77 Arthur Street South, Elmira, Dr. Mason  
8 Hampton Street, Elmira, Dr. Pannu  
2 Park Avenue East, Dr. Mohan  
10 Parkside Drive, St. Jacobs, Dr. Seoni  
45 Arthur Street South, Elmira, Dr. Shuttsa  
15 Memorial Ave., Elmira, Dr. Jahandari
4. Dry Cleaning – self service:  
18 Arthur Street South, Brown & Sons Men's Clothier
5. Laundries – self service:  
120 Oriole Parkway, Elmira
6. Medical Offices:

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2 Park Avenue West, Elmira Medical Centre

7. Offices:  
69 Arthur Street South, Elmira, Municipal Offices
8. Police Stations:  
13 Industrial Drive, Elmira
9. Small Tool and Appliance Rental & Service:  
21 Industrial Drive, Elmira, Martin's Small Engines  
Church Street West, John Deere Engines  
19 First Street East, Elmira Rentals

### **Group E (Mercantile)**

*BUILDING CODE SAMPLES I.e. Department stores – Exhibition halls – Markets – Restaurants with an occupant load not more than 30 persons consuming food & drink – Shops – Stores – Supermarkets.*

1. Department Stores:  
44 Arthur Street South, Elmira, Stedmans V & S
2. Markets:  
845, 849, 878 Weber Street North, St. Jacobs/Waterloo Farmer's Market  
Reid Woods Drive, Produce Market
3. Restaurants:  
29A Church Street West, Elmira, Champs Restaurant  
14 Arthur Street South, Elmira, Raphael's Pizzeria & Café  
66 Arthur Street South, Elmira, K.F.C  
1398 King Street North, St. Jacobs, Vidalias Market Dining  
305 Arthur Street South, Elmira, Tim Horton's  
1229 King Street North, St. Jacobs, Tim Horton's  
45 Industrial Drive, Elmira, McDonald's  
1440 King Street North, St. Jacobs, River Rose Café  
10 King Street, St. Jacobs, Riverstation Restaurant & Café  
1381 King Street North, St. Jacobs, Shadetree  
1441 King Street North, St. Jacobs, Silo Café
4. Shops:  
61 Arthur Street South, Elmira Meat Market  
7, Church Street West, Elmira, Kitchen Cuttings

## **Simplified Risk Assessment: *Step-by-Step***

### 5. Stores:

7 Arthur Street North, Elmira, Dreisinger Furniture Ltd  
19 Arthur Street South, Snider Bros. Furniture Ltd  
31 Church Street West, L.C.B.O.  
6 Wyatt Street, Elmira, Brewers Retail  
31 Arthur Street South, Elmira, Hartman Jewellers

### 6. Supermarkets:

6 Arthur Street North, Elmira, IGA  
120 Oriole Parkway, Elmira, Selby's Freshmart

### **Group F Division 1 (Industrial)**

**Total: 200**

*BUILDING CODE SAMPLES i.e. Bulk plants for flammable liquids – Bulk storage warehouses for hazardous substances – Cereal mills – Chemical manufacturing or processing plants – Distilleries – Dry cleaning plants using flammable or explosive solvents or cleaners – Feed mills – Flour mills - Grain elevators – Lacquer factories – Paint, varnish & pyroxylin product factories – Rubber processing plants – Spray painting operations*

25 Erb Street, Elmira, Crompton  
60 First Street East, Elmira, Sulco  
43 Arthur Street North, Elmira, DLM Foods  
23 Union Street, Elmira, Hydro Agro  
1 Union, Nutrite  
728 Arthur St., Waterloo Oxford Co-Operative-fertilizer plant

#### Spray Painting:

101 Bonnie Crescent, Elmira, Savage Auto Body Inc.  
33 First Street East, Elmira, Rudow's Carstar Collision Centre

### **Group F Division 2 (Industrial)**

*BUILDING CODE SAMPLES i.e. Aircraft hangers – Cold storage plants – Dry cleaning establishments not using flammable or explosive solvents or cleaners – Electrical substations – Freight depots – Helicopter landing areas on roofs – Laboratories – Laundries (except self-service) – Planing mills – Printing plants – Repair garages – Self-service storage buildings – Service stations – Storage rooms – Television studios not admitting a viewing audience – Tire storage – Warehouses – Woodworking factories*

#### Aircraft Hangers:

Breslau, Waterloo Regional International Airport

#### Electrical Substations:

22 Victoria Glen Street, Elmira  
33 Park Avenue West  
14 Oriole Parkway East  
34 Union Street  
1181 King Street North

## ***Simplified Risk Assessment: Step-by-Step***

2043 Arthur Street North  
6252 Line 86  
1052 Sawmill Road  
4808 Fountain Street North  
110 Woolwich Street North

Freight Depots:  
35 Oriole Parkway East, Elmira Bridgeland Terminals Ltd, Trucks

Helicopter Landing Areas on Roofs:  
Hoffers Air Strip

Laboratories:  
63 Arthur Street South, Elmira, MDS Laboratory Services

Printing Plants:  
20-A Arthur Street North, Elmira, Norgard Commercial Printers  
4 Herbert Street, Elmira, Bauman Printing  
1135 Printery Road, St. Jacobs Printery Ltd

Repair Garages:  
20 Church Street East, Elmira Service Centre  
361 Arthur Street South, Elmira Voisin Motors  
390 Arthur Street South, Elmira, Dub-L-E Auto Service  
47 Northside Drive, St. Jacobs, Martin's Garage  
2316 Floradale Road, Lloyd Frey's Garage Ltd  
Floradale Road, Floradale Garage

Self Service Storage:  
17 First Street East, Elmira, Esbaugh Storage  
96 Southfield Drive, Elmira Self Storage

Storage Rooms:  
21 Church Street West, Elmira, Waterloo Oxford Co-op  
5 Duke Street, Elmira, Home Care Build All Centre  
17 Industrial Drive, Elmira, Don Voll's Contract Flooring Ltd

Tire Storage:  
35 Howard Avenue, Elmira, Lucky's OK Tires  
1 Bast Place, R.R. # 1 Waterloo, Bast Tire  
39 Arthur Street North, Elmira, Palessi Tires  
1370 King Street North, St. Jacobs, Thoman Tire Service

Warehouse: N/A

Woodworking Factories:

## ***Simplified Risk Assessment: Step-by-Step***

1 Union Street, Elmira, Roxton

### **Group F Division 3 (Industrial)**

*BUILDING CODE SAMPLES i.e. Creameries – Laboratories – Power plants – Storage garages including open air parking garages – Storage rooms - Warehouses*

1.

### **Buildings not Classified by the OBC**

**Total: 774**

1. Farms with Building –Exempt from Fire Code

## **MUNICIPAL FIRE LOSS PROFILE**

Attach appendices at the back of this document to provide the fire loss information that has been collected locally for your community. In doing so, get stats;

- from your own FD files, and
- from the OFM. Call (416) 325-3100 & ask for OFM Data Services

Attached at the back of this document is the fire loss information that has been collected locally for our community.

## **2. ANALYSIS AND EVALUATION OF INFORMATION:**

### **DEMOGRAPHICS**

#### **Based on the Demographic Profile:**

The following information details the high-risk age groups within this community;

- senior residents
- seasonal(agricultural) workers

The following information details the vulnerable people, and occupancies within this community;

- Elmira downtown core, poor special and unit separation, built prior to the OBC, usually residential above commercial
- Farm building are exempt from the OFC, subsidiary business are found in some of these buildings with no upgrades
- St Jacobs settlement has a large senior population,
- Seasonal workers with different living styles occupy temporary housing that in some cases will not meet OFC
- Industrial buildings that have not been inspected and unsure if they meet the requirements of Part 4 of the OFC

The following are multiple unit occupancies where there are a number of tenants

## ***Simplified Risk Assessment: Step-by-Step***

- Building stock shows that there is only 134 multiple unit residential within the Township, Elmira downtown has 13 buildings where residential is above commercial buildings, majority of the multi unit occupancies are in Elmira settlement and are built to the OBC requirements
- . The small settlement of Floradale with a population of 2,524 has 77 granny flats and 15 trailer located on properties.

There are cultural or language issues within our community that would require special treatment in order to convey public fire safety information

. Large Mennonite culture in the large rural areas, they have different schooling that the Public or Separate school systems, they require traditional teaching methods to convey Fire Safety. Fire department can not use video or audio teaching aids. With the area being so large, there are more schools and are smaller in size, therefore require a greater number presentations by the Fire Department to cover the area. There is no school transportation for these schools.

There are barriers to getting fire safety information to certain groups within our community

- Language barrier for the seasonal workers (Mexican Mennonite)

Consideration should be given to getting fire safety information to the following people in the community by using “influencers” (volunteers i.e. meals on wheels, home care workers, scouts/guides, church groups) or directly

- Mennonite Church groups are running cooking classes for the Mexican Mennonites
- Home care worker are trained in fire safety and are looking for fire problems when they are in the homes.

### **BUILDINGS**

#### **High Fire Risks:**

The following property(s) represent a high risk of fire that poses a safety concern(s) for our community

- **Safety Kleen (130)**
- **Crompton (300)**
- **Glenoit Corp (165)**
- **Sulco Canada (19)**
- **Nutrite Fertilizer (24)**
- **Waterloo Oxford Co-Operative**
- **Rosendale Farm Co-operative**

#### **High Impact:**

## ***Simplified Risk Assessment: Step-by-Step***

- Home Hardware (1172)
- Trim Masters (327)
- Crompton (300)
- Glenoit (165)
- Safety Kleen (130)
- DLM Foods (90)
- C3 Group (90)
- Challenger Special Commodities (80)
- Waterloo Regional Airport

If any of the following properties experienced a serious fire or were destroyed, a significant economic or social impact would be felt in our community

### **Fire Safety Plans:**

Check your Building Stock Profile against 2.8.1.1. (1), (2) and (3) of the Ontario Fire Code to see which properties in your community are required to have a Fire Safety Plan.

*(List of buildings alphabetically and behind each entry, is placed Y or N to indicate whether the facility has or does not have, an approved Fire Safety Plan)*

The following buildings are those required by Section 2.8 of the Ontario Fire Code to have a Fire Safety Plan. The Y or N placed behind each entry, indicates whether the property has or does not have an approved Fire Safety Plan

#### **Group A Division 1. (Assembly)**

St Jacobs School House Theatre, 11 Albert St. St Jacobs

#### **Group A Division 2. (Assembly)**

Bowling Alley:

675283 Ontario Ltd., 13 First Street East, Elmira-Y

Child Care Facility:

Region of Waterloo, 22 Mockingbird Drive, Elmira-Y

12 Young Street, St. Jacobs

Evening Star Lane, Conestogo Nursery School-Y

Churches:

## ***Simplified Risk Assessment: Step-by-Step***

2875 Lobsinger Line, Heidelberg, Apostolic  
200 Barnswallow, Elmira, Woodside Bible Chapel-Y  
850 Sawmill Road, Bloomingdale, Koinonia  
106 Barnswallow Drive, Elmira, Kingdom Hall Jehovah Witness-Y  
60 Arthur Street, St. James Lutheran  
1407 King Street North, St. James Lutheran  
131 Flax Mill Drive, Conestogo, St. Matthew's Lutheran  
Heidelberg, St. Peter's Lutheran  
27 Mill Street, Elmira, St. Paul's Lutheran  
Shantz Station Road, Trinity Lutheran  
Bloomingdale, Mennonite Church  
226 Woolwich Street, Breslau, Mennonite  
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2 First Street, Elmira, Emmanuel Missionary  
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Winterbourne, Presbyterian  
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### Libraries:

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### Licensed beverage establishments:

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4 University, Elmira, Secondary-Y  
35 Floradale Road, Floradale, Public School  
5 First Street West, Elmira, John Mahood Public School Y  
18 Mockingbird Drive, Elmira, Park Manor Y  
14 ½ Riverside Drive, Elmira, Public School Y  
1354 Maryhill Road, Maryhill, St. Boniface Public School  
45 King Street West, Heidelberg, St. Clements Catholic  
72 Queensway Drive, St. Jacobs, Public School  
69 First Street West, Elmira, St. Teresa Catholic Y  
2043 Three Bridges Road, R.R. # 1 St. Jacobs, Three Bridges P.S.  
1058 Spitzig Road, Breslau, Woodland Christian High School  
2201 Shantz Staton Road, Breslau, St. John's Kilmarnock

### Parochial Schools:

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4194 Arthur Street North  
2447 Three Bridges Road, Clearview Mennonite  
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543 Katherine Street North, R. R. # 2 West Montrose  
2542 Northfield Drive East, R. R. # 1 St. Clements, Balsam Grove  
7443 Fourth Line of Peel  
283 Glasgow Street South, R. R. # 1 Waterloo  
1210 Jigs Hollow Road, R. R. # 1 St. Clements  
1505 Scotch Line Road, R. R. # 1 Elmira  
2490 Floradale Road, R. R. # 1 Elmira  
1560 Tilman Road, R. R. # 1 Elmira  
850 Sawmill Road, Bloomingdale, Koinonia Christian Fellowship

### Undertaking Premises:

62 Arthur St S., Dreisinger Funeral Home Ltd

## **Group A Division 3 (Assembly)**

### Arenas:

24 Snyder Avenue South, Elmira  
31 Parkside Drive, St. Jacobs

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Indoor Swimming Pools:  
18 Ernst Street, Elmira

### **Group B Division 2 (Institutional)**

Facilities for Developmentally Handicapped Residents:

146 Church Street West, Elmira, ARC Industries-Y  
158 Church Street West, Elmira, Life Skills, EDACL-Y  
12 Centre Street, Elmira, EDACL-Y  
4 Eagle Drive, Elmira, EDACL  
1A Riverside Drive West, Elmira, EDACL  
47 Raising Mill Gate, Elmira, EDACL  
81 First Street West, Elmira, EDACL  
118 Barnswallow Drive, Elmira, EDACL

Nursing Homes

Chateau Gardens Assisted Living Centre. 11 Herbert St Elmira -Y  
Chateau Gardens Assisted Living Centre 8 Snyder Av. North Elmira -Y  
Heritage House Eby Street St Jacobs  
Leisureworld Caregiving Centre, 120 Barnshallow Drive Elmira-Y  
Martins Rest Home 11 Centre St Elmira-Y

### **Group B Division 3 (Institutional)**

2. Residential Care Facilities:  
3 Erb Street, Elmira, Pilgrim's Provident-Y  
74 Crane Drive EDACL Elmira-Y  
1129 Jiggs Hollow Road, Group Home, c/o Hans Zahnd Conestogo

### **Group C (Residential)**

**Multi-Unit**

11 Arthur Street North, Elmira  
11 Centre Street Elmira-Y  
32 Centre Street Elmira-Y  
5 Centre Street Elmira-Y  
5 Church Street West Elmira-Y

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41 Church Street West, Elmira  
42 Church Street West, Elmira  
43 Church Street West, Elmira  
44 Church Street West, Elmira  
47 Church Street West, Elmira-Y  
54 Church Street West, Elmira  
11 Cross Street, Elmira  
23 Duke Street, Elmira  
28 Duke Street, Elmira-Y  
8 Dunke Street, Elmira  
10 Erb Street, Elmira  
23 First Street East, Elmira  
86 First Street West, Elmira  
90 First Street West, Elmira  
30A Flamingo Drive, Elmira-Y  
30B Flamingo Drive, Elmira-Y  
30C Flamingo Drive, Elmira-Y  
30D Flamingo Drive, Elmira-Y  
31 Flamingo Drive, Elmira  
35 Flamingo Drive, Elmira-Y  
33 Front Street, Elmira  
39 Memorial Street Elmira-Y  
110 Oriole Parkway, Elmira-Y  
1 Park Ave East, Elmira  
22 Riverside Drive West, Elmira  
15 Synder Ave. Elmira-Y  
29 Water Street, St. Jacobs  
8 Water Street East, St. Jacobs  
15 Water Street East, St. Jacobs  
15 Wyatt Street East Elmira- Y

### **Hotel/Motel**

50 Benjamin Road East, Waterloo, Best Western, St. Jacobs Country Inn  
1430 King Street North, St. Jacobs, Benjamin's Restaurant & Inn  
16 Isabella St. South St. Jacobs, Jacobsettel Guest House

### **Group E (Mercantile)**

*BUILDING CODE SAMPLES I.e. Department stores – Exhibition halls – Markets – Restaurants with an occupant load not more than 30 persons consuming food & drink – Shops – Stores – Supermarkets.*

#### **Markets:**

845, 849, 878 Weber Street North, St. Jacobs/Waterloo Farmer's Market  
Reid Woods Drive, Produce Market

## **Simplified Risk Assessment: *Step-by-Step***

### Restaurants:

29A Church Street West, Elmira, Champs Restaurant  
66 Arthur Street South, Elmira, K.F.C  
1398 King Street North, St. Jacobs, Vidalias Market Dining  
1229 King Street North, St. Jacobs, Tim Horton's  
45 Industrial Drive, Elmira, McDonald's  
1440 King Street North, St. Jacobs, River Rose Café  
10 King Street, St. Jacobs, Riverstation Restaurant & Café  
1381 King Street North, St. Jacobs, Shadetree  
1441 King Street North, St. Jacobs, Silo Café

### **Group F Division 1 (Industrial)**

*BUILDING CODE SAMPLES i.e. Bulk plants for flammable liquids – Bulk storage warehouses for hazardous substances – Cereal mills – Chemical manufacturing or processing plants – Distilleries – Dry cleaning plants using flammable or explosive solvents or cleaners – Feed mills – Flour mills - Grain elevators – Lacquer factories – Paint, varnish & pyroxylin product factories – Rubber processing plants – Spray painting operations*

25 Erb Street, Elmira, Crompton-Y  
60 First Street East, Elmira, Sulco-Y  
43 Arthur Street North, Elmira, DLM Foods-Y  
23 Union Street, Elmira, Hydro Agro-Y  
1 Union, Nutrite-Y  
728 Arthur St., Waterloo Oxford Co-Operative-fertilizer plant-Y

### **Buildings Subject to Retrofit Legislation:**

Retrofit sections within Part 9 of the Ontario Fire Code require certain types of occupancies to be in compliance with minimum life safety requirements. Those properties are listed as follows; (behind each entry, a Y or N has been placed to indicate whether the facility has or has not been retrofitted)

### **Section 9.2 Assembly Occupancies**

*FIRE CODE SAMPLES: i.e. Art galleries, auditoria, beverage establishments, bingo halls, clubs, community halls, dance halls, enclosed arenas, exhibition halls, gymnasias, halls in religious establishments (excluding areas of worship), lecture halls, lodge rooms, movie theatres, museums, opera houses, restaurants, television studios, and theatres.*

### **Group A Division 1. (Assembly)**

St Jacobs School House Theatre, 11 Albert St. St Jacobs-Y

### **Group A Division 2. (Assembly)**

Bowling Alley:

## ***Simplified Risk Assessment: Step-by-Step***

675283 Ontario Ltd., 13 First Street East, Elmira -Y

### Child Care Facility:

Region of Waterloo, 22 Mockingbird Drive, Elmira-Y  
12 Young Street, St. Jacobs  
Evening Star Lane, Conestogo Nursery School

### Churches:

2875 Lobsinger Line, Heidelberg, Apostolic  
200 Barnswallow, Elmira, Woodside Bible Chapel-Y  
850 Sawmill Road, Bloomingdale, Koinonia  
106 Barnswallow Drive, Elmira, Kingdom Hall Jehovah Witness-Y  
60 Arthur Street, St. James Lutheran -Y  
1407 King Street North, St. James Lutheran-Y  
131 Flax Mill Drive, Conestogo, St. Matthew's Lutheran  
Heidelberg, St. Peter's Lutheran  
27 Mill Street, Elmira, St. Paul's Lutheran-Y  
Shantz Station Road, Trinity Lutheran  
Bloomingdale, Mennonite Church  
226 Woolwich Street, Breslau, Mennonite  
Floradale Road, Floradale, Crystal View Mennonite  
58 Church Street West, Elmira, Mennonite-Y  
Florapine Road, Floradale, Mennonite  
1310 King Street North, St. Jacobs, Mennonite  
47 Arthur Street South, Elmira, Zion Mennonite-Y  
Woolwich Street, Breslau, Evangelical Missionary  
2 First Street, Elmira, Emmanuel Missionary-Y  
Arthur & First Street Corner, Elmira, New Apostolic-Y  
R. R. # 2 Breslau, Good Samaritan  
290 Arthur Street South, Elmira, Pentacostal-Y  
2 Cross Street, Elmira, Gale Presbyterian-Y  
Winterbourne, Presbyterian  
Maryhill, St. Boniface Catholic  
19 Flamingo Drive, St. Teresa of Avila Roman Catholic-Y  
19 Main Street, Bloomingdale, United  
48 Hawkesville Road, St. Jacobs, Calvary United  
21 Arthur Street North, Trinity United-Y

### Clubs, non residential:

Lions, 40 South Street West, Elmira-Y  
Kiwanas, 28 South Street West, Elmira-Y  
Boy Scouts, 40 Martin's Lane, Elmira-Y  
Lawn Bowling, 18 Mockingbird Drive-Y  
Legion, 11 First Street East-Y  
Youth Group, Elmira Community Centre, 24 Snyder Ave S., Elmira-Y

### Libraries:

860 Sawmill Road, Bloomingdale

## ***Simplified Risk Assessment: Step-by-Step***

29 Queen Street South, St. Jacobs  
65 Arthur Street S., Elmira-Y

Licensed beverage establishments:

39 Arthur Street South, Sip & Bite-Y  
32 Arthur Street South, Tien Lee-Y  
30 Arthur Street South, 1581699 Ontario Ltd., Central Tavern  
1430 King Street North, St. Jacobs, Benjamin's Restaurant & Inn  
1872 Sawmill Road, Conestogo, Black Forest Inn  
3006 Lobsinger Line, Heidelberg Restaurant, Brewpub & Hotel

Restaurants:

384 Arthur Street South, Christian Horizons, Cross Roads Restaurant-Y  
5 Parkside Drive, St. Jacobs Harvest Moon  
1386 King Street North, St. Jacobs, Stone Crock

Undertaking Premises:

62 Arthur St S., Dreisinger Funeral Home Ltd

### **Group A Division 3 (Assembly)**

Arenas:

24 Snyder Avenue South, Elmira-Y  
31 Parkside Drive, St. Jacobs

Indoor Swimming Pools:

18 Ernst Street, Elmira-Y

### **Section 9.3 - Boarding, Rooming & Lodging Occupancies**

*See Subsection 9.3.1, Application, Ontario Fire Code*

1.

### **Section 9.4 – Health Care Facilities**

*See Subsection 9.4.1, Application, Ontario Fire Code*

1. N/A

### **Section 9.5 – Buildings Up to And Including 6 Stories with Residential Occupancies**

*See Subsection 9.5.1, Application, Ontario Fire Code*

#### **Group C (Residential)**

#### **Multi-Unit**

11 Arthur Street North, Elmira-Y

## ***Simplified Risk Assessment: Step-by-Step***

11 Centre Street Elmira-Y  
32 Centre Street Elmira-Y  
5 Centre Street Elmira-Y  
5 Church Street West Elmira-Y  
41 Church Street West, Elmira-Y  
42 Church Street West, Elmira-Y  
43 Church Street West, Elmira-y  
44 Church Street West, Elmira-Y  
47 Church Street West, Elmira-Y  
54 Church Street West, Elmira-Y  
11 Cross Street, Elmira-Y  
23 Duke Street, Elmira-Y  
28 Duke Street, Elmira-Y  
8 Dunke Street, Elmira-Y  
10 Erb Street, Elmira-Y  
23 First Street East, Elmira-Y  
86 First Street West, Elmira-Y  
90 First Street West, Elmira-Y  
30A Flamingo Drive, Elmira-Y  
30B Flamingo Drive, Elmira-Y  
30C Flamingo Drive, Elmira-Y  
30D Flamingo Drive, Elmira-Y  
31 Flamingo Drive, Elmira-Y  
35 Flamingo Drive, Elmira-Y  
33 Front Street, Elmira-Y  
39 Memorial Street Elmira-Y  
110 Oriole Parkway, Elmira-Y  
1 Park Ave East, Elmira-Y  
22 Riverside Drive West, Elmira-Y  
15 Synder Ave. Elmira-Y  
29 Water Street, St. Jacobs  
8 Water Street East, St. Jacobs  
15 Water Street East, St. Jacobs  
15 Wyatt Street East Elmira- Y

### **Section 9.6 – Buildings Higher Than 6 Stories in Building Height with Residential Occupancies**

1. N/A

### **Section 9.8 – Two Unit Residential Occupancies**

1. 80

### **FD Access Problems to Buildings within the Community:**

## ***Simplified Risk Assessment: Step-by-Step***

There are no properties in our community that fire department vehicles cannot reach. There are sugar shacks on the farm properties have access problems, majority of these are temporary use structures are not classed as buildings under the OBC.

### **Community Growth**

The following future growth is proposed for our community.

- # of new residential units starts has increased by 60% in 2004 compared to 1999
- Total construction value has increased by 300% in 2004 compared to 1999.
- 2,570 of the 4,289 single family homes were constructed under the Ontario Building Code
- 80% of the St. Jacobs downtown core has been upgraded, largest commercial area.
- Current Housing Developments
  - . Bird land (west end of Elmira) 182 units
  - . Westfield (central Elmira) 222 units
  - . Bristow Creek (north end of Elmira) 104 units
  - . Raceway Estates (central Elmira) 200 units
  - . Woolwich Holdings (west of Elmira) 92 units
  - . Valley View Heights(south end of St. Jacobs)137 units and 62 unit seniors building
  - . Hopewell Heights (north end of Breslau) 475 units with commercial and employment commercial developments
  - . Countryside (west end of Breslau)475 units with light industry development
  - . Hazad Developments ( Conestogo) 65 large estate units
  - . Klondike Homes (Conestogo) 21 large single family lots
  - . New Commercial and Industrial Starts
  - .Elmira Industrial Land Inc.(future Grocery store)
  - .Elmira Developmental Support Corporation(118 Barnshallow)
  - .(Wal-Mart) Postponement of Mortgage
  - . King/86 Developments Limited
  - .Edward Martin (Produce Auction)
  - . EGS Electrical Group Canada Ltd. (Emerson Electric)

Total of 1953 confirmed new residential units to be developed in the next 10 years, will increase the single family building stock by 48%

The settlement of Breslau will increase the population from 630 to 3,750 residents. The township population is forecasted to increase by 34%.

## ***Simplified Risk Assessment: Step-by-Step***

### **FIRE LOSSES**

#### **Our fire loss statistics indicate:**

The following patterns and/or trends for our community

In 2003, \$ loss has increased by 600% from 2001 and 700% for 2004 compared to 2001

Vehicles and Miscellaneous buildings (farm) have the largest # fire calls for the last 4 years and the largest dollar loss for the past 4 years

All fire injuries occurred in residential occupancies

The following common high-risk behaviours for our community

- Lack of maintenance for wood burning appliances in residential
- All injuries occur in residential occupancies
- Human behaviours contribute to majority of all fires, careless smoking, unattended cooking and improper use of equipment

The following are the common probable causes of fires in our community

- Improper installation and/or maintenance of wood burning appliances
- Mechanical and electrical failure most common possible cause in farm building fires
- Maintenance deficiencies cause most of fires in industrial occupancies

The following are the most serious fire concerns in our community

- Improper installation and/or maintenance of wood burning appliances in residential
- Large number of vehicle fires in the rural areas,
- Farm buildings with secondary use in, secondary use causing large fire loss
- Chemical Industries require Part 4 inspections to OFC

After comparing our local fire loss statistics with Provincial statistics for our community, the following comments are made

- We have a significantly lower residential fire loss compared to the province. 17% of our fire calls are for residential properties. Only 7.4% of the total dollar loss is residential.

### **3. PRIORITIES BASED ON DATA ANALYSIS AND EVALUATION:**

## **Simplified Risk Assessment: Step-by-Step**

*(Pause at this point in the Risk Assessment, and re-visit the information collected so far under Demographics, Building Stock and Fire Losses. Choose your priorities based on an examination of these factors. For example, vulnerable people, high-risk occupancies and high impact occupancies will be candidates for priority setting)*

**The fire risks for our community are prioritized as follows:**

We have grouped these together, starting with high risk H, then medium risk M, and then low risk indicated by L

**High:**

- Senior and nursing homes
- Seasonal housing
- Chemical industrial properties
- Waterloo Regional Airport

**Medium:**

- Farmer, retail markets and stock yards
- Residential, wood burning appliances
- Residential, candles and cooking fires
- Farm building fires, cutting and welding process
- High impact buildings
- Downtown buildings in Elmira and St. Jacobs settlements

**Low:**

- Vehicle fires
- Small commercial buildings
- Small industrial buildings
- Assembly buildings

| <b>Priority Setting Worksheet</b>                            |   |   |   |  |   |
|--|---|---|---|--|---|
| <b>Priority</b>  | <b>Status</b>   |   | <b>Effectiveness, Goals/Objectives</b>  |  |   |
| <b>Fire Safety Priority</b><br><br>List in order of priority | Current fire prevention / public education programs that address the fire safety priority |   | Existing programs adequately address the fire safety priority & ensure compliance with minimum FPPA requirements?               |  |   |
|  |   |   | If No, how would you reallocate resources and/or implement additional fire prevention or public education program / activities? |  |   |
|  | <b>Fire Prevention (inspection) Activities</b>  | <b>Public Education Activities</b>      | Y/N   | <b>Fire Prevention (Inspection) Activities</b> | <b>Public Education Activities</b>  |
| 1) Seniors   | Annual inspection done by inspectors  | Fire safety presentations to residences | N   | Semi-annual inspection                         | Superintendent and health care employee training, promote through education ie older wiser put a lid on it. |

## **Simplified Risk Assessment: *Step-by-Step***

|  |  |  |   |   |   |
|--|--|--|---|---|---|
| 2) Industrial/Misc (Farm buildings)                            | On request or complaint only   | Some extinguisher training   | N | Proactive program ,reach all targeted buildings in next 2 years<br>Inspections after a fire.<br>Pre-incident planning | Promote safe welding & cutting practices, industrial training ie extinguishers            |
| 3) Residential-Wood burning appliances                         | On request   |  | N | On request<br>Inspections after a fire  | Media campaigns   |
| 4) Residential fire/smoke alarms not maintained or operational | Smoke Alarm Program by fire crews. Batteries and alarms distributed. | Fire Safety House at schools. Home escape plans sent home with children. Public safety Announcements | Y | Stronger enforcement for residents not complying with Smoke Alarm Program.  | Media campaigns<br>Alarm for life<br>Direct Detect program (residential alarm monitoring) |
| 5) Airport   | Semi-annual  |  | N | Part 4 inspections, Pre-incident planning   | Emergency plan, work with staff<br>Staff training: Fire fighting                          |
| 6) farmer markets and stock yards                              | On request   |  | N | Annual inspections<br>Pre-incident planning   | Work with owners on emergency plan and fire safety plan.<br>Fire safety information blitz |
| 7)   |  |  |   |   |   |

### **Assessment of Current Program Suitability:**

Based upon our completed Risk Assessment and Priority Setting Worksheet, we believe our municipality meets the following minimums for compliance with the FPPA

- a suitable smoke alarm program integrated with home escape planning
- appropriate method(s) for distributing public fire safety information
- an inspection program suitable for responding to complaints and requests for assistance to comply with the Ontario Fire Code

Our current Fire Prevention / Public Education programs do not address the risks we have identified in our community. We need to do the following thing(s) to ensure that we address our fire risks;

- increase frequency of inspections for our high risk and high profile buildings, also have the buildings rated under the ULC Fire Risk Analysis rating system, this will rate the building stock from the highest human and environmental risks to the lowest
- Fire crews to develop a pre-incident plan for the high risk buildings and high profile buildings to increase their awareness of the potential human and environment risks.

## ***Simplified Risk Assessment: Step-by-Step***

- Fire Incident Evaluation must be established to gather the necessary information for development of public education programs and what occupancies the programs should target.
- Train more industrial workers, senior homes, nursing homes and residential occupancy superintendents concerning their responsibilities in respect to fire safety plans and fire safe practices at work.

### **NEXT STEPS TO TAKE FOR IMPLEMENTING STRATEGIES:**

*(Remember to **delete this section** from your final document.)*

#### **1. Council Approval**

At this point, an effort should be made to brief municipal politicians on *Fire Protection and Prevention Act 1997* (FPPA) compliance issues as well as on the municipality's compliance status with this legislation. This briefing can take the form of a synopsis or an executive summary of the results of the risk assessment.

: In 1997 the Ontario government passed the Fire Protection and Prevention Act (FPPA), outlining municipal responsibilities and increased accountability for the delivery of fire protection. The Act also outlined a new provincial/municipal relationship in the provision of fire protection. As a result of the new requirements, the Office of the Fire Marshal (OFM) developed guidelines and programs to assist municipalities in meeting their mandate. In 2002 the OFM introduced "Shaping Fire Safe Communities", a leadership program for the Ontario Fire Service. The intent is to consolidate all the existing programs in to one comprehensive model. This program introduced a Risk Management approach to assessing needs of the community and to develop and implement a Master Fire Plan for the delivery of municipal fire protection services.

## **Simplified Risk Assessment: *Step-by-Step***

### **2. Allocation of Resources**

A business case should be prepared at this stage. It should identify any costs associated with whatever fire prevention / public education initiatives are needed to address risks determined by the Risk Assessment. The spending of monies and deployment of resources should be in step with these priorities.

### **3. Assignment of Responsibilities**

Fire inspections presently are conducted by the 5 Fire Stations have volunteer firefighters that are assigned to fire prevention duties. This staff has little or no training in fire inspection and fire investigation practices. To have the existing Fire Prevention staff, conduct complex industrial inspection(Part 4 OFC) or requested inspections may result in a risk to the Township of Woolwich. This staff requires updated training and practical experience before they could handle any other than a routine inspection. It is recommended that only the Chief Fire Prevention Officer and the Project Manager inspect to the Fire Code.

The Public Education priorities will be assigned to the Station FPO by the CFPO. The goal is to ensure that all school children in the Township of Woolwich have been educated to the Learn not to burn program.

The project manager will conduct fire evaluations and investigation until fire staff have had advanced training.

### **4. Development of Program Operational Guidelines**

This area involves developing the strategy(s) that will be needed to address the risks identified in the Risk Assessment.

#### Woolwich Fire Department Fire Prevention Inspection Schedule

| <b>Assembly Occupancies (A)</b> | <b>Frequency</b> |
|---------------------------------|------------------|
| Schools and Churches            | annually         |
| Nursery/Day care facilities     | annually         |
| Licensed Premises               | 2 years          |
| <b>Institutional (B)</b>        |                  |
| Senior Homes                    | annually         |
| Nursing Homes                   | Semi-annually    |
| All homes for special care      | Semi-annually    |

## **Simplified Risk Assessment: *Step-by-Step***

|  |                     |
|--|---------------------|
| <b>Commercial or Business (D &amp; E)</b>            |                     |
| In service Mercantile                                | 3 years             |
| Comprehensive Mercantile(high profile)               | annually            |
| Business/Personal Services                           | 5 years             |
| <b>Industrial (F)</b>                                |                     |
| Factories or complexes<br>High Risk and High Profile | 3 years<br>Annually |
| Industrial malls                                     | 5 years             |
| <b>Residential (C)</b>                               |                     |
| Ancillary apartments regulated by 9.8                | 2 years             |
| Apartments regulated by 9.5                          | 3 years             |
|  |                     |
| Rooming houses regulated by 9.3                      | 2 years             |
| Hotels/Motels  | Semi-annually       |

|                                     |  |
|-------------------------------------|--|
|                                     |  |
| <b>Fire Investigation Practices</b> |  |

**Purpose:**

To identify fire department responsibilities for determining the origin and cause of fires and taking appropriate action.

**Introduction:**

The preliminary investigation of cause, origin and circumstances of fire is a responsibility of local fire departments and is an essential component of fire protection.

**Determining cause and origin:**

The key function of a fire investigator is to adequately determine the cause and origin of fires.

For fire department personnel to adequately determine the origin and cause of fires, basic training in arson detection would be required, followed by advanced training in arson investigation..

## ***Simplified Risk Assessment: Step-by-Step***

### **Assessing Fire Suppression Effectiveness:**

After each fire, a de-briefing should be held to identify the strengths and weaknesses of the fire suppression operations used. A summary of the assessment should be documented and utilized to recognize and avoid possible problems in future incidents.

### **Recognizing Fire or Building Code Violations:**

During the course of an investigation, the trained investigator should be able to assess code compliance and be able to recognize critical violations to ensure continued public safety.

### **Determining Effectiveness Of Built-In Suppression Features:**

When a built-in suppression feature is encountered during the course of an investigation the following points must be considered:

- did the system activate and function as intended? If not, why not?
- did it malfunction through accident or fail by design?
- was the installed system adequate for the intended occupancy?

### **Interaction With OFM Investigator:**

The capability and the confidence instilled in the fire company investigator through interaction with the OFM investigator will provide the police with a competent and reliable witness when criminal prosecutions are undertaken.

### **Consulting With Police And Other Agencies:**

Through the course of investigation training, fire personnel must be made aware of the agencies available for consultation and assistance, what assistance they can provide, as well as when and how the assistance of those agencies can be secured.

## ***Simplified Risk Assessment: Step-by-Step***

### **Providing Forensic Services:**

The fire investigator must be trained in the proper collection, preservation, and maintenance of continuity of evidence so that the submitted exhibits can be analyzed by the Centre of Forensic Sciences and its results be made admissible in court.

The fire investigator will become aware of the need for continuous documentation of the incident from his first involvement through to a successful completion.

The fire investigator must learn that the accepted methods of gathering and recording information must be adhered to in order to be admissible in court proceedings.

The content of the fire company investigator's personal notebook becomes the basis for the information needed to complete a confidential brief to crown counsel. All information gathered during the course of the investigation becomes part of the permanent record and is therefore subject to disclosure.

The fire company investigator must not only be professional in knowledge and attitude, but also in appearance and decorum, affording the respect which is due the court being addressed. A judge and/or jury may well decide the credibility of the investigator's testimony depending upon their first impression.

|   |  |
|---|--|
|   |  |
|   |  |
| <b>Public Fire Safety Education Materials</b> |  |

## ***Simplified Risk Assessment: Step-by-Step***

- Purpose:** To assist municipalities in developing smoke alarm programs required to meet the minimum requirements of the Fire Protection and Prevention Act.
- Introduction:** The loss of life and property in Ontario, due to fire, has continued to drop for several years. One of the reasons for this decrease is believed to be changes in public attitude and the public's knowledge of fire.
- Development:** A program for the distribution of fire safety education materials to residents based on local needs and circumstances. Local needs are identified through the simplified risk assessment, a review of emergency response data, residential surveys and fire service experience.
- Related Functions:** Fire safety education material will distributed to residents and/or occupants consistent with the community's needs and circumstances by any combination of the following activities:
- distribution of pamphlets or other education material
  - public service announcements utilizing available media
  - instruction to residents/occupants on approved fire safety plans and related fire safety matters
  - presentations to resident groups such as Risk Watch, WRAPP-C and Older and Wiser
  - presentations, displays and attendance at public events

### **5. Ongoing Program Assessment**

A Risk Assessment once completed needs to be evaluated and updated on a regular basis so that it continues to reflect ongoing change(s) within the community. Such things as future growth of industry and residential properties, along with changing risks, need to be identified so that appropriate programs continue to be used to address risks effectively.

*NOTE: Keep the Risk Assessment document on your Fire Department's computer hard drive. On an "as required" basis, (at least annually) you should re-visit this document and make whatever changes are necessary to update the information. Once this is done, change the date on this document's "footer" section.*