



Fire Safety Plan

(2015)

Hudson Yacht Club



Fire Safety Plan 2014 Edition

Emergency Telephone list:

Fire Department	911
Police	911
Ambulance	911
Community Patrol (Non Emergency Calls)	(514) 409-4122
Club Manager Derek Patino: Cell Phone	(514) 972-8544
Gate Staff Cell Phone	(514) 475-5326
Administrator Margaret Gaudreau	(450) 458-0569
Commodore Lloyd Hodgson	(450) 458-5681
Facilities Supervisor Matt Mackinnon	(450) 451-1280 (438) 881-5326
Houseman Jim McKenna	
Electrician Pierre Desormeaux	(514) 821-3004
Plumber Carrière plomberie & chauffage Inc.	(450) 458-5350
Fire Chief Philippe Baron	(450) 458-4011 Extension 101
Fire Prevention Captain Antoine Héту	(450) 458-4011 Extension 134
Ventilation / Heating Chauffage Gilles Sareault Inc.	(450) 458-4001
Propane Distributor Budget Propane	(450) 373 4333
Towing Remorquage Saint-Lazare	(514) 820-4810
Portable Fire Extinguisher Pyromax inc.	(450) 458-3364

Directives to follow if there is a Fire or Fire Alarm

- Evacuate the building and gather at the meeting point, which is situated at the flag pole on the front lawn facing the pool.

If you discover a fire:

- Pull the closest manual fire pull station immediately ;
- If the fire is bigger than 1 square metre, walk away and proceed with the evacuation of the building.

If the fire is smaller than 1 square metre:

- Take the proper portable fire extinguisher for the type of fire;
- Pull out the pin;
- Remain at least 5 meters from the fire;
- Pull on the lever and direct the extinguishing agent to the base of the flames;
- Make a sweeping motion from left to right from the base of the flames all the way to the extremity of the fire;
- Come closer to the fire when the intensity is lower and put the fire out totally;
- Proceed backwards towards the closest exit;
- Close the door on your way out;
- Advise the Fire Department of the area of the fire and explain the action you took.

Manual Fire Pull Station



Portable Fire Extinguisher class A-B-C



Directives to follow when an incident implicating hazardous material occurs:

Hazardous material: Hazardous material means any item or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

If you discover an incident implicating hazardous material or a suspected odour:

- The entire building must be evacuated;
- **Do not pull a manual fire pull station;**
- **Do not open or close any power switch;**
- Proceed with the evacuation of the building;
- The person in charge of a sector must follow the evacuation procedures;
- Assemble at the exterior meeting point.

Hazardous material present at the Hudson Yacht Club:

- Propane gas (smell of rotten eggs when there is a leak).
- 3 locations
- Under canteen outside staircase - used for the gazebo BBQ and the beach BBQ's.
 - By the front entrance to the main Building – used for the kitchen stove.
 - South West of the pool – used for the pool heater.



Main Building



South West of Pool



Canteen Building Outside Staircase



Canteen Building Outside Staircase

Gas and Diesel Tanks

- Located in parking lot South East Corner



Exterior Meeting Point (In front of the Flag Pole)



Directives for the Person in charge of the Yacht Club:

The person in charge of the Yacht Club is the person designated on duty at that time.
i.e.

Club Manager – Derek Patino

Bar & Food Services Supervisor – Karen Goldberg

Administrator – Margaret Gaudreau

Gate Guard on duty

Evacuation Procedures:

When you hear the fire alarm, the entire building must be evacuated and the following action must be taken:

1. Stay calm.
2. Take the fire safety plan.
3. Start your verification round.
4. Verify the main room of the Clubhouse and advise everyone to evacuate the building and to gather at the meeting point.
5. Verify the boardroom and accounting office and all rooms on the second floor of the Clubhouse and advise everyone to evacuate the building and to gather at the meeting point.
6. Go to the bar and verify if there are any occupants, advise them to evacuate the building and to gather at the meeting point
7. Go to the kitchen and verify if there are any occupants, advise them to evacuate and to gather at the meeting point
8. Check the hallway and the office for occupants; advise them to evacuate and to gather at the meeting point.
9. Check both washrooms, men and women, for occupants, advise them to evacuate and to gather at the meeting point.

10. Advise the occupants once or twice to evacuate, if they don't cooperate continue with your verification and advise the Fire Department.
11. If you see a small fire (less than 1 cubic metre), try to extinguish it with a portable fire extinguisher.
- 12. During your verification round, if you see flames bigger than 1 cubic metre or dense smoke, turn around and evacuate by the closest exit.**
- 13. Before opening a door, touch the door with the back of your hand from top to bottom to feel for heat, if the door is warm, do not open it and go through another means of egress to evacuate.**
14. If you see people who need help to evacuate, help them or designate a person to do so.
15. Once your verification round is completed, evacuate the building.
16. Assemble with the others at the meeting point.
17. Take the information from the other person in charge of the sector.
18. Contact **911** from outside with a cell phone to give an update of every important detail collected to the communication central. They will advise the Fire Department if needed.
19. Upon the Fire Department's arrival, give all the information to them (presence of smoke, flames, location, building totally evacuated, rooms not verified).
20. Contact Derek Patino if he is not present.
21. Do not let anyone go back inside the Clubhouse without the authorization of the Fire Department.

Directives for the person in charge of the Canteen Building:



The person in charge of the Canteen Building is the person who supervises the activities of the Canteen.

Evacuation Procedures:

When you hear the fire alarm, the entire building must be evacuated.

1. Stay calm.
2. Take the fire safety plan.
3. Start your verification round.
4. Verify the kitchen and serving area of the canteen and advise everyone to evacuate the building and to gather at the meeting point.
5. Verify all rooms on the second floor of the canteen building and advise everyone to evacuate the building and to gather at the meeting point
6. Check both washrooms, men and women, for occupants, advise them to evacuate and to gather at the meeting point.
7. Advise the occupants once or twice to evacuate, if they don't cooperate continue with your verification and advise the Fire Department.

8. If you see a small fire (less than 1 cubic metre), try to extinguish it with a portable fire extinguisher.
- 9. During your verification round, if you see flames bigger than 1 cubic metre or dense smoke, turn around and evacuate by the closest exit.**
- 10. Before opening a door, touch the door with the back of your hand from top to bottom to feel for heat, if the door is warm, do not open it and go through another means of egress to evacuate.**
11. If you see people who need help to evacuate, help them or designate a person to do so.
12. Once your verification round is completed, evacuate the building.
13. Assemble with the others at the meeting point.
14. Inform the person in charge of the Yacht Club of the situation at the canteen building (smoke or flames showing, location, building totally evacuated or not, rooms not verified).

Directives for the Person in Charge of the Junior Clubhouse (WoodHenge):



The person in charge of the Junior Clubhouse is the person who supervises the activities of the Junior Clubhouse.

Evacuation Procedures:

When you hear the fire alarm, the entire building must be evacuated.

1. Stay calm.
2. Take the fire safety plan.
3. Start your verification round.
4. Verify the main room of the Junior Clubhouse and advise everyone to evacuate the building and to gather at the meeting point.
5. Advise the occupants once or twice to evacuate, if they don't cooperate continue with your verification and advise the Fire Department.

6. If you see a small fire (less than 1 cubic metre), try to extinguish it with a portable fire extinguisher.
- 7. During your verification round, if you see flames bigger than 1 cubic metre or dense smoke, turn around and evacuate by the closest exit.**
- 8. Before opening a door, touch the door with the back of your hand from top to bottom to feel for heat, if the door is warm, do not open it and go through another means of egress to evacuate.**
9. If you see people who need help to evacuate, help them or designate a person to do so.
10. Once your verification round is completed, evacuate the building.
11. Assemble with the others at the meeting point.
12. Inform the person in charge of the Yacht Club of the situation at the Junior Clubhouse (smoke or flames showing, location, building totally evacuated or not, rooms not verified).

Directives for the Person in Charge of the Brig:



The person in charge of the Brig is the person who supervises the activities of the Junior Sailing.

Evacuation Procedures:

When you hear the fire alarm, the entire building must be evacuated.

1. Stay calm.
2. Take the fire safety plan.
3. Start your verification round.
4. Verify the main room of the Brig and advise everyone to evacuate the building and to gather at the meeting point.

5. Advise the occupants once or twice to evacuate, if they don't cooperate continue with your verification and advise the Fire Department.
6. If you see a small fire (less than 1 cubic metre), try to extinguish it with a portable fire extinguisher.
- 7. During your verification round, if you see flames bigger than 1 cubic metre or dense smoke, turn around and evacuate by the closest exit.**
- 8. Before opening a door, touch the door with the back of your hand from top to bottom to feel for heat, if the door is warm, do not open it and go through another means of egress to evacuate.**
9. If you see people who need help to evacuate, help them or designate a person to do so.
10. Once your verification round is completed, evacuate the building.
11. Assemble with the others at the meeting point.
12. Inform the person in charge of the Yacht Club of the situation at the Brig (smoke or flames showing, location, building totally evacuated or not, rooms not verified).

Directives for the Person in Charge of the Pool Building:



The person in charge at the Pool is the designated person on duty at the pool at that time.

Evacuation Procedures:

When you hear the fire alarm, the entire building must be evacuated.

1. Stay calm.
2. Take the fire safety plan.
3. Start your verification round.
4. Verify the Lifeguard room of the pool building and advise everyone to evacuate the building and to gather at the meeting point.
5. Check the pump area, advise everyone to evacuate the building and to gather at the meeting point.

6. Check the washrooms, advise everyone to evacuate the building and to gather at the meeting point.
7. Advise the occupants once or twice to evacuate, if they don't cooperate keep going with your verification and advise the Fire Department.
8. If you see a small fire (less than 1 cubic metre), try to extinguish it with a portable fire extinguisher
- 9. During your verification round, if you see flames bigger than 1 cubic metre or dense smoke, turn around and evacuate by the closest exit.**
- 10. Before opening a door, touch the door with the back of your hand from top to bottom to feel for heat, if the door is warm, do not open it and go through another means of egress to evacuate.**
11. If you see people who need help to evacuate, help them or designate a person to do so.
12. Once your verification round is completed, evacuate the building.
13. Assemble with the others at the meeting point.
14. Inform the person in charge of the Hudson Yacht Club of the situation at the pool (smoke or flames showing, location, building totally evacuated or not, rooms not verified).

Daily Tasks for the People in Charge of an Area:

Person in charge of the Pool building:

- Make sure the exit doors work properly (easy to open, not obstructed).

Person in charge of the Brig:

- Make sure the exit doors work properly (easy to open, not obstructed).

Person in charge of the Junior Clubhouse:

- Make sure the exit doors work properly (easy to open, not obstructed).
- Keep an eye on the youth; make sure they don't plan to cause a fire (no firecrackers, fireworks, smoking in illegal places etc....)

Person in charge of the Canteen Building:

- Make sure the exit doors work properly (easy to open, not obstructed).
- Make sure the Fire alarm works properly (green light ON, NO red or yellow light ON).

Person in charge of the Main Building:

- Make sure the exit doors work properly (easy to open, not obstructed).
- Make sure the Fire alarm works properly (green light ON, NO red or yellow light ON).

Report any anomalies to Mr.Derek Patino as soon as possible

Monthly Tasks for the Facilities Supervisor of the Hudson Yacht Club:

- Check all portable fire extinguishers, make sure that:
 - The extinguishers are in the right locations;
 - The visibility and access of the extinguishers are non-obstructed;
 - That the seal is present;
 - The extinguishers are full, check the pressure gage;
 - That there is no sign of degradation, corrosion, leakage or any obstruction of the nozzle.

- Check the automatic extinguishing system in the kitchen, gazebo BBQ and canteen:
 - Make sure it has not been used;
 - Make sure that it is in good working order.

- Check the fire alarm system:
 - Make sure the green power light is ON;
 - Make sure that there is no trouble (yellow) or red (alarm) light ON;
 - Report any anomalies to the alarm company.

Yearly Tasks for the Manager of the Hudson Yacht Club:

- Make sure that the yearly inspection of the fire alarm system is done by a qualified technician.
- Make sure that the yearly inspection of the portable fire extinguisher is done by a qualified technician.
- Make sure that the automatic extinguishing system of the kitchen, gazebo BBQ and canteen is inspected twice a year by a qualified technician.
- Make sure that the heating systems are inspected and cleaned by a qualified technician.
- Revise this fire safety plan and make the necessary changes with the prevention officer of the Town of Hudson.

Distribution List of the Fire Safety Plan:

Title	Name
Manager Hudson Yacht Club	Mr. Derek Patino
Commodore Hudson Yacht Club	Mr. Lloyd Hodgson
Bar & Food Services Supervisor	Miss Karen Goldberg
Facilities Supervisor	Mr. Matt Mackinnon
Director Pool & Playground	Mrs. Leanda Townsend
Pool Supervisor	Miss Emily Gribbon
Junior Sailing Supervisor	Mr. Anrdew Gillis
Gate Security	Mr. Terry Siscoe

The Fire Safety Plan will be available and kept in the following areas:

- Reception/front desk of the Main Building Office:
- Junior Clubhouse (Woodhenge):
- Pool Building:
- Brig:
- Canteen:
- Behind the bar:
- Gate House:

In Case Of False Alarm:

- Person in charge of Yacht Club must call the monitoring Station 514 324 1900 OR 800 653 9111
- He/She must have their system Pin # (password #) from their alarm card.
- If the call is received in time the alarm monitoring company will not send the emergency services.