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Date Approved:	Fire Prevention And Public Education Policy	

General:

This fire prevention and public education policy has been reviewed and approved by the municipal council of the Township of Conmee on _____, 2004, and is applicable in its entirety for the whole of the municipality.

Purpose:

To ensure that the residents in Conmee Township receive a current education on fire safety and prevention throughout the year to ensure compliance with the Fire Protection and Safety Act. 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.

Public Awareness Programs:

The Fire Chief and department personnel will provide a variety of fire prevention education programs for members of the community as requested and in accordance with the priorities identified in the community's risk assessment.

The public, social service and special interest groups may request specific programs including, but not limited to, Alarmed for Life, Older & Wiser, or any other program which meets the needs of the group and the fire department.

Distribution of fire safety education materials will be on-going throughout the year addressing various fire safety concerns and will also be displayed and tracked at the Township Office/Community Centre and the Fire Hall. Activities and associated programs may include:

- Easter Party – Kids Activity Books
- Mother's Day Tea – Older and Wiser, Smoke Alarm Facts, Cooking/Kitchen Safety
- Corn Roast (Fall) – Safe Heating, Smoke Alarm/Escape Plans
- Teen Dances (Monthly Themes) – Babysitting, Home Fire Safety, Escape Plans
- Christmas Party – Christmas Fire Safety, Cooking, Smoke Alarms, Escape Plans

The Fire Department may hold or attend other activities or events as they deem appropriate to present Fire Prevention and Public Education information to the Community.

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Seniors:

The Fire Prevention Officer will develop programs to give information and assistance to seniors when requested by a group or individual. Home visits may be provided if requested to do smoke alarm inspections and assist with escape route planning. As the Township of Conmee does not have a seniors home or group, the Fire Prevention Officer will attempt to partner with the Municipality of Oliver Paipoonge, as many of the Conmee Seniors attend the Rural 60 Plus Centre located in that Township. The Department will also keep a stock of Older and Wiser brochures for distribution.

Businesses:

The Fire Prevention Officer will develop Fire Prevention packages containing various types of information for business and industrial occupancies. These packages will be provided to the local business by May of each year and will be distributed to:

- Holland Enterprises
- Oscar's Salvage
- Hacquoil Construction
- And any other new business which locates in the Township.

The Fire Prevention Officer will also offer the department's assistance in staff training if required, or to do an inspection of the facility.

The Fire Department will also partner with the Ministry of Natural Resources to provide public education regarding wildfires, making your property fire safe and burning permits, as well as any other information deemed appropriate.

The Township staff will include information on various fire safety related topics in the monthly Township newsletter. This includes, but is not limited to, smoke alarm installation/testing, safe wood heating, chimney cleaning, fire escape planning, safe holiday seasons (Christmas tree safety), and other information as appropriate. This information will be in both text form and graphics.

The public may request tours of the fire stations through the station officers. All efforts will be made to accommodate the requests.

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Signage:

The Fire Department, in conjunction with Public Works staff, will install and maintain public education signage in the Township, at various locations, and on various topics, including smoke alarms and escape planning. The Department will also partner with the Ministry of Natural Resources to provide signage on wildfire prevention/reporting. Signs will be erected on Township property, and in the case of wildfire information, on the Highway 11/17 corridor. Signs will be of sufficient size/design to be readily readable to the passing public.

Inspections:

It is the policy of the Conmee Fire Department to conduct fire prevention inspections of occupancies, upon request for assistance, to comply with the Ontario Fire Code, or from a complaint.

Open Air Burning:

Open air burning is permitted within the municipality only with the approval of the Chief Fire Official and in accordance with the conditions set out in the Permit for Open Air Burning By-law #690.

Fireplaces and Solid Fuel Burning Appliances:

Fireplaces and solid fuel burning appliances are not currently inspected by the Fire Department and owners are advised to contact a WETT certified inspector.

Investigation of Fires:

The fire prevention officers will investigate the origin and cause of all fires within the municipality. The OFM will be notified for the following reasons: Large loss fire, suspicion of arson, fatality or a gaseous explosion. The fire prevention officer will assist the OFM investigator as requested.

Department Record Keeping/Reporting and Risk Assess/Development:

All record keeping within the fire department pertaining to such items as emergency response, deaths and injuries, number and type of inspections, and public education activities shall be kept up-to-date. A simplified risk assessment utilizing these statistics shall be performed on a predetermined schedule, and will ensure changing fire safety priorities are addressed appropriately and promptly.

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Reports:

Reports will be submitted to Council and/or the Fire Marshal's Office as required. Summary forms are attached as Schedule "A" and "B" hereto.

Conclusion:

This fire prevention policy provides for the participation of all members of the department in fire prevention and public education activities, during available hours. It is intended as a "Directional Guide".

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Schedule "A"

PREVENTION/EDUCATION REPORT

Date: _____ Time: _____

Group/Organization: _____

Event: _____ No. of Public Who Attended: _____

Staff/Department Members Present: _____

Amount/Type of Brochures Distributed: _____

Report Prepared By: _____ Date: _____

Signature: _____

Comments: _____

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SCHEDULE "B"

SMOKE ALARM REPORT

Address: _____

Name of Property Owner: _____

Name of Tenant (If applicable): _____

Inspection Completed? Yes No (If No, please explain e.g. owner refused inspection, not at home etc.)

Follow Up Required? Yes No (If Yes, please explain e.g. tenant without working alarm, request for further information etc.)

Name of Person Completing Report: _____

Date: _____ Signature: _____

Follow Up Completed By: _____ Date: _____

Comments: _____

