



Volume

B

First Edition

STUDY GUIDE & REFERENCE MANUAL FOR EMPLOYEES

FOR LICENSED NIGHTCLUBS AND LOUNGES



ST. JOHN'S REGIONAL FIRE DEPARTMENT

Study Guide and Reference Manual for Employees

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ST. JOHN'S



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INTRODUCTION

Training staff in the correct procedures for fire drills, evacuations, and everyday responsibilities is vital to the safety of the staff and patrons.

The duty of properly trained staff for nightclubs and lounges is diverse and can range from monitoring a crowd to ensure that everyone behaves and follows the house rules to directing and assisting the orderly movement of people in the event of a fire. **This Manual provides an overview of the various functions of staff members in a club or lounge, and is a required study for writing the exam that is mandatory when hiring new staff.**

This Manual is not intended to be a complete training manual, but instead an overview to be used by owners/operators when providing necessary training of newly hired staff in such areas as responsibilities and duties, emergency and evacuation procedures, reasons for capacity and dealing with alcohol and drug situations.

Although floor staff have many different functions and responsibilities, door attendants are the most visible aspect and the first person the patron sees when entering a club or lounge, therefore at times, the door attendant may be the key person assigned to assist in evacuating the premises in the event of an emergency. However, each establishment varies and the ultimate decision lies with the owner/operator to determine the staff who are best suited for specific responsibilities.

 *Appendix A contains some common definitions used throughout this entire manual.*

ICON KEY



Important to Note!



Template in Appendix

PREPARING STAFF FOR EMERGENCIES

Companies increasingly understand the importance of training and drills to ensure that staff know what to do in the event of a real emergency.

Trained staff are essential in directing and assisting the orderly movement of people in the event of a fire, and performing fire control until the fire department arrives.

Evacuation procedures relying heavily on supervisory staff are complex, in that such staff require continued training, frequent drilling, and must be continuously on the premises in order to fulfill their responsibilities during an emergency. Once the plan is implemented, the time required for continued training and drilling, as well as the coordination necessary to maintain supervisory staff awareness of their surroundings, is essential to the success of the plan.

Based on these facts, the evacuation objective outlined can be met simply and realistically with evacuation control officers or the Fire Safety Manager's involvement in evacuation control.

Review of Staff

Fire Safety Manager and Deputy Fire Safety Manager

The Fire Safety Manager is normally appointed by the building owner. For nightclubs and lounges, this is typically the manager of daily operations.

The Deputy Fire Safety Manager is appointed by the Fire Safety Manager. For nightclubs and lounges, it is necessary to make certain that an alternate person is available to take the lead at times when both the Fire Safety Manager and Deputy Fire Safety Manager are unavailable.

The Fire Safety Manager may not be in the building on a continuous basis, but should be available, or assign a designate or alternate to be available, to provide or respond to:

- the building on notification of a fire emergency;
- emergency assistance to the fire department during an emergency.

Floor Staff

Floor staff responsibilities and training are arranged by the Fire Safety Manager. It is very important that all Floor Staff are well trained and knowledgeable of all their responsibilities in order for the Fire Safety Plan to be effective.

Responsibilities & Duties

Fire Safety Manager

The responsibilities and duties of the Fire Safety Manager are as follows:

1. To administer and maintain the Fire Safety Plan, including updating the plan when alterations are made to the building.
2. To train the Deputy Fire Safety Manager and Floor Staff.
3. To obtain and issue equipment necessary for the successful performance of the Fire Safety Plan (*i.e. flashlights and megaphones for outside communications*).
4. To record information on the following:
 - Fire incidents
 - False alarms
 - Fire drills
 - Discharge or operation of fire equipment
 - Training periods
5. To ensure that fire protection systems are inspected, maintained and serviced in accordance with the Plan and the Fire Code.

👉 *When an inspection, maintenance or testing procedure is beyond in-house capabilities, the Fire Safety Manager is responsible to have qualified personnel, certified by the Fire Commissioner's Office, to complete the procedure.*

Fire Safety Manager (con't)

6. To ensure that additional precautions are taken to offset the hazard to occupants where fire protection systems are inoperable. This should include checking the Fire Safety Plan and applicable Fire Code when fire systems are in need of repair, and advising the fire department of the system status.
7. To ensure that any building maintenance, alteration or renovation does not expose the building or occupants to unnecessary fire hazards, and precautions are taken to ensure building and occupant safety. This should include checking the Fire Safety Plan and applicable Fire Code when such activities take place, to ensure that they meet the requirements of the Fire Safety Plan and Fire Code regulations.
8. To ensure that supervisory staff is available to respond to the premises in the event of notification of an emergency. This should include notifying the Deputy Fire Safety Manager or person in charge when they will not be available.
9. To resolve any fire hazards which are reported by occupants, staff or the fire department.
10. To maintain familiarity with the building's fire protection system.
11. To maintain familiarity with fire regulations. This should include ensuring that the electrical rooms are not used for storage and that established policies are adhered to.

Deputy Fire Safety Manager (or designate)

The duties and responsibilities of the Deputy Fire Safety Manager are as follows:

1. To assume the responsibilities of the Fire Safety Manager in his/her absence;
2. To assist the Fire Safety Manager in his/her duties listed above.

Floor Staff

1. Floor Staff will check their floor or area daily for:
 - Accumulation of combustible material, rubbish or flammable liquids in excess of quantities allowed by permit;
 - Dangerous ignition sources, i.e. worn electrical cords, oily rags, overheating equipment;
 - Exit lights in good order and adequate lighting in public corridors and stairwells;
 - Fire and exit doors and their self-closing hardware in good operating condition (*doors should not be wedged under any conditions*);
 - Exit routes are unobstructed;
 - Fire hose and portable extinguishers are not obstructed, are in good order and ready to use;
 - Other suggested items outlined in Appendix C (Daily Inspection Template)
2. All fire hazards that are discovered must be reported to the Fire Safety Manager immediately.

Floor Staff Duties During an Emergency

1. To be familiar with and to act in accordance with all the provisions of the emergency procedures;
2. Supervise the orderly evacuation of his/her area to the outside of the building;
3. Check the exit stairwells to see that they are clear for evacuation and choose an alternate route, should egress be blocked by fire or smoke;
4. Report to the Fire Safety Manager on whether his/her area is evacuated;
5. Do not allow anyone to go back into the building under any circumstances until the fire department has given permission to do so.

Additional Emergency Measures During a Special Event

The following requirements and procedures, as well as the above list for Floor Staff, should be followed by Door Attendants or person(s) in charge of the door area:

1. Take charge of the situation. Leadership during an emergency is an important factor in effective evacuation procedures.
2. Door Attendants should assume all occupants have not previously been in the establishment, therefore will require instruction.
3. Door Attendants should be well-trained in the use of the recommended communication system, being knowledgeable of all pager possibilities.
4. If the establishment has exits other than those located on the main street of the event, the Door Attendant will use these exits to avoid overcrowding the main street where the special event is being held.
5. While informing occupants on which building exit to use, the Door Attendant should also instruct the occupant on which direction to travel once leaving the building.
6. If the exit used in an emergency leads to a passageway, the Door Attendant must follow all occupants to ensure they have proceeded in the right direction and cleared the passage.



OKAY, I AM A DOOR ATTENDANT...NOW WHAT?



A 'door attendant' is someone who is employed at, or near to, the entrance of a licensed establishment. There are many different types of examples we could give for licensed establishments, but the most common are nightclubs, lounges or any establishment with a liquor license.

A Door Attendant's role is to:

- Judge the suitability of people wishing to enter a premise and decide if they should be allowed in;
- Keep count of all occupants coming and going which tracks the volume of people in the building, to ensure capacity requirements are followed;
- Deal with any disruptive behaviour and take necessary action to deal with anyone guilty of causing trouble on the premises;
- Play a key role in emergency evacuation procedures. Since the door attendant is already outside, they should instruct occupants on where to go once leaving a building during an emergency.

SKILLS AND PERSONAL QUALITIES

A door attendant needs to have:

- A friendly, approachable and courteous manner
- A willingness to help people
- High service standards and smart personal presentation
- Observation skills
- Good stamina to stand for lengthy periods of time
- Excellent communication and organizational skills
- Confidence to handle awkward guests



DUTIES

The following procedures should be followed by Door Attendants:

- Take charge of the situation. Leadership, in the event of an emergency, is an important factor in effective evacuation procedures;
- Assume all occupants have not previously been in the establishment, therefore they require instructions during emergencies;
- If the exit used in the event of an emergency leads to a passageway, follow all occupants to ensure they have cleared the passageway.

SPECIAL EVENTS

Door Attendants should be well trained in the use of the recommended communication system, being knowledgeable of all pager message possibilities.

If the establishment has exits other than those located on the main street of the event, the Door Attendant will use these exits to avoid overcrowding the main street where the special event is being held.

EVACUATION & EMERGENCY PROCEDURES

Emergencies can occur at any time without warning. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

It is important to read this Section thoroughly so that you become familiar with the procedures in the event of an emergency. When you are familiar with the information, you will be better prepared to protect yourself, your co-workers and your patrons.

Emergency Procedures




In Case of Fire

1. **IMMEDIATELY SOUND THE FIRE ALARM** by activating the alarm switch.
2. **DIAL 911**
 - State your name;
 - Give the address of the building involved and the nearest intersection;
 - Give information about the fire such as which floor it is on, how fast it is spreading, the location of disabled or trapped persons.

If an emergency occurs during a special event, make certain the special communication page was sent (refer to “Special Events Guide to Fire Safety Planning” Manual).

If You Cannot Control the Fire with a Fire Extinguisher:

1. **MAKE CERTAIN ALL OCCUPANTS HAVE EVACUATED THE BUILDING.** Floor Staff should be the last to leave the building, after a quick check of all rooms and washrooms of the building, if it is safe to do so.
2. **CLOSE THE DOOR** of the room involved, then
3. **LEAVE THE BUILDING** using the nearest exit.

-  **WALK... DO NOT RUN.** Close all doors behind you and proceed along corridors and down stairways in a quiet and orderly manner.
-  **DO NOT USE THE ELEVATOR,** always use the stairwell.
-  **ASSIST THE DISABLED OR INJURED** to an area of refuge or other safe place, if possible.

4. **DO NOT GO BACK TO THE BUILDING FOR ANY REASON** until you have been advised to do so by the fire department.
5. **MEET THE FIRE DEPARTMENT AT THE BUILDING ENTRANCE** to provide them with updated information and to assist as a resource person, making certain no occupants block fire department access or traffic while crossing the street.

OPERATION OF A FIRE EXTINGUISHER

Portable fire extinguishers are useful only if you know how to use them, if they are right for the type of fire you are fighting, and if the fire is discovered immediately. You should not attempt to fight even a small fire until people have been evacuated from the area and the fire department has been called.

Never attempt to fight a fire if any of the following are true:

- You are uncertain about how to use the extinguisher.
- The fire is spreading beyond the immediate area where it started.
- The fire could block your escape route.
- You are alone.

How to Use a Multi-Purpose Dry Chemical Type Fire Extinguisher

Remember the word: **PASS**



PULL the pin;

AIM low... pointing the extinguisher nozzle at the base of the fire;

SQUEEZE the handle... this releases the extinguishing agent;

SWEEP from side to side... at the base of the fire until it appears to be out. Watch the fire area. If fire breaks out again, repeat use of the extinguisher.

Report any use of an extinguisher to the Fire Safety Manager or to a fire department officer.

- 👍 Most portable fire extinguishers work according to these directions, however be aware that some do not. Read and follow the directions on the fire extinguishers within your building.

Fire Extinguisher Types

Class A:	Used for ordinary combustible materials such as paper, wood, cardboard, and most plastics. The numerical rating on these types of extinguishers indicate the class of fire it should extinguish if used proficiently.
Class B:	Used for flammable or combustible liquids such as gasoline, kerosene, grease and oil. The numerical rating for class B extinguishers indicate the class of fire it should extinguish.
Class C:	Used for electrical equipment, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish class C fires - the risk of electrical shock is far too great! The C classification means the extinguishing agent is non-conductive.
Class D:	Used for fires that involve combustible metals, such as magnesium, titanium, potassium and sodium. These fire extinguishers are commonly found in a chemical laboratory. These types of extinguishers have no multi-purpose rating - they are designed for class D fires only.

OPERATION OF A FIRE HOSE

Fire hoses are useful only if you know how to use them. You should not attempt to fight even a small fire until people have been evacuated from the area and the fire department has been called.

Never attempt to fight a fire if any of the following are true:

- You are uncertain about how to use the extinguisher.
- The fire is spreading beyond the immediate area where it started.
- The fire could block your escape route.
- You are alone.

How to Use a Fire Hose:

- OPEN hose cabinet.
- PULL all hose out of rack and remove kinks.
- OPEN hose valve FULLY and ensure water flows into hose.
- OPEN nozzle and ADJUST to create a wide spray pattern.
- APPROACH the fire area.
- ADJUST nozzle to produce narrower pattern (*NOT a straight stream as this pattern may be less effective*).
- DIRECT the water in a circular motion at the base of the flame.
- BACK away when the fire appears extinguished, but watch for re-ignition.
- REPORT any use to the Fire Safety Manager or to a fire department officer.

CAPACITY

As stated in the National Building Code of Canada, the Life Safety Code, and also stated in the Liquor Licensing Regulations (*Reference Manual for Owners and Managers, Section 3*), set calculated capacities must be followed.

Enforcing Capacity

The manager and employees are responsible to enforce the capacity since the property can be subject to a random check by the Authority Having Jurisdiction.

Methods of Enforcement

Assign a staff member at the door to perform a count as patrons enter and exit.

When the limit is reached, ask guests to form a line outside the door, keeping in mind any issue that may arise due to a blockage of the exit doors.

HOW AND WHY CAPACITY IS CALCULATED

The door attendant (or door person) must understand that the point of occupant load calculation in the Code is not to determine an occupant load, but a “safe” occupant load. In simple terms, the intent is not to calculate the maximum amount of people allowed in a floor area, but to determine the maximum amount of people that can safely be accommodated in a floor area.

The Life Safety Code uses two of the following calculations to determine the maximum permissible occupant load in existing buildings, with the lowest number being the maximum permissible occupant load:

- Net Floor Space available to allow people to move freely to an exit.
- Exit capacity (*including the number of exits*).

FAQs

Q. “Is it alright to exceed the set capacity in an establishment if the place ‘looks’ empty”

A. No, capacity is determined through calculation based not only on floor area but exit width and the number of available exits.

Q. “Does the number set on the capacity card mean the number of patrons allowed or the total number of people allowed?”

A. The capacity numbers calculated are formulated for the total number of ‘people’ within the establishment, including all staff.

Q. “Will reconfiguring the floor area of an establishment with different table and chair configurations affect my capacity numbers or will they remain the same?”

A. Depending on the configuration your capacity numbers could change because the required space for standing room and room for tables and chairs are different. Say you added tables and chairs to a section that was normally standing room, the capacity calculation is 7 square feet per person for standing, but for tables and chairs it is 15 square feet per person therefore you would lose more than half of your capacity for that section.

Please note that any configurations made to your property must be inspected by the Fire Department to determine any new calculations for capacity.



REFERENCE TO THE LIQUOR CONTROL ACT

May I See Your ID Please...?

As stated in the Liquor Control Act and under the Liquor Licensing Regulations (*refer to your Manager's "Reference Manual for Owners and Managers", Section 2 and 3*), the presence of persons under the age of 19 years is not permitted.

As an employee of a licensed liquor establishment, you are required under the Liquor Licensing Regulations to verify the age of all customers that appear to be below the full age of 19 years before selling or serving liquor to this potential customer.

The only acceptable form of I.D. is an identification card, as required by the Liquor Control Act which includes:

- A valid driver's license;
- An I.D. card obtained at Motor Vehicle Registration;
- A valid passport.

Enforcing ID Checks

The manager, door attendant/host, bartender, and server are all responsible to ensure patrons are of legal age when allowing them access to the premises or when serving alcohol to a customer.



Methods of Enforcement

Set an 'in-house' rule to ID all patrons that appear under the age of 25, and post this rule so everyone knows, before entering, to have their ID ready;

Compare ID to samples of acceptable forms such as valid driver's licence, passport, or N.L. Identification Card;

Check for alterations to ID using the "touch test" or a flashlight from behind;

Compare signature of patron to the signature on the ID;

Ask for supporting identification;

Ask his/her Zodiac sign. People memorize false birth dates but generally will not know the corresponding sign.

Note: The Liquor Control Act can be found online at:
www.hoa.gov.nl.ca/hoa/statutes/118.htm

The Liquor Licensing Regulations can be found online at:
www.hoa.gov.nl.ca/hoa/regulations/rc961162.htm

SMOKING ON LICENSED PREMISES



Since July 1st, 2005 a 100 % ban on smoking was imposed on premises licensed under the Liquor Control Act in Newfoundland and Labrador under Section 4h of the Smoke-free Environment Act, 2005 (*Reference Manual for Owners and Managers*, Section 4).

Enforcing a No-Smoking Policy

The manager, door attendant/host, bartender and server are all responsible in enforcing the Non-Smoking Policy in public buildings.



Methods of Enforcement

Multiple 'no smoking' signs should be posted throughout the establishment as required by Section 6 of the Smoke-free Environment Act, 2005;

Suitable ashtrays and garbage cans can be located outside premise;

If an occupant is smoking inside, they must be immediately told to put out the cigarette and smoke outside only;

Ask occupant to leave if they continue to smoke inside;

Regularly check washrooms and other places where occupants could smoke.

Note: The Smoke-free Environment Act, 2005 is also found online at:
www.hoa.gov.nl.ca/hoa/statutes/s16-2.htm

ALCOHOL ON AND OFF THE PREMISE

Under Section 27.4 of the Liquor Control Act, all alcoholic beverages sold under a valid license for consumption on that premise must also be consumed at that location. At no time is a patron allowed to leave the establishment with an alcoholic beverage.

During special events that also have clubs or lounges within the event area, the event area will be considered the licensee and consumption of alcoholic beverages will be permitted within the event area. This allows patrons, **under this circumstance only**, to leave a premise with an alcoholic beverage, providing that the drink is in a non-breakable container (i.e. no glasses or bottles permitted on street).

Enforcing the Liquor Control Act

The manager, door attendant/host, bartender and server are all responsible to understand and enforce the Liquor Control Act.

Methods of Enforcement

Have an employee at the door at all times;

Do not allow purchases after occupant has received his/her coat from coat-check.

LAST CALL!

As Stated in the Liquor Control Act under the Liquor Licensing Regulations, the hours of sale and consumption are:

Hotel, Motel, Tourist Home, Lounge, Club, Institution, Military Mess, Restaurant, Recreational Facility

<i>Hours of Sale</i>	9:00 a.m. to 2:00 a.m. 7 days a week
<i>Hours of Consumption</i>	9:00 a.m. to 2:30 a.m. 7 days a week

Special Events

<i>Hours of Sale</i>	As specified on the licence only
<i>Hours of Consumption</i>	One-half hour tolerance beyond the hours of sale

Extended Licences

<i>Hours of Sale</i>	9:00 a.m. to 3:00 a.m. of the day immediately succeeding Thursday, Friday, Saturday and Sunday
<i>Hours of Consumption</i>	9:00 a.m. to 3:30 a.m. of the day immediately succeeding Thursday, Friday, Saturday and Sunday

Enforcing the Liquor Control Act

The manager, door attendant/host, bartender and server are all responsible to ensure that hours of sale and consumption as per the Liquor Control Act are strictly adhered to.

Methods of Enforcement

Limit sales at last call

Have employees walk around and take unfinished drinks when hours of consumption are over.

INTOXICATED INDIVIDUALS

As Stated in the Liquor Control Act, a licensee and an employee of the licensee will not allow an intoxicated individual to enter a licensed establishment or remain at that establishment.

Enforcing the Liquor Control Act

The manager, door attendant/host, bartender and server are all responsible to enforce the Liquor Control Act.





Methods of Enforcement

For intoxicated individuals at door:

Assign a staff member at the door;

Post a sign at entrance stating policy;

Assess individual's level of intoxication through conversation;

State that the law denies access to intoxicated persons to a licensed establishment;

Be courteous but firm;

Have another staff member support your position;

Avoid statements that may be perceived as a put-down or judgment;

Avoid physical or verbal confrontations.

For intoxicated individuals within establishment:

Discontinue service of alcohol to a patron who shows two or more signs of intoxication. Suggest a non-alcoholic beverage or food as an alternative (be discreet so as not to embarrass the patron);

Provide patron with a reason for your action (law or house policy);

Enlist a friend of the patron to assist you;

If server's decision is continually questioned by the patron, call the manager.

DRUG AWARENESS

What is a Drug?

Defined it is any substance, other than food, which is taken to change the way the body and/or mind functions.

Alcohol is a drug and while legal, it is one of the most abused drugs in our society. The provincial *Liquor Control Act* restricts the sale, possession and consumption of alcohol however compliance for these statutes are the responsibility of the establishments that sell it, therefore staff should be educated with the contents of the Act.

Mood Altering Drugs also known as ***Psychoactive Drugs*** are drugs that change or affect the way a person thinks, feels or acts. These drugs are known to be used by some of those who frequent the club scene and may include such drugs as marijuana, ecstasy, cocaine, crystal meth and LSD.

When a person uses two or more drugs at the same time this is known as ***Polysubstance use***. This is very common in the club scene as many people mix alcohol and tobacco but using various other illicit substances can result in unwanted health complications.

Controlled Drug and Substance Act (CDSA)

All Illicit drugs and restricted medications such as narcotics are listed under the various schedules of the CDSA and state that any person in possession or traffics in such substances can be charged under the Act and if convicted will result in a criminal record.

Under Section 4 of the Controlled Drugs and Substances Act, possession of a controlled substance is prohibited.

4. Possession of substance

- (1) Except as authorized under the regulations, no person shall possess a substance included in Schedule I, II or III.



Common Types of Illegal Drugs

Schedule I: Opium – including Codeine, Morphine and Oxycontin.
Cocaine – including coca leaves, and crack cocaine.
Gamma hydroxybutyrate (GHB)

Schedule II: Cannabis – including Hash, Marihuana, and Hash Oil.

Schedule III: Amphetamines – including Crystal Meth, Estacy, and Speed

Signs and Symptoms of Drug Use

Below are some signs and symptoms of drug abuse, however please note that these signs and symptoms could also be explained by other medical reasons.

Physical Signs:



- ✓ Slowed or staggering walk; poor physical coordination.
- ✓ Red, watery eyes; pupils larger or smaller than usual; blank stare.
- ✓ Cold, sweaty palms; shaking hands.
- ✓ Puffy face, blushing or paleness.
- ✓ Smell of substance on breath, body or clothes.
- ✓ Extreme hyperactivity; excessive talkativeness.
- ✓ Runny nose; hacking cough.
- ✓ Needle marks on lower arm, leg or bottom of feet.
- ✓ Nausea, vomiting or excessive sweating.
- ✓ Tremors or shakes of hands, feet or head.
- ✓ Irregular heartbeat.
- ✓ Excessive drinking of water.



Behavioral Signs

- ✓ Difficulty in paying attention; forgetfulness.
- ✓ General lack of motivation, energy, self-esteem, "I don't care" attitude.
- ✓ Sudden oversensitivity, temper tantrums, or resentful behaviour.
- ✓ Moodiness, irritability, or nervousness.
- ✓ Silliness or giddiness.
- ✓ Paranoia
- ✓ Excessive need for privacy; unreachable.
- ✓ Secretive or suspicious behaviour.
- ✓ Possession of drug paraphernalia.

Signs of Drug Dealing

- Talking to multiple people and then proceeding to the bathroom or outside for a few minutes.
- Repeated, observable exchanges of items, especially where money is visible.
- Offers to sell you drugs, or conversations about drugs that you overhear.
- Noxious odours from a person or people they have talked to, such as "musty" smells.

Dealing with Customers in Possession of Drugs

- If a customer is found with drugs, inform them that they are an illegal substance and are not permitted in this establishment.
- If they do not immediately leave the establishment, call the police.
- If this person or any other person is found consuming drugs within your establishment the police should be called.

Note: The Criminal Code of Canada can be found online at:
<http://laws.justice.gc.ca/en/C-46/>

Note: The Controlled Drug and Substance Act can be found online at:
<http://laws.justice.gc.ca/en/C-38.8/>



Dealing with Customers under the Influence of Drugs

Some, not all, persons under the influence of drugs can become violent. Staff should show restraint and deal with such persons in a calm manner which includes speaking in a soft tone and show empathy to their plight. Becoming confrontational can lead to unnecessary physical altercations which can result in injuries to patrons or staff members. Should the matter escalate, call the police.


Found / Seized Drugs or Drug Paraphernalia

It is not uncommon for staff to find drugs or drug paraphernalia within the establishment especially in such areas as the bathroom, storage areas or other unfrequented areas. When handling such things staff should wear gloves and immediately wash their hands afterwards.

There have been cases where people handling drugs or drug paraphernalia have contracted health complications including hepatitis. Disposal of such items should be done in a safe and secure manner. Found or seized drugs should be placed into an envelope or zip lock type bag and immediately turned over to police.

Drug paraphernalia can include such things as;

- Straws
- Spoons
- Knives
- Cigarette papers
- Pipes
- Needles and/or syringes
- Pill containers
- Zip lock style plastic bags
- Glass vials

 ***Should you have any further questions or require any additional information or training regarding Drug Awareness please contact the RNC Drug Awareness Section @ 729-8852***

APPENDIX A

COMMON DEFINITIONS

Common Definitions

Access to Exits – a means of egress within a floor area that provides access to an exit serving the floor area.

Appliance – a device to convert fuel into energy and includes all components, controls, wiring and piping required to be part of the device by the applicable standard.

Assembly Occupancy – (Group A) the occupancy or the use of a building, or part thereof, by a gathering of persons for recreational or like purposes, or for the consumption of food or drink.

Authority Having Jurisdiction – the governmental body responsible for the enforcement of any part of Code or the official or agency designated by that body to exercise such a function.

Basement – a story or storeys of a building located below the first story.

Building – any structure used or intended for supporting or sheltering any use or occupancy.

Chimney – a primarily vertical shaft enclosing at least one flue for conducting flue gases to the outdoors.

Deputy Fire Safety Manager – Appointed supervisory staff member who assumes the duties of the Fire Safety Manager during his/her absence. (Person in charge)

Door Attendant – the person who monitors the crowd to ensure everyone behaves and follows the house rules, and assists occupants in the event of an emergency evacuation.

Event Area (Net) – the area within a fenced assembly occupancy. When referring to the Net Event Area, this is the total occupant space considered for capacity and does not include space taken up by the stage or pathways for means of egress.

Exit – a means of egress, including doorways that lead from the floor area it serves, to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

Fire Drill Meetings – Due to the type of occupancy that nightclubs and lounges have it is difficult to have full evacuation fire drills therefore it is recommended for Fire Safety Managers of this type of occupancy to hold a meeting type fire drill for all staff.

Fire Safety Manager – The person responsible for the development and implementation of the Fire Safety Plan.

Fire Safety Plan – A plan that provides occupants with information for control of fire hazards, maintenance of fire protection systems, and evacuation procedures for their building.

Fire Separation – means a construction assembly that acts as a barrier against the spread of fire.

Flame Spread Rating – an index or classification indicating the extent of spread-of-flame on the surface of a material or an assembly of materials as determined in a standard fire test as prescribed in the National Building Code.

Floor Area – the space on any story of a building between exterior walls and required firewalls, including the space occupied by interior walls and partitions, but not including exits and their

enclosing assemblies.

Flue –an enclosed passageway for conveying flue gases.

Flue Pipe –the pipe connecting flue collar of an appliance to a chimney.

LSC –used when referencing the NFPA 101 ‘Life Safety Code’

Means of Egress –a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. (Includes exits and access to exits)

NBC –used when referencing the ‘National Building Code of Canada’

NFC –used when referencing the ‘National Fire Code of Canada’

Occupancy –the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.

Occupant Load –the number of persons for which a building or part thereof is designated.

Owner/Manager –the person in charge or responsible for the establishment or building, this person has the responsibility of preparing all documentation for the authority having jurisdiction.

Passageway –(when referring to exits) a path outside the exit that leads to the street.

Smoke Alarm –a combined smoke detector and audible alarm device designed to sound an alarm within the room or suite in which it is located upon detection of smoke within that room or suite.

Sprinklered – the building or part thereof is equipped with a system of automatic sprinklers.

Special Event Committee (SEC) –The committee in charge of any special event that requires additional personnel (crowd managers) or special requirements, such as a street closure.

Supervisory (Floor) Staff –those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan. For lounges and nightclubs, since there are limited numbers of staff compared to the number of occupants, all staff will be considered supervisory staff in the event of an emergency.

Watchperson –The person hired when an emergency system is not in operation and there is a need to have someone qualified on the site to make rounds every half hour, 24 hours a day, until the system is back in proper working condition.

APPENDIX B

SUGGESTED FIRE DRILL/INCIDENT REPORT TEMPLATE

Fire Drill and/or Incident Report			
Date:		Time:	
Location:			
Instructions: Each manager or supervisor is responsible for monitoring employee responses and assessing building features during every fire drill and at any time the fire alarm audible signal activates.			
Section 1		Assessment of persons discovering / responding to fire	
Describe fire drill scenario, fire incident or fire alarm occurrence (false alarm, accidental triggering etc.):			
Simulated or actual activities? _____			
			Yes
			No
Were people in immediate danger evacuated?			
Zone of origin evacuated?			
Were doors closed and latched to confine the fire and reduce smoke spread?			
Was the fire alarm manually activated (if the scenario required this action)?			
Was the fire department called or notified as required by procedures?			
Was an attempt made to extinguish the fire?			
Was attempt appropriate?			
Did sufficient staff respond and evacuate endangered occupants in an organized and timely manner?			
Was scene supervision appropriate?			
Were instructions clear?			
Comments/observations/recommendations on emergency responses:			
Assessment of specialized Supervisory Staff responses			
			Yes
			No
Was the fire department notified by phone promptly and correctly?			
Were verbal instructions correct and clearly stated over the voice communication system (if applicable)?			
Did designated staff respond correctly to provide fire department assistance and access?			
If "No" was answered for question(s) above, provide comments/observations/recommendations:			
Section 2		Did the following features operate properly in your area?	
		Yes	No
A) fire alarm pull station (where applicable) and audible fire alarm devices			
B) voice communication system (voice messages were audible, where applicable)			
C) self-closing doors closed and latched upon fire alarm system activation			
D) fire hose stations, fire extinguishers and/or sprinklers (where applicable)			
Section 3		Did employees respond properly upon hearing the fire alarm signal and voice communication instructions?	
		Yes	No
A) checked rooms and area for fire and closed doors immediately			
B) designated staff responded to the fire area to assist with evacuation			
C) corridors were clear and unobstructed			
If "No" was answered for question(s) above, provide comments/observations/recommendations:			

Print Name:		Signature:	
Date:			

APPENDIX C

SUGGESTED DAILY INSPECTION TEMPLATE
