



Fire Safety Plan Guidelines (Based on FPOABC Zone 2)

Below are the guidelines for all buildings requiring a Fire Safety Plan. The Fire Safety Plan shall meet Emergency Planning Requirements, Current BC Fire Code, and Local Regulations. The Fire Safety Plan shall be **"SITE AND BUILDING SPECIFIC"**. All unrelated information shall be removed from templates.

GENERAL GUIDELINES:

Fire Safety Plan Binder shall:

- Be a standard 8.5" x 11" three-ring binder, red in colour.
- Have the wording **"FIRE SAFETY PLAN"** on the front and spine of the binder.
- Have the building address displayed in large font on the front of the binder.
- Include a cover page with the name, address and coloured picture of the building.
- Upon review and acceptance, the Fire Department will issue a letter or an email of acceptance. This letter/ email shall be placed in the front of the Fire Safety Plan Binder.

Text shall be:

- All pages including site plans and floor plans shall be single-sided.
- Headings – font size will be a minimum of 14 point throughout the plan.
- Text – font size will be a minimum 12 point throughout the plan.

LAYOUT of Tabbed Sections:

Table of Contents
Fire Department Information
Site Plan Drawings
Floor Plan Drawings
Part 1 – Objectives of the Fire Safety Plan
Part 2 – Supervisory Staff
Part 3 – Instructions to Occupants
Part 4 – Inspection, Testing and Maintenance of Fire Protection Equipment
Part 5 – Reports and Checklists
Part 6 – Legal Basis for Fire Safety Planning
Part 7 – Definitions
Appendix – Alternative Solutions (New Construction), any special information pertaining to the building, hot works etc.

CONTENT OF TABBED SECTIONS - shall be site/building specific

FIRE DEPARTMENT INFORMATION (Include Photographs if applicable):

- APPOINTMENT OF SUPERVISORY STAFF
- EMERGENCY CONTACTS
- BUILDING DESCRIPTION: Year of construction, Type of Construction, Occupancy Classification, Number of Suites and Floors
- FIRE ALARM: Operating instructions, reset instructions, paging system, fire phones, fire zones, fire alarm areas, sequence of operations.
- FIRE ALARM MONITORING: Company name, account number, ULC Certificate Number, and contact information.
- IN-BUILDING AMPLIFICATION SYSTEMS: Type and location.
- ELECTRICAL DISCONNECT: Location
- ELEVATORS: Firefighting Operations (including on generator power if applicable), and reset instructions.
- EMERGENCY GENERATOR: Describe what equipment the generator supplies power to and include operating instructions.
- EMERGENCY LIGHTING: Type, power source, and location.
- EXITING: Description and numbering sequence of exit stairs.
- FIRE DEPARTMENT ACCESS ROUTES: Primary/Secondary.
- FIRE DEPARTMENT CONNECTION: Locations and describe.
- FIRE DEPARTMENT LOCK BOX: Location and description.
- FIRE PUMP: Size, GPM, and operating instructions.
- FIRE DEPARTMENT ROOF ACCESS: Give location, type and door/hatch.
- FIRE HYDRANT: Location of closest public hydrants, and private (if applicable).
- GAS SHUT-OFF: Location
- CARBON MONOXIDE SYSTEMS: Type and location.
- HAZARDS: All hazards shall be identified. If the hazard has a UN#, the UN# shall be included with the hazard.
- SMOKE CONTROL: Describe smoke control measures.
- SPRINKLER SYSTEM: Description and location.
- STANDPIPE AND HOSE SYSTEM: Description and location.
- WATER SHUT-OFF: Location.

SITE PLAN: All drawings shall be 11" x 17" coloured drawings in landscape format. Only site specific symbols shall be located on the drawings and contained in the Legend.

FLOOR PLANS: All drawings shall be 11" x 17" coloured drawings in landscape format

PART 1 - OBJECTIVES OF THE FIRE SAFETY PLAN: As per BC Fire Code Division B, Part 2, Section 2.8. Meet requirements of the BC Fire Code and any applicable regulations.

PART 2 - SUPERVISORY STAFF DESIGNATION: Shall be site specific.

PART 3 - INSTRUCTIONS TO OCCUPANTS: Shall be site specific.

PART 4 - INSPECTION, TESTING AND MAINTENANCE OF FIRE PROTECTION

EQUIPMENT: Shall be site specific and include the following if applicable: Fire Alarm, ULC Monitoring Equipment, Sprinkler System, Standpipe, Special Suppression Systems, Emergency Lighting, Fire Extinguisher, Generator, Closures, Ducting and Fire Dampers, Carbon Monoxide Systems, In-Building Amplification Systems, and Smoke Control Measures.

PART 5 - CHECKLISTS AND ANNUAL INSPECTION, TESTING, MAINTENANCE REPORTS:

Shall be site specific and reflect Part 4 systems and equipment.

PART 6 - LEGAL BASIS FOR FIRE SAFETY PLANNING: As per BC Fire Code Division C, Part 2, Section 2.2. It is the owner or owner's authorized agent who is responsible to carry out the provisions of the BC Fire Code.

PART 7 - DEFINITIONS: Shall be site specific.

Example:

Supervisory staff means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan.

APPENDIX: Alternate solutions, fire alarm verification, ULC monitoring certificate, and last two consecutive service records for Part 4 systems and equipment.