

**FIPI**

**Fire Inspection & Prevention Initiative**



Adopted by  
VANCOUVER FIRE AND RESCUE SERVICES  
COMMUNITY SAFETY DIVISION

# Fire Safety Plan Documentation Guide



## Part 3 (of 3) Format Guide

2024 Edition

(December 5, 2014) (City of Vancouver [June 2024](#))



## Fire Safety Plan Documentation Guide<sup>1</sup> (2024 Edition)

### Part 3: Fire Safety Plan Documentation Format Guide

This documentation guide was developed by the Fire Inspection and Prevention (FIPI) LAFC Working Group, using the Fire Prevention Officers' Association of BC (FPOABC) generic Fire Safety Plan Template Guidelines.

**Fire departments** can adopt, as is or modified, to suit their needs and local government bylaws, for use by buildings and properties within their jurisdiction.

**Your business**, when considering the use of this guide, is expected to first check with your local fire department to learn if it has a preferred format. It is to your business' benefit to use your local fire department's preferred format. It uses FSPs from all buildings within their jurisdiction that require an FSP. In an emergency, familiarity with the FSP format makes it easier and quicker for firefighters to find the information needed to respond appropriately to the emergency. If the emergency is at your business, you will appreciate every minute not spent looking for critical information.

If there is no preferred format, the use of this guide to document your FSP to meet the requirements of the BC Fire Code is supported and recommended by:

**Fire Prevention Officers' Association of BC (FPOABC)**  
**Fire Chiefs' Association of BC (FCABC)**  
**BC's Office of the Fire Commissioner (OFC)**

This guide should be used in conjunction with the following reference guides:

- The Fire Safety Plan Documentation Guide – Part 1: Collection of Relevant Information
- The Fire Safety Plan Documentation Guide – Part 2: Instructions for Documentation
- The LAFC Fire Safety Plan Review Checklist
- The LAFC Fire Hazard Identification Checklist

**Note:** Industrial occupancies and other types of occupancies need only use those parts of these documents that are applicable to their occupancy classification and operations.

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<sup>1</sup> This guide is based on the 2018 BC Fire Code and BC Building Code, which are revised approximately every six years. Before using, always check to see if this document's edition matches the current BC Fire Code edition.



## FSP Documentation Guide - Part 3: Format Guide

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These documents can assist you identify, gather, or develop, all the necessary information that needs to be included in an FSP.

All that information can then be documented following the instructions in Part 2 of this guide, Instructions for Documentation, using the format in Part 3 of this guide, Fire Safety Plan Document Format Guide, which includes:

- Title Page
- Table of Content
- Document Headings and Sub-Headings

As per Part 2 Instruction #2, delete the first few pages of Part 3 (this document) so that the first page of your FSP is the Fire Safety Plan title page. Users are then expected to add content to the remainder of the Part 3 format guide and save as their FSP.

The FPOABC, the FCABC, and the OFC will cooperate to maintain the currency of all relevant reference documents. The most current versions can be found on the Fire Prevention Officers' Association of BC website – <http://www.fpoa.bc.ca/>

***Users require the Fire Safety Plan Documentation Guide – Parts 1, 2, and 3 – to properly document their Fire Safety Plan.***

### **Notice**

This document has no legal effect. It is intended to be a guide for preparing Fire Safety Plans for industrial and other occupancies. It does not replace any legislation pertaining to industrial and other occupancies.

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# **FIRE SAFETY PLAN**

**<Insert Building Name>**

**< Insert Street Address>**

**Vancouver, BC**

**< Insert representative photo(s) of  
property/building(s)>**

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# **Tab 1:**

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### **Noteworthy changes**

### **Master Inspection, Testing and Maintenance Schedule**

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Revision Date: <add date> <This template is a guide only. Modifications are required.  
<Delete this note once FSP is completed.>

<Building Address>

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Delete this note once FSP is completed.>

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< INSERT BUILDING NAME >

## FIRE SAFETY PLAN STATEMENT OF CURRENCY

This Fire Safety Plan prepared by:

<Insert Name of person/company>

<Insert Street Address>

<Insert City, Province, Postal Code>

<Insert Contact Information (phone, fax, email)>

Initial FSP Prepared:

Date: <Insert date>

Previous Review:

Date: <Insert date>

Current Review

Date: <Insert date>

Submitted by:

Receipt by:

---

<Insert name of FSP Preparer>

<Signature Required>

---

<Insert name of Building Owner  
Representative>

<Insert Position or Title of Building  
Owner Representative>

<Signature Required>

<Building Address>

## NOTEWORTHY CHANGES

Since previous Fire Safety Plan (FSP) Review

### DOCUMENTS REVIEWED

The Fire Safety Plan review included the review of the following related documents:

- 1. Review of training records for the previous year vis-à-vis the FSP schedule.
- 2. Review of previous year's maintenance activities performance vis-à-vis the FSP schedule
- 3. Review of training content – list training material reviewed
- 4. Review of related policies and procedures (e.g., Hot Work, Storage, Housekeeping) – list those reviewed
- 5. <Add other related document reviewed or delete this item.>
- 6. <Add other related document reviewed or delete this item.>
- 7. <Continue to add more related documents that are reviewed or delete this item.>

### REVISIONS TO FIRE SAFETY PLAN

The following noteworthy changes have occurred since the last review of the FSP and have resulted, as noted below, the following changes to the FSP:

Training dates for the next year have been added.

Inspection dates for the next year have been added.

Supervisory personnel selected and acknowledged for upcoming year.

<Revised BC Fire Code requires changes to the following sections of the FSP: Update list of requirements in Part 6 – Legal Basis for Fire Safety Planning and and those sections of FSP that needed change (Note: this template based on 2018 BC Fire Code) or delete this item.>

Next FSP annual review date identified

<Identify other noteworthy revisions to plan or delete this item.>

<Identify other noteworthy revisions to plan or delete this item.>

<Continue to add noteworthy revisions until all are added or delete this item.>

<Building Address>

## Master Inspection, Testing & Maintenance Schedule for <current year>

It is not enough to identify the inspection, testing and maintenance frequency of the various items listed in the table below.

Each year, either (1) as part of the FSP annual review, or (2) prior to the start of the next calendar year, or (3) at specific date in the year, the actual dates for the following 12 calendar months are recorded and added to the FSP under the heading “Master Inspection, Testing and Maintenance Schedule. Copies should be distributed to personnel assigned to complete the inspection, testing or maintenance for the upcoming year. Personnel need to be assigned to hire and organize 3rd party contractors scheduled inspections, testing, and maintenance. Where the Fire Safety Director is not assigned the inspection responsibility, s/he remains responsible to ensure the assigned inspections are completed.

**The inspection frequencies should be as specified in the *BC Fire Code, Division B, Parts 2 and 6, and all applicable referenced standards; if not specified in the fire code, then, in accordance with manufacturer’s operating instructions and/or good engineering practices. Each building owner should verify that the frequencies used in the sample master schedule below are appropriate for their facility and property. If not, correct the table accordingly.***

Always be mindful of statutory holidays when developing annual schedule.

Only include in your FSP the items that are applicable to your buildings and property. For your specific building(s) and property, you may need to add other items to the list. Use one or both tables as is or modify for your recording preference.

For example, for consistency, assigning descriptors may help to determine specific dates:

1. Daily: Every work day
2. Weekly: A specific day each week, e.g., Tuesday. Each item can be assigned its own day based on the duties of the personnel assigned the task.
3. Monthly: For each item, determine which workday of the month it will occur, e.g., first Wednesday of each month, the third Thursday of each month, etc.
4. Many items with monthly requirements also have semi-annual, annual, and multi-year frequencies. It may efficient to schedule those events on the date for the item’s corresponding monthly date.

For example, if the monthly inspection and testing for the sprinkler system occurs on the 2<sup>nd</sup> Tuesday of each month, then:

- the bi-monthly inspection and testing could occur on the 2<sup>nd</sup> Tuesday of every second month starting in February
- the annual testing could occur on the 2<sup>nd</sup> Tuesday of May
- if testing began in 2012, then:

<Building Address>

- the 3-year testing could occur on the 2<sup>nd</sup> Tuesday of May, 2015\* then the 2<sup>nd</sup> Tuesday of May, 2018, etc.
- The 15-year testing could occur on the 2<sup>nd</sup> Tuesday of May, 2027\* then the 2<sup>nd</sup> Tuesday of May, 2042, etc.
- The 50-Year testing could occur on the 2<sup>nd</sup> Tuesday of May, 2072\* then the 2<sup>nd</sup> Tuesday of May, 2112, etc.

\*These dates should be recorded each year so that there is no doubt when in the future they are to occur.

<Building Address>

## MASTER INSPECTION, TESTING & MAINTENANCE SCHEDULE FOR <CURRENT YEAR>

	Item	Frequency	Action Required	Date	Responsibility
1.	Fixed Extinguishing System	Daily	Inspection	<All workdays>	<Fire Safety Director or designate>
		Weekly	Inspection & Maintenance	<Every Tuesday>	<Fire Safety Director or designate>
		Monthly	Inspection	<1 <sup>st</sup> Tuesday of Every Month>	<Fire Safety Director or designate>
		Semi-annual	Maintenance	<1 <sup>st</sup> Tuesday of June & December>	<Qualified contractor>
2.	Portable Fire Extinguishers	Monthly	Inspection	<1 <sup>st</sup> Tuesday of Every Month>	<Fire Safety Director or designate>
		Annual	Maintenance	<1 <sup>st</sup> Tuesday of January>	<Qualified contractor>
3.	Means of Egress	Daily	Inspection	<All workdays>	<Fire Safety Director or designate>
		Monthly	Inspection	<1 <sup>st</sup> Tuesday of Every Month>	<Fire Safety Director or designate>
4.	Fire Detection & Alarm System	Daily	Inspection	<All workdays>	<Fire Safety Director or designate>
		Monthly	Testing	<1 <sup>st</sup> Tuesday of Every Month>	<Fire Safety Director or designate>
		Annual	Maintenance	<1 <sup>st</sup> Tuesday of February>	<Qualified contractor>
5.	Emergency Lighting	Monthly	Inspection & Testing	<1 <sup>st</sup> Tuesday of Every Month>	<Fire Safety Director or designate>
		Annual	Testing	<1 <sup>st</sup> Tuesday of August>	<Qualified contractor>
6.	Emergency Generator	Weekly	Maintenance	<Every Tuesday>	<Fire Safety Director or designate>
		Monthly	Inspection, Testing & Maintenance	<1 <sup>st</sup> Tuesday of Every Month>	<Fire Safety Director or designate>
		Semi-annual	Maintenance	<1 <sup>st</sup> Tuesday of February & August>	<Fire Safety Director or designate>
		Annual	Maintenance	<1 <sup>st</sup> Tuesday of August>	<Qualified contractor>



<Building Address>

	Item	Frequency	Action Required	Date	Responsibility
		2-Year	Check	<1 <sup>st</sup> Tuesday of August>	<Qualified contractor>
		3-Year	Check	<1 <sup>st</sup> Tuesday of August>	<Qualified contractor or Manufacturer's representative>
6.	Emergency Generator	5-Year	Check	<1 <sup>st</sup> Tuesday of August>	<Qualified contractor or Manufacturer's representative>
7.	Sprinkler System	Daily	Inspection	<All workdays>	<Fire Safety Director or designate>
		Weekly	Inspection	<Every Tuesday>	<Fire Safety Director or designate>
		Monthly	Inspection & Testing	<1 <sup>st</sup> Tuesday of Every Month>	<Fire Safety Director or designate>
		Bi-Monthly	Inspection & Testing	<1 <sup>st</sup> Tuesday of Every Other Month Starting in February>	<Fire Safety Director or designate>
		Semi-annual	Testing	<1 <sup>st</sup> Tuesday of April and October>	<Fire Safety Director or designate>
		Annual	Testing & Maintenance	<1 <sup>st</sup> Tuesday of October>	<Qualified contractor>
		5-Year	Testing	<1 <sup>st</sup> Tuesday of October>	<Qualified contractor>
		20-Year	Testing	<1 <sup>st</sup> Tuesday of October>	<Qualified contractor>
		50-Year	Testing	<1 <sup>st</sup> Tuesday of October>	<Qualified contractor>
8.	Standpipe & Hose System	Monthly	Inspection	<1 <sup>st</sup> Tuesday of Every Month>	<Fire Safety Director or designate>
		Annual	Inspection	<1 <sup>st</sup> Tuesday of September>	<Fire Safety Director or designate>
		5-Year	Testing	<1 <sup>st</sup> Tuesday of September>	<Fire Safety Director or designate>
9.	Freeze Protection	Annual	Inspection	<1 <sup>st</sup> Tuesday of November>	<Fire Safety Director or designate>

<Building Address>

	<b>Item</b>	<b>Frequency</b>	<b>Action Required</b>	<b>Date</b>	<b>Responsibility</b>
<b>10.</b>	Fire Pump & Reservoirs	Weekly	Inspection & Testing	<Every Tuesday>	<Fire Safety Director or designate>
		Monthly	Testing	<1 <sup>st</sup> Tuesday of Every Month>	<Fire Safety Director or designate>
		Annual	Testing	<1 <sup>st</sup> Tuesday of August>	<Fire Safety Director or designate>
<b>11.</b>	Fire Dampers & Fire Stop Flaps	Annual	Testing	<1 <sup>st</sup> Tuesday of June>	<Qualified contractor>
<b>12.</b>	Hoods, Ducts & Filters	Weekly	Inspection	<Every Tuesday>	<Fire Safety Director or designate>
<b>13.</b>	Chimneys, Flues, & Flue Pipes	Annual	Inspection	<1 <sup>st</sup> Tuesday of June>	<Fire Safety Director or designate>
<b>14.</b>	HVAC Systems	Annual	Inspection & Testing	<1 <sup>st</sup> Tuesday of April>	<Qualified contractor>
<b>15.</b>	Fire Department Access to Building	Daily	Inspection	<All workdays>	<Fire Safety Director or designate>
<b>16.</b>	Fire Hydrants	Semi-Annual	Inspection	<1 <sup>st</sup> Tuesday of May and November>	<Fire Safety Director or designate>
		Annual	Flushing	<1 <sup>st</sup> Tuesday of May>	<Fire Safety Director or designate>
<b>17.</b>	Keys to Common Areas and in Lock Box	Annual	Testing	<1 <sup>st</sup> Tuesday of August>	<Fire Safety Director or designate>
<b>18</b>	Other?				

<Building Address>

**MASTER INSPECTION, TESTING & MAINTENANCE SCHEDULE FOR <CURRENT YEAR>**

Frequency		Item	Action Required	Responsibility	Next Date
Daily	1.	Fixed Extinguishing System	Inspection	<Fire Safety Director or designate>	<All workdays>
	2.	Means of Egress	Inspection	<Fire Safety Director or designate>	<All workdays>
	3.	Fire Detection & Alarm System	Inspection	<Fire Safety Director or designate>	<All workdays>
	4.	Sprinkler System	Inspection	<Fire Safety Director or designate>	<All workdays>
	5.	Fire Department Access to Building	Inspection	<Fire Safety Director or designate>	<All workdays>
Weekly	1.	Fixed Extinguishing System	Inspection & Maintenance	<Fire Safety Director or designate>	<Every Tuesday>
	2.	Emergency Generator	Maintenance	<Fire Safety Director or designate>	<Every Tuesday>
	3.	Sprinkler System	Inspection	<Fire Safety Director or designate>	<Every Tuesday>
	4.	Fire Pump & Reservoirs	Inspection & Testing	<Fire Safety Director or designate>	<Every Tuesday>
	5.	Hoods, Ducts & Filters	Inspection	<Fire Safety Director or designate>	<Every Tuesday>
Monthly	1.	Fixed Extinguishing System	Inspection	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of Every Month>
	2.	Portable Fire Extinguishers	Inspection	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of Every Month>
	3.	Means of Egress	Inspection	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of Every Month>
	4.	Fire Detection & Alarm System	Testing	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of Every Month>
	5.	Emergency Lighting	Inspection & Testing	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of Every Month>
	6.	Emergency Generator	Inspection, Testing, & Maintenance	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of Every Month>
	7.	Sprinkler System	Inspection & Testing	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of Every Month>
	8.	Standpipe & Hose System	Inspection	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of Every Month>

<Building Address>

Frequency		Item	Action Required	Responsibility	Next Date
	9.	Fire Pump & Reservoirs	Testing	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of Every Month>
Bi-Monthly	1.	Sprinkler System	Inspection & Testing	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of Every Other Month Starting in February>
Semi-annual	1.	Fixed Extinguishing System	Maintenance	<Qualified contractor>	<1 <sup>st</sup> Tuesday of June & December>
	2.	Emergency Generator	Maintenance	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of February & August>
	3.	Sprinkler System	Testing	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of April and October>
	4.	Fire Hydrants	Inspection	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of May and November>
Annual	1.	Portable Fire Extinguishers	Maintenance	<Qualified contractor>	<1 <sup>st</sup> Tuesday of January>
	2.	Fire Detection & Alarm System	Maintenance	<Qualified contractor>	<1 <sup>st</sup> Tuesday of February>
	3.	Emergency Lighting	Testing	<Qualified contractor>	<1 <sup>st</sup> Tuesday of August>
	4.	Emergency Generator	Maintenance	<Qualified contractor or Manufacturer's representative>	<1 <sup>st</sup> Tuesday of August>
	5.	Sprinkler System	Testing & Maintenance	<Qualified contractor>	<1 <sup>st</sup> Tuesday of October>
	6.	Standpipe & Hose System	Inspection	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of September>
	7.	Freeze Protection	Inspection	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of November>
	8.	Fire Pump & Reservoirs	Testing	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of August>
	9.	Fire Dampers & Fire Stop Flaps	Testing	<Qualified contractor>	<1 <sup>st</sup> Tuesday of June>
	10.	Chimneys, Flues, & Flue Pipes	Inspection	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of June>
	11.	HVAC Systems	Inspection & Testing	<Qualified contractor>	<1 <sup>st</sup> Tuesday of April>
	12.	Fire Hydrants	Flushing	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of May>

<Building Address>

Frequency		Item	Action Required	Responsibility	Next Date
	13.	Keys to Common Areas and in Lock Box	Testing	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of August>
2-Year	1.	Emergency Generator	Check	<Qualified contractor or Manufacturer's representative>	<1 <sup>st</sup> Tuesday of August><Year>
3-Year	1.	Emergency Generator	Check	<Qualified contractor or Manufacturer's representative>	<1 <sup>st</sup> Tuesday of August> <Year>
	2.	Sprinkler System	Testing	<Qualified contractor>	<1 <sup>st</sup> Tuesday of October><Year>
5-Year	1.	Emergency Generator	Check	<Qualified contractor or Manufacturer's representative>	<1 <sup>st</sup> Tuesday of August><Year>
	2.	Standpipe & Hose System	Testing	<Fire Safety Director or designate>	<1 <sup>st</sup> Tuesday of September><Year>
15-Year	1.	Sprinkler System	Testing	<Qualified contractor>	<1 <sup>st</sup> Tuesday of October><Year>
50-Year	1.	Sprinkler System	Testing	<Qualified contractor>	<1 <sup>st</sup> Tuesday of October><Year>

<Building Address>

## MASTER TRAINING SCHEDULE FOR <CURRENT YEAR>

	<b>Topic</b>	<b>Type (New/Refresher)</b>	<b>Date</b>	<b>Audience</b>	<b>Time (Hours)</b>	<b>Responsibility</b>
1.	Fire Safety Plan		<Insert Date>			<Fire Safety Director or designate>
2.	Supervisory Responsibilities		<Insert Date>			<Fire Safety Director or designate>
3.	Fire Drill		<Insert Date>			<Fire Safety Director or designate>
4.	Emergency Procedures		<Insert Date>			<Fire Safety Director or designate>
5.	<Assisting Persons with Disabilities>		<Insert Date>			<Fire Safety Director or designate>
6.	<Portable Fire Extinguisher Use>		<Insert Date>			<Fire Safety Director or designate>
7.	<Fire Wardens>		<Insert Date>			<Fire Safety Director or designate>
8.	<Fire Watch>		<Insert Date>			<Fire Safety Director or designate>
	<Hot works Policy & Procedures>		<Insert Date>			<Fire Safety Director or designate>
	<Other Topic>		<Insert Date>			<Fire Safety Director or designate>
	<Other Topic>		<Insert Date>			<Fire Safety Director or designate>
	<Other Topic>		<Insert Date>			<Fire Safety Director or designate>
	<Other Topic>		<Insert Date>			<Fire Safety Director or designate>
	<Other Topic>		<Insert Date>			<Fire Safety Director or designate>
	<Other Topic>		<Insert Date>			<Fire Safety Director or designate>
	<Other Topic>		<Insert Date>			<Fire Safety Director or designate>

<Building Address>

## **Tab 2:**

# **Fire Department Information**

<Building Address>

## FIRE DEPARTMENT INFORMATION

### 1] APPOINTMENT OF SUPERVISORY STAFF<sup>2</sup>

	Name:	Title:	Responsibilities & Duties:
1.	<Name>	<Title>	<Fire Safety Director>
2.	<Name>	<Title>	<Deputy Fire Safety Director>
3.	<Name>	<Title>	<Fire Warden>
4.	<Name>	<Title>	<Fire Safety Inspections>
5.	<Name>	<Title>	<Fire Safety Trainer>

### 2] EMERGENCY CONTACTS<sup>3</sup>

- List the owner, manager, building security, key-holders, etc. including name, contact information, and telephone numbers including after hours contacts. For after hours contacts please include response (travel) times between their homes and the property.
- List all applicable Fire System Repair and Service companies for:
  - Fire Alarm
  - Sprinkler System
  - Portable Extinguishers
  - Emergency Lighting
  - HVAC System
  - Fire Alarm Monitoring

See next page for suggested format.

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<sup>2</sup> Add as many rows as necessary to cover all the fire safety assignments.

<sup>3</sup> **Note:** Emergency Contact Information must be updated every time personnel changes occur, and a copy of the changes supplied to the Fire Department and inserted into all copies of the document on site.



<Building Address>

Building Owner Contacts / Key Holders (After Hours Emergency)		
Name	Response Time	Phone Number
<Name>	<XX minutes>	<XXX-XXX-XXXX> (H) <XXX-XXX-XXXX> (C)
<Name>	<XX minutes>	<XXX-XXX-XXXX> (H) <XXX-XXX-XXXX> (C)
<Name>	<XX minutes>	<XXX-XXX-XXXX> (H) <XXX-XXX-XXXX> (C)

Emergency Agencies

FIRE DEPARTMENT

To report a fire – EMERGENCY	9-1-1
To report a fire issue – URGENT but non-emergency, such as a blocked or locked fire exit, or fire alarm not working, or sprinkler system not working,	604-873-7593 (Fire Prevention Office) during business hours 9-1-1 and ASK for FIRE DISPATCH outside of business hours
To report a fire issue – not urgent and non-emergency	3-1-1 Or email to: <a href="https://vancouver.ca/your-government/tell-us-online.aspx">https://vancouver.ca/your-government/tell-us-online.aspx</a>

POLICE DEPARTMENT

Non-Emergency ..... 9-1-1  
604 717 3321

BC AMBULANCE

Non-Emergency ..... 9-1-1  
<XXX-XXX-XXXX>

<Local Hospital> ..... <XXX-XXX-XXXX>

Fortis BC ..... <XXX-XXX-XXXX>

BC Hydro ..... <XXX-XXX-XXXX>

<Building Address>

Poison Control Centre ..... <XXX-XXX-XXXX>

Fire System Repair and Service		
Service Provided	Company Name	Phone number
Fire Alarm	<Name of Company>	<XXX-XXX-XXXX>
Sprinkler System	<Name of Company>	<XXX-XXX-XXXX>
Portable Extinguishers	<Name of Company>	<XXX-XXX-XXXX>
Emergency Lighting	<Name of Company>	<XXX-XXX-XXXX>
HVAC System	<Name of Company>	<XXX-XXX-XXXX>
Fire Alarm Monitoring	<Name of Company>	<XXX-XXX-XXXX>

3] BUILDING DESCRIPTION

- Year of construction, Type of construction, Occupancy Classification as per Vancouver Building Bylaw
- Optional: main construction materials, exterior finish, roof construction, interior construction and finish
- Optional: area of usage

4] FIRE ALARM DESCRIPTION/LOCATION

- Main Fire Alarm Control Panel Manufacturer & Model  
Coloured photograph required.
- No. of stages
- Location
- Supervised (Monitored)
- If fire alarm system is not monitored then systems monitored by fire alarm system
- Fire alarm system initiating devices (e.g., pull stations) and their locations
- Smoke detector locations
- Smoke alarm locations
- Paging / fire phones, fire zones
- **Operating instructions** and **Reset instructions** shall be included in this section or in the Appendix.
- Main entrance door: During alarm condition the main lobby entrance door latch releases / does not release, allowing fire fighter entry.

<Building Address>

## 5] FIRE ALARM MONITORING

- Company name and contact information.

## 6] ELECTRICAL DISCONNECT LOCATION

## 7] ELEVATORS

- FD: Operating instructions shall be included in this section.

## 8] EMERGENCY GENERATOR

- Describe what equipment the generator supplies power to and include operating instructions. Coloured photograph required.

<Building Address>

## 9] EMERGENCY LIGHTING

- Type and power source

## 10] EXITING

- All stairways shall be numbered or designated by Numeric, Alphabetical and or by the compass direction.
- Stair(s), exit(s), and exit doors descriptions
- Roof/Attic access
- Elevator

Note: Exit locations are clearly shown on attached floor drawings

## 11] FIRE DEPARTMENT ACCESS ROUTES

- Primary / Secondary.

## 12] FIRE DEPARTMENT CONNECTION

- Describe what the FDC services. Coloured photograph required.

## 13] FIRE DEPARTMENT LOCK BOX DESCRIPTION/LOCATION

- Coloured photograph required.

## 14] FIRE PUMP

- Size, GPM, Operating instructions. Coloured photograph required.

## 15] FIRE DEPARTMENT ROOF ACCESS

- Give location and type, door / hatch. Coloured photograph required.

## 16] FIRE HYDRANT LOCATIONS

- Public/ Private.

<Building Address>

## 17] GAS SHUT-OFF LOCATION

- Coloured photograph required.

## 18] HAZARDS

- All hazards shall be identified. If the hazard has a UN, # the UN# shall be included with the hazard. Coloured photograph required.
- Include general information for the control of fire hazards in the building
  - Refer reader to Appendix or other documents to more detailed fire hazard control information. For example:
    - “Policy and procedures for Hot Work are in the Appendix” or “Policy and procedures for Hot Work are contained in the company Standard Operating Procedures Manual.”

Note: The Fire Safety Plan (FSP) Documentation Guide- Part 1- Collection of Relevant Information, contains a series of questions to assist with the identification of fire hazards and potential ignition sources.

## 19] SMOKE CONTROL

Smoke control measures consist of special construction and equipment to control the movement of smoke from fire, thereby limiting the volume of contaminated air into all floor areas from the fire floor.

- Describe smoke control measures.

## 20] SPRINKLER SYSTEM DESCRIPTION/LOCATION

- Coloured photograph required.

## 21] STANDPIPE & HOSE SYSTEM – DESCRIPTION/LOCATION

- Coloured photograph required.

## 22] WATER SHUT-OFF LOCATION

- Coloured photograph required.

<Building Address>

## **Tab 3:**

# **Site Plan Drawings**

<Building Address>

## SITE PLAN DRAWINGS

- All drawings shall be **11 X 17** inch coloured drawings in landscape format.
- Show:
  - Fire Department connections
  - locations of hydrants
  - water shut-off
  - gas shut-off
  - hydro shut-off
  - principle and secondary entrances to building
  - fire department access route
  - street names
  - north arrow

<Building Address>

## **Tab 4:**

# **Floor Plan Drawings**



## FLOOR PLAN DRAWINGS

- Required floor plan drawings, if applicable:
  - Main Floor
  - All floors above grade
  - Mezzanine or Mechanical floors
  - Roof and penthouse floors
  - Basement and/or Parking Levels
- All drawings shall be **11 X 17** inch coloured drawings in landscape format.
- All drawings shall show all exit systems, elevators and fire safety features using the appropriate symbols.
- All drawings shall have a legend, a north arrow and a title.
- Identify:
  - Exits
  - electrical and mechanical rooms
  - fire alarm pull stations
  - fire alarm bells
  - fire alarm control panel annunciator
  - location of fire extinguishers
  - location of emergency lights
  - location of sprinkler valves
  - location of standpipe valves
  - location of hose cabinets
  - evacuation routes

### Evacuation Diagrams:

Evacuation Diagrams are typical diagrams that provide instructions to occupants & visitors to your building highlighting exit facilities and other fire safety provisions for their use. They should include an orientation tool “You Are Here” as well as directional arrows leading to all exits.

“Approved” diagrams are then permanently affixed to the wall near elevators, exits and a copy provided to the residents &/or occupants as part of their fire safety instructions.

### What part of the building must be shown?

Site Plans, Basements, Parking Garages, and Floor Plans of all levels including Typical Floors, Penthouses, Mezzanines & Partial Floor Levels, Roof Plans. Building Sections may also be necessary. Unit layouts are required for business & commercial buildings but optional for apartment suites.

<Building Address>

**What symbols must be shown?**

Typical symbols used include: Pull Stations, Designated Exits, Portable Fire Extinguishers & Fire Hose Cabinets, & other symbols as practicable.

**Note:** Evacuation Diagrams are required to be posted on each floor level near exits & elevators within the building.

**Fire Safety ~ Pre-Incident Plan Diagrams:**

Fire Safety ~ Pre-Incident Plan Diagrams provide greater detail to your building managers & fire fighters to aid them in the locations & identity of fire safety features, provisions & hazards for firefighting, etc.

The “*Approved*” Fire Safety Plan & Fire Safety ~ Pre-Incident Plan diagrams are then laminated/protected (preferably **11” x 17”** sheets) and installed within the Fire Alarm Annunciator Panel or other “*approved*” location. It is required that additional copies are provided to building managers to familiarize themselves with the building & maintain it accordingly.

**What part of the building must be shown?**

Site Plans, Basements, Parking Garages, and Floor Plans of all levels including Typical Floors, Penthouses, Mezzanines & Partial Floor Levels, Roof Plans. Building Sections may also be necessary.

**What symbols must be shown?**

Typical symbols excluded are Pull Stations, Designated Exits, and Portable Fire Extinguishers.

**Additional Plans?**

Fire Alarm Zone Diagrams, Fire Protection Zone & Valve Diagrams may be necessary.

<Building Address>

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<Building Address>

## **Tab 5:**

# **Part 1 – Objectives of the Fire Safety Plan**

<Building Address>

## PART 1 – OBJECTIVES OF THE FIRE SAFETY PLAN

### 1.1] OBJECTIVES

Fire safety is an important responsibility for everyone at <building name>. The consequences of poor fire safety practices and a lack of emergency planning could pose a serious threat, not only to our business and employees, but also to the community and environment in the event of an emergency.

In an effort to prevent fires and minimize the damage from fires when they occur, we have developed this Fire Safety Plan (FSP). It is a detailed document designed to deal with all aspects of fire safety relating to our specific building<s> and property. As such, it becomes our reference manual outlining the fire safety practices that we will routinely used.

Our FSP allows us to achieve three objectives:

1. **Fire Prevention** – To prevent the occurrence of fire through the control of fire hazards and the proper maintenance of the building’s fire protection systems and facilities.
2. **Occupant Safety** – To establish a systematic method for safe and orderly evacuation of the building in the case of fire or other emergency.
3. **Fire Control and Extinguishment** – To establish procedures that will maximize the probability of controlling and extinguishing a fire in the safest and most efficient manner.

To achieve those objectives, we train some personnel to assume supervisory duties to:

1. Effectively implement our fire prevention program.
2. Direct and assist the orderly movement of <personnel, occupants, visitors, guests, clients, customers> in the event of a fire.
3. Perform fire control until the fire department arrives.

### 1.2] OUR FIRE SAFETY PLAN

Our FSP not only reflects the unique characteristics of our building<s> and property, and any hazardous processes and operations it contains, but also considers the available firefighting infrastructure in our community. For this reason, we have consulted with our local fire department and other applicable regulatory authorities, such as WorkSafeBC and the BC Safety Authority.

We review and update our FSP after any changes to our operation and structures, or annually, whichever comes first, to remain in conformance with all the fire safety plan requirements of the current edition of the BC Fire Code.

Our FSP includes the following information to achieve the three objectives of fire prevention, occupant safety, and fire control and extinguishment:

## <Building Address>

- Emergency procedures to be used in case of fire, including: sounding the alarm, notifying the fire department, provisions for access for fire fighting, instructing <personnel, occupants, visitors, guests, clients, customers> on procedures to be followed when the fire alarm sounds, evacuating endangered persons, and confining, controlling and extinguishing the fire.
- The means to prevent fires and the methods to control fire hazards throughout the business.
- Instructions to ensure means, implemented to prevent fires and methods to control fire hazards throughout the business, are followed.
- Information about the appointment, organization and instruction of designated supervisory staff and other occupants, including their related fire safety duties and responsibilities.
- The method and frequency of conducting fire drills.
- Detailed maintenance procedures for fire protection systems and building facilities, systems, equipment and devices;
- The identification of alternate fire safety measures in the event of a temporary shutdown of fire protection equipment or systems, so that occupant safety can be assured.
- Instructions and schematic diagrams describing the type, location and operation of building fire emergency systems.

### 1.3] BENEFITS OF IMPLEMENTING OUR FIRE SAFETY PLAN

Our efforts to develop and implement this fire safety plan will:

- Reduces the incidence of fire;
- Promotes fire hazard identification and elimination;
- Promotes employee safety and awareness;
- Increases employee morale by allaying safety concerns;
- Coordinates business and fire department resources during a fire emergency;
- Reduces the potential impact of a fire on our business and community (injuries, dollar losses, liability, etc.) should a fire occur;
- Assist with *BC Fire Code* compliance.

Part of our FSP implementation is ensuring it remains a “**living**” document, meaning each year the plan is reviewed. At minimum new training and inspection dates are added and fire safety plan supervisory personnel selected and confirmed. Our plan is revised accordingly and the changes documented in the Noteworthy Changes section of the plan.

<Building Address>

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<Building Address>

## **Tab 6:**

# **Part 2 – Supervisory Staff**



<Building Address>

## PART 2 – SUPERVISORY STAFF DESIGNATION

Depending upon various factors, the FSP may only involve the designation of one or two emergency response supervisory staff. In larger operations, a more structured emergency response by designated supervisory staff may be required including fire wardens who are trained to coordinate the evacuation of specific areas, others who provide firefighters access and assistance and/or a fire brigade trained and equipped to confine and extinguish a fire.

The Fire Safety Plan (FSP) Documentation Guide – Part 1 – Collection of Relevant Information, contains guidance for the appointment and organization of supervisory staff. At minimum, the appointment and organization:

- Will be site specific
- Designates who has what duties.
- Indicates who will instruct supervisory staff so they will be aware of their duties and responsibilities
- Will include fire drills

**Note:** Supervisory Staff must be given training before they are given any responsibility for fire safety.

The next few pages contain:

- An appointment details and acknowledgement sheet that can be used as is, modified, and incorporated into the FSP.
- Methods to assist persons with physical disabilities

The BC Fire Code defines supervisory staff as those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.

The effectiveness of our Fire Safety Plan depends largely upon the ability, energy, and experience of our emergency response supervisory staff appointed fire safety responsibilities. The building owner has clearly defined their authority so that our <occupants, visitors, guests, clients, customers, and the building> may be safeguarded against fire. They are instructed in the fire emergency procedures as described in our Fire Safety Plan before they are given any responsibility for fire safety

<Building Address>

## 2.1] APPOINTED SUPERVISORY STAFF

<Name of Building Owner or Authorizing Person> hereby appoint and authorized the following personnel to fulfill the supervisory duties outlined in the fire safety plan for <building name>.

	Name:	Position:	Responsibilities & Duties:
1.	<Name>	<Title >	<Fire Safety Director or other>
2.	<Name>	<Title >	<Deputy Fire Safety Director or other>
3.	<Name>	<Title >	<Fire Safety Inspections or other>
4.	<Name>	<Title >	<Fire Warden or other or delete>
5.	<Name>	<Title >	<Other or delete>

## 2.2] APPOINTMENT DETAILS AND ACKNOWLEDGEMENT

### 2.2.1] FIRE SAFETY DIRECTOR

Date:	<Date>		
Name:	<Name>	Title:	
WORK ADDRESS:	<Insert address>		
HOME ADDRESS (optional):	<Insert address>		
METHODS OF CONTACT:	OFFICE PHONE: <XXX-XXX-XXXX>		
	HOME PHONE: <XXX-XXX-XXXX>		
	CELLULAR PHONE: <XXX-XXX-XXXX>		
Acknowledgement:			
<hr/>			
<Signature of appointed person>	<Signature of Building Owner or Authorizing Person>		

<Building Address>

2.2.2] DEPUTY FIRE SAFETY DIRECTOR

Date: <Date>	
Name: <Name>	Title: <
WORK ADDRESS:	<Insert address>
HOME ADDRESS (optional):	<Insert address>
METHODS OF CONTACT:	OFFICE PHONE: <XXX-XXX-XXXX> HOME PHONE: <XXX-XXX-XXXX> CELLULAR PHONE: <XXX-XXX-XXXX>
Acknowledgement:	
_____	_____
<Signature of appointed person>	< Signature of Building Owner or Authorizing Person>

2.2.3] FIRE SAFETY INSPECTIONS

Date: <Date>	
Name: <Name>	Title:
WORK ADDRESS:	<Insert address>
HOME ADDRESS (optional):	<Insert address>
METHODS OF CONTACT:	OFFICE PHONE: <XXX-XXX-XXXX> HOME PHONE: <XXX-XXX-XXXX> CELLULAR PHONE: <XXX-XXX-XXXX>
Acknowledgement:	
_____	_____
<Signature of appointed person>	< Signature of Building Owner or Authorizing Person>

<Building Address>

2.2.4] FIRE WARDEN

Date: <Date>	
Name: <Name>	Title: <>
WORK ADDRESS: <Insert address>	
HOME ADDRESS <Insert address> (optional):	
METHODS OF CONTACT: OFFICE PHONE: <XXX-XXX-XXXX> HOME PHONE: <XXX-XXX-XXXX> CELLULAR PHONE: <XXX-XXX-XXXX>	
Acknowledgement:  _____	
<Signature of appointed person>	< Signature of Building Owner or Authorizing Person>

2.2.5] FIRE WATCH AND/OR FIRE MONITOR

Date: <Date>	
Name: <Name>	Title: >
WORK ADDRESS: <Insert address>	
HOME ADDRESS <Insert address> (optional):	
METHODS OF CONTACT: OFFICE PHONE: <XXX-XXX-XXXX> HOME PHONE: <XXX-XXX-XXXX> CELLULAR PHONE: <XXX-XXX-XXXX>	
Acknowledgement:  _____	
<Signature of appointed person>	< Signature of Building Owner or Authorizing Person>

3.3] SUPERVISORY STAFF DUTIES

The delegated responsibility for fire safety for each position is identified in this section.

<Building Address>

3.3.1] < BUILDING OWNER OR AUTHORIZED AGENT>

< Building Owner, or other> is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code including:

1. Establishment of emergency procedures to be followed at the time of an emergency.
2. Appointment and organization of designated supervisory staff to carry out fire safety duties.
3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
4. Assuring that checks, tests, and inspections as required by the Fire Code are completed on schedule and records are retained and maintained.
5. Notification of the local fire department or local government regarding changes to the Fire Safety Plan.

3.3.2] FIRE SAFETY DIRECTOR (FSD)

Our appointed FSD is not expected to be in the building on a continuous basis; however, the FSD should be available to respond to the building on notification of a fire emergency, in order to provide assistance as described in our plan. In the event that our FSD is unavailable, our Deputy Fire Safety Director will be available to perform the obligations of the absent director.

Our Fire Safety Director has the following responsibilities and duties:

1. Administering and maintaining the Fire Safety Plan. This should include:
  - a. Updating the plan when alterations are made to the building or processes.
  - b. Developing appropriate policies and procedures, or ensuring they are developed, e.g., Hot Work, Storage of Dangerous Products and Materials, Storage and Dispensing of Fuel, etc.
2. Training of Deputy Fire Safety Director(s) and other appointed supervisory staff.
3. Ensuring that those expected to use the portable fire extinguishers are trained.
4. Maintaining records on the following:
  - a. Fire incidents
  - b. False alarms
  - c. Fire drills
  - d. Discharge or operation of fire equipment
  - e. Training events
  - f. Name, location, and persons requiring assistance and their volunteer assistants (specify assistance required).
  - g. Minutes of fire safety meetings (if applicable)
  - h. Accountability list and shift attendance list
5. Ensuring that fire protection systems are inspected, maintained and serviced in accordance with the plan and the fire code, and where an inspection, maintenance or testing procedure is beyond in-house capabilities, to have qualified 3<sup>rd</sup> party personnel complete the procedure.

Revision Date: <add date> <This template is a guide only. Modifications are required.

Delete this note once FSP is completed.> Page 34 of 95

<Building Address>

6. Ensuring that additional precautions are taken to offset the hazard to occupants when fire protection systems are inoperable. This should include:
  - a. Checking the fire safety plan and fire code when fire systems are in need of repair.
  - b. Advising the fire department of the system status.
7. Ensuring that building maintenance, alteration or renovation does not expose the building or occupants to undue fire hazards, and precautions are taken to ensure building and occupant safety. This should include:
  - a. Checking the fire safety plan and the fire code when such activities take place to ensure that they meet the requirements of the fire safety plan and fire code regulations.
  - b. Ensuring that, where a fire watch is required, that the fire watch is provided with the appropriate equipment to properly fulfill the duties.
8. Ensuring that supervisory staffs are available to respond to the premises in the event of notification of an emergency. This should include:
  - a. Ensuring the Deputy Fire Safety Director available when the FSD is not.
9. Providing information to occupants on general fire safety and evacuation procedures. This should include:
  - a. Providing new occupants with an overview of our Fire Safety Plan and education on Part 3 of the plan.
  - b. Providing the appropriate level of education and training, based on job duties, on policies and procedures designed to control fire hazards, e.g., Hot Work, Compressed Gas Use, Fuel Storage and Dispensing, Storage of Dangerous Goods, etc.
  - c. Notifying occupants whenever the Fire Safety Director or Deputy Fire Safety Director appointments change.
10. Resolving any fire hazards which are reported by <personnel, occupants, visitors, guests, clients, customers> or the fire department.
11. Maintaining familiarity with the buildings fire protection systems.
12. Maintaining familiarity with fire regulations. This should include:
  - a. Obtaining and reviewing a copy of the B.C. Fire Code.
  - b. Ensuring that the electrical rooms are not used for storage.
  - c. Ensuring that established policies are adhered to.
13. Considering other emergency situations which could affect the building such as earthquakes, or natural gas leaks.
14. <Notifying the alarm monitoring station when the emergency contacts change or delete.>

<Building Address>

### 3.3.3] DEPUTY FIRE SAFETY DIRECTOR

The responsibilities and duties include:

1. Assisting the FSD in implementing the fire safety plan.
2. Assuming the position of Fire Safety Director in the absence of the appointed FSD.
3. Perform duties assigned by FSD.

### 3.3.4] ASSIGNED FIRE RELATED INSPECTIONS

Our Fire Safety Director and others are assigned fire related inspections. These inspections include inspections to determine:

1. The state of repair of the building, other structures, equipment and stored materials.
2. The state of repair of the fire protection equipment, monitoring equipment and alarms.

The responsibilities and duties include:

1. Conduct all required inspections as per the FSP's outlined frequencies.
2. Complete and submit an inspection report for each inspection.
3. Ensure that all corrective actions and recommendation are acted upon.
4. Report to the Fire Safety Director all actions and recommendations not acted upon in a timely fashion.

### 3.3.5] FIRE WATCH AND FIRE MONITOR

A "fire watch" is a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required (1) in the event of temporary failure of the fire alarm system, (2) where activities require the interruption of any fire detection, suppression or alarm system component or (3) activities increase the risk of fire, e.g., hot work.

We will assign and train individuals to fulfill fire watch role when required. The responsibilities and duties are task specific and include:

1. Be familiar with the building and procedures for sounding an alarm in the event of a fire.
2. Watch out for fire hazards in the workplace while work is performed by other employees.
3. Maintain the conditions and requirements stated on the Hot Work permit.
4. Keep flammable materials from ignition sources.
5. In the event of fire, extinguish it immediately or turn a fire alarm on.
6. Call 911.
7. Stop operations if you find any hazardous condition.

<Building Address>

8. Never leave the job site while the work is being done unless another Fire Watch can replace you.
9. When all operations are done, do not leave the worksite unless you're sure that there are no hot sparks, burning embers and other fire hazards unless another fire watch or fire monitor is assigned.
10. Return all firefighting equipment to their original location.

3.3.6] FIRE (OR FLOOR) WARDENS

If the possibility that Fire/Floor wardens are, or may be required, the following described duties will apply.

The Fire/Floor Warden's primary responsibility is to manage the evacuation of personnel from his/her designated area during a fire or other emergency. During normal business operation, our fire wardens will conduct daily checks to ensure our fire prevention efforts and emergency evacuation routes are in a good state of repair.

We will assign and train individuals to fulfill fire/floor warden role. The responsibilities and duties are task specific and include:

The following duties have been assigned during an emergency:

- Advise all personnel within their area to evacuate by the nearest safe exit during a fire or other emergency
- Assist in the evacuation of persons with disabilities
- Check washrooms and rest areas and inform any personnel of the emergency situation
- Close all doors (**do not lock**) behind you as you exit the building
- Leave the building
- Ensure that the entrance to the building is not congested by directing persons away from the entrance
- Co-operate with Security and fire officials
- Obey promptly any instructions you may receive from Security or Fire Department personnel
- Co-operate with Security and the Integrated Risk Management department in any debriefings resulting from an evacuation

The Fire/Floor warden will conduct daily checks for:

- Accumulation of combustible materials, rubbish or flammable liquids.
- Dangerous ignition sources, i.e. worn extension cords, oily rags, overheating equipment.
- Exit lights in good order and adequate lighting in public corridors and stairwells.



<Building Address>

- Fire and exit doors and their self closing hardware to ensure that they are in good operating condition. Doors must not be wedged open for any reason.
- Unobstructed exit routes. (Definition of exit routes in previous sections).
- Condition of firefighting equipment.

Assistant Fire/Floor wardens will assist the Fire/Floor warden in fire prevention and emergency evacuation. The assistant will assume the duties of the Fire/Floor warden in his/her absence.

### 3.4] CONDUCTING FIRE DRILLS

The frequency of fire inspection is based on the type of occupancy. For most buildings it will be annually. Others, e.g., day care, schools, it will be much more frequent. Confer with your local fire department to find out the required frequency for your building. Also, while fire related supervisory staff must participate, occupant participation is optional but highly recommended.

The sample text below will assume an annual fire drill frequency and that building occupants participate in the drill, if not, conduct occupant/staff annual refresher education (i.e., review FSP, emergency procedures, and updates) at the same time.

The Fire Safety Plan (FSP) Documentation Guide – Part 1 – Collection of Relevant Information, contains guidance to develop fire drill procedures.

Once each year our Fire Safety Director shall conduct a fire drill. The drill will not test any evacuation skills of the occupants; however, it will provide the Fire Safety director, Deputies, and Occupants with the opportunity to hear the fire alarm gongs, and consider their actions in the event that the fire were real. We will use the following procedure when conducting the fire drill:

- Notify occupants of the date and time of the drill.
- Notify the alarm monitoring service (when applicable) on their non-emergency phone numbers, that you are planning to have a non-evacuation fire drill, and that you will call them back when the drill is complete.
- Discuss evacuation procedures with Deputy FSD and those occupants *willing* to participate.
- Have the Deputy FSD perform the *If You Discover a Fire* scenario and the *In Case of Fire* procedures for occupants. The FSD should perform his or her duties as detailed in the plan.
- Restore the manual fire alarm pull station, and then reset the fire alarm system.
- Notify the alarm monitoring company (when applicable) that the fire drill is complete.
- Discuss drill with occupants in an attempt to identify problems.
- Complete the *Incident/Activity Report*.

<Building Address>

## **Tab 7:**

# **Part 3 – Instruction to Occupants**

## PART 3 – INSTRUCTION TO OCCUPANTS

- Shall be site specific
  - Fire safety plan indicates who will instruct occupants so they will be aware of their duties and responsibilities
  - Information and education provided to occupants should include:
    - The existence of the FSP and its availability for review.
    - The emergency procedures for staff and occupants – emergency procedures upon discovering fire, emergency procedures upon hearing the alarm, assisting persons with physical disabilities and notification of fire department.
    - The instructions to extinguish a small fire using a portable fire extinguisher, or containing a fire that cannot be extinguished.
- Note:** Any actions that are detailed in this section must be combined with training for staff or persons that are made responsible for performing them.
- Fire drills optional but recommended
  - Emergency Procedures shall be posted on each floor level

The next few pages contain:

- Emergency procedures that can be modified for the intended building, incorporated into the FSP, and duplicated for posting prominently on each floor.
- Methods to assist persons with physical disabilities that can be adopted for use in the intended building.

### 3.1] FIRE SAFETY INSTALLATIONS

Describe the building features (e.g., construction material, fire separations, fire walls, and fire safety installations like fire alarms, standpipes and sprinkler systems, voice communication systems, smoke alarms, special fire suppression systems) that assist fire prevention and fire suppression.

### 3.2] GENERAL FIRE PREVENTION INSTRUCTIONS

- Smoke only within designated outdoor areas and only dispose cigarette butts in the provided waste container.
- Be alert around electrical equipment. If electrical equipment is not working properly or if it gives off an unusual odour - often the first sign of a problem that could cause a fire - disconnect the equipment and call an appropriate maintenance contractor.
- Promptly replace any electrical cord that is cracked or has a broken connection.
- When using extension cords, protect them from damage; do not put them across doorways or any place where they will be stepped on or chafed.
- Do not plug one extension cord into another, and do not plug more than one extension cord into one outlet.

## <Building Address>

- Keep all heat-producing appliances away from the wall and away from anything that might burn. Leave plenty of space for air to circulate around equipment that normally gives off heat.
- Make sure all appliances in your area - such as coffee makers and hot plates - are turned off when not in use. It's best to assign one person to make this check every day.
- Do your part to keep storage areas, stairway landings and other out-of-way locations free of waste paper, empty cartons, dirty rags and other material that could fuel a fire.
- Keep stairways, landings, hallways, passageways and exits (inside and out) clear of any obstructions at all times.
- Promptly remove all combustible waste from all areas where waste is placed for disposal.
- Report fire hazards to the Fire Safety Director.
- <Add additional site specific instructions, if applicable >

The following items likely have specific requirements in the BC Fire Code that could be articulated in a policy and procedures format and included in the Appendix.

<Our company has the following specific policies and procedures to prevent fires:

1. Hot Work Activities
2. Storage and Use of Compressed Gases
3. Fuel Storage and Dispensing
4. Indoor and/or Outdoor Storage of Dangerous Products and Materials
5. Indoor and/or Outdoor Storage of Lumber
6. Outdoor Storage of Rubber Tires
7. Indoor and/or Outdoor container, tank or other bulk storage and dispensing of flammable liquids and combustible liquids
8. Special processes involving flammable liquids and combustible liquids materials (e.g., baking and drying, dry cleaning, floor finishing, spray coating processes, dipping and coating processes)
9. Laboratory operation involving flammable liquids and combustible liquids
10. Use, Maintenance, and Parking of Industrial Trucks
11. Combustible Dust Accumulation Mitigation
12. Etc, etc.>

### 3.2] FIRE PREPAREDNESS

- Know the location of the two exits closest to your area. Count the number of doors between you and each of those exits - in case you must escape through a darkened, smoke filled corridor where you can't read the names on the doors.
- Learn where the nearest pull station is located and how to activate it.
- Post the 9-1-1 or Fire Department Emergency Number on your telephone.
- Learn the sound of your building's fire alarm.
- During the annual fire drill which will be conducted by the Fire Safety Director, do the following:

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## <Building Address>

- Review the basic IN CASE OF FIRE procedures posted in the corridors, and Evacuation Procedures.
- Ensure you know who the Fire Safety Director and Deputies are, and how to contact them.
- Read the other information provided in our Fire Safety Plan.
- The cleaning of a smoke alarm with a vacuum cleaner at least twice a year is recommended.
- Volunteer to be one of two designated persons who will assist a person requiring assistance.
- <Add site specific instructions, if applicable, for other identified fire hazards, e.g., combustible dust, flammable liquids and gases, compressed gases, fuel storage and dispensing, storage of lumber or dangerous goods, etc. >

### 3.3] FIRE EVACUATION

- Use a building telephone only if you are safe from the fire
- Do not use the elevator.
- While exiting, walk, and do not run. Shut all doors behind you and alert those who have difficulty hearing that an emergency evacuation of the building is under-way. Proceed along corridors and through exits in a quiet and orderly manner. High heeled shoes are hazardous while proceeding down stairs, and it is advisable to remove them before entering the stairwell. Do not push or jostle.
- Assist persons requiring assistance to reach the nearest safe exit:
  - Try to keep exits clear by permitting others to pass. It may be necessary to hold persons requiring assistance in or near the exit, and wait for fire department assistance.
- If you encounter smoke use an alternate route.
- If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.
- Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route. If it feels normal, brace your body against the door and open it a crack - be prepared to slam it shut if heat or smoke starts to rush in.
- If all exits are blocked by fire or smoke, enter a room preferably with an exterior window, and seal the cracks in the door with available materials to prevent smoke entering the room.
- Phone 9-1-1 or to report your situation, and attract the attention of someone outside the building by any possible means.
- When you have reached the outside of the building, move away from the exit allowing others behind you to emerge.
- Do not attempt to drive your vehicle from the parking area.
- Do not enter the building again until permitted by a fire department officer or the fire safety director.
- <Add site specific instructions, if applicable>

<Building Address>

### Caution

- If smoke is heavy in the corridor, it may be safer to stay in your area, close the door and place a wet towel at the base of the door.
- Crouch low to the floor if smoke enters the room
- Move to the most protected room and partially open the window for air. Close the window if smoke comes in.
- Wait to be rescued – Remain calm – Do not panic and jump.

### 3.4] USING A PORTABLE 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 is 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.
- ♦ The Fire Department has not been called.

To operate an extinguisher...Remember...

**PASS!**

(Pull – Aim – Squeeze – Sweep)

If fire breaks out again, repeat use of the extinguisher.



Note:

Most portable fire extinguishers work according to these directions, but some do not. Revise these procedures if necessary to match the directions on the fire extinguishers within your building.

The directions and graphics shown are a reminder of how to deal with small fires. Training is much more effective when 'hands on experience' is simulated. When extinguishers are due for recharge, personnel will be given the opportunity to practice using an extinguisher.

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### 3.5] EMERGENCY PROCEDURES

Our emergency procedures are contained on the next page. They have been prepared on a separate, legal size page, for easy duplication and posting in our workplace.

### Emergency - Dial 9-1-1

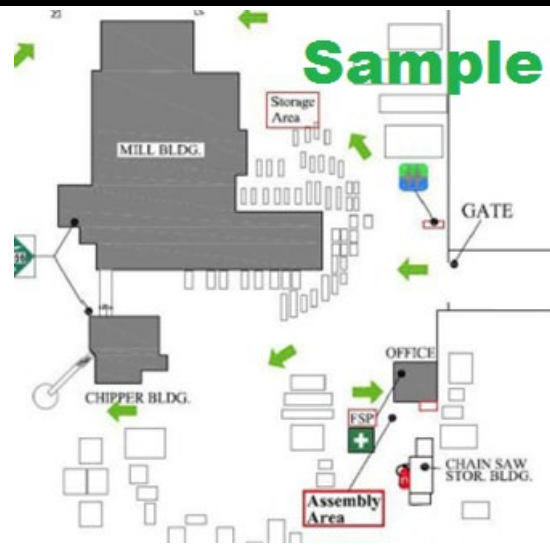
#### First Aid

1. If serious, CALL 9-1-1 directly (or ask a co-worker call and report back to you)
  - Keep calm and speak clearly
  - State the type of emergency
  - State your location, i.e., building, floor, etc.
  - Confirm 9-1-1 operator has all the information before you hang up
2. Whether or not 9-1-1 is called, SUMMON First Aid – <Insert procedure> (or ask a co-worker to <Insert procedure> and report back to you).
3. Make sure the area is safe for you and the injured person
4. If trained and safe to do so, provide assistance
5. Ask co-workers in the area to stand in hallways and/or at corners, as necessary, to guide first aid attendant (or paramedics) to the injured person.

#### Fire

If you discover a fire

1. REMOVE people from immediately danger.
2. SHOUT “Fire” or ACTIVATE <fire alarm pull station or other> to alert others.
3. From a safe distance CALL 9-1-1 or have someone else call.
4. If trained to do so, not alone, escape route not blocked, and fire is small, try to EXTINGUISH fire with the nearest portable fire extinguisher.
5. EVACUATE using the nearest exit <(DO NOT use the elevator) or delete> and go to the designated outside assembly area.
6. CLOSE all doors behind you.
7. ASSIST persons with physical disabilities including hearing loss.



If you hear “Fire” or the air horn

1. GATHER your belongings if you can do so quickly.
2. EVACUATE the building (Walk, don’t run/jostle) using the nearest exit <(DO NOT use the elevator) or delete> and go to the designated outside assembly area.
3. ASSIST persons with physical disabilities including hearing loss.
4. CLOSE all doors behind you.
5. STAY in the designated assembly area until you are given further instructions.

#### Earthquake

When the shaking starts:

1. DROP to the floor
2. COVER yourself for falling objects by going under a table or desk or placing your arms over your head.
3. HOLD onto whatever you are under to prevent it from vibrating away from you.

When the shaking stops:

4. WAIT 60 seconds and determine if it is safe to come out.
5. Do not immediately evacuate. If safe, quickly ASSESS your immediate area to check for injuries and building or property damage.
6. If safe to do so, EVACUATE using the nearest exit and go to the designated outside assembly area.
7. ASSIST persons with physical disabilities including hearing loss
8. STAY in the designated assembly area until you are given further instructions.



### 3.6] METHODS TO ASSIST PERSONS WITH PHYSICAL DISABILITIES

In most cases people with physical disabilities should be placed under the supervision of designated personnel until the Fire Department can rescue them. If it is life threatening for the people with physical disabilities and their supervisors to remain on that floor, it is recommended that the people with physical disabilities be transported via the stairwell to a grade level exit.

Below are some techniques which may be used to perform this transport:

#### 3.6.1] THE BACK PACK LIFT:

The Rescuer would kneel at the front of the person being assisted and place the person's arms up and over the rescuer's shoulders and chest. The rescuer would then lean forward before raising slowly, to a full standing position. (Figure 1)

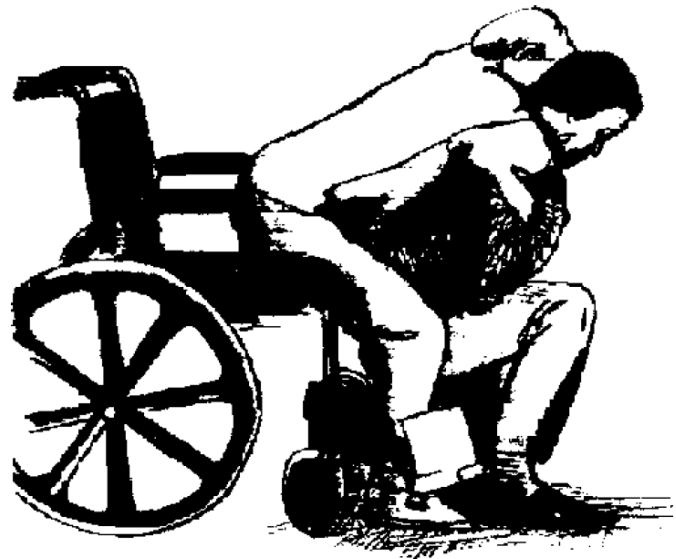


Figure 1



Figure 2

#### 3.6.2] TWO RESCUER EXTREMITIES CARRY:

The person being assisted would be placed on the stairwell landing. One rescuer would lift at the legs, under the knees, while the other would lift under the shoulders with fingers locked across the individual's chest. Rescuers, with backs erect, would lift together, rising slowly to a standing position (Figure 2).

#### 3.6.3] TWO RESCUER SEAT CARRY:

Two rescuers position themselves next to the wheelchair (or beside the person being assisted) in order to grasp each other's upper arm or shoulder (Figs. 3 & 4). The person being assisted would place his/her arms firmly around both rescuers' necks as per Fig. 5. The two rescuers would then lean forward placing their free arm under the individual's legs, firmly grasping each other's wrists as per Fig. 6. Working together, both rescuers lift, using legs, and carefully step forward.



**Figure 3**



**Figure 4**



**Figure 5**



**Figure 6**

These are but a few examples of transporting a person down a stairwell.

## **Tab 8:**

# **Part 4 – Inspections, Testing & Maintenance of Fire Protection Equipment**

## PART 4 – INSPECTION, TESTING AND REPAIR & MAINTENANCE OF FIRE PROTECTION EQUIPMENT

Our FSP contains a detailed schedule identifying the required checks, inspections and tests of all fire safety systems and features we provided. Through our Fire Safety Director, we will:

- Ensure that all fire protection features provided in <each building> are **checked, inspected, tested and maintained** in accordance with the frequencies specified in the *BC Fire Code*, Division B, Parts 2 and 6, and all applicable referenced standards; if not specified in the fire code, then, in accordance with manufacturer’s operating instructions and/or good engineering practices.
  - Ensure, when using in-house personnel to conduct some of the checks, inspections and tests, they are fully trained and qualified to carry out the activity.
  - Keep permanent records of all tests and corrective measures taken:
    - Include those completed by the Fire Safety Director or designate, qualified personnel, or a 3<sup>rd</sup> party contractor.
    - Maintain for a period of two years after they are made. If time intervals between tests exceed two years, the records shall be retained for the period of the test interval plus one year. The records are to be made available upon request to the local fire department, supervisory staff and other personnel.
    - Maintain copies in the Fire Safety Plan for review by the local fire department (i.e., the Authority Having Jurisdiction)
- Note:** Activities on the Daily Inspection Report are exempt from this requirement.
- Make provisions for notification of the fire department and building occupants in the event of tests, repairs or alterations of fire protection installations.
  - Ensure that alternative measures are employed for fire safety of occupants during shut down of fire protection equipment & systems or part thereof. See below for details.

Alternative measures must be included in the FSP when fire protection equipment is out of service for maintenance, repairs, alterations or renovations. The following information outlines some examples of alternative measures. Where possible, all occupants should be made aware of temporary shutdowns.

The following narrative, practices and procedures are provided as a guide:

### **Precautions during maintenance, repairs, alterations, and renovations**

BC Fire Code, Division B, sentence 6.1.1.4 (1) – Protection during Shutdown – states: “When any portion of a fire protection system is temporarily shut down, alternative measures shall be taken to ensure that protection is maintained.”

Interruption of normal operation of a fire protection system for any purpose constitutes a “temporary shutdown.” Types of interruptions include, but are not limited to, periodic inspection or testing, maintenance, and repairs. During a shutdown, alternative measures are necessary to ensure that the level of safety intended by the Code is maintained.

When a sprinkler system is shut down, measures that can be taken include the , extra fire watch service and Full sprinkler protection shall be restored or the provisions of additional precautions during shutdowns shall be maintained when work on the system is temporarily discontinued, as at night time or during holidays.

**Sample procedures are provided below for consideration and customization. Delete those procedures that do not apply to the building(s) and property.**

### **Inoperable or Temporarily Shutdown Fire Alarm System**

When the system cannot be repaired and returned to full operation, the following precautions should be implemented:

- Notify the alarm monitoring company of the system status and develop alternative measures in cooperation with the fire department to ensure that, should a fire occur while the alarm system is out of service:
  - All persons in the building can be promptly informed
  - The fire department is notified.
- Notify all supervisory staff that the fire alarm system is temporarily shut down and review emergency evacuation procedures including notification procedures of all persons in the building.
- Appoint a fire watch to conduct a sequential tour of the building in areas normally served by fire detection devices (i.e., rooms or spaces protected by sprinklers, heat detectors, smoke detectors or some other form of fire detection devices). Persons conducting the fire watch would record their patrols and be provided some means of communication to notify the fire department in the event of a fire.

### **Temporary Shutdown of Standpipe System**

- Notify all supervisory staff that the standpipe system is temporarily shut down. Provide signage at the fire alarm annunciator that the standpipe is temporarily shut down.

### **Temporary Shutdown of Sprinkler System**

- Provide signage at the fire alarm annunciator that the sprinkler system is temporarily shut down. Tag or identify closed sprinkler control valves in a manner apparent to the responding fire department.
- Notify all supervisory staff that the sprinkler system is temporarily shut down and the temporary precautions.
- Schedule the work on the sprinkler system to enable the system to be operational as quickly as is possible in the circumstances.
- Employ additional temporary precautions:
  - Where practicable, provide temporary water connections to the sprinkler system.

- Provide emergency hose lines and portable extinguishers.
- Have a fire watch patrol the area until the sprinkler system has been restored.
- Prohibit “Hot works” such as welding or cutting in the area where the sprinkler protection is impaired unless it can be limited to areas where precautions have been put into place.
- When work on the system is temporarily discontinued, such as at night time or during holidays, restore full sprinkler protection or maintain the provisions of additional precautions.

### **Temporary Shutdown of Special Extinguishing Systems**

Everyone, working in an area where a special extinguishing system is shutdown, and all supervisory staffs must be notified of the temporary shutdown. Provide signage at the fire alarm annunciator that the special extinguishing system is temporarily shut down.

### **Temporary Removal of a Portable Fire Extinguisher**

Where a service company removes a fire extinguisher from the building for an extended length of time, a fire extinguisher of the same type should be provided temporarily in its place.

### **Building Alterations and Repairs**

During alterations and repairs ensure that the building and its occupants are not exposed to undue fire hazards created by contractors’ equipment or supplies which are brought into the building. Frequent inspection of the affected area will occur in order to ensure the following:

- Exits are free of obstructions.
- Dangerous work areas are inaccessible to the building occupants
- Contractors have obtained necessary building and operation permits.
- Flammable and combustible liquids are handled and stored safely.
- Heat producing equipment such as welding/cutting equipment and portable heaters are used safely.
- Damage to fire separations (e.g., walls, doors & related hardware) are repaired.

Where a problem is suspected the Fire Department should be contacted in order to provide advice or perform an inspection.

### **Procedures after Fire Safety Equipment has Operated**

#### **1. Fire Detection & Alarm System**

Procedure for false alarm:

- ENSURE the fire department is aware of incident.
- DO NOT SILENCE OR RESET the fire alarm system.
- On a 2-stage fire alarm system, DO NOT ACKNOWLEDGE the fire alarm system, until supervisory staff determines, after patrolling the floor of alarm

origin, that there was no fire. DO NOT SILENCE OR RESET the fire alarm system.

- When the fire department is satisfied that the alarm was false, RESTORE any activated manual pull stations and RESET the system (if qualified).
- COMPLETE the Incident/Activity Report.

Where a fire has occurred and damaged system wiring and/or detection devices, or you are unsure of the reset procedures, it is likely that “trouble” will be indicate on the system. In this case a qualified contractor should be contacted to make the necessary repairs.

## **2. Wet Automatic Sprinkler System**

3. Where a sprinkler has activated during a fire condition or accidentally through mechanical damage it is necessary to place the system back in operation as soon as possible. This procedure should be conducted by a qualified sprinkler contractor and a qualified fire alarm contractor. A fire watch is to be established until the systems are reset. **Dry Automatic Sprinkler System**

Where a sprinkler has activated during a fire condition or accidentally through mechanical damage it is necessary to place the system back in operation as soon as possible. This procedure should be conducted by a qualified sprinkler contractor and a qualified fire alarm contractor. A fire watch is to be established until the systems are restored.

## **4. Portable Fire Extinguishers**

When extinguishers have been used, they should be serviced by qualified personnel.

## **5. Fire Extinguishing System**

Following operation, the system shall be restored by a qualified contractor.

## **Tab 9:**

# **Part 5 – Reports and Checklists**



## PART 5 – CHECKLISTS & INSPECTION, TESTING AND MAINTENANCE REPORTS

- Shall be site specific
  - Inspection, testing, and maintenance of fire safety equipment in accordance with (1) the BC Fire Code or (2), if not specified by the Code, in accordance with manufacturer's operating instructions or (3), if not specified by the manufacturer, in accordance with good engineering principles to ensure they operate as per their design requirements.
  - Regular inspections to prevent the development of fire hazards (e.g., accumulation of combustible material) or interference with life safety (e.g., block exit routes).

The fire code requires that building fire protection and life safety systems receive a variety of regular inspections, service, and maintenance.

- **Check** – means a visual observation to ensure that devices or systems are in place, and no obvious damage or obstructions to proper operation exist.
- **Inspect** – means a physical examination to determine that the devices or systems will apparently perform in accordance with its intended function.
- **Test** – means operation of the devices or systems to ensure that it will perform in accordance with its intended operating functions. It is generally required to have a certified system technician perform tests.

The majority of inspections are generally *quick checks* to ensure that the particular system is operational and not in need of service. Some inspections do not require a high degree of technical knowledge of the particular system, but rather the ability to check for a specific problem, and have it corrected. Such inspections could be adequately performed by selected supervisory staff on a *daily* basis.

Semi-Annual and Annual Inspection, Testing and Maintenance procedures generally involve technical procedures and will be performed by qualified individuals or private contractors specializing in the particular field. Contractors may perform their own unique inspection and testing procedures; however, their procedures must meet the minimum requirements set by the applicable code. The repair or cleaning of equipment and the periodic replacement of components must be as per manufacturer's specifications and recommendations and must not reduce the level of performance of the equipment.

Contractors must be qualified. They are defined as service agents in the Vancouver Fire By-law.

When the system or any part of it is shut down the supervisory staffs are to be notified and alternative measures are to be followed as outlined in this approved fire safety plan in accordance with BC Fire Code, Division B, sentence 6.1.1.4 (1) – Protection during Shutdown.

Information pertaining to such procedures is available below so that the fire safety director has some idea of what the contractor should be doing.

Select all applicable inspections and customize for your facility.

## 1. Fixed Extinguishing System

Reference: NFPA 17, *Dry Chemical Extinguishing Systems*

Reference: NFPA 17A, *Wet Chemical Extinguishing Systems*

Reference: NFPA 12A, *Halon 1301 Fire Extinguishing Systems*

Note: Fixed extinguishing systems are most commonly found in commercial kitchens. The extinguishing equipment is intended to automatically or manually protect the grease removal devices, hood exhaust plenums and exhaust duct systems. In order for the extinguishing systems to work as designed, the fire safety director and designated staff have to maintain the equipment.

Note: Daily/weekly inspections primarily for commercial cooking operations. Fixed extinguishing systems for other uses likely only need the monthly and semi-annual inspections and maintenance.

### i. Daily Inspection

#### Procedure:

- Clean exterior of hood.
- Check the grease drip tray (collection receptacle), drain and clean as required.

### ii. Weekly Inspection

#### Procedure:

- Filters and Grease Extractor Modules should be removed and cleaned at least once a week (more under heavy usage).
- Inspect the interior of hood, base of duct and fusible fire extinguisher links for grease build-up. Grease build-up in the hood, duct, and fusible links must be cleaned by contractors. See item 12 below.
- Filters should be soaked in a strong chemical solution and rinsed either with a pressure washer or run through the dishwasher. (Note: Filters must be replaced with the baffles running vertically)

### iii. Monthly Inspection

#### Procedure:

- The extinguishing system is in its proper location.
- Manual actuators are unobstructed.
- Tamper indicators and seals are intact.
- Maintenance tag or certificate is in place.
- No obvious physical damage or condition exists that may prevent operation.
- Pressure gauge(s), if provided, are in operable range.
- Nozzle blow off caps are intact and undamaged.

**Record Keeping** on the Monthly Inspection and Testing Report

#### iv. **Semi-Annual Maintenance**

**Procedure:**

- Qualified contractors to perform maintenance in accordance with reference standard.

**Record Keeping** on the Semi-Annual Inspection and Testing Report

## 2. **Portable Fire Extinguishers**

Reference: NFPA 10, *Standard for Portable Fire Extinguishers*

An **inspection** of an extinguisher is a *quick check* that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. **Maintenance** is a *thorough check* of an extinguisher which is intended to give maximum assurance that an extinguisher will operate effectively and safely, and will normally reveal the need for hydrostatic pressure testing. **Recharging** is the *replacement* of the extinguishing agent.

#### i. **Monthly Inspection**

**Procedure:**

Check portable fire extinguishers for the following:

- Located in designated place
- No obstruction to access or visibility
- Operating instructions on nameplate legible and facing outward
- Seals and tamper indicators not broken or missing
- Determine fullness by weighing or *hefting*
- Examine for obvious physical damage, corrosion, leakage, or clogged nozzle
- Pressure gauge reading or indicator in the operable range or position

**Record Keeping** on the Monthly Inspection & Testing Report

- Serial number of extinguishers requiring maintenance should be recorded on report for qualified contractor

**Fill-out extinguisher tag with following information:**

- Date extinguisher was inspected
- Initials of person performing inspection

**ii. Annual Maintenance**

**Procedure:**

- Perform maintenance in accordance with the B.C. Fire Code Regulations and NFPA 10, including any necessary hydrostatic pressure testing.
- Maintenance must be provided by contractors.

**Record Keeping** on the Annual Inspection & Testing Report

**3. Means of Egress**

**i. Daily Inspection**

**Procedure:**

- Doors in fire separations shall be inspected to ensure that they remain closed and latched unless the door is equipped with an acceptable hold open device that will permit the door to close and latch automatically in the event of fire.
- Corridors used by the public and exits shall be maintained free of obstructions.
- Exterior passageway and exterior exit stairs shall be maintained free of snow and ice accumulations.

**Record Keeping** – no formal record keeping required.

**ii. Monthly Inspection**

**Procedure:**

- Doors in fire separations shall be operated to ensure that they are properly maintained.
- Doors equipped with a hold open device must release automatically in the event of a fire.

**Record Keeping** on the Monthly Inspection & Testing Report

**4. Fire Detection & Alarm System including Voice Communication**

Reference standard: ULC S536, *Inspection and Testing of Fire Alarm Systems*.

**i. Daily Inspection**

**Procedure:**

- Check Fire Alarm AC power lamp and trouble light
- Check trouble conditions

- Check central alarm and control facility

**Record Keeping** – no formal record keeping required.

## ii. Monthly Testing

### Procedure:

- Notify the alarm monitoring company, the fire department and the tenants that you are testing the system. Notify all parties when you have completed testing.
- Under emergency power, one manual alarm initiating device shall be operated on a rotation basis and shall initiate an alarm condition
- Intended function of all alarm audible signal appliances shall be ensured
- The annunciator panel shall be checked to ensure that the tested devices annunciate correctly
- Intended function of the audible and visual trouble signals shall be ensured
- Fire alarm batteries shall be checked to ensure that:
  - Terminals are clean and lubricated where necessary
  - Terminal clamps are clean and tight where necessary
  - Electrolyte level and specific gravity, where applicable, are specified by the Manufacturer

**Record Keeping** on the Monthly Inspection & Testing Report

## iii. Annual Service

### Procedure:

- Contractor shall perform service in accordance with ULC S536

**Record Keeping** on the Annual Inspection & Testing Report

## 5. Emergency Lighting Units

Reference Standard: *B.C. Fire Code Regulation - current edition*

### i. Monthly Inspection

#### Procedure:

- Self-contained emergency lighting unit equipment shall be inspected to ensure that:
  - Pilot lights are functioning and not obviously damaged or obstructed,
  - The terminal connections are clean, free of corrosion and lubricated when necessary,
  - The terminal clamps are clean and tight as per manufacturer=s specifications, and
  - The battery surface is kept clean and dry.

**Record Keeping** on the Monthly Inspection & Testing Report

## ii. Monthly Testing

### Procedure:

- Self-contained emergency lighting unit shall be tested at intervals not greater than one month to ensure that the emergency lights will function upon failure of the primary power supply.

### Record Keeping on the Monthly Inspection & Testing Report

## iii. Annual Testing

### Procedure:

- Self-contained emergency lighting unit equipment shall be tested at intervals not greater than twelve months to ensure that the unit will provide emergency lighting for a duration equal to the design criterion under simulated power failure conditions. Minimum operating time of\_\_ minutes.
- After completion of the test, the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is functioning in accordance with the manufacturer's specifications.
- To be performed by contractor.

Note: Operation time for units is as follows:

- 60 minutes for Group B occupancies not within the scope of Building Code Subsection 3.2.6.
- 30 minutes for a building of any other occupancy.

### Record Keeping on the Annual Inspection & Testing Report

## 6. Emergency Generator

Reference Standard: • CAN/ CSA-C282-M, *Emergency Electrical Power Supply for Buildings* (Hospitals use CAN/ CSA Standard Z32.4)

Emergency power supply is maintained as per the manufacturer's Manual of Operation.

### i. Weekly Maintenance Schedule

**Procedure:** Maintain as per manufacturer's Manual of Operating Instructions including CAN/CSA S282 Table 2.

- Examine the following:
  - Fuel tank level
  - Lubricating oil level
  - Engine coolant
  - Heaters, lubricant and/or coolant

- Engine, generator, fuel tanks and cooling systems for evidence of leakage
- Operation of fuel transfer pump
- Starting system-batteries, etc., for leakage, cleanliness and terminal security
- Air tanks for pressure (air motor system)
- Valves for leakage (air motor system)
- Operation of auxiliary engine and compressor (air motor system)
- Bleed off condensation (air motor system)
- Louvre settings-control panel settings (ensure the unit is ready for start-up)
- Battery electrolyte level
- Battery specific gravity
- Battery electrical connections (tightness, leaks or sulfation)
- Battery cleanliness and dryness between terminal posts
- Charger cleanliness and operation of both float and equalize modes
- Engine governor control linkages and oil level
- Engine fuel pump oil sump
- Engine fan belts and protective devices
- Panel covers are secure and annunciator lamps are operational

**Record Keeping:** Weekly Inspection Report

## ii. Monthly Testing

**Procedure:** Maintenance procedures are scheduled and completed as per operating instructions CAN/CSA S282 Table 2.

- Have manufacturer's maintenance manual and manual of instructions available.
- Simulate a failure of the normal electrical power supply, arranged so that:
  - an engine-generator set operates under at least 30% of the rated load for 60 minutes;
  - all automatic transfer switches are operated under load
- Record readings of all instruments associated with engine and generator and verify that they are normal.

**Procedure to Operate Generator (simulate power failure):**

- Engage the *emergency power transfer switch*
- Disengage the switch after completion of test to ensure generator is in normal operating condition.

**Record Keeping** on the Monthly Inspection & Testing Report



**iii. Monthly Maintenance and Inspection Schedule**

- Include an inspection to assess the correct functioning of all auxiliary equipment such as the radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers, and engine room ventilation controls and operation.
- Generator:
  - check brush operation for sparking
  - check for bearing seal leakage

**Record Keeping** on the Monthly Inspection & Testing Report

**iv. Semi-annual Service**

**Procedure:**

- Check/Clean the following:
  - Crankcase breathers
  - Lubricant governor
  - Linkages

**v. Annual Maintenance**

**Procedure:**

- Contractor shall perform checking, testing, and servicing of items which require attention at 1 year intervals as specified in the manufacturer's instructions and CSA Standard C282.
- Liquid fuel storage tank shall be drained and refilled with a fresh supply of fuel at intervals not greater than 12 months.

**Record Keeping** on the Annual Inspection & Testing Report

**vi. 2 Year Checking**

**Procedure:**

Contractor shall perform checking, testing, and servicing of items which require attention at 2 year intervals as specified in the manufacturer's instructions and CSA Standard C282.

**Record Keeping** on the 2 Year Inspection & Testing Report

**vii. 3 Year Checking**

**Procedure:**

Contractor shall perform checking, testing, and servicing of items which require attention at 3 year intervals as specified in the manufacturer's instructions and CSA Standard C282.

**Record Keeping** on the 3 Year Test Report

**viii. 5 Year Checking**

**Procedure:**

Contractor shall perform checking, testing, and servicing of items which require attention at 5 year intervals as specified in the manufacturer's instructions and CSA Standard C282.

**Record Keeping on 5 Year Test Report**

**7. Sprinkler System**

Reference Standard: B.C. Fire Code Regulation 1998 Section 6.5

Notification - Prior notification of water flow or other tests to be made to a sprinkler system shall be given to parties who could be affected by an alarm.

**i. Daily Inspection**

**Procedure:**

- Dry-pipe valve rooms or enclosures in unheated building shall be inspected at intervals not greater than 24 hours during periods of freezing weather and measures shall be taken to ensure that the temperature of the room or enclosure is maintained above 4 degrees C.

**Record Keeping** - no formal record keeping required.

**ii. Weekly Inspection**

**Procedure:**

- Valves controlling sprinkler water supplies or alarms shall be inspected at intervals not greater than 7 days to ensure that they are in the open position.

Note: For valves locked in the open position see Monthly Inspection & Test. For electrical supervised valves see Bi-monthly Test & Inspection.

- Dry pipe system air pressure shall be read at intervals not greater than 7 days and the system shall be maintained at the required pressure.

**Record Keeping:** Weekly Inspection Report

**iii. Monthly Inspection & Tests**

**Procedure:**

- When the alarm line discharge is subject to freezing, water flow alarm tests using the alarm test connection located at the sprinkler valve shall be performed on sprinkler systems at intervals not greater than one month. (This test operates mechanical or electrical gong.)

- On monitored system, the water flow actuated devices may be tested every two months. See Bi-monthly Test and Inspection.
- On electrically supervised systems, the water flow actuated devices may be tested annually. See Annual Tests and Maintenance.
- Valves which are locked open shall be inspected at intervals not greater than one month.
- Check the priming water supply for dry-pipe systems to ensure that it is at the proper level above the dry-pipe valve.

**Record Keeping:** Monthly Inspection & Testing Report

**iv. Bi-monthly Test and Inspection**

**Procedure:**

*All Sprinkler Systems*

- Transmitters & water flow actuated devices shall be tested at intervals not greater than 2 months for system connected to electrical supervisory signal service. (Example: fire alarm system or central station monitoring service.)
- Inspect all electrically supervised control valves.

**Record Keeping** on Bi-monthly Testing Report

**v. Semi-annual Tests**

**Procedure:**

*All Systems*

- Gate valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler supervisory devices shall be tested at intervals not greater than 6 months.

**Record Keeping** on Semi-Annual Inspection & Testing Report

**vi. Annual Tests & Maintenance**

**Procedure:**

- To be performed by contractor.

*Wet Systems*

- Water flow alarm tests using the inspector's test connection shall be performed on wet pipe sprinkler systems at intervals not greater than twelve months.

*Dry Systems*

- Dry-pipe valves shall be trip tested at intervals not greater than 12 months with the control valve partially open. (Dry-pipe valves shall be trip tested at least once every 3years with the control valve fully open using the inspector's test valve.)
- Auxiliary drains shall be drained before each winter.

#### *All Systems*

- Water flow tests using the main drain shall be conducted at intervals not greater than 12 months to ensure that water supply available has not deteriorated.
- Drainage facilities shall be tested to ensure that the drains are capable of taking the full flow from the main drain pipe without causing damage.
- Sprinkler control valves are accessible.
- Pits containing sprinkler control valves are free of water and protected from freezing.
- Sprinkler piping and hangers are in good repair.
- Sprinklers are inspected for damage, corrosion or accumulations of grease, paint or other deposits and are replaced where such conditions would impair the operation of the sprinkler.
- Spare sprinklers shall be checked to ensure that the stock on hand is not less than:
  - 6 spare sprinklers (not more than 300 sprinklers)
  - 12 spare sprinklers (between 301 - 1 000 sprinklers)
  - 24 spare sprinklers (more than 1 000 sprinklers)
- Spare sprinklers shall correspond to the types and temperature ratings of the sprinklers in use.
- A sprinkler wrench shall be kept in the cabinet where the spare sprinklers are stored.

#### **Record Keeping** on Annual Inspection & Testing Report

#### **vii. Five Year Test**

##### **Procedure:**

- To be performed by contractor.

#### *Dry System*

- Dry-pipe valve shall be trip tested with the control valve fully open using the inspector's test pipe (dry-pipe valve shall be trip tested annually with the control valve partially open).

**Record Keeping on 5 Year Test Report**

**viii. Twenty Year Test**

**Procedure:**

- To be performed by contractor.

*Dry System*

- Entire system shall be test flushed at intervals not greater than 15 years.

NOTE: Whenever any of the regularly scheduled testing procedures indicate the presence of possible obstructions in the dry pipe system piping, the entire system shall be flushed of foreign material.

**Record Keeping on Fifteen Year Testing Report**

**ix. Fifty Year Test**

**Procedure:**

- Sample sprinklers from sprinkler systems which have been in service more than 50 years shall be sent to a recognized testing laboratory for testing, and this procedure shall be repeated at intervals not greater than 10 years thereafter.
- When sprinklers are required to be tested in conformance with Sentence (1), no fewer than 6 sprinklers of each type shall be tested, except that no fewer than 2 sprinklers per floor per individual system shall be tested.
- All sprinklers shall be replaced in sprinkler systems from which sample sprinklers have been tested and found defective.

**Record Keeping on Fifty Year Test Report**

**8. Standpipe & Hose System**

Reference Standard: NFPA 14, Installation of Standpipe and Hose System.

Alterations - Standpipe systems that have been modified or extended or are being restored to service after a period of disuse exceeding twelve months, shall be flow and pressure tested at the highest and most remote hose connection to ensure the availability of the water supply for which the system was designed.

**i. Monthly Inspection**

**Procedure:**

- Hose cabinets shall be inspected to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.

- Hose valves shall be checked to ensure they are tight.
- Main shut off valve shall be checked to ensure that it is open.

**Record Keeping** on Monthly Inspection & Testing Report

**ii. Annual Inspection**

**Procedure:**

- To be performed by contractor.
- All portions of the system shall be inspected.

**Record Keeping** on Annual Inspection & Testing Report

**iii. Five Year Test**

**Procedure:**

- To be performed by contractor.
- The standpipe system shall be flow tested at intervals not greater than 5 years to ensure that the design flow can be delivered.
- If during the flow test there is an identification of the presence of debris in the piping, the entire system shall be flushed of foreign material.

**Record Keeping** on the Five Year Test Report.

**9. Freezing Protection**

**i. Annual Inspection**

**Procedure:**

- Check automatic heat tape to ensure that it is operable
- Locations are identified in <enter location>

**Record Keeping** on Annual Inspection & Testing Report

**10. Fire Pumps & Reservoirs**

**i. Weekly**

**Procedure:**

- The water level in the fire pump reservoir shall be observed at intervals not greater than 7 days and maintained at the proper level.
- Operate internal combustion engine fire pump at rated speed and observe the discharge pressure, suction pressure, lubricating oil level, operative condition of relief valve, and general operating conditions at intervals not greater than 7 days.
- Internal-combustion engine fire pumps shall be operated for a sufficient time to bring the engines up to normal operating temperatures. The storage batteries and fuel supplies shall be maintained at the correct levels.

**Record Keeping** on the Weekly Inspection & Testing Report

ii. **Monthly Test**

**Procedure:**

- Test fire pumps driven by electric motor at rated speed until satisfactory performance of the pump, driver and controller is verified at intervals not greater than one month. (An indication of the satisfactory performance of the controller can be obtained by starting the pump by reducing the water pressure in the controller sensing line. The operating conditions of the relief valve, and the discharge and suction pressures, lubricating oil levels and priming water levels, are further indications of the performance of the fire pump and related equipment.)

**Record Keeping** on the Monthly Inspection & Testing Report.

iii. **Annual Testing**

**Procedure:**

- To be performed by contractor.
- Fire pumps shall be tested at full rated capacity at intervals not greater than 12 months to ensure that they are capable of delivering the rated flow.

**Record Keeping** on the Annual Inspection & Testing Report.

**11. Fire Dampers & Fire Stops Flaps**

i. **Annual Testing**

**Procedure:**

- Ensure that the fire dampers and fire stops are in place and are not obviously damaged or obstructed.

**Record Keeping** on the Annual Inspection and Testing Report.

**12. Hoods, Ducts & Filters**

i. **Weekly Inspection**

**Procedure:**

- Hoods, ducts and filters subject to accumulations of combustible deposits shall be inspected at intervals not greater than 7 days, and shall be cleaned if the accumulation of such deposits creates a fire hazard.
- If necessary hoods and filters shall be cleaned by staff.
- If necessary ducts shall be cleaned by a qualified contractor.

**Record Keeping** on the Weekly Inspection & Testing Report - when equipment is cleaned.

**13. Chimneys, Flues & Flue Pipes**

i. **Annual Inspection**

**Procedure:**

- inspect to identify any dangerous conditions at intervals not greater than twelve months
- after any chimney fire,
- at the time of addition of any appliance,
- clean as often as necessary to keep them free from dangerous accumulations of combustible deposits.

**Record Keeping** on the Annual Inspection and Testing Report.

**14. Heating Ventilating & Air Conditioning Systems**

**i. Annual Testing and Servicing**

**Procedure:**

- Inspect and service as necessary to ensure that these systems do not create a fire hazard.
- Except for self-contained systems within dwelling units, disconnect switches for mechanical air-conditioning and ventilating systems shall be operated to establish that the system can be shut down in an emergency.

**Record Keeping** on the Annual Inspection & Testing Report.

**15. Fire Department Access to Building**

**i. Daily Inspection**

**Procedure:**

- Streets, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times by fire department vehicles.
- Vehicles shall not be parked to obstruct access of fire department vehicles and signs shall be posted prohibiting such parking.
- Access panels or windows provided to facilitate access for firefighting operations shall be maintained free of obstructions at all times.

**Record Keeping** – no formal record keeping required.

**16. Fire Hydrants**

**i. Semi-annual Inspection**

**Procedure:**

- Hydrants shall be inspected to ensure that hydrant caps are in place and caps with worn, rusted or obstructed threads, which might hamper easy removal, are repaired or replaced.
- Hydrant barrels shall be inspected to determine if water has accumulated as a result of a leaking main valve or a plugged or damaged drain valve.
- Main valves which are leaking and drains which are plugged or damaged shall be repaired.



**Exception: Where it is not practical to repair faulty drain valves or where drain valves are intentionally plugged, measures shall be taken to prevent the freezing of accumulated water.**

**Record Keeping** on the Semi-annual Inspection & Testing Report.

ii. **Annual Flushing**

**Procedure:**

- Conduct in conjunction with one of the semi-annual inspection list previously.
- Hydrants shall be flushed at intervals not greater than 12 months with the main valve and any outlet valves fully opened until the water runs clear.

**Record Keeping on the Annual Inspection & Testing Report**

## **Tab 10:**

# **Part 6 – Legal Basis for Fire Safety Planning**

## 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.
- The Fire Safety Plan (FSP) Documentation Guide – Part 1 – Collection of Relevant Information, contains guidance to assist the identification of materials stored, handled or processed. This will help identify if there are additional information required in the FSP beyond the information require in Article 2.8.2.1

### 6.1] GENERAL

*The 2018 BC Fire Code, Division C, Part 2 (Administrative Provisions), Sentence 2.2.1.1 (1) states "Unless otherwise specified, the **owner or the owner's authorized agent** shall be responsible for carrying out the provisions of this code.*

One such provision is the preparation, implementation and maintenance of a Fire Safety Plan (FSP) when required by the BC Fire Code.

Our building<s> and property are required to have a Fire Safety Plan in conformance with the 2018 BC Fire Code Division B, Article 2.8.1.1. It has been prepared to meet the requirements of Subsection 2.8.2 and any other applicable fire safety plan requirements due to our specific operation.

Articles, in other sections of Division B identify additional specific items that exist in our operation, require additional information in our FSP. They include but not limited to:

- <Article 2.8.2.4 – additional information for high buildings within the scope of BC Building Code subsection 3.2.6.>
- <Article 3.1.2.7 –additional information if dangerous goods (e.g., radioactive, explosives, compressed gases, reactive) are stored or handled;>
- <Article 3.2.2.5 – additional information if certain products (see section 3.2.1.1) are stored indoors;>
- <Article 3.2.7.14(5) – additional information required for individual storage areas;>
- <Article 3.3.2.9 – additional information if certain products (see section 3.3.1.1) are stored outdoors;>
- <Sentence 4.1.6.1.(4) – additional information for spill control and drainage systems if flammable and combustible liquids stored, handled, used, and/or processed in your operations;>
- <Article 4.3.14.5 – additional information for storage tanks containing flammable or combustible liquids;>
- <Article 5.1.5.1 - additional information if processes and operations involve a risk from explosion, high flammability or related conditions that create a hazard to life safety. Hot Works, Dust-Producing Processes, Special Processes involving Flammable and Combustible Liquids and Materials, and Laboratories are examples of processes and operations captured in this section;>
- <Article 5.2.3.7 – additional information required for hot works>

- <Article 5.6.1.3 - additional information, prior to commencement of construction, alteration or demolition, is required.>

Our FSP must meet all of the requirements of the applicable sections in the *BC Fire Code*. We have vested interest in promoting fire safety. In return for resources used to develop a FSP, our incidence and impact of fire will be reduced. The FSP is crucial for worker and public safety; it is much more than a template document produced just to meet a regulatory requirement. To that end, fire officials recommended we use experienced and trained employees, contractors or other individuals who are familiar with the content and design of FSPs .

<Our Fire Safety Director or other individual> with intimate knowledge of the workings and hazards associated with our facility or operation was involved to ensure specific issues related to our business were addressed. In addition, <a qualified professional or subject matter expert (Engineer, Architect, fire safety consultant, etc.) (if applicable)>, was consulted to assist with development of the plan or portions of the plan. Finally, communications with the local fire department occurred to help ensure congruency with their expectations and operations, as well as providing them knowledge of our facility.

The completed FSP was reviewed by the local fire department. A copy is retained on site in a location accepted by our local fire department. We are responsible for implementing all aspects of our FSP, for keeping it current and applicable at all times, and for ensuring our employees are well trained in its expectations.

## **6.2] EXCERPT FROM 2018 BC FIRE CODE –SECTION 2.8 EMERGENCY PLANNING**

### **6.2.1] ARTICLE 2.8.1.1. – APPLICATION**

#### **2.8.1.1. Application:**

- 1) Fire emergency procedures conforming to this Section shall be provided for
  - a) every building containing an assembly, care, treatment or detention occupancy,
  - b) every building required by the B.C. Building Code to have a fire alarm system,
  - c) demolition and construction sites regulated under Section 5.6.,
  - d) storage areas required to have a fire safety plan in conformance with Article 3.2.2.5. and 3.3.2.9.,
  - e) areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.5., and
  - f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1

2.8.1.2 Training of Supervisory Staff

- 1) Supervisory staff shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. (See Appendix A.)

2.8.1.3 Keys and Special Devices

- 1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory staff.

*6.2.2] SUBSECTION 2.8.2. – FIRE SAFETY PLAN*

2.8.2.1 Measures in a Fire Safety Plan

- 1) In buildings or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include
  - a) the emergency procedures to be used in case of fire, including
    - i) sounding the fire alarm (see Appendix A),
    - ii) notifying the fire department,
    - iii) instructing occupants on procedures to be followed when the fire alarm sounds,
    - iv) evacuating occupants, including special provisions for persons requiring assistance (see Appendix A),
    - v) confining, controlling and extinguishing the fire,
  - b) the appointment and organization of designated supervisory staff to carry out fire safety duties,
  - c) the training of supervisory staff and other occupants in their responsibilities for fire safety,
  - d) documents, including diagrams, showing the type, location and operation of the building fire emergency systems
  - e) the holding of fire drills,
  - f) the control of fire hazards in the building,
  - g) the inspection and maintenance of building facilities provided for the safety of occupants.  
(See Appendix A.)
- 2) The fire safety plan shall be reviewed at intervals no greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

- 3) The fire safety plan shall be resubmitted for review and approval by the Fire Chief if
  - a) any renovation, alteration, or change of occupancy occurs in the building, or
  - b) there is a change in the type, amount, or arrangement of dangerous goods stored in the building.
- 4) The fire safety plan for a building not within the scope of Division B Subsection 3.2.6 of the Building By-law shall be kept in an acceptable box at an acceptable location near the principal entrance to the building.

#### 2.8.2.2 Care, treatment or Detention Occupancies

- 1) A sufficient number of supervisory staff shall be on duty in care, treatment, and detention occupancies to perform the tasks outlined in the fire safety plan described in Clause 2.8.2.1(1)(a).

#### 2.8.2.3 Assembly Occupancies

- 1) In Group A, Division 1 assembly occupancies containing more than 60 occupants, there shall be at least one supervisory staff member on duty in the building to perform the tasks outlined in the fire safety plan in Clause 2.8.2.1.(1)(a) whenever the building is open to the public.

#### 2.8.2.4 High Buildings

- 1) In buildings within the scope of Subsection 3.2.6. of Division B of the B.C. Building Code, the Fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1.(1), include
  - a. The training of supervisory staff in the use of the voice communication system,
  - b. the procedures for the use of elevators,
  - c. the action to be taken by supervisory staff in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives,
  - d. Instructions to the supervisory staff and fire department for the operation of the systems referred to in Clause (c), and
  - e. the procedures established to facilitate fire department access to the building and fire location within the building.

#### 2.8.2.5 Retention of Fire Safety Plans

- 1) The fire safety plan shall be kept in the building for reference by the fire department, supervisory staff and other personnel.
- 2) The fire safety plan for a building within the scope of Subsection 3.2.6 of the Division B of the BC Building Code shall be kept at the central alarm and control facility.
- 3) The fire safety plan for a building or facility within the scope of Section 3.1., 4.1., and 5.1 shall be kept at the principal entrance to the building or facility

#### 2.8.2.6 Distribution

- 1) A copy of the fire emergency procedures and other duties for supervisory staff, as laid down in the fire safety plan, shall be given to all supervisory staff.

#### 2.8.2.7 Posting of Fire Emergency Procedures

- 1) At least one copy of the fire emergency procedures shall be prominently posted on each floor area.
- 2) In every hotel and motel bedroom, the fire safety rules for occupants shall be posted showing the locations of exits and the paths of travel to exits.
- 3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signaling box requesting that the fire department be notified, and including the telephone number of that department.
- 4) All buildings served by one or more elevators shall have, at each elevator entrance on each floor level, a permanently mounted fire safety sign or symbol indicating that the elevator is not to be used in case of fire.
- 5) The sign or symbol required by sentence 2.8.2.7.(4) shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170 "Standard for Fire Safety and Emergency Symbols."

### 6.2.3] SUBSECTION 2.8.3 – FIRE DRILLS

#### 2.8.3.1. Fire Drill Procedures

- 1) The procedure for conducting fire drills shall be determined by the person in responsible charge of the building, taking into consideration
  - a. the building occupancy and its fire hazards,
  - b. the safety features provided in the building,
  - c. the desirable degree of participation of occupants other than supervisory staff,
  - d. the number and degree of experience of participating supervisory staff,
  - e. the features of fire emergency systems installed in buildings within the scope of Subsection 3.2.6 of Division B of the B.C. Building Code, and
  - f. the requirements of the fire department.

(See Appendix A.)

#### 2.8.3.2 Fire Drill Frequency

- 1) Except as provided in Sentence (2), fire drills as described in Sentence 2.8.3.(1) shall be held at intervals not greater than 12 months for the supervisory staff, except that
  - a. in day-care centres and in Group B major occupancies, such drills shall be held at intervals not greater than one month,
  - b. in schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms, and
  - c. in buildings within the scope of Subsection 3.2.6. of Division B of the B.C. Building Code, such drills shall be held at intervals not greater than two months.
- 2) Fire drills in a laboratory shall be held at intervals not greater than 3 months.

#### 2.8.3.3. Log Books

- 1) The owner shall
  - a) record fire drills in a log book,
  - b) keep the log book on the premises, and
  - c) produce the log book to the Fire Chief upon request



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# **Tab 11:**

## **Part 7 - Definitions**

## PART 7 – DEFINITIONS AND FIRE PROTECTION TERMS

- 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.

Definitions for consideration – delete those that are not applicable to your property and add any definitions appropriate for your property.

**Access to Exit** – that part of a ‘means of egress’ within a floor area that provides access to an exit serving the floor area.

**Alarm signal** – an audible signal transmitted throughout a zone or zones or throughout a building to advise occupants that a fire emergency exists.

**Alert signal** – an audible signal to advise designated persons of a fire emergency.

**Approved** – approval by the authority having jurisdiction (AHJ).

**Area of Refuge** – a space that facilitates a safe delay in egress, is sufficiently protected from fire conditions developing in the floor area, and provides direct access to an exit or fire fighters' elevator.

**Authority Having Jurisdiction** – includes the fire commissioner, inspectors and local assistants to the fire commissioner.

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

**Building Heights** – the overall height of a building from the first storey to the roof.

**Class A fire** – a fire involving combustible materials such as wood, cloth and paper.

**Class B fire** – a fire involving flammable or combustible liquid, fat, or grease.

**Class C fire** – a fire involving energized electrical equipment.

**Class "D" fire** – a fire involving a combustible metal.

**Class "K" fire** – a fire involving fryers and cooking appliances that involve combustible cooking media, vegetable or animal oils and fat.

**Closure** – a device or assembly for closing an opening through a fire separation or an exterior wall, such as a door, shutter, wired glass or glass block, and includes all components such as hardware, closing devices, frames and anchors.

**Combustible Construction** – that type of construction that does not meet the requirements for non-combustible construction.

**Combustible liquid** – any liquid having a flash point at or above 37.8 C° and below 93.3 C°.

**Deputy Fire Safety Director** – appointed supervisory staff member who assumes the duties of the Fire Safety Director during his/her absence.

**Dry Automatic Sprinkler System** – a fire sprinkler system which has sprinkler supply piping containing air. Such a system can be installed in areas subjected to freezing conditions as water does not enter the sprinkler piping until a sprinkler activates.

**Electrical Service Room** – a room or space provided in a building to accommodate building electrical service equipment and constructed in accordance with the British Columbia Building Code.

**Exit** – that part of a means of egress that leads from the floor area it serves, including any doorway leading directly from a floor area, to an open public thoroughfare or to an exterior open space thoroughfare.

**Fire Alarm System** – a device or combination of devices designed to warn occupants of a building of a fire.

**Fire code** – refers to the British Columbia Fire Code (current edition), pursuant to the Fire Services Act.

**Fire Damper** – a closure which consists of a damper installed in an air distribution system or a wall or floor assembly, which is normally held open but designed to close automatically in the event of a fire in order to maintain the integrity of a fire separation.

**Fire Detector** – a device which detects a fire condition and automatically initiates an electrical signal to actuate an alert signal or an alarm signal and includes heat detectors and smoke detectors.

**Fire Safety Director** – the person designated by the Building Management to implement and maintain the Fire Safety Plan.

**Fire Safety Plan** – a plan which provides occupant information for control of fire hazards, maintenance of fire protection systems, and evacuation procedures for their building.

**Fire protection systems** – a general term used in this document which includes sprinkler and fire alarm systems, hose stations, portable fire extinguishers, fire dampers, emergency lights, exit signs, fire doors, smoke control equipment, and voice communication systems.

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

**Fire stop flap** – a device intended for use in horizontal assemblies required to have a fire resistance rating and incorporating protective ceiling membranes, which operates to close off a duct opening through the membrane in the event of a fire.

**Fire Suppression System** – a device or combination of devices designed to extinguish or support extinguishment of fire.

**Fire Watch** – a procedure where a person is responsible to patrol a building or site and to sound an alarm in case of fire, or conduct such duties as required by the Fire Chief.

**Firewall** – a type of fire separation of non-combustible construction which subdivides a building or separates adjoining buildings to resist the spread of fire and which has a fire resistance rating as prescribed in the B.C. Building Code and has structural stability to remain intact under fire conditions for the required fire-rated time.

**Flammable liquid** – any liquid having a flash point below 37.8 C° and having a vapour pressure not exceeding 275.8 kPa (absolute) at 37.8 C°.

**Flash Point** – the minimum temperature at which a liquid within a container gives off vapour in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

**Floor Area** – the space on any storey of a building between exterior walls and required firewalls, including the space occupied by interior walls and partitions, but not including exits, vertical service spaces, and their enclosing assemblies.

**Floor of Activation** – the floor from which the fire alarm system was activated.

**Flue** – an enclosed passageway for conveying flue gases

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

**Fire dampers** – a device intended for use in horizontal assemblies required to have a fire-resistance rating and incorporating protective ceiling membranes, which operates too close off a duct opening through the membrane in the event of a fire.

**Hazardous Material** – a product, substance or organism that are designated as dangerous in the Transportation of Dangerous Goods Act (Canada), but shall not include a quantity of such product, substance or organism that if accidentally spilled is insufficient to cause danger to lives or the environment.

**Major Occupancy** – the principal occupancy for which a building or part thereof is used or intended to be used, and shall be deemed to include the subsidiary occupancies that are an integral part of the principal occupancy. The major occupancy classifications used in this Code are as follows:

**A1** - Assembly occupancies intended for the production and viewing of the performing arts

**A2** - Assembly occupancies not elsewhere classified in Group A

**A3** - Assembly occupancies of the arena type

**A4** - Assembly occupancies in which the occupants are gathered in the open air

**B1** - Care or detention occupancies in which persons are under restraint or are incapable of self-preservation because of security measures not under their control

**B2** - Care or detention occupancies in which persons having cognitive or physical limitations require special care or treatment

**C** - Residential occupancies

**D** - Business and personal services occupancies

**E** - Mercantile occupancies

**F1** - High-hazard industrial occupancies

**F2** - Medium-hazard industrial occupancies

**F3** - Low-hazard industrial occupancies

**Means of egress** – a continuous path of travel provided by a doorway, hall-way, corridor, exterior passageway, balcony, lobby, stair, ramp, or other egress facility or combination thereof, for the escape of persons from any point in a building, room, or contained open space to a public thoroughfare or other acceptable open space (means of egress includes exits and access to exits).

**Non-combustible Construction** – that type of construction in which a degree of Fire Safety is attained by the use of non-combustible materials for structural members and other building assemblies.

**Qualified Contractor** – a specific service agency, trained industrial safety personnel or maintenance personnel.

**Generally** – any trained person with proper equipment

**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 the detection of smoke within the room or suite.

**Sprinklered** (as applying to a building or part thereof) – means that the building or part thereof is equipped with a system of automatic sprinklers.

**Standpipe System** – an arrangement of piping, valves, hose connections and allied equipment installed in a building with the hose connections located in such a manner that water can be discharged in streams or spray patterns through attached hose and nozzles, for the purpose of extinguishing a fire and so protecting a building and its contents in addition to protecting occupants. This is accomplished by connections to water supply systems or by pumps, and other equipment necessary to provide an adequate supply of water to the hose connections.

**Supervisory staff** – those occupants of a building who have been appointed to take responsibility for some aspect of the fire safety plan (Fire Safety Director & Deputies).

**Wet Sprinkler System** – a fire sprinkler system which has sprinkler supply piping containing water. Such a system cannot be installed in areas subjected to freezing conditions as water is always in the sprinkler piping.

**Zone** – an area of a building designated as part of a fire alarm system or sprinkler system.

## **ABBREVIATIONS**

**CSA:** Canadian Standards Association

**NFPA:** National Fire Protection Association

**ULC:** Underwriters Laboratories of Canada

## **Tab 12:**

# **Appendix**



## APPENDIX

The appendix can contain information such as:

- 1) Alternative solutions (New Construction)
- 2) Any Special Information Pertaining to the Building & Site
- 3) Operating Instructions and Procedures after Fire Safety Equipment has Operated; for example:

- Fire Detection & Alarm System

Consider including the following direction at the beginning of the Operation Instructions Appendix:

*Once the fire alarm system has been activated and the fire department is on route, **do not reset the fire alarm system**. Prior to the arrival of the fire department if it is positively determined that it is a false alarm, **<a person with knowledge>** of the fire alarm may silence the system.*

- Wet Automatic Sprinkler System
- Dry Automatic Sprinkler System
- Fixed Extinguishing System
- Portable Fire Extinguisher

- 4) Policies and procedures referenced in the FSP to meet BC Fire Code and not documented/maintained elsewhere in the organization. For example, the outdoor storage may require the stored items be stable, not exceeding volume/quantity stated in the Fire Code with possible limits on size and clearance for individual storage areas, and consideration for access to, and fighting, fires.

Other such policies could include but are not limited to:

- Hot Work
- Storage and Use of Compressed Gases
- Storage and Dispensing of Fuel
- Indoor and/or Outdoor Storage of Dangerous Products and Materials
- Indoor and/or Outdoor Storage of Lumber
- Outdoor Storage of Rubber Tires
- Indoor and/or Outdoor container, tank or other bulk storage and dispensing of flammable liquids and combustible liquids
- Special processes involving flammable liquids and combustible liquids materials (e.g., baking and drying, dry cleaning, floor finishing, spray coating processes, dipping and coating processes)
- Laboratory operation involving flammable liquids and combustible liquids
- Use, Maintenance, and Parking of Industrial Trucks
- Battery Charging Stations
- Combustible Dust Accumulation Mitigation
- Etc, etc.>

A sample Hot Work Policy and Procedures is provided as an example. It should be customized for the actual workplace.

## APPENDIX A – HOT WORK POLICY AND PROCEDURES

# HOT WORK POLICY AND PROCEDURE

## Preamble

The <company name> is committed to a workplace free of injuries. That commitment is partly met by this Hot Work policy which ensures that employees, contractors and visitors to the operation are protected from the potential from related injuries and that site property and product are protected. It is required that all employees and contractors to our operations familiarize themselves with our policies and adhere to those policies, including the Hot Work Policy.

## Policy

This policy was developed to ensure that the Hot Work will be managed and proper actions are taken to prevent loss due to fire caused by Hot Work activities.

Hot Work is defined as any operation that can produce enough heat from flame, spark or other source of ignition, with sufficient energy to ignite flammable vapours, gases, or dust. Hot work usually involves activities like welding, cutting, grinding, brazing, flaming, chipping, air gouging, riveting, drilling, and soldering.

All affected employees and contractors will receive instruction as to the expectations of them to ensure compliance with this policy.

Whenever possible, hot work activities will be conducted in the workshop's designated area that is free of combustible and flammable contents, with walls, ceilings and floors of non-combustible construction or lined with non-combustible materials.

A fire watch is not required for hot work activities performed in the designated area but is required everywhere else.

## Scope

The provisions set out in this policy apply to any hot work done on and is to be strictly adhered to by all parties. The use of a Hot Work Permit when that hot work takes place away from the designated hot work areas is mandatory.

The Hot Work policy and procedures have also been developed to comply with:

- the BC Fire Code,
- the Occupational Health and Safety Regulation, and
- the BC Safety Standards Regulation and related.

## Responsibilities

### Management

- To ensure that all employees involved in the Hot Work Process are trained (including Permit Authorizing Individual (PAI), Hot Work Operator (HWO), and Fire Watch (FW)). This responsibility is assigned to the Human Resources Manager.
- Conduct periodic audits to ensure compliance with this policy. This responsibility assigned to our Health and Safety Manager.
- Communicate any changes to this policy with respect to regulation and interpretation. This responsibility assigned to our Health and Safety Manager.
- Ensure that the policy is reviewed annually and is current with all applicable regulations. This responsibility assigned to our Health and Safety Manager.

### Permit Authorizing Individual (PAI)

- Assess the work area and sign the Hot Work Permit PRIOR to work commencing. Copy of Hot Work Permit is attached at the end of this policy document.
- Post one part of permit at job site and place top copy of permit at the site designated area. (i.e., permit board).
- Ensure at least one worker tasked to perform hot work is trained as a HWO.
- Assign a worker trained as a FW, including use of portable fire extinguishers, to fire watch duties as described below –The Fire Watch.
- Provide FW with:
  - 10 lb portable fire extinguisher and other firefighting equipment (e.g., pail of water, bucket of sand, fire hose)
  - Means of communication (e.g., cell phone, radio)
  - Location of nearest air horn and air horn protocols
  - Authority to stop hot work activity if unsafe conditions develop
- Ensure sprinkler systems are in working order monitoring once per hour for minimum of 4 hours or longer as determined. Ensure alternate measures are used if the Hot Work requires the temporary shutdown of our fire protection equipment or systems. Alternate measures shall be developed in consultation with our Health and Safety Manager, documented and attached to the Hot Work Permit.
  - Notify our local fire department that our fire protection will be shut off so they can plan accordingly.
  - Notify our alarm service agency.
- Request local fire department standby if there is a severe fire/explosion hazard associated with the hot work activity.
- After completion of Hot Work ensure continuous monitoring for a minimum of 60 minutes or longer as determined by the PAI. PAI will consider having the area inspected every 30 minutes over the next 4 hours. This function may be performed by the designated FW, Plant Security Guard, Machine Operator or maintenance person. The PAI will conduct a final inspection of the hot work area 4 hours after the completion of the work.
- At the end of the monitoring period, the PAI collects the completed forms and delivered to the front office clerk for filing.

Revision Date: <add date> <This template is a guide only. Modifications are required.

Delete this note once FSP is completed.> Page 89 of 95

## **Person Performing Hot Work – Hot Work Operator (HWO)**

The HWO must verify that a hot work permit is in place before starting Hot Work. The permit is issued for one location only and is valid for no longer than 24 hours. It may become invalid if conditions change (e.g., adverse environmental condition).

The HWO is responsible for complying with all rules and regulations concerning safe work practices and all requirements stated on the permit.

Before performing the hot work, the HWO will examine the hot work equipment for leakage, defects or other state of repair issues. Identified issues will be addressed prior to use and, if necessary, by a qualified person.

## **The Fire Watch (FW) worker**

- Required if hot works is performed outside of the workshop's designated area.
- Assess 15 metres (50 feet) radius for potential fire hazards.
- Assist HWO in preparation and clean up of Hot Work area 15 metres (50 feet):
  - Cover or close openings in walls, floors or ceilings to prevent passage of sparks to adjacent areas.
  - Protect against ignition combustible and flammable materials that can't be moved (e.g., wet down surrounding areas including lower floors and beams if applicable).
  - Temporarily halt any process or activity creating flammable gases or vapours, combustible dusts or combustible fibres in quantities sufficient to create a fire or explosion hazard.
  - If necessary, cover or disabled fire prevention equipment (e.g., automatic sprinkler heads, smoke detectors, fire alarms) to prevent false-positive actuation of this equipment. Consult with Health and Safety Manager and PAI.
- Ensure equipment not in use does not pose a hazard:
  - All valves shall be closed and gas lines bled.
  - Electric equipment must be de-energized.
- Be alert to any changes and identify changes or concerns to HWO.

## **Outside Contractors**

- Will be trained and held to the same Hot Work Standards as the company employees. The PAI, with the assistance of the Health and Safety Manager, will ensure that this training has taken place prior to starting Hot Work and audits the process.

## **Training**

Refer to the [File location/Department] training manual for the content of the Hot Work training material.

**Hot Work Permit Page 1 – Permit Authorizing Individual (PAI) copy**

**Hot Work Permit Page 2 – Hot Work Operator (HWO) copy**

**Hot Work Permit Page 3 – Fire Watch/Monitor Record copy**

This page left intentionally blank.

**<COMPANY NAME> - HOT WORK PERMIT**

CAN THIS WORK BE DONE WITHOUT HOT WORK, OR IN THE SHOP?  
IF NOT, ENSURE PRECAUTIONS ARE IN PLACE!

MAKE SURE SPRINKLERS ARE IN SERVICE AND FIRE EXTINGUISHERS ARE READILY AVAILABLE!

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks.

This includes, but is not limited to, Bracing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Welding.

Note: The *Required Precautions* are not optional. They are required for fire-safe hot work. Please explain all "No" responses below.

**Instructions**

The Permit-Authorizing individual must:

- a) Verify precautions listed at right (or do not proceed with the work)
- b) Complete and retain this page
- c) Give the second page to the person doing the work.

**Who, When, and Where?**

Hot Work Being Done By

- Employee
- Contractor

Date

Job/Work Order No.

Location/Building and Floor

Nature of Job/Object

Name of Hot Work Operator(s) (HWO)

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorizing Individual (PAI)

**Permit Expiration**

Expiration Date

Expiration Time

- AM
- PM

Name of Assigned Fire Watch (FW)

**THIS PERMIT IS GOOD FOR  
24 HOURS ONLY!**

**Required Precautions Checklist**

- Available Sprinklers in Normal Automatic mode and valve open.
- Hot Work equipment in good repair.

**Assess 15m (50 ft) radial "sphere" of work for potential fire hazards:**

- Floors, work level and below, cleaned or protected.
- All other combustibles removed or shielded from sparks.
  - Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
  - Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
  - If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.
- Transmission or conveying of sparks to adjacent areas eliminated or protected.
  - Tightly cover wall/floor opening with fire-retardant material.
  - Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
  - Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.
- Explosive atmosphere eliminated or potential not present.

**Work on walls, ceilings or enclosed equipment:**

- Construction materials verified as non-combustible and without combustible covering or insulation.
- Combustibles on other side of walls relocated or protected.
- Enclosed equipment cleaned and protected from all combustibles.
- Containers purged of flammable liquids/vapours.

**Fire watch/hot work area monitoring requirements:**

- Continuous fire watch provided during and for at least 60 minutes after hot work, including all breaks.
- Fire watch supplied with suitable extinguishers/hoses.
- Fire watch trained in the use of fire equipment and sounding alarm.
- Area to be monitored hourly for a minimum of 4 hours after job is completed, or longer if required.

**Other precautions that may be required:**

- Fire watch provided for adjoining areas, above, or below.
- Confined Space or Lock-Out-Tag-Out required/used.
- Area smoke or heat detection disabled to eliminate false trip.
- Alternate measures for temporary shut down of fire protection equipment.

Other: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# WARNING!

## HOT WORK IN PROGRESS WATCH FOR FIRE!

### Instructions

- Person doing hot work: Indicate time started and post permit at hot work location. After hot work, indicate time completed and leave permit posted for Fire Watch.
- Fire Watch: Prior to leaving area, do final inspection, sign, leave permit posted and notify Permit-Authorizing Individual.
- Monitor: After 4 hours, do final inspection, sign, and return to designated area.

### Who, When, and Where?

Hot Work Being Done By

- Employee  
 Contractor

Date Job/Work Order No.

Location/Building and Floor

Nature of Job/Object

Name of Hot Work Operator(s) (HWO)

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorizing Individual (PAI)

Time Started	<input type="checkbox"/> AM <input type="checkbox"/> PM	Time Finished	<input type="checkbox"/> AM <input type="checkbox"/> PM
Expiration Date		Expiration Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.

Signature of Fire Watch (FW)	Time

Work area was monitored for a minimum of 4 hours following hot work and found fire safe.

Signature of Monitor	Time

**THIS PERMIT IS GOOD FOR  
24 HOURS ONLY**

### Required Precautions Checklist

*(must be retained as record of hot work activity for 6 months minimum)*

- Available Sprinklers in Normal Automatic mode and valve open.
- Hot Work equipment in good repair.

Assess 15m (50 ft) radial "sphere" of work for potential fire hazards:

- Floors, work level and below, cleaned or protected.
- All other combustibles removed or shielded from sparks.
  - Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
  - Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
  - If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.
- Transmission or conveying of sparks to adjacent areas eliminated or protected.
  - Tightly cover wall/floor opening with fire-retardant material.
  - Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
  - Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.
- Explosive atmosphere eliminated or potential not present.

Work on walls, ceilings or enclosed equipment:

- Construction materials verified as non-combustible and without combustible covering or insulation.
- Combustibles on other side of walls relocated or protected.
- Enclosed equipment cleaned and protected from all combustibles.
- Containers purged of flammable liquids/vapours.

Fire watch/hot work area monitoring requirements:

- Continuous fire watch provided during and for at least 60 minutes after hot work, including all breaks.
- Fire watch supplied with suitable extinguishers/hoses.
- Fire watch trained in the use of fire equipment and sounding alarm.
- Area to be monitored hourly for a minimum of 4 hours after job is completed, or longer if required.

Other precautions that may be required:

- Fire watch provided for adjoining areas, above, or below.
- Confined Space or Lock-Out-Tag-Out required/used.
- Area smoke or heat detection disabled to eliminate false trip.
- Alternate measures for temporary shut down of fire protection equipment.

Other: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<COMPANY NAME> - HOT WORK PERMIT

# WARNING!

HOT WORK IN PROGRESS  
WATCH FOR FIRE!

IN CASE OF EMERGENCY:

CALL:

AT:

# WARNING!

FIRE WATCH/MONITOR RECORD

DATE:

FIRE WATCH – Continuous (Start until 1 hr post-completion)			Post Completion MONITORING (Hourly for 3 more hours)		
	Time	Checked by: (Initials)		Time	Checked by: (Initials)
Start:			Post 2 hrs		
Finish:			Post 3 hrs		
Post 1-hr:			Post 4 hrs		

**<Building Name>**

**FIRE INCIDENT REPORT (TO BE CUSTOMIZED FOR PROPERTY)**

<b>1. Incident Type</b>		
<input type="checkbox"/> Report of Fire Hazard	<input type="checkbox"/> Fire	
<input type="checkbox"/> Fire Prevention Equipment Failure	<input type="checkbox"/> False Alarm	
<b>2. Details</b>		
Date:	Time:	Location:
Description of Incident	(include device/equipment involved, floor & alarm zone, # of injuries)	
Cause/Reason for Incident		
Description of Damage/Loss		
<b>3. Action</b>		
Who discovered or reported incident:		Time:
Corrective Action Taken:		
If fire related, did Fire Department attend? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why not?		
Who operated company fire equipment (e.g., portable fire extinguishers)?		
<b>4. Comments / Recommendations</b>		
Signed:	Name:	Date:
<b>5. Distribution:</b>		
<input type="checkbox"/> Fire Department	<input type="checkbox"/> Fire Safety Director	<input type="checkbox"/> <Head Office or other >
<input type="checkbox"/> Police	<input type="checkbox"/> <Plant Manager or other>	<input type="checkbox"/> <Tenants or other>

<Building Name>

ACTIVITY REPORT (TO BE CUSTOMIZED FOR PROPERTY)

<b>1. Activity Type</b>		
<input type="checkbox"/> Fire Drill	<input type="checkbox"/> Training	
<input type="checkbox"/> Fire Safety Meeting	<input type="checkbox"/> <other>	
<b>2. Details</b>		
Date:	Time:	Location:
Topics covered:		
Attendees:	_____ _____ _____ _____ _____	
<b>3. Comments (include deficiencies noted)</b>		
Signed:	Name:	Date:
<b>4. Distribution:</b>		
<input type="checkbox"/> Fire Department	<input type="checkbox"/> Fire Safety Director	<input type="checkbox"/> <Head Office or other >
<input type="checkbox"/> <Plant Manager or other>	<input type="checkbox"/> <Tenants or other>	<input type="checkbox"/> <other>



## FIRE WATCH PROCEDURES

1. Any person with a disability in the building requiring assistance?    Yes     No   
If yes, write down all names and their locations in the Fire Watch Log.
2. Promptly inform all building occupants of the fire protection system shut downs or equipment that is out of service. Post this ORDER, in a conspicuous location at the main entrance to the building. Post copies of this ORDER, or use the copies with the adhesive backing provided, at other main access points including inside elevators and stairs, and at all tenancies in the building.
3. Fire watch may be conducted by a professional fire watch service, or by occupants of the building designated by the building owner(s) or the building's Fire Safety Director
4. The persons performing the fire watch must have a designated supervisor and shall:
  - a) Be easily identifiable to building occupants by uniform or clothing,
  - b) Be familiar with the operation of fire and life safety systems in the building,
  - c) Be capable of promptly notifying emergency agencies and occupants of an incident,
  - d) Maintain radio contact with each other using established emergency communications protocol, and
  - e) When required to notify the fire department, be identified by names and phone numbers for immediate contact.
5. The fire watch shall be maintained at all times that a fire protection system is out of service, and shall have sufficient staff to patrol all areas of the building involved, using the following as a minimum:
  - a) Non-residential buildings: during normal business open hours, every 30 minutes; other times every 60 minutes.
  - b) Buildings with sleeping accommodation:
    - i. between 2100-0800 hrs. (9 pm until 8 am) every 15 minutes
    - ii. between 0800-2100 hrs. (8 am until 9 pm) every 30 minutes
6. The fire watch shall have an acceptable method of alerting building occupants, and must inform the occupants and the VFRS of the method (e.g. air horn etc.).
7. Persons conducting the fire watch must maintain a chronological, written log of activities on site for VFRS, for the duration of the fire watch. Use a new "Fire Watch Log" sheet for each day. Use additional sheets for additional floors or areas where necessary.

\*\*\*\*\*



# Vancouver Fire Rescue Services Fire Watch Log

Building Address: \_\_\_\_\_ Date: \_\_\_\_\_

Contact/Person on Fire Watch: \_\_\_\_\_ Phone: \_\_\_\_\_

Persons with a disability requiring assistance:

Name and Location	Name and Location

TIME	FLOOR 1	FLOOR 2	FLOOR 3	FLOOR 4	FLOOR 5	FLOOR 6	Fire Watch Monitor Initials
00:00							
00:15							
00:30							
00:45							
01:00							
01:15							
01:30							
01:45							
02:00							
02:15							
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05:45							
06:00							
06:15							
06:30							
06:45							
07:00							
07:15							
07:30							
07:45							

Notes: \_\_\_\_\_

\_\_\_\_\_



VANCOUVER FIRE RESCUE SERVICES

Community Safety Division



Vancouver Fire Rescue Services  
Fire Watch Log

TIME	FLOOR 1	FLOOR 2	FLOOR 3	FLOOR 4	FLOOR 5	FLOOR 6	Fire Watch Monitor Initials
08:00							
08:30							
09:00							
09:30							
10:00							
10:30							
11:00							
11:30							
12:00							
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23:00							
23:15							
23:30							
23:45							

January 4, 2024

Bulletin 2024-001-FI

## 2-Stage Fire Alarm Systems

A building that contains an occupancy of Group F-1 (high-hazard industrial) is required by the Vancouver Building By-law (VBBL) to be protected with a single stage fire alarm system. A building that contains a Group B-3 over 3 storeys in height, or a Group B-2, or B-1 occupancy (care, treatment, or detention) must be protected by a 2-stage fire alarm system. For all other buildings the VBBL permits either a single stage or a 2-stage system. However, if a 2-stage system is being proposed, careful detailed emergency planning is required for occupancy. Thus prior to issuance of the building permit the emergency procedures in the fire safety plan must be prepared in cooperation with and approved by the fire department.

Unlike a single stage system where upon activation of a manual station, smoke or heat detector all the bells in the building will sound immediately, a 2-stage fire alarm system will sound an alert signal at the first stage to notify supervisory staff that a fire may be occurring. Supervisory staff must be dispatched to investigate and confirm within 5 minutes. If not confirmed within 5 minutes by supervisory staff, the fire alarm system will automatically go into the second stage to sound the alarm to evacuate the building.

Where the building is for care, treatment, or detention occupancy, a sufficient number of supervisory staff is required by the Fire By-law.

Division B, 2.8.2.2. Care, Treatment and Detention Occupancies

- 1) A sufficient number of supervisory staff shall be on duty in care, treatment and detention occupancies to perform the tasks outlined in the fire safety plan described in Clause 2.8.2.1.(1)(a)



It should be noted that the 5 minute limit is the time to investigate and verify whether the situation is a real fire emergency or a false alarm. It is not the time limit for staff to “acknowledge” the system or “silence” the bells and then proceed to investigate.

It should also be noted that installation of a 2-stage fire alarm system does not reduce false alarms or the associated fees charged by the fire department. The VBBL requires that the fire department be notified and respond at the first stage (alert stage), not the second stage.



The Fire By-law requires the building to have supervisory staff trained in the fire emergency procedures described in the building fire safety plan.

Division B, 2.8.1.2. Training of Supervisory Staff

- 1) Supervisory staff shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. (See Note A-2.8.1.2.(1).)

Thus for a 2-stage system the fire safety plan must detail the emergency procedures for supervisory staff and the minimum number of supervisory staff required to carry out those procedures 24 hours per day 7 days a week. The emergency procedures for staff will need to be building and occupant dependent and therefore prepared on a case by case basis.

When developing the emergency procedures, consider:

1. Method of alerting staff at the first stage
2. Staff training in the operation of the fire alarm and voice communications system
3. Procedure at the annunciator
4. Procedure for investigation of alert signal
  - what is communication method to other staff (cell phones or walkie-talkies)
  - size of floor area, number of storeys
  - are the elevators operating
  - should investigating staff disembark on the fire floor or floor below and then use the stairs
  - keys to elevators, service rooms, common rooms and common areas readily accessible to all staff
  - is there staff available to open the entrance door for firefighters at alert stage
5. Procedure if real emergency
6. Procedure if false alarm
7. How does the second stage get activated
8. Procedure if a staff member is temporarily unavailable
9. Procedure for change of guard/staff and transfer of duties and information

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Rick Cheung, P.Eng.  
Assistant Chief Fire Protection Engineer

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Rob Renning  
Deputy Chief Community Safety

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Dave Meers  
Assistant Chief Community Safety