



VANCOUVER FIRE RESCUE SERVICES

SUPERVISORY STAFF

TRAINING

www.vancouver.ca/fire

ROLES AND RESPONSIBILITIES

Supervisory staff have delegated responsibility for the fire safety of occupants under the fire safety plan. The effectiveness of the plan depends on the ability, energy and experience of the staff assigned. See Part 2.2 of the FSP for the assigned roles and definitions. Part 3 of the plan should be made available to all occupants of a building.

DURING AN EMERGENCY

- Advise all personnel in area to evacuate by the nearest safest exit. Check all washrooms and rest areas.
- Assist in the evacuation of persons with disabilities.
- Close all doors behind you as you leave the building.
- Direct people away from the entrance so it is not congested.
- Report to the Fire Safety Director or Deputy.
- Cooperate with Security and Fire Officials.

DAILY CHECKS

All personnel/occupants have a combined responsibility for fire prevention in the building. Report hazards to the Fire Safety Director/Deputy.

FIRE PREVENTION CHECKLIST

Learning the language of a Fire Inspector



FIRE DEPARTMENT CONNECTION

This is where the firefighters will connect the hoses to. Check that the connections have caps on them to prevent tampering.



SERVICE TAGS

Fire prevention equipment such as emergency lighting, fire extinguishers, alarm panels and sprinklers will have service tags on them. Check for the date of re-inspection.



FIRE ALARM PANEL

Ensure there is power to the panel and no trouble light is indicated



FIRE PREVENTION CHECKLIST

HELP KEEP YOUR BUILDING SAFE BY CHECKING FOR THE FOLLOWING ITEMS

No smoking in hallways
or common areas

Fire alarm panel is in
working order. If the trouble
light is illuminated, contact
the alarm technician for
service immediately.

Fire doors are closed
and latched

The following areas are clear of
storage items and garbage...

Hallways

Stairwells

Emergency exits are
unlocked

Fire department connection
caps are in place.

You can find these

located on the exterior of
your building.

Exterior fire escapes

The following items have
current service tags...

Fire alarm

Emergency exit signs
are illuminated

Sprinkler system

If the FDC caps are missing
or you are in need of new
ones call your fire service
company to get
replacement caps.

Fire extinguishers

Fire doors are not damaged
or tampered with

Emergency Lighting

H.A.R.T

HOARDING ACTION RESPONSE TEAM

When clutter becomes hoarding, it is a fire life safety risk

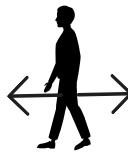
Squalor or Hoarding, what's the difference?

- **SQUALOR** the state of being extremely dirty and unpleasant.
- **HOARDING (Level 6+)** on the clutter image scale. Excessive combustibles in the space, this is a **fire life safety risk. Call 3-1-1 to report hoarding.**

In case of Emergency - Call 911

SAFETY WELLNESS INSPECTIONS

- Always ensure a working smoke alarm is in place
- 90 degree clearance at doorways
- Maintain 3 feet aisle width from door to window
- 18" clearance from sprinklers. Do not hang items from sprinklers or pipes
- Maximum stacking height of 4 feet



PROCEDURE AFTER FIRE SAFETY EQUIPMENT HAS OPERATED

See part 4 of the FSP.

For Fire Detection & Alarm Systems False Alarm

- ENSURE VFRS has been notified
- DO NOT silence or reset the system
- When VFRS is satisfied the alarm is false, staff may RESTORE pull stations and reset system if qualified
- COMPLETE the incident/activity report

When "trouble" is indicated on the system, contact a qualified contractor to make the necessary repairs. A fire watch should be in place until the system is functioning again.



CLUTTER IMAGE RATING SCALE

LEVELS OF #6 OR ABOVE SHOULD BE REPORTED TO 3-1-1 AS A HOARDING CONCERN.



1

Good



2

Good



3

Acceptable



4

Combustibles starting to accumulate



5

Means of egress is becoming restricted



6

Hoarding - restricted or blocked egress, excessive combustibles, entrapment hazards



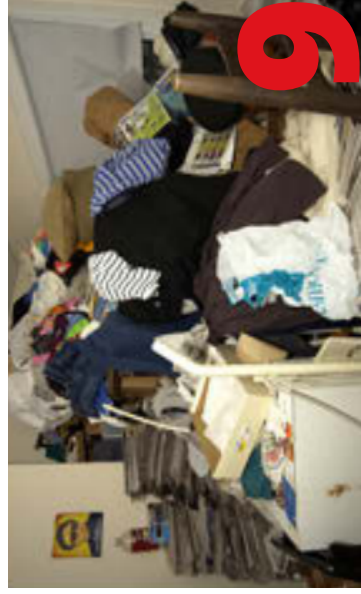
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Hoarding - restricted or blocked egress, excessive combustibles, entrapment hazards



8

Hoarding - blocked egress, excessive combustibles, entrapment, structural hazards



9

Hoarding - blocked egress, excessive combustibles, entrapment, structural hazards