

FIRE SAFETY PLAN

Sample

FOR: _____

ADDRESS: _____

PLAN ACCEPTED BY: _____

DATE: _____

Revision Date _____ BY _____

British Columbia Fire Code 2.8.2.1. (2) The Fire Safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes into account of changes in the use and other characteristics of the building.

British Columbia Fire Code A-2.8.3.1. (1) A fire safety Plan is of little value if it is not reviewed periodically so that all supervisory staff remains familiar with their responsibilities. A fire drill, then, is at least a review of the fire safety plan by supervisory staff. The extent to which non-supervisory staff participates in a fire drill should be worked out in cooperation with the fire department. The decision as to whether all occupants should leave the building should be based on the nature of the occupancy.

It may be necessary to hold additional fire drills outside normal working hours for the benefit of employees on afternoon or night shifts, who should be familiar with fire drill procedures as those who work during the day. If full scale fire drills are not possible during non-regular working hours, arrangements should be made so that the night-shift supervisory staff can participate in the fire drills conducted during the daytime

PART 2

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DEFINITIONS

Automatic Heat Tape -

Electric wire is wrapped around water-filled piping located in unheated areas. The wire is generally located underneath an insulating layer of fibreglass, and automatically keeps the water in the pipe from freezing.

Building Code Subsection 3.2.6. -

A subsection of the building code which has requirements applicable only to high buildings such as high rises and some large institutions.

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.

Closure -

A device or assembly for closing an opening through a fire separation (such as a door), and includes all components such as hardware, closing devices, frames and anchors.

Combustible liquid -

Any liquid having a flash point at or above 37.8 deg. C and below 93.3 deg. C.

Deputy Fire Safety Director (D.F.S.D) -

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.

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 protected from fire exposure from the building and having access to an open public thoroughfare.

Fire code -

The British Columbia Fire Code Regulations 1998, pursuant to the Fire Services Act.

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 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.

Flammable liquid -

Any liquid having a flash point below 37.8 E C and having a vapour pressure not exceeding 275.8 kPa (absolute) at 37.8 E 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.

Flue -

An enclosed passageway for conveying flue gases

Flue pipe -

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 to close off a duct opening through the membrane in the event of a fire.

Group A Occupancy -

An assembly type occupancy such as a hall, theatre, skating rink or other place of public amusement.

Group B Occupancy -

An institutional type occupancy such as a hospital, jail, or care facility for the aged.

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).

Qualified Contractor -

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.

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.

OBJECTIVES OF THE FIRE SAFETY PLAN

General

Fire safety planning has 3 primary objectives:

- Fire Hazard Control
- Fire Protection System Maintenance
- Emergency Evacuation

Fire Safety Planning prevents the occurrence of fire by the control of fire hazards in the building, ensures operation of fire protection systems by establishing maintenance procedures, and provides a systematic method of safe and orderly evacuation of the building in the event of fire.

Emergency Evacuation Concept

Trained supervisory staff can be of great value in directing, and assisting the orderly movement of people in the event of a fire, and performing fire control until the fire department arrives.

Evacuation procedures relying heavily on supervisory staff are complex, in that such staff require continued training, frequent drilling, and must be continuously on the premises in order to fulfil their responsibilities during an emergency. Following the implementation of the plan, the time required for continued training and drilling, and the coordination necessary to maintain supervisory staff on the premises is extreme.

Based on these facts, the evacuation objective outlined in this guide is met simply and realistically without evacuation control officers or the fire safety director=s involvement in evacuation control.

Evacuation Sequence -

During an emergency, a fire alarm will sound, and all occupants will exit the building via a safe exit. Persons with disabilities should proceed with their assistants (if available) to the nearest safe exit. The Fire Safety Director should be available to respond to the premises after being contacted by the fire department.

The instructions for occupants *In Case of Fire*, posted prominently on each floor area, provide *quickly read* information on procedures to follow in the event of a fire. Use of this concept should/will ensure a systematic method of safe and orderly evacuation of the building in the event of fire.

FIRE SAFETY DIRECTOR & DEPUTIES

The Fire Safety Director is appointed in writing by the building owner. The F.S.D. is not in the building on a continuous basis; however, the F.S.D. should be available to respond to the building on notification of a fire emergency, in order to provide assistance as described in this plan. In the event that the F.S.D. is unavailable, a Deputy Fire Safety Director should be available to perform the obligations of the absent director.

The fire code requires that building fire protection and life safety systems receive a variety of regular inspections, service, and maintenance. 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 the F.S.D. where he or she is in the building on a *daily* basis. 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.

Fire Safety Director Responsibilities

General

- Administering and maintaining the Fire Safety Plan. This should include:
 - Updating the plan when alterations are made to the building.
- Training of Deputy Fire Safety Directors.
- Recording information on the following:
 - Fire incidents
 - False alarms
 - Fire drills
 - Discharge or operation of fire equipment
 - Training periods
 - Name, location, and persons requiring assistance and their volunteer assistants.(specify assistance required)
 - Minutes of fire safety meetings (if applicable)

- 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, it is their responsibility to have qualified personnel complete the procedure.
- Ensuring that additional precautions are taken to offset the hazard to occupants where fire protection systems are inoperable. This should include:
 - Checking the fire safety plan and fire code when fire systems are in need of repair.
 - Advising the fire department of the system status.
- 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:
 - 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.
- Ensuring that supervisory staff is available to respond to the premises in the event of notification of an emergency. This should include:
 - Notifying the Deputy Fire Safety Director when they will not be available.
- Providing information to occupants on general fire safety and evacuation procedures. This should include:
 - Providing new occupants with Part 11 of the plan.
 - Notifying occupants whenever the Fire Safety Director, or Deputy Fire Safety Director changes.
- Resolving any fire hazards which are reported by occupants, guests or the fire department.
- Maintaining familiarity with the building's fire protection systems.
- Familiarity with fire regulations. This should include:
 - Obtaining and reviewing a copy of the B.C. Fire Code.
 - Ensuring that the electrical rooms are not used for storage.
 - Ensuring that established policies are adhered to.

- Considering other emergency situations which could affect the building such as earthquakes, or natural gas leaks.
- Notifying the alarm monitoring station when the emergency contacts change (when applicable).

Emergency Procedures if on the Premises

IF YOU DISCOVER A FIRE

- **ACTIVATE** a fire alarm pull station
- **X** **PHONE** 9-1-1 or _____ to report a fire at your address
- **FIGHT** the fire **ONLY** if it is **SMALL** and you are **NOT** alone
- **EVACUATE** via the nearest safe exit. **DO NOT** use the elevator.
- **ASSIST** persons requiring assistance
- **PROCEED** to the main entrance (outside) & Report to the fire department

IF YOU HEAR A FIRE ALARM

- **EVACUATE** via the nearest safe exit. **DO NOT** use the elevator
- **ASSIST** persons requiring assistance
- **ASSEMBLE** clear of the building and arriving fire apparatus
- **X** **PHONE** 9-1-1 or _____ to report a fire at your address

Precautions During Repairs, Alterations & Renovations

Fire Detection & Alarm System

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

- Notify the Fire Department of the system status.
- Have a person remain at the premises until the system is fully operable.
- Watchperson shall make inspection rounds of all areas of the building every half hour, 24 hours per day.
- Watchperson shall remain on the property between rounds.

Automatic Sprinkler System

Alterations -

It is the responsibility of the sprinkler contractor to test the system in accordance with the B.C. Fire Code following alteration of the system.

Programmed Repairs -

Where operations require the temporary shutting down of sprinkler protection, such operations shall be programmed by the contractor working on the system to enable completion in the shortest possible time and protection to be restored as promptly as possible.

Additional Precautions During Shut-downs -

During an interruption of normal sprinkler protection, emergency hose lines and portable extinguishers shall be provided, extra watch service shall be placed on duty and temporary water connections shall be made to the sprinkler systems where practicable.

Discontinuance Of Work -

Full sprinkler protection shall be restored or the provisions of Additional precautions during shutdowns@ maintained when work on the system is discontinued, as at night time or during holidays.

Identification Of Closed Valves -

Closed sprinkler control valves shall be tagged or identified in a manner apparent to the responding fire department.

Portable Fire Extinguishers

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

During alterations and repairs ensure that the building and its occupants are not exposed to undue fire hazards created by contractor's equipment or supplies which are brought into the building. Frequent inspections of the affected area is suggested 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.

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

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
- 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 A trouble@ will be indicating on the system. In this case a qualified contractor should be contacted to make the necessary repairs.

Wet 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; however, where a contractor is not immediately available, the following procedure could be followed in the interim:

- Ensure that the fire department is aware of the incident.
- Close the zone or main system shut-off valve.
- Open the drain serving the floor.
- Use the special sprinkler wrench and replace the damaged sprinkler with a new one of the same type.
- Close the floor drain.
- Open the floor shut-off valve.
- Perform an inspection and main drain tests.
- Reset the fire alarm system.
- Contact a qualified contractor to check work

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 contractor however, where a contractor is not immediately available, the following procedure could be followed in the interim:

- Ensure that the fire department is aware of the incident.
- Close the main shut-off valve.
- Turn-off the air compressor.
- Open the 2" main system drain.
- Use the special sprinkler wrench and replace the damaged sprinkler with a new one of the same type.
- Close the main system drain.
- Slowly open the main shut-off valve.
- Perform main drain test.
- Leave the compressor off as the system is fully charged with water. The system should remain this way until properly reset by a qualified contractor.
- Leave the fire alarm system silenced until the system is properly restored by a qualified contractor.

During freezing weather the system cannot be left charged with water; therefore, the following procedure should be followed:

- Ensure that the fire department is aware of the incident.
- Close the main shut-off valve.
- Turn-off the air compressor.
- Open the 2" main system drain.
- Use the special sprinkler wrench and replace the damaged sprinkler with a new one of the same type.
- Close the main system drain.
- Leave the main shut-off valve closed and tag it@ out of service.
- Leave the compressor off.
- Notify the fire department that the system is down and that the fire department pumper connection outside the building is available for use while awaiting the qualified contractor.
- Leave the fire alarm system silenced until the system is properly restored.
- Have a watchperson make tours as discussed previously in this part until the system is fully restored.

Portable Fire Extinguishers

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

Fixed Extinguishing System

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

Fire System Repair, Service & Emergency Contacts

Fire Safety Equipment	Company Name	Phone Number
Sprinkler System	_____	_____
Fire Alarm	_____	_____
Portable Extinguishers	_____	_____
Standpipe System	_____	_____
Emergency Lighting	_____	_____
Chimneys and Flues	_____	_____
Exhaust ducts	_____	_____
Heating, Ventilation & Air conditioning	_____	_____
Watchperson Service	_____	_____
Building Manager	_____	_____
Building Owner/rep.	_____	_____

Fire Drill Procedures

Annually

Once each year the Fire Safety Director should 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. 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) and the fire department, 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 D.F.S.D. and those occupants *willing* to participate.
- Have the D.F.S.D. perform the *If You Discover A Fire* scenario and the *In Case of Fire* procedures for occupants. The F.S.D. 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) and the fire department that the fire drill is complete.
- Discuss drill with occupants in an attempt to identify problems.
- Complete the *Incident/Activity Report*.

Deputy Fire Safety Director Responsibilities

- Assisting the Fire Safety Director in implementing the fire safety plan.
- Assuming the position of Fire safety director in the absence of the appointed F.S.D.

**APPOINTMENT OF THE FIRE SAFETY DIRECTOR
ANNOUNCEMENT**

DATE:

NAME:

TITLE:

WORK ADDRESS:

HOME ADDRESS:

METHODS OF CONTACT:

OFFICE PHONE:

HOME PHONE:

PAGER NUMBER:

CELLULAR PHONE:

WORK HOURS:

I hereby appoint _____ as Fire Safety Director, authorized to fulfil the duties
as outlined in the fire safety plan for: _____

APPOINTING OFFICER

NAME:

POSITION:

ADDRESS:

PHONE:

APPOINTMENT OF THE DEPUTY FIRE SAFETY DIRECTOR

ANNOUNCEMENT

DATE:

NAME:

TITLE:

WORK ADDRESS:

HOME ADDRESS:

METHODS OF CONTACT:

OFFICE PHONE:

HOME PHONE:

PAGER NUMBER:

CELLULAR PHONE:

WORK HOURS:

I hereby appoint _____ as Deputy Fire Safety Director, authorized to fulfil the duties as outlined in the fire safety plan for: _____

APPOINTING OFFICER

NAME:

POSITION:

ADDRESS:

PHONE:

PART 6

BUILDING DESCRIPTION, SAFETY FEATURES & OPERATION OF FIRE SYSTEMS

Building Construction & Occupancy

_____ is located at _____. The building is classified as a non-combustible / combustible structure with respect to the building code, and has _____ storeys above grade, and _____ Parking levels below grade.

Construction is concrete/wood floors with interior room partitions of gypsum on steel stud/wood stud. The building has a combustible/non-combustible roof.

Fire Detection & Alarm System

Manufacturer: _____ Model: _____

Stages: _____ Supervised: _____

Monitored: _____ Annunciator location: _____

Zones: _____ Sprinkler valve supervision: _____

Heat detector locations:

Smoke detector locations:

Smoke alarm locations:

Manual pull station locations:

Adjacent to exterior exit doors and at entrances to stair shafts

Main entrance door:

During an alarm condition the main lobby entrance door latch releases/does not release, allowing fire fighter entry.

Exiting

Number of exits: _____

Locations:

Required Exits:

Exits as required by the British Columbia Building Code shall be noted on floor plans.

Closures:

Fire rated doors and self closing devices are provided at entrance to the following areas:
suites, stair-shafts, storage rooms, service rooms, & vestibules.

Exit signs:

Locations: _____

Connected to emergency power: _____

Emergency Lighting Units

Emergency lighting units connected to battery pack units are installed in the following areas:

Emergency Power & Lighting

Emergency generator: _____ Fuel: _____

Location: _____

Automatic Battery Charger: _____

Serves: _____

Elevators

Make: _____

Make: _____

Type: _____

Type: _____

Capacity: _____

Capacity: _____

Location: _____

Location: _____

Serves: _____

Serves: _____

Fixed Extinguishing Systems

Locations: _____

Types: _____

Portable Fire Extinguishers

Type: _____

Locations: _____

Type: _____

Locations: _____

Standpipe System

Type:

Riser locations:

Riser isolation valve locations:

Hose connection locations:

Siamese connection location:

Pressure reducing valves –

Location:

Type:

Sprinklers

Locations:

Valve types (dry / #, wet / #):

Isolation valve locations: _____

Main supply shut-off location: _____

Siamese location: _____

Test valves locations: _____

Air pressure maintenance: _____

The dry sprinkler systems are provided with an air compressor which automatically/manually maintains the air pressure in the piping.

Freezing Protection

Automatic heat tape locations:

Main Natural-gas Supply Shut-off

Location: _____

Heating, Ventilation & Air Conditioning

Type of heating: _____

Parking Level Ventilation system:

A mechanical exhaust system located in the _____
automatically/manually exhausts contaminants that may create a fire or explosion hazard.

Electrical Rooms & Equipment

Private Fire Hydrants

Number: _____

Location: _____

Fire Pump

Type:

Electrically driven and automatic starting, capable of _____ gpm @ _____ PSI boost.
Connected to the emergency generator and supplies: _____

Location: _____

Test header locations: _____

Fire Department Access Routes

Width: _____

Marked: _____

Locations:

Fire Department Access to Roof

Location: _____

Key Location: _____

Fire Department Keys

Location: _____

Access for: _____

Areas of Refuge

Locations: _____

Chemical/Flammable/Combustible Storage

Location/Quantity: _____

PART 7

INSTRUCTIONS TO OCCUPANTS IN CASE OF FIRE

IF YOU DISCOVER A FIRE...

- ACTIVATE a fire alarm pull station.
- PHONE 9-1-1 or _____ to report a fire at your address
- FIGHT the fire ONLY if it is SMALL and you are NOT alone.
- EVACUATE via the nearest safe exit. DO NOT use the elevator.
- ASSIST persons requiring assistance
- PROCEED to the main entrance (outside) & report to the fire department.

IF YOU HEAR A FIRE ALARM...

- EVACUATE via the nearest safe exit. DO NOT use the elevator.
- ASSIST persons requiring assistance.
- ASSEMBLE clear of the building and arriving fire apparatus.
- PHONE 9-1-1 or _____ to report a fire at your address.

Persons Requiring Assistance Information Sheet

Name:
Disability:
Floor/suite:
Special Information:
Assistant #1:
Assistant #2:

Name:
Disability:
Floor/suite:
Special Information:
Assistant #1:
Assistant #2:

Name:
Disability:
Floor/suite:
Special Information:
Assistant #1:
Assistant #2:

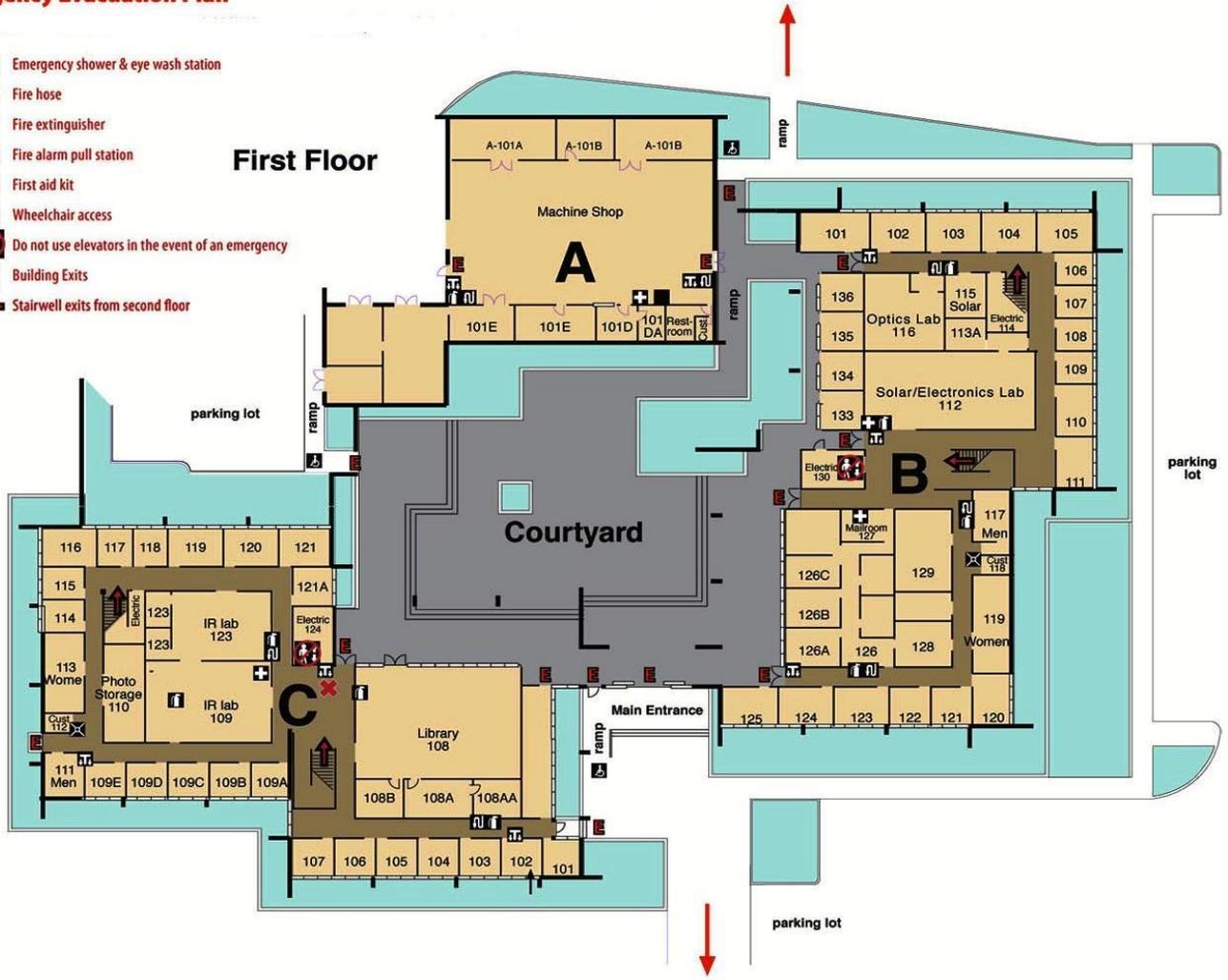
Name:
Disability:
Floor/suite:
Special Information:
Assistant #1:
Assistant #2:

Name:
Disability:
Floor/suite:
Special Information:
Assistant #1:
Assistant #2:

FLOOR PLANS

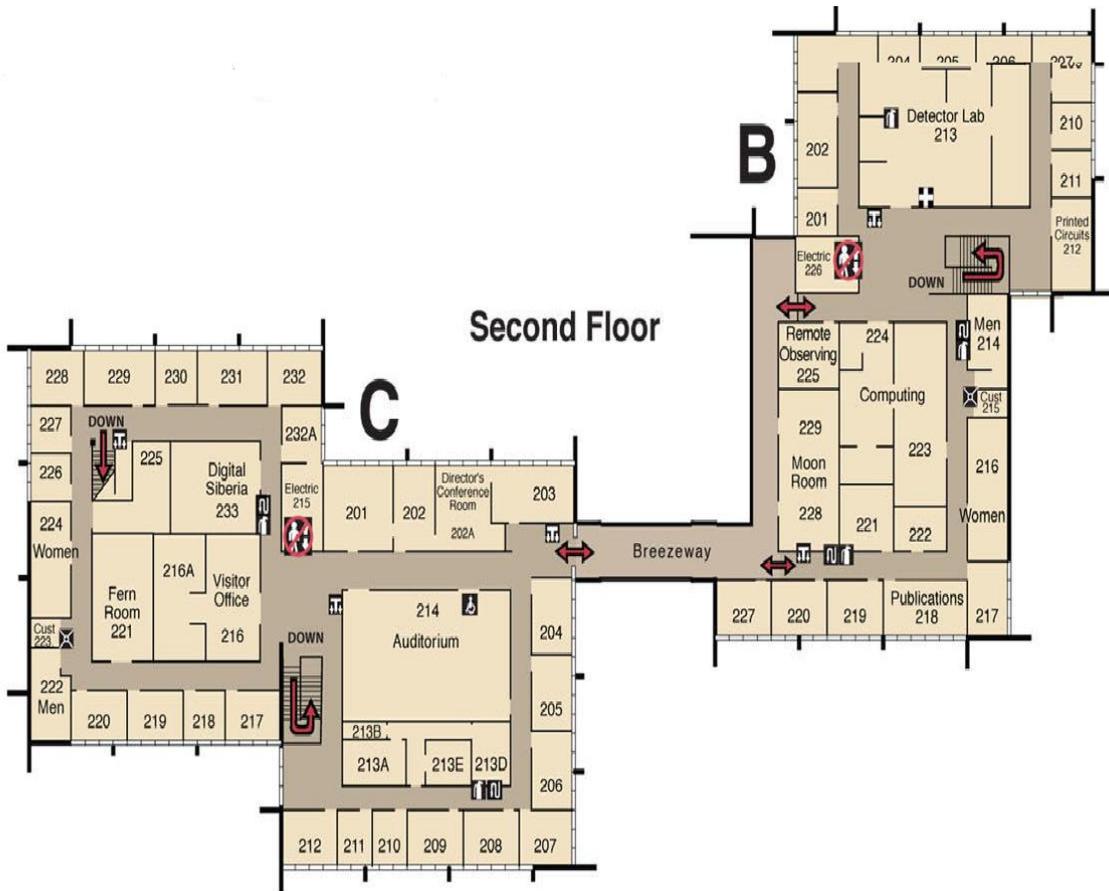
Emergency Evacuation Plan

-  Emergency shower & eye wash station
-  Fire hose
-  Fire extinguisher
-  Fire alarm pull station
-  First aid kit
-  Wheelchair access
-  Do not use elevators in the event of an emergency
-  Building Exits
-  Stairwell exits from second floor



Evacuation area for all personnel
(Sample)

Second Floor



PART 9

LEGAL BASIS FOR FIRE SAFETY PLANNING

Why Plan?

In British Columbia, the Fire Services Act stipulates the requirements for fire prevention within the province. The B.C. Fire Code Regulations are pursuant to the Fire Services Act and require that emergency planning and fire safety planning be done as follows:

A municipality may have local by-laws that affect the OFC's review, as Local Fire Departments may be the authority having jurisdiction for the jurisdiction where the residential care facilities are built

British Columbia Fire Code Regulations 2012

SECTION 2.8 EMERGENCY PLANNING

SUBSECTION 2.8.1. GENERAL

2.8.1.1. Application

- 1) Fire emergency procedures conforming to this Section shall be provided for
 - a) every building containing an assembly or a care 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 Sections 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 4.1.5.6., 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 as 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 alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory staff.

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 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 not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

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).

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 Division B of the B.C. Building Code shall be kept at the central alarm and control 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”>

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 the B.C. Building Code, and,
 - (f) the requirements of the fire departmentSee Appendix A

2.8.3.2. Fire Drill Frequency

- 1) Fire drills as described in Sentence 2.8.3.1. (1) Shall be held at intervals not greater than 12-months for the supervisory staff, except that
 - (a) in day-car 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 the B.C. Building Code, such drills shall be held at intervals not greater than 2 months.

PART 10

INSPECTION, MAINTENANCE & TESTING OF FIRE PROTECTION EQUIPMENT

General

The B.C. Fire Code Regulations require that fire protection installations be maintained in operating condition in accordance with Part 6 & 7. In most cases the Fire Code does not specify in detail the necessary inspection, maintenance, and testing procedures; instead, it references standards such as those developed by the National Fire Protection Association, Canadian Standards Association, and Underwriters Laboratories of Canada. Where such standards are referenced by the code, they have been identified in this plan as *Reference Standard*.

Records

Records of inspection, testing or maintenance of fire protection equipment, which is completed by the Fire Safety Director, qualified person, or a private contractor shall be retained for at least 2 years from the date of the activity. The records shall be located in the Fire Safety Plan for review by the authority having jurisdiction. The activities on the Daily Inspection Report are exempted from this requirement.

Qualified Contractors

Contractors may perform their own unique inspection and testing procedures; however, their procedures must meet the minimum requirements set by the applicable code. Information pertaining to such procedures is available in Part 10 so that the fire safety director has some idea of what the contractor should be doing.

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*

Monthly Inspection

Responsibility: _____

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 blowoff caps are intact and undamaged.

Record Keeping: Monthly Inspection & Testing Report

Semi-annual Maintenance

Responsibility: Qualified Contractor

Procedure:

Contractor to perform maintenance in accordance with the reference standard.

Record Keeping: Semi-Annual Inspection & testing Report

Portable Fire Extinguishers

Reference Standard: 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.

Monthly Inspection

Responsibility: _____

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: 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

Annual Maintenance

Responsibility: _____

Procedure:

- Perform maintenance in accordance with the B.C. Fire Code Regulations and NFPA 10, including any necessary hydrostatic pressure testing.

Record Keeping: Annual Inspection & Testing Report

Means of Egress

Daily Inspection

Responsibility: _____

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: None

Monthly Inspection

Responsibility: _____

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: Monthly Inspection & Testing Report

Fire Detection & Alarm System

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

Daily Inspection

Responsibility: _____

Procedure:

- Check Fire Alarm AC power lamp
- Check Fire Alarm trouble lamps

Record Keeping: None

Monthly Testing

Responsibility: _____

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 insured
- 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: Monthly Inspection & Testing Report

Annual Service

Responsibility: _____

Procedure:

Contractor shall perform service in accordance with ULC S536

Record Keeping: Annual Inspection & Testing Report

Emergency Lighting Units

Reference Standard: *B.C. Fire Code Regulation 2012, Section 6.5*

Monthly Inspection

Responsibility: _____

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: Monthly Inspection and Testing Report

Monthly Testing

Responsibility: _____

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: Monthly Inspection & Testing Report

Annual Testing

Responsibility: _____

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 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.

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: Annual Inspection and Testing Report

Emergency Generator

Reference Standard: CAN/ CSA-C282-M, *Emergency Electrical Power Supply for Buildings*

Weekly Maintenance Schedule

Responsibility: _____

- 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)
 - louver 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

Monthly Testing

Responsibility: _____

Procedure:

- 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: Weekly Testing And Maintenance Report

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

Semi-annual Service

Responsibility: _____

Procedure: Check/Clean the following:

- Crankcase breathers
- Lubricant governor
- Linkages

Record Keeping: Semi-Annual Testing Report

Annual Maintenance

Responsibility: _____

Procedure:

- Contractor shall perform checking, testing, and servicing of items which require attention at 1 year intervals as specified in the manufacturers= 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: Annual Inspection & Testing Report

2 Year Checking

Procedure: Contractor shall perform checking, testing, and servicing of items which require attention at 2 year intervals as specified in the manufacturers= instructions and CSA Standard C282.

Record Keeping: 2 Year Inspection and Testing Report

3 Year Checking

Procedure: Contractor shall perform checking, testing, and servicing of items which require attention at 3 year intervals as specified in the manufacturers= instructions and CSA Standard C282.

Record Keeping: 3 Year Test Report

5 Year Checking

Procedure: Contractor shall perform checking, testing, and servicing of items which require attention at 5 year intervals as specified in the manufacturers= instructions and CSA Standard C282.

Record Keeping: 5 Year Test Report.

Sprinkler System

Reference Standard: B.C. Fire Code Regulation 2012 Section 6.4

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.

Daily Inspection

Responsibility: _____

Procedures:

- 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: None

Weekly Inspection

Responsibility: _____

Procedures:

- 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

Monthly Inspection & Tests

Responsibility: _____

Procedures:

- 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

Bi-monthly Test and Inspection

Responsibility: _____

Procedures:

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: Bi-monthly Testing Report

Semi-annual Tests

Responsibility: _____

Procedures:

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: Semi-Annual Inspection & Testing Report

Annual Tests & Maintenance

Responsibility: _____

Procedures:

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 3 years 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: Annual Inspection & Testing Report

Three Year Test

Responsibility: _____

Procedure:

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: Three Year Testing Report

Fifteen Year Test

Responsibility: _____

Procedure:

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: Fifteen Year Testing Report

Fifty Year Test

Responsibility: _____

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: Fifty Year Test Report

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.

Monthly Inspection

Responsibility: _____

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: Monthly Inspection & Testing Report

Annual Inspection

Responsibility: _____

Procedure:

- All portions of the system shall be inspected.

Record Keeping: Annual Inspection & Testing Report

Five Year Test

Responsibility: _____

Procedure:

- 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: Five Year Test Report.

Freezing Protection

Annual Inspection

Responsibility: _____

Procedure:

- Check automatic heat tape to ensure that it is operable
- Locations are identified in Part 6

Record Keeping: Annual Inspection and Test Report

Fire Pumps & Reservoirs

Weekly

Responsibility: _____

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: Weekly Inspection & Testing Report

Monthly Test

Responsibility: _____

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: Monthly Inspection & Testing Report.

Annual Testing

Responsibility:

Procedure:

- 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: Annual Inspection & Testing Report.

Fire Dampers & Fire Stops Flaps

Annual Inspection

Responsibility: _____

Procedure:

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

Record Keeping: Annual Inspection and Testing Report.

Hoods, Ducts & Filters

Weekly Inspection

Responsibility: _____

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: Weekly Inspection & Testing Report - when equipment is cleaned.

Chimneys, Flues & Flue Pipes

Annual Inspection

Responsibility: _____

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: Annual Inspection and Testing Report.

Heating Ventilating & Air Conditioning Systems

Annual Testing and Servicing

Responsibility: _____

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: Annual Inspection & Testing Report.

Fire Department Access to Building

Daily Inspection

Responsibility: _____

- 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 fire fighting operations shall be maintained free of obstructions at all times.

Record Keeping: None

Fire Hydrants

Semi-annual Inspection

Responsibility: _____

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: Semi-annual Inspection & Testing Report.

Annual Flushing

Responsibility: _____

Procedure:

- 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: Annual Inspection & Testing Report

SAMPLE

OCCUPANT FIRE PREVENTION, PREPAREDNESS & CONTROL

Fire Prevention

- Smoke only within designated areas.
- Use large non-tip ashtrays and empty them only when you are sure the ashes, matches and butts are cold. Make sure that no one, including visitors, has left cigarettes smoldering in waste-baskets or on furniture.
- 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. Check the amperage load specified by the manufacturer or the Listing laboratory®, and do not exceed it. Do not plug one extension cord into another, and do not plug more than one extension cord into one outlet.
- 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.
- Report fire hazards to the Fire Safety Director.

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.
- X 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:
 - 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 *Occupant Fire Prevention, Preparedness, & Control*
- 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.

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 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.
- X 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.

Portable Fire Extinguishers

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.

How To Use A Multi-Purpose Dry Chemical Type Fire Extinguisher

Remember the word: **PASS**

- **PULL** the pin
- **AIM** low... pointing the extinguisher nozzle at the base of the fire
- **SQUEEZE** the handle... This releases the extinguishing agent
- **SWEEP** from side to side... at the base of the fire until it appears to be out. Watch the fire area. If fire breaks out again, repeat use of the extinguisher.

- **REPORT** to fire department officer

Most portable fire extinguishers work according to these directions, but some do not. Read and follow the directions on the fire extinguishers within your building.

Fire Hose

Fire hoses are useful only if you know how to use them. You should not attempt to fight even a small fire until people have been evacuated from the area and the Fire Department has been called. **Never attempt to fight a fire if any of the following is true:**

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

How To Use A Fire Hose

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

What to Do in A Severe Earthquake

- STAY WHERE YOU ARE - Don't panic
- SEEK PROTECTION under tables, door frames, stair shafts
- DO NOT SMOKE or use open flames
- If natural gas is leaking follow the Natural Gas Leak Procedures in this manual
- DO NOT use phone to gossip
- Evacuate the building

Natural Gas Leak

- IMMEDIATELY notify the fire department
- PREVENT the operation of electric switches
- PREVENT smoking or open flame
- EVACUATE the building

How to Assist Persons Requiring Assistance

Person requiring assistance may be transported using the following technique:

Extremities Carry

The extremities carry is a two-person carry that is easy to do. The steps are as follows:

- One assistant stands at the head of the person requiring assistance, and the second stands at the feet.
- The assistant at the head kneels and slips the arms under the person requiring assistance arms and around the chest, grasping the person's wrists.
- The assistant at the feet kneels with feet together between the person requiring assistance legs. This assistant grasps the person under or just above the knees.
- The two assistants then stand and carry the person requiring assistance to a place of safety (remember to use your leg muscles when standing up).

REPORTS AND SOURCES

INCIDENT/ACTIVITY REPORT

(1) INCIDENT/ACTIVITY

- FIRE
- FIRE DRILL
- FIRE SAFETY MEETING
- FALSE ALARM
- TRAINING
- FIRE EQUIP. OPERATED

(2) DETAIL

DATE _____ TIME _____ DEVICE/EQUIP _____
FLOOR _____ ALARM ZONE _____ # OF INJURIES _____
CAUSE/REASON FOR INCIDENT _____
EXPLAIN DAMAGE/LOSS _____

(3) ACTION

WHO DISCOVERED THE FIRE? _____
DID FIRE DEPT ATTEND? _____ IF NOT, WHY? _____
WHO OPERATED FIRE EQUIPMENT? _____

(4) COMMENTS / RECOMMENDATIONS

DATE _____ SIGNED _____

(5) DISTRIBUTION LIST

- FIRE DEPARTMENT
- DEPUTY FIRE SAFETY DIRECTOR
- INSURANCE COMPANY
- HEAD OFFICE
- TENANTS
- POLICE

DAILY INSPECTION REPORT

RESPONSIBILITY:

COMMON PUBLIC AREAS

- No flammable or combustible liquid storage
- No combustible - refuse accumulations
- No worn electrical extension cords
- No oily or stain - soaked rags

MEANS OF EGRESS

- Doors in fire separations are operable
- Corridors & exits are clear of obstructions
- Exterior landings and routes leading away from the building are clear of obstructions including snow and ice.

FIRE DETECTION & ALARM SYSTEM

- Fire alarm A/C power lamp is on
- Fire alarm not indicating trouble

FIRE DEPARTMENT ACCESS TO BUILDING

- Access routes are clear of obstructions

SPRINKLER SYSTEMS

- Valve enclosures protected from freezing

WEEKLY INSPECTION & TESTING REPORT

RESPONSIBILITY:

WEEK

1 2 3 4

Emergency Generator

Fire Pump

Hoods, Filters, & Ducts

Sprinkler Systems

- ! PROCEDURES IN ACCORDANCE WITH PART 10
- ! ONE FORM PER MONTH
- ! OPERATE FIRE PUMP IN ACCORDANCE WITH PART 6

MONTHLY INSPECTION & TESTING REPORT

RESPONSIBILITY:

Portable Fire Extinguishers

Record the serial number of each extinguisher requiring maintenance by a qualified contractor:

(1) _____ (2) _____ (3) _____
(4) _____ (5) _____ (6) _____
(7) _____ (8) _____ (9) _____

Means of Egress

Fire Detection & Alarm System

Pull station location: _____

Standpipe System

Sprinkler Systems

Fire Pump

Fixed Extinguishing System

Emergency Lighting Units

Emergency Generator

Gauge #1: pressure Normal

Gauge #2: temperature Normal

Gauge #3: low coolant Normal

Gauge #4: low fuel Normal

Gauge #5: low battery volts Normal

Gauge #6: over speed Normal

Gauge #7: high engine temp Normal

Gauge # 8: low oil pressure Normal

! PROCEDURES IN ACCORDANCE WITH PART 10
! ONE FORM PER MONTH

BI-MONTHLY TESTING REPORT

RESPONSIBILITY:

MONTHS

2	4	6	8	10	12

Sprinkler System

- ! PROCEDURES IN ACCORDANCE WITH PART 10
- ! ONE FORM PER YEAR
- ! RETAIN COPY OF CONTRACTORS TEST REPORTS

SEMI-ANNUAL TESTING REPORT

RESPONSIBILITY:

MONTHS

6 12

Emergency Generator

Sprinkler System

Fixed Extinguishing System

Fire Hydrants

- ! PROCEDURES IN ACCORDANCE WITH PART 10
- ! ONE FORM PER YEAR
- ! RETAIN COPY OF CONTRACTORS SERVICE REPORT

ANNUAL INSPECTION & TESTING REPORT

RESPONSIBILITY:

- Portable Fire Extinguishers
- Fire Detection & Alarm System (including integrated voice communication system)
- Emergency Lighting Units
- Emergency Generator (includes fresh supply of fuel)
- Sprinkler System - Static Pressure: _____ -Residual Pressure: _____
- Standpipe
- Fire Pump
- Fire Dampers and Fire Stop Flaps
- Heating, Ventilating & Air conditioning
- Automatic Heat Tape
- Fire Hydrants

- ! PROCEDURES IN ACCORDANCE WITH PART 10
- ! ONE FORM PER YEAR
- ! RETAIN COPY OF CONTRACTORS REPORT

TWO YEAR TEST REPORT

RESPONSIBILITY

YEARS

2	4	6	8	10	12

Emergency Generator

- ! PROCEDURES IN ACCORDANCE WITH PART 10
- ! ONE FORM PER 10 YEAR PERIOD
- ! RETAIN COPY OF CONTRACTORS SERVICE REPORT

THREE YEAR TEST REPORT

RESPONSIBILITY:

YEARS

3	6	9	12	15
<input type="checkbox"/>				

Sprinkler System

3	6	9	12	15
<input type="checkbox"/>				

Emergency Generator

FIVE YEAR TEST REPORT

YEARS

5	10	15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Generator

5	10	15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standpipe System

FIFTEEN YEAR TEST REPORT

YEARS

15

Dry Sprinkler System

- PROCEDURES IN ACCORDANCE WITH PART 10
- ONE FORM PER FIFTEEN YEAR PERIOD
- RETAIN COPY OF CONTRACTORS TEST REPORT

FIFTY YEAR TEST REPORT

YEARS

50

Sprinkler System

- PROCEDURES IN ACCORDANCE WITH PART 10
- ONE FORM PER FIFTY YEAR PERIOD
- RETAIN COPY OF CONTRACTORS TEST REPORT
- FIFTY YEAR TEST WILL BE REQUIRED IN: ____

SAMPLE

