SAMPLE FIRE SAFETY PLAN

Each fire safety plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it accounts for changes in the use and other characteristics of the building.

IMPLEMENTATION

THIS FIRE SAFETY PLAN WAS ISSUED TO THE BUILDING MANAGEMENT / OWNER / OPERATOR, ON ________________ BY ___________________.

BUILDING OWNER’S AND / OR THEIR AGENT’S ARE RESPONSIBILITY TO IMPLEMENT the FIRE SAFETY PLAN AND EMERGENCY PROCEDURES IN ACCORDANCE WITH FIRE CODE GUIDELINES.

TRAINING OF SUPERVISORY STAFF DATE ________________
CONDUCTED OCCUPANT FIRE DRILL DATE ________________
SETUP PREVENTIVE MAINTENANCE DATE ________________
POSTED EMERGENCY PROCEDURES DATE ________________
FIRE PLAN SECURITY BOX INSTALLED DATE ________________
IMPLEMENTED BY _____________________________________________

FIRE SAFETY PLAN SHALL BE REVIEWED AS OFTEN AS NECESSARY, BUT AT INTERVALS NOT GREATER THAN 12 MONTHS, TO ENSURE THAT IT TAKES ACCOUNT OF CHANGES IN THE USE AND OTHER CHARACTERISTICS OF THE BUILDING.

The Authority Having Jurisdiction may either provide a stamped copy of the fire safety plan and or issue a letter of acceptance.

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PART 1: INTRODUCTION

Depending on the building classification and nature of business, a fire safety plan is required in accordance with the fire code guidelines. Fire safety plans are designed to provide occupant safety, in the event of a fire, to ensure effective utilization of the fire safety features of the building and to minimize the possibility of fires. The plan outlines what occupants are to do in the event of a fire, fire safety, supervisory staff and related duties, and other related issues. Fire safety plans will also assist first responders in the performance of their duties by providing floor plans and building and tenant information if an emergency ever occurs. In order for a fire safety plan to be effective, management must be familiar with its contents and be able to implement it in the event of a fire. In accordance with the fire code guidelines, the owner is to be responsible for carrying out the provisions for fire safety, and defines “owner” as any “person, firm or corporation controlling the property under consideration”. Consequently, the owner may be one or a combination of parties, including building management, maintenance staff and tenant groups.

Once a fire safety plan has been accepted by the Fire Department, it does not in any way relieve the owner, the lessee, or the management of their responsibilities as set out under the fire code guidelines.

The Fire Department may require a fire safety plan, or parts thereof, after being accepted, to be resubmitted if there are any changes to occupancy use, if there are any changes in standards, if the fire safety plan has not been kept current or up-to-date, or because the Fire Department Officials judge the current fire safety plan as no longer being acceptable.

The Fire Department is to be notified regarding any subsequent changes in the accepted Fire Safety Plan. A fire safety plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building.

DEFINED TERMS

Check means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

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

Inspection means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Means of egress means a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open public thoroughfare or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare, including both exits and access to exits.

Owner means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

Supervisory staff means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety.
PART 2: DISTRIBUTION & HUMAN RESOURCES

This section lists persons that are required to have copies of the fire safety plan. In most cases, full copies of the plan are required for the owner/manager, superintendent, building operator and the Fire Department Officials. Partial copies of the plan are distributed to tenants, fire wardens and building maintenance staff etc. This section also lists the persons who are to be contacted in the event of a fire related emergency. Business, pager, cell phone and even home phone numbers are listed along with the contact name and title. There is also a table in this section that enables the owner/manager to retain a list of the persons that require assistance or have special needs when evacuating from the building during an emergency. This information is vital for the first responders when they arrive.

PART 3: AUDIT OF BUILDING RESOURCES

The responsibility of building owners and their property management administrators is to implement a Fire Department accepted fire safety plan in accordance with the fire code guidelines to increase fire safety awareness for all occupants of a building, and to minimize the occurrence of situations that may be life-threatening.

This section gives a detailed description of the layout and location of your building, as well as the locations of the main gas, domestic water and electrical shutoffs. It will list the major occupancy class of the building, including any subsidiary occupancy within and the occupant load of the building. As well, there is a detailed audit of all fire and life safety equipment within the building including operating sequences. The fire and life safety equipment that is outlined includes: fire alarm control panels and annunciator panels, emergency voice communication systems and fixed extinguishing systems; fire pumps, sprinkler systems, standpipe and hose systems and fire hydrants; emergency lightings, emergency power systems, exit fixtures and portable fire extinguishers; smoke control and fire dampers, pressurization of stairwells and elevators, carbon monoxide detection systems, exhaust fans, explosion vents and electromagnetic locking devices.

First responder routes are described outlining the access to the main entrance to the building, private and municipal hydrants along with post indicator valves for the control of the water supply to the premises. Locations of the fire safety plan and emergency keys, including hours the building is occupied and after-hours monitoring company contact information are outlined in this section. The locations and the descriptions of all elevators, stairwells, crossover floors, roof access and hatches in the building are outlined. All air-handling units and rooftop units are also listed, including the locations of their shutoff switches and power breakers. Special logging requirements for any major flammable / combustible liquids and chemicals and their typical contents are also listed in this section.
PART 4: OCCUPANT FIRE PROCEDURES

This section includes emergency evacuation procedures for all visitors, tenants and occupants. Detailed evacuation procedures are listed for a single-stage, two-stage or modified two-stage fire alarm system, and buildings that have no fire alarm system. Procedures include what to do upon discovering fire or smoke, sounding of the fire alarm, and situations that may occur while evacuating the building (i.e. what to do if you encounter smoke, and procedures for use of elevators).

Fire extinguishment is primarily the responsibility of the first responders. The production of toxic fumes in buildings makes fire-fighting potentially dangerous, particularly if a large amount of smoke is being generated. In order to choose the right type of fire extinguisher, you must know what type of fire you are attempting to control. If you are not sure, your best course of action is to leave the area, activate the fire alarm (if it has not already been activated) and notify the first responders. Extinguishers are labelled as to which type(s) of fire they are effective in controlling. The list below is the classifications of fires determined by the materials or fuel which is burning.

- **Class A** – Wood, paper, textiles, most plastics and other ordinary combustibles.
- **Class B** – Flammable and combustible liquids (oil, paints, solvents, grease, etc.).
- **Class C** – Electrical (live or energized wires or equipment).
- **Class D** – Combustible metals (magnesium, titanium, potassium, sodium, lithium, etc.).
- **Class K** – Cooking media (vegetable or animal oils and fats for cafeterias or restaurants).

This section also outlines the basic instructions for use of a fire extinguisher. The following are basic instructions for use of a fire extinguisher. Only persons who are familiar with fire extinguisher operation should attempt to extinguish a small fire. First, determine the type of fire that is burning and second, verify that the extinguisher you will be using is the correct one for that type of fire. Class ABC multipurpose dry chemical type extinguishing agents are good for most fires involving solid combustibles, flammable liquids & greases as well as electrical fires. Third, verify that the seal and pin are in place on the handle as well as that the gauge indicator is in the “green” area.

- **P - PULL:** Pull the pin (by twisting it to break the seal and then pulling).
- **A - AIM:** Always aim at the base of the fire using the nozzle provided.
- **S - SQUEEZE:** Activate the fire extinguisher by squeezing the handle right down.
- **S - SWEEP:** Move from side to side in a sweeping motion, watching to make sure that the flames do not start up again. Break up any clumps of burned solid materials to ensure the fire is fully extinguished.
PART 5: OCCUPANT FIRE PROCEDURE SIGNAGE SAMPLE

This is one of many examples of the emergency procedures that are to be posted beside each manual pull station, on all floor areas and within elevator lobbies (if applicable). The procedures will be designed according to the specifics of your building.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE
LEAVE FIRE AREA IMMEDIATELY.
CLOSE ALL DOORS BEHIND YOU.
ACTIVATE THE FIRE ALARM SYSTEM, USE MANUAL STATION.
LEAVE BUILDING VIA NEAREST EXIT.
CALL 911 (FROM A SAFE LOCATION).

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM
LEAVE BUILDING VIA NEAREST EXIT.
CLOSE DOOR BEHIND YOU.

CAUTION
IF SMOKE IS HEAVY IN THE CORRIDOR IT MAY BE SAFER TO STAY IN YOUR AREA. CLOSE DOOR AND PLACE WET TOWEL AT BASE OF DOOR.

IF YOU ENCOUNTER SMOKE IN STAIRWAY, USE ALTERNATE EXIT OR FIND REFUGE IN NEAREST SUITE.

REMAIN CALM

PART 6: CONTROL OF FIRE HAZARDS

This section outlines the safe fire prevention practices. It describes the basic measures for the occupants to follow in order to minimize potential fire hazards, as well as the general knowledge that the occupants should possess. It includes steps for the proper storage and disposal of combustible or flammable materials, the need to eliminate unsafe electrical wiring and reducing the incidence of careless smoking.
PART 7: RESPONSIBILITIES OF THE OWNER AND SUPERVISORY STAFF

This section describes the responsibilities of the owner and other staff members (i.e. supervisory staff). It contains the emergency procedures for staff upon the discovery of smoke or fire, and upon hearing the fire alarm. In addition, general practices such as the training of staff and ensuring that access paths are clear. In accordance with the fire code guidelines, the owner is responsible for carrying out the provisions of this code. The “owner” is defined as any person, firm or corporation controlling any portion of the building or the property under consideration and includes the persons in the building or property. The building owner has numerous responsibilities in accordance with the fire code guidelines and must ensure that the measures in the fire safety plan are implemented. The following is a sample flow chart.

The emergency procedures of each supervisory staff position are listed, including alerting the building occupants if evacuation is a necessity, searching of the building floor areas, assisting the persons requiring assistance or occupants with special needs to leave the building, report to the arriving first responders of the condition of the building and provide them with a copy of the fire safety plan, building access keys and the list of building occupants requiring assistance or with special needs etc.
PART 8: PERSONS REQUIRING ASSISTANCE

This section contains a form that must be distributed to every employee and/or permanent occupant. It must be filled out and returned to the owner or supervisor if the person will require assistance or have special needs during a fire emergency or a building evacuation. This information must be readily available to the First Responders upon their arrival.

This section outlines the procedures to move the occupants requiring assistance or having special needs out of the building during a fire emergency or a building evacuation. The appointment and organization of supervisory staff to carry out these duties will also be listed. In the cases where moving the occupants out of the building is not a possibility, alternatives are listed in this section.

PART 9: FIRE DRILLS

This section lists the steps to be taken before and after every fire drill. It outlines the required minimum frequency of fire drills in accordance with your building classification and the fire code guidelines.

The purpose of a fire drill is to ensure that the occupants and staff are familiar with emergency evacuation procedures. This will ensure an orderly evacuation should it become necessary. It is the responsibility of the Emergency Coordinator to coordinate the drills.
PART 10: MAINTENANCE REQUIREMENTS OF FIRE AND LIFE SAFETY SYSTEMS IN A BUILDING

Fire Department Officials periodically inspect buildings to ensure that the required checks, inspections and tests are being carried out.

In accordance with the fire code guidelines, specific requirements for checking, inspecting and testing of fire safety equipment in existing buildings are to be followed. There are also requirements for the maintaining of records. Whenever a defect or deficiency is discovered in any fire safety device, the property owner or his agent must take immediate corrective action.

The daily, weekly, monthly, semi-annual and annual requirements for various types of equipment are outlined. This includes general life safety systems, exits and exit fixtures, fire separations, emergency lighting systems, portable fire extinguishers, commercial cooking equipment, cooking equipment exhaust systems, fixed extinguishing systems, standpipe systems, wet and dry sprinkler systems.

In addition, equipment such as the emergency power systems, fire alarm systems, integrated and non-integrated voice communication systems, electromagnetic locking devices, elevators, smoke shafts and venting equipment, smoke control measures, smoke alarms, carbon monoxide detectors, fire pumps, hydrants and water tanks.

In accordance with the fire code guidelines, records of all tests and corrective measures are required to be retained for a minimum of 2 years. 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 by the Fire Department Officials.

PART 11: FIRE WATCH

In accordance with the fire guidelines, buildings equipped with fire alarm systems and sprinkler systems are to be fully operational at all times. Therefore, in the event any of these systems are off-line for any reason whatsoever, a fire watch through the use of fire watch personnel must be implemented immediately.

This section outlines the procedures for the fire watch personnel to perform before and during the fire watch, the precautions to be taken and the procedures to notify the fire department and the building occupants if fire or smoke is observed. This section also lists the steps to be taken after the fire protection equipment has returned to full service.
FIRE WATCH LOG

DATE: _____________________   ADDRESS: ABC Any Street, Any Town

REASON FOR FIRE WATCH

☐ FIRE ALARM INOPERATIVE
☐ SPRINKLER SYSTEM INOPERATIVE
☐ STANDPIPE SYSTEM INOPERATIVE
☐ FIRE PUMP INOPERATIVE
☐ EMERGENCY POWER SYSTEM INOPERATIVE
☐ OTHER

NAME OF PERSONS CONDUCTING FIRE WATCH
(Print)

1. ___________________________________________________________________________
2. ___________________________________________________________________________
3. ___________________________________________________________________________
4. ___________________________________________________________________________

DATE:              TIME:                 AREAS PATROLLED:                                              INITIALS:__
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________


SAMPLE FIRE AND LIFE SAFETY EQUIPMENT
OUT OF SERVICE SIGNAGE

MARK APPLICABLE OUT OF SERVICE EQUIPMENT, MAKE COPIES
AND POST SIGNAGE AT MAIN ENTRANCE AND ON ALL FLOOR AREAS

(List Equipment)

OUT OF SERVICE

A FIRE WATCH IS PATROLLING THE
AFFECTED FLOOR AREAS

IN CASE OF FIRE CALL 9-1-1

FOLLOW EMERGENCY PROCEDURES
PART 12: ALTERNATIVE MEASURES

This section details the procedures to be followed upon shutdown of any fire or life safety equipment within the building. Measures for the following are outlined: portable extinguishers, emergency power systems, commercial cooking equipment, cooking equipment exhaust systems, standpipe systems, sprinkler systems, fire pumps, fire alarm systems, fire hydrants, exits or exit signs and fire separations.

PART 13 FIRE ALARM CONTROL OPERATIONAL FUNCTIONS

Building fire alarm systems usually consist of a common control mounted in a metal box, manual pull stations at every exit door, smoke detectors in the hallways, and some means of audibly and/or visually notifying the occupants of the building that an alarm has occurred. The audible signals can consist of bells or buzzers, but in some systems an alarm tone is generated through a series of speakers located on each floor of the premises. Most fire alarm systems employ "zoned" annunciators so that fire fighting personnel can be dispatched to the proper area of the building. The common control employs several features to enable the occupants to identify problems within the system. There are several manufacturers of building fire and evacuation systems. It is therefore critical for the fire safety plan to describe the following general functions of the fire alarm control panel to assist the building operator in its use.

FIRE ALARM CONTROL PANEL
List the make and model of the fire alarm control panel, remote annunciators or trouble indicators.

ALARM SEQUENCE
List the fire alarm system operational sequence on first and second stage alarms.

AUTO EVACUATION
Lists the sounding rate of audibles when the automatic evacuation timer expires, including the 1-minute inhibit reset features.

CONTROL FEATURES
Lists the functions of the various switches such as total evacuation, floor evacuation, area evacuation, auto evac cancel, general bypass, signal bypass and common auxiliary bypass.

SUPERVISORY AND TROUBLE CONDITIONS
Describes the activation of any supervisory devices located within the building or any open wiring circuits.
SAMPLE FLOOR PLAN SCHEMATIC DIAGRAMS

Computer-Aided Drafting schematics are created for the floor layouts and the site plan of your building. Egress points and the locations of fire protection equipment are highlighted on the colour drawings, including fire extinguishers, manual pull stations, emergency lighting, fire alarm control and annunciator panels, sprinkler risers and shutoffs, fixed extinguishing systems, gas, domestic water and electrical shutoffs, and all mechanical and service rooms. The following drawing does not refer to any real building or property.
SAMPLE SITE PLAN SCHEMATIC DRAWINGS

In addition to the general floor plan drawings, colour schematic site plan diagrams are also contained with
the fire safety plan. These diagrams indicate the emergency vehicle access routes, sprinkler outside
connections, fire hydrants, parking areas and the city street entrances to the building. These drawings also
indicate locations of the fire safety box and the safe haven area where the occupants will gather in the
event of an evacuation. The following drawing does not refer to any real building or property.
SAMPLE ROOFTOP SCHEMATIC DRAWINGS

The rooftop schematic drawing indicates the locations of all roof access points, rooftop air handling units and their fire alarm smoke sensors, vents and exhausts etc.