

Town of Trenton

Office of the Fire Inspector



FIRE SAFETY PLANNING GUIDE

Section 2.8 of The National Fire Code of Canada 2015 requires that particular occupancies provide for fire emergency procedures as outlined in that Code. The planning is to include areas such as training for staff, fire evacuation plans, and fire drills. As well, the Fire Code identifies several other responsibilities for owners and occupants. These involve regular inspection and maintenance of fire alarm systems, emergency lighting, portable extinguishers and other fire and life safety systems.

This guide is designed to aid in preparing and implementing a fire safety plan. It is a template that includes all of the required aspects for a plan to meet the requirements of the National Fire Code.

Yours in fire safety,

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FIRE SAFETY PLANNING TEMPLATE

The following section is a template that may be used in the creation of your Fire Safety Plan.

Include only those sections of the template that apply to your building. Forward a draft copy of your plan either in hard copy or digital copy to the Fire Inspector for review and approval.

(Name of building)
(Civic address)

(Insert business logo or photo of facility here)

FIRE SAFETY PLAN

Date Prepared: _____

Updated: _____

PART 1 – AUDIT OF BUILDING RESOURCES

DESCRIPTION OF BUILDING

(Facility Name)

(Facility Address, include full civic location and mailing address)

(Facility phone number)

(Facility fax number)

(Facility web address or email address)

(Give a brief description of the size and layout of the building, area & number of floors. Also, a simple explanation of the type of construction as well as what sort of interior layout is in place. Example: 42' x 25' wood frame two storey building, first floor is an open shop area with offices and meeting room on the second floor)

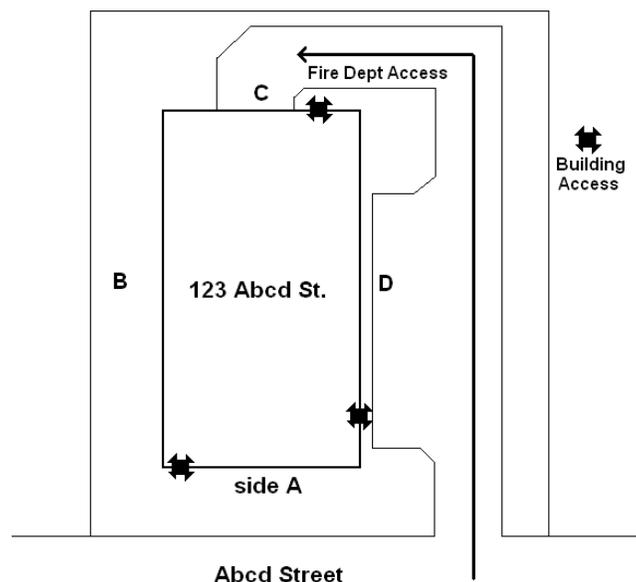
OCCUPANT LOAD

(Provide a brief breakdown of the occupant load for the major areas of the building. The fire inspector will calculate occupant loads and provide signage for assembly occupancies with a load greater than 60 persons.)

FIRE DEPARTMENT ACCESS

(Describe the exterior layout of the building as it applies to where fire department vehicles can approach the facility. As well, there should be included a description of where the firefighting personnel can access the building itself. A simple site plan showing fire lanes and building access points may be included here to assist. It is recommended that building sketches use the same system of building identification as the local fire department. With this system, the side of the building facing the civic address street is side A, travelling clockwise around the building, the next side is B, the rear is C and the final side before returning to A is side D.)

SAMPLE FIRE DEPARTMENT ACCESS SCHEMATIC



EXITS

(If not shown on the above schematic, describe the number and type of exit facilities in the building. The description of the exits may start with the exit on side A or at the main entrance and travel clockwise around the building. The description of the exits should also include the width and number of exit doors and type of egress hardware. Exit stairwells, both internal and external should also be described and located on the sketch if applicable.)

BUILDING SYSTEMS

(Very briefly, describe the heating, ventilation and air conditioning systems in the building. A description of the location, size and type of appliances should be included. Describe any external or internal storage tanks for fuels as well as the location of any large electrical transformers whether inside or outside of the building.)

PART 2 – FIRE SAFETY INSTALLATIONS

FIRE ALARM SYSTEM

(Very briefly, describe the fire alarm system in the building, if applicable. Include the location of the main panel and annunciator, and a brief description of the system's components.)

EMERGENCY POWER/LIGHTING

(Indicate whether or not the building has a back up power system and if so, briefly describe the system's size, location, areas served and details of operation, including the location of the switching gear. Identify and describe emergency lighting units that may be located in the building.)

AUTOMATIC SPRINKLER SYSTEM

(Very briefly describe the automatic sprinkler system, if applicable. Include a description of the location of the fire department connection, the location of the sprinkler room, fire pumps, and the location of any shut-off valves not in the sprinkler room.)

PORTABLE FIRE EXTINGUISHERS

(Describe various portable extinguishers and their locations within the building. The description should include the size and type of extinguishers. Instead of a written description, the location of extinguishers may be included on the floor plans)

SPECIAL SYSTEMS

(Describe any special fire safety installations that may be in your building. These may include grease hood exhaust and fire extinguishing systems, special fixed pipe extinguishing systems, standpipe water systems for firefighting, voice communication systems integrated with the fire alarm systems, and individual smoke alarms located in dwelling units. If you have any of these systems, describe their location, type and size. Briefly describe their operation and any integration they may have with other systems.)

PART 3 – AUDIT OF HUMAN RESOURCES

OWNER INFORMATION

(Provide the name, address, phone and other contact information for the owners of the building, if different than the occupants. Include any and all persons responsible for the building from the owner's perspective.)

(Provide the name, address, phone and other contact information for the property manager, if different than the owner.)

(Provide the name, address, phone and other contact information for any security personnel and/or security alarm monitoring agency. This information should provide for 24 hour contact and include any account numbers needed to obtain information in the event of an emergency.)

(Provide the name, address, phone and other contact information for any fire alarm monitoring agency. This information should provide for 24 hour contact and include any account numbers needed to obtain information in the event of an emergency.)

OCCUPANT INFORMATION

(Provide the name, address, phone and other contact information for the actual occupants of the building if different from above. This should include key personnel such as supervisors, department heads, shift supervisors or other persons of authority who may share some responsibility for fire safety planning. In buildings containing multiple tenants, at least one contact for each suite should be provided. For residential occupancies, a list of residents and their suite number should be maintained and updated as required. This list should include any special needs or requirements for the individual occupants such as mobility concerns, oxygen use, hearing impairments, etc.)

PART 4 – RESPONSIBILITIES OF OCCUPANTS

(Describe the chain of command within the occupants of the building as it relates to fire safety planning and emergency procedures. Indicate the area of responsibility for each person involved as it relates to both the maintenance of the fire safety plan, responsibilities for preventative measures as well as their duties during an emergency. Ensure that provisions are made for alternates in the event that certain individuals are not present. It should be clear and concise as to who is responsible to carry out the various aspects of the fire safety plan and emergency procedures.)

CHIEF FIRE WARDEN

Appointment (if applicable)

Every owner of a building shall appoint a chief fire warden if the building contains:

- a) an assembly occupancy (Group A) with an occupant load greater than 200 persons, except for an assembly occupancy in a school, college, or university,
- b) a care or detention occupancy (Group B, Division 1) facility with more than 50 occupants,
- c) a care or detention occupancy (Group B, Division 2) facility with more than 10 occupants, or
- d) a residential occupancy facility with more than 4 occupants that is licensed or regulated under the *Homes For Special Care Act*.

Section 2.15.1.2 Inspection

A chief fire warden appointed under Sentence 2.15.1.1(1) shall, at least every 6 months,

- a) inspect the building and any related buildings containing the occupancies described in Sentence 2.15.1.1 for fire hazards, and
- b) provide a written report to the owner indicating
 - i) the condition of the means of egress
 - ii) the condition of the fire protection system, and
 - iii) any other conditions respecting fire safety in the building or related buildings.

The owner shall keep a copy of the report referred to in Clause (1)(b) for 7 years and shall make the report available to the fire official upon request.

PART 5 – TRAINING OF OCCUPANTS

(Outline any training that may be required for each of the various positions identified in this plan. Some areas of training for occupants would include, the fire safety plan, the use of portable extinguishers, the operation of fire alarm systems, and the basic understanding of the use and operation of other fire safety systems. Allowances should be made for both initial training for individuals as well as refresher training when required. It should be noted that occupants must be trained in the fire emergency procedures before they are given any responsibility for fire safety and that they must be given copies of the fire emergency procedures and other duties for which they are responsible.)

TRAINING RECORDS

(Maintain up to date records of all training held. Ensure that the name of the trainer, subject matter, date, and names of participants are included. In most cases, it is beneficial to require a refresher within a certain time period which should also be identified in the records.)

PART 6 – EMERGENCY PROCEDURES

GENERAL EMERGENCY PROCEDURES

(Describe the procedures to be carried out in the event of a fire or other emergency. The general procedure should be one that applies to all occupants of the building and should be suited to the specifics of the occupancy. These procedures shall be posted near each entrance to a floor area or, if applicable, posted adjacent to each manual pull station. The procedures should be customized to take into account the specifics of the fire alarm system. Below is a sample procedure.)

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

Leave the area immediately
Activate the nearest pull station
Ensure that the Fire Department has been alerted
Leave the Building via the nearest Exit

UPON HEARING THE FIRE ALARM

Leave the building via the nearest exit
Proceed to the appropriate muster point

EVACUATION ROUTES

(Create basic floor plans to illustrate the various evacuation routes from the different floor areas of the building. Each floor area should have a primary and secondary route. Small sketches for each floor area shall be posted adjacent to the General Emergency Procedures to help illustrate the various egress routes. The floor plans may also contain items such as extinguisher locations, fire alarm panel location, sprinkler room location or any other significant detail.)

ADDITIONAL EMERGENCY PROCEDURES

(Describe any specific procedures developed to deal with special conditions or events that may take place. An example might be a special event during which the normal occupant load of the building is exceeded. Contact the Fire Inspector to determine what extraordinary safeguards may be required and develop a safe practice to follow. Document the procedure and maintain a log of those occasions which it is used noting any difficulties for future review.)

PART 7 – FIRE DRILLS

FIRE DRILL PROCEDURE

(Describe the frequency and procedure for holding fire drills. The Fire Inspector will identify whether or not your occupancy is required to carry out fire drills. As a minimum, supervisory staff will need to review the evacuation procedure during the annual fire safety plan review.)

FIRE DRILL RECORDS

(Maintain a record of all fire drills or evacuation procedure reviews held. The records should include the date and time of the drill, what persons participated in the drill, how the alarm was initiated, the total evacuation time, and any special problems or concerns that arose. Any items of concern must be addressed and corrected and documentation kept.

PART 8 – PREVENTATIVE MAINTENANCE

FIRE SAFETY PLAN

(Describe the process by which the fire safety plan is maintained. A set time each year, should be set aside to review and revise the plan. Owners, supervisors, and senior staff may all be involved in the review. Quite often this may be carried out in conjunction with the Occupational Health and Safety Committee. Proper documentation of the review and alterations to the plan shall be kept and each copy of the plan must be properly updated. Changes in staff plans and procedures must be forwarded to the individuals involved and further training may be required if necessary.)

FIRE PROTECTION SYSTEMS (Maintain records for only those systems that are contained in your occupancy)

Fire Alarm System: (Maintain records of all activity related to the fire alarm system. Copies of regular maintenance, inspection reports, work orders renovations etc., should be kept within the fire safety plan.)

Automatic Sprinkler System: (Maintain records of all activity related to the automatic sprinkler system. Copies of regular maintenance, inspection reports, work orders renovations etc., should be kept within the fire safety plan.)

Portable Fire Extinguishers: (Maintain records of all activity related to the portable fire extinguishers. Copies of regular maintenance, inspection reports, work orders renovations etc., should be kept within the fire safety plan.)

Emergency Power System: (Maintain records of all activity related to the back-up power system. Copies of regular maintenance, inspection reports, work orders renovations etc., should be kept within the fire safety plan.)

Emergency Lighting: (Maintain records of all activity related to the emergency lighting system. Copies of regular maintenance, inspection reports, work orders renovations etc., should be kept within the fire safety plan.)

Special Systems: (Maintain records of all activity related to any special fire protection systems. Copies of regular maintenance, inspection reports, work orders renovations etc., should be kept within the fire safety plan.)

GENERAL FIRE SAFETY RULES

(Develop your own list of general fire safety rules that you wish for your occupants to be aware of. They should be items of particular concern to your occupancy. The rules may include items such as: Keeping combustibles to a minimum in certain areas, maintaining exits clear of obstructions, keeping exterior walks and stairs free of ice and snow, safe use of electrical equipment, etc.,. Maintain the list in the fire safety plan and post copies throughout the building)

NOTES