FIRE SAFETY PLAN

For: **Strata Plan VIS 123**

Address: **1234 Main Avenue**
Victoria, BC

Plan reviewed by: Victoria Fire Department

Date: June 20, 2017

Revised:

Created by: Sterling Fire & Safety Services Ltd. (250) 661-9931

No liability is assumed by the Authority Having Jurisdiction, reviewing Fire Department, or Sterling Fire & Safety Services for the contents, or implementation, of this plan.

It is the responsibility of the building owners and managers of the above property to ensure the safety of the occupants, as instructed in the Fire Safety Plan.

British Columbia Fire Code (2012)
2.2.1.1. Responsibility
1) Unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this (B.C. Fire) Code.

Appendix – 2.2.1.3.(2)
The fire commissioner and the fire commissioner's delegates are empowered for the enforcement of the British Columbia Fire Code under the Fire Services Act.
It is not the responsibility of the fire commissioner or the fire commissioner's delegates to ensure a building meets the minimum standards as set out in the (Fire) Code.
The owner or owner's agent, as stated in Sentence 2.2.1.1.(1) is responsible for carrying out the provisions of the Code, regardless of the actions of the fire commissioner or the fire commissioner's designates.

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FIRE DEPARTMENT INFORMATION

APPOINTMENT OF THE FIRE SAFETY DIRECTOR

NAME:

CONTACT #1:

CONTACT #2:

APPOINTMENT OF THE DEPUTY FIRE SAFETY DIRECTOR

NAME:

CONTACT #1:

CONTACT #2:

EMERGENCY CONTACTS & REPAIRS SERVICES

Equipment/Service	**Company Name**	**Phone #**
Contact Person #1		(250)
Contact Person #2		(250)
Building Owner		(250)
Building Manager		(250)
Property Management Co.		(250)
Fire Department	Emergency Non-Emergency	9-1-1 (250)
Police Department	Emergency Non-Emergency	9-1-1 (250)
Ambulance	Emergency	9-1-1
Alarm Monitoring Company		
Sprinkler System		(250)
Standpipe System		(250)
Fire Alarm		(250)
Portable Extinguishers		(250)
Emergency Lighting		(250)
Elevators		(250)
Natural Gas	Fortis BC – 24 Hr. Emergency Line	1-800-663-9911
Heating, Ventilation & Air Conditioning		(250)

BUILDING DESCRIPTION, SAFETY FEATURES, & OPERATIONS OF FIRE SYSTEMS

Building Construction & Occupancy

Sheldon Court is located at **1234 Main Avenue**, Victoria, British Columbia. The building was built in **1976-77** is classified as **Class C occupancy**. It is a **combustible** structure with respect to the Building Code, and has **four (4)** storeys above grade, and **one (1)** parking levels below grade.

Construction is **wood** floors with interior room partitions of gypsum on **wood** stud. The building has a **combustible** roof.

Fire Detection & Alarm System

Manufacturer: **Edwards**

Stages: **Single**

Monitored by & #: **N/A**

# of Zones: **Ten (10)**

Model: **1523**

Supervised: **Yes**

Annunciator location: **To right inside front door.**

Sprinkler valve supervision: **Yes**

Edwards 1523 Fire Alarm Panel
SEQUENCE OF OPERATION

DO NOT SILENCE OR RESET AN ACTIVATED FIRE ALARM PANEL UNTIL IT HAS BEEN DETERMINED BY THE PROPER AUTHORITIES THAT A FIRE EMERGENCY DOES NOT EXIST.

The fire alarm panel can be in one of three modes: NORMAL, ALARM, and TROUBLE. There are at least three lamps and three switches (buttons) you should familiarize yourself with:

NORMAL MODE / POWER ON Green Light
The green POWER ON LED illuminates steadily while the main AC power is within acceptable levels. It turns off when the level falls below the power-fail threshold and the panel switches to standby (battery) power.
The fire alarm system senses that all detectors, devices, wiring and all panel components are operating properly. The only visual indication on the panel is the illuminated power-on green lamp.

ALARM MODE
The signaling devices will sound whenever the panel is in alarm as a result of an alarm on any initiating circuit.
Audible and Visual Indication: bells/horns/speakers throughout the building are sounding. The annunciator panel located at the front door is zoned, locate the illuminated red zone lamp, and note the description to locate the cause of the alarm.

Cause of an Alarm: An alarm may be caused by activation of a manual pull station, fire alarm detectors or activation of a water flow switch in the sprinkler system in the building.

How to SILENCE the fire alarm:
Locate the PUSH TO SILEN ALARM button
Pressing this button will silence the bells but retain the alarm status of the panel and illuminate the ALARM SIGNALS SILENCED amber light. Note: This should only be done when a False Alarm is confirmed by the proper authorities.
This will aid investigation of the alarm cause. When the system is silenced the panel is now in TROUBLE MODE, which lights up the TROUBLE SERVICE REQUIRED button and pulses the trouble buzzer as a reminder that you have silenced the bells.

How to RESET the Fire Alarm System:
Locate on the alarm panel a push button labeled RESET HOLD 3 SEC.
Pressing the System Reset button resets the fire alarm control panel and all circuits
DO NOT SILENCE OR RESET THE ACTIVATED FIRE ALARM UNTIL IT HAS BEEN DETERMINED BY THE PROPER AUTHORITIES (FIRE DEPT.) THAT THERE IS NO FIRE EMERGENCY

Note: If the panel fails to clear then the alarm cause is still present. Only the PUSH TO SILENCE ALARM button will silence the bells/horns from ringing until the problem has been corrected by a qualified person.

TROUBLE MODE /TROUBLE SERVICE REQUIRED Amber Lamp

Audible and Visual Indication: At the fire alarm panel a buzzer sounds and in addition one or more amber lamps are illuminated.

Cause of Trouble: Trouble on the system could be from many sources and requires a qualified technician to troubleshoot and locate the actual cause.

How to Silence the Trouble Buzzer: Locate the button labeled PUSH TO SILENCE TROUBLE push button and depress. Note that the trouble lamp remains on.

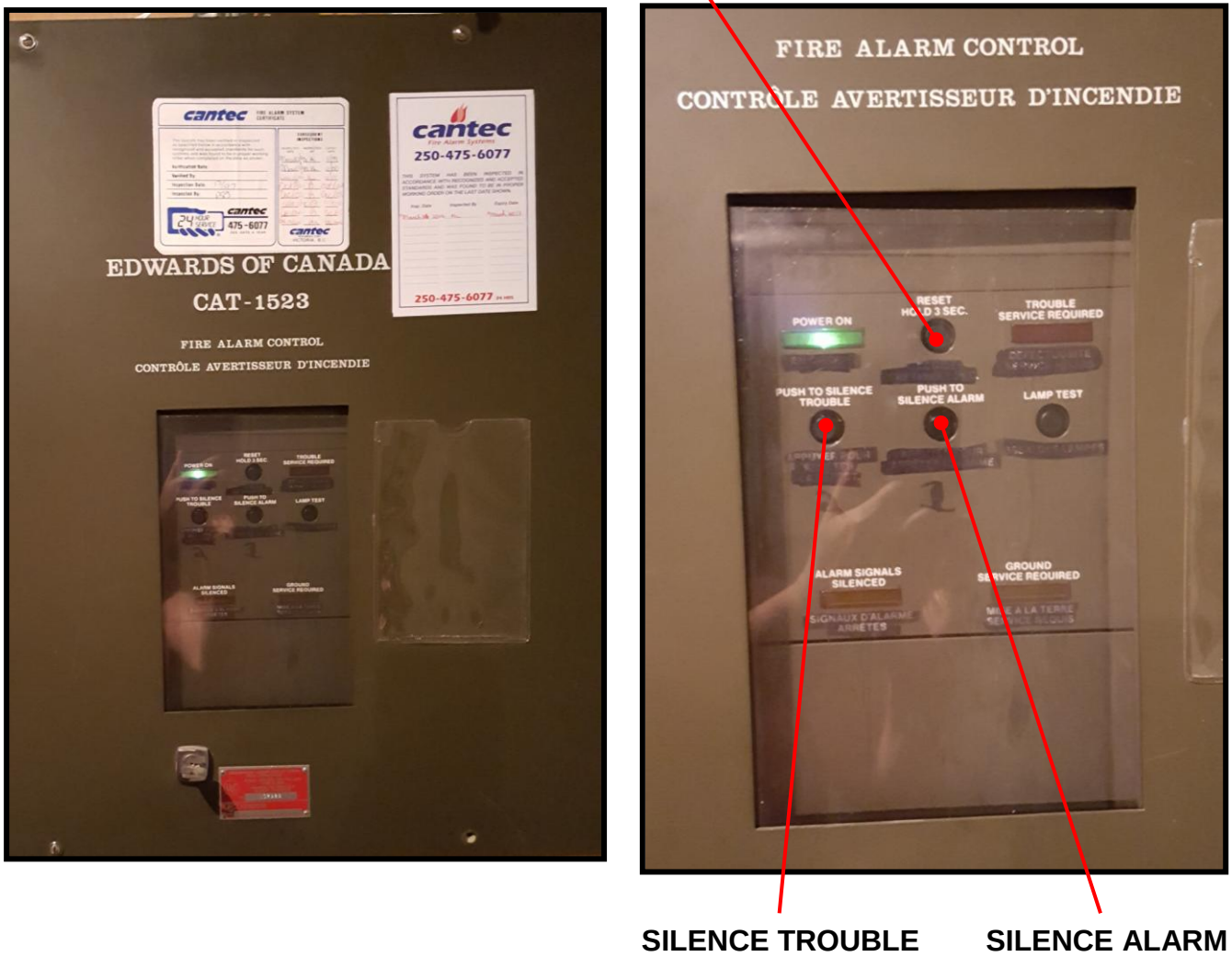
How to Reset the Fire Alarm Panel: Note: the cause of the trouble needs to be remedied prior to resetting the fire alarm panel.
Locate on the alarm panel a push button labeled RESET HOLD 3 SEC.
Pressing the System Reset button resets the fire alarm control panel and all circuits. While operating the System Rest push button, and it fails clear a trouble from the panel, refer above to Silence the Trouble Buzzer. A qualified person must repair the fire alarm system.

Zoning Legend

Zone 1 – 1st Floor North
Zone 2 – 2nd Floor North
Zone 3 – 3rd Floor North
Zone 4 – 4th Floor North
Zone 5 – 1st Floor South
Zone 6 – 2nd Floor South
Zone 7 – 3rd Floor South
Zone 8 – 4th Floor South
Zone 9 – Basement
Zone 10 – Basement Sprinkler

PICTURE OF PANEL

RESET ALARM PANEL



SILENCE TROUBLE **SILENCE ALARM**

Electrical Rooms & Equipment

Main electrical panels: **Basement Electrical Room**

Fire Alarm Panel: **Basement Electrical Room**

Elevators

Make: **Dover**

Location: **Mid-building in North side**

Type: **Hydraulic**

Serves: **All floors**

Capacity: **2,000 lb/10 people**

Emergency generator

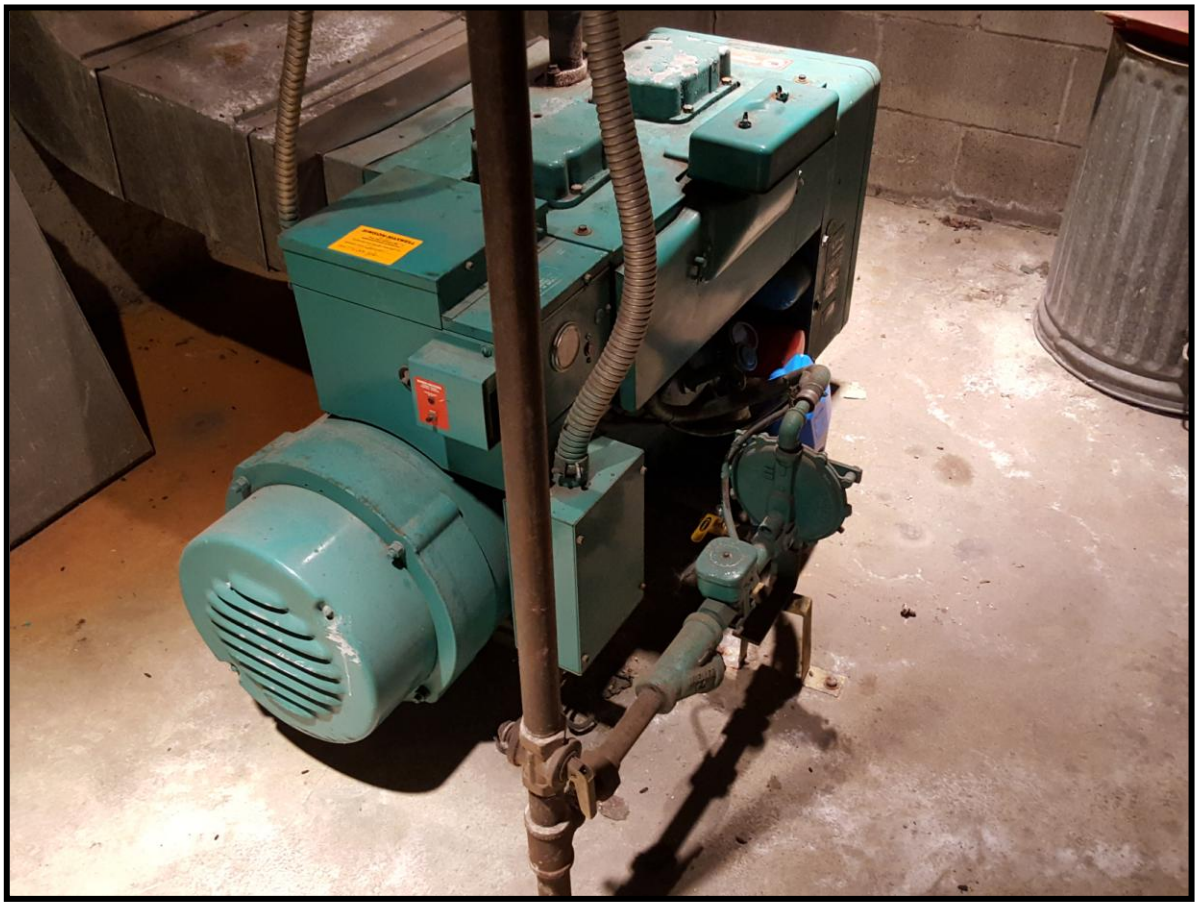
Location: **Basement Generator Room**

Automatic battery charger: **Yes**

Fuel: **Propane**

Serves: **Emergency lighting in building and Basement parkade gate**

EMERGENCY GENERATOR PHOTO



Emergency Light Units

Emergency light units are installed in the following areas: **All emergency lighting is provided by the generator, which continues to operate selected lighting in the building.**

Power source for emergency light units: **Generator**

Exiting

Number of exits: **Six (6)**

Locations: **Three (3) from Basement level: two to the North leading to First St. and one onto the Basement Parkade ramp leading to Main Avenue.**
Three (3) from the 1st Floor: one each at the North and South of the building and the Main entrance off Main Avenue

Exit signs: **Selectively in building, mostly at exit doors leading outside. All other exits signs are illuminated by hall lighting that is minimally maintained by the emergency generator.**

Connected to emergency power: **Generator**

Fire Department Access Routes

Location(s): **Three (3) from Basement level: two to the North leading to First St. and one onto the Basement Parkade ramp leading to Main Avenue.**
Three (3) from the 1st Floor: one each at the North and South of the building and the Main entrance off Main Avenue

Fire Department Connections

FDC services: **At North end of building, near corner of First Street & Main Avenue, located on a free standing block.**

FIRE DEPARTMENT CONNECTION

Fire Department Lock Box

Description: **Cylinder**

Location: **To right of Enterphone at front door on Main Ave.**

FIRE DEPARTMENT LOCK BOX

Fire Hydrant

Description: **Public**

Location: **At North of building on First St. to right of Fire Department Connection**

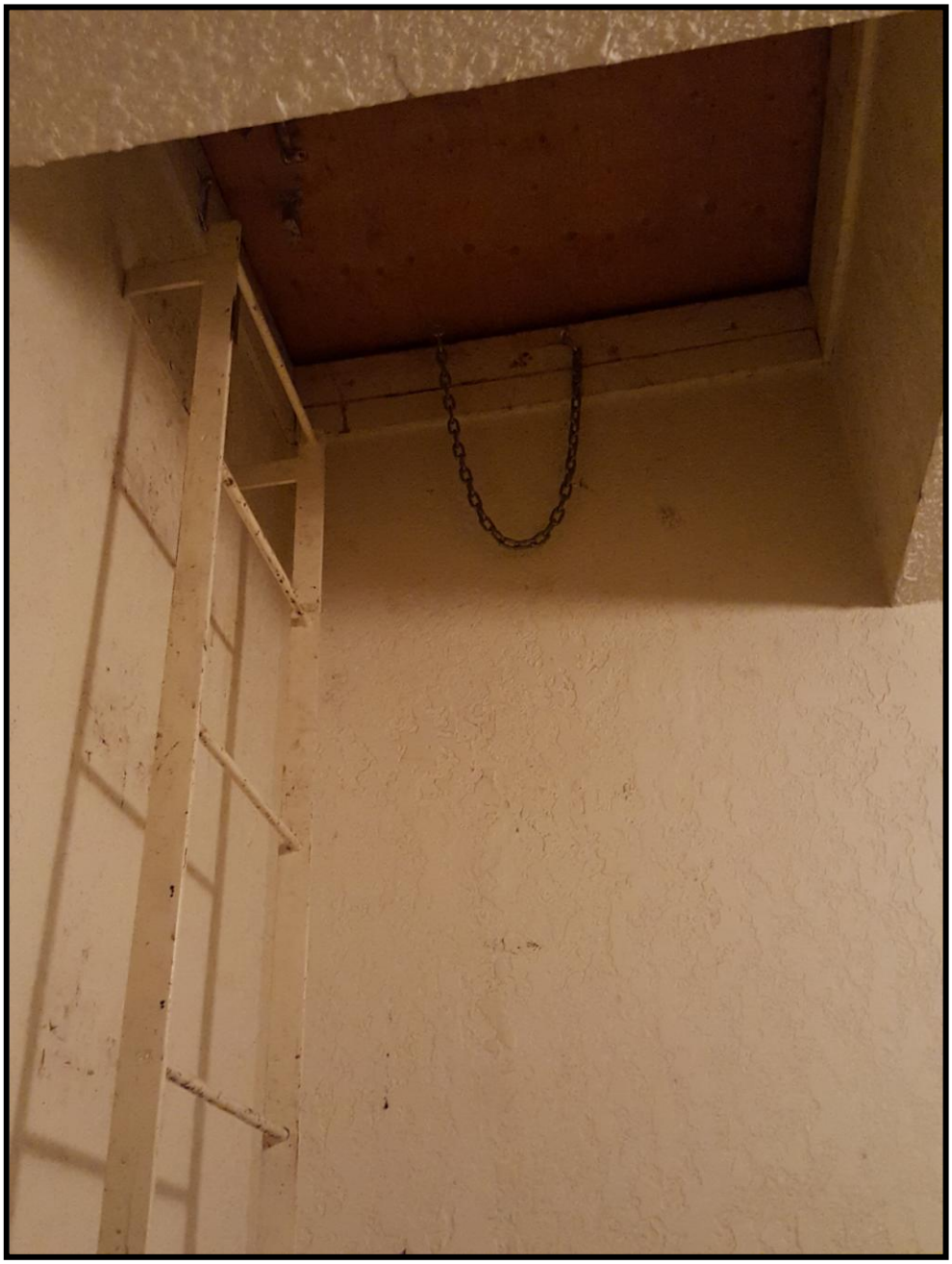
FIRE HYDRANT

Fire Department Access to Roof

Location: **At top of North Stairs**

Type (door/hatch): **Hatch with lock – Strata President has key**

ROOF ACCESS



Sprinklers

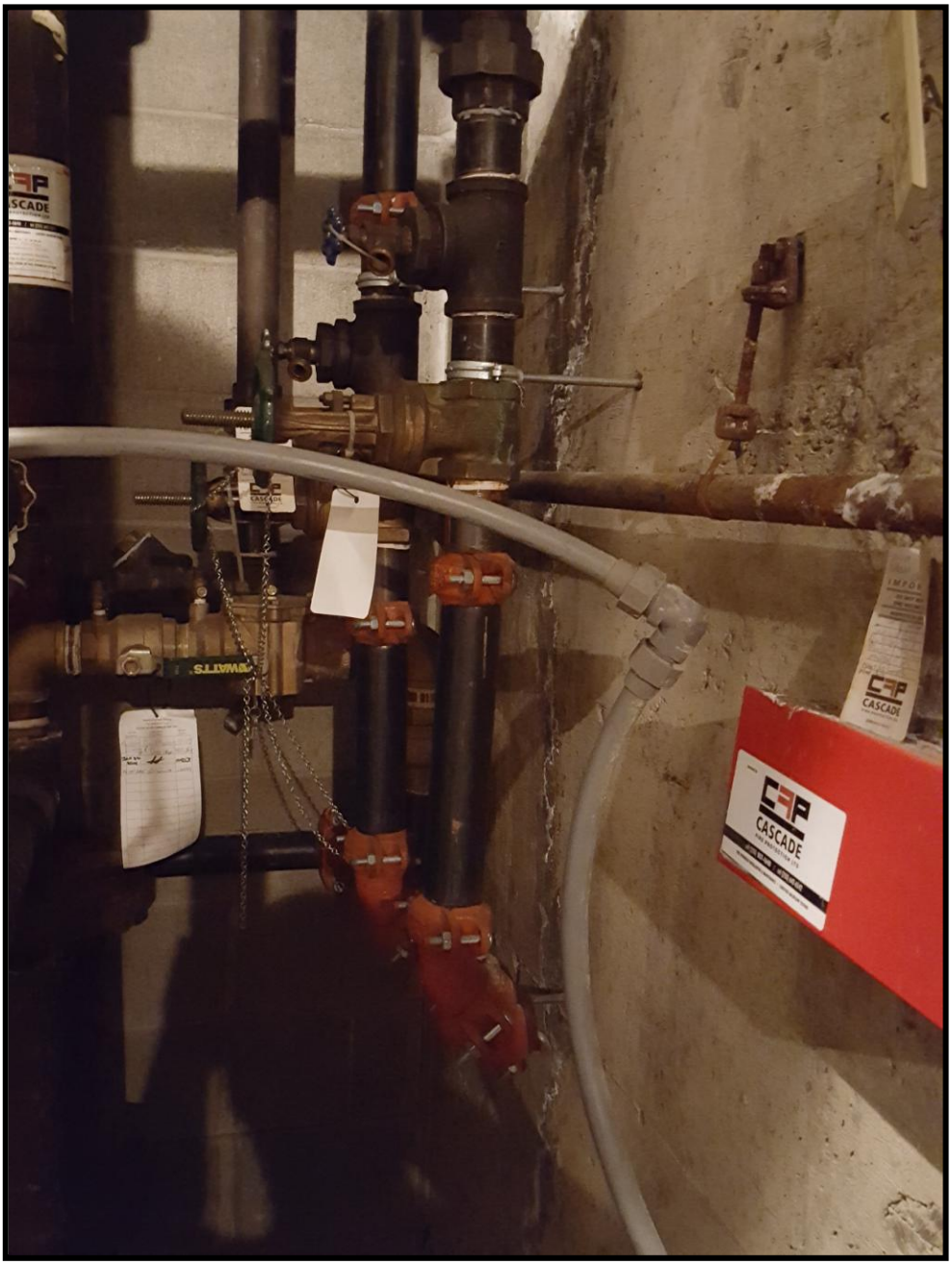
Locations: **Parkade only**

Valve types (wet/#): **Wet/2**

Isolation valve locations: **Sprinkler Room in Basement**

Main supply shut-off location: **Sprinkler Room in Basement**

SPRINKLER SYSTEM



Standpipe System

Type: **Wet**

Riser location: **North and South Hallways**

Riser isolation valve locations: **Sprinkler Room in Basement**

Hose connection locations: **Hose cabinets on each floor in North and South hallways**

Test valve locations: **Top of each riser on 4th Floor**

Air pressure maintenance: **Top of each riser on 4th Floor**

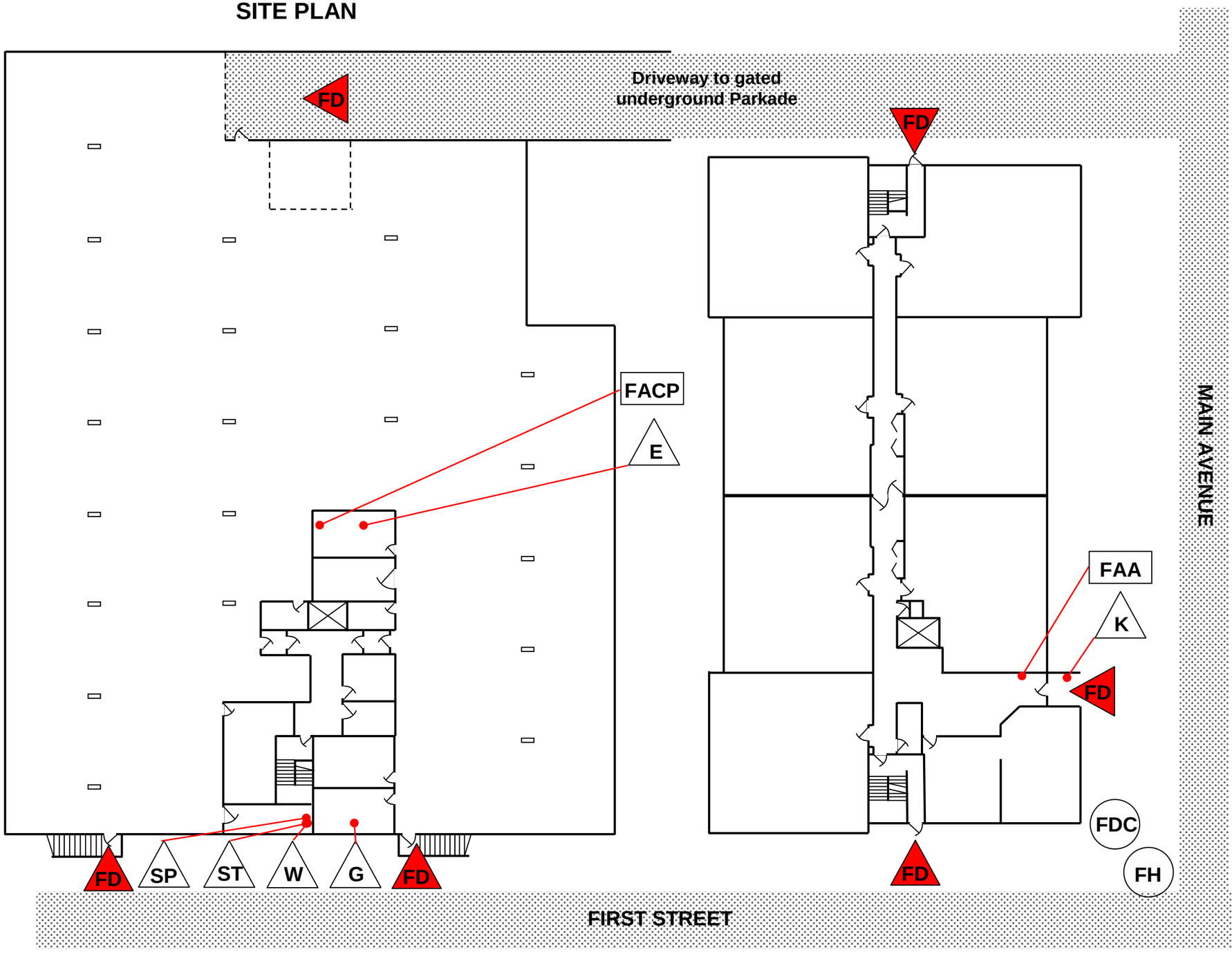
STANDPIPE SYSTEM

Water Shut-Off

Location: **Sprinkler Room in Basement – white handle at back of room**

WATER SHUT-OFF

SITE PLAN

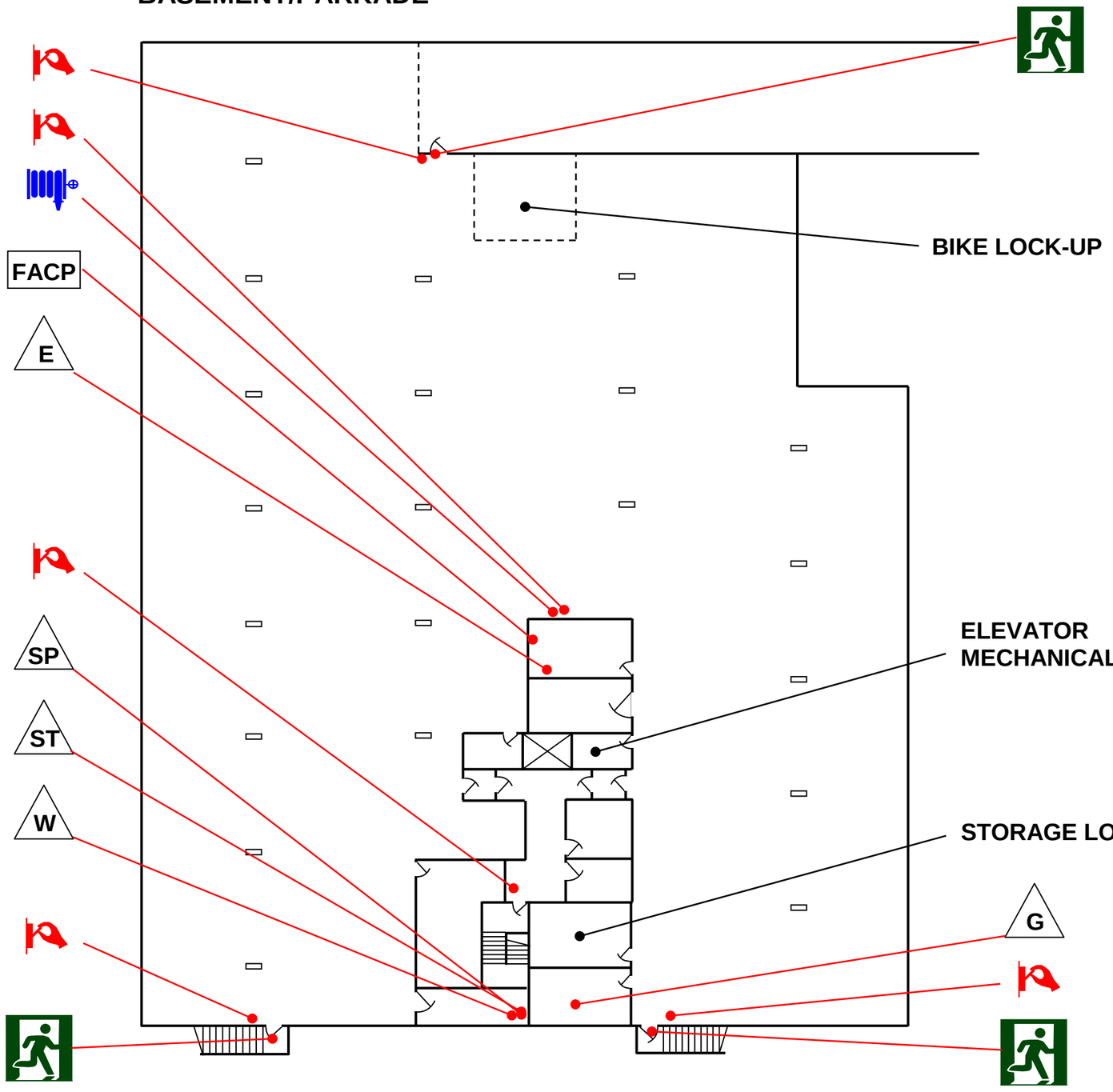


~ 1234 Main Avenue ~
Site Plan Legend

- FAA — Annunciator
- FACP — Fire Alarm Panel
- E — Power Shut Off
- W — Water Shut Off
- ST — Standpipe Shut Off
- SP — Sprinkler Shut Off
- K — Key Cylinder
- G — Generator
- FDC — Fire Dept Connection
- FH — Fire Hydrant
- FD — Fire Dept Access

S E W N

BASEMENT/PARKADE



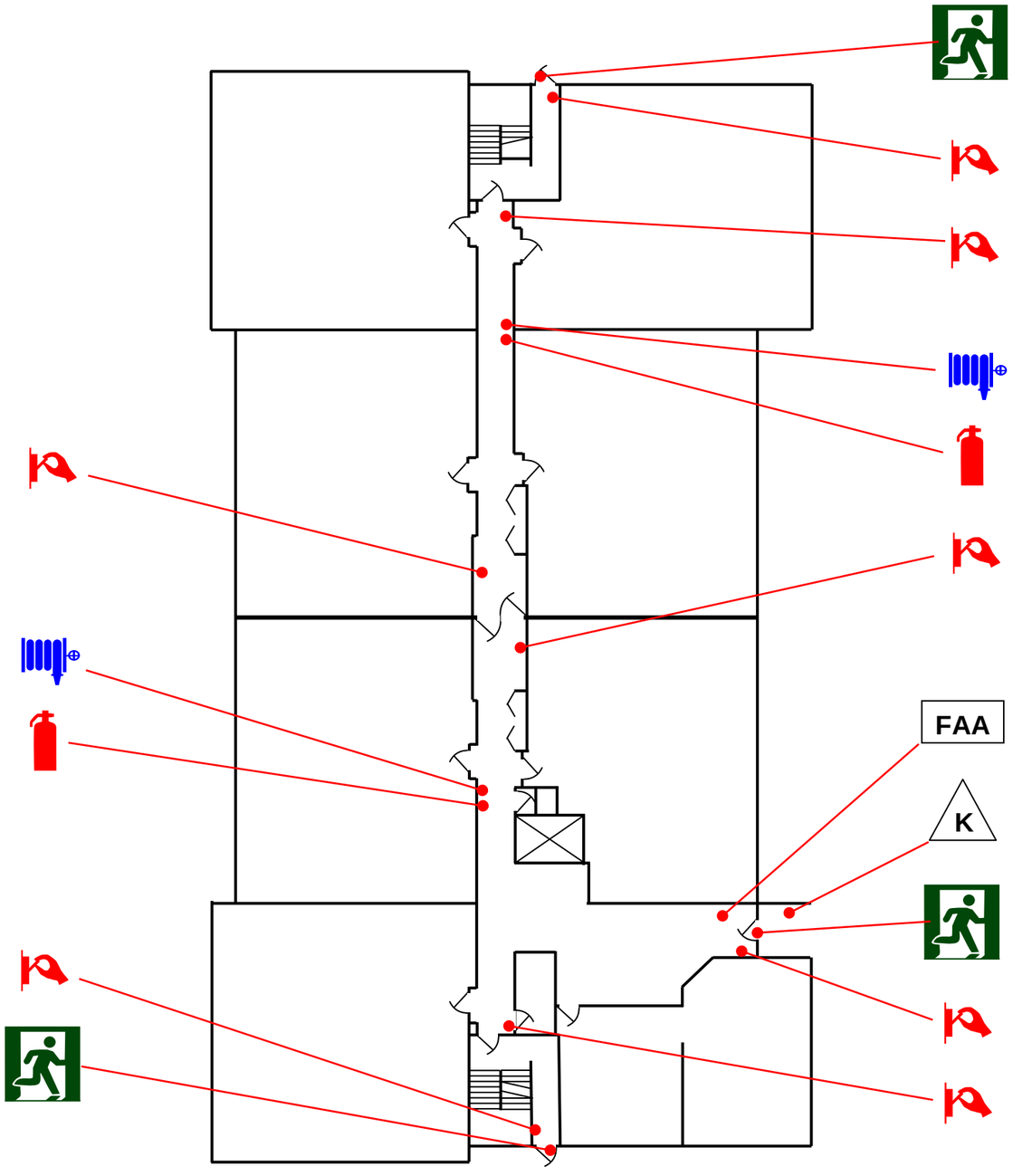
~ 1234 Main Avenue ~

Parkade Legend

- FACP — Fire Alarm Panel
- E — Power Shut Off
- W — Water Shut Off
- ST — Standpipe Shut Off
- SP — Sprinkler Shut Off
- G — Generator
- Pull Station
- Standpipe Cabinet
- Fire Extinguisher
- Emergency Exit

S E W N

FIRST FLOOR



~ 1234 Main Avenue ~

1st Floor Legend

FAA — Annunciator

K — Key Cylinder

Pull Station

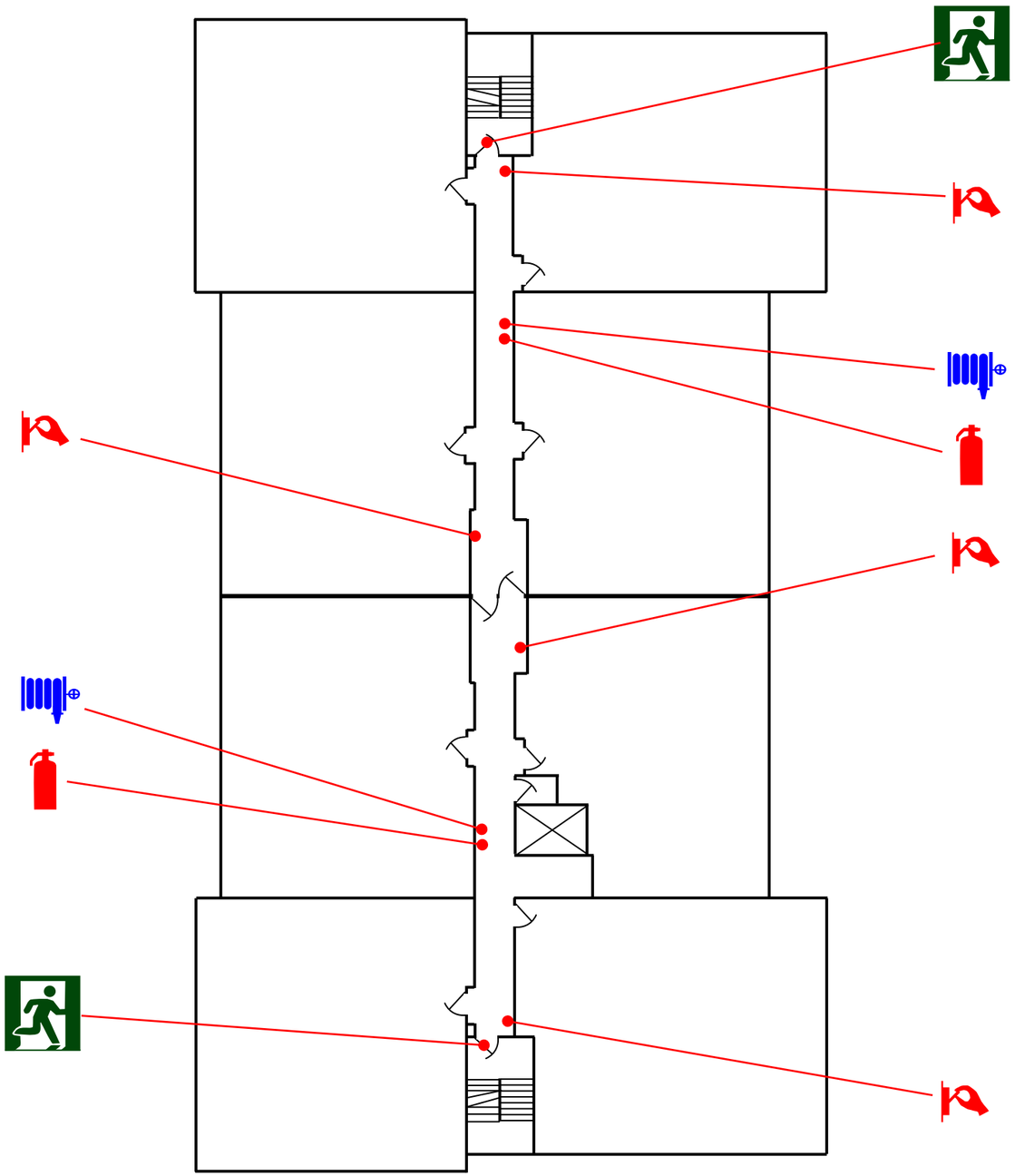
Standpipe Cabinet

Fire Extinguisher

Emergency Exit

S E W N

SECOND FLOOR



~ 1234 Main Avenue ~

2nd Floor Legend

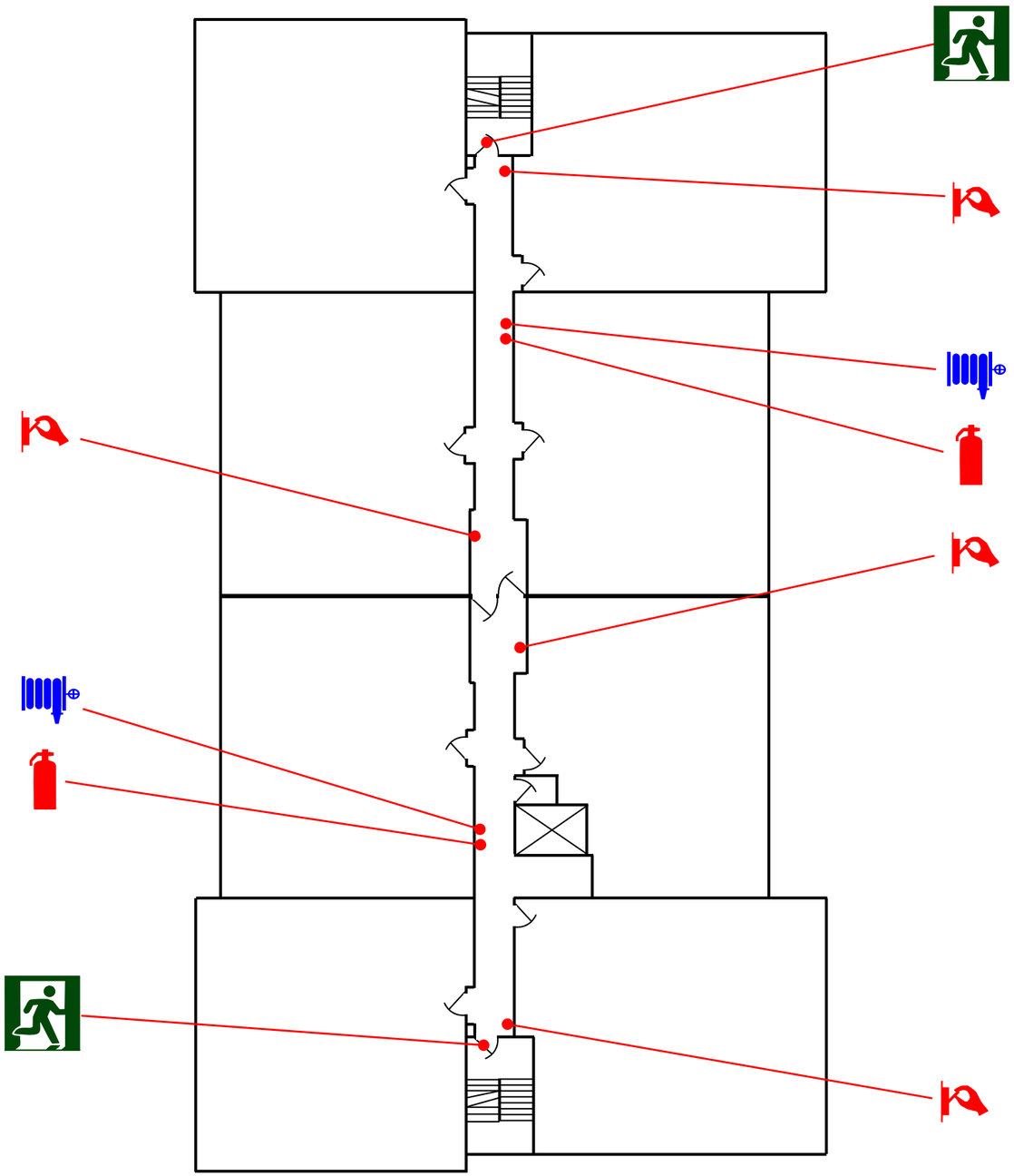
Pull Station

Standpipe Cabinet

Fire Extinguisher

Emergency Exit

THIRD FLOOR



~ 1234 Main Avenue ~

3rd Floor Legend

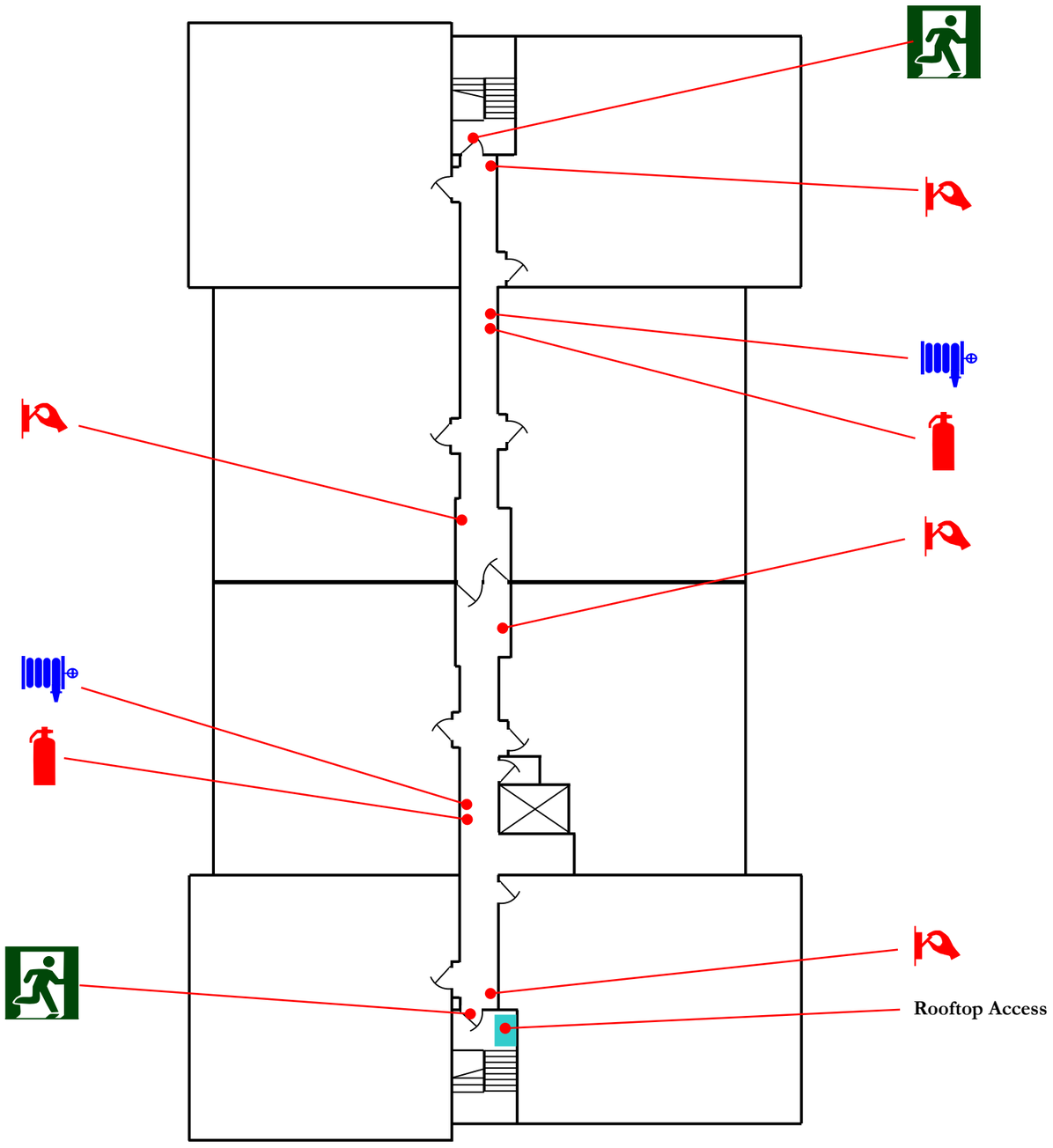
Pull Station

Standpipe Cabinet

Fire Extinguisher

Emergency Exit

FOURTH FLOOR



~ 1234 Main Avenue ~

4th Floor Legend

- Pull Station
- Standpipe Cabinet
- Fire Extinguisher
- Rooftop Access
- Emergency Exit

S E W N

PART 1

OBJECTIVES OF THE FIRE SAFETY PLAN

General

Fire safety planning has three primary objectives:

1) Fire Hazard Control
2) Fire Protection System Maintenance
3) 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 fulfill 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 premises is extreme.

Based on these facts, the evacuation objective outlined in this guide is met simply and realistically with 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.

PART 2

SUPERVISORY STAFF

The building owner appoints the Fire Safety Director in writing. 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. The F.S.D. can perform such inspections if he/she is in the building on a daily basis. Annual Inspection, Testing and Maintenance procedures generally involve technical procedures and qualified individuals or private contractors specializing in the particular field should perform them.

Fire Safety Director Responsibilities

General

- Administering and maintaining the Fire Safety Plan. This should include:
  - Updating the plan annually, and when alterations are made to the building, as per 2.8.2.1. (2) of the British Columbia Fire Code.
- 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 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 requirements of the fire safety plan and fire code regulations.
- Ensuring that supervisory staff are 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 4 (Occupant Fire Prevention, Preparedness, & Control) 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.
- **PHONE 9-1-1** 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) and 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** to report a fire at your address.

Precautions During Repairs, Alterations & Renovations

Fire Detection & Alarm Systems

Implement the following precautions when the system cannot be repaired and returned to full operation:

- Notify the Fire Department of the system status.
- Have a person remain at the premises until the system is fully operable. (See Fire Watch Procedures and Criteria)
- Watchperson shall make inspection rounds of all areas of the building every half hour, 24 per day.
- Watchperson shall remain on the property between rounds.
- Fill out a Fire Watch Log (located in the Records section) and send a copy to your local Fire Department.

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, the contractor shall program such operations 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.

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 in the presence of a Fire Department Officer.
- **COMPLETE** the Incident/Activity Report.

Where a fire has occurred and damaged system wiring and/or detection devices, or you are unsure of the reset procedures, it is likely that “trouble” will be 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. A qualified sprinkler contractor should conduct this procedure; however, where a contractor is not immediately available, the follow this procedure 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 test.
- Reset the fire alarm system.
- Contact a qualified contractor to check work.

Portable Fire Extinguishers

When fire extinguishers have been used, qualified personnel should service them.

Fire Watch Procedures and Criteria

During alterations, repairs, new construction or demolition to a premise where the fire alarm or any of its components are not fully functional, a building Fire Watch MUST be put in place to protect the life safety of the occupants.

This task can be accomplished by the building Fire Safety Director or one of his/her delegates. If no one is available or willing to provide the Fire Watch, a security company must be contracted to provide this service.

General

- Notify all building occupants of fire protection equipment shutdowns or out of service conditions.
- Establish, instruct and maintain fire watch personnel, in accordance with this Notice.
- Establish a method of effectively warning building occupants of the need to evacuate.
- Establish a reliable method of contacting the Fire Department emergency number.
- Notify the alarm monitoring company (if applicable) of the fire watch program details.
- Notify the Fire Department when a life or property protection system is out of service for more than 4 continuous hours in a 24 hour period, and again when the system is repairs. Contact a trade qualified service contractor to repair the fire protection system(s) AND provide written documentation of the repairs and subsequent verification tests to the Fire Department.

Frequencies of Fire Watch Tours

Fire Watch personnel shall patrol the building every 15 minutes in the following situations:

- The building has sleeping accommodation, including hotels, between the hours of 2100 and 0800,
- The building is an institutional occupancy, and/or
- The building is an occupied assembly occupancy.

Buildings that do not meet the above criteria for the requirement of a 15 minute fire watch patrol frequency shall have a fire watch patrol every 30 minutes during normal building hours and 60 minutes after business hours.

Note: Depending on the size, area and nature of the building, it may be necessary to provide the fire watch with two or more persons to maintain the required frequency of the tour(s).

Personnel serving as fire watch have the following duties:

- Be in attendance at the building at all times, have access to all areas and have all required keys.
- Determine t least one reliable means of direct communication with the Fire Department. A telephone is acceptable.
- Conduct periodic inspections of the facility as specified in the Notice and as specifically modified by a Fire Department Officer.
- Identify any fire, life or safety hazard.
- Correct any fire, life or safety hazard within the ability of the fire watch personnel OR report such hazards directly to the building owner or owner's representative for corrective action.
- Notify the local Fire Department if a fire is discovered by calling 9-1-1. Provide the exact address and type of emergency.
- Notify occupants of the building of the need to evacuate. If the alarm's public address system is still functional, it may be used to assist with the evacuation of the building.

- Maintain a log of fire watch activities, observations, corrective actions and persons notified.
- Have knowledge of the location and use of fire protective equipment such as portable fire extinguishers.
- Fire Watch personnel cannot have other duties besides their assigned fire watch. However, the Fire Department may assign other duties to suit the degree of hazard present.
- Note: the fire watch will not need to perform fire fighting duties beyond the scope of the ordinary citizen.
- Note: A professional security company is not necessarily required.

Fire Watch Record Keeping

A fire watch program log shall be maintained at the building. The log must be available to the Fire Department, upon request, at all times during the fire watch. The log should show the following:

- Address of the facility
- Time that the tour has started and completed for each building or building area.
- Names of the person(s) conducting the fire watch.
- Records of communications to the Fire Department and monitoring company (if applicable)
- Records of other information as directed by the Fire Department personnel.

Cancellation of a Fire Watch Program

It is the responsibility of the owner or owner's designated representative to cancel the fire watch once the fire or life safety system has been repaired and fully restored. Once the fire watch program has been cancelled, the owner or owner's representative must notify the alarm monitoring company (if applicable) and the local Fire Department.

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 even 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 in complete.
- Discuss evacuation procedures with the 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 in complete.
- Discuss the 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.

PART 3

OCCUPANT FIRE PREVENTION, PREPAREDNESS & CONTROL

Fire Prevention

C.R.D. Bylaw #2401

2. PROHIBITION

(1) No person shall carry or have in his possession a burning cigarette or cigar or a pipe containing burning tobacco, or burn tobacco in any other manner in any school yard or inside any part of a building, structure or vehicle or passenger conveyance, except in a private residence or a private vehicle.

(2) No proprietor of a business shall permit a person to carry or have in his possession a burning cigarette or pipe containing burning tobacco, or to burn tobacco in any manner in, on, over or upon any part of the business building, structure or vehicle and any area of the business place where either or both food and beverages are served or consumed, or both served and consumed.

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 wastebaskets 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.

Turn off all appliances in your area – such as coffee makers and hot plates –when not in use. It is 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.

Fire Preparedness

Know the location of the two exits closest to your area. Count the number of doors between you and those exits – in case you must escape through a darkened, smoke-filled hall.

Learn where the nearest pull station is located and how to activate it.

Post the 9-1-1 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, and Control.
- Clean smoke alarms with a vacuum cleaner at least twice a year.
- Volunteer to be a designated person who will assist a person requiring assistance.

Fire Evacuation

IF YOU DISCOVER A FIRE . . .

- **ACTIVATE** a fire alarm pull station.
- **PHONE 9-1-1** 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** to report a fire at your address.

- Use a building telephone only if you are safe from the fire.

- **Do not use the elevator.**

- While exiting, walk, do not run. Shut all doors behind you and alert those who have difficulty hearing that an emergency evacuation of the building is underway. 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. Please do not use your cell phone while exiting the building.

- 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.

- If fire or smoke blocks all exits, 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 to report your situation. Attract the attention of someone outside the building by any means possible.

- Move away from the exit allowing others behind you to exit when you have reached the outside of the building.

- 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 you discover the fire immediately. You should not attempt to fight even a small fire until people evacuate from the area and you call the Fire Department. Never attempt to fight a fire if any of the following is true:

- You are uncertain about how to use the fire 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 the use of the extinguisher.
- **REPORT** to a 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.

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

How to Assist Persons Requiring Assistance

Transport persons requiring assistance by 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).

PART 4

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. 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 Referenced 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 9 so that the fire safety director has some idea of what the contractor should be doing.

Means of Egress

Daily Inspection

Procedure:

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

Record Keeping: None

Monthly Inspection

Procedure:

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

Record Keeping: Monthly Inspection & Testing Report

Fire Department Access to Building

Daily Inspection

Procedure:

- Streets, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times by the fire department vehicles.
- Vehicles shall not be parked to obstruct access of the 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

Portable Fire Extinguishers

References: 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

Procedure: Check portable fire extinguishers for the following:

- Locate the 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 the fullness by weighing or hefting.
- Examine for obvious physical damage, corrosion, leakage, or clogged nozzle.
- Pressure gauge reading or indicator in operable range or position.

Record Keeping: Monthly Inspection & Testing Report

** Serial numbers of extinguishers requiring maintenance should be recorded on the report for a qualified contractor. **

Fill out the extinguisher tag with the following information:

- Date extinguisher was inspected.
- Initials of person performing inspection.

Annual Maintenance

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

Fire Detection and Alarm System

References: CAN/ULC-S536, Inspection and Testing of Fire Alarm Systems and CAN/ULC-S552, Maintenance and Testing of Smoke Alarms

Daily Inspection

Procedure:

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

Record Keeping: None

Monthly Testing

Procedure:

- Notify the alarm monitoring company, the fire department and the tenants that you are testing the system. Notify all parties when you have completed testing.
- Under emergency power, one manual alarm initiating device shall be operated on a rotation basis and shall initiate an alarm condition.
- Intended function of all alarm audible signal appliances shall be ensured.
- The annunciator panel shall be checked to ensure that the tested devices annunciated 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 Maintenance

Procedure:

- Contractor shall perform service in accordance with CAN/ULC-S536, Inspection and Testing of Fire Alarm Systems and CAN/ULC-S552, Maintenance and Testing of Smoke Alarms

Record Keeping: Annual Inspection & Testing Report

Emergency Light Units

References: B.C. Fire Code Regulation 2012, Section 6.5.1.6 – Inspection of Unit Equipment

Monthly Inspection

Procedure: Generator powered emergency lighting unit equipment shall be inspected to ensure that:

- Device is clean and properly installed.

Record Keeping: Monthly Inspection & Testing Report

Monthly Testing

Procedure:

- Generator powered emergency lighting units shall be testing at intervals not greater that one month to ensure that the emergency lights will function upon failure of the primary power supply

Record Keeping: Monthly Inspection & Testing Report

Annual Maintenance

Procedure:

- Generator powered emergency lighting unit equipment shall be tested at intervals not greater than twelve monthly to ensure that the unit will provide emergency lighting for a duration equal to the design criterion under simulated power failure conditions. Minimum operating time of 30 minutes.

NOTE: Operation time for units is as follows:

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

Record Keeping: Annual Inspection & Testing Report

Standpipe System

References: NFPA 25, Standard for the Inspection, Testing, & Maintenance of Water-Based Fire Protection Systems

Alterations: Standpipe systems that have been modified, 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

Procedure:

- 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

Procedure:

- All portions of the system shall be inspected.

Record Keeping: Annual Inspection & Testing Report

Five Year Test

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 Testing Report

Sprinkler System

References: NFPA 25, Standard for the Inspection, Testing, & Maintenance of Water-Based Fire Protection Systems

Daily Inspection

Procedures:

- Valves controlling sprinkler water supplies or alarms shall be inspected at intervals not greater than 7 days to ensure 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

Procedures: When the alarm line discharge is subject to freezing, water flow alarm tests using 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 & Inspection.
- On electrically supervised systems, the water flow actuated devices may be tested annually. See Annual Tests & Maintenance.
- Valves which are locked open shall be inspected at intervals not greater that one month.
- Check the priming water supply for dry-pipe systems to ensure that it is set at the proper level above the dry-pipe valve.

Record Keeping: Monthly Inspection & Testing Report

Bi-monthly Test & Inspection

Procedures: All Sprinkler Systems

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

Record Keeping: Bi-monthly Testing Report

Semi-annual Tests

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

Procedures:

Wet Systems

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

All Systems

- Waterflow 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 drainpipe 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 accumulation 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)
- 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

Fifty Year Test

Procedure: All Systems

- 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 Testing Report

Emergency Generator

References: CAN/CSA-C282, Emergency Electrical Power Supply for Buildings

Weekly Maintenance Schedule

Procedure: Examine the following:

- fuel tank level
- lubricating oil level
- engine coolant
- heater, lubricant and/or coolant
- engine, generator, fuel tanks and cooling systems for evidence of leakage
- operation of fuel transfer pump
- starting system-batteries, etc. for leakage, cleanliness and terminal security
- air tanks for pressure (air motor system)
- valves for leakage (air motor system)
- operation of auxiliary engine and compressor (air motor system)
- bleed off condensation (air motor system)
- louvre settings-control panel settings (ensure the unit is ready for start-up)
- battery electrolyte level
- battery specific gravity
- battery electrical connections (tightness, leaks, or sulfation)
- battery cleanliness and dryness between terminal posts
- charger cleanliness and operation of both float and equalize modes
- engine governor control linkages and oil level
- engine fuel pump oil sump
- engine fan belts and protective devices
- panel covers are secure and annunciator lamps are operational

Monthly Testing

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 Inspection & Testing 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

Procedure: Check/clean the following:

- Crankcase breathers
- Lubricant governor
- Linkages

Record Keeping: Semi-Annual Testing Report

Annual Maintenance

Procedure:

- Contractor shall perform checking, testing, and servicing of items which require attention at 1 year intervals as specified in the manufacturer's instructions and CSA Standard C282.
- Liquid fuel storage tanks 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, & servicing of items which require attention at 2 year intervals as specified in the manufacturer's instructions & CSA Standard C282.

Record Keeping: 2 Year Inspection & Testing Report

3 Year Checking

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

Record Keeping: 3 Year Inspection & Testing Report

5 Year Checking

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

Record Keeping: 5 Year Inspection & Testing Report

PART 5

CHECKLISTS & ANNUAL INSPECTION, TESTING, MAINTENANCE REPORTS

- Fire Watch Log
- Incident/Activity Report
- Daily Inspection Report
- Weekly Inspection & Testing Report
- Monthly Inspection & Testing Report
- Bi-monthly Testing Report
- Semi-annual Testing Report
- Annual Inspection & Testing Report
- Two Year Test Report
- Three Year Test Report
- Five Year Test Report
- Fifty Year Test Report
- Sources

FIRE WATCH LOG

Incident Location: _____

Building Owner/Representative:

Name: _____ Phone#: _____

Fire Watch Company / Building Strata: _____

Date of Fire Watch D	M	Y	Name of Fire Watch Personnel	Time 24 hr clock On	Off	Description of areas inspected

*** Fax or deliver a copy of this Fire Watch Log to your local Fire Department. ***

INCIDENT/ACTIVITY REPORT

INCIDENT/ACTIVITY

- ❑ Fire
- ❑ Fire Drill
- ❑ Fire Safety Meeting
- ❑ False Alarm
- ❑ Training
- ❑ Fire Equipment Operated

DETAIL

Date: _____ Time: _____ Device/Equip. _____

Floor Alarm Zone: _____ # of Injuries: _____

Cause/Reason for Incident: _____

_____

_____

_____

Explain damage/loss: _____

_____

_____

_____

ACTION

Who discovered the fire: _____

Did the fire department attend: _____ If not, why? _____

Who operated the fire equipment: _____

COMMENTS/RECOMMENDATIONS

_____

_____

_____

Signed: _____ Date: _____

DISTRIBUTION LIST

- ❑ Fire Department
- ❑ Deputy Fire Safety Director
- ❑ Insurance Company
- ❑ Head Office
- ❑ Tenants
- ❑ Police

DAILY INSPECTION REPORT

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

WEEK #:

1	2	3	4

Sprinkler Systems - All

Emergency Generator

- Procedures in accordance with Part 4
- One form per month

MONTHLY INSPECTION & TESTING REPORT

❑ Portable Fire Extinguishers

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

❑ Means of Egress

❑ Fire Detection & Alarm System

- Pull Station Location: _____

❑ Emergency Light Units

❑ Standpipe System

❑ Sprinkler Systems - All

❑ Emergency Generator

- Gauge 1 – pressure ❑ Normal
- Gauge 2 – temperature ❑ Normal
- Gauge 3 – low coolant ❑ Normal
- Gauge 4 – low fuel ❑ Normal
- Gauge 5 – low batt volts ❑ Normal
- Gauge 6 – over speed ❑ Normal
- Gauge 7 – high engine temp ❑ Normal
- Gauge 8 – low oil pressure ❑ Normal

- Procedures in accordance with Part 4
- One form per month

BI-MONTHLY TESTING REPORT

MONTHS #:

2	4	6	8	10	12

Sprinkler System – All

- Procedures in accordance with Part 4
- One form per month
- Retain copy of contractor's test reports

SEMI-ANNUAL TESTING REPORT

MONTHS

6	12	
		Sprinkler System – All
		Emergency Generator

- Procedures in accordance with Part 4
- One form per year
- Retain copy of contractor's service report

ANNUAL INSPECTION & TESTING REPORT

- ❑ Fire Detection & Alarm System (including integrated voice communication system)
- ❑ Emergency Light Units
- ❑ Portable Fire Extinguishers
- ❑ Standpipe System
- ❑ Sprinkler Systems – All – Static Pressure: _____ Residual Pressure: _____
- ❑ Emergency Generator (includes fresh supply of fuel)
- ❑ Automatic Heat Tape

- Procedures in accordance with Part 4
- One form per year
- Retain copy of contractor's report

TWO YEAR TEST REPORT

YEARS #:

2	4	6	8	10	12

Emergency Generator

- Procedures in accordance with Part 4
- One form per 12 year period
- Retain copy of contractor's test reports

THREE YEAR TEST REPORT

YEAR #:

3	6	9	12	15

Emergency Generator

- Procedures in accordance with Part 4
- One form per 15 year period
- Retain copy of contractor's test reports

FIVE YEAR TEST REPORT

YEAR #:

5	10	15

Emergency Generator

YEAR #:

5	10	15

Standpipe System

- Procedures in accordance with Part 4
- One form per 15 year period
- Retain copy of contractor's test reports

FIFTY YEAR TEST REPORT

YEAR #:

50

Sprinkler System - All

- Procedures in accordance with Part 4
- One form per 50 year period
- Retain copy of contractor's test reports
- Fifty Year Test will be required in: _____

PART 6

LEGAL BASIS FOR FIRE SAFETY PLANNING

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:

British Columbia Fire Code Regulations 2012

SECTION 2.8 EMERGENCY PLANNING
SUBSECTION 2.8.1 GENERAL

2.8.1.1(1) Fire emergency procedures conforming to this Section shall be provided for
- (a) every building containing an assembly or 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 Section 5.6.,
- (d) storage areas required to have a fire safety plan in conformance with Article 3.3.2.5 and 3.3.2.9,
- (e) areas where flammable liquids or combustible liquids are stored for handled, in accordance with Article 4.1.5.5, and
- (f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.

2.8.1.2. 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.

2.8.1.3. 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.

SUBSECTION 2.8.2. FIRE SAFETY PLAN

2.8.2.1.(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,
  - (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,
  - (v) confining, controlling and extinguishing the fire,
- (b) the appointment and organization of designated supervisory staff to carry out fire safety duties,

(c) the training of supervisory staff and other occupants in their responsibilities for fire safety,
(d) documents, including diagrams, showing the type, location, and operation of the building fire emergency systems,
(e) the holding of fire drills,
(f) the control of fire hazards in the building, and
(g) the inspection and maintenance of building facilities provided for safety of occupants.

2.8.2.1.(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.

2.8.2.4.(1) In buildings within the scope of Subsection 3.2.6. 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 with the building.

2.8.2.5.(1) The fire safety plan shall be kept in the building for reference by the fire department, supervisory staff and other personnel.

2.8.2.5.(2) The fire safety plan for a building within the scope of Subsection 3.2.6. of the B.C. Building Code shall be kept at the central alarm and control facility.

2.8.2.6. 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.(1) At least one copy of the fire emergency procedures shall be prominently posted on each floor area.

2.8.2.7.(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.

2.8.2.7.(4) All buildings served by one or more elevators shall have a permanently mounted fire safety sign or symbol on each floor level at each elevator entrance, which indicates that the elevator is not to be used in case of fire. This symbol shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170 “Standard for Fire Safety Symbols.”

SUBSECTION 2.8.3. FIRE DRILLS

2.8.3.1.(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 the 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 department.

2.8.3.2.(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
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 7

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 fiberglass, 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 liquids, 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 or an exterior wall, such as a door, a shutter, wired glass or glass block, and includes all components such as hardware, closing devices, frames and anchors.

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

Exit – 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 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 2012, pursuant to the Fire Services Act.

Fire Safety Plan – A plan that 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 that includes sprinklers, fire alarm systems, hose stations, portable fire extinguishers, fire dampers, emergency lights, exit signs, fire doors, smoke control equipment, and voice communication systems.

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

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.

Heat Detector - A fire detector designed to operate at a pre-determined temperature or rate of temperature rise and to set off the main fire alarm system in the building.

Means of egress – 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, and open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. Means of egress includes exits and access to exits.

Qualified Contractor – A specific service agency, trained industrial safety personnel or maintenance personnel. Generally, any trained person with proper equipment.

Smoke alarm – A combined smoke detector and audible alarm device designed to sound an alarm within the room or suite in which it is located upon the detection of smoke within the room or suite.

Smoke detector – A fire detector designed to operate when the concentration of airborne combustion products exceed a pre-determined level and to set off the main fire alarm system in the building.

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 some delegated responsibility for the fire safety of other occupants under the fire safety plan.

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.

APPENDIX

Alternative solutions (new construction) any special information pertaining to the building and site.