



## Fire Safety Plan Guidelines 2015

Victoria Fire Department  
Fire Safety Plan Guidelines



The British Columbia Fire Code outlines certain occupancies that are required to develop a Fire Safety Plan in cooperation with the fire department. Section 2.8.1.1 of the BC Fire Code identifies the following parameters that would require a Fire Safety Plan:

### 2.8.1.1 Application

- 1) Fire emergency procedures conforming to this Section shall be provided for
  - a) every *building* containing an *assembly*, <care, treatment or detention occupancy>,
  - b) every *building* required by the British Columbia 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 Articles 3.2.2.5. and 3.3.2.9.
  - e) areas where *flammable liquids* or *combustible liquids* are stored or handled, in conformance with Article 4.1.5.5., and
  - f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1

If you have further questions about the requirements and your building, please contact the Fire Prevention Division at the Victoria Fire Department.

Below are the guidelines for all buildings requiring a Fire Safety Plan. The Fire Safety Plan shall meet the **Emergency Planning Requirements, Current BC Fire Code and Local Regulations**. The Fire Safety Plan shall be "**SITE & BUILDING SPECIFIC**". All unrelated information shall be removed from templates.

### GENERAL GUIDELINES:

Fire Safety Plan Binder shall:

- be a standard 8.5" x 11" three ring binder, red in colour
- have the wording "FIRE SAFETY PLAN" on the front and spine of the binder
- have the building address displayed in large font on the front of the binder
- include a cover page with the name, address and a coloured picture of the building
- upon review and acceptance the Fire Department will issue a letter or an email of acceptance this letter / email shall be placed in the front of the Fire Safety Plan Binder

Text shall be:

- All pages shall be single sided
- Headings; font size will be a minimum of 14 point throughout the plan
- Text; font size will be a minimum 12 point throughout the plan
- Site plans, floor plans, reports & checklists must be single sided

## *LAYOUT:*

Table of Contents

Fire Department Information

Site Plan Drawings

Floor Plan Drawings

Part 1 – Objectives of the Fire Safety Plan

Part 2 – Supervisory Staff

Part 3 – Instructions to Occupants

Part 4 – Inspection, Testing & Maintenance of Fire Protection Equipment

Part 5 – Reports and Checklists

Part 6 – Legal Basis for Fire Safety Planning

Part 7 – Definitions

Appendix - Alternative Solutions (New Construction) Any special information pertaining the building, Hot Works etc.

## *TABS:*

Table of Contents: **Red background with Black lettering**

Fire Department Information: **White background with Black lettering**

Site Plan Drawings: **Red background with Black lettering**

Floor Plan Drawings: **Red background with Black lettering**

Part One: **Red background with Black lettering**

Part Two: **Red background with Black lettering**

Part Three: **Red background with Black lettering**

Part Four: **Red background with Black lettering**

Part Five: **Red background with Black lettering**

Part Six: **Red background with Black lettering**

Part Seven: **Red background with Black lettering**

Appendix: **White background with Black lettering**

## *DRAWINGS:*

Site Plan: All drawings shall be 11 X 17 inch coloured drawings in landscape format.

Floor Plans: All drawings shall be 11 X 17 inch coloured drawings in landscape format.

## *DRAWING SYMBOLS:*

Only site specific symbols shall be located on the drawings and contained within the legend.

## CONTENT REQUIREMENTS OF FIRE SAFETY PLAN

### SHALL BE SITE/BUILDING SPECIFIC

#### FIRE DEPARTMENT INFORMATION:

APPOINTMENT OF THE SUPERVISORY STAFF: EMERGENCY CONTACTS:

BUILDING DESCRIPTION (Year of construction, Type of construction, Occupancy)

FIRE ALARM DESCRIPTION / LOCATION: (Operating instructions, Reset instructions, paging/ fire phones, fire zones, shall be included in this section). Coloured photograph required.

FIRE ALARM MONITORING: Company name and contact information.

ELECTRICAL DISCONNECT LOCATION:

ELEVATORS: (FD: Operating instructions shall be included in this section).

EMERGENCY GENERATOR: (Describe what equipment the generator supplies power to and include operating instructions). Coloured photograph required.

EMERGENCY LIGHTING: Type and power source

EXITING: (All stairways shall be numbered or designated by Numeric, Alphabetical and or by the compass direction).

FIRE DEPARTMENT ACCESS ROUTES: Primary / Secondary.

FIRE DEPARTMENT CONNECTION: Describe what the FDC services. Coloured photograph required.

FIRE DEPARTMENT LOCK BOX DISCRIPTION / LOCATION: Coloured photograph required.

FIRE PUMP: (Size, GPM). Operating instructions. Coloured photograph required.

FIRE DEPARTMENT ROOF ACCESS: Give location and type, door / hatch. Coloured photograph required.

FIRE HYDRANT LOCATIONS: Public/ Private.

GAS SHUT-OFF LOCATION: Coloured photograph required.

HAZARDS: All hazards shall be identified. If the hazard has a UN # the UN# shall be included with the hazard. Coloured photograph required.

SMOKE CONTROL: Describe smoke control measures.

SPRINKLER SYSTEM DESCRIPTION / LOCATION: Coloured photograph required.

STANDPIPE & HOSE SYSTEM: DESCRIPTION / LOCATION: Coloured photograph required.

WATER SHUT-OFF LOCATION: Coloured photograph required.

SITE PLAN: All drawings shall be 11 X 17 inch coloured drawings in landscape format.

#### Show:

- Fire Department connections
- locations of hydrants

- water shut-off
- gas shut-off
- hydro shut-off
- principle and secondary entrances to building
- fire department access route
- street names
- north arrow

FLOOR PLANS: **All drawings shall be 11 X 17 inch coloured drawings in landscape format.**

Required floor plan drawings, if applicable:

- Main Floor
- All floors above grade
- Mezzanine or Mechanical floors
- Roof and penthouse floors
- Basement and/or Parking Levels

*All drawings shall be 11 X 17 inch coloured drawings in landscape format.*

*All drawings shall show all exit systems, elevators and fire safety features using the appropriate symbols.*

*All drawings shall have a legend, a north arrow and a title.*

**Identify:**

- Exits
- electrical and mechanical rooms
- fire alarm pull stations
- fire alarm bells
- fire alarm control panel annunciator
- location of fire extinguishers
- location of emergency lights
- location of sprinkler valves
- location of standpipe valves
- location of hose cabinets

PART 1 – OBJECTIVES OF THE FIRE SAFETY PLAN: **As per BC Fire Code Division B, Part 2, Section 2.8, Meet requirements of the BC Fire Code and any applicable local regulations.**

PART 2 – SUPERVISORY STAFF DESIGNATION. **Shall be site specific**

PART 3 – INSTRUCTIONS TO OCCUPANTS: **Shall be site specific**

PART 4 – INSPECTION, TESTING & MAINTENANCE OF FIRE PROTECTION EQUIPMENT: **Shall be site specific**

PART 5 – CHECKLISTS & ANNUAL INSPECTION, TESTING, MAINTENANCE REPORTS: **Shall be site specific**

PART 6 – LEGAL BASIS FOR FIRE SAFETY PLANNING: **As per BC Fire Code Division C, Part 2, Section 2.2. It is the owner or owner's authorized agent who is responsible to carry out the provisions of the BC Fire Code.**

PART 7 – DEFINITIONS: **Shall be site specific**

*Example: Supervisory staff means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.*

**APPENDIX - ALTERNATIVE SOLUTIONS (NEW CONSTRUCTION) ANY SPECIAL INFORMATION PERTAINING THE BUILDING & SITE**