

The text within this non-approved sample fire safety plan table of contents is generic and is not associated to any real property or building. It may contain omissions as the fire code regulations vary for each building classification. Therefore it is critical to reference the fire code on the precise requirements for your building or contact your City Fire Services to seek further assistance.

FIRE SAFETY PLAN COVER

Displays the building logo, address, implementation date and local fire services stamp.

DEFINED TERMS

Lists definitions of the checks, inspections, exit, mean of egress, owner, supervisory personnel and the mandatory requirement to review the fire safety plan at intervals no greater than 12 months.

PART 1: INTRODUCTION

Provides an overview of the legal requirements on where to keep copies of the fire safety plan for the building, the building owners' responsibilities to carrying out the provisions for fire safety, failure to comply fines, etc.

PART 2: DISTRIBUTION & HUMAN RESOURCES

Lists the building personnel who are to be contacted in the event of a fire emergency, their titles, fire warden, persons requiring assistance during a fire emergency, etc.

PART 3: AUDIT OF BUILDING RESOURCES

Details the building class, hours of operations, description of the floor layout and features, main utility shutoffs, all fire and life safety equipment, elevators, smoke controls, outside assembly points, etc.

PART 4: OCCUPANT FIRE PROCEDURES

Describes the emergency evacuation procedures to follow upon discovery of a fire or smoke, or when hearing the fire alarm, etc

PART 5: CONTROL OF FIRE HAZARDS

Outlines fire safety and prevention measures, procedures and practices to minimize potential fire hazards, management of the flammable or combustible materials in the building, etc.

PART 6: RESPONSIBILITIES OF SUPERVISORY STAFF

Outlines the responsibilities of the fire floor wardens, crew leaders, facilities supervisors, security personnel and guards, etc.

PART 7: PERSONS REQUIRING ASSISTANCE

Contains the documents to be used by the owner or supervisor to list occupants requiring assistance during a fire emergency in the building, etc.

PART 8: FIRE DRILLS

Lists the frequency of fire drills in accordance with the building classification, planning measures to be taken before and after the fire drill, checks, summary reports, etc.

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

Lists the fire code requirements for checking, testing and inspecting the fire and life safety systems in the building; outlines the daily, weekly, monthly, semi-annual and annual requirements, etc.

PART 10: FIRE WATCH

Defines the immediate fire watch procedures for the onsite building personnel in the event fire alarm or sprinkler systems are taken off-line, etc.

PART 12: ALTERNATIVE MEASURES

Describes the measures to follow upon shutdown of the fire or life safety equipment in the building, etc.

PART 13: FIRE ALARM OPERATIONAL FUNCTIONS

Lists the functions of the fire alarm control panel; reset procedures, alarm and trouble signals, etc.

APPENDIX

Contains various signage samples, such as out-of-service, for posting during the shutdown of building systems. These are used to notify occupants of interim alternate procedures that have been implemented, etc.

SCHEMATIC DIAGRAMS

Drawing inventory of the building floor plan layouts and a site plan, etc.

To develop a new fire safety plan or update your currently one, please call Firepoint Inc at 905-874-8400, email fsp@firepoint.ca or visit www.firepoint.ca