

Fire Department

Fire Safety Plan Guidelines



Below are the guidelines for all buildings requiring a Fire Safety Plan in the City of Port Moody. 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:

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Part 6 – Legal Basis for Fire Safety Planning

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

TABS:

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

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

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

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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.

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

OFC BUILDING INFORMATION:

Property Complex – PC:	Link to Values
Property Classification – PR:	Link to Values
General Construction – GC:	Link to Values
Building Height – BH:	Link to Values
Year of Construction – YC:	Link to Values
Ground Floor Area – GF:	Link to Values
Outside Fire Protection – OF:	Link to Values
Sprinkler Protection – SP:	Link to Values
Voluntary Info:	
Estimated Property Value:	
Estimated Contents Value:	
Insurance Company:	

Please include the number code and the text field.

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

EXAMPLES:

- Alternative Solutions (New Construction)*
- Commercial Cooking Equipment
- Dangerous goods
- Storage (classifications, heights, sprinkler design criteria, etc)
- Spill Control and Drainage Systems
- Hazardous Processes and Operations
 - Hot Works
 - Dust-Producing Processes
 - Special Processes involving Flammable and combustible liquids/materials
 - Laboratories

DESCRIPTION / LOCATION: Colour photograph required for each

**Should the Alternative Solutions be greater than ~20 pages it should be separated to its own document(pdf) and separately bound in the Fire Safety Plan Box.*

FIRE DEPARTMENT SYMBOLS FOR FIRE SAFETY PLANS DRAWINGS



FIRE EXIT



SPRINKLER FLOOR VALVE



FIRE HOSE IN CABINET



FIRE PULL STATION



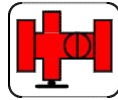
MAIN ELECTRICAL SHUT-OFF



FIRE DEPT. CONNECTION



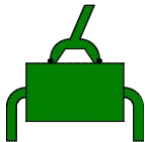
FIRE EXTINGUISHER



SPRINKLER CONTROL VALVES



FIRE HYDRANT - PRIVATE



GAS METER SHUT-OFF



ELECTRICAL HAZARD



FIRE HYDRANT - PUBLIC



UN# 0000

HAZARD



OXYGEN VALVE



FIRE DEPT. ENTRY



FIREFIGHTER TELEPHONE



WATER



DOMESTIC WATER SHUT-OFF



HANDICAP SYMBOL



RADIATION HAZARD



FIREFIGHTER ELEVATOR - FULL



RANGE HOOD SUPPRESSION SYSTEM



FIRE ALARM ANNUNCIATOR PANEL



PULL STATION FOR SPECIAL SUPPRESSION



RANGE HOOD SUPPRESSION SYSTEM



FIRE ALARM CONTROL PANEL



AREA OF REFUGE



FIREFIGHTER ELEVATOR - CONVERTED



CENTRAL ALARM CONTROL FACILITY



PRESSURIZED GAS CYLINDER



FIRE HOSE ON RACK



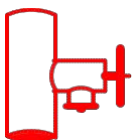
FIRE SAFETY PLAN



GENERATOR



FIRST AID STATION/ROOM



STANDPIPE CONNECTION



AIR HORN



MAIN ENTRY



FIRE DEPT. KEY BOX

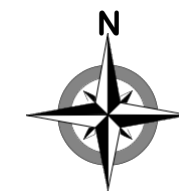
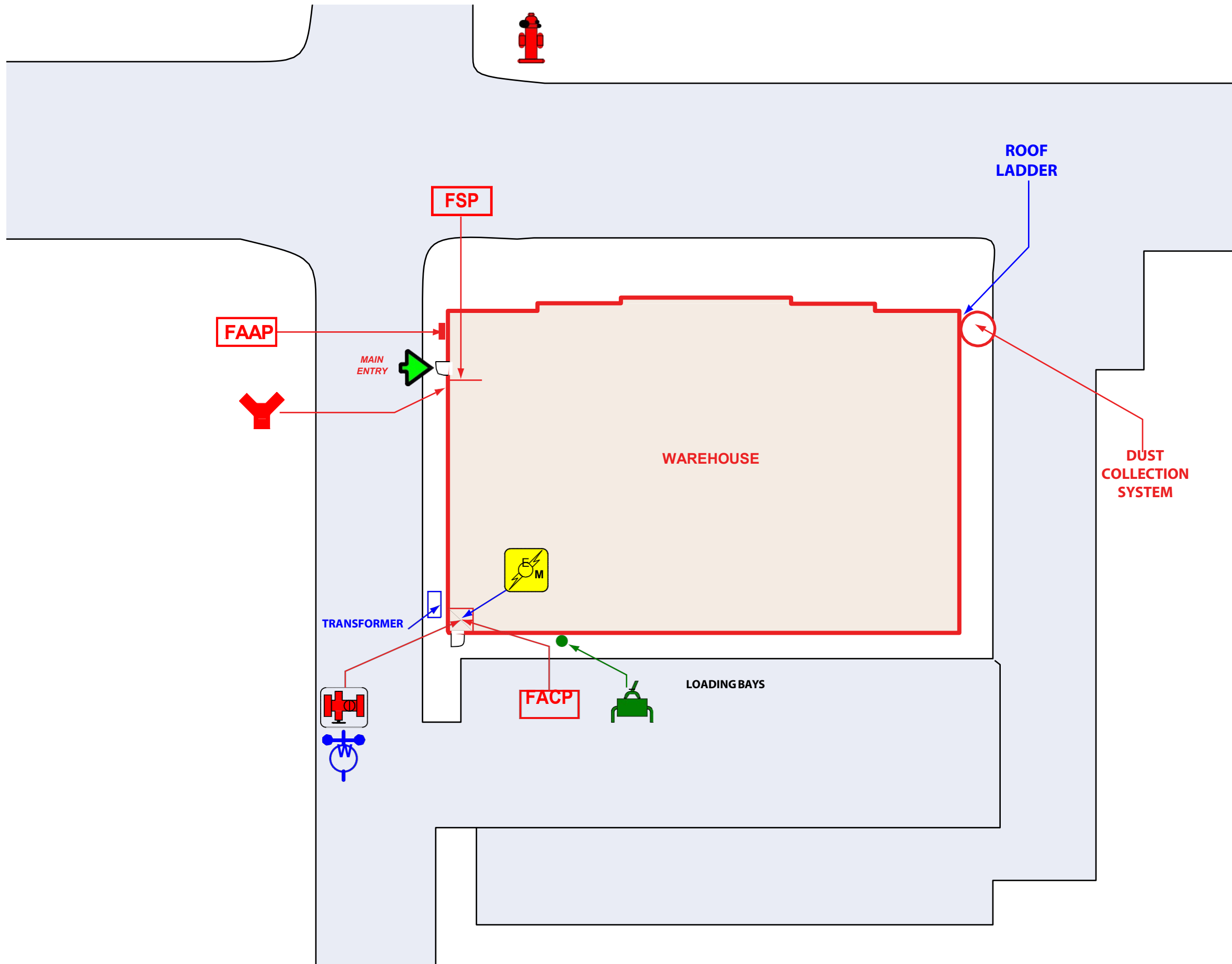











FIRE WALL WITH FIRE DOOR



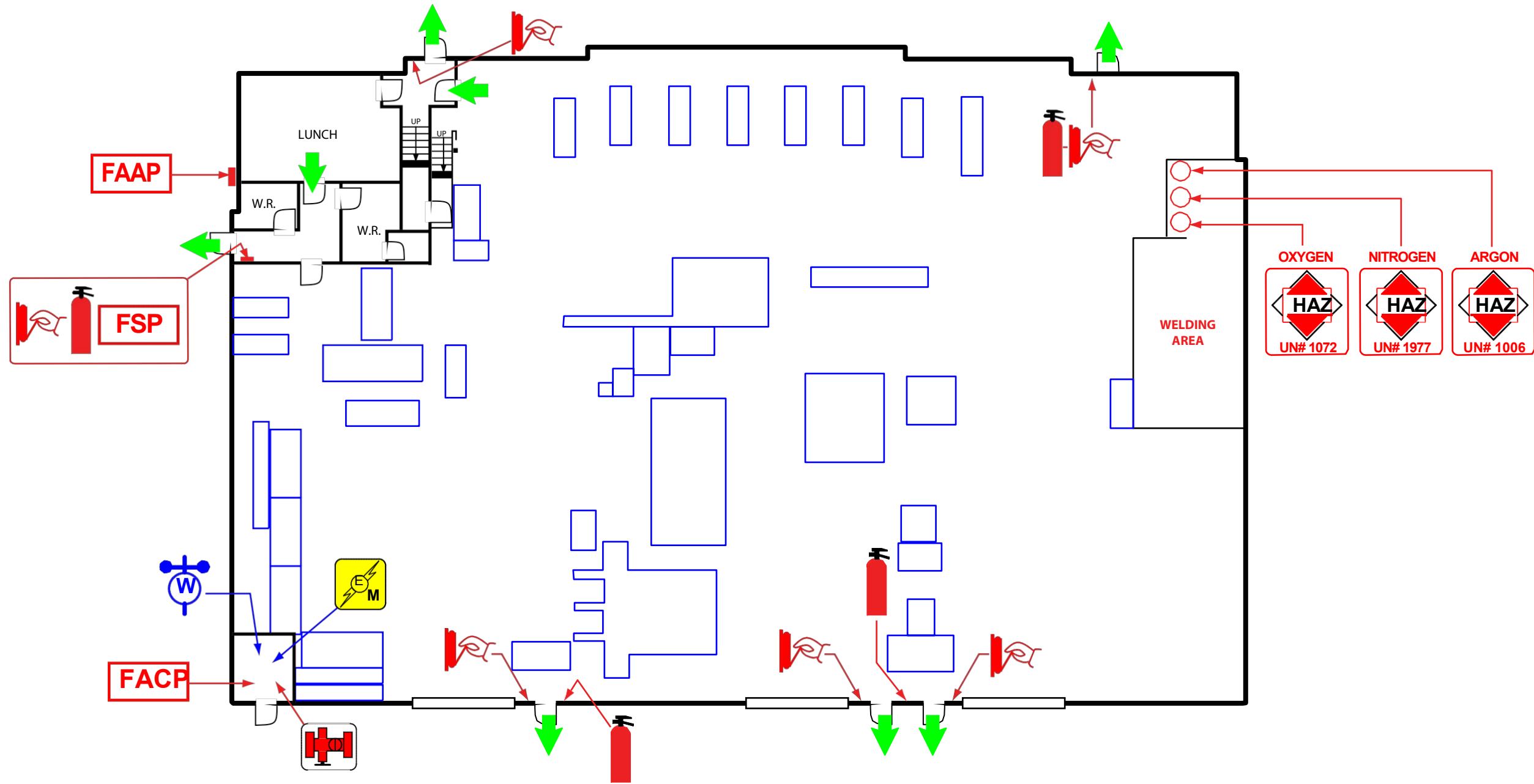
ASSEMBLY AREA





LEGEND	
	FIRE DEPARTMENT CONNECTION
	HYDRANT
	GAS SHUT-OFF
	FIRE ALARM ANNUNCIATOR PANEL
	FIRE SAFETY PLAN BOX
	FIRE ALARM CONTROL PANEL
	MAIN ELECTRICAL ROOM/SHUT-OFF
	SPRINKLER VALVES
	DOMESTIC WATER SHUT-OFF

**Site Plan
Fire Safety Plan**



LEGEND	
	FIRE EXIT
	FIRE ALARM PULL STATION
	FIRE EXTINGUISHER
	FIRE ALARM CONTROL PANEL
	FIRE ALARM ANNUNCIATOR PANEL
	FIRE SAFETY PLAN BOX
	MAIN ELECTRICAL ROOM/SHUT-OFF
	SPRINKLER VALVES
	DOMESTIC WATER SHUT-OFF

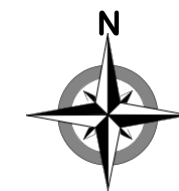
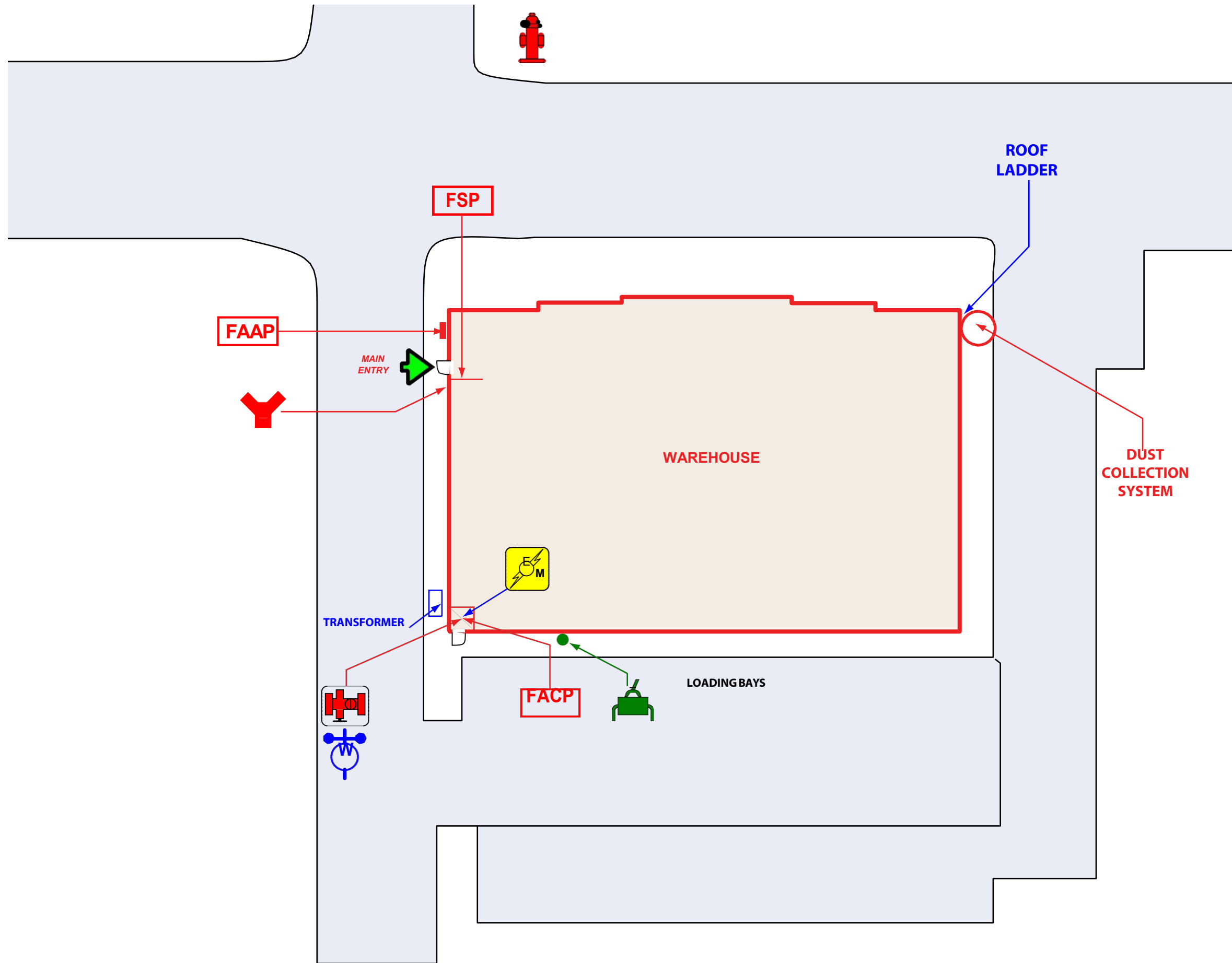
OXYGEN
UN# 1072










NITROGEN
UN# 1977

ARGON
UN# 1006

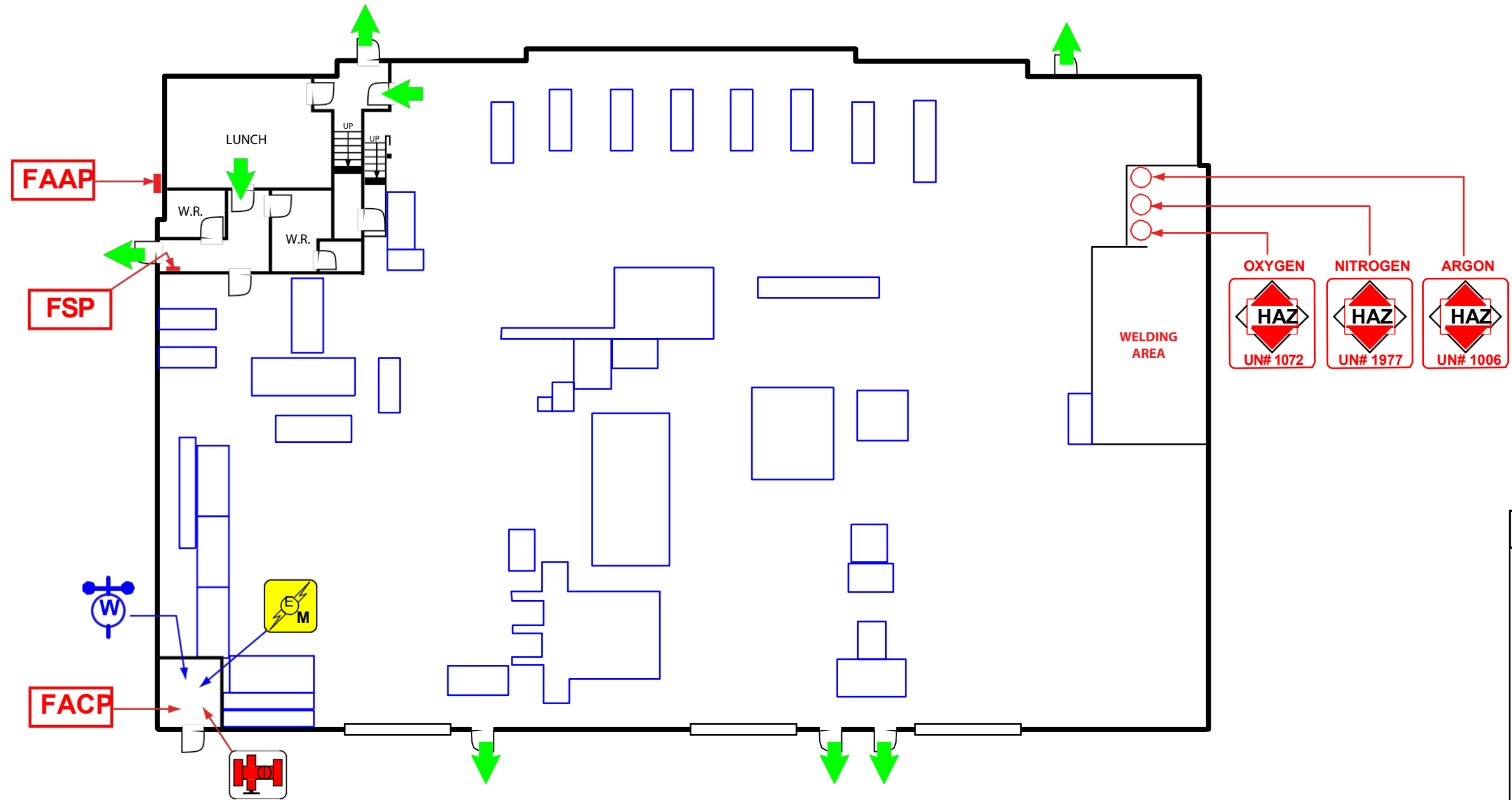


**Main Floor
Fire Safety Plan**



LEGEND	
	FIRE DEPARTMENT CONNECTION
	HYDRANT
	GAS SHUT-OFF
	FIRE ALARM ANNUNCIATOR PANEL
	FIRE SAFETY PLAN BOX
	FIRE ALARM CONTROL PANEL
	MAIN ELECTRICAL ROOM/SHUT-OFF
	SPRINKLER VALVES
	DOMESTIC WATER SHUT-OFF

**Site Plan
Fire Safety Plan**



LEGEND	
	FIRE EXIT
	FIRE ALARM CONTROL PANEL
	FIRE ALARM ANNUNCIATOR PANEL
	FIRE SAFETY PLAN BOX
	MAIN ELECTRICAL ROOM/SHUT OFF
	SPRINKLER VALVES
	DOMESTIC WATER SHUT-OFF

**Main Floor
Fire Safety Plan**