



< INSERT COMPANY NAME >

## FIRE & EMERGENCY SAFETY PLAN STATEMENT OF CURRENCY

This Fire Safety Plan prepared by:

<Insert Name of person/company>  
<Insert Street Address>  
<Insert City, Province, Postal Code>  
<Insert Contact Information (phone, fax, email)>

Submitted by:

Accepted by:

\_\_\_\_\_  
Insert name of FSP Preparer

\_\_\_\_\_  
Insert name of Company Representative>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

# FIRE & EMERGENCY SAFETY PLAN



## Business Name and Address

This document must be kept current by the building/business owner or authorized representative and placed near the primary entrance to the building for use by building/business personnel and for reference by Nelson Fire & Rescue Service.

Note: This is a Fire & Emergency Safety Plan guide only. It is the responsibility of the building owner and/or business manager to develop a Fire Safety Plan that is customized to fit your occupancy and business type. Complete the pages and information that provide the best option for your business and ensure all appropriate staff members are trained in its use. Fire Department Officials can be contacted for advice or further information - Call 352-3103

# FIRE SAFETY PLAN CHECKLIST

Building Name:

Address:

Contact:

Telephone:

Checklist completed by:

Date:

Accepted:

1. Red Binder (3 Hole) ☐
2. Table of Contents ☐
3. Fire Safety Systems Description ☐
4. Copy of Instructions to Occupants ☐
5. Procedure/Frequency of Fire Drills ☐
6. Maintenance of Building Safety Facilities ☐
7. Site Plan ☐
8. Floor Plans ☐
9. Instructions to Occupants Posted ☐
10. Copies Distributed ☐

Comments:

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## Part 1

### Emergency Telephone Numbers

FIRE DEPARTMENT .....9-1-1

POLICE DEPARTMENT..... 9-1-1

AMBULANCE.....9-1-1

POISON CONTROL CENTRE (NELSON ).....352-3111

NON-EMERGENCY FIRE DEPARTMENT.....352-3103

NON-EMERGENCY POLICE DEPARTMENT.....354-3919

BUILDING FIRE SAFETY DIRECTOR MANAGER..... \_\_\_\_\_

FIRE ALARM SERVICE..... \_\_\_\_\_

EXTINGUISHERS..... \_\_\_\_\_

HYDRO (CITY OF NELSON).....352-5511

WATER (CITY OF NELSON )..... 352-5511

FIRE PREVENTION OFFICER CITY OF NELSON.....352 -3103

## Part 2

### Introduction

The British Columbia Fire Code 2012, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building in an approved location.

#### British Columbia Fire Code 2012, Section 2.8

##### 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 BC Fire 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.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

This official document is to be used for the training of all staff and is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

#### SUBMISSION PROCEDURES:

At least one (1) copy of the Plan (8 ½ X 11 format) must be submitted to Nelson Fire & Rescue Service Fire Prevention Officer for review. Upon review, the fire safety plan will be returned to the author.

## Part 3

# OBJECTIVES OF THE FIRE SAFETY PLAN

The objectives of the Fire Safety Plan are achieved through the appointment of a Fire Safety Director.

- a) To establish a systematic method of a safe and orderly evacuation of any area of building in the case of fire or emergency.
- b) To prevent the occurrence of fire by the control of fire hazards in the building.
- c) To maintain the building facilities provided for the safety of occupants:
- c) The British Columbia Fire Code Regulations requires that all emergency systems and equipment be maintained and tested in accordance with Parts 6 and 7 of the Regulations.
- d) It is the responsibility of the owner to arrange for the necessary maintenance and testing of the emergency systems and equipment in order to ensure they are in good working order at all times.

### EMERGENCY EVACUATION

To establish a systematic method of safe and orderly evacuation of a building, or an area of a building, by and of its occupants, in case of fire or other emergency. To facilitate the evacuation of this premises the following fire safety plan must contain evacuation instructions that all appropriate persons are trained in.

### TRAINING

To provide a Manual upon which training classes, handouts and fire drills will be based. With the exceptions of some lists, tables and charts, this Manual is not intended to be relied upon during an emergency because of the explicit nature of its instructions. However, it is intended to be utilized as a training aid, prior to an emergency occurring, so that procedures are second nature. The explicit instructions are to ensure that the intent of the procedures will not be misinterpreted.

### FIRE PREVENTION

In their day-to-day routines, the building occupants shall be aware of potential fire hazards. Some are as follows:

- Accumulation of combustible material, rubbish or flammable liquids in unapproved areas.
- Dangerous ignition sources, i.e. worn extension cords, oily rags, overheating equipment.
- Defective exit lights or inadequate lighting in public corridors and stairwells.
- Defective fire or exit doors (includes self-closing hardware). Doors should not be wedged open under any condition.
- Obstructed exit routes.
- Obstructed/defective/inoperative firefighting equipment.

## Part 4

### Responsibilities of the Owner / Occupant

The building owner/occupant has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the British Columbia Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Nelson Fire & Rescue Services regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.

## Part 5

# APPOINTMENT OF SUPERVISORY STAFF

Name: Title: Responsibilities & Duties:

- |    |        |         |                               |
|----|--------|---------|-------------------------------|
| 1. | <Name> | <Title> | <Fire Safety Director>        |
| 2. | <Name> | <Title> | <Deputy Fire Safety Director> |
| 3. | <Name> | <Title> | <Fire Warden>                 |
| 4. | <Name> | <Title> | <Fire Safety Inspections>     |
| 5. | <Name> | <Title> | <Fire Safety Trainer>         |

## EMERGENCY CONTACTS

List the owner, manager, building security, key-holders, etc. including name, complete address including postal code, and telephone numbers including after hours contacts. For after hours contacts please include response (travel) times between their homes and the property.

List all applicable Fire System Repair and Service companies for:

- Fire Alarm Company:
- Sprinkler System Company:
- Portable Extinguishers Company:
- Emergency Lighting Company:
- HVAC System Company:
- Fire Alarm Monitoring Company:

## **EMERGENCY DUTIES OF THE FIRE SAFETY DIRECTOR**

The FIRE SAFETY DIRECTOR shall ensure that during an emergency HVAC systems are shut down, and all unnecessary utilities are shut down, elevators are recalled, and the emergency personnel from responding agencies are met, and critical information regarding the incident is relayed; including incident nature, location and severity; injured and handicapped persons; emergency systems in operation; and the known locations and status of building personal and evacuees.

## **ADMINISTRATIVE DUTIES OF THE FIRE SAFETY DIRECTOR**

The FIRE SAFETY DIRECTOR will be responsible for the administration and maintenance of the Fire Safety Plan that meets all the measures contained in the Code. The Plan shall be reviewed and updated annually, or whenever building changes occur. All updated material shall be submitted to the Nelson Fire & Rescue Service.

The FIRE SAFETY DIRECTOR is responsible for obtaining a list of Floor Wardens and their Deputies, and for obtaining and issuing equipment necessary for the successful performance of the Fire Safety Plan; i.e. traffic vests, flashlights.

The FIRE SAFETY DIRECTOR shall also resolve any hazards reported by Floor Wardens or other personnel. The FIRE SAFETY DIRECTOR will also be responsible for the emergency response training activities of building staff, Floor Wardens and other building emergency personnel to perform their duties outlined in this Plan, as follows:

1. **Building Staff** - Monthly meetings/drills to ensure that staff members are proficient at dealing with an emergency.
2. **Tenant Emergency Personnel** - Annual training will be provided by the FIRE SAFETY DIRECTOR, or a certified consultant, and will outline the duties and responsibilities of Floor Wardens; Stairwell and Assistance Monitors; Exit, Lobby, and Access Control Personnel. All building emergency personnel will be issued identification, as laid out in the section on EMERGENCY RESPONSE PERSONNEL IDENTIFICATION.
3. **Occupants** - All tenants/occupants will be issued "printed material" relating to Emergency Procedures. In addition to printed materials, audio/visual presentations (acceptable to the authority having jurisdiction) are encouraged but may not be offered in lieu of written communication.

In addition to training, the FIRE SAFETY DIRECTOR will co-ordinate and conduct annual fire drills (detailed in Fire Drill section).

The FIRE SAFETY DIRECTOR shall ensure that there is adequate monitoring and control of all building systems and equipment, and that the maintenance of these systems and equipment is being performed by qualified individuals in accordance with local Codes. All hazards must be documented and appropriate action shall be taken to remedy them.

Proper records shall be kept by the FIRE SAFETY DIRECTOR of equipment issued, lists of current Floor Wardens, number and quality of fire drills, training periods, fire incidents in the building, fire prevention activities, list of physically disabled people and the minutes of emergency meetings.

## Part 6

# Emergency Procedures for Supervisory Staff

### Upon Discovery of Fire

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm supervisory procedures.
- Call 9-1-1 from a safe location.
- Exit the building via the nearest exit.
- Await the arrival of Fire Department at the main entrance.

### Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Dial 9-1-1 and ask for the Nelson Fire & Rescue Services.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the fire fighters, inform the fire officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the fire fighters as to location of persons, master keys for this occupancy and service rooms, etc.

### Related Duties

#### In general:

- Keep the doors in fire separations closed at all times.
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.
- Participate in fire drills. Occupants' participation should be encouraged.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Arrange for a substitute in your absence.
- Comply with the British Columbia Fire Code.
- In the event of any shutdown of fire and life safety systems, notify the Nelson Fire & Rescue Service and initiate alternative measures.

## Part 7

# Audit of Building Resources Checklist

Occupancy Type

Residential Occupancy

Occupant Load

Occupant Load: (if applicable)

Access

Designated Fire Route: No Yes

Nearest Municipal  
Hydrant Location:

Private Hydrants: No Yes (Location(s)):

Lockbox: No Yes (Location(s)):

Heating Natural Gas Electric Other

Main Gas Shut-off: No Yes (Location(s)):

Main Electrical Shut-off Location:

Main Domestic Water Shut-off Location:

Single Stage

Fire Alarm System:

Make:

Model:

Main Panel Location:

Annunciator Panel Location:

Fire Alarm Description:

Sprinkler System: ☐ No ☐ Yes Type: Wet ☐ Dry ☐

Connected to the Fire Alarm System: No ☐ Yes ☐

Location of Sprinkler Room/Shut Off Valves:

Fire Department Connection: No ☐ Yes ☐ (Location(s)):

### Fixed Extinguishing System for Commercial Cooking Equipment

No ☐ Yes ☐ Type: \_\_\_\_\_  
(i.e. Wet Chemical, Dry Chemical, CO<sup>2</sup>)

Connected to F/A System: ☐ No ☐ Yes

Ecology Unit: ☐ No ☐ Yes Protected by Fixed System: ☐ No ☐ Yes

Fuel Source: ☐ Natural Gas ☐ Electric ☐ Other \_\_\_\_\_

Fuel Shut Off for Appliances: ☐ No ☐ Yes Location: \_\_\_\_\_

40BC Extinguisher: ☐ No ☐ Yes Location: \_\_\_\_\_

K Type (wet) Extinguisher (if applicable): Location: \_\_\_\_\_

Portable Fire Extinguishers (Refer to schematic drawings)

### Emergency Lighting

No ☐ Yes ☐

### Extra Hazardous Area:

Is there hazardous materials on site? No ☐ Yes ☐

If YES, please list the material and quantity:

Exits: Refer to schematics for location of exits.

## Additional Information

For any additional information not already covered:

## Part 8

# Audit of Human Resources

### Business/Building Name:

Address:

Postal Code:

Business Owner:

Address:

Postal Code:

Phone Number(s):

### After Hour Contacts (24 hour telephone numbers):

Manager/Supervisor:

Phone No.

Employee/Title:

Phone No.

### Fire Alarm Monitoring Company:

\*NOTE: Advise Nelson Fire & Rescue Services of any changes in contact information.

## Part 9

# Emergency Procedures for Occupants

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations.

### IN CASE OF FIRE

#### Upon Discovery of Fire:

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Call Nelson Fire & Rescue Services at 9-1-1
- Leave building via nearest Exit

#### Upon Hearing Fire Alarm:

- Leave building via nearest Exit
- Close doors behind you

### CAUTION

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

### Remain Calm

## Emergency Procedures

### Additional Information/Comments

## Emergency Procedures

### Additional Information/Comments (p.2)

## Part 10

### Fire Hazards

#### Commercial, Retail and Industrial Properties:

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Clothes dryer lint collector full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

#### In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call the Nelson Fire & Rescue Services immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.

## Part 11

# Fire Extinguishment, Control or Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that the Nelson Fire & Rescue Services has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

### Suggested Operation of Portable Fire Extinguishers

Remember the (PASS):

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

**NOTE:** Prior to using a K-type extinguisher, activate the kitchen extinguishing system to avoid electrocution.

## Part 12

### Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Nelson Fire & Rescue Services.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, communication devices, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from Nelson Fire & Rescue Services.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify the Nelson Fire & Rescue Service, dial (250) 352-3103 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. The Nelson Fire & Rescue Service is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff of other reliable person(s) patrol the affected area(s) at least once every 30 minutes.
4. Notify Nelson Fire & Rescue Service and the building occupants when repairs have been completed and systems are operational.

**Note:** All shutdowns will be confined to as limited an area **and** duration as possible.

Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

# Nelson Fire & Rescue Services

## Fire Watch and Monitor Guide

### Fire Watch is required:

- in the event of temporary failure of the fire alarm system,
- where activities require the interruption of any fire detection, suppression or alarm system component or
- activities increase the risk of fire, e.g., hot work.

A “Fire Watch Warden” is a trained person or persons whose sole responsibility is to look for fires within an established area, to warn others and to notify the fire department.

When required, the responsibilities and duties of the Fire Watch Warden are:

1. The Fire Watch Warden must patrol every level of the building under fire watch at intervals of no less than 30 minutes.
2. Be familiar with the building and have a method for sounding an alarm in the event of a fire.
3. Watch out for fire hazards.
4. Keep flammable materials from ignition sources.
5. In the event of smoke or fire, activate the fire alarm system. If the fire alarm system is inoperable, then use a sounding device such as an air horn to alert occupants of the building.
6. Call 911 (cellphone)
7. Never leave the premises unless another Fire Watch Warden can replace you.

Contact Nelson Fire & Rescue Service for further information - (250) 352-3103

# Fire Watch Personnel Log

[illegible]

(Please tab page for NFRS Use)

## Part 13

### Fire Drills

Fire drills will be held at least once every 12 months to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

#### FIRE DRILL RECORD

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Manager/Supervisor On-Duty: \_\_\_\_\_

Staff Present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deficiencies Noted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part 14

# Requirements of the British Columbia Fire Code

### Check/test/inspect requirements of the British Columbia Fire Code:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

### Definitions for key words are as follows:

<i>Check</i>	means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed
<i>Test</i>	means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function
<i>Inspect</i>	means physical examination to determine that the device or system will apparently perform in accordance with its intended function

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

(Please tab page for NFRS Use)

## Part 15

# General Fire Protection Systems/Equipment

### General

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.

Exit signs shall be clearly visible and maintained in a clean and legible condition.

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.

### Weekly

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.

### Monthly

Doors in fire separations shall be **inspected** monthly for proper operation.

### Yearly

Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to Nelson Fire & Rescue Services.

Every chimney, flue and flue pipe shall be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.

## Part 16

# Portable Fire Extinguishers

### General

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.

### Monthly

Portable extinguishers shall be **checked** monthly.

### Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection. Maintenance shall be conducted by a qualified contractor.

### 6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.

# Part 17

## Fire Alarm

### General

Fire alarm shall be kept unobstructed.

Fire alarm system power supply disconnect switches shall be locked on in an approved manner.

### Daily

The following daily checks shall be conducted if a fault is established; appropriate corrective action shall be taken.

- a) **Check** the principle and remote trouble lights for trouble indication;
- b) **Inspection** of the AC power-on light shall be done to ensure its normal operation.

### Monthly

Every month the following tests shall be conducted and if a fault is established appropriate corrective action shall be taken:

- a. One manual alarm initiating device shall be operated on a rotation basis and shall initiate an alarm condition
- b. Intended function of all alarms audible signal appliances shall be ensured
- c. The annunciator panel shall be checked to ensure that the tested device annunciates correctly;
- d. Intended function of the audible and visual trouble signal shall be ensured; and
- e. Fire alarm batteries shall be checked to ensure that:
  - terminals are clean and lubricated where necessary
  - terminal clamps are clean and tight where necessary; and,
  - electrolyte level and specific gravity, where applicable, are as specified by the manufacturer

### Yearly

Yearly tests conducted by a certified alarm contractor as required by the British Columbia Fire Code. Tests shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".

## Part 18

# Sprinkler Systems (Wet)

### General

Auxiliary drains shall be **inspected** as required to prevent freezing.

### Yearly

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.

Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair.

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.

On wet sprinkler systems, water-flow alarm test using the most hydraulically remote test connection, shall be performed annually.

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.

Sprinkler systems shall be inspected annually by a qualified contractor.

## Part 19

# Sprinkler Systems (Dry)

### General

Auxiliary drains shall be **inspected** as required to prevent freezing.

Dry-pipe valve rooms or enclosures in unheated buildings shall be **checked** as often as necessary when the outside temperature falls below 0° Celsius to ensure that the system does not freeze.

### Yearly

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.

Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. A full flow trip test, with the control valve fully open, shall be conducted at least every three years.

Sprinkler systems shall be inspected annually by a qualified contractor.

## Part 20

# Private Fire Hydrants

### General

Hydrants shall be readily available and unobstructed for use at all times.

Hydrants shall be **inspected** after each use.

### Yearly

Hydrants shall be **inspected** annually as per City of Nelson By-laws.

Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and **inspected** for wear, rust or obstructions.

The hydrant barrel shall be **inspected** annually to ensure that no water has accumulated.

The drain valve shall be **inspected** for operation if water is found in the hydrant barrel when main valve is closed.

Hydrant water flow shall be **inspected** annually and a record shall be kept.

## Part 21

# Commercial Cooking Equipment

### General

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".

Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.

### Weekly

Hoods, grease removal devices, fans, ducts, and other equipment shall be **checked** weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.

### 6 Months

**Inspection** and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with British Columbia Fire Code, Section 2.1.3.5

## Part 22

# Emergency Lighting System

### Monthly

Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply.

### Yearly

Emergency lighting equipment shall be **tested** annually to ensure that the units will provide emergency lighting for duration equal to the design criteria under simulated power failure conditions.











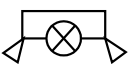








After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer's specifications.

Maintenance  
Additional Comments

## Part 23

### Building Schematics

#### LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

	Pull Pin For Kitchen Fire Suppression System
	Entrance / Exit
	Hydrant
	Siamese Fire Department Connection
	Free Standing Siamese Fire Department Connection
	Valves (General) Identify The Type Of Valve (Ie. Shut Off Valve For Natural Gas, Sprinklers, Etc.)
	Fire Alarm Panel
	Fire Alarm Annunciator
	Emergency Light, Battery-Powered
	Illuminated Exit Sign, Single Face
	Combined Battery-Powered Emergency Light & Illuminated Exit Sign
	Pull Station
	Heat Detector
	Smoke Detector
	Fire Extinguisher - BC Type
	Fire Extinguisher - ABC Type
	Fire Extinguisher - Water
	Hose Cabinet
	Sprinkler Riser, indicate whether Wet or Dry System

(Please tab page for NFRS Use)

## Site Plan (Include Legend)

(Please tab page for NFRS Use)

## **Floor Plan** (Include Legend)

# Training and Recognition Records

I have read and understand the fire safety plan in place at the \_\_\_\_\_.  
As an employee I understand my responsibility and will do my part in providing a fire safe work place for my fellow employees and the public we serve.

Name : _____	Signature : _____	Date : _____
Name : _____	Signature : _____	Date : _____
Name : _____	Signature : _____	Date : _____
Name : _____	Signature : _____	Date : _____
Name : _____	Signature : _____	Date : _____
Name : _____	Signature : _____	Date : _____
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Name : _____	Signature : _____	Date : _____
Name : _____	Signature : _____	Date : _____
Name : _____	Signature : _____	Date : _____

# Safety Equipment Monthly Inspection Record

Please be advised that British Columbia Fire Code requires that all emergency systems and equipment must be serviced and tested in accordance with Part 6 of the Code. It is the responsibility of the owner or representative to arrange for the necessary annual maintenance and testing of your building emergency systems by certified technicians.

For your convenience we have included the following monthly maintenance and test log for your records.

Please complete as required and store in a safe location.

Main Fire Alarm Panel (Inspect monthly)											
Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct.	Nov.	Dec.
Remarks											

Suite Smoke Alarms											
Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct.	Nov.	Dec.
Remarks											

Fire Extinguishers											
Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct.	Nov.	Dec.
Remarks											

Emergency Lights											
Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct.	Nov.	Dec.
Remarks											

Exit Doors											
Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct.	Nov.	Dec.
Remarks											

Sprinkler Standpipe											
Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct.	Nov.	Dec.
Remarks											

Sprinkler Standpipe											
Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct.	Nov.	Dec.
Remarks											

Sprinkler Standpipe											
Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct.	Nov.	Dec.
Remarks											

Kitchen Hoods											
Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct.	Nov.	Dec.
Remarks											

Kitchen Hoods											
Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct.	Nov.	Dec.
Remarks											

Kitchen Hoods											
Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct.	Nov.	Dec.
Remarks											