



Penticton Fire Department
250 Nanaimo Avenue W. | Penticton B.C. | V2A1N5
www.penticton.ca | fire@penticton.ca | 250-490-2300

Fire Safety Plan Guidelines

These guidelines are intended to assist with the creation of a Fire Safety Plan for buildings requiring a Fire Safety Plan as per Division B, Section 2.8 the BC Fire Code. The Fire Safety Plan shall meet the BC Fire Code requirements and shall be site/building specific.

Penticton Fire Prevention requires the Fire Safety Plan to be submitted in .pdf format via email to fire-inspectors@penticton.ca for review and comment before it is installed in the premises. Review fees are applicable and in accordance with the City of Penticton Fees and Charges Bylaw. Once the document is approved by the Fire Department, written acceptance of the plan will be provided to the contact person who submitted the initial document. The written acceptance letter is to be included in the Fire Safety Plan binder stored onsite in the Fire Safety Plan Cabinet located at the response point.

Note: This guideline should be used in conjunction with the BC Fire Code and its applicable referenced documents.



Table of Contents:

- Ensure the Building and/or Commercial Retail Space are correct
- Ensure that page number references are correct



Fire Department Information:

- Appointment of Supervisory Staff
- Emergency Contact Names and Phone Numbers
 - 24hr runner
 - Monitoring Company and Account Number
- Building Description
 - Year of Construction
 - Type of Construction (Floor, Wall, Roof Framing, Roof Type)
 - Occupancy Classification
 - Basic Building Description (number of suites, floors, etc.)
- Fire Alarm Description/Location
 - Type and Location
 - Coloured Photograph Required
 - Paging Systems
 - Firefighter Phones
 - Sequence of Operations (does this match Code Consultant's Report)
 - Reset Instructions
 - Outdoor Annunciators
 - Description of outdoor assembly - protected from weather. If fails in future replace with ULC rated assembly if available.
 - Copy of the CSA SPE-1000 certificate
- Fire Alarm Monitoring & Equipment
 - Company Name
 - Account Number
 - Coloured Photograph Required
- Electrical Disconnect
 - Location
 - Coloured Photograph Required
- Elevators
 - Type of elevators
 - Quantity
 - Floors they serve
 - Coloured Photograph Required
 - Firefighter elevators:
 - Operating instructions for all modes
 - Reset instructions
 - Older Buildings may be Modified (get details)

- Emergency Generator
 - Type of Generator
 - Location of Generator
 - Coloured Photograph Required
 - Type of power source (diesel, natural gas)
 - If natural gas: location of Generator gas shut off, and Building gas shut off
 - What is powered in power fail operation mode?
- Emergency Lighting
 - Type
 - Power Source
 - Coloured Photograph Required
- Exiting
 - Number of exits
 - Location of exits
 - Floors they serve
- Fire Department Access Routes (Primary and Secondary)
- Fire Department Connection
 - Locations
 - (describe what the FDC services)
 - Coloured photograph required
 - Type (i.e. sprinkler, standpipe)
- Fire Department Lock Box
 - Type
 - Brand
 - Location
 - Coloured photograph required
- Fire Pump
 - Operating instructions
 - Size, GPM
 - Coloured photograph required
 - Reset instructions
- Fire Department Roof Access
 - Location
 - Coloured photograph required
 - Type EG: Hatch w/ lock
- Fire Hydrant
 - Location
 - Private or public
- Gas Shut Off
 - Location

- Special access
- Coloured photograph required
- If natural gas-powered generator: location of generator gas shut off, and building gas shut off
- Hazards
 - Kitchen system
 - If the hazard has a UN #, the UN# shall be included with the hazard
 - Coloured photographs required
 - Special Suppression Systems
 - Flammable/Combustible Liquid Storage
 - Fire Shutters
 - Other (specific to site-Part 3,4,5 BCFC)
- Smoke Control
 - Smoke Control Measures (BCFC, Div B, Part 7)
 - Closures, Dampers, Shutters
- Carbon Monoxide Systems (Type and Location)
 - Specific maintenance or at a minimum- industry practice dictates that all sensors be checked on an annual basis by a factory-authorized service representative to ensure that the system is working properly.
- Sprinkler System
 - Description
 - Location
 - Location of all Isolation Valves and Shutdown Information (in detail, every floor)
- Standpipe & Hose System
 - Description of Standpipe System
 - Description of Hose Stations
 - Locations
 - Coloured photograph required
 - Isolation Valve
- Water Shut-Off Location



Drawings:

- Site Plan: All drawings shall be 11" X 17" coloured drawings in landscape format.
 - FACP
 - FAA
 - Lockbox
 - FSP Box
 - Gas
 - Water
 - FDC
 - North Arrow

- Hydrants
- FD Primary and Secondary Access Points
- Streets
- Floor Plans: All drawings shall be 11" X 17" coloured drawings in landscape format.
 - Service Rooms
 - Exit Path
 - Pull Stations
 - Fire Extinguishers
 - Location of services (electrical, water, gas)
 - Fire Protection Systems (standpipe, hose stations, isolation valves, kitchen suppression systems, etc.)

Part 1 – Objectives of the Fire Safety Plan:

- Need to include the following statement: *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. *
- Fire Hazard Control
- Fire Protection System Maintenance
- Emergency Evacuation

Part 2 – Fire Safety Director, Deputy Fire Safety Directors Responsibilities:

- Designation of supervisory staff
- Responsibilities of supervisory staff
- Training
- Fire drills
- Control of Fire Hazards (Site specific-review part 3,4,5 requirements)

Part 3 – Instruction to Occupants:

- Site specific
- Floor placards with floor plan
- Fire extinguisher(s) use instructions
- Evacuation instructions

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

- Site specific → The following are examples but not limited to:
- ULC Monitoring Service Requirements
 - **ULC MONITORING SYSTEM** Monitoring equipment is to be installed to the CAN/ULC S561 standard complete with a copy of the ULC monitoring certificate posted on the dialer. Inspection and maintenance of the system is required in accordance with that standard. The referenced standard for BC Fire Code CAN/ULC 561.

- Carbon Monoxide Service Requirements
- In-Building Amplification Service Requirements (if applicable)
- Integrated Systems Testing of Fire Protection and Life Safety Systems (CAN/ULC-S1001)
- Fire Fighter Elevators
- Closures & Fire Separations (fire doors, etc.).
- Fire Watch – impairment of systems

Part 5 – CHECKLISTS & ANNUAL INSPECTION, TESTING, MAINTENANCE REPORTS:

- Site Specific
- Monthly Testing Checklist
- Fire Watch

Part 6 – Legal Basis for Fire Safety Planning:

- Includes the statement from BCFC 2018 Div. C Part 2, Section 2.2. “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 (to be appropriate)

Appendix:

- Alternate Solutions
- Fire Alarm Verification
- ULC Monitoring Certificate
- Accepted Integrated Testing Plan (required for buildings constructed to 2018 BCBC and later)
- Smoke Control Measures Testing Procedures (High-rise Buildings)
- Fire Alarm Operation Manual
- Hazardous Processes, Operations and Maintenance Plans
- Last 2 cycles of annual service records

Suite Fire Safety Plan

Include the following statement in intro page for a suite fire safety plan:

“This fire safety plan is to be used in conjunction with the base building fire safety plan. This fire safety plan is to be considered as a companion document to the base building fire safety plan and is meant to be used to enhance and supplement, not contradict, the base building fire safety plan.”