



Fort St John Fire Department Fire Safety Plan Guidelines

Below are the guidelines for all buildings requiring a Fire Safety Plan in the City of Fort St John. 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 (3) ring binder, red in colour.
- Have the working **"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 Fort St John Fire Department will issue a letter or an email. This letter/email shall be placed in the front of the Fire Safety Plan Binder.

Text shall be:

- All drawings, forms, checklists, and reports shall be single sided.
- Heading; font size will be a minimum of 14 point throughout the plan.
- Text; font size will be a minimum of 12 points throughout the plan.

A PDF copy of the proposed Fire Safety Plan shall be supplied to the Fire Department.

LAYOUT:

Letter of Review

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Part 1 - Fire Department Information

Part 2 - Site Plan Drawings

Part 3 - Floor Plan Drawings

Part 4 - Objectives of the Fire Safety Plan

Part 5 - Fire Safety Director, Deputy Fire Safety Director & Fire Warden's Responsibilities

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Part 11 - Appendix – Alternative Solutions (New Construction). Any special information pertaining to 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

OBJECTIVE OF THE FIRE SAFETY PLAN: Red background with black lettering

FIRE SAFETY DIRECTOR, DEPUTY FIRE SAFETY DIRECTOR & FIRE WARDEN RESPONSIBILITIES: Red background with black lettering

INSTRUCTIONS TO OCCUPANTS: Red background with black lettering

INSPECTION, TESTING & MAINTENANCE OF FIRE PROTECTION EQUIPMENT: Red background with black lettering

CHECKLISTS & ANNUAL INSPECTION, TESTING, MAINTENANCE REPORTS: Red background with black lettering


LEGAL BASIS FOR FIRE SAFETY PLANNING: Red background with black lettering

DEFINITIONS: Red background with black lettering

APPENDIX: Red background with black lettering

DRAWINGS:

Site Plan: All drawings shall be 11 x 17 inches, coloured, and page layout in landscape format with 

Floor Plans: All drawings shall be 11 x 17 inches, coloured, and page layout in landscape format with 

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**

LETTER OF REVIEW *(A copy of City of Fort St John Fire Department Letter of Review).*

Part 1 - FIRE DEPARTMENT INFORMATION

- a) APPOINTMENT OF THE SUPERVISORY STAFF:

- b) EMERGENCY CONTACTS:
- c) LIST OF PERSONS NEEDING ASSISTANCE:
- d) BUILDING DESCRIPTION: *(Year of construction, Type of construction, Occupancy)*

CONTENT REQUIREMENTS OF FIRE SAFETY PLAN: *Continued*

- e) FIRE ALARM DESCRIPTION/LOCATION: *(Operating instructions, Reset instructions, paging/fire phones, fire zones, shall be included in this section). Coloured photograph required.*
- f) FIRE ALARM MONITORING: *(Company name and contact information).*
- g) ELECTRICAL DISCONNECT LOCATION: *(Shall be site specific.)*
- h) ELEVATORS: *(FD: Operating instructions shall be included in this section).*
- i) EMERGENCY GENERATOR: *(Describe what equipment the generator supplies power to and include operating instructions). Coloured photograph required.*
- j) EMERGENCY LIGHTING: *(Type and power source).*
- k) EXITING: *(All stairways shall be numbered or designated by Numeric, Alphabetical or by the compass direction).*
- l) FIRE DEPARTMENT SITE ACCESS ROUTE: *(Primary/Secondary)*
- m) FIRE DEPARTMENT CONNECTIONS: *(Describe what the FDC services). Coloured photograph required.*
- n) FIRE DEPARTMENT LOCK BOX DESCRIPTION/LOCATION: *Coloured photograph required.*
- o) FIRE PUMP: *(Size, GPM, Operating instructions). Coloured photograph required.*
- p) FIRE DEPARTMENT ROOF ACCESS: *(Give locations and type, door/hatch). Coloured photograph required.*
- q) FIRE HYDRANT LOCATIONS: *(Public/Private)*
- r) GAS SHUT-OFF LOCATION: *Coloured photograph required.*
- s) HAZARDS: *(All hazards shall be identified. If the hazard has a UN#, the UN# shall be included with the hazard). Coloured photograph required.*
- t) SMOKE CONTROL: *(Describe smoke control measures).*
- u) SPRINKLER SYSTEM DESCRIPTION/LOCATION: *Coloured photograph required.*
- v) STANDPIPE & HOSE SYSTEM DESCRIPTION/LOCATION: *Coloured photograph required.*
- w) WATER SHUT-OFF LOCATION: *Coloured photograph required.*

Part 2 - SITE PLAN: *(All drawings shall be 11 x 17 inches, coloured, and page layout in landscape format).*

Part 3 - FLOOR PLANS: *(All drawings shall be 11 x 17 inches, coloured, and page layout in landscape format).*

Part 4 - 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 5 - FIRE SAFETY DIRECTOR, DEPUTY FIRE SAFETY DIRECTOR AND FIRE WARDEN RESPONSIBILITIES

- a) SUPERVISORY STAFF DESIGNATION: *(Shall be site specific).*
- b) SAFETY DIRECTOR & FIRE WARDEN'S RESPONSIBILITIES: *(Shall be site specific).*

Part 6 – INSTRUCTIONS TO OCCUPANTS: *(Shall be site specific).*

CONTENT REQUIREMENTS OF FIRE SAFETY PLAN: *Continued*

Part 7 – INSPECTION, TESTING & MAINTENANCE OF FIRE PROTECTION EQUIPMENT: *(Shall be site specific).*

- a) SERVICE COMPANY INFORMATION.
- b) ALARM PANEL INFORMATION.

Part 8 – CHECKLISTS & ANNUAL INSPECTION, TESTING, MAINTENANCE REPORTS: *(Shall be site specific).*

- a) ANNUAL REVIEW OF FIRE SAFETY PLAN.

Part 9 – 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 10 – 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.

Part 11 – APPENDIX:

- a) ALTERNATIVE SOLUTIONS (NEW CONSTRUCTION).
- b) ANY SPECIAL INFORMATION PERTAINING TO THE BUILDING AND SITE.

