



Welcome to Unit 6 Fire Safety, Evacuation and Lockdown Plans.

In this unit we will discuss:

The purpose of fire safety, evacuation and lock down plans

When a plan is required

What the plan should contain

Who is responsible to develop the plan?

Who should have copies of the plan and where it should be located

Special requirements for the disabled

Safe Refuge Areas

Information about the appointment, organization and instruction of designated supervisory staff

The owner's responsibility

Maintenance procedures for fire protection equipment

Temporary procedures for out of service fire protection equipment.

Silencing of alarms and diagrams of fire safety systems and evacuation routes

## UNIT 6 –FIRE SAFETY PLANS

REFERENCE MANUAL

REQUIRED IN SPECIFIC  
OCCUPANCIES

NOTIFIES  
EMERGENCY  
RESPONDERS

### FIRE SAFETY PLAN

1. MAKE A PLAN
2. INSTALL ALARMS
3. PLAN ESCAPE ROUTES
4. MAINTAIN FIRE SYSTEMS
5. PRACTICE

APPOINTS SUPERVISORY STAFF



A Fire Safety Plan is a detailed document designed to deal with all aspects of fire safety relating to a specific building or property. The document is intended to be a reference manual outlining the fire safety practices to be routinely used.

Fire Safety Plans are required by the fire code and are action plans intended to ensure:

Emergency responders are notified of a fire emergency,  
Emergency responders will not be delayed in carrying out their duties,  
That designated supervisory staff are appointed and organized to respond to fire emergencies, and  
Instructions, including schematic diagrams, describing the type, location and operation of building fire emergency systems will be established.



Fire safety plans support effective fire suppression efforts to reduce the spread of fire and damage to the building.

Fire Safety Plans are also intended to identify and limit fire hazards and ensure building facilities, systems, equipment and devices will be properly inspected and maintained.

The building owner is responsible to develop a Fire Safety Plan designed to identify the actions that should be taken by the occupants and building management in the event of a fire or similar emergency situation. In addition, actions are identified which must be implemented in order to maintain fire protection systems and assist in the prevention of fire on the premises. The Fire Safety Plan therefore covers fire prevention, evacuation and emergency response.



A copy of the plan is to be located in the building and copies made available to all supervisory staff, employees and fire department personnel upon request. It is recommended a copy of the plan be kept at the fire alarm control panel. All recipients of this plan are required to study the procedures outlined and be prepared to follow these procedures in case of fire or any other emergency.

The fire code defines Supervisory staff as those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.

## **FIRE SAFETY PLANS REQUIRED**

**ALL BUILDING WITH FIRE ALARM SYSTEMS**

**ALL GROUP "A" ASSEMBLY**

**ALL GROUP "B" HEALTH CARE**

**GROUP "C" RESIDENTIAL >10**

**GROUPS "D" & "E" OFFICES /STORES > 300**



Fire Safety Plans are required for all buildings that have a fire alarm system and:

All Group 'A' (assembly) occupancies like churches, community halls, restaurants, pubs etc.

All Group 'B' (health care) or detention occupancies

Group 'C' (residential) where the occupant load exceeds 10 people

Group 'D' (offices) and Group "E" (stores and mercantile) where the occupant load exceeds 300 persons

## CONSTRUCTION & DEMOLITION SITES



EXCEPTION FOR GROUP 'A' DIV 2 < 30 PERSONS



Fire Safety Plans are also required for demolition and construction sites and areas where flammable or combustible liquids are stored or handled. A plan is also required where hazardous processes occur or where hazardous materials are present.

The Building Code provides an exception to the rule in that a suite classified as Group A, Division 2 Assembly Occupancy is allowed to be classified as a Group D, business and personal services provided the occupant load does not exceed 30 people. In this case a Fire Safety Plan is not required however this does not apply to child or infant daycare facilities so they are still required to have a Fire Safety Plan.

## FIRE SAFETY PLAN BENEFITS

REDUCES THE INCIDENCE OF FIRE

**PROMOTES FIRE HAZARD RECOGNITION & ELIMINATION**

PROMOTES OCCUPANT SAFETY AWARENESS

**COORDINATES RESOURCES WITH THE FD**

REDUCES FIRES IMPACT

**ENHANCES FIRE CODE COMPLIANCE**



The implementation of a Fire Safety Plan helps to ensure the effectiveness of fire safety features in the building and the protection of occupants from fire. An effective Fire Safety Plan:

- Reduces the incidence of fire
- Promotes fire hazard identification and elimination
- Promotes occupant safety and awareness
- Increases employee morale by allaying safety concerns
- Coordinates building and fire department resources during a fire emergency
- Reduces the potential impact of a fire on the occupants, business and community by reducing injuries, dollar losses and potential liability
- Enhances Fire Code compliance

## **FIRE SAFETY PLAN DEVELOPMENT & CONTENT**

**FSP's DEVELOPED BY OWNER IN COOPERATION WITH FD**



**SAMPLES AVAILABLE ONLINE**



Fire safety plans differ greatly depending on the size, use and occupancy of the building. Plans for a large hospital or industrial complex will require extensive development to address all the hazards and safety systems associated with the building. On the other hand, Fire Safety Plans for small low hazard - low occupant load buildings will be straight forward and can be easily developed by the building owner or manager. The fire code requires that Fire Safety Plans be developed by the owner in cooperation with the fire department. There are templates available on fire department websites and at first glance many of them may seem overwhelming due to the size of the documents. Some are reasonably straight forward however and utilize a fill in the blank format. As a business owner you will want to find a plan that meets the specific needs of your building. In most cases a simple easy to follow plan will be most effective. There are also companies that specialize in the development of fire safety plans many of which can be found on the internet.



## **FIRE SAFETY PLANS INCLUDE:**

### **EMERGENCY PROCEDURES**

**SOUNDING ALARM**  
**NOTIFYING FIRE DEPT**  
**INSTRUCTING OCCUPANTS**  
**EVACUATION**  
**CONTROLLING THE FIRE**

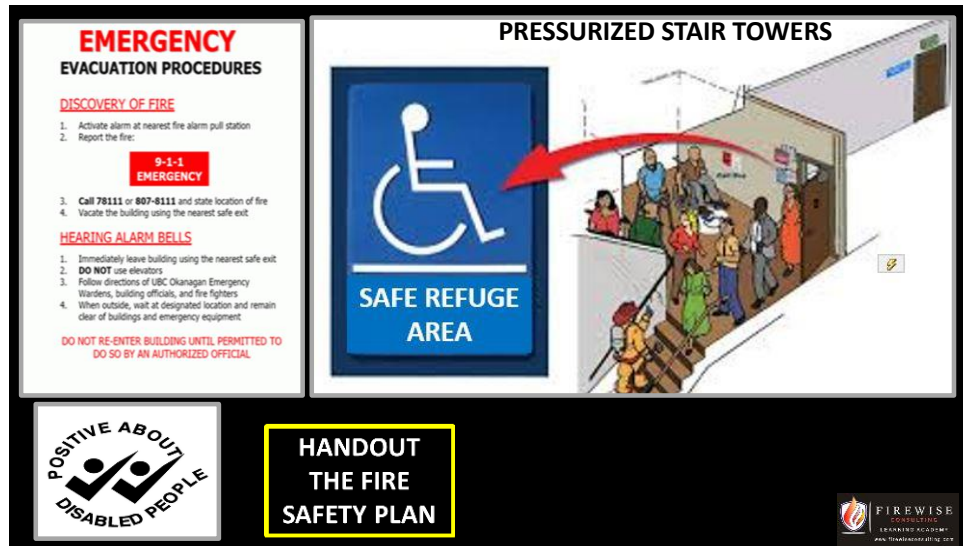


**IN CASE OF FIRE**  
**USE EXIT**



Every Fire Safety Plan should include:

emergency procedures to be used in case of fire, including: sounding the alarm, notifying the fire department, provisions for access for firefighting, instructing occupants on procedures to be followed when the fire alarm sounds, evacuating endangered persons, and confining, controlling and extinguishing the fire;



Some occupants of a building may require special assistance during evacuations because cognitive or physical limitations make them unable to proceed independently to a place of safety. Fire safety for these people will depend to a large extent on preplanning and on their awareness of the fire protection measures incorporated into the building. In some buildings, it may be appropriate to advise such occupants of these provisions by providing handouts, copies of the fire safety plan or posting notices throughout the building. Many buildings have Safe Refuge Areas where people who are unable to exit the building unaided can wait to be rescued by the fire department. These are normally located in stair towers that are fire separated from the remainder of the building and are pressurized with fresh air. Emergency lighting and communication systems should also be provided in areas of safe refuge.



In residential occupancies supervisors should be aware of persons requiring special assistance during evacuation and should inform the fire department of their location. In some cases red dots or stars are placed outside residential suites at floor level on the baseboard to indicate that the occupant of that dwelling unit may require assistance to exit the building.



A fire safety plan is of little value if it is not reviewed periodically so that all supervisory staff remain familiar with their responsibilities. Fire drills as discussed in Unit 4 are a good method to evaluate the fire safety plan.

The fire department must be notified and agree if the owner wishes to make changes to the fire safety plan. Before changes are made to the fire safety plan notification and agreement from the fire department should be sought.

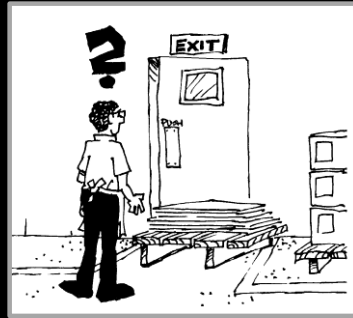
## **FIRE PREVENTION**

**ACCUMULATION OF COMBUSTIBLES**

**IGNITION SOURCES**

**DEFECTIVE EQUIPMENT**

**OBSTRUCTED EXITS**



The plan should also include instructions on ways to prevent fires and methods to control fire hazards throughout the building. In their day to day activities occupants should be aware of potential fire hazards like accumulation of combustibles, potential ignition sources, defective fire safety equipment, obstructed exits or fire doors that are wedged open.

## **FIRE SAFETY SUPERVISORY STAFF**

### **SUPERVISOR'S RESPONSIBILITIES**

**PLAN ADMINISTRATION**

**TRAINING OTHERS**

**FIRE PREVENTION**



The fire safety plan should also contain information about the appointment, organization and instruction of designated supervisory staff including their fire safety duties and responsibilities. Depending on the complexity of the building and the Fire Safety Plan there may be a number of positions such as Chief Fire Warden, Fire Warden, Assistant Fire Warden and Floor Warden(s). The supervisor is responsible for the administration of the plan, training of other positions, resolving any fire hazards and performing other duties outlined in the fire safety plan.

## OWNER'S RESPONSIBILITY

APPOINT & TRAIN SUPERVISORY STAFF

SUPERVISOR AVAILABILITY

TRAINING OTHER STAFF

SILENCING ALARMS



SILENCING THE ALARM



The owner is responsible to appoint and train supervisory staff who will be responsible to direct people to move in an orderly fashion in the event of a fire and in carrying out appropriate fire control measures until the fire department arrives. It is not intended that supervisory staff be in the building on a continuous basis, but that they should be available to fulfill their obligations as described in the fire safety plan when they are notified of a fire emergency.

In hospitals and nursing homes, staff must be in the building at all times to assist occupants who are not capable of caring for themselves in an emergency.

The training and education of staff are crucial elements in clearly notifying and instructing occupants during an emergency. These procedures should also include training authorized personnel to silence fire alarm and alert signals under specified conditions. If special keys or devices are required to operate the alarm system, they should be readily available to supervisory staff.

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Detailed maintenance procedures for fire protection systems and building features. This assists building owners to understand what inspection, testing and maintenance is required for their fire systems and who to call if there are problems. It will also aid responding firefighters to quickly identify the type of system and potential problems.

The plan should also include the identification of alternate fire safety measures in the event of a temporary shutdown of fire protection equipment or systems, so that occupant safety can be assured. This may include such measures as silencing the fire alarm system, shutting off the water to the sprinkler system or posting a fire watch. This should only be done after the fire department has arrived on site and confirmed there is no fire. It is the building owners or fire safety supervisor's responsibility to reset alarms and this must be clearly stated in the plan.

[www.firewiseconsulting.com](http://www.firewiseconsulting.com)



## UNIT REVIEW

PURPOSE OF A FIRE SAFETY PLAN

WHEN REQUIRED

CONTENTS OF THE PLAN

RESPONSIBILITY FOR DEVELOPMENT

COPIES OF THE PLAN

REQUIREMENTS FOR DISABLED PERSONS

SAFE REFUGE AREAS



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The purpose of a fire safety plan

When a plan is required

What the plan should contain

Who is responsible to develop the plan?

Who should have copies of the plan and where it should be located

Special requirements for the disabled

Safe Refuge Areas

## UNIT REVIEW

APPOINTMENT & TRAINING SUPERVISORY STAFF

OWNERS RESPONSIBILITY

MAINTENANCE OF FIRE PROTECTION EQUIPMENT

TEMPORARY SHUT DOWN OF SYSTEMS

SILENCING ALARMS

DIAGRAMS



Information about the appointment, organization and instruction of designated supervisory staff

The owner's responsibility

Maintenance procedures for fire protection equipment

Temporary procedures for out of service fire protection equipment.

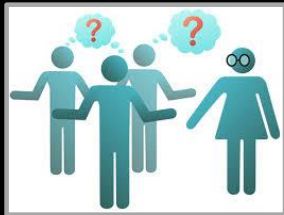
Silencing of alarms

And

Diagrams of fire safety systems and evacuation routes

## END OF UNIT 6

COMPLETE UNIT QUIZ



**QUESTIONS?  
CONTACT THE FIRE DEPARTMENT  
FIRE PREVENTION DIVISION**



Congratulations that is the end of Unit 6 which dealt with Fire Safety Plans. You are now read to move on to Unit 7 which deals with sprinkler systems but first please complete the Unit Quiz. If you have any questions now is a good time to contact the local fire department fire prevention division.