

Welcome to the Fire Safety Awareness and Self-Assessment Training Program. As a building owner or owner's authorized agent, you should be aware of and appreciate the value of effective fire prevention. Fire inspections are part of the Fire Prevention Program overseen by your local Fire Department and Fire Safety Authority. A fire safety awareness and inspection program will result in fewer fires, fewer fire deaths and a significant reduction in business interruptions, occupant inconvenience and property losses due to fires. Fire Safety inspections and self-assessments will make your business, and community a safer place to live, work and play.

A fire safety self-assessment does not take the place of a formal fire safety inspection performed by a trained professional fire inspector. In many jurisdictions a fire safety self-assessment will be accepted as assurance that your building or premises meets an acceptable level of fire safety and will not likely require expensive inspections by a qualified professional inspector.

<p>FIRE LIMITED STORY</p> <p>ONLY DEALS WITH THE FIRE</p> 		<p>FIRE IMPLICATED STORY</p> <p>DEALS WITH THE EFFECTS OF THE FIRE</p> <p>SCHOOL?</p> <p>TRANSPORTATION?</p> <p>SHIFTS?</p>
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The news media deals with two types of fire stories; the fire limited story and the fire implicated story. A fire limited story is a story about a fire event with no other issues considered. A fire implicated story starts with the fire event and moves into the effects the fire has on the community. An example of a fire implicated story would be a neighborhood school that is destroyed by fire. The further implications may be:

Where are the kids going to go to school?

How are they going to get there?

If the school is full will it involve shifts for the kids?

A similar scenario would be for an apartment building fire where residents are injured or displaced.

Perhaps all those questions could be avoided if an effective fire prevention plan is in place.

THREE E's OF FIRE PREVENTION

Education

Engineering

Enforcement

**IMPLEMENT A COMPLIANCE
MONITORING SYSTEM**



OBJECTIVE TO EDUCATE BUILDING OWNERS & MANAGERS



Fire inspection programs often refer to the three “E’s” of fire prevention, Education, Engineering and Enforcement. Regular fire inspections concentrate on the Education and Engineering pieces with Enforcement options only used as a last resort to get compliance.

The first objective of this program is to educate building owners and managers, property managers, supervisors and any other interested parties to be better equipped to meet their responsibilities for the fire safety of the buildings and occupants they have an obligation to protect as well as to the community.

The second objective of this program is to provide you with the knowledge of how to conduct a Fire Safety Self-Assessment and how to implement an acceptable compliance monitoring and reporting system as required by the local authority having jurisdiction for fire safety.



Education can influence human behavior by raising awareness, providing information and knowledge and encouraging the desired behavior. If people know what fire hazards are and how to reduce or eliminate them the community will be safer.

Engineering involves changes in the physical environment. It could involve changes to the design of the building caused by maintenance, repair or renovations or changes in safety systems such as fire alarm systems, sprinklers, or fire separations. This will be discussed in much greater details as we go through the program.

Enforcement is usually a last resort when the building owner won't or can't provide an acceptable level of fire safety in the building. When serious fire safety conditions or violations are found, enforcement by a fire department inspector may be commenced. This enforcement may be in the form of a corrective order with a reasonable time given to correct the unsafe condition. Some jurisdictions impose fines for serious violations and unsafe conditions but usually only as a last resort if no attempt is made to correct the deficiencies.

LEVELS OF INSPECTIONS

SELF - ASSESSMENT

LOW OCCUPANT LOAD – LOW RISK

HISTORY OF COMPLIANCE

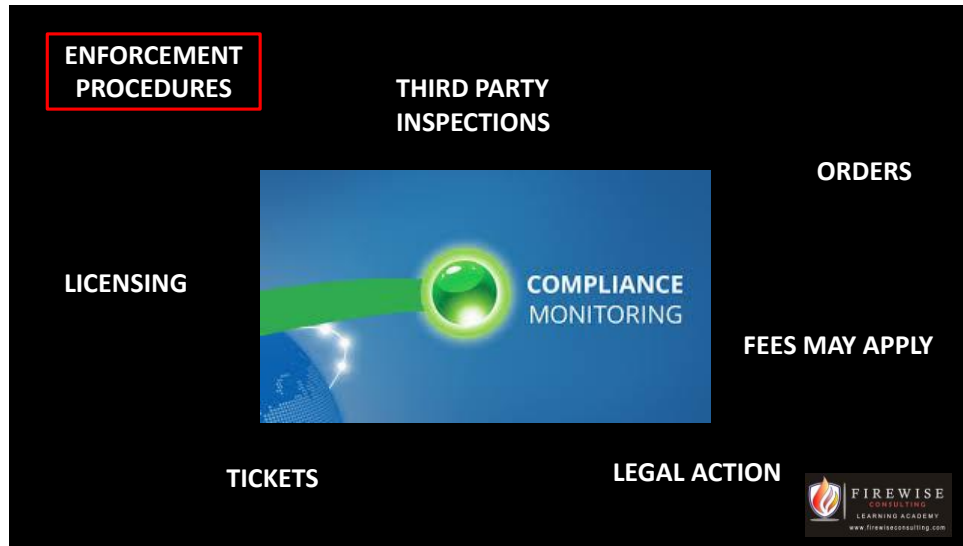


There are different levels of fire inspections starting with a self-assessment where the local fire authority allows a building owner or manager to conduct a fire safety assessment of their property. This usually applies to buildings that are identified by the fire authority as low occupant load – low risk which have a history of compliance with fire safety requirements. Owners and managers are often required to take some form of fire prevention training prior to being approved to conduct self-assessments. The designated person can then conduct the self-assessment and submit assessment forms to the fire department in accordance with the local compliance monitoring protocol.



Other fire inspection programs include inspections performed the fire department. Fire department Inspections may be done by firefighters who are capable of doing basic inspections but Fire and Building Code Compliance Inspections can be very technical and complicated so they are performed by qualified fire prevention professionals.

Inspections conducted by firefighters are often referred to as Company Inspections and are usually performed on low occupant load, low risk commercial, multi-residential and some assembly occupancy buildings to assist the building owner or occupant to ensure that the appropriate fire safety equipment and fire and life safety conditions are maintained throughout the building.

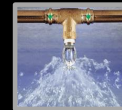


Where voluntary compliance cannot be achieved through firefighter inspections and education, the issue will be referred to a fire prevention specialist for further review and action which may include enforcement procedures such as licensing, tickets, orders to remedy conditions and legal action. Some jurisdictions charge a fee to have a professional fire inspector from the fire department conduct an inspection.

Some jurisdictions require, or will accept, third party contracted Fire Inspection Programs. This is often the case where the facility being inspected involves highly technical or dangerous processes that require specialized knowledge.

FIRE SAFETY SELF - ASSESSMENT

HISTORY OF COMPLIANCE



UNDERSTAND PREVENTION & LIFE SAFETY SYSTEMS



After successfully completing this training program you will be capable of performing a fire safety assessment on the building you own or manage. You will have a better understanding of fire prevention and the systems that keep the building and occupants safe. The building you assess should have a history of compliance or minor fire safety deficiencies that are easily overcome. Your fire safety self-assessment will allow the local fire department fire prevention specialists to spend more time on the buildings that are a higher risk to the community. The assessment forms you send to the monitoring agency will notify them if you discover fire safety deficiencies that require their attention.



Why have fire safety inspections?

Many communities are required by legislation or local policy to provide a regular system of fire safety inspections of public buildings in their jurisdiction. In most cases the responsibility to provide the inspection service is delegated to the fire department. Local governments are finding this service to be expensive and unsustainable. Changes in legislation emphasize that it is the owners' responsibility to ensure their properties meet fire safety standards regardless of the risk. Legislators are suggesting the local government implement self-assessments by qualified people and compliance monitoring of low-risk, low-occupancy buildings through the submission of completed fire safety assessment forms for buildings with a history of fire safety compliance and encourage fees to be levied if inspections are conducted by fire department inspectors.

Public buildings include residential buildings like hotels, apartments, condominiums and anywhere lodging is provided.

Public buildings also include other occupancies such as warehouses, factories, stores, mills, schools, hospitals, theaters, churches, community halls, office buildings, or any building other than a private dwelling.



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FIRE INSPECTIONS & SELF-ASSESSMENT COMPLIANCE MONITORING



PREVENTION CHEAPER THAN SUPPRESSION



Fire Inspections and self-assessments ensure that the building is safe for the occupants, employees and the public. Fire safety self-assessments provide an opportunity to educate owners and managers on how to best protect their property, employees and customers.

Fire prevention is much cheaper than responding to real emergencies. Many fires will be prevented through regular self-assessments because of the increased awareness by the building owner or manager.

Inspections and self-assessments also provide the opportunity to update information about the building such as afterhour's emergency contacts, changes in use and any special hazards a building may have.

WHY DO SELF-ASSESSMENTS?

**ABOUT 70% OF PUBLIC BUILDINGS
PROVIDE AN ACCEPTABLE LEVEL OF
FIRE SAFETY**

LOW RISK – LOW OCCUPANT LOAD

HISTORY OF COMPLIANCE



In the past your local fire department may have spent considerable time and effort performing fire inspections on public buildings. A recent study performed by Dr. Joseph Clare of the University of the Fraser Valley and the Surrey Fire Department, determined that roughly 70% of the buildings Surrey Fire Department inspected were fully compliant or had very minor fire safety deficiencies. A large percentage of the buildings in most communities fall within the low risk - low occupant load category and have a history of compliance so they are good candidates for a self-assessment compliance monitoring program. Having professional fire inspectors conduct these inspections is unsustainable and local governments are considering cost recovery or alternative compliance monitoring programs.

LIGHT HAZARD – LOW OCCUPANT LOAD



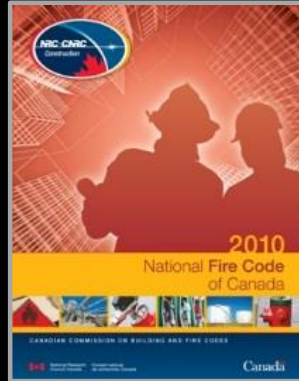
LIMITED COMBUSTIBLE FURNISHING, DECORATIONS & CONTENTS

YOU MAY BE ABLE TO SELF-ASSESS



This fire safety self-assessment training program applies to small, light hazard commercial and residential buildings where there is a limited amount of combustible materials within the building, including furnishings, decorations, and contents. These occupancies may include: small business or professional offices, small retail shops, small personal service shops like barbers, beauty salons, medical offices etc. and residential occupancies 3 stories or less. It may also apply to assembly occupancies like churches, schools and restaurants. If your building or occupancy fits into this description and after successfully completing this training, you may be eligible to conduct a fire safety self-assessment and submit the compliance monitoring forms to the local fire department. Performing regular fire safety self-assessments promotes a safer year-round environment for the building, the occupants and the public.

WHO IS RESPONSIBLE FOR FIRE SAFETY?



**OWNER OR OWNERS AGENT
RESPONSIBLE
FOR COMPLIANCE**



Who is responsible for Fire Safety?

We all have a moral obligation to be aware of and practice fire safety.

The National Fire Code of Canada and Provincial Fire Codes say that “Unless otherwise specified, the owner or the owner’s authorized agent is responsible for carrying out the provisions of this Code.” In other words the owner is responsible for the fire safety of their building and the occupants. This course is designed to help you meet your statutory obligations identified by the fire code.

OCCUPANCY CLASSIFICATIONS

OCCUPANCY CLASSIFICATION "A" TO "F"

GROUP "A" ASSEMBLY



GROUP "B" INSTITUTIONAL



GROUP "C" RESIDENTIAL



GROUP "A" DIVISION 1, 2, 3 & 4

GROUP "B" DIVISION 1, 2 & 3

GROUP "F" DIVISION 1, 2 & 3



The Building Code identifies every building by an Occupancy Classification from A to F based on its intended use. Groups A, B and F are further divided into subgroups Group A Division 1, 2, 3 and 4 Group B Division 1, 2 and 3 and Group F Division 1, 2 and 3.

Group A buildings are for assembly use such as theatres, art galleries, pubs, restaurants and night clubs.

Group B are institutional where there are contained use areas like prisons and secure wards within institutions. Group B also includes hospitals and care facilities where people can have difficulty exiting the building on their own.

Group C is residential like apartments, hotels and places where lodging is offered.

OCCUPANCY CLASSIFICATIONS

GROUP "D" BUSINESS
&
PERSONAL SERVICES



GROUP "E" MERCANTILE



GROUP "F" INDUSTRIAL



Group D is business and personal services like doctors' offices, banks, insurance companies and beauty salons.

Group E are mercantile like shops, supermarkets and department stores.

Group F are industrial occupancies like bulk plants, fueling stations, repair garages and warehouses.

BUILDING USE DICTATES CODE REQUIREMENTS



The use of buildings differ as do the Building and Fire Code requirements for those buildings. A 3 story residential apartment building for example will be built and maintained to a different standard than a high rise apartment building. Building occupancy classifications are primarily used for building and fire code enforcement. Many buildings may have multiple occupancies. These are referred to as "mixed occupancies" and the different parts will be required to meet different parts of the codes. An example of this is a multiple story building with retail space on the ground floor, office space on the second floor and residential suites above. The shopping area itself is Group E (mercantile), the offices are group D and the residential area is Group C. In buildings where more than one occupancy exists the stricter code requirements apply to the whole building.

EXCEPTION

GROUP "A" DIVISION 2 MORE
RESTRICTIVE THAN GROUP "D"

"A-2" OCCUPANT LOAD LESS THAN 30

1 HOUR FIRE SEPARATION

POSTED OCCUPANT LOAD SIGN



As with most things there are exceptions to the rules. The Building Code requirements for a Group "A" Division 2 Assembly Occupancy are more restrictive than for a Group "D" Business and Personal Service occupancy. So the building code provides an exception for low occupant load Group "A" Division 2 Assembly occupancies, except child or infant daycare facilities. The exception allows suites classified as Group "A" Division 2 to be classified as a Group "D" occupancy provided the occupant load in the suite does not exceed 30, and the suite is separated from the remainder of the building by a fire separation having a fire-resistance rating of not less than 1 hr. A sign indicating an occupant load of less than 30 must be posted in a conspicuous location near the suite's principal entrance.

An example of this would be a pizza restaurant that primarily has take-out service. If the occupant load of the restaurant is less than 30 they may be classified as a Group "D" Business and Personal Service.

EXCEPTION



Another example would be a small gym that offers personal training services. If the occupant load is less than 30 then the gym can be classified as Group "D" and the lesser building code requirements apply.

PREPARING TO DO THE SELF-ASSESSMENT

PLANNING
PREPARATION
TRAINING



KNOW WHAT TO LOOK FOR

HAZARD IDENTIFICATION

RECORD DEFICIENCIES

NOTIFICATION OF DEFICIENCIES

COMPLIANCE MONITORING ENTITY

KNOW & UNDERSTAND DEPT. POLICIES

REVIEW FILES

CONTACT FIRE PREVENTION DIVISION



To complete an effective fire safety self-assessment takes planning, preparation and training. For you to do a good job, you must receive training in what to look for, how to identify hazards and to ensure engineered fire prevention devices are in place and functioning properly. A system for recording and reporting any deficiencies found must also be in place along with a method to notify a fire prevention specialist if significant deficiencies are found. The assessment system should also provide a means of follow up with a compliance monitoring entity (usually the local fire prevention division of the fire department) to make sure any deficiencies are corrected.

The first step is to understand what the local fire department requires when doing a fire safety self-assessment and how to submit that information to them.

The next step is to review any existing files on the building you are going to assess. In this way you can be familiar with any historical non-compliance issues that you should check during your assessment. Be sure to check with the Fire Prevention Division of your local fire department to understand what information they require and how they would like to receive that information.

RECORDING THE SELF-ASSESSMENT



Fire Safety Inspection Report

Municipality: Police #

Inspection Date: Previous Inspection Date:

Inspector's ID:

Property Name:

Property Address:

Building Type:

Building Owner: Email:

Owner Address:

Owner Phone #:

Owner Emergency Phone #: Email:

Manager/Coopant:

Manager/Coopant Address:

Manager/Coopant Phone #:

Manager/Coopant Emergency Phone #:

1. Address Posted: ☐ Satisfactory ☐ Unsatisfactory ☐ Not Applicable

2. Yard Area: ☐ Satisfactory ☐ Unsatisfactory ☐ Not Applicable

3. Firefighting Vehicle Access: ☐ Satisfactory ☐ Unsatisfactory ☐ Not Applicable

4. Flue Test UST/AST: ☐ Satisfactory ☐ Unsatisfactory ☐ Not Applicable

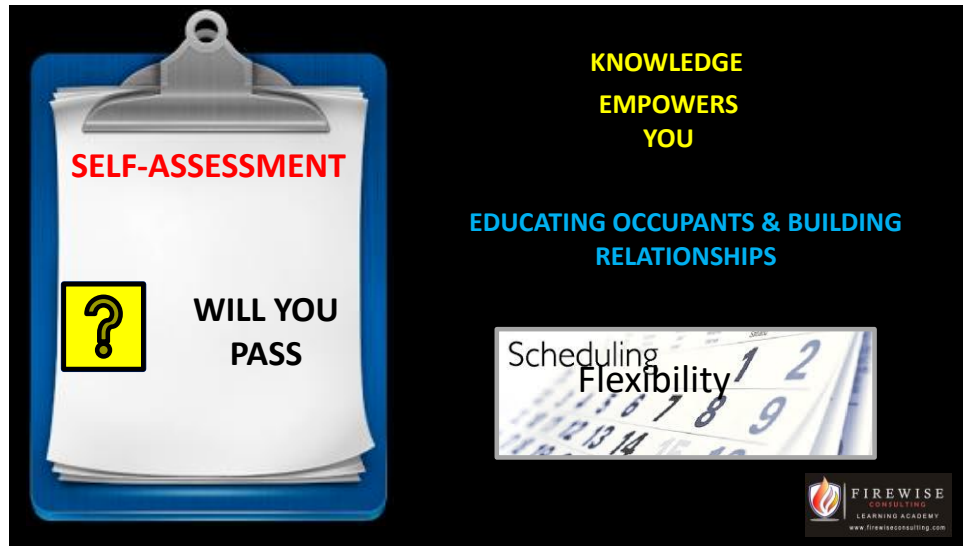
5. Lock Box: ☐ Yes ☐ No

6. Exit Exterior White Lights: ☐ Satisfactory ☐ Unsatisfactory ☐ Not Applicable

7. Egress/Exit: ☐ Satisfactory ☐ Unsatisfactory ☐ Not Applicable



A fire safety self-assessment application (app) used on a tablet or smart phone is one accepted method of performing and recording a fire safety self-assessment. The use of a specially designed app will aid the assessor in being thorough and ensuring all applicable items have been looked at before submitting the form to the local fire prevention office. An app will also highlight any deficiencies so they can be corrected before submitting the self-assessment report. Most fire prevention divisions of the local fire department do this electronically but some still use a printed checklist. Electronic or printed checklists are a valuable tool because they encourage a thorough step by step inspection process. If the local fire department does not have printed inspection forms they are readily available. You will find a sample report in the resources section of this course.



Conducting a fire safety self-assessment will increase your knowledge and awareness of fire safety and provide you flexibility in scheduling your assessment. Other benefits that may be realized when performing a fire safety self-assessment include maintenance, custodial or tenant concerns about your facility, and the opportunity to educate and maintain good relations with building occupants.

UNIT REVIEW

UNIT REVIEW & QUIZ

HELPS PREPARE FOR EXAMINATION



At the end of each unit we provide a Unit Review and a Unit Quiz. We hope these will help you learn the material and identify areas you may not be certain of. They are also designed to help you prepare for the exam at the end of the course which is necessary to qualify you to conduct fire safety self-assessments of your building.

UNIT REVIEW

THE VALUE OF A FIRE PREVENTION PROGRAM

MEDIA INVOLVES FIRE LIMITED & FIRE IMPLICATED STORIES

THE 3 “E’s” OF FIRE PREVENTION

DIFFERENCE BETWEEN SELF-ASSESSMENT & FIRE INSPECTIONS

LOW OCCUPANT LOAD-LOW RISK BUILDINGS

BUILDING OCCUPANCY CLASSIFICATIONS “A” THROUGH “F”

BUILDING OWNERS RESPONSIBILITIES FOR FIRE SAFETY

BENEFITS OF INCREASED FIRE SAFETY AWARENESS



In the introduction we discussed:

Appreciating the value of an effective Fire Prevention Plan.

The media deals with fire limited and fire implicated stories

The three “E’s” of fire prevention, Education, Engineering and Enforcement

The difference between self-assessments and fire and building code compliance inspections

Low Occupant Load – Low Risk buildings that are suitable for self-assessment programs

Building Code occupancy classifications to Group “a” through Group “F”

The building owner is responsible for compliance with the fire and building codes and the fire safety of their buildings

Having the flexibility of when fire safety self-assessments are done and the benefits of increased awareness of the building and the occupants.

END OF INTRODUCTION

COMPLETE UNIT QUIZ



QUESTIONS?
CONTACT YOUR LOCAL
FIRE DEPARTMENT



This concludes the introduction to the Fire Safety self-assessment. You are now ready to move on to Unit One which deals with The Outside of the Building but please complete the Unit Quiz first.

If you have any questions now is a good time to contact the fire prevention division of your local fire department.

We hope you enjoy your journey through fire prevention safety with us.