



Fire Safety Plan Guidelines (Based on FPOABC Zone 2)

Below are the guidelines for all buildings requiring a Fire Safety Plan. The Fire Safety Plan shall meet **Emergency Planning Requirements, Current BC Fire Code, and Local Regulations**. The Fire Safety Plan shall be **"SITE AND 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-ring binder, red in colour.
- Have the wording **"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 coloured picture of the building.
- Upon review and acceptance, the Fire Department will issue a letter or an email of acceptance. This letter/ email shall be placed in the front of the Fire Safety Plan Binder.
- ****High rise and/or apartment buildings sharing a common parkade need to have separate/individual FSPs and Pre-Incident Plan drawings****

Text shall be:

- All pages shall be single sided,
- Headings; font size will be a minimum of 14 point throughout the plan,
- Text - font size will be a minimum 12 point throughout the plan, and
- Site plans, floor plans, reports & checklists must be single sided.

REQUIRED SECTIONS IN TABLE OF CONTENTS:

Table of Contents

Fire Department Information

Site Plan Drawings

Floor Plan Drawings

Part 1 – Objectives of the Fire Safety Plan

Part 2 – Supervisory Staff

Part 3 – Instructions to Occupants

Part 4 – Inspection, Testing and Maintenance of Fire Protection Equipment

Part 5 – Reports and Checklists

Part 6 – Legal Basis for Fire Safety Planning

Part 7 – Definitions

Appendix – Alternative Solutions (New Construction), any special information pertaining to the building, hot works etc.

DISTRICT OF NORTH VANCOUVER FIRE & RESCUE SERVICES

2410 Dollarton Highway, North Vancouver, BC V7H 2Y1

T: 604-980-7575 | E: firesafetyplans@dnv.org



DRAWINGS:

Site Plan: All drawings shall be 11 X 17 inch coloured drawings in landscape format.

Floor Plans: All drawings shall be 11 X 17 inch coloured drawings in landscape format.

DRAWING SYMBOLS:

Only site-specific symbols shall be located on the drawings and contained within the legend.

CONTENT OF SECTIONS: (SHALL BE SITE / BUILDING SPECIFIC)

FIRE DEPARTMENT INFORMATION (Include **coloured photographs** of all fire protection hardware, listed below, showing reference position if applicable):

- APPOINTMENT OF SUPERVISORY STAFF: **Fire Safety Director and Deputy FSD**
- EMERGENCY CONTACTS: **Fire alarm service contractor, sprinkler system service contractor, fire department emergency & non-emergency phone numbers, etc.**
- BUILDING DESCRIPTION: **Year of construction, Type of Construction, Occupancy Classification, Number of Suites and Floors, etc.**
- FIRE ALARM: **Make / model, operating instructions, reset instructions, paging system, fire phones, fire zones, fire alarm areas, sequence of operations. Location. Coloured photograph required.**
- FIRE ALARM MONITORING: **Company name, account number, ULC Certificate Number, and contact information.**
- IN-BUILDING RADIO AMPLIFICATION SYSTEMS: **Type and location. Coloured photograph required.**
- ELECTRICAL DISCONNECT: **Main D/C. Location. Coloured photograph required.**
- ELEVATORS: **Type: Hydraulic, Traction, Machine Room-less (MRL) etc. Firefighting Operations (including on generator power if applicable) and reset instructions.**
- ELEVATOR DISCONNECT(S): **Location. Coloured photograph required.**
- EMERGENCY GENERATOR: **Describe what equipment the generator supplies power to and include operating instructions. Fuel source type. Coloured photograph required.**
- EMERGENCY LIGHTING: **Type, power source, and location.**
- EXITING: **(All stairways shall be numbered or designated by Numeric, Alphabetical and or by the compass direction).**

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- FIRE DEPARTMENT ACCESS ROUTES: Primary/Secondary – google street view diagram.
- FIRE DEPARTMENT CONNECTION: Locations and describe what the FDC services. Coloured photograph required.
- FIRE DEPARTMENT LOCK BOX: Location and description. Coloured photograph required. (not a close-up, but a reference photo to make out location)
- FIRE PUMP: Size, GPM, and operating instructions. Coloured photograph required.
- FIRE DEPARTMENT ROOF ACCESS: Give location, type and door/hatch. Coloured photograph required.
- FIRE HYDRANT: Location of closest public hydrants, and private (if applicable).
- GAS SHUT-OFF: Location. Coloured photograph required.
- CARBON MONOXIDE SYSTEMS: Type and location.
- HAZARDS: All hazards shall be identified. If the hazard has a UN#, the UN# shall be included with the hazard. Coloured photograph required.
- SMOKE CONTROL: Describe smoke control measures. Controls and operating procedures.
- SPRINKLER SYSTEM: Description and location – wet and/or dry sprinkler. Coloured photograph required.
- SPECIAL SUPPRESSION SYSTEMS: deluge, pre-action, dry chemical suppression. Coloured photograph required.
- STANDPIPE AND HOSE SYSTEM: Description and location. Coloured photograph required.
- DOMESTIC WATER SHUT-OFF: Location. Coloured photograph required.

SITE PLAN: All drawings shall be 11" x 17" coloured drawings in landscape format. Only site-specific symbols shall be located on the drawings and contained in the Legend.

FLOOR PLANS: All drawings shall be 11" x 17" coloured drawings in landscape format.

PART 1 - 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 regulations.

PART 2 - SUPERVISORY STAFF DESIGNATION: Shall be site specific.

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PART 3 - INSTRUCTIONS TO OCCUPANTS: Shall be site specific.

PART 4 - INSPECTION, TESTING AND MAINTENANCE OF FIRE PROTECTION EQUIPMENT:

Shall be site specific and include the following if applicable: Fire Alarm, ULC Monitoring Equipment, Commercial Cooking Systems c/w hood and ducting, Sprinkler System, Standpipe, Special Suppression Systems, Emergency Lighting, Fire Extinguisher, Generator, Closures, Ducting and Fire Dampers, Carbon Monoxide Systems, In-Building Amplification Systems, and Smoke Control Measures.

PART 5 - CHECKLISTS AND ANNUAL INSPECTION, TESTING, MAINTENANCE REPORTS:

Shall be site specific and reflect Part 4 systems and equipment.

PART 6 - 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 7 - 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.

APPENDIX: ALTERNATIVE SOLUTIONS (NEW CONSTRUCTION) ANY SPECIAL INFORMATION PERTAINING THE BUILDING & SITE DESCRIPTION/LOCATION: [Colour photograph required for each.](#)

Examples:

- Alternative Solutions (New Construction)*
- Fire Watch definition and Fire Watch blank log spreadsheet.
- Appendix "C" – Fire Alarm Verification Report
- E-Comm Commissioning Report
- ULC monitoring certificate
- Commercial Cooking Equipment
- Spill Control and Drainage Systems
- Dangerous Goods
- Storage for commodities and dangerous goods (classifications, heights, sprinkler design criteria, etc):
 - o Product classifications,
 - o Method of storage – racks or piles, fire department access, aisle widths, etc.,
 - o Maximum permitted storage height,
 - o Maximum permitted sizes of individual storage areas; and
 - o Sprinkler system design criteria.
- Hazardous Processes and Operations:
 - o Hot Works,
 - o Dust-Producing Processes,
 - o Special Processes involving Flammable and Combustible liquids/materials (Spray Painting Operations etc.),
 - o Laboratories.

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Please DO NOT post any “Instructions to Occupants” (ITOs) until the FSP / PIP have been reviewed and approved.

****ONCE APPROVED, ENSURE THAT ALL INSTRUCTIONS TO OCCUPANTS & PLACARDS ARE INSTALLED WITH THE PROPER ORIENTATION IN RELATION TO THEIR PLACEMENT. Therefore, when posted the North signs on each plan corresponds to true North. ****

Plans must be submitted for review to: firesafetyplans@dnv.org