



These are the guidelines for all buildings requiring a Fire Safety Plan in the City of Campbell River. The Fire Safety Plan shall meet the **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 and address and coloured photo of the building
- upon review and acceptance Campbell River Fire-Rescue will Stamp and sign the cover page

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
- site plans, floor plans, reports and checklists must be single sided

LAYOUT:

Emergency and Critical Numbers

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 - People Requiring Assistance for Evacuation. **Only required when applicable to the building such as Apartments & Condo's.**

Part 5 – Inspection, Testing and Maintenance of Fire Protection Equipment

Part 6 – Reports and Checklists

Part 7 – Legal Basis for Fire Safety Planning

Part 8 – Definitions

Appendix –Alternative Solutions (New Construction) Any special information pertaining the building, Hot works, etc.

TABS:

Emergency & Critical Numbers: red background with black lettering

Table of Contents: red background with black lettering

Fire Dept. Information: white background with black lettering

Site Plan Drawings: red background with black lettering

Floor Plan Drawings: red background with black lettering

Part One: red background with black lettering

Part Two: red background with black lettering

Part Three: red background with black lettering

Part Four: red background with black lettering

Part Five: red background with black lettering

Part Six: red background with black lettering

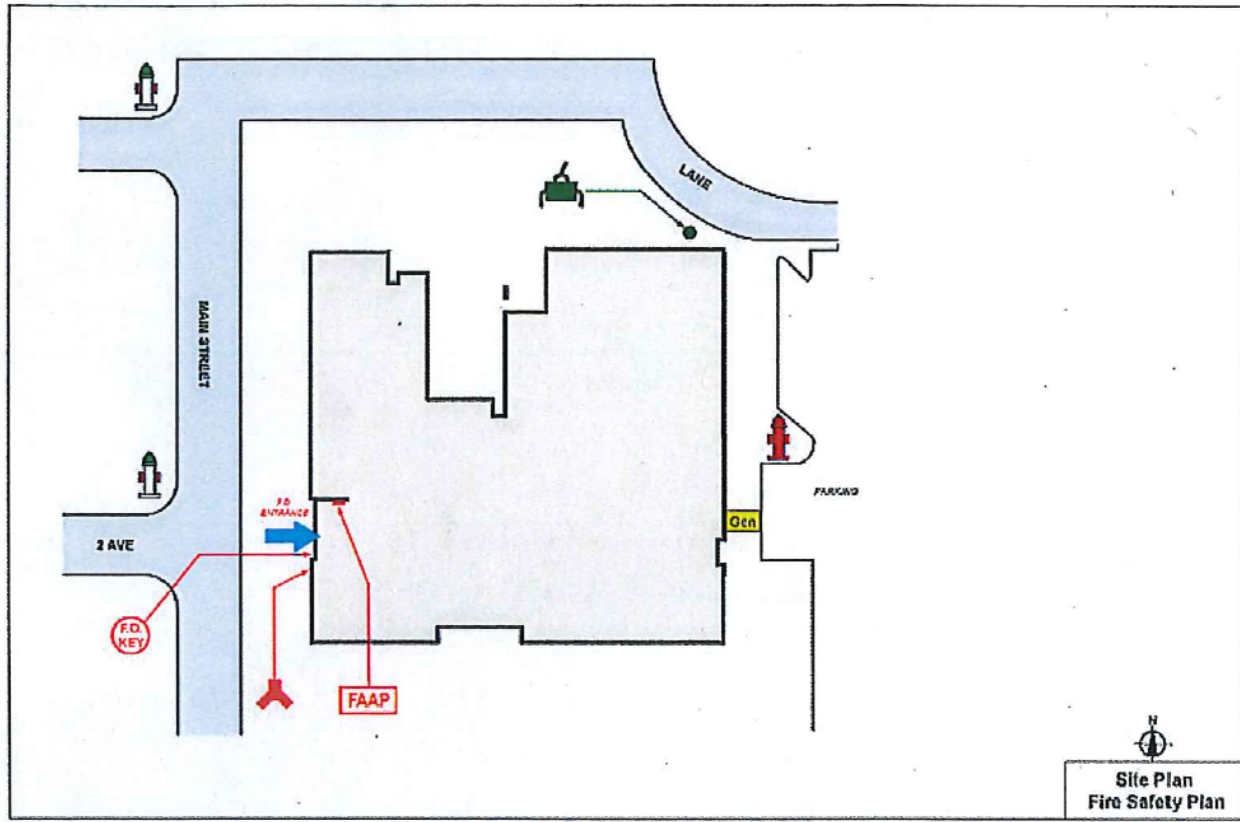
Part Seven: red background with black lettering

Part Eight: red background with black lettering

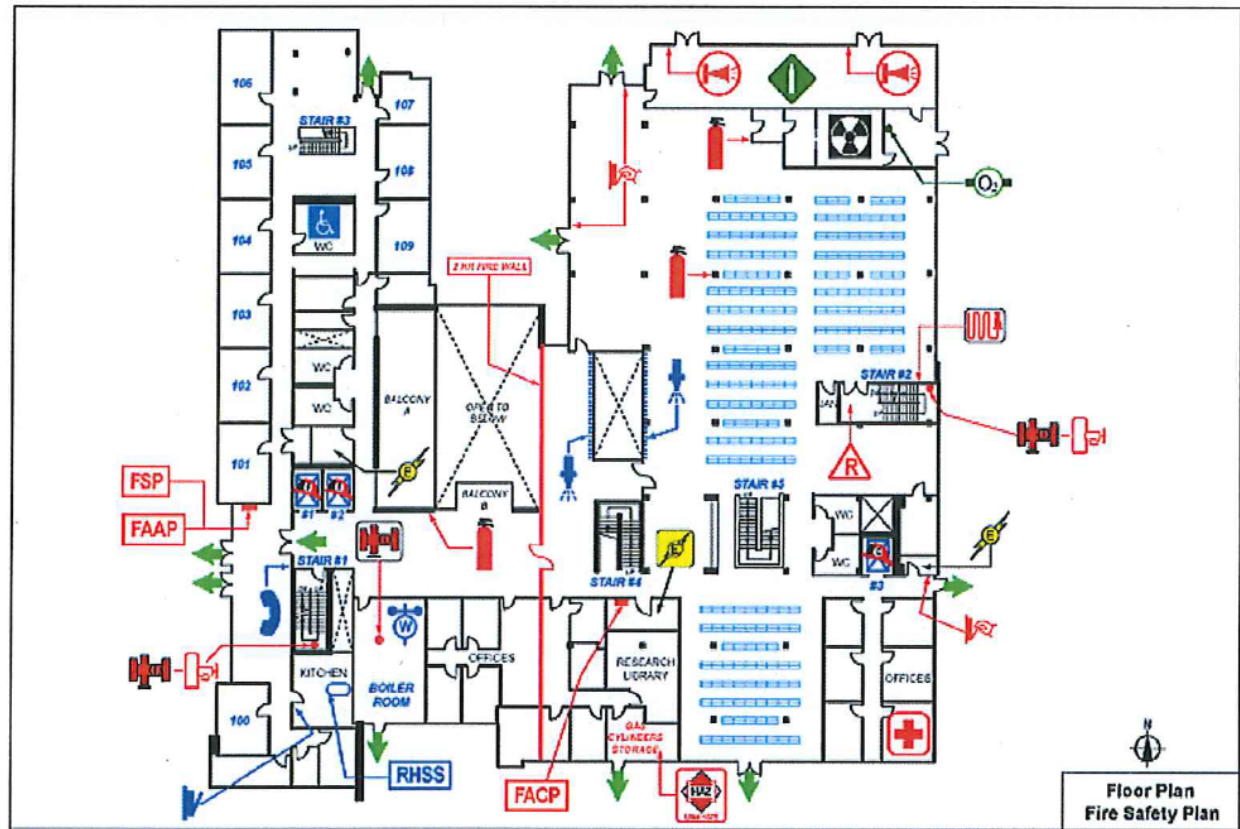
Appendix: white background with black lettering

DRAWINGS: All drawings to be supplied in electronic format; .dxf or .dwg

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


























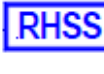

















Floor Plans: All drawings shall be 11 X 17 inch coloured drawings in landscape format.



DRAWING SYMBOLS:

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

Below are symbols that can be used for site plans and floor plan layouts.

 FIRE EXIT	 ISOLATION FLOOR VALVE	 FIRE HOSE IN CABINET
 FIRE PULL STATION	 MAIN ELECTRICAL SHUT-OFF	 FIRE DEPT. CONNECTION
 FIRE EXTINGUISHER	 SPRINKLER ROOM	 FIRE HYDRANT - Public
 GAS METER SHUT-OFF	 ELECTRICAL HAZARD	 FIRE HYDRANT - Private
 HAZARD	 OXYGEN VALVE	 FIRE DEPT. ENTRY
 FIREFIGHTER TELEPHONE	 WATER CURTAIN	 INTERIOR DOMESTIC WATER SHUT-OFF
 HANDICAP SYMBOL	 RADIATION HAZARD	 FIREFIGHTER ELEVATOR - FULL
 FIRE ALARM ANNUNCIATOR PANEL	 PULL STATION FOR SPECIAL SUPPRESSION	 RANGE HOOD SUPPRESSION SYSTEM
 FIRE ALARM CONTROL PANEL	 AREA OF REFUGE	 FIREFIGHTER ELEVATOR - CONVERTED
 CENTRAL ALARM CONTROL FACILITY	 PRESSURIZED GAS CYLINDER	 FIRE HOSE ON RACK
 FIRE SAFETY PLAN	 GENERATOR	 FIRST AID STATION/ROOM
 STANDPIPE CONNECTION	 AIR HORN	 MAIN ENTRY
 FIRE DEPT. KEY BOX	 FIRE WALL WITH FIRE SEPARATION	 ASSEMBLY AREA
 ROOF HATCH	 FIRE PUMP	

CONTENT REQUIREMENTS OF FIRE SAFETY PLAN - SHALL BE SITE/BUILDING SPECIFIC

FIRE DEPARTMENT INFORMATION:

Building Description: Year of construction, type of construction, occupancy

Fire Alarm Description / Location: Operating & reset instructions Go in Appendix , paging/ fire phones, fire zones, shall be included in this section. Coloured photograph required.

Fire Alarm Monitoring: Company name and contact information.

Electrical Disconnect Location:

Elevators: FD: Operating instructions shall be included in this section.

Emergency Generator: Describe what equipment the generator supplies power to and include operating instructions. Coloured photograph required.

Emergency Lighting: Type and power source. Coloured photograph required.

Exiting: All stairways shall be numbered or designated by Numeric, Alphabetical and or by the compass direction. Fire

Department Access Routes: Primary / Secondary.

Fire Department Connection: Describe what the FDC services. Coloured photograph required.

Fire Department Lock Box Description / Location: Coloured photograph required.

Fire Pump: Size, GPM, Operating Instructions. Coloured photograph required.

Fire Department Roof Access: Give location and type, door / hatch. Coloured photograph required.

Fire Hydrant Locations: Public/ Private.

Gas Shut-Off Location: Coloured photograph required.

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.

Sprinkler System Description / Location: Coloured photograph required.

Standpipe and Hose System Description / Location: Coloured photograph required.

Water Shut-Off Location: Coloured photograph required.

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.

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 local regulations.

Part 2 – Supervisory Staff Designation: Shall be site specific.

Part 3 – Instructions to Occupants: Shall be site specific.

Part 4 - People Requiring Assistance for Evacuation. Only if building is applicable. Apts & Condo's.

Part 5 – Inspection, Testing and Maintenance of Fire Protection Equipment: Shall be site specific.

Part 6 –Reports & Checklists for weekly, monthly, and annual Inspection, Testing, & Maintenance Reports: Shall be site specific.

Part 7 – 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 8 – 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 to the building and site.