

**Fire Safety Plan Guidelines**

**Fire Inspection Services**

**186 Central Street, Chester, NS B0J 1J0**

**151 King Street  
P.O. Box 369  
Chester, NS B0J 1J0  
Canada**

**Fire Safety Plan**

**(Business/Building Name)**

**(Address)**

**THIS OFFCIAL DOCUMENT IS TO BE KEPT IN A LOCATION ON SITE WHICH HAS BEEN APROVED BY THE FIRE INSPECTOR.**

**Prepared by: Approved by:**

*Matthew Bustelli*

*Fire Inspector*

*The Municipality of The District of Chester*

(Title)

(Signature) (Date)

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| **Annual Review Initials** |  |  |  |  |  |

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**Fire Code Requirements**

**NOTE**: As a courtesy, The Municipality of Chester has created this template to assist you in completing your Fire Safety Plan. The entirety of this template may not apply to your specific occupancy. Remove any section that does not apply to your occupancy.

A Fire Safety Plan is required as per the Nova Scotia Fire Safety Act which adopts the National Fire Code of Canada 2015 Section 2.8.

**Purpose of the Fire Safety Plan**

The Fire Safety Plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of fire, fire safety, supervisory staff and related duties, and other related issues.

The subsections under this requirement require the Fire Safety Plan to be fully implemented regarding all aspects of this plan including training ‘Supervisory staff’, conducting fire drills, completing maintenance requirements for the listed life safety systems, etc.

The plan is required to be reviewed at intervals not greater than 12 months to ensure that it considers any changes in the use and/or other characteristics of the building.

**Any changes made to the plan must be submitted to the Municipal Fire Inspector for approval.**

**The document must be customized to fit the requirements of your building. Plans that are not customized to be site specific will not be approved**.

***Should you require assistance while preparing your plan, please contact Fire Inspection Services at***

***902-275-3080***

**Disclaimer**

*The information contained herein is intended to be a template for the purposes of guiding property owners on the creation of a safety plan for their specific property.  It is not intended to be exhaustive or include all possible scenarios.  It is the responsibility of the property owner to tailor their safety plan to suit their particular property.*

**Responsibility**

**Ultimately the building owner is responsible for carrying out the provisions of the National Fire Code. Ensuring that the plan is correct, complete, implemented, and maintained.**

**As per *National Building Code of Canada 2015, Division A, Article 1.4.1.2.* “*owner*” means any person, firm or corporation controlling the property under consideration.**

***Building Description***

Location:

Year Built: Year of any alterations/additions:

Size: # of stories:

Construction Type: Combustible Non-Combustible Combination

Occupancy Type:

OCCUPANT LOAD:

Provide a brief breakdown of the occupant load for the major areas of the building.

The fire inspector will calculate occupant loads and provide signage for assembly occupancies with a load greater than 60 persons.)

***Fire Protection Measures***

**FIRE ALARM SYSTEM**

**Very briefly, describe the fire alarm system in the building, if applicable. Include the location of the main panel and annunciator, and a brief the description of the system' s components.)**

**MAKE:**

**MODEL:**

**MANUFACTURER:**

**TYPE:**

**SINGLE OR TWO STAGE MAIN PANEL LOCATION:**

**ANNUNCIATOR LOCATION:**

**EMERGENCY POWER/ LIGHTING**

**(Indicate whether the building has a back up power system and if so, briefly describe the system' s size, location, areas served and details of operation, including the location of the switching gear. Identify and describe emergency lighting units that may be in the building.)**

**AUTOMATIC SPRINKLER SYSTEM**

**Very briefly describe the automatic sprinkler system, if applicable. Include a description of the location of the fire department connection, the location of the sprinkler room, fire pumps, and the location of any shut- off valves not in the sprinkler room.)**

**TYPE: WET/ DRY/ OTHER**

**PORTABLE FIRE EXTINGUISHERS**

**(Describe various portable extinguishers and their locations within the building. The description should include the size and type of extinguishers. instead of a written description, the location of extinguishers maybe included on the floor plans)**

**SPECIAL SYSTEMS**

**Describe any special fire safety installations that may be in your building. These may include grease hood exhaust and fire extinguishing systems, special fixed pipe extinguishing systems, standpipe water systems for firefighting, voice communication systems integrated with the fire alarm systems, and individual smoke alarms located in dwelling units. If you have any of these systems, describe their location, type, and size. Briefly describe their operation and any integration they may have with other systems.)**

**Building and Emergency Contacts**

Name: Phone #

Building Owner

Business Operator

Manager/Supervisor

After Hours Keyholder

**Contractor Contacts**

Fire Alarm System

Sprinkler System

Portable Fire Extinguishers

Heating and Ventilation

**RESPONSIBILITIES OF OWNER**

**The owner of a building is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code.**

* **Creating emergency protocols for use during critical situations.**
* **Selection and structuring of assigned supervisory personnel responsible for executing fire safety tasks.**
* **Training supervisory staff and occupants to understand their roles in ensuring fire safety.**
* **Informing the Fire Inspector about any alterations made to the Fire Safety Plan.**
* **Upkeep of building amenities designed to ensure occupants' safety.**

**RESPONSIBILITIES OF THE SUPERVISORY STAFF**

* **Assume responsibility for the authorized Fire Safety Plan and the specific duties assigned to staff.**
* **Train and instruct all building occupants and personnel on utilizing the current fire safety tools and executing actions outlined in the approved Fire Safety Plan, including emergency protocols.**
* **Familiarize oneself with the whereabouts and quantity of exits.**
* **Verify the presence of a detailed diagram illustrating the type, placement, and functioning of all building fire systems along with operational instructions.**
* **Manage and mitigate fire risks within the building.**
* **Arrange alternative safety measures for occupants in case the fire protection equipment undergoes shutdown.**
* **Conduct regular fire drills as mandated. Display approved drill locations prominently for inspection approval.**
* **Ensure timely completion of checks, tests, and inspections mandated by the Fire Code while maintaining comprehensive and up-to-date records.**

**Training of Staff**

**Be capable of executing and performing the outlined emergency procedures detailed in this fire safety plan.**

* **Familiarize yourself with the whereabouts and functioning of fire protection equipment and exits.**
* **Comprehend the responsibilities and tasks designated for supervisory staff and occupants upon fire discovery and when an alarm activates.**
* **Recognize fire hazards and take measures to avoid such situations.**
* **Understand the evacuation process to relocate occupants to a secure area.**
* **Follow the procedure for contacting the fire department through 9-1-1 in case of assistance requirement.**
* **Be aware of the accurate building address.**
* **Have a comprehensive understanding of the contents within the fire safety plan.**

**EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS**

**Fire Emergency Procedures**

**A copy of the fire emergency procedures and other duties for supervisory staff, as laid down in the fire safety plan, shall be given to all supervisory staff.**

**Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory staff.**

**In the Event of fire:**

**Sound a verbal alarm and/or alert other staff.**

**Leave the fire area immediately and assist anyone in immediate danger to evacuate.**

**Communicate clearly and distinctly when giving instructions.**

**Close all doors behind you to confine the fire; turn off or power down heat source equipment and appliances.**

**(Do this from a safe location.) Call 9-1-1.**

**Meet the fire crews and inform the Fire Officer regarding conditions in the building. Provide access and assistance to fire crews as directed.**

**Stay clear of the building until the “All Clear” has been given from fire officials.**

**If designated with fire emergency duties, carry out pre-planned procedures.**

**Upon Hearing an Alarm of Fire:**

**Leave the building immediately, use the nearest exit.**

**Shutdown heat source equipment where applicable.**

**Close all doors behind you to confine the fire.**

**Ensure the Local Fire Department has been notified. (Do this from a safe location) If designated with fire emergency duties, carry out pre-planned procedures.**

**NOTE: Do not re-enter the building until the “ALL CLEAR” has been give from the fire officials.**

**Do not shut off the fire protection facilities until instructed to do so.**

**REMAIN CALM**

* **When smoke poses a danger, consider using an alternative exit for safety.**
* **If smoke or fire trap you, it might be safer to stay in your area; seal all openings and close the door to prevent smoke from entering.**
* **Seek refuge in the most sheltered room; if feasible, partially open a window for fresh air, closing it if smoke infiltrates.**
* **Keep low to the floor if smoke enters the room.**
* **Signal for help from windows or call out for assistance.**
* **If a phone is accessible, dial 9-1-1 and provide your precise location to the communications operator.**
* **Await rescue – stay composed. Listen for instructions from firefighters conducting searches.**
* **Continuously shield yourself from smoke exposure.**

**Emergency Procedure Example**

**These procedures shall be posted near each entrance to a floor area or, if applicable, posted adjacent to each manual pull station. The procedures should be customized to consider the specifics of the fire alarm system. Below is a sample procedure.**

|  |
| --- |
| **IN CASE OF FIRE**  LEAVE THE AREA IMMEDIATELY  CLOSE ALL DOORS BEHIND YOU  PULL FIRE ALARM “PULL STATION”  NOTIFY STAFF AND OCCUPANTS  CALL 911  GIVE BUILDING ADDRESS: |
| **LOCAL FIRE DEPARTMENT 9-1-1** |
| **UPON HEARING THE FIRE ALARM**  LEAVE THE BUILDING USE THE NEAREST EXIT  CLOSE ALL DOORS BEYHIND YOU  ENSURE FIRE DEPARTMENT HAS BEEN NOTIFIED |

**Evacuation For Persons Requiring Assistance**

**Some occupants of a building may require special assistance during evacuation because cognitive or physical limitations make them unable to proceed independently to a place of safety. Fire safety for these persons will depend largely 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 posted notices, handouts, or other suitable means. In certain residential occupancies, such as hotels or motels, staff should be aware of rooms occupied by persons requiring special assistance during evacuation and should inform the responding fire department.**

**Emergency Evacuation Floor Plan**

A diagram of a house

Description automatically generated

**Confining, Controlling and Extinguishing Fire**

**Fires present a danger of smoke inhalation and should be left for the fire service or the fire protection systems to extinguish. However, if a small fire is encountered, trained persons with sufficient knowledge in the operation of a fire extinguisher may attempt to extinguish the fire.**

**This is a voluntary action.**

**In the event a fire is detected, all doors to the area shall be closed. This will initially limit the spread of toxic smoke and confine the fire.**

**Ensure the alarm is sounded and evacuation is initiated.**

* **Ensure the 911 has been contacted.**
* **Use the P.A.S.S. method.**

**P = Pull the pin; use a twisting motion to break the seal. Do not lean on the trigger handle; keep the nozzle pointing away from you.**

**A= Aim the nozzle at the base of the fire, the edge closest to you. Maintain a distance if 10 feet away from the fire. Hold the extinguisher under the handle in a vertical position.**

**S= Squeeze the trigger or handle of the fire extinguisher. Do not release the trigger until after the flames have ceased.**

**S= Sweep from side to side slowly to extinguish the fire. Watch for re-ignition. If smoke or heat conditions are too severe, or the extinguisher is insufficient to extinguish the fire, back out of the area away from the fire, close the door, and leave the building.**

**Control of Fire Hazards**

**A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific directions to avoid fire hazards:**

* **Refrain from using stairwells for storage or as places to collect garbage.**
* **Properly manage garbage, refuse, and packaging materials.**
* **Keep stairwells, smoke, and fire doors consistently closed and well-maintained.**
* **Always maintain clearances for fire protection equipment, such as hydrants, standpipe connections, fire routes, hose cabinets, portable fire extinguishers, and sprinkler heads.**
* **Store flammable and combustible liquids and gases in approved quantities, containers, and designated areas. Avoid using combustible materials to absorb spills.**
* **Dispose of greasy or oily rags in safety containers or remove them from the premises. Refrain from using flammable liquids for cleaning. Avoid using extension cords for permanent wiring.**
* **Do not use extension cords for permanent wiring.**
* **Do not use unsafe electrical equipment, frayed extension cords or over-loaded outlets.**
* **Do not use candles or other items with open flames unless approved.**
* **Do not use decorating materials which burn easily.**
* **Avoid highly flammable decorating materials. Keep matches and cigarette lighters away from children.**
* **Turn off appliances like coffee pots, stove burners, and ovens when not in use.**
* **Practice safe cooking methods and avoid hazardous practices like deep frying with excessive heat or wearing loose clothing. Prohibit indoor barbecuing.**
* **Prevent the accumulation of combustible waste materials that could pose fire risks.**
* **Adhere to a 'No Smoking' policy, avoiding careless smoking, utilizing large deep ashtrays, and ensuring complete extinguishment of smoking materials before disposal.**

**Maintenance of Fire & Life Safety Systems**

**Fire Department Access**

|  |  |
| --- | --- |
| **Maintenance Measures** | **Inspection Frequency** |
| Fire access routes and access panels or windows provided to facilitate access by fire fighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs, or any other form of obstruction. | As required |
| Fire access routes – streets, yards, private roadways, shall be maintained to be immediately ready for use at all times by fire department vehicles. | As required |

**Means of Egress and Exit Signs**

|  |  |
| --- | --- |
| **Maintenance Measures** | **Inspection Frequency** |
| Required exit signs shall be maintained to ensure they are clearly visible, clean, and legible. | As required |
| Maintain exit lights to ensure they are illuminated and in good repair. | As required |
| Maintain access to exits, including corridors and outside areas free from obstruction. | As required |

**Emergency Lighting Systems**

|  |  |
| --- | --- |
| **Maintenance Measures** | **Inspection Frequency** |
| Required exit signs shall be maintained to ensure they are clearly visible, clean, and legible. | As required |
| Maintain exit lights to ensure they are illuminated and in good repair. | As required |
| Maintain access to exits, including corridors and outside areas free from obstruction. | As required |

**Fire Separations**

|  |  |  |
| --- | --- | --- |
| **Maintenance Measures** | **Inspection Frequency** | |
| Inspect all doors in fire separations. | Monthly | |
| Check doors in fire separations to ensure that they are closed. | As required | |
| Maintain the integrity of damaged fire separations between rooms, corridors, shafts, and other spaces. | As required | |
| Maintain the integrity of damaged fire separations between rooms, corridors, shafts, and other spaces. | | As required | |
| Maintain the fire-protection rating of damaged closures. | | As required | |
| Maintain closures in fire separations to be operable at all times by keeping fusible links and heat or smoke actuating devices undamaged and free of paint and dirt; keeping guides, bearings and stay rolls clean and lubricated; making necessary adjustments and repairs to door hardware and accessories to ensure proper closing and latching, repairing or replacing inoperative parts of hold-open devices and automatic releasing devices. | | As required | |

**Portable Fire Extinguishers**

Reference should be made to NFPA 10-2002 for exact details.

(In accordance with Subsection 6.2.7. – Inspection, Testing and Maintenance)

|  |  |  |
| --- | --- | --- |
| **Maintenance Measures** | **Inspection Frequency** | |
| Visually Inspect all portable extinguisher. | Monthly | |
| Maintain and test all portable extinguishers in conformance with NFPA 10. | Annually | |
| Hydrostatically test carbon dioxide and water type extinguishers. | Every 5 years | |
| Empty stored pressure type extinguishers and subject to maintenance | | Every 6 years | |
| Hydrostatically test dry chemical type extinguisher. | | Every 12 years | |
| Portable fire extinguishers shall be replaced or recharged after use in conformance with instructions given on the extinguisher nameplate or as indicated by an inspection or when performing maintenance. | | As required | |
| Each portable fire extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service or have another approved record showing the same information. | | As required | |

**Fire Alarm Systems**

Reference should be made to CAN/ULC-S536.

(In accordance with Subsection 6.3.2. – Check, Inspect and Test)

|  |  |  |
| --- | --- | --- |
| **Maintenance Measures** | **Inspection Frequency** | |
| The central and alarm control facility shall be checked daily for a trouble signal | Daily | |
| Inspect remote trouble signal indicators & status of the primary power ‘on’ indicator | Daily | |
| Inspect & test one initiating field device or manual pull station on a rotational basis while in emergency power | Monthly | |
| While in emergency power check & test the operation of the common audible & visual trouble signals | | Monthly | |
| Inspect batteries | | Monthly | |
| Test one emergency telephone monthly | | Monthly | |
| Test voice paging system to one zone monthly | | Monthly | |
| Test & inspect complete system as required in CAN/ULC-S536 | | Yearly | |

**Automatic Sprinkler System**

Reference should be made to NFPA 13 for exact details.

|  |  |  |
| --- | --- | --- |
| **Maintenance Measures** | **Inspection Frequency** | |
| Valves that are not electrically supervised and control water supplies to sprinklers and alarm connections (e.g. control valves), shall be checked to ensure they are in the open position | Daily | |
| Water supply pressure and system air or water pressure shall be checked (by using gauges) to ensure the system is maintained at the required operating pressure | Daily | |
| Test the sprinkler system alarm using alarm test connection located at the sprinkler valve | Monthly | |
| Test the sprinkler supervisory transmitters and water flow devices | | Monthly | |
| Inspect the priming water level for dry-pipe systems to ensure proper levels are maintained | | Monthly | |
| Test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices | | Monthly | |
| Check exposed sprinkler system pipe hangers to ensure they are in good repair | | Monthly | |
| Check all sprinkler heads to ensure they are free from damage, grease, dust, paint or corrosion | | Yearly | |
| Remove plugs or caps on fire department connections and inspect for wear, rust or obstructions - necessary corrective actions shall be taken as needed | Weekly | |
| Test waterflow on wet sprinkler systems using the most hydraulically remote test connection | Weekly | |
| Trip test of dry pipe valves to ensure proper operation of system | | Monthly | |
| Sprinkler system water supply pressure shall be tested with the main drain valve fully opened to ensure there are no obstructions or deterioration of the main water supply | | Monthly | |
| Dry pipe systems shall be inspected for obstructions and the entire system flushed where necessary | | Monthly | |
| Check dry pipe valve rooms or enclosures during freezing weather to ensure the system does not freeze | | Monthly | |
| Inspect auxiliary drains to prevent freezing | | Yearly | |

**Fire Protection Systems for Commercial Cooking Equipment**

Commercial Cooking Equipment Reference should be made to NFPA 96 for exact details.

|  |  |  |
| --- | --- | --- |
| **Maintenance Measures** | **Inspection Frequency** | |
| Check hoods, filters, and ducts in ventilation systems subject to the accumulation of combustible deposits | Weekly | |
| Inspect system for obvious or mechanical damage | Monthly | |
| Visually check to ensure seals and lock pins are in place and the system is ready to operate | Monthly | |
| Visually check all pressure gauges to ensure system is properly charged | | Monthly | |
| Visually check fusible links and detector assembly for any accumulation of grease or deposits. | | Monthly | |
| Inspect and maintain exhaust and fire protection system for commercial cooking equipment | | Every 6 months | |
| Hoods, filters, ducts subject to accumulation of combustible deposits shall be cleaned when deposits create a fire hazard. | | Annually | |

**Fire Drills**

**Fire Drills serve to ensure occupants and staff possess comprehensive familiarity with emergency evacuation protocols, fire protection systems, exit pathways, and accounting for all individuals using a coordinated and systematic approach.**

**These drills must occur annually. It's beneficial to advise occupants to review their personal fire safety instructions and provide them with updated educational material on fire safety.**

**When executing fire drills, the procedure should consider the specific emergency protocols tailored to the building, accounting for its occupancy and fire risks. It should also acknowledge the safety provisions available within the building and the level of involvement expected from occupants other than supervisory staff.**

**Records of a fire drill shall be kept for 12 months after the fire drill.**

**The requirements for fire drills can be found in the National Fire Code 2015, Division B, Article 2.8.3**

**Fire Drill Checklist**

**Business Name:**

**Address:**

**Telephone #:** **Person Conducting Drill:**

**Date of Fire Drill:** **Time of Alarm Activation:**

**NOTIFY Alarm company before and after drill**

**NOTIFY Local Fire Dispatch before and after drill**

|  |
| --- |
| **EVALUATION CRITERIA (Please circle Yes or No)** |

|  |  |  |
| --- | --- | --- |
| **Doors closed** | **Yes** | **No** |
| **Participants evacuated to safe distance** | **Yes** | **No** |
| **Participants met at pre-designated meeting place** | **Yes** | **No** |
| **Assigned duties carried out effectively by staff** | **Yes** | **No** |
| **All staff and students accounted for outside** | **Yes** | **No** |
| **Participants waited for “All Clear” signal** | **Yes** | **No** |
| **Drill was conducted in an orderly manner** | **Yes** | **No** |
| **Drill was conducted promptly** | **Yes** | **No** |
| **Alarm Company notified before and after drill** | **Yes** | **No** |
| **Fire Dispatch notified before and after drill** | **Yes** | **No** |

**Where was the fire alarm activated? *Pull station on wall Fire alarm panel***

**Did the fire doors close automatically when the alarm sounded?  *Yes No***

**Was the fire alarm audible throughout the building? *Yes No***

**Time taken to complete the Fire Drill:**

**Comments:**

**Manager/Supervisor Signature:**

**Schematic Diagram**

**Fire Safety Schematic Diagrams provide greater detail to your building managers and firefighters to aid them in the locations and identity of fire safety features, provisions, and hazards for firefighting, etc.**

* **Here is an example of how a schematic diagram may look. Ensure fire protection equipment, pull stations, and emergency exits are clearly identified.**

A floor plan of a building

Description automatically generated

References:

*National Fire Code of Canada (2015)* *Issued by the Canadian Commission on Building and Fire Codes National Research Council of Canada*

[*https://publications.gc.ca/collections/collection\_2019/cnrc-nrc/NR24-27-2018-eng.pdf*](https://publications.gc.ca/collections/collection_2019/cnrc-nrc/NR24-27-2018-eng.pdf)

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