

DISTRICT OF NORTH VANCOUVER FIRE & RESCUE SERVICES

1110 Lynn Valley Road, North Vancouver V7J 1Z9

T: 604-980-7575 | F: 604-988-5249 E:

firesafetyplans@dnv.org



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 including site plans and floor plans 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.

LAYOUT of Tabbed Sections:

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.

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CONTENT OF TABBED SECTIONS - shall be site/building specific

FIRE DEPARTMENT INFORMATION (Include colour 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
- BUILDING DESCRIPTION: Year of construction, Type of Construction, Occupancy Classification, Number of Suites and Floors
- COMMERCIAL COOKING SYSTEMS (c/w hood, suppression and ducting)
- NO STORAGE ALLOWED IN U/G PARKADES – other than vehicles or for intended use
- FIRE ALARM: Make / model, operating instructions, reset instructions, paging system, fire phones, fire zones, fire alarm areas, sequence of operations.
- FIRE ALARM MONITORING: Company name, account number, ULC Certificate Number, and contact information.
- IN-BUILDING RADIO AMPLIFICATION SYSTEMS: Type and location.
- ELECTRICAL DISCONNECT: Location
- ELEVATORS: Firefighting Operations (including on generator power if applicable), and reset instructions.
- EMERGENCY GENERATOR: Describe what equipment the generator supplies power to and include operating instructions. Fuel source type
- EMERGENCY LIGHTING: Type, power source, and location.
- EXITING: Description and numbering sequence of exit stairs.
- FIRE DEPARTMENT ACCESS ROUTES: Primary/Secondary – google street view diagram.
- FIRE DEPARTMENT CONNECTION: Locations and describe.
- FIRE DEPARTMENT LOCK BOX: Location and description.
- FIRE PUMP: Size, GPM, and operating instructions.
- FIRE DEPARTMENT ROOF ACCESS: Give location, type and door/hatch.
- FIRE HYDRANT: Location of closest public hydrants, and private (if applicable).
- GAS SHUT-OFF: Location
- 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.
- PHOTOGRAPHS OF ALL 4 SIDES OF THE BUILDING – label: main, left, rear and right sides.
- SMOKE CONTROL: Describe smoke control measures.
- SPRINKLER SYSTEM: Description and location – wet and/or dry sprinkler.
- SPECIAL SUPPRESSION SYSTEMS: deluge, pre-action, dry chemical suppression
- STANDPIPE AND HOSE SYSTEM: Description and location.

- DOMESTIC WATER SHUT-OFF: Location.

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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. North arrow to indicate 1200h (alternative will be accepted to maximise site / floor layout space).

FLOOR PLANS: All drawings shall be 11" x 17" coloured drawings in landscape format. North arrow to indicate 1200h (alternative will be accepted to maximise site / floor layout space).

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.

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, fire alarm verification, ULC monitoring certificate, and last two consecutive service records for Part 4 systems and equipment, **including Fire Watch definition and Fire Watch blank log spreadsheet.**

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