Capilano Ridge

3125 Capilano Crescent, North Vancouver BC

Fire Safety Plan



Fire Safety Plan For: **3115, 3117, 3119, 3121, 3123, 3125, 3127, 3129, 3131, 3133, 3135, 3137, 3139, 3141, 3143, 3145, 3147,3149, 3151 and 3153 Capilano Crescent, North Vancouver, B.C.**

Reviewed by:_____

Date Approved:_____ **Created by:** PACIFIC COAST FIRE EQUIPMENT "ESTABLISHED 1945" **Date Created:** Jan 2021

This Fire Safety Plan was produced by

PACIFIC COAST FIRE EQUIPMENT "ESTABLISHED 1945"

No liability is assumed by the North Vancouver Fire Department or Pacific Coast Fire Equipment for the contents, operation or implementation of this Fire Safety Plan. Div. C Part 2 of the 2018 British Columbia Fire Code states: Unless otherwise specified, the owner or the owners authorized agent shall be responsible for carrying out the provisions of the Code. (Sentence 2.2.1.1.(1))

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FIRE DEPARTMENT INFORMATION

APPOINTMENT OF THE FIRE SAFETY DIRECTOR

DATE: Jan 2021

NAME: Glyndwr Wide
(Fire Safety Director to be appointed annually)

TELEPHONE: 778-869-4770

ADDRESS: Unit 307 – 3125 Capilano Crescent, North Vancouver

Glyndwr Wide is the Fire Safety Director authorized to fulfil the duties as outlined in the fire safety plan for: **Capilano Ridge – 3125 Capilano Crescent, North Vancouver, BC**

APPOINTMENT OF THE DEPUTY FIRE SAFETY DIRECTOR

DATE: Jan 2021

NAME: Tom Van Walleghem
(Fire Safety Director to be appointed annually)

TELEPHONE: 778-233-2919

ADDRESS: 3133 Capilano Crescent, North Vancouver, BC

Tom Van Walleghem is the Deputy Fire Safety Director authorized to fulfil the duties as outlined in the fire safety plan for: **Capilano Ridge – 3125 Capilano Crescent, North Vancouver, BC**

By Signing below, the **Fire Safety Director** confirms that they have gone through the fire safety plan with Pacific Coast Fire and they are aware of their roles and responsibilities as per the fire safety plan.

FSD Name: _____ FSD Signature: _____

Date: _____

Emergency Contacts:

Fire Department / Police / Ambulance	**Emergency**	**911**
North Vancouver Fire Department	Non Emergency	604-980-7575
North Vancouver Police Department	Non Emergency	604-985-1311
Fire Safety Director	Glyndwr Wide	778-869-4770
Deputy Fire Safety Director	Tom Van Walleghem	778-23-2919
Fire Alarm System	Ace Fire Prevention	604-275-0075
Fire Alarm Monitoring	Paladin Security	1-800-241-1122
Fire Sprinkler System	Ace Fire Prevention	604-275-0075
Portable Extinguishers	Ace Fire Prevention	604-275-0075
Emergency Lighting	Ace Fire Prevention	
Fire Safety Plan	Pacific Coast Fire Equipment	250-386-8321
Closest Hospital	North Vancouver General Hospital	604-278-9711
Natural Gas Emergency	Fortis BC	1-800-663-9911 *(24hr)*
Electrical Emergency	BC Hydro	1-800-224-9376 *(24hr)*
Drug / Poison Emergency	BC Drug and Poison Info Centre	1-800-567-8911 *(24hr)*
Earthquake, Flood, Dangerous Goods Spills	BC Spills and Environmental Emergencies	1-800-663-3456

Building Description

Building Construction, Occupancy and General Information

Building Address: 3125 Capilano Crescent, North Vancouver, BC

Construction Type: Combustible Construction

Capilano Crescent is made up of a 3 story, wood frame apart building with 1 below grade parkade level. As well as 5 separate blocks of townhomes, also wood framed.

Building Type and Occupancy:

Group C- Residential

Apartment Building (3125 Capilano Cres) Total Number of Stories: 3

Apartment Building (3125 Capilano Cres) Levels Below Ground: 1

Year Constructed: 2003

Foundation: Reinforce Concrete

Exterior walls and frame: Concrete (parkade level), wood frame and wood exterior

Interior walls & finishing: Concrete, wood, drywall

Floors: Concrete, wood, (Various finishes – vinyl, laminate, carpet etc

Roof: Pitched wood truss, asphalt shingles

Type of Heating: Gas fired boiler fed hot water in floor radiant heating in apartments. Townhomes have gas fired furnace in each unit as well as some electric baseboard heating in some rooms.

Flammable Storage: There is currently no flammable storage on the site

District of North Vancouver Fire Bylaw #7481 – Section 41 Underground Parking Areas flammable and combustible products may not be stored in underground parking areas unless contained in a room specifically designed for such storage.

Fire Alarm Description / Location

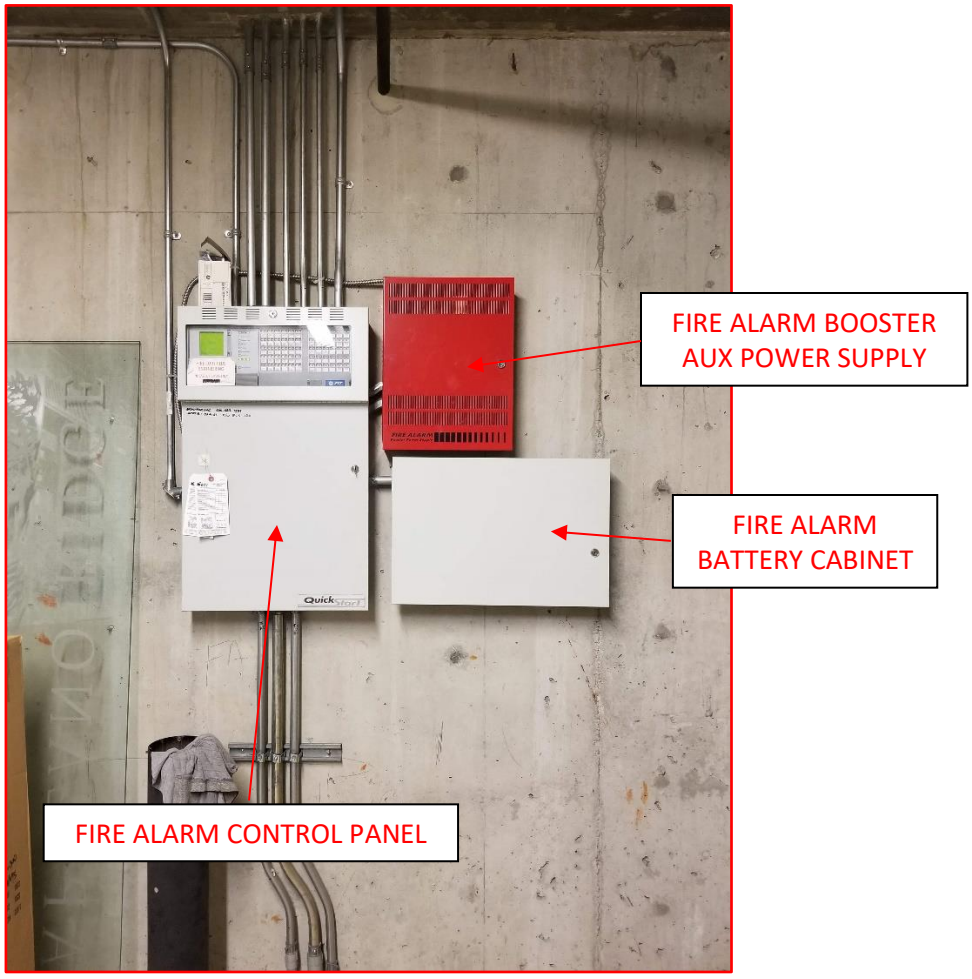
Manufacturer: Edwards **Model:** EST Quick Start

Stages: 1 **Supervised:** YES

Monitored: YES- by Paladin Security for Alarms, Troubles and Supervisory

Fire Alarm Control Panel: *(See Drawings)*

Location: in Electrical Room on Parking Level, northeast corner. (See drawings).



Fire Alarm Annunciator: *(See Drawings)*

Location: Inside of main entrance on left side. (See drawings)



Fire Alarm System Operation

The Fire alarm System is tested annually and serviced by Ace Fire Prevention. The fire alarm system is Addressable type. The system is a single stage system. This means the alarm tones have only 1 stage (alarm / evac).

The system may be activated manually from any manual pull station found at each exit. Smoke detectors and heat detectors provide automatic activation of an alarm. Sprinkler flow switch will cause an alarm on the fire alarm system when a sprinkler head ruptures in a fire. All sprinkler shutoff valves are supervised by the fire alarm system in that a zone trouble will annunciate on fire alarm control panel when valve is closed.

Bells throughout the facility will signal occupants that there is an alarm. The only relay operation is monitoring.

The System is designed to operate on emergency power for 48 hours standby and 30 minutes if in alarm.

Fire Alarm System Sequence of Operations

The fire alarm panel can be in one of three modes: **Normal, Alarm and Trouble/ Supervisory**

There are three LED's you must familiarize yourself with:

- **Power On Lamp(s)** **(green)**
- **Alarm Zone Lamp(s)** **(red)**
- **Trouble / Supervisory Lamp(s)** **(yellow)**

Normal Mode:

The fire alarm system senses that all the components are operating properly. The only visual indication on the panel is the 3 illuminated green power-on lights.

Alarm Mode:

Either a fire detector or manual pull station is activated, activating an alarm on the fire alarm panel. A **red lamp** will be illuminated on the fire panel indicating what zone has been activated. This will cause an audible general alarm in the building. If it is an actual Emergency a staff member with a tumbler key has to activate the total Evacuation Alarm at any pull station.

Trouble / Supervisory Mode:

The fire alarm system senses one of the components is not working properly. The trouble **Yellow light** will be illuminated on the panel and there will be an audible alarm coming from the panel. The Fire Safety Director or Deputy Fire Safety Director should contact the service provider and inform the company that the fire alarm system is in trouble / Supervisory mode. Pushing "Panel Silence / Acknowledge" will silence the beeping tone in a trouble condition at the fire alarm control panel or the annunciator. Keys are kept in the panel door.

A flashing amber light on the main fire alarm panel and an alert tone sound will indicate a system trouble or Supervisory.

Procedures to Reset Fire Alarm Panel:

DO NOT reset any pull stations, silence alarm signal or reset the fire alarm until the Fire Department has given the all clear to do so. If the source of the activation of the fire alarm is not known Ace Fire Prevention will have a technician trouble shoot the issue.

- Ensure all devices are restored
- If the system does not reset call the contractor responsible for the alarm system

Electrical Disconnect: *(See Drawings)*

The main electrical disconnect is located in the Electrical Room, Parking Level, northeast corner. Electrical service to the building is ***1200 Amps***

It is imperative that all electrical work be done by qualified tradesman in order to prevent electrical fires. Lock out beaker when not in use or being serviced.

Do not use the electrical room / caged areas for storage of items.



Main Electrical Disconnect

Exit Signs / Emergency Lighting:

- There are multiple illuminated red LED exit signs/emergency lighting units in the building that direct occupants to the closest exit. The emergency lighting units illuminate areas of egress. Exit sign / emergency light units have their own battery packs for DC power. The battery packs will enable the exit signs and lamp heads to stay illuminated in the event of AC power failure.
- Exit signs / emergency lights are inspected annually by Ace Fire Prevention. Call should service work be required. Monthly inspections should be completed by Fire Safety Director or designate. Monthly test can be completed by pushing test button on each unit or by disconnecting AC power at the breaker. See Part 4 and 5 of the fire safety plan for details on how to complete monthly testing and maintain a record.
- See Ace Fire Prevention emergency lighting annual inspection report for a detailed list of all the emergency lighting units and exit signs in the buildings.



Red LED Exit sign



Emergency Lighting Unit with Lamp Heads

Emergency Exiting: *(See Drawings)*

All Floors:

- There are two stairwells at the front of the building, one on the east and one on the west, that serve as a means of egress for all floors. The west stairwell exits outside to the front parking area. The east stairwell exits at the second floor to the front parking area (See Floor Plan Drawings).
- Exits are marked by Exit Signs.
- After exiting the building in the event of an emergency proceed directly to the Assembly Area located at:

  Capilano Crescent, opposite side of round about from entrance to complex
- Make sure all exits are kept clear.
- Close all doors behind you as you exit to prevent the spread of fire.
- Walk, do not run. Remain calm. Try to stay out of way of responding fire department once outside building.

  (See Floor Plan Drawings).

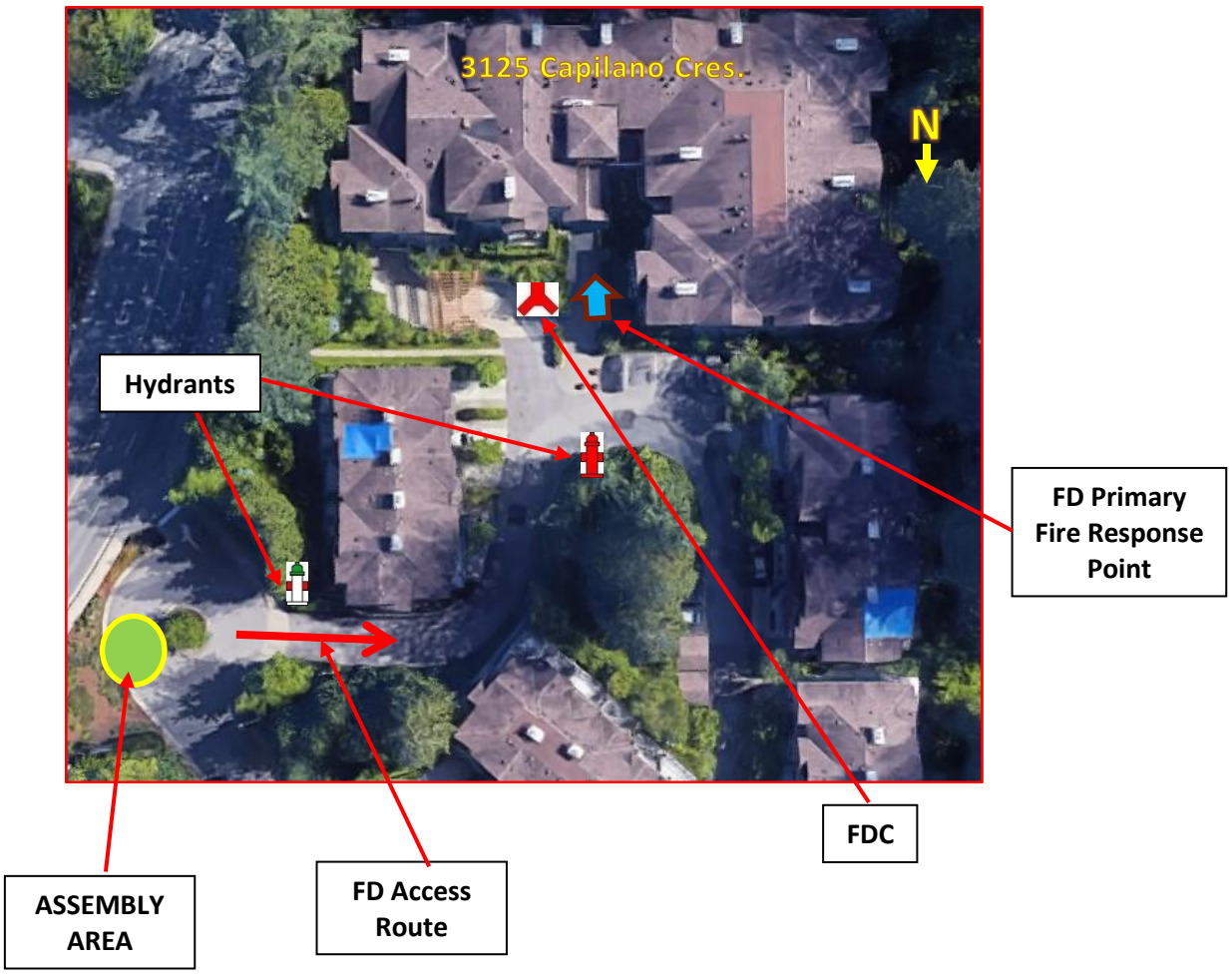
Fire Department Access Route: *(See Drawings)*

Location:

The Fire apparatus responding to the building in an emergency would access the site by way of Capilano Rd with entrance to Capilano Crescent to the North of the building. The primary fire response point is at main entrance on the North side of the building. (The fire department key vault and fire alarm annunciator are located here).

The closest fire hall is the District of North Vancouver Fire Department Hall #5 – 1221 W 15th Street in North Vancouver. The Fire Department would be responding from there and have 3.1 km to travel. Occupants evacuating the building to the Assembly Area need to remember to stay out of the way of fire fighters responding to an emergency**. (See Site plan drawing)**

Best Fire Department Access Route



Fire Department Key Vault (Keys and Access): *(See Drawings)*

There is a fire department key vault located to the left of the Main Entrance. The key vault is a recessed cylinder type. Only the fire department has access to the key vault.



Fire Department Lock Box

Fire Extinguishers:

There are many Fire Extinguishers throughout the building in various locations. All fire extinguishers are to be inspected annually by qualified contractor and serviced when required. They should be inspected monthly to ensure they are at corect pressure and are operable (check the guage to make sure it is in the green). Extinguishers are serviced by Ace Fire Prevention.

SEE FLOOR PLAN DRAWINGS FOR LOCATIONS OF FIRE EXTINGUISHERS

Types: ABC Dry Chemical fire extinguishers (stored pressure) can be found in cabinets in corridors. Extinguishers in building are ABC type. All extinguishers contain ABC Dry Chemical. (Ammonium Phosphate). Class A – Ordinary Combustibles, Class B – Flammable Liquids, Class C – Electrical.

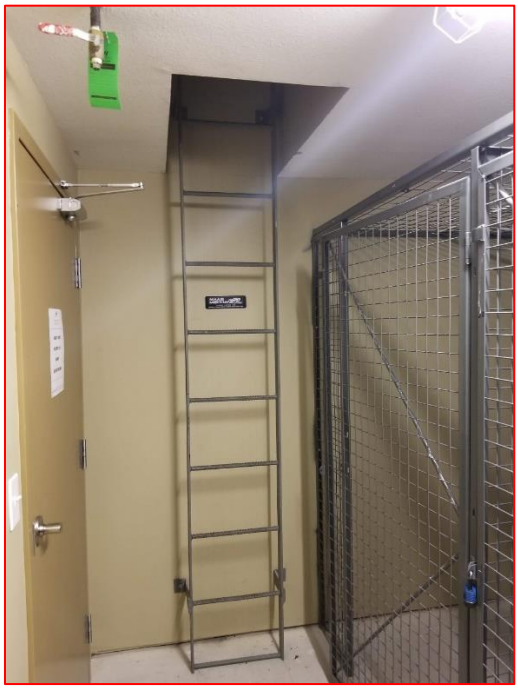
Operation: In the event of a small fire occupants are encouraged to use the fire extinguishers located in the building to extinguish the fire.
(Providing they are familiar with its operation, majority of fire extinguishers have pictograms on the front with basic instructions on how to operate) Fire extinguishers can be used to aid in evacuation should a fire be blocking the only means of egress. Otherwise, General Rule is if the fire is larger than you are do not attempt to extinguish it, exit the building and proceed to the assembly area closing all doors behind you. SEE APPENDIX ON HOW TO OPERATE EXTINGUISHER USING P.A.S.S. METHOD.



5LB ABC Extinguisher

Roof Access: *(See Drawings)*

The roof can be accessed by ladder and unlocked hatch in locker room on the third floor.



Fire Hydrant: *(See Drawings)*

There is a hydrant located in front of 3125 Capilano Crescent. The fire hydrant is private, meaning it is serviced and tested by Capilano Ridge. *Fire Hydrants are required to be visible and accessible at all times.*



There is a second hydrant located on Capilano Crescent, behind the townhouses 3145-53 north of the building. The fire hydrant is municipal, it is serviced and tested by the District of North Vancouver. The Unit # 5197. *Fire Hydrants are required to be visible and accessible at all times.*



There is a third hydrant located near the North vehicle access to the complex, in front of townhouse # 3147. The fire hydrant is private, meaning it is serviced and tested by Capilano Ridge. *Fire Hydrants are required to be visible and accessible at all times.*



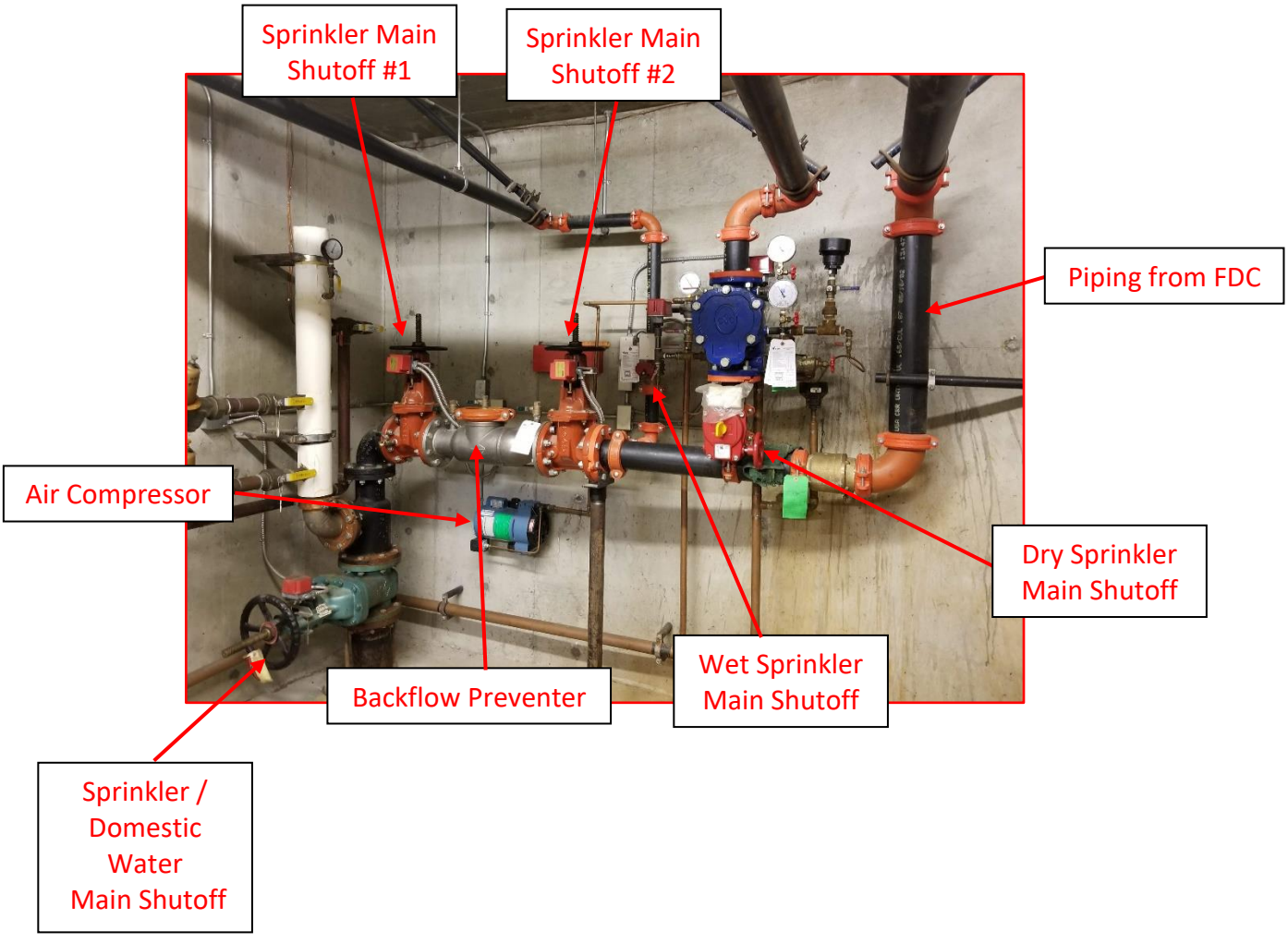
Wet Sprinkler System:

There is a wet sprinkler system that protects the entire building apart from the Parkade Level. The main shutoff valves are located in the Mechanical Room, on the Parking Level, northeast corner. Shutoff valves are black handle OS&Y type. All sprinkler valves are supervised by the fire alarm system meaning if the shut off valve is not in the open position, the fire alarm panel will have a supervisory fault condition. The sprinkler system has a flow switch that will activate an alarm on the fire alarm system when water is flowing from a ruptured sprinkler head due to heat from a fire.

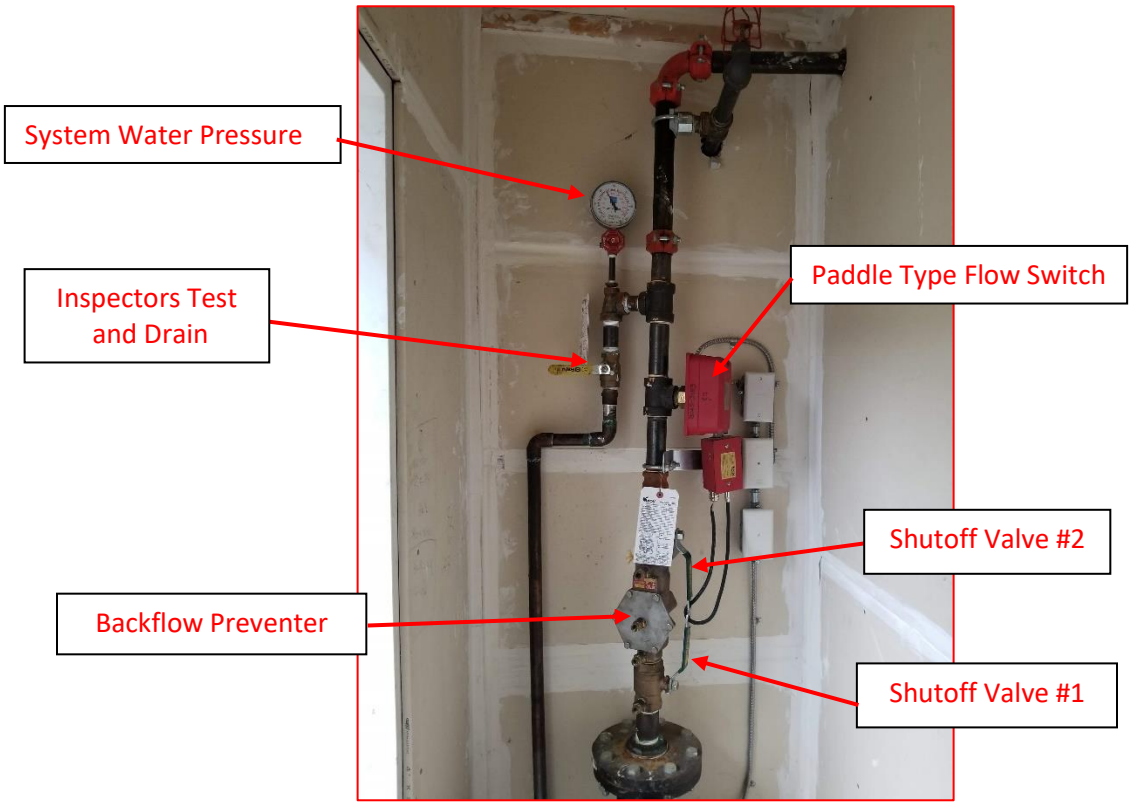
Sprinkler system is tested / inspected annually by Ace Fire Prevention. Weekly and monthly checks can be carried out by FSD / DFSD or designated person. See Part 4. There is also a 5 year and 50 year inspection which Ace would complete.

Each town house block is also protected by a wet sprinkler system. See Site Plan drawing for locations of shut off valves for each building.

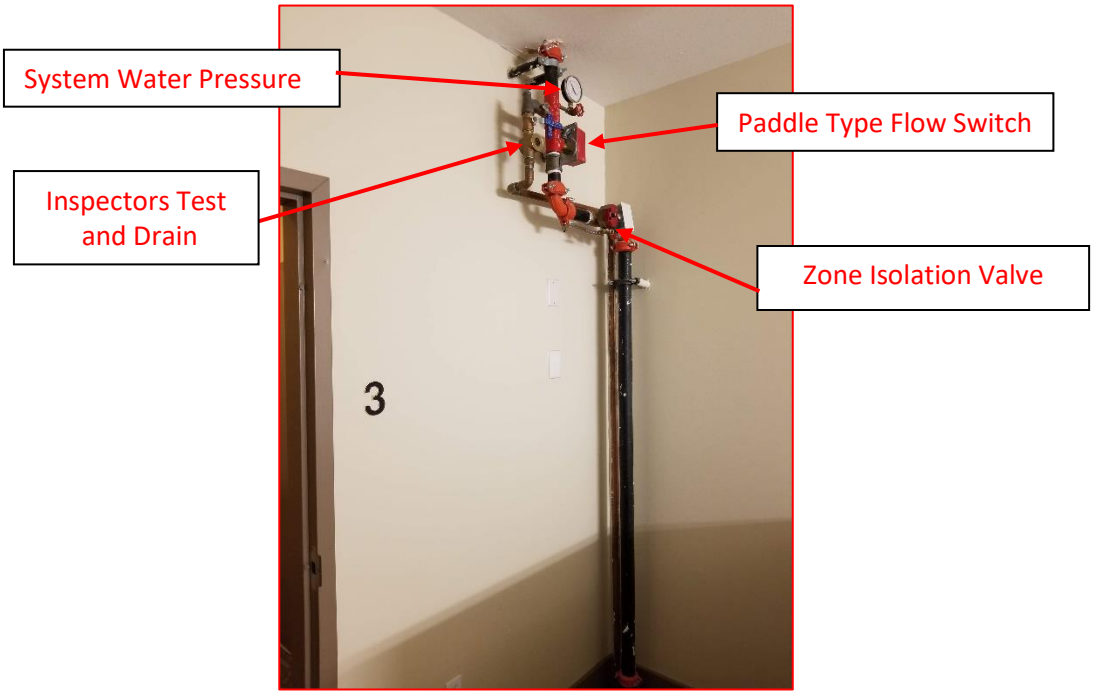
MECHANICAL ROOM IN PARKADE



TYPICAL SHUTOFF AND TEST AND DRAIN IN TOWNHOUSE BLOCK



TYPICAL ZONE ISOLATION VALVE AND TEST AND DRAIN IN STAIRS

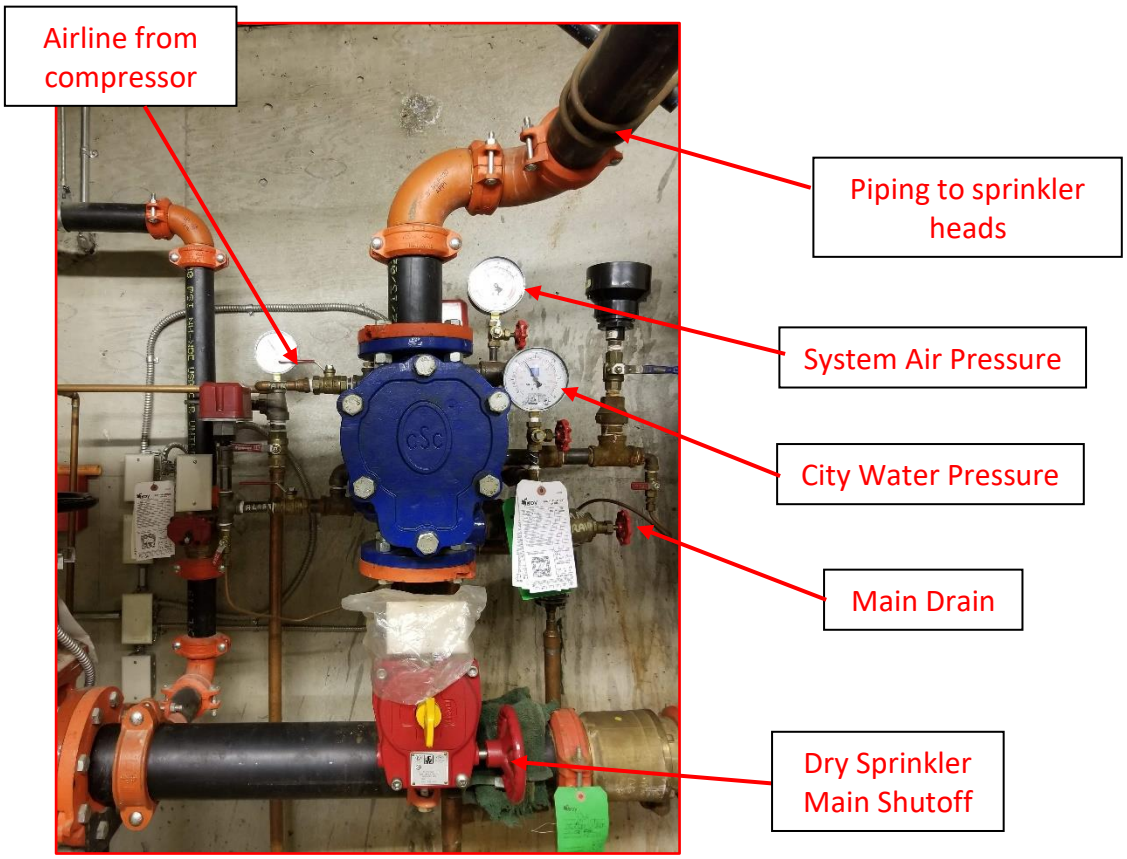


Dry Sprinkler System:

There is a dry sprinkler system that protects the Parkade Level. The main shutoff valve is located in the Mechanical Room under the blue dry valve. Shutoff valve is a red handle butterfly valve. All sprinkler valves are supervised by the fire alarm system meaning if the shut off valve is not in the open position, the fire alarm panel will have a supervisory fault condition. The sprinkler system has a pressure type flow switch that will activate an alarm on the fire alarm system when the dry system has tripped and water is flowing from a ruptured sprinkler head due to heat from a fire. The air in the dry system piping is maintained by a 1/2hp air compressor. If the air in system drops too low below compressor cut in but before tripping pressure, a low air pressure switch will operate a "low air" supervisory signal on the fire alarm panel.

Sprinkler system is tested / inspected annually by Ace Fire Prevention (partial trip of dry valve). Weekly and monthly checks can be carried out by FSD / DFSD or designated person. See Part 4. There is also a 3 year, 5 year and 50 year inspection which Ace would complete.

DRY VALVE IN MECHANICAL ROOM IN PARKADE



Fire Department: Connection (FDC):

There is a siamese 2.5 inch fire department connection (FDC) located to the left of the Main Entrance. The FDC serves the wet and dry sprinkler systems for 3125 Capilano Crescent and allows the fire department to increase the pressure and flow rate on the sprinkler system by hooking up hydrant through a pump on fire truck into FDC. There is also an FDC in front of each townhouse block that serves the wet sprinkler for that townhouse block.

Fire Department Connections need to be kept clear of obstructions so it is visible and accessible at all times.



FDC in front of 3125

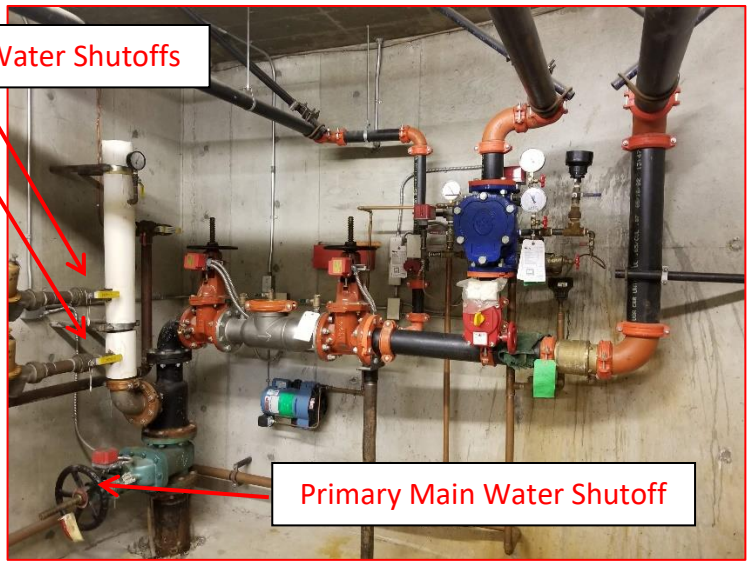


FDC in front of townhouse block

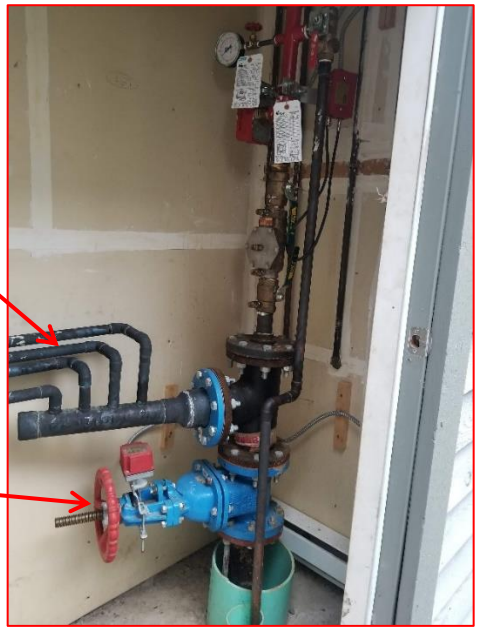
Main Water Shut Off: *(See Site Plan Drawing)*

The main water shut-off is located in the Mechanical Room on the Parking Level, northeast corner. The large black handle OS&Y valve will shut off water to the entire building including sprinkler. Each townhouse block also has a main shutoff. See Site Plan drawing for locations.

MECHANICAL ROOM IN PARKADE



MECHANICAL ROOM IN TOWNHOUSE BLOCK



Main Gas Shut Off: *(See Drawings)*

There is a natural gas shutoff located on the southeast side of the building. The gate is locked. A key to unlock the gate should be provided to the fire department to have in the key vault. A wrench is needed to close the gas shutoff valve. *(See Site Plan Drawing).*



Site Plan

January 2021

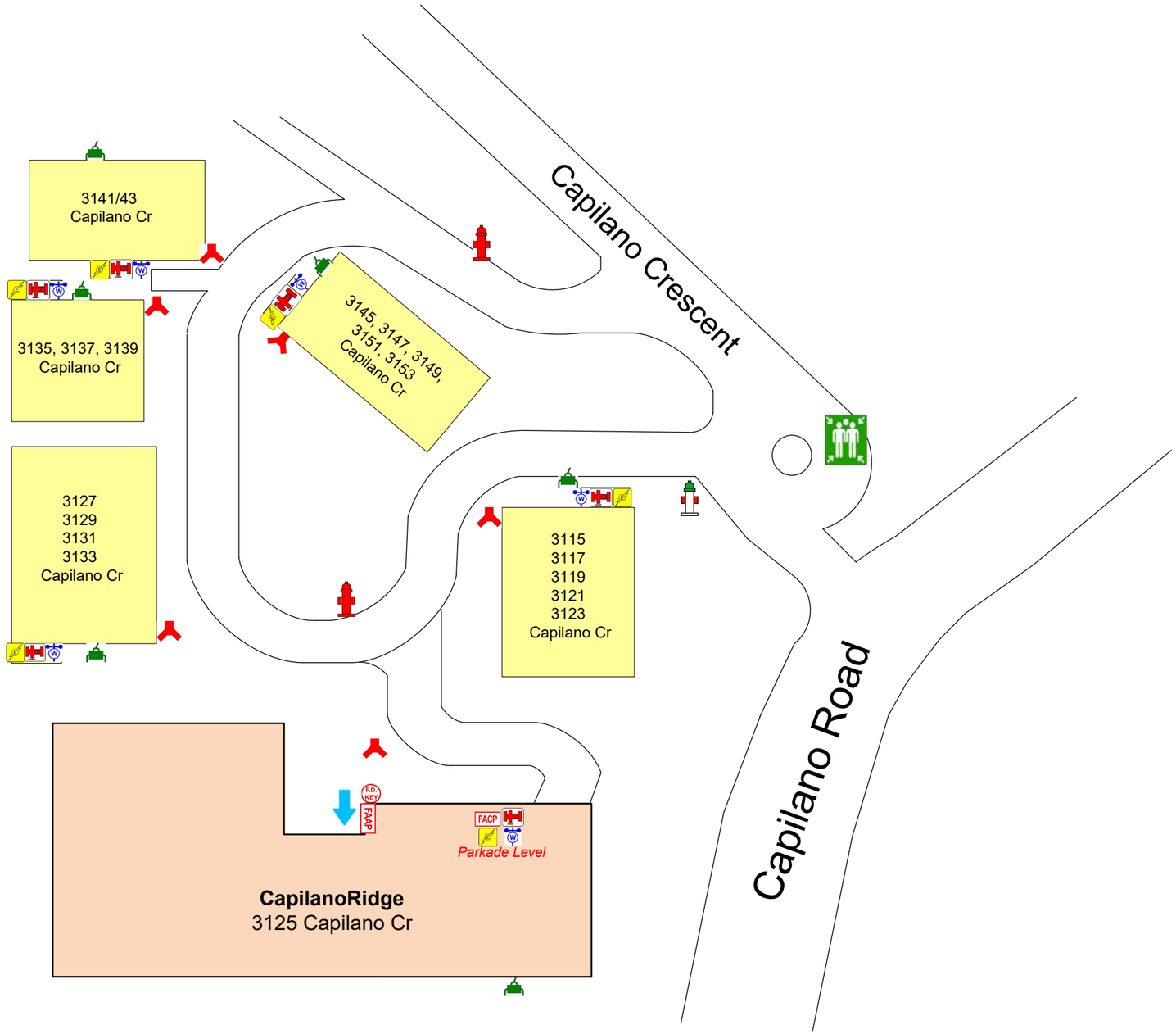
SITE PLAN

CAPILANO RIDGE

3125 Capilano Crescent, North Vancouver, British Columbia

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www.pacificcoastfire.com

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LEGEND

- FIRE DEPARTMENT ENTRY
- FACP — FIRE ALARM CONTROL PANEL
- FAAP — FIRE ALARM ANNUNCIATOR PANEL
- F.D. KEY — FIRE DEPARTMENT KEY VAULT
- FIRE DEPARTMENT CONNECTION
- NATURAL GAS SHUTOFF
- SPRINKLER MAIN SHUTOFF VALVE
- MAIN ELECTRICAL DISCONNECT
- MAIN WATER SHUTOFF
- FIRE HYDRANT (MUNICIPAL)
- FIRE HYDRANT (PRIVATE)
- ASSEMBLY AREA

Floor Plans

January 2021

FLOOR PLAN
PARKADE

CAPILANO RIDGE

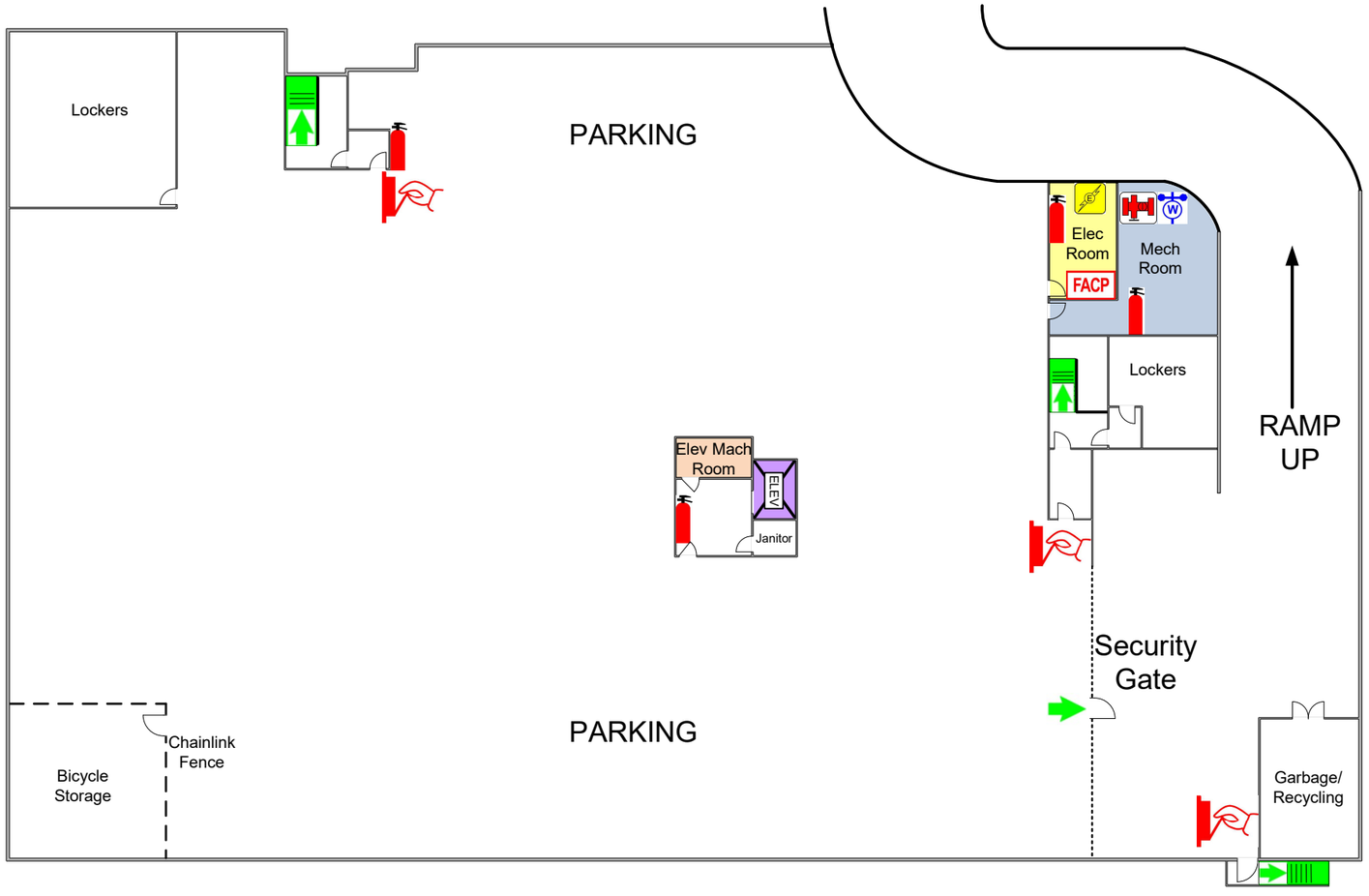
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****DISTRICT OF NORTH VANCOUVER FIRE BYLAW #7481 SECTION 41****

Underground Parking Areas flammable and combustible products must not be stored in undergound parking areas unless contained in a room specifically designed for such storage.



LEGEND

- EMERGENCY EXIT
- FIRE EXTINGUISHER
- FIRE ALARM PULL STATION
- FACP — FIRE ALARM CONTROL PANEL
- SPRINKLER MAIN SHUTOFF
- MAIN WATER SHUTOFF
- MAIN ELECTRICAL DISCONNECT

January 2021

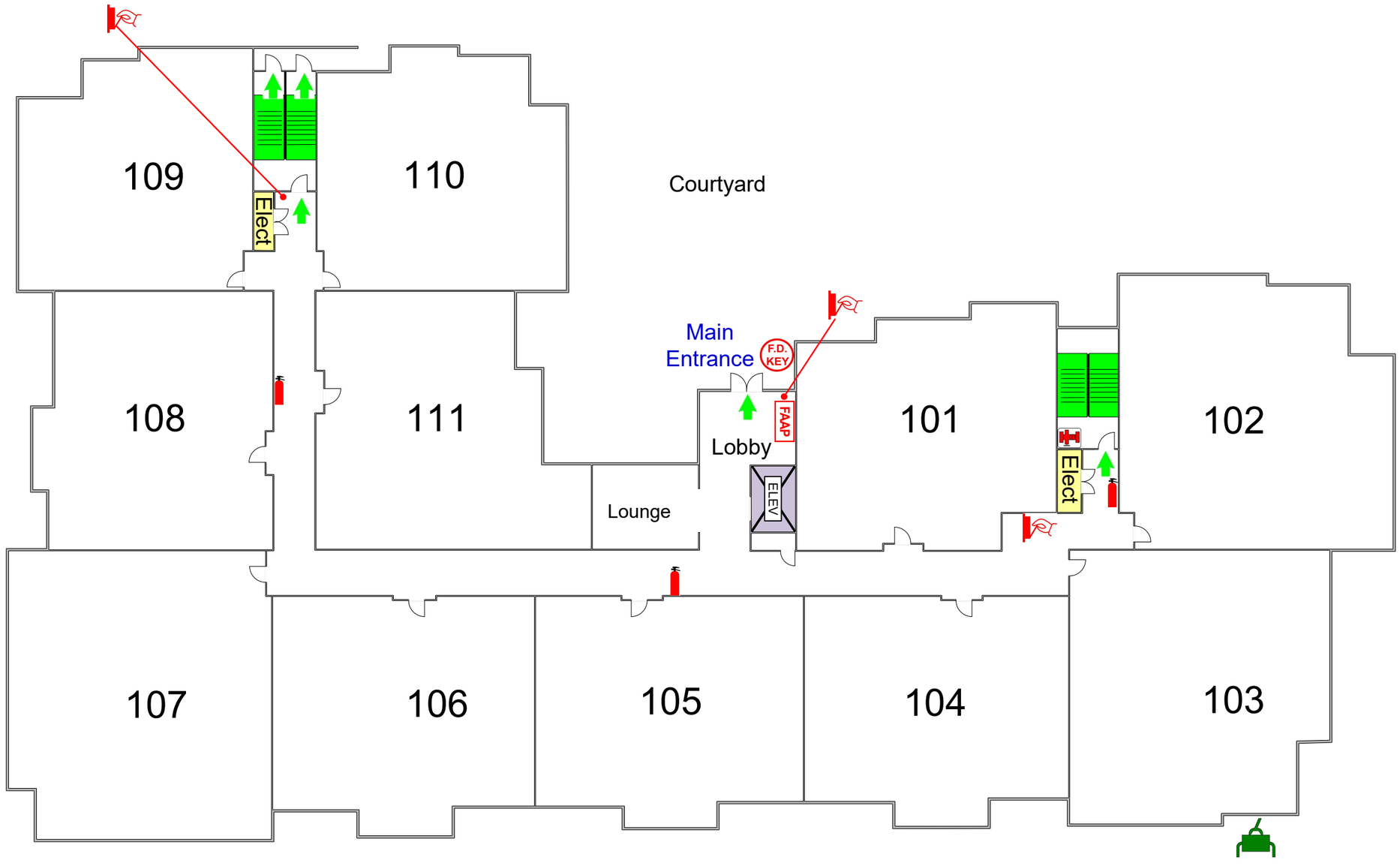
FLOOR PLAN
MAIN FLOOR

CAPILANO RIDGE

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LEGEND

- EMERGENCY EXIT
- FIRE EXTINGUISHER
- MANUAL PULL STATION
- FAAP — FIRE ALARM ANNUNCIATOR PANEL
- F.D. KEY — FIRE DEPARTMENT KEY VAULT
- SPRINKLER ZONE ISOLATION VALVE
- NATURAL GAS SHUTOFF

January 2021

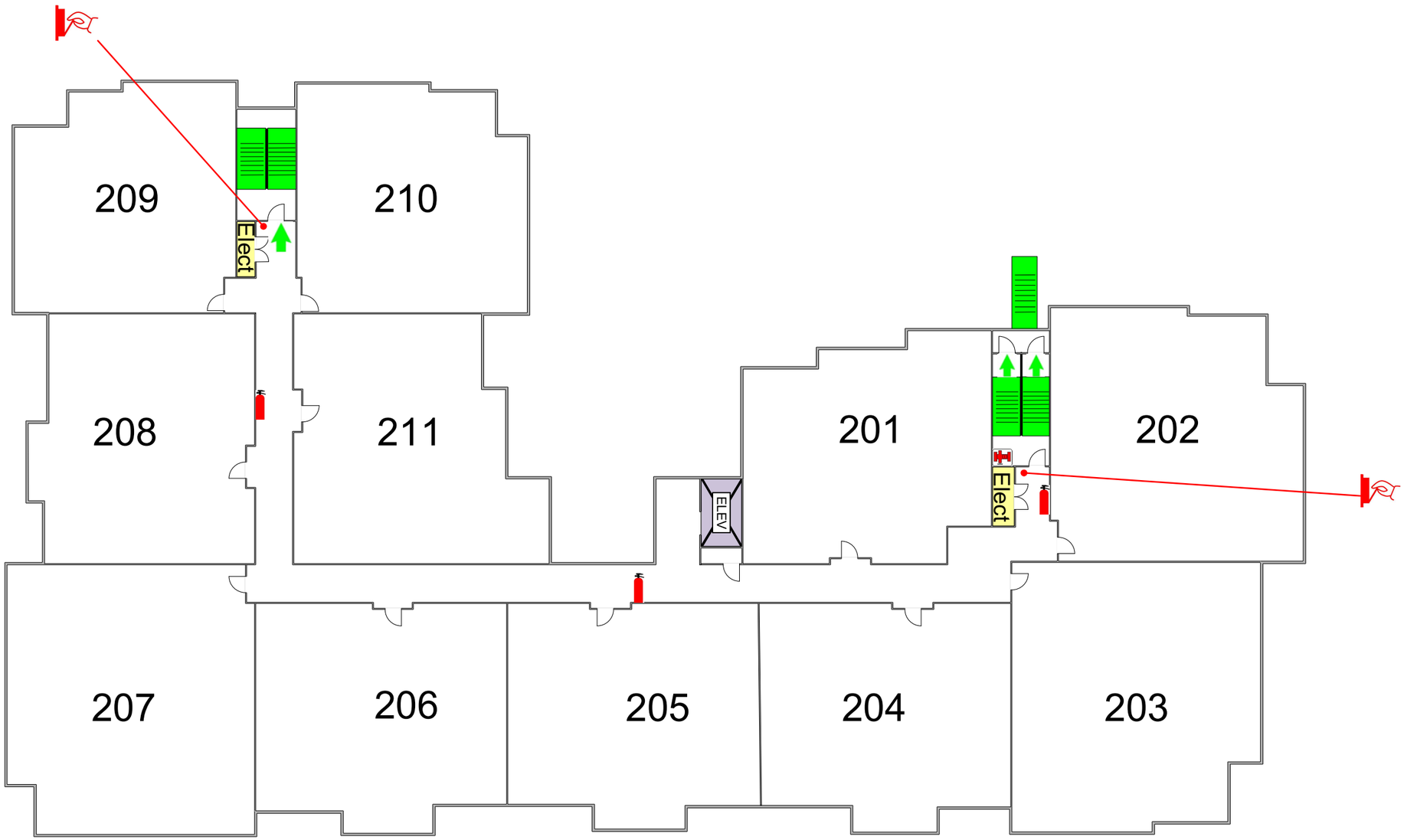
FLOOR PLAN
SECOND FLOOR

CAPILANO RIDGE

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LEGEND

- EMERGENCY EXIT
- FIRE EXTINGUISHER
- FIRE ALARM PULL STATION
- SPRINKLER ZONE ISOLATION VALVE

January 2021

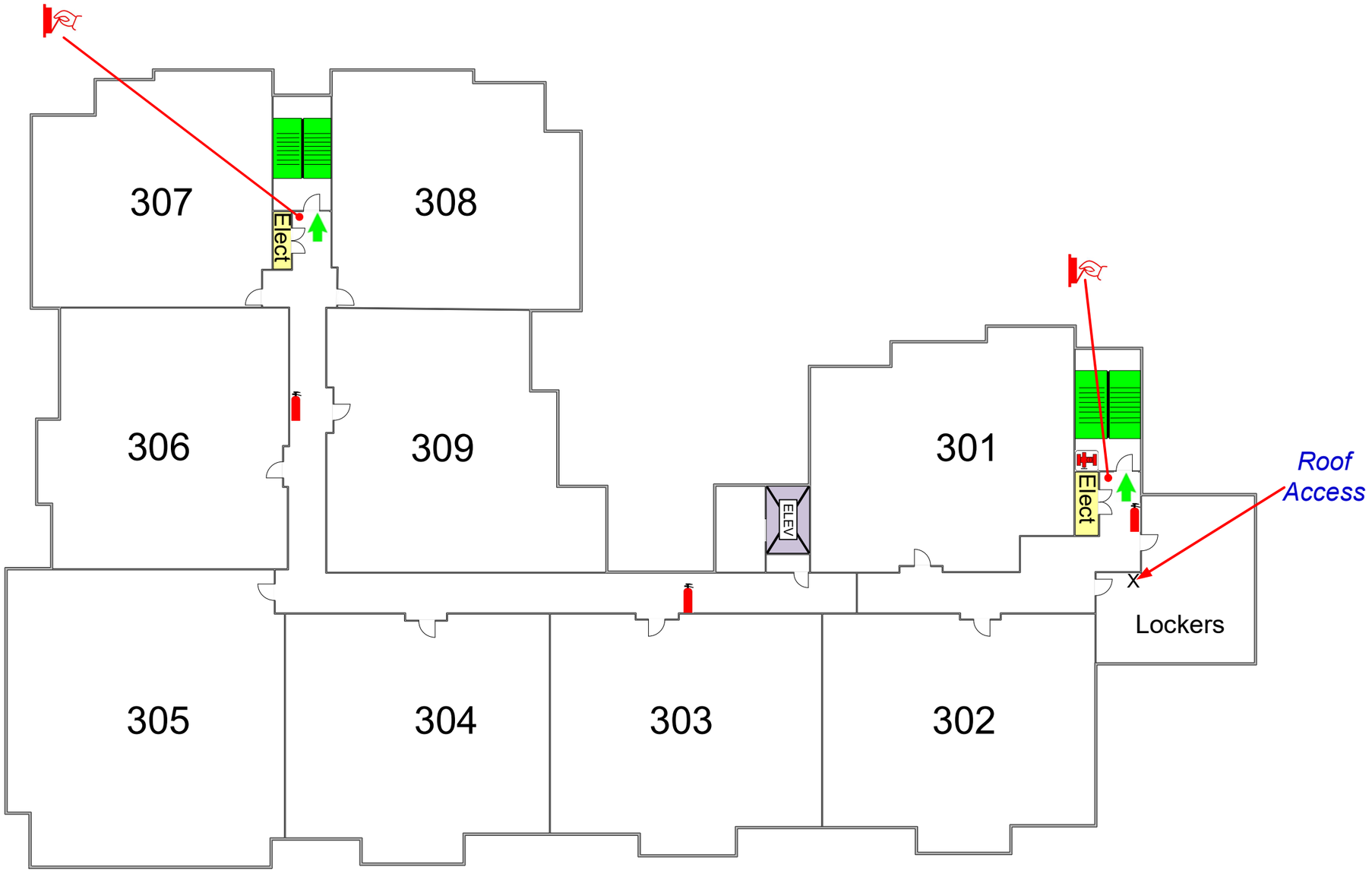
FLOOR PLAN
THIRD FLOOR

CAPILANO RIDGE

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LEGEND

- EMERGENCY EXIT
- FIRE EXTINGUISHER
- FIRE ALARM PULL STATION
- SPRINKLER ZONE ISOLATION VALVE

Part 1 – Objectives of the Fire Safety Plan

Fire safety planning has three primary objectives:

1. Fire Hazard Control
2. Fire Protection System Maintenance
3. Emergency Evacuation

Fire safety planning prevents the occurrence of fire by the control of fire hazards in the building, ensures operation of fire protection systems by establishing maintenance procedures, and provides a systematic method of safe and orderly evacuation of the building in the event of fire.

Emergency Evacuation Concept

Trained supervisory staff can be of great value in directing and assisting the orderly movement of people in the event of a fire and performing fire control until the fire department arrives.

Evacuation procedures relying heavily on supervisory staff are complex, in that such staff require continued training, frequent drilling, and must be continuously on the premises in order to fulfill their responsibilities during an emergency. Following the implementation of the plan, the time required for continued training and drilling, and the coordination necessary to maintain supervisory staff on the premises is extreme.

Based on these facts, the evacuation objective outlined in this guide is met simply and realistically without evacuation control officers or a Fire Safety Director's involvement in evacuation control.

Evacuation Sequence -

During an emergency, a fire alarm will sound, and all occupants will exit the building via a safe exit. Persons with disabilities should proceed with their assistants (if available) to the nearest safe exit. The Fire Safety Director should be available to respond to the premises after being contacted by the fire department.

The instructions for occupants in case of fire, posted prominently on each floor area, provide quickly read information on procedures to follow in the event of a fire. Use of this concept should/will ensure a systematic method of safe and orderly evacuation of the building in the event of fire

Part 2 – Supervisory Staff

APPOINTMENT OF THE FIRE SAFETY DIRECTOR

DATE: Jan 2021

NAME: Glyndwr Wide
(Fire Safety Director to be appointed annually)

TELEPHONE: 778-869-4770

ADDRESS: Unit 307 – 3125 Capilano Crescent, North Vancouver

Glyndwr Wide is the Fire Safety Director authorized to fulfil the duties as outlined in the fire safety plan for: **Capilano Ridge – 3125 Capilano Crescent, North Vancouver, BC**

APPOINTMENT OF THE DEPUTY FIRE SAFETY DIRECTOR

DATE: Jan 2021

NAME: Tom Van Walleghem

(Fire Safety Director to be appointed annually)

TELEPHONE: 778-233-2919

ADDRESS: 3133 Capilano Crescent, North Vancouver, BC

Tom Van Walleghem is the Deputy Fire Safety Director authorized to fulfil the duties as outlined in the fire safety plan for: **Capilano Ridge – 3125 Capilano Crescent, North Vancouver, BC**

FIRE SAFETY DIRECTOR & DEPUTY RESPONSIBILITIES

The Fire Safety Director is appointed in writing by the building owner. The F.S.D. is not in the building on a continuous basis; however, the F.S.D. should be available to respond to the building on notification of a fire emergency, in order to provide assistance as described in this plan. In the event that the F.S.D. is unavailable, a Deputy Fire Safety Director should be available to perform the obligations of the absent director.

The fire code requires that building fire protection and life safety systems receive a variety of regular inspections, service, and maintenance. The majority of inspections are generally quick checks to ensure that the particular system is operational and not in need of service.
Some inspections do not require a high degree of technical knowledge of the particular system, but rather the ability to check for a specific problem, and have it corrected. Such inspections could be adequately performed by the F.S.D. where he or she is in the building on a daily basis. Annual Inspection, Testing and Maintenance procedures generally involve technical procedures and will be performed by qualified individuals or private contractors specializing in the particular field.

Fire Safety Director Responsibilities General

1. Administering and maintaining the Fire Safety Plan. This should include:
   - Updating the plan when alterations are made to the building.
   - Updating the plan when names and phones numbers of designated persons or contractors change.
   - Updating the plan when code requirements change on testing / maintenance.

2. Training of Deputy Fire Safety Directors and staff. Training of Floor Wardens.

3. Recording information on the following:
   - Fire incidents
   - False alarms
   - Fire drills
   - Discharge or operation of fire equipment
   - Training periods
   - Name, location, and persons requiring assistance and their volunteer assistants (specify assistance required) SEE LAST PAGE OF FIRE SAFETY PLAN.
   - Minutes of fire safety meetings (if applicable)

4. Ensuring that fire protection systems are inspected, maintained and serviced in accordance with the plan and the fire code, and where an inspection, maintenance or testing procedure is beyond in-house capabilities, it is their responsibility to have qualified personnel complete the procedure.

5. Ensuring that additional precautions are taken to offset the hazard to occupants where fire protection systems are inoperable. This should include:
   - Checking the fire safety plan and fire code when fire systems are in need of repair.
   - Advising the fire department of the system status.
   - Putting a "Fire Watch" in place when required.

6. Ensuring that building maintenance, alteration or renovation does not expose the building or occupants to undue fire hazards, and precautions are taken to ensure building and occupant safety. This should include:
   - Checking the fire safety plan and the fire code when such activities take place to ensure that they meet the requirements of the fire safety plan and fire code regulations.

7. Ensuring that supervisory staff are available to respond to the premises in the event of notification of an emergency. This should include:
   - Notifying the Deputy Fire Safety Director when they will not be available.

8. Providing information to staff on general fire safety and evacuation procedures. This should include:
   - Providing new staff with Part 3 of the plan.
   - Notifying staff whenever the Fire Safety Director, or Deputy Fire Safety Director changes.

9. Resolving any fire hazards which are reported by staff, guests or the fire department.

10. Maintaining familiarity with the buildings fire protection systems.

11. Familiarity with fire regulations. This should include:
    - Ensuring that the electrical rooms are not used for storage.
    - Ensuring that established policies are adhered to.
    - Utilizing advice and recommendations from fire protection contractors and fire department.

12. Considering other emergency situations which could affect the building such as earthquakes, or natural gas leaks.

13. Notifying the alarm monitoring station when the emergency contacts change (when applicable).

14. If changes made to occupancy type, changes may be required to fire protection systems in place.

15. The fire safety plan as per BC Fire Code Div B 2.8.2.1.(2) shall be reviewed annually to take account of any changes in the use and other characteristics of the building.

Fire Drill Procedures

At minimum, the Fire Safety Director should conduct a fire drill once per year. The drill will provide both the staff and Floor Wardens the opportunity to practice what steps will need to be taken in the event of a fire emergency. Fire Drills and regular training of staff are imperative to occupant life safety.

Use the following procedure when conducting the fire drill:

1. It is up the discretion of the Fire Safety Director if they choose to notify staff of the date and time of the drill. Fire Safety Director should conduct the fire drill using the fire alarm system so the staff become familiar with the sound of the fire alarm signals.

2. Notify the alarm monitoring service and the fire department, on their non-emergency phone numbers, that you are planning to have a fire drill, and that you will call them back when the drill is complete.

4. Review evacuation procedures with D.F.S.D., Floor Wardens and other staff prior to drill unless planning a “surprise drill”. Perform the “If You Discover a Fire” scenario and the “In Case of Fire” procedures for staff. The F.S.D. should perform his or her duties as detailed in the plan.

5. Activate a fire alarm manual pull station. Let bells ring for 5 or 10 mins allowing all staff to evacuate and supervisory staff the opportunity to perform duties.

6. Restore the manual fire alarm pull station, silence the fire alarm signals and then reset the fire alarm system. (Fire alarm contractor that services the system can be available to operate the fire alarm system during the fire drill – can arrange).

7. Notify the alarm monitoring company and the fire department that the fire drill is complete.

8. Discuss drill with Floor Wardens and staff in an attempt to identify problems.

9. Can either complete the “Incident/Activity” Report or the “Fire Drill Record” form found in Part 5 of the fire safety plan and file in the back of the fire safety plan. A record is required to be kept of monthly testing for at least 2 years.

Deputy Fire Safety Director Responsibilities

1. Assisting the Fire Safety Director in implementing the fire safety plan.

2. Assuming the position of Fire safety director in the absence of the appointed F.S.D

Fire Safety Director - Fire Emergency Procedures

Procedures to follow in the event that either the Fire Safety Director (FSD) or the Deputy Fire Safety Director (DFSD) will be on site in an emergency.

Procedures when Fire Alarm Activated:

- **Perform general overview of residents response during the evacuation. Remind residents to exit calmly and orderly and proceed to the Assembly Area. *(Capilano Crescent, opposite side of roundabout from entrance to complex)***
- **When evacuating, try to exit from main entrance if possible and look at fire alarm annunciator to make note of what fire alarm zone is the source of the alarm. (only if safe to do so)**
- **Attempt to extinguish a fire only if you are not alone and it is safe to do so.**
- **Wait near front of building and serve as Liaison with North Vancouver Fire Department. Inform them if anyone is known to still be in the building and what if any the known fire situation is. Inform them of any residents that are disabled and unable to evacuate and are sheltering in place in their suite.**
- **Proceed to Assembly Area *(Capilano Crescent, opposite side of roundabout from entrance to complex).* Conduct a roll call of staff gathered at Assembly Area.**
- **Do not allow anyone back in the building until directed by the fire department.**
- **Maintain documentation / log of events and decisions made during emergency response.**

In any Emergency:

• Direct site specific survival operations and make key decisions throughout an emergency /crisis period. Including:

- ✓ make emergency appointments of personnel;
- ✓ decide on the allocation of duties to volunteers recruited during a crisis;
- ✓ determine the need for external aid and attempt to obtain aid if necessary;
- ✓ liaise with first response agency personnel and staff from other agencies on site;
- ✓ approve the discharge of volunteers and non-essential personnel, etc.;
- ✓ provide direction to residents following an evacuation, once life safety response operations are completed;
- ✓ maintain documentation/log of events and decisions made during emergency response;

****"Deputy Fire Safety Director" to assist "Fire Safety Director" in an emergency or assume the position of the "Fire Safety Director" if they are absent****

Fire Safety Director- Procedures during a Fire Drill:

- ➢ Supervise the drill and staff response so you can critique or reaffirm staff actions. Practice with staff "If you discover a fire" as well as "If you hear the alarm" (Part 3).

EMERGENCY PROCEDURES FOR ALL RESIDENTS AND VISITORS

IF YOU DISCOVER A FIRE 

1. ACTIVATE a fire alarm pull station
2. PHONE 9-1-1 to report a fire at your address: **3125 Capilano Crescent, North Vancouver**
3. HELP anyone in IMMEDIATE danger
4. FIGHT the fire ONLY if it is SMALL and you are NOT alone
5. EVACUATE via the nearest safe exit. Close Doors behind you. Do not use elevator.
6. PROCEED to the closest **ASSEMBLY AREA**

IF YOU HEAR A FIRE ALARM 

1. EVACUATE via the nearest safe exit. Close Doors behind you. Do not use elevator.
2. PROCEED to the closest **ASSEMBLY AREA** clear of the Building and arriving fire apparatus
3. DO NOT Re-enter building until cleared by fire department and directed by Floor Warden.

WHEN EVACUATING – REMAIN CALM
WALK – DON'T RUN
DO NOT USE ELEVATOR
IF YOU ENCOUNTER SMOKE OR FIRE – USE ALTERNATE EXIT
USE A FIRE EXTINGUISHER ONLY IF FIRE IS SMALL, YOU ARE NOT ALONE AND IT IS SAFE TO DO SO

Designated Assembly Area

Capilano Crescent, opposite side of roundabout from entrance to complex



- Stay clear of responding Fire Department
- Follow direction from Fire Safety Director and / or Fire Department
- Do not go to vehicle and attempt to leave site

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS GIVEN THE ALL CLEAR TO DO SO

All Residents Responsibilities

- learn evacuation and emergency procedures, fire prevention and fire preparedness. Also learn procedures to follow in other emergency situations like an earthquake. Learn locations of fire extinguishers and manual pull stations. Learn the sound of the fire alarm signals.
- Become familiar with all the evacuation routes from the building and assembly area.
- Take part in training sessions and fire drills.
- It is a good idea to have an emergency bag packed with the following emergency supplies:
  - Flashlight
  - Small First Aid Kit
  - Whistle
  - Non – Perishable food
  - Water

Fire Prevention

- Be alert around electrical equipment. If electrical equipment is not working properly or if it gives off an unusual odour – often the first sign of as problem that could cause a fire – disconnect the equipment and call an appropriate maintenance contractor.

- Promptly replace any electrical cord that is cracked or has a broken connection.

- When using extension cords, protect them from damage and do not put them across doorways or any place where they will be stepped on or chafed. Check the amperage load specified by the manufacturer or the “listing laboratory”, and do not exceed it. Do not plug one extension cord into another, and do not plug more than one extension cord into the outlet.

- Keep all heat–producing appliances away from the wall and away from anything that might burn. Leave plenty of space for air to circulate around equipment that normally gives off heat.

- Make sure all heat producing appliances in your area are turned off when not in use. Its best to assign one person to make this check every day.

- Do your part to keep storage areas, stairway landings and other out of way locations free of wastepaper, empty cartons, dirty rags and other material that could fuel a fire.

- Report fire hazards to the Fire Safety Director / Deputy Fire Safety Director .

Fire Preparedness

- Know the location of the two exits closest to your area. Count the number of doors between you and each of those exits - in case you must escape through a darkened, smoke-filled corridor where you can't read the names on the doors.
- Know who the location of the assembly area.
- Make note of locations of fire extinguishers and how to use them.
- Learn where the nearest fire alarm pull station is located and how to activate it.
- Learn the sound of your building's fire alarm.
- During the annual fire drill, which will be conducted by the Fire Safety Director, do the following:
    - Review the basic *IN CASE OF FIRE* procedures posted in the corridors, and Evacuation Procedures.
    - Ensure you know who the Fire Safety Director and Deputy Fire Safety Director are, and how to contact them.
    - Read the other information provided in *Occupant Fire Prevention, Preparedness, & Control.*

Fire Evacuation

- Use a building telephone only if you are safe from the fire.

- While exiting, walk, do not run. Shut all doors behind you and alert those who have difficulty hearing that an emergency evacuation of the building is under way. Proceed along corridors and through exits in a quiet and orderly manner. High- heeled shoes are hazardous while proceeding down-stairs, and it is advisable to remove them before entering the stairwell. Do not push or jostle.

- Assist persons requiring assistance to reach the nearest safe exit:

  - try to keep exits clear by permitting others to pass. It may be necessary to hold persons requiring assistance in or near the exit and wait for North Vancouver Fire Department assistance.

- If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.

- Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route. If it feels normal, brace your body against the door and open it a crack – be prepared to slam it shut if heat or smoke starts to rush in.

- If all exits are blocked by fire or smoke, enter a room preferably with an exterior window, and seal the cracks in the door with available materials to prevent smoke entering the room. Phone 911 to report your situation and attract the attention of someone outside the building by any possible means (hanging a bed sheet or towel out a window or use a flashlight). Wait to be rescued.

- When you have reached the outside of the building, move away from the exit allowing others behind you to emerge and move directly to the appointed ASSEMBLY POINT outside of the building.

- **Do not** attempt to drive your vehicle from the parking area.

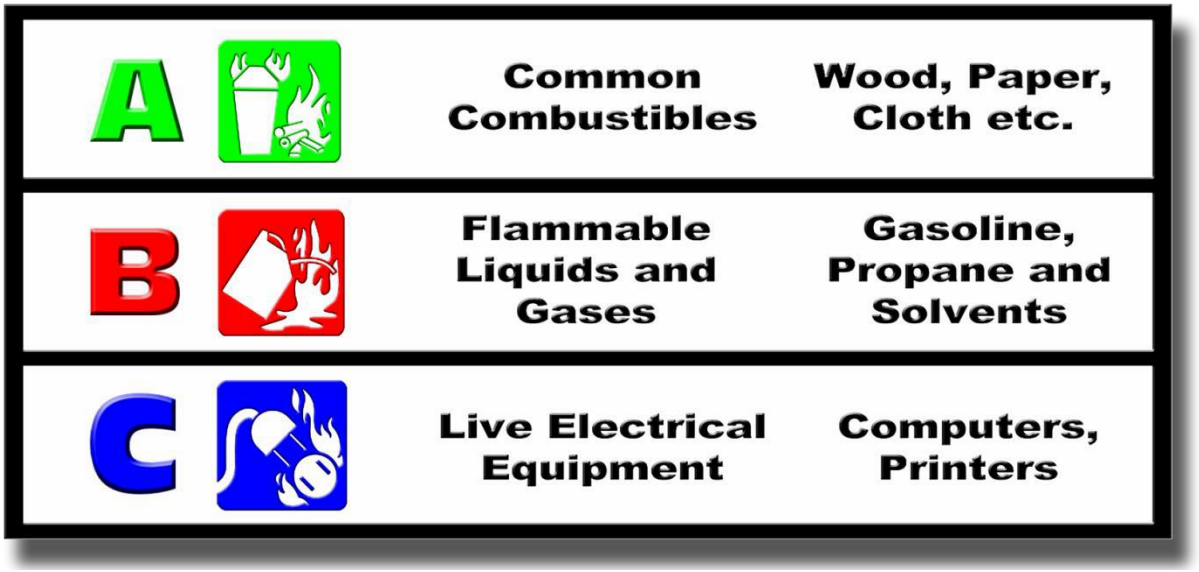
- **Do not** enter the building again until permitted by the North Vancouver Fire Department officer or the Fire Safety Director.

Portable Fire Extinguishers

Portable fire extinguishers are useful only if you know how to use them, if they are right for the type of fire you are fighting, and if the fire is discovered immediately. You should not attempt to fight even a small fire until people have been evacuated from the area and the North Vancouver Fire Department has been called. Never attempt to fight a fire if any of the following is true:

- You are uncertain about how to use the extinguisher.
- The fire is spreading beyond the immediate area where it started.
- The fire could block your escape route.
- You are alone.

All fire extinguishers in building are ABC dry chemical.



How To Use A Multi-Purpose Dry Chemical Type Fire Extinguisher

Remember the word: **PASS**

P **Pull the Pin**



A **Aim the extinguisher nozzle at the base of the flames**



S **Squeeze trigger while holding the extinguisher upright**



S **Sweep the extinguisher from side to side, covering the area of the fire with the extinguishing agent.**



Most portable fire extinguishers work according to these directions, but some do not. Read and follow the directions on the fire extinguishers within your building.

HOW TO ASSIST PERSONS WITH DISABILITIES

Visually impaired persons

- Tell the person the nature of the emergency and offer to guide him/her.
- While guiding, tell the person where you are and any obstacles and planned direction.
- When you reach safety, orientate the person to current location.
- Ask if they require further assistance. Do not leave them alone until further help arrives.

Hearing- impaired persons

- Persons with impaired hearing may not perceive the emergency alarm and require alternative warning techniques. (eg. Strobes)
- Consider writing a note telling them where the emergency is and closest exit route. (FIRE! go out rear exit door now – turn left at corner. NOW!)
- If available, turning light switches off and on quickly to gain attention followed the gesturing or displaying note.

How To Assist Persons Requiring Assistance

Person requiring assistance may be transported using the following techniques -

Extremities Carry:

The extremities carry is a two-person carry that is easy to do. The steps are as follows:

- One assistant stands at the head of the person requiring assistance, and the second stands at the feet.
- The assistant at the head kneels and slips their arms under the person requiring assistance's arms and around the chest, grasping the person's wrists.
- The assistant at the feet kneels with feet together between the person requiring assistance's legs. This assistant grasps the person under or just above the knees.
- The two assistants then stand and carry the person requiring assistance to a place of safety (remember to use your leg muscles when standing up).



Chair Carry:

- Position the person requiring assistance onto a sturdy but lightweight chair with legs / not an office chair.
- If the person is on the floor, slide the chair under the buttocks and position the person "sitting position" on the chair still lying on its back.
- Pick up the chair from either side or position one assistant at back of chair, holding onto the upper chair back, while the second assistant grasps the front chair legs.
- Keep the person's hand on their lap and proceed to safety.
- Caution the person from grabbing out with their arms as you exit.



Clothes Drag:

- Grasp the upper clothing behind the head of the person requiring assistance showing caution if the clothes become restrictive about the neck, possibly effecting breathing or blood circulation.
- Begin dragging the person, showing care with regards to their head by supporting it with your forearms.
- (by keeping close to the floor, you reduce the risk of injury in event of an accident slip)
- When dragging the person down flight of stairs, support their head using your forearms, keeping their head low and leading down head first.



Blanket Drag:

- Find a blanket within the building – first aid room - supplies.
- Position it on the floor beside the person requiring assistance after folding 1/2 of the blanket into “pleats” on the side closest to the individual.
- Position yourself on the opposite side of the person to the blanket.
- Raise the arm closest to you to a position above their head to support the person’s head during the roll.
- Roll the person towards you.
- Pull the blanket to a position against the back and roll the person back down onto the blanket.
- Pull the “pleated” side out from under the person, positioning them in the centre and wrapping it around them in secure fashion.
- Grasping the end of the blanket near the head allows for support of the persons head.
- Proceed in similar fashion to Clothes Drag Technique



First Aid Steps

1 Before administering care to an ill or injured person, check the scene and the person. Size up the scene and form an initial impression.

Pause and looks at the scene and the person before responding. Answer the following questions:
- Is the scene safe to enter?
- What happened?
- How many people are involved?
- What is my initial impression about the nature of the person's illness or injury? Does the person have any life-threatening conditions, such as severe, life-threatening bleeding?
- Is anyone else available to help?

2 If the Person is awake and Responsive and there is no severe life-threatening bleeding:

- Obtain consent: Tell the person your name, describe type and level of training, state what you think is wrong and what you plan to do, and ask permission to provide care.
- Tell a bystander to get the AED and first aid kit: Point to a bystander and speak out loud.
- Use appropriate PPE: Put on gloves, if available.
- Interview the person: Uses SAMPLE questions to gather more information about signs and symptoms, allergies, medications, pertinent medical history, last food or drink and events leading up to the incident.
- Conduct a head-to-toe check: Check head and neck, shoulders, chest and abdomen, hips, legs and feet, arms and hands for signs of injury.
- Provide care consistent with knowledge and training according to the conditions you find.

3 If the Person Appears Unresponsive:

Shout to get the person's attention, using the person's name if it is known. If there is no response, tap the person's shoulder (if the person is an adult or child) or the bottom of the person's foot (if the person is an infant) and shout again, while checking for normal breathing. Check for Responsiveness and breathing for no more than 5-10 seconds.

4 If the person is breathing:

- Send someone to call 911 or the designated emergency number and obtain an AED and first aid kit.
- Proceed with gathering information from bystanders using the SAMPLE questions
- Conduct a head-to-toe check.
- Roll the person onto his or her side into a recovery position if there are no obvious signs of injury.

5 If the person is NOT breathing:

- Send someone to call 911 or the designated emergency number and obtain an AED and first aid kit.
- Ensure that the person is face-up on a firm, flat surface such as the floor or ground.
- Begin CPR (starting with compressions) or use an AED if one is immediately available, if you are trained in giving CPR and using an AED.
- Continue administering CPR until the person exhibits signs of life, such as breathing, an AED becomes available, or EMS or trained medical responders arrive on scene.

Precautions During Repairs, Alterations & Renovations:

Fire Detection & Alarm System

When the system cannot be repaired and returned to full operation, the following **FIRE WATCH** procedures should be implemented:

FIREWATCH PROCEDURES

1. Notify the Fire Department of the system status.

2. Have a person remain at the premises until the system is fully operable (FIRE WATCH).

3. Watchperson shall make inspection rounds of all areas of the building every 30 minutes, 24 hours per day.

4. Watchperson shall remain on the property between rounds.

5. Fill out Fire Watch Log Form located in Part 5 of this plan.

Portable Fire Extinguishers
Where a service company removes a fire extinguisher from the building for an extended length of time, a fire extinguisher of the same type should be provided temporarily in its place.

Building
During alterations and repairs ensure that the building and its occupants are not exposed to undue fire hazards created by contractors' equipment or supplies which are brought into the building. Frequent inspections of the affected area is required in order to ensure the following:

- Exits are free of obstructions.
- Dangerous work areas are inaccessible to the building occupants.
- Contractors have obtained necessary building and operation permits.
- Flammable and combustible liquids are handled and stored safely.
- Heat producing equipment such as welding/cutting equipment and portable heaters are used safely.

Where a problem is suspected the Fire Department should be contacted in order to provide advice or perform an inspection.

Automatic Sprinkler System

Alterations -

It is the responsibility of the sprinkler contractor to test the system in accordance with the B.C. Fire Code following alteration of the system.

Programmed Repairs -
Where operations require the temporary shutting down of sprinkler protection, such operations shall be programmed by the contractor working on the system to enable completion in the shortest possible time and protection to be restored as promptly as possible.

Additional Precautions During Shut-downs -
During an interruption of normal sprinkler protection, emergency hose lines and portable extinguishers shall be provided, extra watch service shall be placed on duty and temporary water connections shall be made to the sprinkler systems where practicable.

Discontinuance of Work -
Full sprinkler protection shall be restored or the provisions of additional precautions during shutdowns maintained when work on the system is discontinued, as at night time or during holidays.

Identification of Closed Valves
Closed sprinkler control valves shall be tagged or identified in a manner apparent to the responding fire department.

Any time a sprinkler system or portions of a sprinkler system is left inoperable, a FIRE WATCH is to be put in place and procedures followed as described on previous page.

Procedures After Fire Safety Equipment has Operated

Fire Detection & Alarm System:

Procedure for false alarm:

1. ENSURE the fire department is aware of incident.

2. DO NOT SILENCE OR RESET the fire alarm system

3. When the fire department is satisfied that the alarm was false, RESTORE any activated manual pull stations and RESET the system (if qualified).

4. COMPLETE the Incident/Activity Report.

Where a fire has occurred and damaged system wiring and/or detection devices, or you are unsure of the reset procedures, it is likely that a trouble signal/ alarm will be indicating on the system. In this case a qualified contractor should be contacted to make the necessary repairs.

Automatic Sprinkler System

Where a sprinkler has activated during a fire condition or accidentally through mechanical damage it is necessary to place the system back in operation as soon as possible. This procedure should be conducted by a qualified sprinkler contractor. Until such time that the sprinkler system is repaired and fully operational, a fire watch must be conducted in areas of the building where the fire protection systems are affected.

Portable Fire Extinguishers

When extinguishers have been used, they should be serviced by qualified personnel.

HOT WORKS PROCEDURES AND SAFETY REQUIREMENTS

Application

1) This Section shall apply to hot works involving open flames or producing heat or sparks, including, without being limited to, cutting, welding, soldering, brazing, grinding, adhesive bonding, thermal spraying, and thawing pipes.

2) Except as provided in this section, hot works described in Sentence (1) shall conform to CSA W117.2, “Safety in Welding, Cutting, and Applied Processes”.

Training

1) Hot works shall be performed only by personnel trained in the safe use of equipment in conformance with this Section.

HOT WORKS EQUIPMENT

Maintenance

1) Hot work equipment shall be maintained in good operating condition.

Inspection

1) Hot work equipment shall be examined for leakage or defects prior to each use.

2) Leaks or defects found in hot work equipment shall be repaired prior to use.

Equipment Not in Use

1) All valves shall be closed and gas lines bled when Class 2 gas hot work equipment is not in use.

2) Electric hot work equipment shall be de-energized when not in use.

PREVENTION OF FIRES

Location of Operations

1) Except as provided in Sentence (2), hot work shall be carried out in an area free from combustible and flammable contents, with walls, ceilings and floors of non-combustible construction or lined with non-combustible materials.

2) When it is not practicable to undertake hot work in an area described in Sentence (1),
   a) combustible and flammable materials within a 15m distance from the hot work shall be protected against ignition.
   b) a fire watch shall be provided during the hot work and for a period of not less than 60 min. after its completion and
   c) a final inspection of the hot work area shall be conducted 4 hours after completion of work.

3) When there is a possibility of sparks leaking onto combustible materials in areas adjacent to the area where hot works is carried out,
   a) openings in walls, floors or ceilings shall be covered or closed to prevent the passage of sparks to such an adjacent area, or
   b) Sentence (2) shall apply to such adjacent areas.

Protection of Combustible and Flammable Materials

1) Any combustible and flammable material, dust or residue shall be
   a) removed from the area where hot work is carried out, or
   b) protected against ignition by the use of non-combustible materials.

2) Combustible materials or building surfaces that cannot be removed or protected against ignition as required in Sentence (1) shall be thoroughly wetted where hot work is carried out.

3) Any process or activity creating flammable gases or vapours, combustible dusts or combustible fibers in quantities sufficient to create a fire or explosion hazard shall be interrupted where hot work is carried out and hazard materials shall be removed.

Fire Watch

1) The exposed areas described in Sentences 5.2.3.1. (2) and (3) (BC Building Code) shall be examined for ignition of combustible materials by personnel equipped with and trained in the use of fire extinguishing equipment.

Work on Containers, Equipment or Piping

1) Hot work shall not be performed on containers, equipment, or piping containing flammable liquids, combustible liquids or Class 2.1 flammable gases unless

a) They have been cleaned and tested with a gas detector to ascertain that they are free of explosive vapors, or

b) Safety measures are taken in conformance with good engineering practice (see Appendix A).

2) Hot work shall not be performed on a totally enclosed container.

3) Hot work shall not be performed on metal objects that are in contact with combustible materials unless safety precautions are taken to prevent their ignition by conduction.

Work Adjacent to Piping

1) When hot work is to be carried out near piping containing a Class 2.1 flammable gas, the piping shall

a) Conform to sentence 5.2.3.4.(1), or

b) Be protected by a thermal barrier against the passage of heat.

Fire Extinguishing Equipment

1) At least one portable fire extinguisher shall be provided in the hot work area.

Fire Safety Plan

1) In buildings or areas described in Article 2.8.1. 1., the required fire safety plan shall include the safety measures described in this Subsection for the safe conducting of hot works.

Part 3 – Instructions to Occupants

EMERGENCY PROCEDURES FOR ALL RESIDENTS AND VISITORS

IF YOU DISCOVER A FIRE 

1. ACTIVATE a fire alarm pull station
2. PHONE 9-1-1 to report a fire at your address: **3125 Capilano Crescent, North Vancouver**
3. HELP anyone in IMMEDIATE danger
4. FIGHT the fire ONLY if it is SMALL and you are NOT alone
5. EVACUATE via the nearest safe exit. Close Doors behind you. Do not use elevator.
6. PROCEED to the closest **ASSEMBLY AREA**

IF YOU HEAR A FIRE ALARM 

1. EVACUATE via the nearest safe exit. Close Doors behind you. Do not use elevator.
2. PROCEED to the closest **ASSEMBLY AREA** clear of the Building and arriving fire apparatus
3. DO NOT Re-enter building until cleared by fire department and directed by Floor Warden.

WHEN EVACUATING – REMAIN CALM
WALK – DON'T RUN
DO NOT USE ELEVATOR
IF YOU ENCOUNTER SMOKE OR FIRE – USE ALTERNATE EXIT
USE A FIRE EXTINGUISHER ONLY IF FIRE IS SMALL, YOU ARE NOT ALONE AND IT IS SAFE TO DO SO

Designated Assembly Area

Capilano Crescent, opposite side of roundabout from entrance to complex



- Stay clear of responding Fire Department
- Follow direction from Fire Safety Director and / or Fire Department
- Do not go to vehicle and attempt to leave site

DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS GIVEN THE ALL CLEAR TO DO SO

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

INSPECTION, MAINTENANCE & TESTING OF FIRE PROTECTION EQUIPMENT

General

The B.C. Fire Code Regulations require that fire protection installations be maintained in operating condition in accordance with Part 6 & 7. In most cases the Fire Code does not specify in detail the necessary inspection, maintenance, and testing procedures; instead, it references standards such as those developed by the National Fire Protection Association, Canadian Standards Association, and Underwriters Laboratories of Canada. Where such standards are referenced by the code, they have been identified in this plan as Reference Standard.

Records

Records of inspection, testing or maintenance of fire protection equipment, which is completed by the Fire Safety Director, qualified person, or a private contractor shall be retained for at least 2 years from the date of the activity. The records shall be located in the Fire Safety Plan for review by the authority having jurisdiction. The activities on the Daily Inspection Report are exempted from this requirement.

Qualified Contractors

Contractors may perform their own unique inspection and testing procedures; however, their procedures must meet the minimum requirements set by the applicable code.

Portable Fire Extinguishers

Reference Standard: NFPA 10, Standard for Portable Fire Extinguishers

An inspection of an extinguisher is a quick check that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. Maintenance is a thorough check of an extinguisher which is intended to give maximum assurance that an extinguisher will operate effectively and safely and will normally reveal the need for hydrostatic pressure testing. Recharging is the replacement of the extinguishing agent.

Monthly Inspection

Responsibility: **FSD or Designate**

Procedure:
Check portable fire extinguishers for the following:

- Located in designated place
- No obstruction to access or visibility
- Operating instructions on nameplate legible and facing outward
- Seals and tamper indicators not broken or missing
- Determine fullness by weighing or hefting
- Examine for obvious physical damage, corrosion, leakage, or clogged nozzle
- Pressure gauge reading or indicator in the operable range or position

Record Keeping: Monthly Inspection & Testing Report

- Serial number of extinguishers requiring maintenance should be recorded on report for qualified contractor

Fill-out extinguisher tag with following information:

- Date extinguisher was inspected
- Initials of person performing inspection

Annual Maintenance
Responsibility: **Ace Fire Prevention**

Procedure:

- Perform maintenance in accordance with the B.C. Fire Code Regulations and NFPA 10, including any necessary hydrostatic pressure testing.

Record Keeping: Annual Inspection & Testing Report

Means of Egress

Daily Inspection
Responsibility: **FSD or Designate**

Procedure:

- Doors in fire separations shall be inspected to ensure that they remain closed and latched unless the door is equipped with an acceptable hold open device that will permit the door to close and latch automatically in the event of fire.
- Corridors used by the public and exits shall be maintained free of obstructions
- Exterior passageway and exterior exit stairs shall be maintained free of snow and ice accumulations.

Record Keeping: None

Monthly Inspection

Responsibility: **FSD or Designate**

Procedure:

- Doors in fire separations shall be operated to ensure that they are properly maintained. Doors equipped with a hold open device must release automatically in the event of a fire.

Record Keeping: Monthly Inspection & Testing Report

Emergency Lighting Units

Reference Standard: B.C. Fire Code Regulation 2018, Section 6.7

Monthly Inspection

Responsibility: **FSD or Designate**

Procedure:

- Self-contained emergency lighting unit equipment shall be inspected to ensure that:
  - pilot lights are functioning and not obviously damaged or obstructed
  - the terminal clamps are clean and tight as per manufacturers specifications, and
  - the battery surface is kept clean and dry.

Record Keeping: Monthly Inspection and Testing Report

Monthly Testing

Responsibility: **FSD or Designate**

Procedure:

- Self-contained emergency lighting unit shall be tested at intervals not greater than one month to ensure that the emergency lights will function upon failure of the primary power supply.

Record Keeping: Monthly Inspection & Testing Report

Annual Testing:

Responsibility: **Ace Fire Prevention**

Procedure:

- Self-contained emergency lighting unit equipment shall be tested at intervals not greater than twelve months to ensure that the unit will provide emergency lighting for a duration equal to the design criterion under simulated power failure conditions.
- Minimum operating time of 30 minutes.
- After completion of the test, the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is functioning in accordance with the manufacturers specifications.

  Note: Operation time for units is as follows:

  - 30 minutes for a building of any other occupancy.

Exit Signs

Reference Standard: B.C. Fire Code Regulation 2018, Section 6.5

Monthly Inspection

Responsibility: **FSD or Designate**

Procedure:

- Exit shall be inspected to ensure that:
  - Exit sign is illuminated and not obviously damaged or obstructed
  - The exit sign will be visible upon failure of the primary power supply. (Temporarily disconnect AC power to the exit sign by pushing test button or by breaker)

Record Keeping: Monthly Inspection and Testing Report

Annual Testing:

Responsibility: **Ace Fire Prevention**

Procedure:

- Exit signs shall be tested at intervals not greater than twelve months to ensure that the unit will be visible upon failure of the primary power supply.
- Minimum operating time of 30 minutes.

Sprinkler System

Reference Standard: B.C. Fire Code Regulation 2018 Section 6.5. Also see NFPA25.

Notification - Prior notification of water flow or other tests to be made to a sprinkler system shall be given to parties who could be affected by an alarm.

Daily Inspection

Responsibility: **FSD or Designate**

Procedures:

- Dry-pipe valve rooms or enclosures in unheated building shall be inspected at intervals not greater than 24 hours during periods of freezing weather and measures shall be taken to ensure that the temperature of the room or enclosure is maintained above 4 degrees C.

Record Keeping: None

Weekly Inspection

Responsibility: **FSD or Designate**

Procedures:

- Valves controlling sprinkler water supplies or alarms shall be inspected at intervals not greater than 7 days to ensure that they are in the open position.

  Note:
  - For valves locked in the open position see Monthly Inspection & Test.
  - For electrical supervised valves see Bi-monthly Test & Inspection.

- Dry pipe system air pressure shall be read at intervals not greater than 7 days and the system shall be maintained at the required pressure.

Record Keeping: Weekly Inspection Report

Monthly Inspection & Tests

Responsibility: **FSD or Designate**

Procedures:

- When the alarm line discharge is subject to freezing, water flow alarm tests using the alarm test connection located at the sprinkler valve shall be performed on sprinkler systems at intervals not greater than one month. (This test operates mechanical or electrical gong.)
- On monitored system, the water flow actuated devices may be tested every two months. See Bi-monthly Test and Inspection.
- On electrically supervised systems, the water flow actuated devices may be tested annually. See Annual Tests and Maintenance.
- Valves which are locked open shall be inspected at intervals not greater than one month.
- Check the priming water supply for dry-pipe systems to ensure that it is at the proper level above the dry-pipe valve.

Record Keeping: Monthly Inspection & Testing Report

Quarterly Test and Inspection

Responsibility: **Ace Fire Prevention**

Procedures:

All Sprinkler Systems

- Transmitters & water flow actuated devices shall be tested at intervals not greater than 2 months for system connected to electrical supervisory signal service. (example, fire alarm system or central station monitoring service.)
- Inspect all electrically supervised control valves.

Record Keeping: Bi-monthly Testing Report

Semi-annual Tests

Responsibility: **Ace Fire Prevention**

Procedures:

All Systems

- Gate valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler supervisory devices shall be tested at intervals not greater than 6 months.

Record Keeping: Semi-Annual Inspection & Testing Report

Annual Tests & Maintenance

Responsibility: **Ace Fire Prevention**

Procedures:

Wet Systems

- Water flow alarm tests using the inspectors test connection shall be performed on wet pipe sprinkler systems at intervals not greater than twelve months.

Dry Systems

- Dry-pipe valves shall be trip tested at intervals not greater than 12 months with the control valve partially open. (Dry-pipe valves shall be trip tested at least once every 3 years with the control valve fully open using the inspectors test valve.)
- Auxiliary drains shall be drained before each winter.

All Systems

- Water flow tests using the main drain shall be conducted at intervals not greater than 12 months to ensure that water supply available has not deteriorated.
- Drainage facilities shall be tested to ensure that the drains are capable of taking the full flow from the main drain pipe without causing damage.
- Sprinkler control valves are accessible.
- Pits containing sprinkler control valves are free of water and protected from freezing.
- Sprinkler piping and hangers are in good repair.
- Sprinklers are inspected for damage, corrosion or accumulations of grease, paint or other deposits and are replaced where such conditions would impair the operation of the sprinkler.
- Spare sprinklers shall be checked to ensure that the stock on hand is not less than:
    - 6 spare sprinklers (not more than 300 sprinklers)
    - 12 spare sprinklers (between 301 - 1 000 sprinklers)
    - 24 spare sprinklers (more than 1 000 sprinklers)
- Spare sprinklers shall correspond to the types and temperature ratings of the sprinklers in use.
- A sprinkler wrench shall be kept in the cabinet where the spare sprinklers are stored.

Record Keeping: Annual Inspection & Testing Report

Five Year Test

Responsibility: **Ace Fire Prevention**

Procedure:

- Inspect all gauges to confirm accurate within 3%. Gauges are to be tested, calibrated or replaced.
- Extra high temperature sprinkler heads to be tested or replaced.
- Pressure reducing valves passed full flow test.
- Alarm valves, strainers, filters and restricted orifices pass internal inspection.
- Dry pipe valves, quick opening devices, strainers, filters and orifices internally inspected where applicable.
- Check valves internally inspected all parts operate properly, move freely and are in good condition.

Fifty Year Test

Responsibility: **Ace Fire Prevention**

Procedure:

1. Sample sprinklers from sprinkler systems which have been in service more than 50 years shall be sent to a recognized testing laboratory for testing and this procedure shall be repeated at intervals not greater than10 years thereafter.

    - When sprinklers are required to be tested in conformance with Sentence (1), no fewer than 6 sprinklers of each type shall be tested, except that no fewer than 2 sprinklers per floor per individual system shall be tested.

    - All sprinklers shall be replaced in sprinkler systems from which sample sprinklers have been tested and found defective.

Record Keeping: Fifty Year Test Report

Fire Department Connection

Quarterly Inspection

Responsibility: **FSD or Designate**

Fire Department Connections shall be inspected quarterly to verify the following:

- The fire department connections are visible and accessible.
- Couplings or swivels are not damaged and rotate smoothly.
- Plugs or caps are in place and undamaged.
- Gaskets are in place and in good condition.
- Identification signs are in place.
- The check valve is not leaking.
- The automatic drain valve is in place and operating properly.
- The fire department connection clapper is in place and operating properly.
- Interior of the connection is inspected for obstructions.

Annual Inspection

Responsibility: **Ace Fire Prevention**

Procedure:

- Visually inspect all valves and hose connections.
- Ensure all hose cabinets doors are not obstructed and will open at least 90 degrees.
- Visually inspect fire department connection (FDC).

Record Keeping: Annual Inspection and Test Report

Five Year Test

Responsibility: **Ace Fire Prevention**

- The piping from the fire department connection to the fire department check valve shall be hydrostatically tested at 150 psi every 5 years

Heating Ventilating & Air Conditioning Systems

Annual Testing and Servicing

Responsibility: **Contractor**

Procedure:

- Inspect and service as necessary to ensure that these systems do not create a fire hazard.
- Except for self-contained systems within dwelling units, disconnect switches for mechanical air-conditioning and ventilating systems shall be operated to establish that the system can be shut down in an emergency.

Record Keeping: Annual Inspection & Testing Report

Fire Department Access to Building

Daily Inspection

Responsibility: **FSD or Designate**

- Streets, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times by fire department vehicles.
- Vehicles shall not be parked to obstruct access of fire department vehicles and signs shall be posted prohibiting such parking.
- Access panels or windows provided to facilitate access for firefighting operations shall be maintained free of obstructions at all times.

Record Keeping: *None*

Part 5 – Reports and Checklists

The forms in Part 5 may be photocopied and filled out and filed in the back of the fire safety plan or in the fire plan cabinet. Additionally, when checking extinguishers, emergency lighting and exit signs, can use list of devices / units that is provided in fire protection service providers annual inspection report. Simply make many copies of each list and person carrying out the monthly inspections can check off each unit to confirm all have been tested.

REPORTS AND SOURCES INCIDENT/ACTIVITY REPORT

(1) INCIDENT/ACTIVITY

☐ FIRE
☐ FIRE DRILL
☐ FIRE SAFETY MEETING
☐ FALSE ALARM
☐ TRAINING
☐FIRE EQUIP. OPERATED

(2) DETAIL

DATE:_____TIME:_____DEVICE/EQUIP:_____

FLOOR_____ALARM ZONE_____# OF INJURIES:_____

CAUSE/REASON FOR INCIDENT _____

_____

EXPLAIN DAMAGE/LOSS _____

_____

(3) ACTION

WHO DISCOVERED THE FIRE?_____DID FIRE DEPT ATTEND?_____
IF NOT, WHY?_____WHO OPERATED FIRE EQUIPMENT?_____

(4) COMMENTS / RECOMMENDATIONS_____

_____

_____SIGNED_____DATE _____

(5) DISTRIBUTION LIST

☐ FIRE DEPARTMENT
☐ DEPUTY FIRE SAFETY DIRECTOR
☐ INSURANCE COMPANY
☐ HEAD OFFICE
☐ TENANTS
☐ POLICE

FIRE WATCH LOG

Incident Location: _____

Building Owner/Representative:

Name:_____**Phone#:**_____

Date of Fire Watch D	M	Y	Name of Fire Watch Personnel	Time 24 hr clock On	Off	Description of areas inspected

DAILY INSPECTION REPORT

RESPONSIBILITY: **FSD or Designate** ***(Optional) One Form per Day***

☑ *Satisfactory* ☒ *Unsatisfactory* NA *Not Applicable* NT *Not Tested (State Reason)*

MEANS OF EGRESS *Completed by*:_____ Date Completed:_____

- ☐ Doors in fire separations are operable
- ☐ Corridors & exits are clear of obstructions
- ☐ Exterior landings and routes leading away from the building are clear of obstructions including snow and ice.

FIRE DEPARTMENT ACCESS TO BUILDING

Completed by:_____ Date Completed:_____

- ☐ Streets, yards and roadways provided for fire department access are ready for use
- ☐ Parked vehicles do not obstruct access of fire department vehicles and signs are posted prohibiting such parking
- ☐ Access panels or windows provided facilitate access for fire fighting operations are free of obstructions

This form does not need to be completed daily however it should be used as a reference for what needs to be checked daily while on site.

MONTHLY INSPECTION & TESTING REPORT

RESPONSIBILITY: **FSD or Designate** ***One Form per Month***

☑ *Satisfactory* ☒ *Unsatisfactory* NA *Not Applicable* NT *Not Tested (State Reason)*

FIRE EXTINGUISHERS *Completed by*:_____ Date Completed:_____

Visually inspect each fire extinguisher. Use fire extinguisher annual inspection report list to check off that each extinguisher has been inspected and sign off monthly tag. Extinguishers are to be inspected for the following:

- ☐ Located in designated place
- ☐ No obstruction to access or visibility
- ☐ Operating instructions on nameplate legible and facing outward
- ☐ Seals and tamper indicators not broken or missing
- ☐ Are full (determine by weighing or hefting)
- ☐ No obvious physical damage or corrosion, leakage or clogged nozzles
- ☐ Pressure gauge reading or indicator in the operable range or position
- ☐ (If applicable) Serial number of extinguishers requiring maintenance recorded for qualified contractor

MEANS OF EGRESS *Completed by*:_____ Date Completed:_____

- ☐ Doors in fire separations operated correctly (close and latch)
- ☐ Door hold open device release in the event of a fire alarm condition

- *RETAIN COPY OF REPORTS. KEEP RECORDS OF REPORTS FOR MINIMUM OF 2 YEARS*

MONTHLY INSPECTION & TESTING REPORT

RESPONSIBILITY: **FSD or Designate** ***One Form per Month***

☑ *Satisfactory* ☒ *Unsatisfactory* NA *Not Applicable* NT *Not Tested (State Reason)*

EXIT SIGNS *Completed by*:_____ Date Completed*:*_____

☐ Exit sign stays illuminated upon temporarily disconnecting AC power by pushing test button or disconnecting AC breaker.

☐ Exit sign is illuminated, not damaged or obstructed.

EMERGENCY LIGHTING *Completed by*:_____ Date Completed*:*_____

☐ Pilot lights are functioning and not obviously damaged or obstructed

☐ Terminal connections are clean, free or corrosion and lubricated when necessary

☐ Terminal clamps are clean and tight as per manufacturers specifications

☐ The battery surface is kept clean and dry

☐ Lights function upon the failure of the primary power

- *RETAIN COPY OF REPORTS. KEEP RECORDS OF REPORTS FOR MINIMUM OF 2 YEARS*

MONTHLY INSPECTION & TESTING REPORT

RESPONSIBILITY: **FSD or Designate** ***One Form per Month***

☑ *Satisfactory* ☒ *Unsatisfactory* NA *Not Applicable* NT *Not Tested (State Reason)*

SPRINKLER SYSTEM *Completed by*:_____ Date Completed:_____

☐ When the alarm line discharge is subject to freezing, water flow alarm tests using the alarm test connection located at the sprinkler valve shall be performed on sprinkler systems at intervals not greater than one month. (This test operates mechanical or electrical gong.) On monitored system, the water flow actuated devices may be tested every 2 months (see bi-monthly test and inspection). On electrically supervised systems, the water flow actuated devices may be tested annually (*see annual tests and maintenance).*

☐ Locked valves verified to be locked and open

☐ Priming water supply for dry-pipe systems is at the proper level above the dry-pipe valve

- *RETAIN COPY OF REPORTS. KEEP RECORDS OF REPORTS FOR MINIMUM OF 2 YEARS*

MONTHLY INSPECTION & TESTING REPORT

RESPONSIBILITY: **FSD or Designate** ***One Form per Month***

☑ *Satisfactory* ☒ *Unsatisfactory* NA *Not Applicable* NT *Not Tested (State Reason)*

FIRE ALARM SYSTEM *Completed by*:_____ Date Completed:_____

- ☐ Alarm monitoring company and tenants notified that you are testing the system
- ☐ Under emergency power, one manual alarm initiating device shall be operated on a rotational basis to initiate an alarm condition.
- ☐ Location of pull station activated:
- ☐ Audible and visual signal appliances function as intended
- ☐ Tested devices show on the annunciator panel correctly
- ☐ Audible and visual trouble signals function as intended
- ☐ Fire alarm batteries shall be checked to ensure that:
- ☐ Fire alarm battery terminals are clean and lubricated
- ☐ Fire alarm battery terminal clamps are clean and tight
- ☐ Electrolyte level and specific gravity in acceptable range (if applicable)
- ☐ Alarm monitoring company and tenants notified that testing is completed

- *RETAIN COPY OF REPORTS. KEEP RECORDS OF REPORTS FOR MINIMUM OF 2 YEARS*

QUARTERLY INSPECTION & TESTING REPORT

RESPONSIBILITY: **Ace** ***One Form every 2 Months***

☑ *Satisfactory* ☒ *Unsatisfactory* NA *Not Applicable* NT *Not Tested (State Reason)*

SPRINKLER SYSTEM *Completed by*: _____ Date Completed: _____

☐ Transmitters and waterflow actuated to activate electrical supervisory signal (Example: fire alarm system or central station monitoring service)

☐ All electrically supervised control valves inspected

- *RETAIN COPY OF CONTRACTORS REPORTS. KEEP RECORDS OF REPORTS FOR MINIMUM OF 2 YEARS*

QUARTERLY INSPECTION & TESTING REPORT

RESPONSIBILITY: **Ace** ***One Form Every 3 Months***

☑ *Satisfactory* ☒ *Unsatisfactory* NA *Not Applicable* NT *Not Tested (State Reason)*

FIRE DEPARTMENT CONNECTION

Completed by:_____ Date Completed:_____

- ☐ The fire department connections are visible and accessible
- ☐ Couplings or swivels are not damaged and rotate smoothly
- ☐ Plugs or caps are in place and undamaged
- ☐ Identification signs are in place
- ☐ The check valve is not leaking
- ☐ The automatic drain valve is in place and operating properly
- ☐ The fire department connection clapper(s) is in place
- ☐ Interior of the connection is inspected for obstructions

- *RETAIN COPY OF CONTRACTORS REPORTS. KEEP RECORDS OF REPORTS FOR MINIMUM OF 2 YEARS*

SEMI-ANNUAL TESTING REPORT

RESPONSIBILITY: **Ace** ***One Form Every 6 Mnths***

☑ *Satisfactory* ☒ *Unsatisfactory* NA *Not Applicable* NT *Not Tested (State Reason)*

SPRINKLER SYSTEM *Completed by*:_____ Date Completed:_____

☐ Gate valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler supervisory devices tested

- *RETAIN COPY OF CONTRACTORS REPORTS. KEEP RECORDS OF REPORTS FOR MINIMUM OF 2 YEARS*

ANNUAL INSPECTION AND TESTING REPORT

RESPONSIBILITY: **Ace** ***One Form Every 12 Mnths***

☑ *Satisfactory* ☒ *Unsatisfactory* NA *Not Applicable* NT *Not Tested (State Reason)*

FIRE EXTINGUISHERS *Completed by*:_____ Date Completed*:*_____

☐ Maintenance performed in accordance with the BC Fire Code regulations and NFPA10 (includes necessary 6-year maintenance or hydrostatic testing).

FIRE ALARM *Completed by*:_____ Date Completed*:*_____

☐ Preventative maintenance performed in accordance with CANULC S536.

EMERGENCY LIGHTING *Completed by*:_____ Date Completed*:*_____

☐ Emergency lighting equipment provides emergency lighting for a minimum duration of 30 minutes

☐ The charging conditions for voltage, current and the recovery period is in accordance with the manufacturer's specifications

EXIT SIGNS *Completed by*:_____ Date Completed*:*_____

☐ Exit sign stays illuminated for a minimum duration of 30 minutes upon disconnected AC power

- *ONE FORM PER YEAR*
- *RETAIN COPY OF CONTRACTORS REPORTS. KEEP RECORDS OF REPORTS FOR MINIMUM OF 2 YEARS*

ANNUAL INSPECTION AND TESTING REPORT

RESPONSIBILITY: **Ace** ***One Form Every 12 Mnths***

☑ *Satisfactory* ☒ *Unsatisfactory* NA *Not Applicable* NT *Not Tested (State Reason)*

SPRINKLER SYSTEM *Completed by*: Date Completed*:*

WET SYSTEM

☐ Water flow alarm testing using the inspectors test

ALL SYSTEMS

☐ Water flow tests using the main drain

☐ Drainage facilities tested and are capable of taking the full flow from the main drain pipe with out backing up or causing damage

☐ Sprinkler control valves are accessible and labelled

☐ Pits containing sprinkler control valves are free of water and protected from freezing

☐ Sprinkler piping and hangars are in good condition

☐ Sprinkler heads inspected for damage, corrosion or accumulations of grease, paint or other deposits.

☐ Spare sprinklers checked to ensure that a sprinkler wrench and the stock on hand is correct

☐ All backflow preventers installed on fire protection system piping has been exercised annually by conducting a forward flow test at a minimum flow rate of the system demand

- *ONE FORM PER YEAR*
- *RETAIN COPY OF CONTRACTORS REPORTS. KEEP RECORDS OF REPORTS FOR MINIMUM OF 2 YEARS*

ANNUAL INSPECTION AND TESTING REPORT

RESPONSIBILITY: **CONTRACTOR** ***One Form Every 12 Mnths***

☑ *Satisfactory* ☒ *Unsatisfactory* NA *Not Applicable* NT *Not Tested (State Reason)*

HEATING VENTILATING AND AIR CONDITIONING SYSTEM

Completed by: _____ Date Completed*:* _____

☐ All systems have been inspected

☐ Mechanical air condition and ventilating systems disconnect switch have been operated to establish that the system can be shutdown in an emergency

- *ONE FORM PER YEAR*

5 YEAR INSPECTION & TESTING REPORT

RESPONSIBILITY: **Ace** ***One Form Every 5 years***

☑ *Satisfactory* ☒ *Unsatisfactory* NA *Not Applicable* NT *Not Tested (State Reason)*

SPRINKLER SYSTEM

Completed by: **Ace** Date Completed*:*

- ☐ Inspect all gauges to confirm accurate within 3%. Gauges are to be tested, calibrated or replaced.
- ☐ Extra high temperature sprinkler heads to be tested or replaced.
- ☐ Pressure reducing valves passed full flow test.
- ☐ Alarm valves, strainers, filters and restricted orifices pass internal inspection.
- ☐ Dry pipe valves, quick opening devices, strainers, filters and orifices internally inspected where applicable.
- ☐ Check valves internally inspected all parts operate properly, move freely and are in good condition.

- *ONE FORM EVERY 5 YEARS*

Part 6 – Legal Basis for Fire Safety Planning

Why Plan?

Every year thousands of fires break out in buildings, causing deaths, injuries and millions of dollars in fire damage. In British Columbia during 1995, there were approximately 3,809 fires in buildings, which resulted in $124,492,632 in property damage, 368 injuries and 34 deaths. Such losses could be reduced if everyone practiced good fire prevention and planned ahead for a fire emergency.

In British Columbia, the Fire Services Act stipulates the requirements for fire prevention within the province.

The B.C. Fire Code Regulations are pursuant to the Fire Services Act and require that emergency planning and fire safety planning be done as follows:

British Columbia Fire Code Regulations 2018

SECTION 2.8 EMERGENCY PLANNING

2.8.1. GENERAL

2.8.1.1. Application

(1) Fire emergency procedures conforming to this Section shall be provided for

a) every building containing an assembly, care, treatment or detention occupancy
b) every building required by the B.C. Building Code to have a fire alarm system,
c) demolition and construction sites regulated under Section 5.6
d) storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9.,
e) areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.5., and

f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.

2.8.1.2. Training of Supervisory Staff

(1) Supervisory staff shall be trained in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.

2.8.1.3. Keys and Special Devices

(1) 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.

2.8.2. FIRE SAFETY PLAN

2.8.2.1. Measures in a Fire Safety Plan

(1) In buildings or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include:

(a) the emergency procedures to be used in case of fire, including
  (i) sounding the fire alarm,
  (ii) notifying the fire department,
  (iii) instructing occupants on procedures to be followed when the fire alarm sounds,
  (iv) evacuating occupants, including special provisions for persons requiring assistance (See Note A-2.8.2.1.(1)(a)(iv)),
  (v) confining, controlling and extinguishing the fire,
(b) the appointment and organization of designated supervisory staff to carry out fire safety duties,
(c) the training of supervisory staff and other occupants in their responsibilities for fire safety,
(d) documents, including diagrams, showing the location and operation of the building fire emergency systems,
(e) the holding of fire drills,
(f) the control of fire hazards in the building,
(g) the inspection and maintenance of building facilities provided for the safety of occupants. (See Note A-2.8.2.1.(1).)

(2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

2.8.2.2. Care, Treatment and Detention Occupancies

(1) A sufficient number of supervisory staff shall be on duty in care, treatment and detention occupancies to perform the tasks outlined in the fire safety plan described in Clause 2.8.2.1.(1)(a).

2.8.2.3. Assembly Occupancies

(1) In Group A, Division 1 assembly occupancies containing more than 60 occupants, there shall be at least one supervisory staff member on duty in the building to perform the tasks outlined in the fire safety plan in Clause 2.8.2.1.(1)(a) whenever the building is open to the public.

2.8.2.4. High Buildings

(1) In buildings within the scope of Subsection 3.2.6. of the British Columbia Building Code, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1.(1), include:

(a) the training of supervisory staff in the use of the voice communication system,

(b) the procedures for the use of elevators,

(c) the action to be taken by supervisory staff in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives,

(d) instructions to the supervisory staff and fire department for the operation of the systems referred to in Clause (c), and,

(e) the procedures established to facilitate fire department access to the building and fire location within the building.

2.8.2.5. Retention of Fire Safety Plans

(1) The fire safety plan shall be kept in the building for reference by the fire department, supervisory staff and other personnel.

(2) The fire safety plan for a building within the scope of Subsection 3.2.6. of Division B of the British Columbia Building Code shall be kept at the central alarm and control facility.

(3) The fire safety plan for a building or facility within the scope of section 3.1., and 4.1., and 5.1. shall be kept at the principal entrance to the building or facility.

2.8.2.6. Distribution

(1) 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.

2.8.2.7. Posting of Fire Emergency Procedures

(1) At least one copy of the fire emergency procedures shall be prominently posted on each floor area.

(2) In every hotel and motel bedroom, the fire safety rules for occupants shall be posted showing the locations of exits and the paths of travel to exits.

(3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signalling box requesting that the fire department be notified, and including the telephone number of that department.

(4) All buildings served by one or more elevators shall have, at each elevator entrance on each floor level, a permanently mounted fire safety sign or symbol indicating that the elevator is not to be used in case of fire.

(5) The sign or symbol required by Sentence 2.8.2.7(4) shall be at least 100mm in height and width and shall be designed in accordance with NFPA 170 “Standard for Fire Safety and Emergency Symbols”.>

2.8.3. FIRE DRILLS

2.8.3.1. Fire Drill Procedure

(1) The procedure for conducting fire drills shall be determined by the person in responsible charge of the building, taking into consideration

(a) the building occupancy and its fire hazards,
(b) the safety features provided in the building,
(c) the desirable degree of participation of occupants other than supervisory staff,
(d) the number and degree of experience of participating supervisory staff,
(e) the features of fire emergency systems installed in buildings within the scope of Subsection 3.2.6. of Division B of the British Columbia Building Code, and
(f) the requirements of the fire department
(See Note A-2.8..3.1.(1).)

2.8.3.2. Fire Drill Frequency

(1) Except as provided in Sentence (2), fire drills as described in Sentence 2.8.3.1.(1) shall be held at intervals not greater than 12- months for the supervisory staff, except that

(a) in day-care centres and in Group B major occupancies, such drills shall be held at intervals not greater than one month
(b) in schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms, and
(c) in buildings within the scope of Subsection 3.2.6. of Division B of the British Columbia Building Code, such drills shall be held at intervals not greater than 2 months.

(2) Fire Drills in a laboratory shall be held at intervals not greater then 3 months.

Part 7 - Definitions

Automatic Heat Tape -
Electric wire is wrapped around water-filled piping located in unheated areas. The wire is generally located underneath an insulating layer of fiberglass, and automatically keeps the water in the pipe from freezing.

Building Code Subsection 3.2.6. -
A subsection of the building code which has requirements applicable only to high buildings such as high rises and some large institutions.

Class A fire -
A fire involving combustible materials such as wood, cloth and paper.

Class B fire -
A fire involving flammable or combustible liquid, fat, or grease.

Class C fire -
A fire involving energized electrical equipment.

Closure -
A device or assembly for closing an opening through a fire separation (such as a door), and includes all components such as hardware, closing devices, frames and anchors.

Combustible liquid -
Any liquid having a flash point at or above 37.8 degrees. C and below 93.3 degrees C

Deputy Fire Safety Director (D.F.S.D) –
Appointed supervisory staff member who assumes the duties of the Fire Safety Director during his/her absence.

Dry Automatic Sprinkler System -
A fire sprinkler system which has sprinkler supply piping containing air. Such a system can be installed in areas subjected to freezing conditions as water does not enter the sprinkler piping until a sprinkler activates.

Exit –
That part of a means of egress that leads from the floor area it serves, including any doorway leading directly from a floor area, to an open public thoroughfare or to an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

Fire code -
The British Columbia Fire Code Regulations 2018, pursuant to the Fire Services Act.

Fire Safety Director (F.S.D) –
An appointed supervisory staff member, who is responsible for maintaining the fire safety plan as well as fulfilling all of the duties and responsibilities required by the Fire Safety Director as outlined in the fire safety plan.

Fire Safety Plan -
A plan which provides occupant information for control of fire hazards, maintenance of fire protection systems, and evacuation procedures for their building.

Fire protection systems -
A general term used in this document which includes sprinkler and fire alarm systems, hose stations, portable fire extinguishers, fire dampers, emergency lights, exit signs, fire doors, smoke control equipment, and voice communication systems.

Fire stop flap -
A device intended for use in horizontal assemblies required to have a fire resistance rating and incorporating protective ceiling membranes, which operates to close off a duct opening through the membrane in the event of a fire.

Flammable liquid -
Any liquid having a flash point below 37.8 degrees C and having a vapour pressure not exceeding 275.8 kPa (absolute) at 37.8 degrees C.

Flash Point -
The minimum temperature at which a liquid within a container gives off vapour in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

Flue -
An enclosed passageway for conveying flue gases.

Flue pipe -
The pipe connecting the flue collar of an appliance to a chimney.

Fire dampers -
A device intended for use in horizontal assemblies required to have a fire-resistance rating and incorporating protective ceiling membranes, which operates to close off a duct opening through the membrane in the event of a fire.

Group A Occupancy -
An assembly type occupancy such as a hall, theatre, skating rink or other place of public amusement.

Group B Occupancy -
An institutional type occupancy such as a hospital, jail, or care facility for the aged.

Means of egress -
A continuous path of travel provided by a doorway, hall-way, corridor, exterior passage- way, balcony, lobby, stair, ramp, or other egress facility or combination thereof, for the escape of persons from any point in a building, room, or contained open space to a public thoroughfare or other acceptable open space (means of egress includes exits and access to exits).

Qualified Contractor -
Specific service agency, trained industrial safety personnel or maintenance personnel. Generally any trained person with proper equipment

Smoke alarm -
A combined smoke detector and audible alarm device designed to sound an alarm within the room or suite in which it is located upon the detection of smoke within the room or suite.

Standpipe System -
An arrangement of piping, valves, hose connections and allied equipment installed in a building with the hose connections located in such a manner that water can be discharged in streams or spray patterns through attached hose and nozzles, for the purpose of extinguishing a fire and so protecting a building and its contents in addition to protecting occupants. This is accomplished by connections to water supply systems or by pumps, and other equipment necessary to provide an adequate supply of water to the hose connections.

Supervisory staff -
Those occupants of a building who have been appointed to take responsibility for some aspect of the fire safety plan (Fire Safety Director & Deputies).

Wet Sprinkler System -
A fire sprinkler system which has sprinkler supply piping containing water. Such a system cannot be installed in areas subjected to freezing conditions as water is always in the sprinkler piping.

Appendix

Earthquake Emergency Procedures

1. Remain calm at all times.
2. Take cover under closest doorway, desk or table. Do not evacuate until safe to do so.
3. Keep clear of all glass windows or doors.
4. Keep clear of storage cupboards, shelving or anything large that may fall on you.
5. Check in your immediate area to see if anyone is injured, administer first aid if required. If injured yourself, attempt to notify someone of your injury and receive help or first aid.
6. The Fire Safety Director and/or Deputy Fire Safety director should check damage and injuries and evacuate the seriously injured.
7. Keep clear of any exposed or damaged electrical wires, particularly those that may be by water from ruptured or damaged water pipes. Do not use or touch any electrical appliances that are still plugged in or energized.
8. Aftershocks may occur, do not leave area until safe to do so.

Be prepared prior to an earthquake emergency:

- Know the evacuation routes out of the building and assembly areas.
- Know the safe spots your area – against inside walls, under sturdy tables or desks.
- Know the danger spots – mirrors, hanging objects, windows and tall, heavy, unsecured objects.
- participate in drills, (if applicable)
- know the location of first aid kits in your area.
- keep a list of emergency phone numbers in your area.



Gas Leak Emergency Procedures



Gas leaks & odour

How do you know when there's a natural gas leak?

If you smell rotten eggs or hear the sound of escaping gas, it could be a natural gas leak. Remember:

1. **Stop what you're doing.** Do not use your cellphone or landline, don't smoke, light matches or operate electrical switches or create any other source of ignition.
2. **Go outside.** As you exit, leave the door open behind you as well as any windows that may already be open.
3. **Call Fortis.** Once outside, call FortisBC's 24-hour Emergency Line at **1-800-663-9911** or **911**.

Electrical Safety guidelines:



- De-energize or lockout electrical equipment.
- Only qualified contractors are to perform work.
- Assess all of the risks associated with the task.
- Do not use damaged appliances or equipment.
- Replace worn or damaged electrical cords.

If you see a downed power line

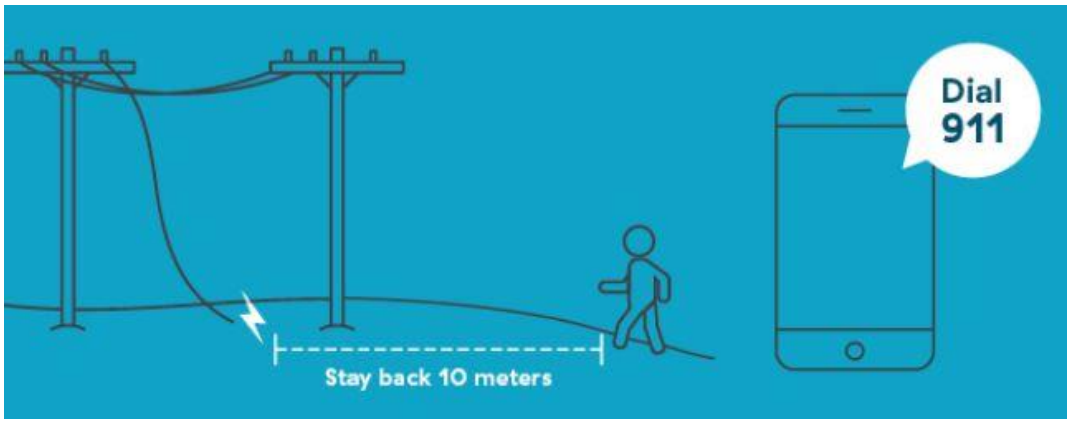
Stay at least 10 metres (33 feet, about the length of a school bus) away and call 1-866-436-7847 (24 hours) or **911** immediately.

What to do if a wire falls on your vehicle

If you're involved in an accident and a wire falls on your vehicle, stay calm, call for help and stay in your car until help arrives, unless it's unsafe to do so.

If you must get out, be careful, as you could become a path for electriDistrict to the ground. Here are some steps to follow:

1. Open your door and prepare to jump clear of your vehicle.
2. Jump out and land on both feet. You must not touch the vehicle and ground at the same time with any part of your body or clothing.
3. After you land, keep both feet on the ground at all times. Keep calm and shuffle along the ground with feet together until you're at least 10 metres (33 feet) away from the vehicle.



Record of Fire Safety Plan Annual Review and Updates

The BC Fire Code requires an annual review of the Fire Safety Plan (and manual) to ensure that any changes made to the building (renovations or changes made to the locations of fire safety equipment, contact names and phone numbers) are reflected in the documents & signage.

Date of Review and Update	Section(s) Page # Changed	FSD or DFSD Name who made changes / updates	North Vancouver Fire Dept Inspector Initial

Occupants - Persons with Disabilities Information Sheet

In the event of an emergency requiring evacuation of the building, plans must be in place to provide assistance to any occupants who due to a disability, will/may require additional assistance. Disabled residents are to shelter in place in their suite until can be assisted and evacuated from the building.

Suite #	Name	Disability	Special Info	Evacuation Confirmed