



STEINBACH FIRE DEPARTMENT

GUIDELINES FOR PREPARING AN EFFECTIVE FIRE SAFETY PLAN

Introduction

This guideline has been written as a tool to assist in the development of an effective Fire Safety Plan that both meets the needs of the building owner/manager and also meets the requirements of the Manitoba Fire Code.

A Fire Safety Plan can be of great assistance to the Steinbach Fire Department in the case of an emergency situation in the fact that it provides important information in the case of such an event. A building's owner and/or manager also benefit in many ways from an effective Fire Safety Plan.

A Fire Safety plan...

- Identifies and helps mitigate possible hazards
- Identifies fire protection systems that are in place
- Clearly Identifies evacuation plans
- Clearly identifies the responsibilities of the owner/manager and the occupants
- Clearly lays out procedures in case of an emergency
- Identifies inspection, testing & maintenance schedules for fire protection systems

All of these items help to facilitate quick and decisive action by all parties involved and thus helping to minimize losses in the case of an emergency.

A Fire Protection Consultant may be retained to prepare a Fire Safety Plan or the building owner/manager may prepare it themselves. Closely following this guideline will ensure that the requirements of the Manitoba Fire Code are met.

General Requirements

- A copy of the Fire Safety Plan shall be kept in the building and be made available to the City of Steinbach Fire Department and local Fire Inspector at all times.
- The Steinbach Fire Chief, Fire Prevention Officer or Fire Inspector may advise and provide guidance in the preparation of the Fire Safety Plan and may suggest changes on an ongoing basis.
- All supervisory staff shall be given a copy of the emergency procedures and duties of supervisory staff.
- The Fire Safety Plan should be reviewed at intervals not greater than 12 months.
- The Fire Safety Plan should be reviewed after any significant renovation to the building or any significant change in staffing.
- The Manitoba Fire Code requires that a Fire Safety Plan be provided for:
 - Every building containing an assembly or a care or detention occupancy,
 - Every building required by the Manitoba Building Code to have a fire alarm system,
 - Demolition and construction sites regulated under the Fire Code,
 - Indoor and outdoor storage areas regulated under the Fire Code,
 - Areas where flammable liquids or combustible liquids are stored or handled, including refineries and process plants,
 - Areas where hazardous processes or operations occur.
- The Fire Safety Plan shall include:
 - The emergency procedures to be used in case of fire including...
 - Sounding the fire alarm
 - Notifying the fire department
 - Instructing occupants on procedures to be followed when the fire alarm sounds,
 - Evacuating occupants, including special provisions for persons requiring assistance,
 - Confining, controlling and extinguishing fire,
 - The appointment and organization of designated supervisory staff to carry out fire safety duties,
 - The training of supervisory staff and other occupants in their responsibilities for fire safety,
 - Documents, including diagrams, showing the type, location and operation of the building fire emergency systems, and
 - The inspection and maintenance of building facilities provided for the safety of the occupants.

Preparation of Document

The following is a step by step procedure for the preparation of your Fire Safety Plan. A Fire Safety Plan can take on many forms as long as, in the end, it conforms with the Manitoba Fire Code. In the interest of uniformity and ease of use by the Steinbach Fire Department the following method is recommended.

A. TITLE PAGE & INDEX

- The title page should be titled '*FIRE SAFETY PLAN*' and should also include...
 - i. the business or building name and address
 - ii. The person or agency who prepared the document
 - iii. The date the document was prepared and the last review date.

B. BUILDING INFORMATION

- Physical description of the building including square footage, number of stories, basic construction (wood frame, concrete block, steel building, etc.).
- Occupancy of building (residential, office, retail, manufacturing, warehouse, etc.)

C. FIRE PROTECTION SYSTEMS

The following is a list of some of the systems that may be included in your building. Include only those systems that pertain to you.

- **Fire Department Access** – This includes Fire Lanes, access to Fire Hydrants & Fire Department Connections, access to concealed spaces (attics, crawlspaces & service spaces) and access to locked areas. The Manitoba Fire Code requires that Fire Department access be maintained and unobstructed at all times. The following items should be listed in your Fire Safety Plan:
 - Location of Crawlspace access
 - Location of attic accesses
 - Location of access panels to concealed service spaces
 - Location of keys or lockbox
- **Emergency Power** – If the building is equipped with an emergency power source the Fire Safety Plan should indicate:
 - Make/model of generator.
 - Type of generator (gas, diesel, natural gas, propane, etc.).
 - Location of generator and fuel storage tank (this should also be indicated on the floor plan).
 - Systems the generator serves (Emergency lighting, fire alarm, elevator, pumps, lights, etc.).
- **Emergency Lighting** – The emergency lighting system is essential in illuminating exits and paths of egress in the case of emergency. The following information about the Emergency Lighting System should be included in your Fire Safety Plan
 - Manufacturer of the system.

- The name & phone number of the company that regularly services this equipment.
- The location of emergency lighting should be indicated on the floor plan.
- **Exits** – The Fire Safety Plan should include a reminder that all exits shall be kept clear of accumulations and that all fire doors shall be kept closed at all times.
- **Fire Alarm System** – If the building is equipped with a Fire Alarm System the Fire Safety Plan should include:
 - The manufacturer of the system.
 - The name & phone number of the company that regularly services this equipment.
 - The location of the main panel as well as any annunciator panels. e.g. at each exit, at the end of each hallway, etc. (These should also be shown on the floor plan).
 - The location of all manual pull stations should be shown on the floor plan.
 - If the system is not monitored by an outside agency which alerts the Fire Department when the alarms are activated, a sign shall be posted at each manual pull station directing occupants to call the Fire Department.

Fig.1 – Manual Pull Station sign



- **Portable Fire Extinguishers** – The location of all fire extinguishers should be shown on the floor plan.
- **Smoke/CO/Heat Detectors & Alarms** – The Fire Safety Plan should indicate where these are located and whether they are connected to the alarm system. e.g.
 - Smoke alarms (suites) – stand alone
 - Smoke alarms (hallways & offices) – monitored
 - Heat detectors (parking garage, suites, kitchen) – monitored
- **Special Extinguishing Systems** – The most common of these systems would be a kitchen suppression system. Indicate the location in your Fire Safety Plan and on your floor plan.

- **Fire Pumps** – If your building has a Fire Pump your Fire Safety Plan should indicate:
 - The fire protection systems that your Fire Pump(s) supply.
 - The location of fire pumps (These should also be shown on the floor plan).
- **Standpipe & Hose Systems** - A standpipe and hose system is a series of pipes which carry water to hoses or hose connections located inside the building.
 - The location of hose cabinets, hose connections, etc. should be shown on the floor plan.
- **Automatic Sprinkler Systems** – If your building has an automatic sprinkler system the following items should be included in your Fire Safety Plan;
 - Location of Sprinkler Tree.
 - Location of all Fire Department Connections (These should also be shown on the floor plan).
 - The name & phone number of the company that regularly services this equipment.

D. FLOOR PLANS

- Floor plans shall be prepared and posted showing the following...
 - Exits, escape routes, meeting places.
 - Fire Protection and Life Safety Systems including...
 - Manual pull stations
 - Electrical shut-off
 - Fire Department Connections
 - Fire Pump
 - Gas Shut-off
 - Emergency Generator
 - Fuel storage tanks
 - Standpipe
 - Special Extinguishing System
 - Emergency Lighting
 - Fire Alarm Panels
 - Fire Alarm Zones
 - Key Lock Box
 - Sprinkler Controls
 - Hose Cabinets
 - Fire Extinguishers

E. HUMAN RESOURCES

- This section should contain a list of key personnel and should include Building owner, Building Manager, Building Engineer, Security Personnel, Custodial or Maintenance Staff, Supervisory Staff, etc.
- This list should include anyone who may be invaluable in the event of an emergency.

F. RESPONSIBILITIES

- This section should outline the responsibilities of the owner/manager, staff and occupants.

Responsibility of the Owner

- To ensure that the building and facilities comply with the provisions of the Manitoba Fire Code
- To prepare a Fire Safety Plan in accordance with the requirements of the Manitoba Fire Code.
- To provide alternate measures for the safety of occupants during a shutdown of fire protection equipment.
- To post and maintain a copy of the fire emergency procedures on each floor area.

Responsibilities of Supervisory Staff

- Be trained in fire emergency procedures described in the Fire Safety Plan before they are given any responsibility for fire safety,
- Be in charge of the approved Fire Safety Plan and the specific responsibilities of the personnel (the plan should specify the responsibilities of given to individuals).
- Designate and train sufficient assistants to act in positions whenever and wherever an absence may
- Educate and train all building personnel and occupants in the use of the existing fire safety equipment, and in the actions to be taken according to the Fire Safety Plan.
- Ensure that the provisions of the approved Fire Safety Plan are adhered to, updated and maintained a minimum, annually. Any fire safety procedures which apply to them shall be distributed to the occupants.
- Ensure that procedures are put in place in the event that a fire protection system is temporarily shut down, (fire watch, notify alarm company, etc.)

In the event of any shutdown of fire protection equipment or part thereof, the Steinbach Fire Department and building occupants must be notified.

Responsibilities of Building Occupants.

- To be familiar with...
 - Evacuation procedures as outlined in the Fire Safety Plan or as posted.
 - The location of the fire alarm system manual pull stations.
 - The location of exits.
 - The location of fire hose cabinets, fire extinguishers and other fire protection systems.
 - The correct address of the building.
- To reduce the potential of fires in the building by:

- Not permitting combustible materials to accumulate in and around the building.
- Be aware of dangerous sources of ignition
- Report maintenance issues regarding fire and life safety equipment.
- Report inoperable or blocked exit doors.
- Report propped open fire doors.
- Ensure all exit routes are kept clear of obstructions.
- Ensure all fire lanes are kept clear.

G. DESIGNATING RESPONSIBILITY

You will need to designate staff to:

- **Notify the Fire Department** – Ensure that the alarm system has been activated and call 9-1-1. The Fire Department should be called even if the alarm system in the building is monitored!
- **Sound the Fire Alarm** – This should also include training in regards to how and when to silence the alarm system, and how to reset the alarm. If special keys are required to operate the system they should be readily available. The person(s) tasked with this duty should have a general knowledge of the alarm system.
- **Instruct occupants** – This may be accomplished by training and designating Fire Wardens or key personnel to perform duties in fire prevention and emergency evacuation.
- **Check area of concern** – Someone may need to be designated to check washrooms, storage rooms, laundry rooms, etc.
- **Assist the evacuation of occupants with special needs** – If applicable, you may need to designate someone to assist in occupants with disabilities.
- **Meet the Fire Department** – Someone needs to meet the Fire Department upon their arrival to give them information regarding the emergency, layout of building, possible hazards, etc.
- **Oversee the Fire Alarm Panel** – Ensure the panel is not silenced until a cause is determined and not reset until the Fire Department has arrived and has given the OK to do so.
- **Conduct Fire Drills** – Fire drills should be conducted on a regular basis and documented. A fire drill should be held at intervals not greater than 12 months for the supervisory staff. The extent of the participation of the non-supervisory staff will depend on the nature of the occupancy.
- **Oversee and arrange for all inspections & systems testing** – Ensure that all required testing and inspections are done and documentation kept.

H. INSTRUCTIONS TO OCCUPANTS

- Instructions to occupants should be specific to the building.
- At least one copy of the buildings Fire Emergency Procedures shall be prominently posted on each floor area.

Fig.2a – Fire Emergency Procedures

IN THE EVENT OF DISCOVERING A FIRE OCCUPANTS WILL:

- Leave the area and take a key.
- Close and latch all doors behind you.
- Activate the fire alarm using a pull station to notify all building occupants.
- Telephone the Steinbach Fire Department, **DIAL 9-1-1**. Know and give the correct building address.
- Use the exit stairwells to leave the building immediately.
- **DO NOT USE ELEVATORS**. They may fail to operate if power is lost.
- Do not return until it is declared safe to do so by the Steinbach Fire Department.

IF YOU ARE IN A SUITE AND A FIRE ALARM IS HEARD.

- Before opening the door, feel the door knob for heat.
- If it's not hot, brace yourself against the door and open it slightly. If it is safe to do so, take room key, close door behind you and exit building.
- If the door is hot or it is not safe to exit building 'Shelter in Place'.
 - Stay in the room.
 - close the door and leave it unlocked for firefighters
 - **DIAL 9-1-1**
 - Place damp towel at bottom of the door.
 - If room becomes smokey stay low
 - Remain calm, wait for help to arrive.

Fig.2b – Fire Emergency Procedures

IN CASE OF FIRE

IF YOU DISCOVER FIRE

Leave the fire area
Close all doors behind you
Activate fire alarm

Telephone the Fire Department **9-1-1**

Leave building via nearest

DO NOT USE ELEVATORS

IF YOU HEAR THE FIRE ALARMS

Leave building via nearest exit
Take room key
Close doors behind you

IF YOU ARE IN YOUR SUITE

Remain in your suite
Keep your door shut
Unlock your door
Dial 911

Seal cracks under the door with a damp towel

REMAIN CALM

I. INSPECTION, TESTING, & MAINTENANCE

The list in this section is designed to help identify the required inspections & tests for various systems in your building. It is the responsibility of the building owner to ensure that all requirements of the Manitoba Fire Code are met.

Definitions

Check – Visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Inspect – Physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Test – Operation of device or system to determine that it will perform in accordance with its intended operation or function.

The Manitoba Fire Code requires that inspection, test and maintenance records be kept for a period of 2 years but it is recommended that all records be kept.

A copy of the Fire Safety Plan shall be kept in the building and be made available to the City of Steinbach

FIRE DRILL LOG

(For schools and buildings that require scheduled drills)

Name of Occupancy
Address
Community

Year

MONTH	DATE	EVACUATION TIME	INITIALS	MONTH	DATE	EVACUATION TIME	INITIALS
JANUARY				JULY			
FEBRUARY				AUGUST			
MARCH				SEPTEMBER			
APRIL				OCTOBER			
MAY				NOVEMBER			
JUNE				DECEMBER			

EMERGENCY LIGHT UNIT MAINTENANCE LOG

Name of Occupancy
Address
Community

Year

MONTH	DATE	LOCATION OR ID# OF POWER PACK TESTED	TEST TYPE		ACTION TAKEN/COMMENTS	INITIALS
			DIP SWITCH	POWER FAIL		
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

Annual Test Date: _____ **Done by:** _____

INTRUSION ALARM MAINTENANCE LOG

Name of Occupancy
Address
Community

Year

MONTH	DATE	AUTOMATIC DIALING SYSTEM		ACTION TAKEN/COMMENTS	INITIALS
		PASS	FAIL		
JANUARY					
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					

Annual Test Date: _____ **Done by:** _____

FIRE ALARM MAINTENANCE LOG

Name of Occupancy
Address
Community

Year

MONTH	DATE	LOCATION OR ID# OF PULL STATION TESTED	CONDITION		ACTION TAKEN/COMMENTS	INITIALS
			PASS	FAIL		
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

Annual Test Date: _____ **Done by:** _____

ILLUMINATED EXIT SIGN MAINTENANCE LOG

Name of Occupancy
Address
Community

Year

MONTH	DATE	CONDITION		BACK-UP ILLUMINATION		ACTION TAKEN/COMMENTS	INITIALS
		PASS	FAIL	YES	NO		
JANUARY							
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							

Annual Test Date: _____ **Done by:** _____

FIRE DAMPER MAINTENANCE LOG

Name of Occupancy

Year

Address

Community

MONTH	DATE	LOCATION OR ID# OF FIRE DAMPER TESTED	CONDITION		ACTION TAKEN/COMMENTS	INITIALS
			PASS	FAIL		
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

Annual Test Date: _____ **Done by:** _____

FIRE EXTINGUISHER MAINTENANCE LOG

Name of Occupancy

Year

Address

Community

MONTH	DATE	CONDITION		ACTION TAKEN/COMMENTS	INITIALS
		PASS	FAIL		
JANUARY					
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					

Annual Test Date: _____ **Done by:** _____

FIRE DOOR MAINTENANCE LOG

Name of Occupancy

Year

Address

Community

MONTH	DATE	CONDITION		ACTION TAKEN/COMMENTS	INITIALS
		PASS	FAIL		
JANUARY					
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					

Annual Test Date: _____ **Done by:** _____

CO DETECTOR MAINTENANCE LOG

Name of Occupancy

Year

Address

Community

MONTH	DATE	LOCATION OR ID# OF DETECTOR TESTED	CONDITION		ACTION TAKEN/COMMENTS	INITIALS
			PASS	FAIL		
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

Annual Test Date: _____ **Done by:** _____

SMOKE ALARM MAINTENANCE LOG

Name of Occupancy
Address
Community

Year

MONTH	DATE	LOCATION OR ID# OF SMOKE ALARM TESTED	CONDITION		ACTION TAKEN/COMMENTS	INITIALS
			PASS	FAIL		
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

Annual Test Date: _____ **Done by:** _____