

SAMPLE

FIRE SAFETY PLAN

ABC Manufacturing Ltd.

**123 Main Street
Steinbach, Manitoba**

**Prepared by:
John Smith 2011**

**Last reviewed:
Bill Jones 2014**

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1. Building Information

General Description

Building Area: 20,000 sq.ft.
Construction Date: 1985
Basic Construction: Wood Frame, single storey
Building Use: Manufacturing of Latex products

Service Locations

Electrical Room location(s):	Basement, Northwest corner
Mechanical Room location(s):	Basement, Northwest corner Main Floor, South wing
Storage Room location(s):	Main Floor, next to offices Basement, next to washrooms
Laundry Room locations(s):	Main floor next to mechanical room

Hazard Locations

- Janitor's room, Main floor end of hall
- Beside north overhead door, forklift battery charging station
- Used oil storage, Exterior near garbage bin

2. Fire Protection Systems

Fire Department Access

Nearest Fire Hydrant(s): Corner of First Street & Broadway Avenue
Corner of Fifth Avenue & Second Street

Fire Lane: Driveway on north side of building to be kept clear and maintained.

Crawlspace Access: In north wing mechanical room

Roof Access: In north wing mechanical room

Concealed space Access: Loft access door located in meeting room.
Extrusion room ceiling space access NE corner of room

Lockbox: Next to Main Entrance, East side contains...

- Master Key
- Alarm Panel Key
- Pull Station Key
- Mechanical Room Key

Emergency Power

Make/Model: Gen-o-matic 3000

Generator Location: North mechanical room

Fuel Tank Location: Outside of north mechanical room

Generator serves: Emergency systems only

- Basic lighting
- Emergency lighting
- Elevator
- Sump pumps
- Fire Alarm

Emergency Lighting

Manufacturer: Emergency Light Company

Service Agency: Good Guys Electric
Bill Melater (204)-555-5624

Fire Alarm System

Manufacturer: Alarms, Alarms, Alarms

Service Agency: Sound the Alarm Ltd.
B.Ping (204)777-7654

Main Panel Location: Main Entrance, East side

Annunciator Panels: North entrance
West entrance

Special Extinguishing Systems

Kitchen Suppression System

Location: Cafeteria
Servicing Agency: Kitchen Supply Company
Johnny Smith (204) 325-6666

Halon system

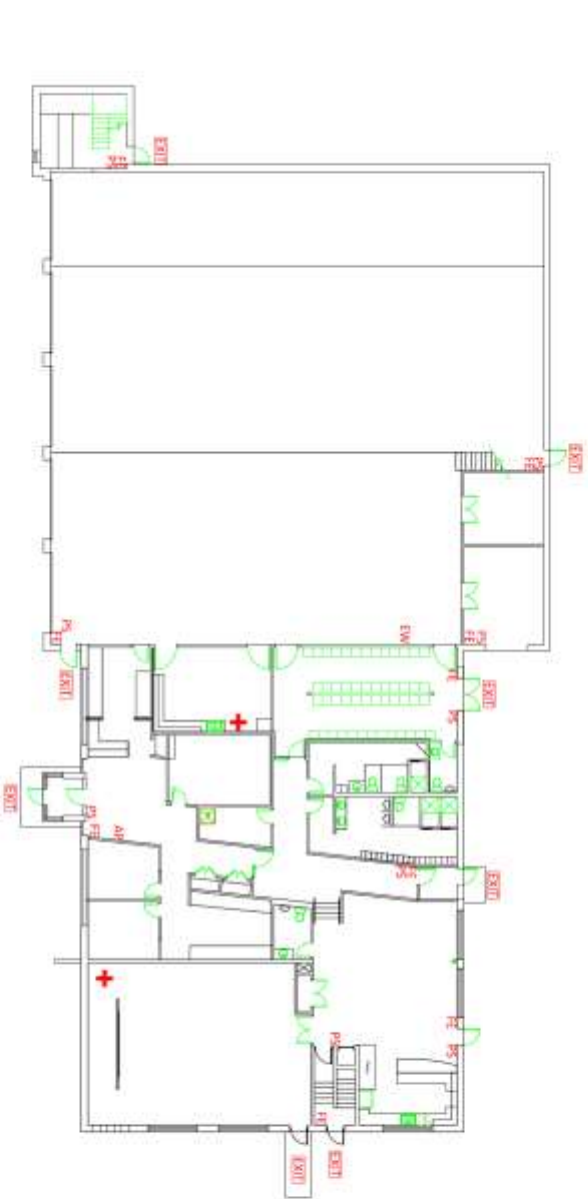
Location: Server Room
Service Agency: XYZ Fire Protection
Less Oxygen

Automatic Sprinkler System

Sprinkler Tree Location: North Mechanical Room
Servicing Agency: FireOut Inc
R.U.Whett (204)564-5640

3. Floor Plans

EMERGENCY EXIT ROUTES



- EXIT** Fire Exit
- PS** Pull Station
- FE** Fire Extinguisher
- EW** Eye Wash Station
- +** First Aid Kit
- AP** Alarm Panel
- Exit Route
- *** You Are Here

In Case of Emergency

- Leave the Area Immediately
- Activate the Fire Alarm Pull Station
- Do not change clothes
- Leave building immediately via the nearest exit
- Phone 911

When you hear the Alarm

- Leave the building immediately via nearest exit
- Assemble at Muster Point, located in the North Parking Lot near Generator
- Do not re-enter the building until Emergency Personnel gives permission
- Listen to instructions given by Building Staff

4. Human Resources

Call List: **Otto Matic** **(204) 555-5568**
 John Q. Public **(204) 555-1234**
 John Guy **(204) 555-1111**

Building Owner: TGMD Group
 John Guy
 Phone: 1 (204) 555-1111

General Manager: John Q. Public
 1 (204) 555-1234

Building Security: Safe Security
 Hans Cuft
 1 (204) 555-7654

Building Engineer: Otto Matic
 1 (204) 555-5568

Fire Marshal Building O.O. Notigan

Fire Marshall 1st Floor I.M.Safe

Fire Marshall 2nd Floor B.A.Friend

Fire Marshall 3rd Floor Willie Run

5. General Responsibilities

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.

6. Designated Responsibilities

Fire Marshall for floor the fire is discovered

- Ensure that the alarm system has been activated
- Call 911 to ensure that the Fire Department has been dispatched.

Floor Fire Marshalls (general)

- Ensures all fire codes and company safety regulations are maintained in their section.
- Ensures that all personnel in their section are trained in emergency procedures and have access to the company Fire Safety Plan.
- If applicable, ensures that provisions have been made to assist those on their section requiring help in the event of an evacuating.

In the case of an emergency...

- Sweeps their section (if it is safe to do so) to ensure all personnel has evacuated.
- Assembles all personnel from their section at the Muster Point and takes attendance.
- Reports attendance results to the Building Fire Marshall.

Building Engineer

- Ensures ongoing maintenance and inspection of equipment
- Ensures that all maintenance records and inspection logs are maintained.

In case of an emergency...

- Goes to the main Fire Alarm panel and ensures the panel is not silenced or reset.
- Assists the Fire Department as required.

Building Security

- Meets Fire Department upon their arrival and assists the Fire Department in any way they can.

Building Fire Marshall

- Ensures all fire codes and company safety regulations are maintained throughout the building.
- Ensures that all personnel throughout the building are trained in emergency procedures and have access to the company Fire Safety Plan.
- If applicable, ensures that provisions have been made to assist those requiring help in the event of an evacuating.

In the case of an emergency

- Meets the Fire Department at the designated location and give a brief incident report to the Fire Command.

7. Instructions to Occupants

In the event of discovering a fire occupants will:

- Remain calm,
- Leave the area,
- Close & latch all doors behind you (**DO NOT LOCK THE DOORS**),
- If not already activated, 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.
- Proceed to the designated Muster Point,
- Report what information you have regarding the fire to your designated Fire Marshall,
- Do not return until it has been declared safe to do so by the Steinbach Fire Department.

In the event the fire alarms sound occupants will:

- Leave the area,
- Close & latch all doors behind you (**DO NOT LOCK THE DOORS**),
- If not already activated, activate the fire alarm using a pull station to notify all building occupants,
- Use the exit stairwells to leave the building immediately,
- **DO NOT USE ELEVATORS.** They may fail to operate if power is lost,
- Proceed to the designated Muster Point,
- Do not return until it has been declared safe to do so by the Steinbach Fire Department.

8. Inspection, Testing & Maintenance Schedule

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.

EMERGENCY LIGHT UNIT MAINTENANCE LOG

ABC MANUFACTURING LIMITED
123 Main Street
Steinbach MB

Year: 2015

MONTH	DATE	LOCATION OR ID# OF POWER PACK TESTED	TEST TYPE		ACTION TAKEN/COMMENTS	INITIALS
			DIP SWITCH	POWER FAIL		
JANUARY	<i>01/15/15</i>	<i>Main entrance #356</i>		<i>X</i>	<i>N/A</i>	<i>KT</i>
FEBRUARY	<i>02/16/15</i>	<i>Coffee Room #246</i>		<i>X</i>	<i>Changed bulb</i>	<i>KT</i>
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

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

INTRUSION ALARM MAINTENANCE LOG

ABC MANUFACTURING LIMITED
123 Main Street
Steinbach MB

Year: 2015

MONTH	DATE	AUTOMATIC DIALING SYSTEM		ACTION TAKEN/COMMENTS	INITIALS
		PASS	FAIL		
JANUARY	01/15/15	X		N/A	KT
FEBRUARY	02/16/15	X		N/A	KT
MARCH					
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					

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

FIRE ALARM MAINTENANCE LOG

ABC MANUFACTURING LIMITED
123 Main Street
Steinbach MB

Year: 2015

MONTH	DATE	LOCATION OR ID# OF PULL STATION TESTED	CONDITION		ACTION TAKEN/COMMENTS	INITIALS
			PASS	FAIL		
JANUARY	<i>01/15/15</i>	<i>Reception</i>	<i>X</i>		<i>N/A</i>	<i>KT</i>
FEBRUARY	<i>02/16/15</i>	<i>Coffee Room</i>	<i>X</i>		<i>N/A</i>	<i>KT</i>
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

Annual Test Date: *02/06/15* Done by: *Alarms, Alarms, Alarms*

ILLUMINATED EXIT SIGN MAINTENANCE LOG

ABC MANUFACTURING LIMITED
123 Main Street
Steinbach MB

Year: 2015

MONTH	DATE	CONDITION		BACK-UP ILLUMINATION		ACTION TAKEN/COMMENTS	INITIALS
		PASS	FAIL	YES	NO		
JANUARY	01/15/15	X		X		N/A	KT
FEBRUARY	02/16/15	X		X		N/A	KT
MARCH							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							

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

FIRE DAMPER MAINTENANCE LOG

ABC MANUFACTURING LIMITED
123 Main Street
Steinbach MB

Year: 2015

MONTH	DATE	LOCATION OR ID# OF FIRE DAMPER TESTED	CONDITION		ACTION TAKEN/COMMENTS	INITIALS
			PASS	FAIL		
JANUARY	01/15/15	Mech. Room SA duct	X		N/A	KT
FEBRUARY	02/16/15	Mech. Room RA duct	X		N/A	KT
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

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

FIRE EXTINGUISHER MAINTENANCE LOG

ABC MANUFACTURING LIMITED
123 Main Street
Steinbach MB

Year: 2015

MONTH	DATE	CONDITION		ACTION TAKEN/COMMENTS	INITIALS
		PASS	FAIL		
JANUARY	01/15/15	X		N/A	KT
FEBRUARY	02/16/15		X	Mech. Room Extinguisher recharged	KT
MARCH					
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					

Annual Test Date: 01/22/15 Done by: X4Z Fire Protection

SMOKE ALARM MAINTENANCE LOG

ABC MANUFACTURING LIMITED
123 Main Street
Steinbach MB

Year: 2015

MONTH	DATE	LOCATION OR ID# OF SMOKE ALARM TESTED	CONDITION		ACTION TAKEN/COMMENTS	INITIALS
			PASS	FAIL		
JANUARY	<i>01/15/15</i>	<i>#3-15</i>	<i>X</i>		<i>N/A</i>	<i>KT</i>
FEBRUARY	<i>02/16/15</i>	<i>#2-01</i>	<i>X</i>		<i>N/A</i>	<i>KT</i>
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

Annual Test Date: *02/06/15* Done by: *Alarms. Alarms, Alarms*