

Fire Safety Plan (FSP) Review Checklist¹

(Component of a BC Fire Code (BCFC) compliance inspection)

COMPANY INFORMATION

Company name:		Building Name:	
Address:	Street # and name		City/Province
			Postal Code

Instructions: Place a 'check mark' for 'Yes', an 'X' for 'No', or N/A for 'Not Applicable' to each statement. Relevant information can be recorded in the Inspection Notes section on last page.

At minimum, a fire safety plan (FSP) should include the following information:

1. Fire Safety Plan Review by Building Owner or Occupier (BCFC section 2.8.2.1.(2)):

- The fire safety plan is current:
 - Reviewed within the past 12 calendar months

 - There has not been any significant process or other operation changes since the last review that should be added to the plan.

- The individual(s)/company who prepared the fire safety plan or conducted the review is identified.

Optional: Determine if the preparer(s) or reviewer(s) had the knowledge and experience to adequately prepare or review a fire safety plan. E.g., a strong background in fire prevention, fire code consulting, inspection procedures, planning or fire protection engineering.

Note: Physical site visit can be used to determine if:
I. Fire Safety Plan implemented as designed.
II. All reasonably foreseeable fire and explosion hazards, in this building or property, have been identified.
Site visit observations can be recorded on the Fire Prevention Inspection Report

2. Emergency procedures and information needed to plan for an emergency (BCFC section 2.8.2.1.(1)(a)):

- Contact personnel in the event of an emergency
 - A list of names and telephone numbers of persons to be contacted during and after normal operating hours or in the event of an emergency is included.

¹ Can be used in conjunction with the one or more following:
Fire Hazard Identification Checklist Fire Prevention Inspection Report

	<input type="checkbox"/> Evidence demonstrates the contact personnel are able to respond within a specified time. E.g., their estimated response time is known.
<input type="checkbox"/>	FSP includes written instructions on the procedures to follow when an alarm is sounded.
<input type="checkbox"/>	Fire emergency procedures developed for prominent posting on each floor.
<input type="checkbox"/>	Special provisions for persons requiring assistance developed.
<input type="checkbox"/>	Muster point(s) (or meeting place) identified.
<input type="checkbox"/>	List of on-site personnel is regularly updated to remain current – ensures ability to accurately account for everybody on site.
<input type="checkbox"/>	Personnel are assigned to carry out critical tasks: <ul style="list-style-type: none"> <input type="checkbox"/> Sound the fire alarm (designate and backup person) <input type="checkbox"/> Notify the fire department (9-1-1) (designate and backup person) <input type="checkbox"/> Meet the fire department upon arrival and give information, such as the location of the fire or injury <input type="checkbox"/> Site fire warden duties (ensuring various trades are represented) <input type="checkbox"/> Assist persons requiring assistance

Confine or control the fire

Other (please specify) _____

Other (please specify) _____

3. Appointment and organization of fire emergency supervisory staff (BCFC section 2.8.2.1.(1)(b)):

(Note: Designated fire emergency "supervisory staff" do not have to be from management or be a supervisor. They do need authority consistent with their assigned duties.)

Managers, supervisors and/or staffs have been appointed and organized to respond to a fire emergency in a pre-determined way.

Appointed personnel are directed and trained to confine or control the fire.

4. Training of site personnel in their responsibilities for fire safety (BCFC section 2.8.2.1.(1)(c)):

Managers, supervisors and/or staffs appointed to respond to a fire emergency are trained in their assigned duties, before they are given responsibility for fire safety (BCFC section 2.8.1.2.(1)). For example:

fire warden duties to coordinate evacuation

duties to provide access and assistance to local government fire fighters

duties to lead a fire brigade, trained and equipped to confine and extinguish a fire

Security personnel have knowledge of and understand their role in the site's fire safety plan. For example:

Security personnel have access (keys) to locked areas.

	<p><input type="checkbox"/> The fire department can effectively communicate with the security personnel during an emergency.</p>
<p><input type="checkbox"/></p>	<p>Site orientation is provided using the Fire Safety Plan. Topics should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire and explosion hazards identified in the fire safety planning and risk management assessments. <input type="checkbox"/> How to prevent or minimize fire and explosion hazards in the workplace. <input type="checkbox"/> Familiarization with emergency escape routes, exits, and muster points. <input type="checkbox"/> What to do upon discovery of a fire. <input type="checkbox"/> What do upon hearing a fire alarm. <input type="checkbox"/> Confine or control the fire.
<p><input type="checkbox"/></p>	<p>Site fire safety meetings are a part of regular safety meetings. For example, meetings used to review/refresh staff knowledge with a different part of the fire safety plan.</p>
<p><input type="checkbox"/></p>	<p>Site personnel are trained to perform fire prevention duties including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Control the amounts of potential fuel sources on the site and around the buildings to mitigate fire and explosion hazards. <input type="checkbox"/> Carry out general site housekeeping.

- Carry out maintenance activities based on schedules created and followed for manual management or process system management of potential fuel sources with activity completion records sign off by site supervisor.

- Removal of excess pallets, garbage/waste material and other potential fuel sources on a regular basis.

- Separation of potential fuel sources from open flame devices.

- Maintenance of clear unobstructed access route(s) for fire department apparatus and to fire hydrants.

- Maintenance of designated exit routes from every floor.

- Separation of access routes from stored combustible materials, equipment, etc.

- Provision to park vehicles or delivery trucks so they do not obstruct fire department access routes to site or to adjacent buildings or, otherwise, provision for off-site parking and storage.

- Other (please specify)

- Other (please specify)

5. Building Fire Emergency Systems (BCFC section 2.8.2.1.(1)(d)):

- Diagrams are available on-site. These diagrams should indicate:
 - Plans of each floor area;

 - Muster point(s);

Location of nearest hydrant(s);

Location of fire protection equipment;

Exit paths; and,

Service rooms.

Fire Fighting Services – hydrants, Siamese connections, sprinklers, and access routes:
 FSP contains provisions for accessibility, testing and maintenance of installed services.

Firefighter access route(s) to the building are documented.

Drawings provided to the fire department are current showing the location of firefighting systems that are operational.

Fire suppression and explosion prevention systems incorporated within dust collection systems and duct work are described in the FSP and contains provisions for testing and maintenance.

Explosion venting gates on the dust collectors and buildings are described in the FSP, which also contains provisions for site identification, inspection and maintenance.

Fire Extinguishers:

There is sufficient quantity and type on-site to meet the minimum extinguisher rating (confirm with BCFC & NFPA 10). Examples include:

- Light Hazard (low): 2A
- Ordinary Hazard (Moderate): 2A
- Extra Hazard (High): 4A
- Movable equipment: 30B:C (minimum)

- Fuel Dispensing: 40B:C

- They are provided at or near fuel operated equipment.

- They are mounted with proper signage at exit locations within the required travel distance.

- They are adjacent to any hot works work stations (e.g. cutting torch, welding, grinding, etc).

Note: During site tour, check that fire extinguisher servicing in up-to-date (i.e., within the last 12 months)

6. Fire Drills (BCFC section 2.8.2.1.(1)(d)):

Fire drill procedures have been developed in accordance with BCFC section 2.8.3.

- Simulated fire drills are conducted when applicable and warranted:
- For fire emergency “supervisory staff” (BCFC section 2.8.3.1.(1))

 - For all staffs

7. Control of Fire Hazards (BCFC section 2.8.2.1.(1)(f)):

(Refer to the Fire Hazard identification Checklist for potential fuel sources and potential ignition sources)

(Refer below to Item #13, Additional Information, for applicable BCFC requirements.)

- Fire and explosion hazards have been identified through a fire safety planning and risk management assessment or other means.
- Potential Fuel Sources.

 - Potential Ignition Sources.

 - How the fire triangle could be completed.

	<input type="checkbox"/> How the explosion pentagon could be completed.
<input type="checkbox"/>	<p>For each identified hazard, the best control option has been used.</p> <p>Hierarchy of Controls:</p> <ol style="list-style-type: none"> I. Elimination for fuel source, ignition source or oxygen source, or II. Substitution with something less hazardous, and/or III. Institute Engineering Controls, and/or IV. Institute Administrative Controls, and/or v. Use Personal Protective Equipment (PPE).
<input type="checkbox"/>	<p>Where required, safe work procedures have been developed to ensure control measures are used as designed.</p>
<input type="checkbox"/>	<p>Where required, monitoring equipment have been identified and installed to alert when engineering control measures are no longer effective.</p>
<input type="checkbox"/>	<p>Where required, emergency fire and explosion suppression equipment have been identified and installed.</p>

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <p>Flammable and Combustible Storage</p> <ul style="list-style-type: none"><input type="checkbox"/> Flammable and combustible liquids are properly stored, handled and used in and around the building.
<input type="checkbox"/> Non-petroleum based compressed gases are properly stored, handled and used in and around the building.
<input type="checkbox"/> The storage area is separated from combustible material by three metres.
<input type="checkbox"/> The storage area is locked and vented.
<input type="checkbox"/> The storage area is protected from vehicular/ industrial motorized traffic.
<input type="checkbox"/> Containers and/or storage areas have proper signage/placards in place.
<input type="checkbox"/> There is a current or updated list of dangerous goods on-site such as material safety data sheets (MSDS), as per the Workplace Hazardous Materials Information System (WHMIS).
<input type="checkbox"/> There are portable extinguishers provided in close proximity to storage and work areas of sufficient quantity and type on-site to meet the minimum extinguisher rating (confirm with BCFC & NFPA 10). Examples include:<ul style="list-style-type: none">- Light Hazard (low): 2A- Ordinary Hazard (Moderate): 2A- Extra Hazard (High): 4A- Movable equipment: 30B:C (minimum)- Fuel Dispensing: 40B:C
<input type="checkbox"/> The storage area is away from egress and access routes to the site. |
|--------------------------|--|

<input type="checkbox"/>	<p>Electrical Installations and Petroleum Gases</p> <p><input type="checkbox"/> The electrical installations and the storage and use of petroleum gases comply with the requirements of the Safety Standards Act and pursuant regulation? (Contact the British Columbia Safety Authority 1-866-566-7233.)</p>
<p>8. Inspection and Maintenance (BCFC section 2.8.2.1.(1)(g)):</p>	
<input type="checkbox"/>	<p>The Fire Safety Plan describes, where required, an effective preventive maintenance program to ensure all measures to control fire and explosion remain effective.</p>
<input type="checkbox"/>	<p>The Fire Safety Plan describes, where required, the inspection and testing of fire and explosion suppression systems.</p>
<input type="checkbox"/>	<p>The Fire Safety Plan describes, where required, the inspection and testing of fire and emergency alarm systems.</p>
<p>9. Security:</p>	
<input type="checkbox"/>	<p>On-site security is provided: e.g. locked gate, monitored alarm and/or CCTV, 24 hour or nightly walk around. Other (please describe – _____)</p>
<input type="checkbox"/>	<p>There are provisions to secure vacant buildings against unauthorized entry.</p>
<input type="checkbox"/>	<p>There are provision to keep electrical equipment vaults and electrical service rooms locked so that</p>

unauthorized persons will not have access to them.

10. Additional Information: FSP requires additional information if the following specific items exist in the operation

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|--------------------------|---|
| <input type="checkbox"/> | Information, as required by BCFC section 2.8.2.4, is included because of the building height. |
| <input type="checkbox"/> | Information, as required by BCFC section 3.1.2.6, is included for dangerous goods (e.g., radioactive, explosives, compressed gases, reactive) stored or handled on site. |
| <input type="checkbox"/> | Information, as required by BCFC section 3.2.1.1, is included for certain products stored indoors. |
| <input type="checkbox"/> | Information, as required by BCFC section 3.3.1.1, is included for certain products stored outdoors. |
| <input type="checkbox"/> | Information, as required by BCFC section 4.1.6.1(4), is included for spill control and drainage systems because flammable and combustible liquids are stored, handled, used, and/or processed in the operations. |
| <input type="checkbox"/> | Information, as required by BCFC 4.3.14.5, is included for storage tanks containing flammable or combustible liquids. |
| <input type="checkbox"/> | Information, as required by BCFC 5.1.5.1, is included for processes and operations involving a risk from explosion, high flammability or related conditions that create a hazard to life safety. Examples include Hot Works, Dust-Producing Processes, Special Processes involving Flammable and Combustible Liquids and Materials, and Laboratories. |
| <input type="checkbox"/> | When there are plans for construction, alteration, or demolition, they are being prepared in accordance with BCFC section 5.6.1.3. |

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