

Fire Safety Act Orders and Evacuations Reporting

Purpose and Instructions

1. On the page that follows there are three reporting tables that are to be completed monthly according to the instructions below.
2. Section 11 (6) of the Fire Safety Act – a local authority must record and report all fire inspector orders written under section 11 of the Fire Safety Act.
3. Section 13 of the Fire Safety Act – a local authority must record and report any use of section 13 of the Fire Safety Act by a fire chief, or person authorized by the fire chief, to order a tactical evacuation.
4. Section 14 of the Fire Safety Act – a local authority must record and report any use by the local authority of section 14 of the Fire Safety Act to order a preventative evacuation.
5. All relevant records related to the orders must be recorded in the reporting tables below as applicable and the orders must be attached to the reporting tables document(s) and submitted to the Office of the Fire Commissioner (OFC) by the second Monday of each month.
6. Monthly reporting tables and the relevant orders are to be submitted to the OFC, via email at: OFC@gov.bc.ca

Fire Safety Act Orders and Evacuations Reporting

Fire Inspector Orders issued under section 11 of the Fire Safety Act

#	Fire inspector order number (as assigned by the OFC)	Date issued
1.		
2.		
3.		
4.		
Add additional pages if more items need to be listed.		

Tactical Evacuations issued under section 13 of the Fire Safety Act

#	Name of person	Date of action	Date cancelled
1.			
2.			
3.			
4.			
Add additional pages if more items need to be listed.			

Preventative Evacuations issued under section 14 of the Fire Safety Act

#	Name of authority	Date of order	Date cancelled (if applicable)
1.			
2.			
3.			
4.			
Add additional pages if more items need to be listed.			

A form for each table above is co-located on the OFC website. Please use the instructions from this document to populate.