



City of Coquitlam
Fire/Rescue Department
1300 Pinetree Way, Coquitlam, BC
604-927-6400

Fire Safety Plan Guidelines May 2016 (Updated June 2020)

Below are the guidelines for all buildings requiring a Fire Safety Plan. The Fire Safety Plan shall meet the BC Fire Code regulations. The Fire Safety Plan shall be “**SITE & BUILDING SPECIFIC**”. All unrelated information shall be removed from templates. Fire safety plans will only be accepted by qualified service providers only. (June 2020 updates highlighted in green.)

GENERAL GUIDELINES

Fire Safety Plan Binder shall:

- Be a standard 8.5” x 11” three ring binder, red in colour.
- Have the wording “**FIRE SAFETY PLAN**” on the front and spine of the binder.
- Have the building address displayed in large font on the front of the binder.
- Include a cover page with the **date**, name, address and a coloured picture of the building.
- Upon review and acceptance **Coquitlam Fire/Rescue** will issue a letter or an email of acceptance. This letter / email shall be inserted in the front of the Fire Safety Plan Binder.

Organization:

- All pages shall be **double** sided.
- Headings: font size will be a minimum of 14 point throughout the plan.
- Text: font size will be a minimum 12 point throughout the plan.
- Site plans, floor plans, reports & checklists must be single sided.

Submission Requirements:

- **Review fees are applicable. Refer to our webpage for rates.**
- **Fire safety plans shall be submitted electronically in one complete unsecured PDF document only.**
- **Pre-incident plan shall be submitted electronically in one complete unsecured PDF document only.**
- **Vital Information Form.**

LAYOUT

Table of Contents

Fire Department Information

Site Plan Drawings

Floor Plan Drawings

Part 1 – Objectives of the Fire Safety Plan

Part 2 – Fire Safety Director, Deputy Fire safety Director & Fire Warden’s Responsibilities

Part 3 – Instructions to Occupants

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

Part 5 – Reports and Checklists

Part 6 – Legal Basis for Fire Safety Planning

Part 7 – Definitions

Appendix - Alternative Solutions (new construction) and any special information pertaining the building, hot works etc.

TABS

Table of Contents: Red background with Black lettering

Fire Department Information: White background with Black lettering

Site Plan Drawings: Red background with Black lettering

Floor Plan Drawings: Red background with Black lettering

Part One: Red background with Black lettering

Part Two: Red background with Black lettering

Part Three: Red background with Black lettering

Part Four: Red background with Black lettering

Part Five: Red background with Black lettering

Part Six: Red background with Black lettering

Part Seven: Red background with Black lettering

Appendix: White background with Black lettering

DRAWINGS

Site Plan: All drawings shall be 11 X 17 inch coloured drawings in landscape format.

Floor Plans: All drawings shall be 11 X 17 inch coloured drawings in landscape format.

Site and floor plans shall be oriented so that the north direction is always the top of the page.

The building name shall be captured on the drawings, however, individual business names, except for major anchor tenants shall not be displayed on drawings. Commercial and residential unit numbers shall be displayed on the drawings.

DRAWING SYMBOLS

Only site specific symbols shall be located on the drawings and contained within the legend.
Coquitlam Fire/Rescue standard drawing symbols shall be utilized.

CONTENT REQUIREMENTS OF THE FIRE SAFETY PLAN

Content shall be site and building specific. Do not include information that is not relevant to the project. Typical information that should be included under each part of the plan is listed below.

FIRE DEPARTMENT INFORMATION

APPOINTMENT OF THE SUPERVISORY STAFF - Fire Safety & Deputy Fire Safety Director & Fire Wardens

EMERGENCY CONTACTS - Fire alarm service contractor, sprinkler system service contractor, fire department emergency & non-emergency phone numbers, etc.

BUILDING DESCRIPTION - Year of construction, type of construction, occupancy, etc.

FIRE ALARM DESCRIPTION / LOCATION - Operating instructions, reset instructions, paging/ fire phones, fire zones, shall be included in this section. Coloured photograph required.

FIRE ALARM MONITORING - Company name and contact information.

ELECTRICAL DISCONNECT LOCATION

ELEVATORS - Operating instructions for fire service elevator shall be included in this section.

EMERGENCY GENERATOR - Describe what equipment the generator supplies power to and include operating instructions. Coloured photograph required.

EMERGENCY LIGHTING - Type and power source.

EXITING - All stairways shall be numbered or designated by numeric, alphabetical and or by the compass direction.

FIRE DEPARTMENT ACCESS ROUTES - Primary / secondary.

FIRE DEPARTMENT CONNECTION - Describe what the FDC serves. Coloured photograph required.

FIRE DEPARTMENT LOCK BOX DISCRIPTION / LOCATION - Coloured photograph required.

FIRE PUMP – Indicate size, GPM and Operating instructions. Coloured photograph required.

FIRE DEPARTMENT ROOF ACCESS - Give location and type, door / hatch. Coloured photograph required.

FIRE HYDRANT LOCATIONS - Public/ private.

GAS SHUT-OFF LOCATION - Coloured photograph required.

HAZARDS - All hazards shall be identified. If the hazard has a UN # it shall be included with the hazard. Coloured photograph required.

SMOKE CONTROL - Describe smoke control measures.

SPRINKLER SYSTEM DESCRIPTION / LOCATION - Coloured photograph required.

STANDPIPE & HOSE SYSTEM DESCRIPTION / LOCATION - Coloured photograph required.

WATER SHUT-OFF LOCATION - Coloured photograph required.

SITE PLAN - All drawings shall be 11 X 17 inch coloured drawings in landscape format.

FLOOR PLANS - All drawings shall be 11 X 17 inch coloured drawings in landscape format.

PART 1 – OBJECTIVES OF THE FIRE SAFETY PLAN - As per BC Fire Code Division B, Part 2, Section 2.8, meet requirements of the BC Fire Code.

PART 2 – FIRE SAFETY DIRECTOR, DEPUTY FIRE SAFETY DIRECTOR & FIRE WARDEN'S RESPONSIBILITIES - Shall be site specific and include the training of supervisory staff and fire drills.

PART 3 – INSTRUCTIONS TO OCCUPANTS - Shall be site specific and include sounding of alarm, notifying the fire department, evacuating occupants, confining & controlling fires, etc.

PART 4 – INSPECTION, TESTING & MAINTENANCE OF FIRE PROTECTION EQUIPMENT - Shall be site specific

PART 5 –CHECKLISTS & ANNUAL INSPECTION, TESTING, MAINTENANCE REPORTS - Shall be site specific

PART 6 – LEGAL BASIS FOR FIRE SAFETY PLANNING - As per BC Fire Code Division C, Part 2, Section 2.2. it is the owner or authorized agent who is responsible to carry out the provisions of the BC Fire Code.

PART 7 – DEFINITIONS - Shall be site specific

Example: Supervisory staff means those occupants of a *building* who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.

APPENDICES – Shall include any special information pertaining to the site and building. Examples include:

- Alternative solutions for new construction
- The storage methods for commodities and dangerous goods, including:
 - Product classifications;
 - Method of storage – racks or piles, fire department access, aisle widths, etc.;
 - Maximum permitted storage height;
 - Maximum permitted sizes of individual storage areas; and
 - Sprinkler system design criteria.
- Hazardous processes and operations, including:
 - Labs;
 - Dust producing operations; and
 - Spray painting operations.