

CITY OF ABBOTSFORD FIRE RESCUE SERVICE



SAMPLE FIRE SAFETY PLAN CHILD CARE FACILITIES

Please submit a **copy** of this plan and the appropriate Review fee to the Fire Prevention Office for review.

(DISCARD THIS PAGE PRIOR TO SUBMITTING)



CITY OF ABBOTSFORD FIRE RESCUE SERVICE

32270 GEORGE FERGUSON WAY • ABBOTSFORD, BC • V2T 2L1

TELEPHONE: (604) 853-3566 • FACSIMILE: (604) 853-7941

WEBSITE: WWW.ABBOTSFORD.CA/FIRE

Dear Child Care Facility Applicant:

RE: FIRE SAFETY REQUIREMENTS CHECKLIST FOR YOUR CHILD CARE FACILITY

The Abbotsford Fire Rescue Service offers a quick checklist on typical items reviewed during a Fire Inspection:

1. Fire Safety Plan required: prepare a Plan for acceptance by the Fire Prevention Office (*handouts available*). Floor escape plan(s) to be posted on the premise, with a full copy of the Fire Safety Plan kept in a red binder.
2. A reliable telephone is required in the child care facility. Post emergency numbers nearby. (*Land line preferred for reliability, but if cellular phone, no calling card or restrictive use contracts and phone must be kept charged*).
3. Interconnected hard-wired smoke alarms on all floors of the residence and in the child care facility are required, including any sleep areas or bedrooms used by the child care facility.
4. Two exits (*doors*) are required from the child care area to the exterior of the building. Exits must be accessible at all times (*not blocked; no locking devices needing keys or special knowledge to open*). Use of any child restrictive access gates or devices permitted only with Care Licensing Officer and Fire Inspector approval.
5. Provide a multi-purpose fire extinguisher with pressure gauge (*5 lb dry chemical minimum 2A-10B:C rating*) on each floor used by the child care facility. Securely mount on a wall between 4" and 60" height (*locate to allow for choice to use the extinguisher or exit the floor area and ensure the extinguisher cannot fall onto children*).
6. Child proof covers required on all electrical outlets accessible to children. Choose covers large enough that do not pose a choking hazard if covers are removable.
7. Garbage cans in child care facility must be noncombustible (*metal*) and have a self-closing lid.
8. Combustible materials (*e.g. artwork and decorations*) on walls and ceilings not to exceed 20% of any wall or ceiling area, in order to minimize flame spread potential.
9. Utility and storage areas must be inaccessible to children. Tools, equipment, cleaners, chemicals, and any object that poses a health risk to children by accidental contact, misuse or ingestion must be put away for safety and kept out of children's reach.
10. Heat producing appliances including any wood, electric or gas fired stoves must be protected from contact, and may require the installation of a permanently mounted metal screen or guard to keep children safe.
11. Furnace rooms if located in child care area or sleeping room may require a solid core door that is self-closing with a smoke seal (*if so, contact a service provider to ensure HVAC make up air considerations are safe*).
12. Carbon monoxide alarm is required if any fuel-fired appliance or furnace is present in the child care facility.
13. No smoking, vaping, open flames use or lit candles while child care operates (*LED type battery candles okay*).
14. The building, including indoor/outdoor play areas must be free of any hazards (*includes trip/fall or sharp objects*).
15. Exterior exit route to a public road must be clear and safe. Address must be visibly posted using minimum 4" size numerals in contrasting color to background, and located so visible upon approach from the street.

As no two facilities are the same, other conditions may apply upon inspection. If you have any questions on the above items, please call the Fire Prevention office at 604-853-3566 or email: fireprevention@abbotsford.ca.

Fire Prevention Division

Revised 2019

The Abbotsford Fire Rescue Service is **"making a difference"** in our community through prevention, response and safety.



EMERGENCY TELEPHONE NUMBERS

FIRE

NON-EMERGENCY

9-1-1

604-853-3566

POLICE

NON-EMERGENCY

9-1-1

604-859-5225

AMBULANCE

NON-EMERGENCY

9-1-1

604-853-0119

POISON CONTROL CENTRE

1-800-567-8911

HEALTHLINK BC

8-1-1 Toll free in BC

Call the Provincial health line at **8-1-1** any day, any time to speak with a health service navigator, who can connect you with a registered nurse (24/7) for questions and advice, and other service professionals (or for the deaf and hearing impaired, dial **7-1-1**). Translation services available.

GAS TROUBLE

1-800-663-9911

ELECTRICAL TROUBLE

1-888-769-3766

MY ADDRESS:

OTHER EMERGENCY NUMBERS:

FIRE SAFETY PLAN

CHILD CARE FACILITIES

NAME OF FACILITY: _____

ADDRESS: _____

PLAN REVIEWED BY: _____

DATE: _____

DOCUMENT TO BE ON SITE CONTAINED IN A RED BINDER MARKED: "FIRE SAFETY PLAN"
RETAIN CURRENT RECORDS OF FIRE DRILLS, SERVICE & INCIDENT REPORTS IN BINDER
Childcare Fire Safety Plan – rev 2019.11.14

TABLE OF CONTENTS

	Page #
Emergency Contacts	_____
Instructions to Occupants In Case of Fire	_____
Objectives of the Fire Safety Plan.....	_____
Fire Safety Director – Appointment and Duties	_____
Deputy Fire Safety Director – Appointment and Duties	_____
Fire Drills.....	_____
Child Care Facility Fire Drill Form	_____
Building & Fire Protection Resources.....	_____
Site & Floor Plans.....	_____
Inspection & Maintenance.....	_____
Monthly Records	_____
Annual Records.....	_____
Fire Prevention, Preparedness and Control.....	_____
How To Use A Portable Fire Extinguisher	_____
Procedures After Fire Safety Equipment Has Operated.....	_____
Incident / Activity Report	_____
Legal Basis for Fire Safety Planning	_____
Definitions	_____

EMERGENCY CONTACTS

FIRE – POLICE – AMBULANCE

EMERGENCY 9 1 1

Non-emergency numbers:

Abbotsford Fire Rescue Service604-853-3566
Abbotsford Police Department604-859-5225
BC Ambulance Service604-859-0119

OTHER AGENCIES

Poison Control Centre.....1-800-567-8911
Gas Trouble (FortisBC).....1-800-663-9911
Electrical Trouble (BC Hydro)..... 1-888-769-3766
Help Line for Children / Reporting Abuse & Neglect..... 310-1234
Fraser Health.....604-870-6000
Abbotsford Regional Hospital.....604-851-4700
HealthLink BC (non-emergency health information)..... 811

ADDITIONAL CONTACTS

INSTRUCTIONS TO OCCUPANTS IN CASE OF FIRE

IF YOU DISCOVER A FIRE...

1. SOUND the alarm to notify all occupants by _____
2. EVACUATE CHILDREN TO SAFETY AND REMAIN CALM – Take Emergency Consent Cards and exit the building to outdoor assembly zone. Count children and keep children safely away from all dangers (fire, smoke, traffic, hazards).
3. PHONE 9-1-1 TO REPORT the emergency, ensure you call from safe location:
 - Give your name
 - Address of building _____
 - Information about emergency (what, where, is fire spreading/contained, is everyone safely evacuated or are persons trapped inside, etc.)
4. DO NOT RE-ENTER the building for any reason, WAIT until “all clear reported” by the Abbotsford Fire Rescue Service... Fill out “Incident/Activity” report.

IF YOU HEAR A FIRE ALARM , SMOKE or CO ALARM...

1. EVACUATE CHILDREN and follow instructions 2 - 4 above

CONSENT CARDS

NOTIFY parent/guardian of children in care as soon as possible to make necessary arrangements for each child’s safety and notify Fire Safety Director when possible.

ONLY FIGHT A FIRE IF IT IS SMALL AND EVERYONE IS SAFE
EXIT IMMEDIATELY IF FIRE DOES NOT GO OUT, PHONE 9-1-1

OBJECTIVES OF THE FIRE SAFETY PLAN

GENERAL

Fire safety planning has 3 primary objectives:

- Fire Hazard Control
- Fire Protection Systems Maintenance
- Emergency Evacuation

When a fire safety plan is required, the building owner must prepare it in accordance with the BC Fire Code, accepted industry practices and the local fire department.

FIRE SAFETY PLANNING CONCEPTS

A key concept of fire safety planning is to help prevent fires, injury and property loss by knowing how to control fire hazards, inspect and maintain fire protection devices, and provide written procedures for the safe and orderly evacuation of occupants in case of a fire or other life threatening emergency.

The plan must take into account the level of participation of building occupants and any assistance needed, including limits of building design and safety features.

Supervisory staff are often relied on to help prevent fires, hazards, injury and further loss. Familiarity in the building and its safety features is important and training should include directing and assisting evacuation in the event of fire, and simple notification and fire control procedures until the fire department arrives. Frequent drills along with coordination to ensure trained staff are available on the premises at all times may be necessary (and required for child care facilities).

Therefore, a fire safety plan must be **clear, simple and easy to follow**. It is essential the Fire Safety Director understands the plan to implement it – to ensure fire hazards are promptly corrected, supervisors are trained where required, fire protection systems are inspected and the building used and maintained as required by safety regulations.

Licensed child care facilities* may have additional requirements in the Community Care Licensing Regulations pursuant to the “Community Care and Assisted Living Act”.

*For information on licensing requirements, please refer to your Fraser Health Community Care Licensing Officer or call 604-870-6000.

FIRE SAFETY DIRECTOR APPOINTMENT

Date - _____

Name - _____

Home address - _____ Phone - _____

Work address - _____ Phone - _____

(if different from above)

Cellular (emergency) or Alternate Phone - _____

FIRE SAFETY DIRECTOR

The Fire Safety Director (FSD) is the person responsible to implement, evaluate and update the Fire Safety Plan including training of supervisory staff and to ensure safety features are in correct operation (not in need of repair). Typically the FSD is appointed by the building owner in writing (see above) or the owner can be self-appointed in this role.

Fire regulations do not require the FSD to be in the building on a continuous basis; however, the FSD should be available to respond to the building upon notification of a fire emergency in order to provide assistance as described in this plan. When the FSD is unavailable, a Deputy Fire Safety Director (DFSD) should be appointed and available to assume the role of Fire Safety Director (person must be familiar with the Plan and the FSD role before being assigned any fire safety responsibilities).

Licensed child care facilities must follow additional supervision and safety requirements in the Community Care Licensing Regulations pursuant to "Community Care and Assisted Living Act". For information on these requirements, please refer to your Fraser Health Community Care Licensing Office, 604-870-6000. [Refer to BC Fire Code 2018 Div.B Section 2.10 Community Care Facilities]

RESPONSIBILITY

The fire code states the building owner or the owner's authorized agent is responsible for carrying out the provisions of the code. This includes the safety of occupants and maintenance of building and fire protection systems. These systems must receive regular inspections, tests, and service.

Most inspections are **quick checks** to ensure a particular system is operating and is not in need of repair (see Inspection & Maintenance sections). Checks do not require a high degree of technical knowledge of a particular system, and can be performed by the FSD (or designated supervisory staff) where he or she is in the building on a **daily and regular** basis.

Technical inspections typically involve more specialized skills and knowledge that require a qualified person or contractor. To find an experienced certified contractor (as defined in this Plan and fire regulations), see Fire Protection Service Contractors generally listed in the yellow pages under the heading "Fire".

FIRE SAFETY DIRECTOR

GENERAL DUTIES

- Administer and implement the Fire Safety Plan, all safety measures, and update the Plan when changes are necessary or made to the building:
 - Train any Deputy Fire Safety Director and Supervisory Staff
 - Post information on fire safety and evacuation instructions
- Record information on the following:
 - Fire incidents and emergencies including false alarms
 - Service, tests and maintenance of fire protection systems
 - Discharge or operation of fire protection equipment
 - Fire drills, training periods and minutes of safety meetings (as applicable)
- Schedule fire protection systems inspections, tests and service in accordance with the Plan and fire regulations. Where an inspection, service or test procedure requires technical skills, ensure a qualified contractor completes the procedure.
- Take precautions to offset hazards and notification to occupants when fire protection systems are temporarily inoperable. This should include:
 - Checking this Plan and the BC Fire Code when fire systems need repair,
 - Limiting occupant exposure to repair work and conduct a fire watch
- Ensure repairs do not put the building or occupants to undue risk of fire. This includes checking the Plan and BC Fire Code to ensure safety procedures, regulations, and any local permit requirements are followed.
- Ensure an adequate number of Supervisory Staff are available to carry out responsibilities during an emergency, and for evacuation. Includes notifying the Deputy Fire Safety Director (as applicable) when the FSD is unavailable.

ADDITIONAL CONSIDERATIONS

- ✓ Resolve all fire or safety hazards observed or reported. The higher the risk, the faster it should be dealt with.
- ✓ Consider other emergency situations which could affect the building/occupants (e.g. earthquake, natural gas leak, extended power outage, security threat, etc.).
- ✓ Prepare understanding any physical needs of children during an emergency:
 - Have flashlights available with fresh batteries for times of darkness
 - Have an alternate safe location off site in case of adverse weather or for extended evacuation, until children can be reunited with caregivers
 - Have children's consent cards always available in case of evacuation
 - Have a suitable first aid kit – store safely in a quickly accessible location

DEPUTY FIRE SAFETY DIRECTOR APPOINTMENT

Date - _____

Name - _____

Work address - _____ Phone - _____

Home address - _____ Phone - _____

(if different from above)

Cellular (emergency) or Alternate Phone - _____

DEPUTY FIRE SAFETY DIRECTOR

Person appointed and trained to assist in the role of the Fire Safety Director in his/her absence.

GENERAL RESPONSIBILITIES

- Assist Fire Safety Director with implementing the Fire Safety Plan.
- Assume responsibilities of Fire Safety Director in his/her absence (see pages 7 and 8).

FIRE DRILLS

REQUIRED FREQUENCY

Fire drills must be conducted **each month** to ensure staff (and children) know how to exit the building safely and quickly, and know how to choose a safe exit in case of fire, smoke or other life threatening emergency.

Emphasis should be placed on calm and order, taking appropriate actions to keep children engaged in learning correct responses without causing fear or panic.

Regular practice also ensures exit paths are kept clear and procedures are well known. For supervisory staff, verbal on-the-spot questions should be asked “*what you do in case of...*” to ensure staff understands all instructions so valuable time is not wasted looking for written/posted instructions to follow during an emergency.

Complete the **Childcare Facility Fire Drill Form** and keep all records.

CHILDCARE FACILITY FIRE DRILL FORM

Facility Name & Address: _____

Date of fire drill: _____ Time of drill: _____ (am / pm)

Person in charge (facility manager): _____

Person conducting the drill (if different): _____

Total number of children in attendance: _____

Total number of supervisory staff/parents in attendance: _____

Total time (in minutes) taken to safely evacuate building: _____

REMARKS

Persons with specific evacuation needs (hearing / vision impaired, wheelchair, infants):

List any problems or concerns encountered during the drill:

Recommendations (Fire Safety Director to follow up as necessary):

Please keep this completed form on file.

Reviewed by Fire Safety Director, initial here _____

BUILDING & FIRE PROTECTION INFORMATION

BUILDING OCCUPANCY

Primary Occupancy: Group C “Residential”

Secondary Occupancy: Home-based Daycare Preschool

Child Care Description: _____

FIRE PROTECTION

SMOKE ALARMS and CO ALARMS

Number of working **smoke alarms** within the facility: _____

Smoke alarms are located: _____.

Number of working **CO alarms** within the facility: _____

- Function test each alarm unit by using the test button **every month**
- Gently clean smoke alarms using vacuum or hair dryer to remove dust **annually**
- Replace after no longer than **10 years of operation or upon expiry date**
- Smoke alarms required in all sleeping areas, hard-wired and **interconnected**
- CO alarm required on each level for any **fuel-fired appliance** (gas/wood)

PORTABLE FIRE EXTINGUISHERS

Number of working fire extinguishers in the facility: _____

Fire extinguishers shall be **securely mounted** on a wall between 4”-60” from the floor in a visible, easily accessible location (minimum rating 2A-10B:C or higher)

Mark all extinguisher locations on the Floor Plan.

Monthly – Check for signs of damage, ensure unit is full and ready for use.

Annually – Service extinguisher by qualified ASTT contractor, tag required.

EXITS

Number of available fire exits in the facility: _____

Exits shall be **accessible at all times** without the use of special knowledge, devices or keys to open, and any locking devices shall meet the approval of the Fire Service.

Mark all exit locations on the Floor Plan.

Daily – Check to ensure no obstructions, including any snow or ice in winter.

SITE & FLOOR PLANS

Prepare a Floor Plan for each level of the premises, including a Site Plan, showing the minimum information below. Floor Plan(s) shall be posted in each floor area (as used by facility) along with the “Instructions to Occupants In Case of Fire”.

Acceptable locations for placing information should be discussed with the Abbotsford Fire Rescue Service prior to posting.

Floor Plan shall include:

- facility name and address,
- legend showing symbols used on the plan (use colours),
- north direction,
- “**You Are Here**” word indication or person symbol
- show all exits (use green arrow →),
- show extinguishers (use red circle ● or extinguisher symbol per NFPA 170),
- show electrical “**E**”, gas “**G**”, water “**W**” utility shutoff locations,
- show evacuation assembly zone or indicate where to safely assemble
- show legible instructions “in case of fire” on floor plan (or post beside it).

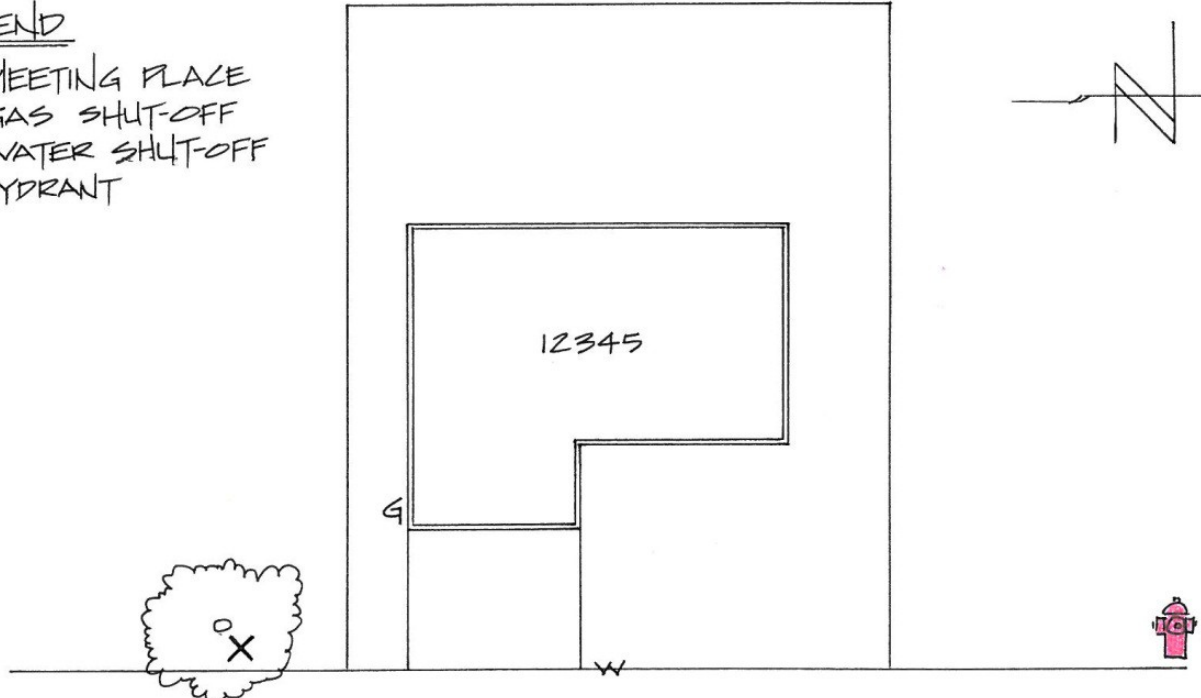
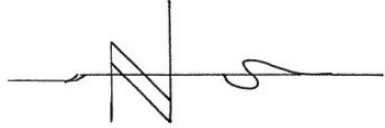
Insert a copy of the Site Plan and Floor Plans (using colour symbols) into next pages. (refer to example site and floor plan)

SITE PLAN

ABC DAYCARE
12345 YOUR STREET

LEGEND

- X MEETING PLACE
- G GAS SHUT-OFF
- W WATER SHUT-OFF
-  HYDRANT

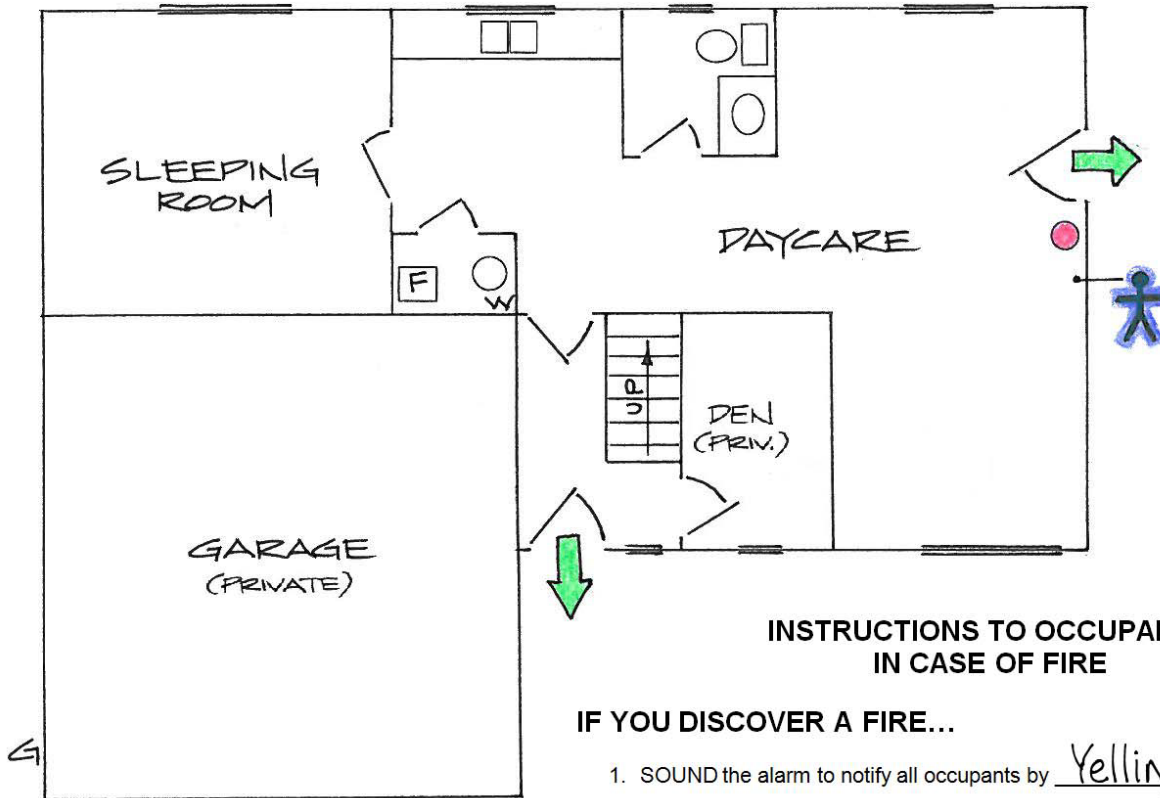


YOUR STREET

EXAMPLE

FLOOR PLAN

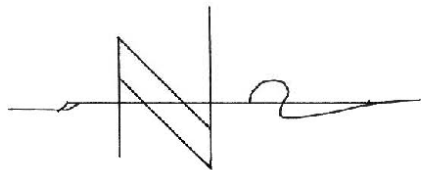
ABC DAYCARE
12345 YOUR STREET






INSTRUCTIONS TO OCCUPANTS IN CASE OF FIRE

IF YOU DISCOVER A FIRE...

1. SOUND the alarm to notify all occupants by Yelling "fire"
2. EVACUATE CHILDREN TO SAFETY AND REMAIN CALM – Take Emergency Consent Cards and exit the building to outdoor assembly zone. Count children and keep children safely away from all dangers (fire, smoke, traffic, hazards).
3. PHONE 9-1-1 TO REPORT the emergency, ensure you call from safe location:
 - Give your name
 - Address of building "12345 Your Street"
 - Information about emergency (what, where, is fire spreading/contained, is everyone safely evacuated or are persons trapped inside, etc.)
4. DO NOT RE-ENTER the building for any reason, WAIT until "all clear reported" by the Abbotsford Fire Rescue Service... Fill out "Incident/Activity" report.



LEGEND

-  EXTINGUISHER
-  EXIT
- F** FURNACE
- W** WATER
- G** GAS
-  YOU ARE HERE

IF YOU HEAR A FIRE ALARM / SMOKE ALARM...

1. EVACUATE CHILDREN and follow instructions 2 - 4 above

CONSENT CARDS

NOTIFY parent/guardian of children in care as soon as possible to make necessary arrangements for each child's safety and notify Fire Safety Director when possible.

ONLY FIGHT A FIRE IF IT IS SMALL AND EVERYONE IS SAFE
EXIT IMMEDIATELY IF FIRE DOES NOT GO OUT, PHONE 9-1-1

EXAMPLE

INSPECTION & MAINTENANCE

GENERAL REQUIREMENTS

The British Columbia Fire Code requires the building to be maintained in good repair and requires fire protection systems be inspected and serviced to remain operational.

In most cases the Fire Code does not provide detailed procedures on required tests, inspections, and maintenance. Instead references are made to accepted standards, such as developed by the National Fire Protection Association (NFPA), Canadian Standards Association (CSA), and many others. Standards required by the Fire Code are identified in this plan as a *Reference Standard*.

RECORD KEEPING

Records shall be retained for a **minimum of 2 years** from the date of activity for all inspections, tests and maintenance of fire protection systems, whether completed by the Fire Safety Director or a qualified contractor.

Records should be kept in the Fire Safety Plan for review by the authority having jurisdiction (daily inspections are exempt from record requirements).

QUALIFIED CONTRACTORS

Persons working on **fire protection systems** must be certified as ASTT technicians and be qualified to service the specific fire protection system as noted on their ASTT stamp (as per the City of Abbotsford Fire Service Bylaw, 2006).

Contractors may perform their own unique inspection and testing procedures; however, these procedures must meet the requirements set by the applicable code or referenced standard. Common procedures may be detailed in the Plan so the Fire Safety Director has some idea of what service a qualified contractor should be providing.

SAFETY DURING ALTERATIONS & REPAIRS

During alterations and repairs, ensure the building and occupants are not exposed to undue fire hazards created by contractor's work or equipment brought into the building. A frequent inspection of the affected area is suggested in order to ensure:

- Exits are free and clear of obstructions
- Dangerous work areas are inaccessible to occupants
- Contractors have obtained required building permits
- Flammable, combustible liquids & gases are handled and stored safely
- Heat producing equipment, tools and portable heaters are used safely
- Contractor to have own extinguisher on site for safety during hot works
- Conduct fire watch during all hot works, grinding, braising, welding, etc. and for a least ½ hour afterwards, then check again after 1 hour interval

If a safety concern is suspected, contact the Fire Service for advice or to inspect.

INSPECTION & MAINTENANCE

COMMON PUBLIC AREAS

Reference Standard: BC Fire Code

Daily Inspection (Fire Safety Director)

- No flammable/combustible liquids or chemicals stored in any location accessible to children
 - No combustible waste, refuse or recycling accumulations that pose a hazard
 - No worn electrical extension cords used or outlets without child-proof covers
 - Heating appliances out of reach of children & pets, maintain manufacturer's clearance to any combustible surfaces and furniture (at least 3 feet clear)
 - No oily or stain soaked rags – all tools and equipment is safe or put away
- Record Keeping: **None**

PORTABLE FIRE EXTINGUISHERS

Reference Standard: NFPA 10, *Standard for Portable Fire Extinguishers*

An inspection is a *quick check* that an extinguisher is available and will operate. It is intended to give reasonable assurance that it is fully charged and operable.

Maintenance is a *thorough check* of an extinguisher which is intended to give maximum assurance that it will operate effectively and safely, and will normally reveal the need for hydrostatic pressure testing. Recharging is the replacement of the extinguishing agent.

Monthly Inspection (Fire Safety Director)

Check portable fire extinguishers for the following:

- Located in designated place (see floor plan for location)
- No obstruction to access or visibility
- Operating instructions on nameplate is legible and facing outward
- Seals and tamper indicators are not broken or missing
- Determine fullness by weighing or *hefting*
- Examine for obvious physical damage, corrosion, leakage, or clogged nozzle
- Pressure gauge indicator is in the operable range or position

Record Keeping: **Monthly Records**

- Serial number of extinguishers requiring maintenance should be recorded on report for qualified contractor (ensure you receive same unit after service)
- Date extinguisher was inspected
- Initials of person performing inspection

Annual Maintenance

Qualified Contractor (ASTT certified, service stamp required)

- Perform maintenance in accordance with the B.C. Fire Code Regulations and NFPA 10, including any necessary hydrostatic pressure testing.

Record Keeping: **Annual Records**

INSPECTION & MAINTENANCE

SMOKE ALARMS and CO ALARMS*

Reference Standard: BC Fire Code

*CO ALARMS shall be inspected, tested and maintained to manufacturer instructions.

Monthly Test (Fire Safety Director)

- Check monthly by pushing test button on each unit to test
Record Keeping: **Monthly Records**

Annual Maintenance (Fire Safety Director)

- Clean gently using hair dryer or vacuum to remove dust
Record Keeping: **None**

EXITS

Reference Standard: BC Fire Code

Daily Inspection (Fire Safety Director)

- Inspect exit doors to ensure they remain clear, and not blocked open for doors in fire separations (e.g. garage). Doors equipped with a hold open device must be able to release automatically in the event of a fire.
- Corridors and exit routes are free of obstructions (boxes, toys, etc.)
- Exterior exit stairs and exterior paths maintained free of snow and ice
Record Keeping: **None**

Monthly Inspection (Fire Safety Director)

- Operate exit doors and doors in fire separations to ensure they open/close properly.
Record Keeping: **Monthly Records**

CHIMNEYS*, FLUES & FLUE PIPES (where applicable)

Reference Standard: BC Fire Code

Annual Inspection

Qualified Contractor (*WETT certified for wood fired appliances)

- Inspect for any dangerous conditions at intervals not greater than 12 months,
- Immediately after any chimney fire, before re-use,
- During installation of any additional appliance,
- Clean as often as necessary to remove dangerous accumulations of combustible deposits.

Record Keeping: **Annual Records**

INSPECTION & MAINTENANCE MONTHLY RECORDS

Facility Name & Address: _____

YEAR _____ **(attach contractor service records for repairs)**

Mark appropriate box for each item listed – to be completed by the Fire Safety Director.
The Fire Code requires service records and reports be kept for a **minimum of 2 years.**

PORTABLE FIRE EXTINGUISHERS:

Check extinguishers monthly to ensure in place, gauge reads full, no visible damage, contents are free flowing (turn over or gently shake to feel if contents move inside)

	OK	Service		OK	Service		OK	Service
JAN:	<input type="checkbox"/>	<input type="checkbox"/>	MAY:	<input type="checkbox"/>	<input type="checkbox"/>	SEP:	<input type="checkbox"/>	<input type="checkbox"/>
FEB:	<input type="checkbox"/>	<input type="checkbox"/>	JUN:	<input type="checkbox"/>	<input type="checkbox"/>	OCT:	<input type="checkbox"/>	<input type="checkbox"/>
MAR:	<input type="checkbox"/>	<input type="checkbox"/>	JUL:	<input type="checkbox"/>	<input type="checkbox"/>	NOV:	<input type="checkbox"/>	<input type="checkbox"/>
APR:	<input type="checkbox"/>	<input type="checkbox"/>	AUG:	<input type="checkbox"/>	<input type="checkbox"/>	DEC:	<input type="checkbox"/>	<input type="checkbox"/>

EXITS:

Check all exit doors monthly to ensure smooth operation

	OK	Service		OK	Service		OK	Service
JAN:	<input type="checkbox"/>	<input type="checkbox"/>	MAY:	<input type="checkbox"/>	<input type="checkbox"/>	SEP:	<input type="checkbox"/>	<input type="checkbox"/>
FEB:	<input type="checkbox"/>	<input type="checkbox"/>	JUN:	<input type="checkbox"/>	<input type="checkbox"/>	OCT:	<input type="checkbox"/>	<input type="checkbox"/>
MAR:	<input type="checkbox"/>	<input type="checkbox"/>	JUL:	<input type="checkbox"/>	<input type="checkbox"/>	NOV:	<input type="checkbox"/>	<input type="checkbox"/>
APR:	<input type="checkbox"/>	<input type="checkbox"/>	AUG:	<input type="checkbox"/>	<input type="checkbox"/>	DEC:	<input type="checkbox"/>	<input type="checkbox"/>

SMOKE ALARMS / CO ALARMS:

Check units monthly and push the test button on each unit to test alarm function

	OK	Service		OK	Service		OK	Service
JAN:	<input type="checkbox"/>	<input type="checkbox"/>	MAY:	<input type="checkbox"/>	<input type="checkbox"/>	SEP:	<input type="checkbox"/>	<input type="checkbox"/>
FEB:	<input type="checkbox"/>	<input type="checkbox"/>	JUN:	<input type="checkbox"/>	<input type="checkbox"/>	OCT:	<input type="checkbox"/>	<input type="checkbox"/>
MAR:	<input type="checkbox"/>	<input type="checkbox"/>	JUL:	<input type="checkbox"/>	<input type="checkbox"/>	NOV:	<input type="checkbox"/>	<input type="checkbox"/>
APR:	<input type="checkbox"/>	<input type="checkbox"/>	AUG:	<input type="checkbox"/>	<input type="checkbox"/>	DEC:	<input type="checkbox"/>	<input type="checkbox"/>

(Photocopy this page blank for each year)

INSPECTION & MAINTENANCE ANNUAL RECORDS

Facility Name & Address: _____

YEAR _____ (attach contractor service records and reports)

Fire Safety Director shall ensure Qualified Contractors (ASTT) perform required service. The Fire Code requires service records and reports be kept for a **minimum of 2 years**.

PORTABLE FIRE EXTINGUISHERS:

Record serial number of each extinguisher. Annual service (and repairs) must be done by a Qualified Contractor (ASTT), **a current stamped tag is required on each unit.**

_____	_____	_____
_____	_____	_____
_____	_____	_____

For quick reference, choose a Qualified Contractor and record the company name and phone number below (see yellow pages under "Fire" for qualified contractors):

Company: _____ Phone: _____

CHIMNEY*, FLUES & FLUE PIPES:

*Recommend WETT Certified Contractor for inspections of wood fired chimneys. Call a Certified Gas Technician to inspect gas-fueled fireplaces and furnaces.

Company: _____ Phone: _____

SMOKE ALARMS / CO ALARMS:

Clean all units using a vacuum or hair dryer to gently remove dust at least once a year, and anytime subjected to dusty conditions. Replace units older than 10 years or past expiry date as electronic sensors degrade over time. Follow manufacturer instructions.

(Photocopy this page blank for each year)

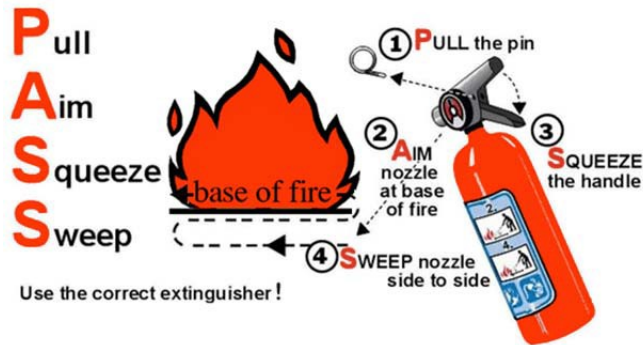
FIRE PREVENTION, PREPAREDNESS & CONTROL

REPORT ANY HAZARDS to the Fire Safety Director for correction:

- PRACTISE and prepare for emergencies that may arise – follow your safety plan.
- READ instructions on your fire extinguisher to be familiar with them in case of fire.
- READ your safety plan to be familiar with responsibilities, emergency evacuation instructions, inspection and maintenance procedures and emergency contacts. The Fire Code requires an **annual review of plan information** to keep it current.
- BE ALERT around all electrical equipment. If not working properly or gives off any unusual odor (often the first sign of a problem that could cause a fire) disconnect the equipment immediately and do not use. Call an electrical contractor for repair.
- DO NOT use electrical cords if cracked or with broken or modified connectors.
- PROTECT electrical cords from damage. Do not place across doors, under carpets or in places where cords will be stepped on or worn. If using an extension cord, check maximum load (amps/watts) listed by manufacturer and NEVER exceed it. AVOID circuit overload: do not plug one extension cord into another, and do not plug more than one extension cord into the same wall outlet.
- TURN OFF appliances when not in use, such as coffee makers and hot plates.
- KEEP heat-producing appliances away from walls or any material that could burn. Leave plenty of air space to circulate around an appliance that normally gives off heat or has vents for cooling. Follow manufacturer's instructions for safe use.
- KEEP all chemicals, cleaners, tools etc. locked safely away from children's reach.
- KEEP all storage areas, utility rooms, stairway landings and other locations free of excess waste paper, empty boxes, or combustible materials that could fuel a fire.
- KEEP flammable and combustible liquids stored in cool, well ventilated areas and away from potential sources of ignition (e.g. open flames from hot water tank or furnace, etc.).
- KEEP propane outside and ensure tank valves are closed when not in use.
- NEVER SMOKE or vape in or around child care facilities, or within 3m of any public building opening. Make sure no one, including any visitors, has left any cigarettes smoldering in planters, waste-baskets, or near any combustible item.
- USE CAUTION with ignition sources and any open flames – if using candles, use only battery LED type for safety around children or pets. NEVER leave a lit candle or incense burning that is unsupervised!

FIRE PREVENTION, PREPAREDNESS & CONTROL

HOW TO USE A PORTABLE FIRE EXTINGUISHER (ABC TYPE)



FOLLOW “PASS” and remember to:

Sweep the nozzle from side to side at the **base of fire** until it appears to be out then **watch** the fire area for possible re-ignition.

If fire re-ignites, repeat. If this has no effect, **STOP** - confine fire by closing doors and **EVACUATE**.

REPORT the fire to fire department even if fire is out (fires must be reported by Law).

Fire extinguishers typically work by these directions, but some may not. **ALWAYS READ AND FOLLOW** directions on the correct fire extinguisher you choose to use.

Extinguishers are useful only if you learn how to use it, it is correct for the type of fire you fight, and if the fire is discovered quickly. Never attempt to fight even a small fire until everyone has been evacuated from danger and the Fire Department has been notified.

NEVER attempt to fight a fire if ANY of the following are TRUE:

- You are uncertain about how to use the extinguisher
- Fire is spreading beyond the immediate area where it started
- Fire, smoke or heat could block your exit route
- You are alone

ADDITIONAL EMERGENCY PREPAREDNESS

SEVERE EARTHQUAKE – What to do

- STAY WHERE YOU ARE – Don't panic
- SEEK PROTECTION under strong tables, door frames, beside stable furniture
- ASSIST persons injured – ASSESS damage to building
- EVACUATE building only when safe to do so and stay clear
- DO NOT use phone to gossip – REPORT ONLY emergencies
- DO NOT use open flames or source of ignition
- For natural gas leaks, see Natural Gas Leak procedures below

NATURAL GAS LEAK – What to do

- IMMEDIATELY phone 911 from a safe location
- DO NOT operate electrical switches or equipment
- PREVENT smoking or open flames
- EVACUATE the building and stay clear
- SHUT OFF gas valve outside using wrench (but only if gas is leaking)

PROCEDURES AFTER FIRE SAFETY EQUIPMENT HAS OPERATED

EXTINGUISHERS

After a fire extinguisher is used it must be serviced by qualified service personnel.

Where a service company removes a fire extinguisher from the building for any length of time, a fire extinguisher of the same type shall be provided temporarily in its place.

The City of Abbotsford requires fire protection systems be serviced by only qualified service provider/contractor having ASTT certification for the particular work involved.

SERVICE CONTRACTOR CONTACTS

Equipment	Service Contractor	Phone
Portable Fire Extinguishers	_____	_____
	_____	_____
	_____	_____

INCIDENT / ACTIVITY REPORT

Facility Name & Address: _____

INCIDENT / ACTIVITY

____ Fire Fire Drill (*fill out CHILDCARE FACILITY FIRE DRILL FORM*)
____ Fire Detection (Smoke Alarm) ____ Medical / Trauma Emergency
____ Fire Extinguisher Used ____ Police Emergency

Details

Date _____ Time _____ Device/equipment _____
Floor / Area _____ Alarm _____ # of Persons involved _____
Cause / reason for incident _____
Explain Damage / Loss _____

Actions

Who discovered incident? _____ Any injuries? _____
Did Emergency Responders attend? _____ If no, why? _____
Actions taken? _____

Comments / Recommendations

Signed _____ Date _____

Distribution List

- | | |
|--|--|
| <input type="checkbox"/> Health Authority | <input type="checkbox"/> Fire Safety Director |
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> Deputy Fire Safety Director |
| <input type="checkbox"/> Police Department | <input type="checkbox"/> Insurance Company |

Legal Basis for Fire Safety Planning

Every year thousands of fires break out causing injuries and deaths, and disruption to lives and businesses with millions of dollars in fire damage. Over a 5 year period in British Columbia there were approximately 36,101 fires and over \$1.5 billion dollars in damage reported from 2009 – 2013. That is a 5 year average of 7,220 fires with over \$302 million dollars in loss!

A review of structure fire data from the BC Annual Statistical Fire Report in 2013 shows there were 3,048 fires reported resulting in 260 injuries, 25 fatalities, and over \$242 million in damages. Such losses can be reduced if everyone exercised good fire prevention and planned ahead for safety during a fire emergency.

In British Columbia, the Fire Services Act enacts regulations for fire prevention across the province and the British Columbia Fire Code, pursuant to the Fire Services Act, lays down minimum requirements for emergency planning. As required in the 2018 BC Fire Code, fire safety planning should be done as follows:

Division B: *Acceptable Solutions*

Part 2 – *Building and Occupant Fire Safety*

Section 2.8. Emergency Planning

2.8.1. General

2.8.1.1. Application

- 1) Fire emergency procedures conforming to this Section shall be provided for
 - a) Every *building* containing an *assembly, care, treatment or detention occupancy*,
 - b) Every *building* required by the British Columbia Building Code to have a fire alarm system,
 - c) Demolition and construction sites regulated under Section 5.6.,
 - d) Storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9.,
 - e) Areas where *flammable liquids or combustible liquids* are stored or handled, in conformance with Article 4.1.5.5., and
 - f) Areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.

2.8.1.2. Training Supervisory Staff

- 1) *Supervisory staff* shall be trained in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety. (See Note A-2.8.1.2.(1).)

2.8.1.3. Keys and Special Devices

- 1) Any keys or special devices needed to operate the alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty *supervisory staff*.

2.8.2. Fire Safety Plan

2.8.2.1. Measures in a Fire Safety Plan

- 1) In *buildings* or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include
 - a) the emergency procedures to be used in case of fire, including
 - i) sounding the fire alarm (see Note A-2.8.2.1.(1)(a)(i),
 - ii) notifying the fire department,
 - iii) instructing occupants on procedures to be followed when the fire alarm sounds,
 - iv) evacuating occupants, including special provisions for persons requiring assistance (see Note A-2.8.2.1.(1)(a)(iv),
 - v) confining, controlling and extinguishing the fire,
 - b) the appointment and organization of designated *supervisory staff* to carry out fire safety duties,
 - c) the training of *supervisory staff* and other occupants in their responsibilities for fire safety,
 - d) documents, including diagrams, showing the type, location and operation of the *building* fire emergency systems,
 - e) the holding of fire drills,
 - f) the control of fire hazards in the *building*, and
 - g) the inspection and maintenance of *building* facilities provided for the safety of occupants.
- 2) The fire safety plan shall be reviewed at intervals **not greater than 12 months** to ensure that it takes account of changes in the use and other characteristics of the *building*.

2.8.2.2. Care, Treatment and Detention Occupancies

- 1) A sufficient number of *supervisory staff* shall be on duty in *care, treatment and detention occupancies* to perform the tasks outlined in the fire safety plan described in Clause 2.8.2.1.(1)(a).

2.8.2.3. Assembly Occupancies

1) In Group A, Division 1 *assembly occupancies* containing more than 60 occupants, there shall be at least one *supervisory staff* member on duty in the *building* to perform the tasks outlined in the fire safety plan in Clause 2.8.2.1.(1)(a) whenever the *building* is open to the public.

2.8.2.4. High Buildings

1) In *buildings* within the scope of Subsection 3.2.6. of Division B of the British Columbia Building Code, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1.(1), include

- a) the training of *supervisory staff* in the use of the voice communication system,
- b) the procedures for the use of elevators,
- c) the action to be taken by *supervisory staff* in initiating any smoke control or other fire emergency systems installed in a *building* in the event of fire until the fire department arrives,
- d) instructions to the *supervisory staff* and fire department for the operation of the systems referred to in Clause (c), and
- e) the procedures established to facilitate fire department access to the *building* and fire location within the *building*.

2.8.2.5. Retention of Fire Safety Plans

1) The fire safety plan shall be kept in the *building* for reference by the fire department, *supervisory staff* and other personnel.

2) The fire safety plan for a *building* within the scope of Subsection 3.2.6. of Division B of the British Columbia Building Code shall be kept at the central alarm and control facility.

3) The fire safety plan for a *building* or facility within the scope of Sections 3.1., 4.1., and 5.1. shall be kept at the principal entrance to the *building* or facility.

2.8.2.6. Distribution

1) A copy of the fire emergency procedures and other duties for *supervisory staff*, as laid down in the fire safety plan, shall be given to all *supervisory staff*.

2.8.2.7. Posting of Fire Emergency Procedures

1) At least one copy of the fire emergency procedures shall be prominently posted on each *floor area*.

2) In every hotel and motel bedroom, the fire safety rules for occupants shall be posted showing the locations of *exits* and the paths of travel to *exits*.

3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signalling box requesting that the fire department be notified, and including the telephone number of that department.

4) All *buildings* served by one or more elevators shall have, at each elevator entrance on each floor level, a permanently mounted fire safety sign or symbol indicating that the elevator is not to be used in case of fire.

5) The sign or symbol required by Sentence (4) shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170, "Standard for Fire Safety and Emergency Symbols."

2.8.3. Fire Drills

2.8.3.1. Fire Drill Procedures

- 1) The procedure for conducting fire drills shall be determined by the person in responsible charge of the *building*, taking into consideration
- a) the *building* occupancy and its fire hazards,
 - b) the safety features provided in the *building*,
 - c) the desirable degree of participation of occupants other than *supervisory staff*,
 - d) the number and degree of experience of participating *supervisory staff*,
 - e) the features of fire emergency systems installed in *buildings* within the scope of Subsection 3.2.6. of Division B of the British Columbia Building Code, and
 - f) the requirements of the fire department.

(See Note A-2.8.3.1.(1).)

2.8.3.2. Fire Drill Frequency

1) Except as provided in Sentence (2), fire drills as described in Sentence 2.8.3.1.(1) shall be held at intervals not greater than 12 months for the *supervisory staff*, except that

- a) in day-care centers and in Group B *major occupancies*, such drills shall be held at intervals not greater than one month,
- b) in schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms, and
- c) in *buildings* within the scope of Subsection 3.2.6. of Division B of the British Columbia Building Code, such drills shall be held at intervals not greater than 2 months.

2) Fire drills in a laboratory shall be held at intervals not greater than 3 months.

DEFINITIONS

Class A Fire -

Fire involving combustible materials such as wood, cloth, paper or rubber (in general anything that reduces to ash).

Class B Fire -

Fire involving any flammable or combustible liquids, oils, or grease and includes gases (in general anything that boils).

Class C Fire -

Fire involving any equipment or appliances that are electrically energized (in general anything that has an electrical current).

Fire Protection Systems -

A general term used in this document which includes sprinkler and fire alarm systems, smoke and carbon monoxide alarms, hose stations, portable fire extinguishers, fire dampers, emergency lights, exit signs, fire doors, smoke control equipment, and voice communication systems, as applicable.

Fire Safety Plan -

A written plan to provide information for control of fire hazards, maintenance of fire protection systems, and evacuation procedures for the building owner and any occupants. The building owner is responsible to develop and provide the plan in accordance with Section 2.8 of the BC Fire Code and in consultation with the local fire department.

Fire Safety Director -

Person(s) appointed by the building owner (or the owner self-appointed) to be in charge of the safety of the building's occupants, the provisions of the fire safety plan including its implementation, review, updating, training of supervisory staff, emergency responsibilities, correction of hazards, and the maintenance of the building and its fire safety installations and equipment.

Smoke Alarm -

A combined smoke detector and audible alarm device designed to sound an alarm within the room or suite in which it is located upon the detection of smoke or products of combustion within the room or suite. Interconnected smoke alarms sound all audible alarms in the premise upon activation in any area.

Supervisory Staff -

Persons occupying a building who have been appointed to take responsibility for some aspect of the Fire Safety Plan (includes Deputy Fire Safety Director).