

# CITY OF ABBOTSFORD FIRE RESCUE SERVICE



FIRE SAFETY PLAN  
BED & BREAKFAST

**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)**

# **FIRE SAFETY PLAN**

## **Bed & Breakfast Facility**

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PLAN REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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## **EMERGENCY CONTACTS**

<b>Abbotsford Fire Rescue Service.....</b>	<b>9-1-1</b>
<b>(Fire non-emergency).....</b>	<b>604-853-3566</b>
<b>Abbotsford Police Department .....</b>	<b>9-1-1</b>
<b>(Police non-emergency) .....</b>	<b>604-859-5225</b>
<b>BC Ambulance .....</b>	<b>9-1-1</b>
<b>(Ambulance non-emergency) .....</b>	<b>604-853-0119</b>
<b>Poison Control Centre.....</b>	<b>1-800-567-8911</b>
<b>Gas Trouble.....</b>	<b>1-800-663-9911</b>
<b>Electrical Trouble.....</b>	<b>1-888-769-3766</b>

## **ADDITIONAL CONTACTS**

# OBJECTIVES OF THE FIRE SAFETY PLAN

## General

Fire safety planning has 3 primary objectives:

1. Fire Hazard Control
2. Fire Protection System Maintenance
3. Emergency Evacuation

Fire Safety Planning prevents the occurrence of fire by the control of fire hazards in the building, ensures operation of fire protection systems by establishing required maintenance procedures, and provides a systematic method of safe and orderly evacuation of the building occupants in the event of fire.

## Emergency Evacuation Concept

A trained knowledgeable Owner can be of great value in directing, and assisting the orderly movement of people in the event of a fire, and performing fire control until the fire department arrives.

By having well maintained exit routes and a meeting place, the Owner can quickly assure that all Guests are able to move to safety in the event of an emergency.

NOTE: Read section on *Legal Basis for Fire Safety Planning.*

## FIRE SAFETY MEASURES

The following items are required to ensure fire safety and will be reviewed during the fire inspection:

- A minimum 5 pound (2.2kg) (2A-10B: C rated) dry chemical fire extinguisher with pressure gauge shall be mounted on each floor used by the Bed & Breakfast. Extinguishers are to be securely mounted on a wall between 4"-60" from the floor. Placement should allow for the choice to use the extinguisher or to exit.
- All heating (furnace room), electrical and storage areas are to be locked and inaccessible to Guests.
- Provide two exits (doors) from each floor used by Guests. Ensure these exits are maintained clear and free from debris or hazards at all times.
- A hard-wired (110 volt) ULC listed or CSA approved smoke alarm is provided on each floor of the premises and in all rooms used by Guests (sleeping room).
  - Smoke alarms shall all be interconnected.
  - Replace smoke alarms that are more than ten years old.
  - New alarms to be installed by a licensed electrician.
  - An electrical permit is required for all new installations.
  - Install smoke alarms as per manufacturer's instructions.
- Flammable and combustible liquids must be stored in areas inaccessible to Guests, preferably locked. Propane tanks are to be stored outside with valves turned off.
- Safety covers for electrical outlets are required. Ensure these are large enough to not be a choking hazard.
- Provide a functioning corded telephone, with emergency numbers visibly posted near by.
- Locking devices on exit doors must open readily from the inside without the use of keys, tools or special knowledge.
- Use of open flames or candles is not permitted.
- Furnace rooms require a solid core door that is self closing with a smoke seal if located in a sleeping room used by Guests.

Note: Depending on the type of occupancy and/or number of occupants, additional fire safety measures may be required.

# BUILDING AND LIFE SAFETY SYSTEMS

## Smoke Alarms

There are \_\_\_\_\_ properly working and installed smoke alarms within the facility located at \_\_\_\_\_.

**Monthly** – Test ALL smoke alarms by using the test button.

**Annually** – Clean ALL smoke alarms. Use a vacuum or hair dryer to remove dust.

**10 year** – Replace ALL smoke alarms every 10 years.

## Fire Extinguishers

There are \_\_\_\_\_ properly working and installed fire extinguishers within the facility located at \_\_\_\_\_.

Fire extinguishers shall be securely mounted 4”-60” from the floor in a visible, easily accessible location. These locations shall be clearly identified on the Fire Escape Plans.

**Weekly** – Visually inspect all portable fire extinguishers to ensure they are fully charged and ready for use.

**Annually** – Service all portable fire extinguishers. Servicing shall be performed by qualified ASTT certified personnel and the service tag stamped, dated and signed.

## General Safety

During alterations and repairs ensure that the building and its occupants are not exposed to undue fire hazards created by contractor’s equipment or supplies which are brought into the building. A frequent inspection of the affected area is suggested in order to ensure the following:

- Exits are free of obstructions.
- Dangerous work areas are inaccessible to the building occupants.
- Contractors have obtained necessary building and operation permits.
- Flammable and combustible liquids are handled and stored safely.
- Heat producing equipment such as portable heaters is used safely.

Where a problem is suspected the **Fire Department** should be contacted to provide advice or perform an inspection.

# APPOINTMENT OF THE FIRE SAFETY DIRECTOR

Appointment Date \_\_\_\_\_

Name \_\_\_\_\_

Office phone \_\_\_\_\_

Cellular phone \_\_\_\_\_

## Fire Safety Director and Deputies

The Fire Safety Director (F.S.D.) is the Bed & Breakfast Owner and Operator. The F.S.D. is required to be in the building on a continuous basis when Guests are on site. In the event that the F.S.D. is unavailable, a Deputy Fire Safety Director (D.F.S.D.) should be available to perform the obligations of the absent F.S.D.

The fire code requires that building fire protection and life safety systems receive a variety of regular inspections, service, and maintenance. Inspections are generally **quick checks** to ensure that a particular system is operational and not in need of service. Some inspections do not require a high degree of technical knowledge of the particular system, but rather the ability to check for a specific problem, and have it corrected. Such inspections could be adequately performed by the F.S.D. as he or she are in the building on a **daily** basis. Annual inspections, testing and maintenance procedures, where required, generally involve technical procedures and must be performed by qualified individuals or private contractors specializing in fire protection. These service contractors can be found in the yellow pages listed under "Fire".

## General Responsibilities

- Administer and maintain the Fire Safety Plan and include updating the plan when alterations are made to the building.
- Training of Deputy Fire Safety Directors.
- Recording information on the following:
  - Fire incidents
  - False alarms
  - Discharge or operation of fire protection equipment
  - Minutes of fire safety meetings (if applicable)
- Ensure that fire protection systems are inspected, maintained and serviced in accordance with the Fire Safety Plan and the Fire Code, and where an inspection, maintenance or testing procedure is beyond in-house capabilities, it is the F.S.D.'s responsibility to have qualified personnel complete the procedure.
- Ensure building maintenance, alteration or renovation does not expose building



occupants to undue fire hazards, and precautions are taken to ensure building and occupant safety. This includes checking the Fire Safety Plan and Fire Code when such activities take place to ensure applicable regulations are met.

- Resolve any fire hazards reported by Occupants, Guests or the Fire Department.
- Maintain familiarity with the fire protection systems in the building.
- Consider other emergency situations which could affect the building (such as earthquakes, or natural gas leaks).

## **APPOINTMENT OF THE DEPUTY FIRE SAFETY DIRECTOR**

Appointment Date \_\_\_\_\_

Name \_\_\_\_\_

Work address \_\_\_\_\_

Home address \_\_\_\_\_

Office phone \_\_\_\_\_

Home phone \_\_\_\_\_

Cellular phone \_\_\_\_\_

### **Responsibilities**

- Assist Fire Safety Director in implementing the Fire Safety Plan.
- Assume Fire Safety Director's position and responsibilities in his/her absence.

# INSTRUCTIONS TO OCCUPANTS IN CASE OF FIRE

## **If you discover a fire...**

1. IMMEDIATELY sound the alarm by \_\_\_\_\_
2. EVACUATE THE GUESTS. Leave by the nearest safe exit and proceed to the agreed upon safe zone. After the evacuation do a head count and supply the Fire Safety Director with all applicable information regarding the fire or emergency.
3. PHONE 9-1-1 from a safe location and;
  - a. State your name
  - b. State address of where the fire is located
  - c. Provide information you have about the emergency (location of fire, is the fire spreading fast, are people trapped, etc.)
4. The Fire Safety Director should go to the main entrance to await the fire fighters and provide any information required.
5. DO NOT go back into the building for ANY reason until the “all clear” has been announced by the Abbotsford Fire Rescue Service.





## **If you hear a fire alarm ringing, follow steps 2-5 above.....**

## FLOOR PLANS

A complete set of Fire Escape Plans must be included in the **Master Copy** of your Fire Safety Plan. In addition, copies of these Fire Escape Plans shall be posted in each guest bedroom with a copy of the **“Instructions to Occupants In Case of Fire”**. Review locations with the Abbotsford Fire Rescue Service PRIOR to posting.

All Fire Escape Plans shall include the name and address of the property and a legend showing all symbols used on the drawing. Indicate north direction on each plan.

The Legend shall contain:

Green arrows to indicate all exits	
Red dots to indicate Fire Extinguisher locations	
Green letter “G” for gas meter/shut off	
Large “X” to indicate your outdoor meeting place	
Indicate <b>“YOU ARE HERE”</b> where plan is to be posted	

# SITE PLAN

# FLOOR PLAN

# INSPECTION, MAINTENANCE & TESTING OF FIRE PROTECTION EQUIPMENT

## General

The B.C. Fire Code Regulations require that fire protection installations be maintained in operating condition in accordance with Part 6 & 7. In most cases the Fire Code does not specify in detail the necessary inspection, maintenance, and testing procedures; instead, it references standards such as those developed by the National Fire Protection Association, Canadian Standards Association, and Underwriters Laboratories of Canada. Where such standards are referenced by the code, they have been identified in this plan as *Reference Standard*.

## Records

Records of inspection, testing or maintenance of fire protection equipment, which is completed by the Fire Safety Director, qualified person, or a private contractor shall be retained for at least 2 years from the date of the activity. The records shall be located in the Fire Safety Plan for review by the authority having jurisdiction. The activities on the Daily Inspection Report are exempted from this requirement.

## Qualified Contractors

Contractors may perform their own unique inspection and testing procedures; however, their procedures must meet the minimum requirements set by the applicable code. All contractors shall be **ASTT** certified technicians and qualified to test or inspect the specific device. Information pertaining to the minimum requirements is provided, so that the **Fire Safety Director** is aware of what the contractor must provide.

## Portable Fire Extinguishers

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

An inspection of an extinguisher is a *quick check* that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. Maintenance is a *thorough check* of an extinguisher which is intended to give maximum assurance that an extinguisher will operate effectively and safely, and will normally reveal the need for hydrostatic pressure testing. Recharging is the replacement of the extinguishing agent.

## Exiting

Exits shall be kept clear at all times, doors shall open and close freely and latch securely when closed.

## Chimneys, Flues and Flue piping

Shall be inspected and maintained clear of any build ups when servicing is required a qualified Service person shall perform the work.

# DAILY, MONTHLY and ANNUAL INSPECTIONS

## Portable Fire Extinguishers Monthly Inspection

Responsibility: \_\_\_\_\_

### Procedure:

Check portable fire extinguishers for the following:

1. Located in designated place
2. No obstruction to access or visibility
3. Operating instructions on nameplate legible and facing outward
4. Seals and tamper indicators not broken or missing
5. Determine fullness by weighing or *hefting*
6. Examine for obvious physical damage, corrosion, leakage, or clogged nozzle
7. Pressure gauge reading or indicator in the operable range or position

### Record Keeping: Monthly Inspection & Testing Report

- Serial number of extinguishers requiring maintenance should be recorded on report for qualified contractor
- Date extinguisher was inspected
- Initials of person performing inspection

## Portable Fire Extinguishers Annual Maintenance (by ASTT Certified Contractor)

Responsibility: \_\_\_\_\_

### Procedure:

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

### Record Keeping: Annual Inspection & Testing Report

## Exiting Daily Inspection

Responsibility: \_\_\_\_\_

### Procedure:

- Doors in fire separations shall be inspected to ensure that they remain closed and latched unless the door is equipped with an acceptable hold open device that will permit the door to close and latch automatically in the event of fire.
- Corridors used by the public and exits shall be maintained free of obstructions
- Exterior passageway and exterior exit stairs shall be maintained free of snow and ice accumulations.

Record Keeping: None

## Exiting Monthly Inspection

Responsibility: \_\_\_\_\_

### Procedure:

- Doors in fire separations shall be operated to ensure that they are properly maintained. Doors equipped with a hold open device must release automatically in the event of a fire.

Record Keeping: Monthly Inspection & Testing Report

## Chimneys, Flues & Flue Pipes (If applicable) Annual Inspection

Responsibility: \_\_\_\_\_

### Procedure:

- Inspect to identify any dangerous conditions at intervals not greater than **twelve months**,
- After any chimney fire,
- At the time of addition of any appliance,
- Clean as often as necessary to keep them free from dangerous accumulations of combustible deposits.

Record Keeping: Annual Inspection and Testing Report.

## PROCEDURES AFTER FIRE SAFETY



# EQUIPMENT HAS OPERATED

## Portable Fire Extinguishers

When extinguishers have been discharged, they should be serviced by qualified 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.

## Fire System Repair, Service & Emergency Contacts

Fire Safety Equipment	Company Name	Phone Number
Portable Fire Extinguishers	_____	_____

## Portable Fire Extinguishers

Record the serial number of all Fire Extinguishers requiring maintenance by a qualified contractor:

- |           |           |           |
|-----------|-----------|-----------|
| (1) _____ | (2) _____ | (3) _____ |
| (4) _____ | (5) _____ | (6) _____ |
| (7) _____ | (8) _____ | (9) _____ |

# OCCUPANT FIRE PREVENTION PREPAREDNESS & CONTROL

## Fire Prevention

- Smoke only within designated areas \_\_\_\_\_.
- Use large non – combustible, non-tip ashtrays and empty them only when you are sure the ashes, matches and butts are cold. Make sure that no one, including visitors, has left cigarettes smoldering in waste-baskets or on furniture.
- Be alert around electrical equipment. If electrical equipment is not working properly or if it gives off an unusual odor (often the first sign of a problem that could cause a fire) disconnect the equipment and notify the owner.
- Do not use any electrical cord that is cracked or has a broken connection.
- When using extension cords for temporary purposes, protect them from damage: do not put them across doorways or any place where they will be stepped on or chafed. Check the amperage load specified by the manufacturer or the listing laboratory, and do not exceed it. Do not plug one extension cord into another, and do not plug more than one extension cord into one outlet.
- Keep all heat-producing appliances away from the wall and away from anything that might burn. Leave plenty of space for air to circulate around equipment that normally gives off heat. (1 meter of clear space.)
- Make sure all appliances in your area - such as coffee makers and hot plates are turned off when not in use.
- Do your part to keep storage areas, stairway landings and other out-of-way locations free of waste paper, empty cartons, dirty rags and other material that could fuel a fire.
- Report fire hazards to the Owner/ Fire Safety Director.
- Ensure propane is stored outside and that tank valves are turned off when not in use.

## Portable Fire Extinguishers

Portable fire extinguishers are useful only if you know how to use them, if they are right for the type of fire you are fighting, and if the fire is discovered immediately. You should not attempt to fight even a small fire until people have been evacuated from the area and the Fire Department has been called. Never attempt to fight a fire if any of the following are true:

- You are uncertain about how to use the extinguisher.
- The fire is spreading beyond the immediate area where it started.
- The fire could block your escape route.
- You are alone.

## How to Use a Multi-Purpose (ABC) Dry Chemical Type Fire Extinguisher

Remember the word: **PASS**

- **PULL** the pin
- **AIM** low... pointing the extinguisher nozzle at the base of the fire
- **SQUEEZE** the handle... This releases the extinguishing agent
- **SWEEP** from side to side... at the base of the fire until it appears to be out. Watch the fire area. If fire breaks out again, repeat use of the extinguisher.
- Do not turn your back on the fire and exit the area.
- **REPORT** to **Fire Department**.

Most portable fire extinguishers work according to these directions, but some do not. Read and follow the directions on the fire extinguishers within your building.

## What to Do in a Severe Earthquake

- **STAY WHERE YOU ARE** - Don't panic
- **SEEK PROTECTION** under tables, door frames, stair shafts
- **DO NOT SMOKE** or use open flames
- If natural gas is leaking, follow the Natural Gas Leak Procedures in this manual
- **DO NOT** use phone to gossip
- Evacuate the building

## Natural Gas Leak

- **IMMEDIATELY** phone 911
- **PREVENT** the operation of electric switches
- **PREVENT** smoking or open flame
- **EVACUATE** the building

# INCIDENT / ACTIVITY REPORT

## Incident / Activity

\_\_\_\_ Fire

\_\_\_\_ Smoke Alarm Activated

\_\_\_\_ Fire Equipment Operated

## Detail

Date \_\_\_\_\_ Time \_\_\_\_\_ Device/equipment \_\_\_\_\_

Floor \_\_\_\_\_ Alarm zone \_\_\_\_\_ # of injuries \_\_\_\_\_

Cause / reason for incident \_\_\_\_\_

Explain Damage / Loss \_\_\_\_\_

## Action

Who discovered the fire? \_\_\_\_\_

Did the Fire Dept. attend? \_\_\_\_\_ If not, why? \_\_\_\_\_

Who operated fire equipment? \_\_\_\_\_

## Comments / Recommendations

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Signed \_\_\_\_\_

Date \_\_\_\_\_

## Distribution List

Fire

Police

Insurance Company

# LEGAL BASIS FOR FIRE SAFETY PLANNING

## British Columbia Fire Code Regulations 2018

### SECTION 2.8 EMERGENCY PLANNING

#### SUBSECTION 2.8.1. GENERAL

2.8.1.1. (1) Fire emergency procedures conforming to this Section shall be provided for

- a) Every building containing an assembly or a care or detention occupancy
- b) Every building required by the B.C. Building Code to have a fire alarm system,
- c) Demolition and construction sites regulated under Sections 2.14 of this Code,
- d) Storage areas required to have a fire safety plan in conformance with Article 3.3.2.6. And 3.3.2.9.
- e) Areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.6., and
- f) Areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.

2.8.1.2. 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.

2.8.1.3. 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.

#### SUBSECTION 2.8.2. FIRE SAFETY PLAN

2.8.2.1. (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,
  - (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
  - (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 location and operation of the building fire emergency systems,
- (e) the holding of fire drills,
- (f) the control of fire hazards in the building,
- (g) the inspection and maintenance of building facilities provided for the safety of occupants
- (h) a copy of the records of inspections, maintenance procedures or tests as required in Article 1.1.1.6.

2.8.2.1. (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. (1) A sufficient number of supervisory staff shall be on duty in care or 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. (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 Sentence 2.8.2.1. (1)(a) whenever the building is open to the public.

2.8.2.4. (1) in buildings within the scope of Subsection 3.2.6. Of the B.C. 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. (1) the fire safety plan shall be kept in a location, designated by the authority having jurisdiction, for reference

by the fire department, supervisory staff and other personnel.

2.8.2.5. (2) the fire safety plan for a building within the scope of Subsection 3.2.6. Of the B.C. Building Code shall be kept at the central alarm and control facility.

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

2.8.2.7. (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.

2.8.2.7. (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 signaling box requesting that the fire department be notified, and including the telephone number of that department.

2.8.2.7. (4) All buildings served by one or more elevators shall have a permanently mounted fire safety sign or symbol on each floor level at each elevator entrance, which indicates that the elevator is not to be used in case of fire. This symbol shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170.

### SUBSECTION 2.8.3. FIRE DRILLS

2.8.3.1. (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 the B.C. Building Code, and.
- (f) The requirements of the fire department

2.8.3.2. (1) 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 the B.C. Building Code, such drills shall be held at intervals not greater than 2 months.

## DEFINITIONS

Class A fire -

A fire involving combustible materials such as wood, cloth and paper.

Class B fire -

A fire involving flammable or combustible liquid, fat, or grease.

Class C fire -

A fire involving energized electrical equipment.

Fire Safety Plan -

A plan which provides occupant information for control of fire hazards, maintenance of fire protection systems, and evacuation procedures for their building.

Fire protection systems -

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

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 within the room or suite.

Qualified Contractor/Technician –

A person certified under the *Applied Science Technologists and Technicians Act* To inspect and test Fire Protection Equipment.

# Service Records and Reports