

CITY OF ABBOTSFORD FIRE RESCUE SERVICE



FIRE SAFETY PLAN RECOVERY HOUSE

**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

Recovery House Facility

NAME OF BUSINESS: _____

ADDRESS: _____

PLAN REVIEWED BY: _____

DATE: _____

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EMERGENCY CONTACTS

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

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 maintenance procedures, and provides a systematic method of safe and orderly evacuation of the building in the event of fire.

Emergency Evacuation Concept

Trained supervisory staff 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.

Evacuation procedures relying heavily on supervisory staff are complex, in that such staff require continued training, frequent drilling, and must be continuously on the premises in order to fulfil their responsibilities during an emergency. Following the implementation of the plan, the time required for continued training and drilling, and the coordination necessary to maintain supervisory staff on the premises is extreme.

Based on these facts, the evacuation objective outlined in this guide is met simply and realistically without evacuation control officers or the fire safety director's involvement in evacuation control.

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) (2A10BC) dry chemical fire extinguisher with pressure gauge shall be mounted on each floor used by the Recovery House. Extinguishers are to be securely mounted 4"-60" from the floor. The placement should allow for the choice to use the extinguisher or exit.
- 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 as sleeping rooms by the Recovery House.
 - Replace smoke alarms that are more than ten years old.
 - Smoke alarms shall all be interconnected.
 - Install smoke alarms as per manufacturer's instructions.
 - An electrical permit is required for all new installations.
 - New alarms to be installed by a licensed electrical contractor
- A fire drill involving the occupants must be held once every month and recorded.
- Garbage cans must be made of noncombustible materials and have a self closing lid.
- A functioning chorded telephone, with emergency numbers visibly posted.
- Locking devices on exit doors must open readily from the inside.
- Furnace rooms require a solid core door that is self closing with a smoke seal if located in a sleeping room.

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

APPOINTMENT OF THE FIRE SAFETY DIRECTOR

Appointment Date _____

Name _____

Work address _____

Home address _____

Office phone _____

Home phone _____

Cellular phone _____

Fire Safety Director and Deputies

The Fire Safety Director (F.S.D.) is appointed in writing by the building owner. The F.S.D. is not required to be in the building on a continuous basis; however, the F.S.D. should be available to respond to the building on notification of a fire emergency, in order to provide assistance as described in this plan. 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 director.

The fire code requires that building fire protection and life safety systems receive a variety of regular inspections, service, and maintenance. The majority of inspections are generally *quick checks* to ensure that the 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. where he or she is in the building on a *daily* basis. Annual Inspection, Testing and Maintenance procedures generally involve technical procedures and will be performed by qualified individuals or private contractors specializing in the particular field. Fire Protection Service Contractors can be found in the yellow pages under Fire Alarm Systems.

Fire Safety Director Responsibilities

General

- Administering and maintaining the Fire Safety Plan. This should 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
 - Fire drills
 - Discharge or operation of fire protection equipment
 - Training periods
 - Name, location, and persons requiring assistance and their volunteer assistants. (Specify assistance required)
 - Minutes of fire safety meetings (if applicable)
- Ensuring that fire protection systems are inspected, maintained and serviced in accordance with the plan and the fire code, and where an inspection, maintenance or testing procedure is beyond in-house capabilities, it is their responsibility to have qualified personnel complete the procedure.
- Ensuring that additional precautions are taken to offset the hazard to occupants where fire protection systems are inoperable. This should include:
 - Checking the fire safety plan and fire code when fire systems are in need of repair.
 - Advising the fire department of the system status.
- Ensuring that building maintenance, alteration or renovation does not expose the building or occupants to undue fire hazards, and precautions are taken to ensure building and occupant safety. This should include checking the fire safety plan and the fire code when such activities take place to ensure that they meet the requirements of the fire safety plan and fire code regulations.
- Ensuring that supervisory staff is available to respond to the premises in the event of notification of an emergency. This should include notifying the Deputy Fire Safety Director when they will not be available.
- Providing information to occupants on general fire safety and evacuation procedures. This should include:
 - Providing new occupants with applicable parts of the plan.
 - Notifying occupants whenever the Fire Safety Director, or Deputy Fire Safety Director Changes.
- Resolving any fire hazards which are reported by occupants, guests or the fire

department.

- Maintaining familiarity with the buildings fire protection systems.
- Considering 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 _____

Deputy Fire Safety Director Responsibilities

- Assisting the Fire Safety Director in implementing the fire safety plan.
- Assuming the position of Fire safety director in the absence of the appointed F.S.D.

PROCEDURES AFTER FIRE SAFETY EQUIPMENT HAS OPERATED

Portable Fire Extinguishers

When extinguishers have been used, they shall 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	_____	_____

Fire Drills

Perform monthly fire drills to ensure that the staff and occupants know how to exit properly in the event of a life threatening emergency such as fires, or other situations that may arise.

Drills will take place to ensure that all exit routes are well known by all involved. Verbal, on-the-spot questions should be asked about what to do in case of emergency, to ensure that the instructions are known by heart, so that in the case of an emergency, the manager/licensee and staff will not need to refer to the sheet, as this uses valuable time.

Complete the *Recovery House Fire Drill Form*.

RECOVERY HOUSE FIRE DRILL FORM

Date: _____

Name of recovery house: _____

Name of facility manager: _____

Name of person conducting the drill: _____

Total number of persons in attendance: _____

Time of fire drill: _____

Total time for evacuation of building: _____

occupants with specific evacuation need (hearing impaired, vision impaired, wheelchair etc.)

Please list any problems/concerns encountered during the drill:

Additional comments:

Please keep this completed form on file.

INSTRUCTIONS TO OCCUPANTS IN CASE OF FIRE

If you discover a fire...

1. IMMEDIATELY sound the alarm by _____
2. 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, is the fire spreading fast, are people trapped etc.)
3. FIGHT the fire ONLY if it is SMALL and you are not alone.
4. EVACUATE THE BUILDING. Leave by the nearest safe exit and proceed to the agreed upon safe zone.
5. Ask a Fire Safety Team member to go to the main entrance to await the fire fighters and give them any information they may require.
6. 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 smoke alarm ringing or _____, 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 on each floor area with a copy of the “instructions to occupants”. Locations for these items must be approved by 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.

DO NOT INCLUDE THIS PAGE

Sample Site Plan

Sample Floor Plan

BUILDING AND LIFE SAFETY SYSTEMS

Smoke Alarms

There are _____ properly working and installed smoke alarms within the facility.
They are located _____.

Monthly - Test ALL smoke alarms by using the test button.

Annually - Clean ALL smoke alarms. Use a vacuum or a hair dryer to blow out dust.

10 years – Replace ALL smoke alarms every 10 years.

Fire Extinguishers

There are _____ properly working and installed fire extinguishers within the facility.
They are located _____.

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 certified ASTT trained contractors and have a signed and stamped service tag attached.

Emergency Lighting

There are battery powered emergency lighting units installed within the facility.
They are located _____.

Monthly – Visually inspect all emergency lighting units for signs of physical damage and test to ensure all lights illuminate.

Annually – Service all emergency lighting units and ensure a minimum operating time of 30 minutes. After completion of the test the charging system shall be checked to ensure it meets the manufacturers specifications. Servicing shall be performed by certified ASTT trained contractors and have a signed and stamped service tag attached.

General

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 are used safely.

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

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 (NFPA), Canadian Standards Association (CSA), and Underwriters Laboratories of Canada (ULC). 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 (AHJ). 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.

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.

Monthly Inspection

Responsibility: _____

Procedure:

Check portable fire extinguishers for the following:

- Located in designated place
- No obstruction to access or visibility
- Operating instructions on nameplate legible and facing outward
- Seals and tamper indicators not broken or missing
- Determine fullness by weighing or *hefting*
- Examine for obvious physical damage, corrosion, leakage, or clogged nozzle
- 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

Annual Maintenance

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

Emergency Lighting

Reference Standard: CAN/CSA – C282, *Emergency Electrical Power Supply for Buildings*

An inspection of an emergency lighting unit is a *quick check* that a lighting unit will operate. It is intended to give reasonable assurance that the unit is charged and operable. Maintenance is a *thorough check* of a emergency lighting unit which is intended to give maximum assurance that the unit will operate effectively and safely.

Monthly Inspection and Testing

Responsibility: _____

Procedure:

Self contained emergency lighting units shall be inspected to ensure that pilot lights are functioning and not obviously damaged or obstructed. Lighting units shall be tested to ensure emergency lighting will operate of the primary power supply.

Record Keeping: Monthly Inspection & Testing Report

- Date lighting unit was inspected
- Initials of person performing inspection

Annual Maintenance

Responsibility: _____

Procedure:

An ASTT certified contractor shall perform maintenance in accordance with CAN/CSA – C282, *Emergency Electrical Power Supply for Buildings*

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

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 and are only permitted if installed to meet the requirements of the BC Fire Code.

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.

OCCUPANT FIRE PREVENTION PREPAREDNESS & CONTROL

Fire Prevention

- Smoke only within designated areas.
- Use large 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 call an appropriate maintenance contractor.
- promptly replace any electrical cord that is cracked or has a broken connection.
- when using extension cords, 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.
- Make sure all appliances in your area - such as coffee makers and hot plates are turned off when not in use. It's best to assign one person to make this check every day.
- 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 Fire Safety Director.
- Ensure propane is stored outside and that tank valves are turned off when not in use.
- Ensure flammable and combustible liquids are stored in well ventilated areas.

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.
- 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 when safe to do so

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

___ False Alarm

___ Fire Drill

___ Training

___ Fire Safety Meeting

___ 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

Signed _____ Date _____

Distribution List

- Fire Department
- Deputy Fire Safety Director
- Insurance Company
- Police

DAILY INSPECTION REPORT

Responsibility: _____

Common Public Areas

- No flammable or combustible liquid storage
- No combustible - refuse accumulations
- No worn electrical extension cords
- No oily or stain - soaked rags

Exiting

- Doors in fire separations are operable
- Corridors & exits are clear of obstructions
- Exterior landings and routes leading away from the building are clear of obstructions including snow and ice.

MONTHLY INSPECTION & TESTING REPORT

Responsibility: _____

Portable Fire Extinguishers

Record the serial number of each extinguisher requiring maintenance by a qualified contractor:

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

Emergency lighting units

Exiting

Smoke Alarm testing

ANNUAL INSPECTION & TESTING REPORT

RESPONSIBILITY: _____

Portable Fire Extinguishers

Emergency Lighting Units

LEGAL BASIS FOR FIRE SAFETY PLANNING

Why Plan?

Every year thousands of fires break out in buildings, causing deaths, injuries and millions of dollars in fire damage. In British Columbia during 1995, there were approximately 3,809 fires in buildings, which resulted in \$124,492,632 in property damage, 368 injuries and 34 deaths. Such losses could be reduced if everyone practised good fire prevention and planned ahead for a fire emergency.

In British Columbia, the Fire Services Act stipulates the requirements for fire prevention within the province. The B.C. Fire Code Regulations are pursuant to the Fire Services Act and require that emergency planning and fire safety planning be done as follows:

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.

Qualified contractor –

Every person performing required inspection, testing and/or servicing of fire protection equipment must be a certified Fire Protection Technician (ASTT).

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.

Supervisory staff -

Those occupants of a building who have been appointed to take responsibility for some aspect of the fire safety plan (Fire Safety Director & Deputies).