

**Amherstburg Fire Department
Fire Safety Plan Review Checklist**

| | |
|------------------------|----------------|
| Name: | Date Reviewed: |
| Address: | |
| Person preparing plan: | Telephone: |
| Reviewed by: | |

| Part | Required Information | Y | N | N/A | Page # |
|--|--|---|---|-----|--------|
| Cover page | Address | | | | |
| | Date of plan | | | | |
| | Signature of person preparing plan | | | | |
| Introduction | Reason for fire safety plan * | | | | |
| | Owner responsibility ** | | | | |
| Table of Contents | Sections and page numbers | | | | |
| Audit of Human Resources | Building and business owner including name, address and phone number | | | | |
| | 24/7 contact for both on and offsite supervisory staff available upon notification to fulfil their obligations in the fire safety plan | | | | |
| Audit of Building | Description of building by occupancy, use, size, age | | | | |
| | Description of occupancy use (common language) | | | | |
| | Construction type (combustible, non combustible, brick exterior, etc. | | | | |
| Life Safety Systems – Please describe. | Fire Alarm System, Model, Monitored, Interconnected | | | | |
| | Smoke Alarm System | | | | |
| | Sprinkler System | | | | |
| | Standpipe System/hose cabinets | | | | |
| | Emergency Lighting | | | | |
| | Emergency Power | | | | |
| | Portable Extinguishers | | | | |
| | Smoke Control Measures (High Building) | | | | |
| | F/F Elevators | | | | |
| Lock Box | | | | | |
| | Smoke alarms/CO alarms | | | | |

| Part | Required Information | Y | N | N/A | Page # |
|---------------------------------------|--|---|---|-----|--------|
| | Special Extinguishing Systems | | | | |
| | Instructions for manual operation of the fire protection systems in kitchen 2.6.1.14(2). | | | | |
| | Fire Safety Plan Location: | | | | |
| | | | | | |
| Responsibilities of Owner | Appointment and organization of supervisory staff to carry out fire safety duties. 2.8.2.1.(1)(b) | | | | |
| | Training of supervisory staff in their responsibilities for fire safety. 2.8.2.1.(1) (c). | | | | |
| | Supervisory staff to be instructed in the fire emergency procedures as described in the fsp before given any responsibility. State. 2.8.1.2.(1). | | | | |
| | A copy of the fire emergency procedures and other duties for supervisory staff as laid down in the fsp to be given to all supervisory staff. State | | | | |
| | Hold drills. | | | | |
| | Special provisions for persons requiring assistance. 2.8.2.1.(1)(a)(iv) State what they are. List to be kept as a separate document. | | | | |
| | | | | | |
| Emergency procedures for occupants. | Instructions to occupants upon hearing the alarm and | | | | |
| | Discovering a fire | | | | |
| | Fire department phone number | | | | |
| | Elevator use procedures | | | | |
| | State that the emergency procedures will be posted on each floor. 2.8.2.5.(1) | | | | |
| | If FAS not monitored notice by pull stations.2.8.2.5.(3) | | | | |
| Emergency procedures for staff | Obligations of supervisory staff upon notification of fire emergency (attend, meet firefighters, provide access keys etc.) 2.8.1.2.(2) State and include any specific procedures for type of occupancy, eg. Turn down music, etc. | | | | |
| Control, Containment & Extinguishment | Close doors to contain fire | | | | |
| | Use portable extinguishers if fire is small, exit is unobstructed and you are trained to do so, fire department has been called. | | | | |
| | Fighting a fire is a voluntary act | | | | |
| | | | | | |
| Fire Drills | Procedure for conducting drills including: 2.8.3.1.(1) | | | | |
| | Who must participate | | | | |

| Part | Required Information | Y | N | N/A | Page # |
|---|---|---|---|-----|--------|
| | How often are they held | | | | |
| | Records must be kept | | | | |
| | Notify monitoring company prior to and after drill if monitored | | | | |
| | | | | | |
| Persons requiring assistance | Description of special provisions for persons requiring assistance | | | | |
| | List to be kept outlining what assistance is required, not attached to the fire safety plan. | | | | |
| | | | | | |
| Control of fire hazards ie. Safe cooking practices, electrical hazards, smoking etc. 2.8.2.1.(1)(f) | List: | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Alternative measures – fire watch | Notification of fire department and monitoring company before and after shutdown | | | | |
| | Fire watch procedures (hourly intervals, where) and log book signed | | | | |
| | Procedures for notification of tenants & Fire Service (ie. Posted signage with alternate provisions in case of emergency on all floors, by elevators & entrances stating work and when it's expected to be completed; when and how to notify Fire Service) | | | | |
| | | | | | |
| Maintenance of fire protection equipment 2.8.2.1.(1)(g) | Definitions - check, test, inspect | | | | |
| | Who is responsible | | | | |
| | Specific requirements for applicable systems | | | | |
| | Records of tests and corrective measures must be maintained. Quote 1.1.2.1.(1) and 1.1.2.2.(1). | | | | |
| | | | | | |
| Building schematics – legend to be used in drawings | Use provided legend for identifying the appropriate fire safety equipment and other applicable services on schematic of building | | | | |
| | | | | | |

| Part | Required Information | Y | N | N/A | Page # |
|--------------------------------|--|---|---|-----|--------|
| Fire fighter fire safety plans | Two fire fighter fire safety plans to be submitted | | | | |
| | | | | | |

| |
|-----------------------------------|
| Date of first plan review: |
| Date of second plan review: |
| Date of third plan review: |
| Approval date sent to Fire Chief: |

* **Reason for fire safety plan** - The implementation of the fire safety plan helps to ensure effective utilization of life safety features to protect people from fire. The fire safety plan is designed to suit the resources of each individual building or complex of buildings.

** **Owner responsibility** – Owner as defined in the Fire Code O. Reg. 213/07, as amended, “means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property”.

1.1.2.1.(1) If a test, corrective measure or operational procedure required by this Code is conducted, a written record shall be prepared noting what was done and the date and time it was done.