



Kamloops Fire Rescue Fire Safety Plan Guidelines

Below are the guidelines for all buildings requiring a Fire Safety Plan in the City of Kamloops. The Fire Safety Plan shall meet all the requirements found in the current **BC Fire Code** and **City of Kamloops Fire Prevention Bylaw**. The Fire Safety Plan shall be "**SITE & BUILDING SPECIFIC**." All unrelated information shall be removed from templates.

GENERAL GUIDELINES:

Fire Safety Plan shall:

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

Text shall be:

- All drawings, forms, checklists and reports shall be single sided
- Font shall be Verdana
- Headings shall be: font size to be a minimum of 14 throughout the plan
- Text shall be: font size to be a minimum of 12 throughout the plan

LAYOUT:

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DRAWINGS:

Site Plan: All drawings shall be 11" x 17", coloured and page layout in landscape format

Floor Plans: All drawings shall be 11" x 17", coloured and page layout in landscape format

DRAWING SYMBOLS:

Only site specific symbols shall be located on the drawings and contained within the legend. Symbols to be Kamloops Fire Rescue Symbols.

CONTENT REQUIREMENTS OF FIRE SAFETY PLAN

SHALL BE SITE/BUILDING SPECIFIC

FIRE DEPARTMENT INFORMATION:

APPOINTMENT OF THE SUPERVISORY STAFF:

EMERGENCY CONTACTS:

BUILDING DESCRIPTION *(Year of construction, Type of construction, Occupancy)*

FIRE ALARM DESCRIPTION / LOCATION: *(Operating instructions, Reset instructions, paging/fire phones and fire zones shall be included in this section). Coloured photograph required*

FIRE ALARM MONITORING: *Company name and contact information*

ELECTRICAL DISCONNECT LOCATION:

ELEVATORS: *(FD: Operating instructions shall be included in this section)*

EMERGENCY GENERATOR: *(Describe what equipment the generator supplies power to and include operating instructions). Coloured photograph required.*

EMERGENCY LIGHTING: *Type and power source*

EXITING: *(All stairways shall be numbered or designated by Numeric, Alphabetical or by the compass direction).*

FIRE DEPARTMENT ACCESS ROUTES: *Primary/Secondary*

FIRE DEPARTMENT CONNECTION: *Describe what the FDC services. Coloured*

photograph required.

FIRE DEPARTMENT LOCK BOX DISCRIPTION / LOCATION: *Coloured photograph required.*

FIRE PUMP: *(Size, GPM). Operating instructions. Coloured photograph required.*

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

FIRE HYDRANT LOCATIONS: *Public/ Private*

GAS SHUT-OFF LOCATION: *Coloured photograph required*

HAZARDS: *All hazards shall be identified. If the hazard has a UN#, the UN# shall be included with the hazard. Coloured photograph required.*

SMOKE CONTROL: *Describe smoke control measures.*

SPRINKLER SYSTEM DESCRIPTION / LOCATION: *Coloured photograph required.*

STANDPIPE & HOSE SYSTEM: DESCRIPTION / LOCATION: *Coloured photograph required.*

WATER SHUT-OFF LOCATION: *Coloured photograph required.*

SITE PLAN: *All drawings shall be 11 X 17 inches, coloured, and page layout in landscape format.*

FLOOR PLANS: *All drawings shall be 11 X 17 inches, coloured, and page layout in landscape format.*

PART 1 – OBJECTIVES OF THE FIRE SAFETY PLAN: *As per BC Fire Code Division B, Part 2, Section 2.8; meet requirements of the BC Fire Code and any applicable local regulations.*

PART 2 – *SUPERVISORY STAFF DESIGNATION*

SAFETY DIRECTOR & FIRE WARDEN'S RESPONSIBILITIES: *Shall be site specific*

PART 3 – INSTRUCTIONS TO OCCUPANTS: *Shall be site specific*

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

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

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

PART 7 – DEFINITIONS: *Shall be site specific*

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

APPENDIX - ALTERNATIVE SOLUTIONS (NEW CONSTRUCTION) ANY SPECIAL INFORMATION PERTAINING TO THE BUILDING AND SITE