



FIREWISE
CONSULTING
BUILDING BETTER ORGANIZATIONS

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Sample Fire Safety Plan for Small Assembly Occupancy

Churches, Community Halls, Restaurants

Prepared by FireWise Consulting

FIRE SAFETY PLAN

ADOPTED BY

YOUR NAME HERE

PHOTO OF YOUR BUILDING HERE



IF YOU REQUIRE A COPY OF THIS DOCUMENT IN WORD PLEASE EMAIL
<mailto:info@firewiseconsulting.com>

BUILDING EMERGENCY CONTACT NAMES AND PHONE NUMBERS

(Minimum Three Local Emergency Contacts Required)

NAME: _____ TITLE: Property Manager
PHONE NUMBER: 250 (756-5448) CELL NUMBER: 250 (000-000)

NAME: _____ TITLE:
PHONE NUMBER: 250 (756-5447) CELL NUMBER: 250 (000-0000)

NAME: _____ TITLE:
PHONE NUMBER: 788 (756-5445) CELL NUMBER: 250 (000-0000)

ONSITE / SUITE CONTACTS

NAME: _____
PHONE NUMBER: (250) (756-5443) EMERGENCY: (250) (000-0000)

EMERGENCY AND CRITICAL PHONE NUMBERS

Fire Department	911	Non-Emergency (250) 000-000
Police Department	911	Non-Emergency (250) 000-000
Ambulance	911	Non-Emergency (250) 000-000
Fire Alarm Monitoring	Name of Company	(250)000-0000
Fire Alarm Service	Name of Company	(250)000-0000
Fire Extinguisher Service	Name of Company	(250) 000-0000
Emergency Lighting Service	Name of Company	(250) 000-0000
Elevator	Name of Company	(250) 000-0000

Others as required

CRITICAL BUILDING SYSTEMS (use as applicable)

ELECTRICAL

The main electrical panel is located _____

GAS

The main gas shutoff valve is located _____

WATER

The main water shutoff valve is located _____

FIRE ALARM SYSTEM

The fire alarm control panel is located _____

FIRE SPRINKLER SYSTEM

The fire sprinkler control valves are located _____

SAMPLE ONLY

Why Plan?

Each year in [\(Name of Jurisdiction here e.g. State or Province\)](#) there are thousands of fires that result in lost property, injuries and deaths and millions of dollars in damages. Many of these losses are preventable through fire safety planning.

The owners of [\(Property Name Here\)](#) are responsible for the development, maintenance and implementation of the Fire Safety Plan (FSP). Employees are responsible to review, know and practice fire safety in accordance with the FSP. All personnel are empowered to uphold the FSP. The fire safety plan is reviewed annually to ensure that it takes into account changes in the use and other characteristics of the building.

FAILING TO PLAN IS PLANNING TO FAIL

The Fire Code requires that Assembly occupancies plan for emergencies and fires as follows:

Plan Objectives

The objectives of a Fire Safety Plan are threefold:



- Fire Prevention and Preparedness
- Maintain Fire Safety Systems
- Evacuate the Building

Fire Prevention & Preparedness

Fire safety planning prevents the occurrence of unwanted fire by recognizing and controlling fire hazards in and around the building. It ensures the operation of fire protection systems by establishing inspection, testing and maintenance procedures. Planning also provides for the safe and orderly evacuation of the building in the event of an emergency.

All new employees [\(volunteers\)](#) must be oriented to the building and be provided with a copy of the Fire Safety Plan (FSP).

Review the FSP regularly with all employees [\(volunteers\)](#).

Keep copies of the plan in a designated location in the building.

Prohibit the use of candles and other open flames in and around buildings.

Cooking that uses vegetable oil or animal fat or produces grease laden vapours is not permitted in the building. (Adjust this as required – reheating food is usually okay)

Only allow smoking in the designated smoking area. Post signs in conspicuous locations indicating where smoking is permitted. Post “No Smoking” signs” in the building. (If smoking is not permitted – post no smoking signs)

Provide large non-tip ashtrays and empty them into a metal waste container when the ashes, butts and matches are cold. Do not store the waste container in the building.

Maintain good housekeeping. Keep storage areas, stairways and landings and other areas with limited access free of waste materials, empty cartons, rags and other material that could add fuel to a fire.

Limit the use of electrical extension cords to temporary use only. Immediately dispose any extension cord that shows signs of wear or chaffing. Extension cords can not be used in place of permanent wiring. Protect them from damage and do not allow them to be placed in doorways or any place where they will be stepped on or where they can present a trip and fall hazard.

If any electrical equipment is not functioning properly immediately disconnect it and call a qualified maintenance contractor.

Post Emergency Instructions to occupants in a frame mounted near each exit door.

Conduct an annual fire drill with all staff present. (Frequency may require adjustment)

Know the location of all the exits from the building.

IF YOU DISCOVER A FIRE YELL

FIRE, FIRE, FIRE.

Remain calm.

Call 911 and report the fire.

Know the location of the portable fire extinguishers and be trained in their use.

Do not attempt to fight a fire without signaling building occupants that there is a fire emergency and calling the fire department.

Close all doors and windows to contain the fire until the fire department arrives.

MAINTAINING FIRE SAFETY SYSTEMS

The building is equipped with (add from following) portable fire extinguishers, smoke alarms (hard wired or battery operated) (on each level floor), emergency lighting, panic hardware, fire alarm system. If the building is equipped with a sprinkler system and/or standpipe and hose system or kitchen fixed pipe fire extinguishing system additional information for the Fire Safety Plan will be required.

A monthly inspection of the portable fire extinguishers is required. A log book that records when and by whom the inspection was completed along with any comments about conditions found must be kept. The inspection makes sure the extinguisher is in its designated location, that the pressure gauge is in the operational range, or the fullness of the extinguisher is confirmed by weight and that the safety seal is intact and an annual maintenance tag is attached to the unit.

Smoke alarms are devices that produce a local alarm only and are not connected to the fire alarm system. The smoke alarm batteries must be changed every 6 months or every time the clocks change in relation to daylight savings or standard time. When the batteries are changed the smoke alarm covers should be vacuumed to remove any dust that may have built up. If a smoke alarm activates for no apparent reason a qualified electrical technician should be called to remedy the problem. Smoke alarms should be replaced in accordance with the manufacturers recommendations or every ten years whichever comes first.



Emergency lighting must be inspected monthly and tested annually. A record must be maintained of all inspection, testing and maintenance. The monthly inspection consists of pressing and holding the test button for 30 seconds and ensuring the lights remain illuminated. The battery should also be checked to make sure the terminals are clean and dry, not corroded, and are firmly connected. If the lights do not work a qualified technician must be called immediately.

Panic hardware on the exit doors should be operated weekly to ensure the doors open freely when a force of not more than 15 lbs. is applied to the hardware.

Fire Alarm Systems

A visual check is made daily to ensure the annunciator panel or the fire alarm control panel indicates normal operation. Any fault indicated must be recorded and receive immediate attention. Check the principle and remote trouble lights for trouble indication and make sure the AC power-on light indicates normal operation. Most jurisdictions do not require

the daily check to be recorded. Once a month a more detailed inspection of the fire alarm system is performed. The person conducting the monthly inspection must:

- Confirm the system power lamp is illuminated
- Test one initiating device on a rotating basis to ensure it sets off the audible and visual signaling devices
- Confirm the annunciator indicates the correct zone where the initiating device was activated
- Visually inspect the standby power batteries to make sure the terminals are clean, tight and lubricated
- Test the system's "trouble indicator"

Your fire alarm maintenance company should be willing to train your designated person to do the monthly inspection.

Annual inspection, testing and maintenance is performed by (name of provider and contact information)

Our maintenance log book is located _____

EVACUATING THE BUILDING

Trained staff can be effective in directing and assisting the orderly movement of people in the event of a fire or other emergency, and perform fire control until the fire department arrives. In the event of a fire or other emergency that requires evacuation of the building all occupants will be directed to exit the building via the nearest safe exit.

Occupants will be instructed to walk not run.

Staff will assist handicapped persons to proceed to the nearest safe exit.

Alert all hearing impaired people of the emergency and direct them to the nearest safe exit.

Instruct occupants to move away from exits and congregate at the designated meeting point.

This will allow others to emerge from the building.

Do not allow anyone to re-enter the building unless permitted by the fire department.

The Fire Safety Plan is post in a conspicuous location in every floor area.



**Be Prepared
Be Aware
Be Ready**

ADDITIONAL INFORMATION

Floor Plans

A floor plan identifying all exits and the location of portable fire extinguishers is attached as Appendix "A". It is recommended that the floor plan be post in conspicuous locations within the building so occupants become familiar with the location of exits and fire safety systems.

Instructions to Occupants

Emergency instructions to occupants should be posted in conspicuous locations and include the following information.

IN THE EVENT OF A FIRE OR OTHER EMERGENCY:

NOTIFY OTHER OCCUPANTS OF THE EMERGENCY

CALL 911, AND REPORT THE NATURE OF THE INCIDENT

THE ADDRESS AS:

YOUR ADDRESS HERE

LEAVE THE BUILDING BY THE NEAREST SAFE EXIT

GO TO THE GATHERING POINT **DESCRIBE MEETING POINT**

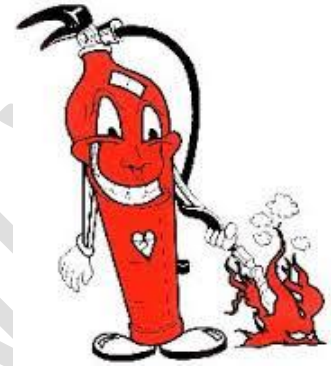
DO NOT RE-ENTER THE BUILDING

Use of Portable fire extinguishers

Portable fire extinguishers are useful only if you are trained to use them. Every employee ([volunteer](#)) must take portable fire extinguisher training as part of their orientation.

Do not attempt to fight even a small fire until the occupants have been alerted and the fire department has been called. Never attempt to fight a fire if:

- You are alone
- You are not certain how to use the extinguisher
- The fire is larger than you or has reached the ceiling
- The fire could block your escape route



REMEMBER THE WORD PASS

Pull the Pin

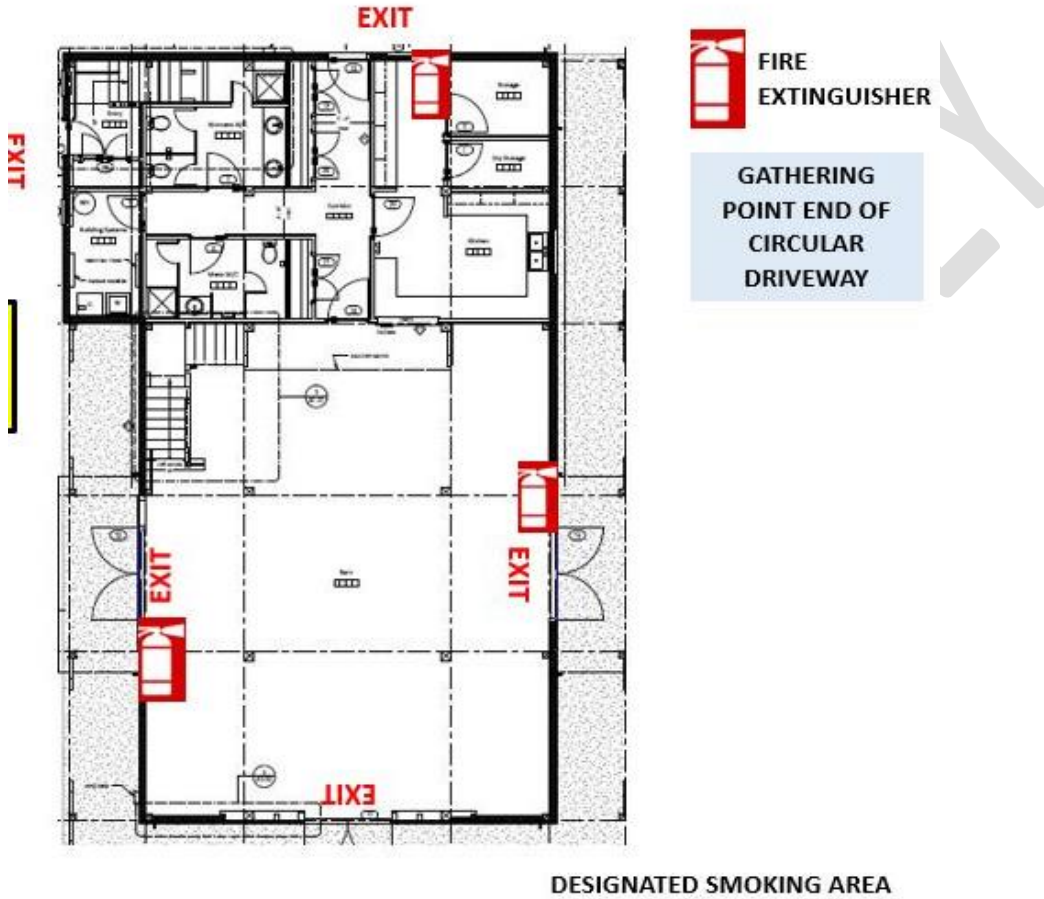
Aim low pointing the extinguisher nozzle at the base of the fire

Squeeze the handle to release the extinguishing agent

Sweep from side to side at the base of the fire until it goes out.

Appendix "A" Fire Safety Plan – Assembly Area Floor Plan

Place a copy of your floor plan here which indicates the location of all exits, portable fire extinguishers, the gathering point, designated smoking areas and utility connections and shut off locations.



Occupant Load Restricted to 140 total occupants.

No Smoking in the Building – Smoking in Designated area only