

Address	
Date of Review	
Reivew by	

Fire Safety Plan Approval Checklist - 2007-02-04

		Fire Code	Optional	Yes	No	N/A	Page #
1	Name And Address of the Building						
	Introduction - Why the plan required						
	Table of Contents						
	Audit of Building - Ref TG-00-1987 Fire Safety Planning Guideline for Residential Care Facilities						
	TG-06-1988 Fire Safety Planning for recycling Facilities and Was Processing Operations						
	TG-02-1999 Fire Safety Planning for Institutional Facilities						
	TG-02-2000 Fire Safety Planning for Industrial Occupancies						
	Audit of Building Personnel						
	Contact information						
	Distribution of the Fire Safety Plan						

2	Emergency Procedures- See attached - Procedures to reflect no fire alarm, single stage and two stage fire alarm as per audit	2.8.2.1.(1)(a)					
	If you Discover a Fire						
	Sound the fire alarm						
	Evacuate area and close doors						
	Leave the Building						
	Notifying the Fire Department						
	If you Hear the Alarm	2.8.2.1.(1)(a)					
	Leave the Building Close Door						
	Do not use the elevator						

3	Show provisions for access for fire fighting	2.8.2.1.(1)(a)					
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4	Evacuating endangered occupants	2.8.2.1.(1)(a)					
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5	Confining, controlling and extinguishing the fire	2.8.2.1.(1)(a)					
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6	The appointment and organization of designated supervisory staff to carry out duties. Specify who is responsible for all portions of the fire safety plan - Identify what portions of the plan are to be issued to supervisors, staff etc.- ensure that Audit of Building personnel agree with portions designated.	2.8.2.1.(1)(b)					
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7	The instruction of supervisory staff and other occupants of their fire responsibilities	2.8.2.1.(1)(c)					
	Owner or Supervisor responsibilities pre fire						
	Designation and Authority						
7a	Responsibilities -Pre-fire						
	Designating and training of assistants						
	Reviewing plan with occupants and staff						
	Preparing and posting of the fire safety plan						
	Reviewing and revising FSP when required						
	Conduct fire drills and evaluate results						
	Ensuring proper maintenance of equipments, fire department access, exits and other hazards identified in the FSP						
	Knowledge of all fire safety equipment, and be able to perform all maintenance duties he has been given responsibility for in the fire safety plan including how to restore equipment						
	Instructing supervisory staff on the use of fire safety equipment, identified maintenance duties, and how to restore the systems						
	Corrects any fire hazard brought to his attention						
	Procedures and handouts for tenants including emergency procedures, controlling fire hazards in the building, maintenance and testing of smoke alarms,						

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7b	Owner or Supervisor responsibilities - fire Emergency						
	If You Discover A Fire						
	Sound the Alarm						
	Notify the fire department - safe location						
	Evacuate endangered occupants if safe to do so						
	Meet the Fire Department and follow their instructions						
	Try to control, confine or extinguish the fire as per FSP						
	Upon Hearing the Fire Alarm						
	Notify the fire department - safe location						
	Evacuate endangered occupants if safe to do so						
	Provide fire department access						
	Meet the Fire Department and follow their instructions						
	Commercial cooking - instructions for manually operating fire extinguishing system - These instructions are to be posted	2.6.1.14.(1) & (2)					

8	Tell of holding fire drill for the supervisory staff and or building occupants as per fire code requirements - ref: FMO TG-01-2004 Fire Drills	2.8.2.1.(1)(d)					
	Frequency - per occupancy/hazards	2.8.3.					
	The safety features provided in building						
	Participation - Supervisory/occupants						
	Number and degree of experience of participating supervisory staff						

9	The control of fire hazards in the building	2.8.2.1.(1)(e)					
	Occupants a list of common hazards for the building and how to stop fire from occurring						
	Tell how to report and hazards in the building to identified responsible party						
	Identifies special hazards/procedures specific to occupancy						

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10	The maintenance of building facilities provided for the safety of occupants.	2.8.2.1.(1)(g)					
	Definition of Test check and Inspect						
	Does list of items requiring maintenance agree with the fire and life safety items identified in the building audit						
	Does the frequency of TCI correspond to the Ontario Fire code requirements						
	List of as required items identified for maintenance						
	Records kept for 2 years and available upon request by the chief Fire Official	1.1.2.1.					
	Have qualifications been reviewed of persons working on the fire alarm system REF TG-03-2000 Qualification For Service Company Personnel	1.1.5.3.					
11	The provision of alternate measures for the safety of occupants during any shut down of fire protection equipments and systems or parts thereof - as per fire code requirements.	2.2.1.(1)(g) 1.1.1.2. 1.1.1.3. 6.4.1.4. 6.3.2.2. 6.5.2.2. 6.5.2.4. 6.7.1.1.(2)					
	Notification of occupants						
	Notification to Fire Department						
	Fire watch instruction and log						

12	Instructions, including schematic diagrams, describing the type, location and operation of building fire emergency systems.						
	Detail instruction manual for all fire emergency systems						
	Schematic drawings -						
	Accurately reflect conditions, equipment found in the building						
	Exits identified						
	Corresponds to building audit for equipment and facilities						
	shows seating plan, aisle ways, access to exit						
	For malls drawing indicating designed use of common areas.						

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	Large complexes site plan with access routes, designated fire routes, hydrants, fire department connection, gas shutoff, main entrance and all exits,						

13	Fire Safety Plan shall be kept in the building in an approved location	2.8.2.1.(3)					
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14	Sufficient supervisory staff available in <i>institutional occupancies</i> to carry out the duties as required in the fire safety plan - REF TG-01-1998 Staffing levels for the Emergency Evacuation of Care and Treatment Facilities - Audit of Building Personnel must be adequate to satisfy duties outlined in the FSP	2.8.2.2.(1)					
	Hotel Establishments - There shall be sufficient Supervisory Staff to carry out the duties as required in the FSP - verify with Audit of Building personnel	2.8.2.2.(2)(a)					
	Hotel greater than three stories in building height, total area greater than 4000 sq M - supervisory staff shall be on duty whenever the building is occupied.	2.8.2.(2)(b)					

15	High Building (3.2.6. of the Building Code) shall include	2.8.2.3.(1)					
	The instructions of supervisory staff on the use of the voice communications	2.8.2.3.(1)(a)					
	the procedure for the use of elevators and for evacuation of persons in need of assistance	2.8.2.3.(1)(b)					
	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	2.8.2.3.(1)(c)					
	the procedures established to facilitate fire department access to the building and fire location within the building	2.8.2.3.(1)(d)					
	the instructions for the supervisory staff and fire department for the operation of the fire emergency systems	2.8.2.3.(1)(e)					

