

## Fire Safety Plan Check List

Building Address: \_\_\_\_\_

Plan Submitted By: \_\_\_\_\_

Review Date: \_\_\_\_\_

Plan Reviewed By: \_\_\_\_\_

Returned for Revisions: \_\_\_\_\_

1. Tell occupants how to sound the fire alarm and react when activated. 2.8.2.1.(1)(a)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
2. Tell Supervisory staff the procedures for notifying the fire dept. 2.8.2.1.(1)(a)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
3. Show provisions for fire fighting access. 2.8.2.1.(1)(a)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
4. Emergency instructions and procedures shall be prominently displayed on each floor area.  
2.8.2.5.  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
5. Tell of evacuation procedures for endangered occupants. 2.8.2.1.(1)(a)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
6. Tell of procedures to confine, control and extinguish fire. 2.8.2.1.(1)(a)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
7. Show the appointment and organization of designated supervisory staff and occupants to  
carry out fire safety duties and provide instruction for fire responsibilities 2.8.2.1.(1)(b). &  
2.8.2.1.(1)(c)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
8. Tell of holding fire drills for the supervisory staff and occupants. 2.8.2.1.(1)(d).  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
9. Tell of controlling fire hazards in the building. I.E., state that maintenance personnel shall  
check for waste in corridors and stairwells, etc. 2.8.2.1.(1)(e)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
10. Tell of maintenance procedures for building fire safety features only. 2.8.2.1.(1)(f)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_

11. Tell of alternative measures when any part of the building fire safety features are shut down.  
2.8.2.1.(1)(g)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
12. If this is an institutional building, is there sufficient supervisory staff listed and are their duties outlined. 2.8.2.2.  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
13. Have the schematic diagrams been submitted for approval by C.F.O., showing the type, location of all building fire emergency systems. 2.8.2.1.(1)(h)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
14. Does the plan state that supervisory staff will receive a copy of the approved plan and other duties assigned to supervisory staff. 2.8.2.4.  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_

**High-rise Building**

1. Instruct supervisory staff on E.V.C. system. 2.8.2.3.(1)(a)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
2. Instruct supervisory staff on use of elevators and evacuation of non ambulatory occupants.  
2.8.2.3.(1)(b)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
3. Instruct supervisory staff on actions to initiate smoke control and other fire emergency procedures until the fire dept. arrives. 2.8.2.3.(1)(c)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_
4. Tell of procedures to help fire dept. (1) to gain access to the building, (2) locating fire within the building. 2.8.2.3.(1)(d)  
Yes No Pg.# \_\_\_\_\_ - \_\_\_\_\_

**Notes/Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Date approved** \_\_\_\_\_ **Inspectors signature** \_\_\_\_\_