



Standard Fire Safety Plan Review Checklist



Name of Organization: _____

Building Address: _____

Date of Review _____ **Inspector:** _____

Code Reference	Details of Requirement	Compliance Status	Comments
2.8.2.1.(1)(a)	A fire safety plan shall include: The emergency procedures to be used in case of fire including:		
	(i) Sounding the fire alarm		
	(ii) Notifying the fire department		
	(iii) Instructing occupants on procedures to be followed when the fire alarm sounds		
	(iv) Evacuating occupants, including special provisions for persons requiring assistance		
	(v) Procedures for use of elevators		
	(vi) Procedures for confining, controlling and extinguishing the fire.		

Note: 1. The following additional page(s) are attached to this checklist:
 F/C Liquids General F/C Liquids Systems High Buildings Special Hazards Institutional Occupancy Other Facilities
 2. Please use the Woodstock Fire Department Inspection Notes for any other comments and attach the notes to this checklist for reference.

Reference	Details of Requirement	Status	Comments
2.8.2.1.(1)(b)	The appointment of designated supervisory staff to carry out fire safety duties.		
	The organization of designated supervisory staff to carry out fire safety duties.		
2.8.2.1.(1)(c)	The training of supervisory staff so that they are aware of their responsibilities for fire safety.		
	The instruction of other occupants so that they are aware of their responsibilities for fire safety.		
2.8.2.1.(1)(d)	Documents, including diagrams, showing the type, locations and operation of building fire emergency systems		
2.8.2.1.(1)(e)	The holding of fire drills including the emergency procedures appropriate to the building.		
2.8.2.1.(1)(f)	The control of fire hazards in the building.		
2.8.2.1.(1)(g)	The maintenance of building facilities provided for the safety of occupants		
2.8.2.1.(1)(h)	The provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof.		
2.8.2.1.(3)	The fire safety plan shall be kept in the building in an approved location		
2.8.2.1.(4)	The fire safety plan shall be reviewed as often as necessary, but at intervals not greater than 12 months.		

Reference	Details of Requirement	Status	Comments
2.8.2.5.(1)	At least one (1) copy of the fire emergency procedures shall be prominently posted and maintained on each floor area.		
2.8.2.5.(3)	Notice affixed near pull stations if the fire alarm does not automatically transmit to the fire dept.		
2.8.3.1.(1)	The procedure for conducting fire drills shall be included in the fire safety plan, taking into consideration: the building occupancy and its fire hazards, the safety features provided in the building, the desirable degree of participation of occupants other than supervisory staff, and the number and degree of experience of participating supervisory staff.		
2.8.3.1.(2)	The fire drill procedures shall be prepared in consultation with the Chief Fire Official.		
2.8.3.2.(1)	Fire drills as described in Sentence 2.8.3.1.(1), shall be held annually, except: a) day-care centres and Group 'B' occupancies - monthly b) children's schools – 3 times in each of the fall and spring terms. c) building within the scope of Subsection 3.2.6. of the <i>Ontario Building Code</i> (high buildings) – every 3 months		
2.8.3.2.(2)	Records of a fire drill required by Sentence (1) shall be kept for 12 months after the fire drill.		
2.8.1.2.(1)	Supervisory staff shall be instructed in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.		

Reference	Details of Requirement	Status	Comments
Non Code Requirement	A cover page which will include: Address of facility Who and when the Fire Safety Plan was prepared by Approval signature area Revision dates Area Fire Safety Plan to be kept		
Non Code Requirement	A table of contents page		
Non Code Requirement	Audit of building resources page containing quick references to what fire safety equipment are located in the building.		
Non Code Requirement	Audit of human resources page containing the name, address, and contact number(s) for the building owner, property manager and building superintendent		
Non Code Requirement	Persons requiring assistance list (if applicable).		

Schematics – Checklist

Schematics – Site Plan

- North Indicators
- Scale/Not to scale dimensions
- Local Roads
- Fire routes, signed locations
- Hydrants, Municipal/Private
- Legend
- Meeting Areas
- Hazardous locations

Schematics – Floor Plans

- Each floor identified
- North indication
- Scale/dimensions
- Legend on each page
- Fire Protection equipment & system location, symbols
- Labels for rooms
- Firefighter access
- Hazardous areas

COMMENTS

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