

FIRE SAFETY PLAN

When are fire safety plans required?

While many businesses have an all-encompassing emergency plan that may include natural disasters, bomb threats, and active shooter etc., the National Fire Code – 2019 Alberta Edition (NFC(AE)) specifically addresses fire emergencies. It is the owner's responsibility to ensure a fire safety plan is prepared and in place.

The NFC(AE) states that fire safety plans (i.e. fire emergency procedures) are required for:

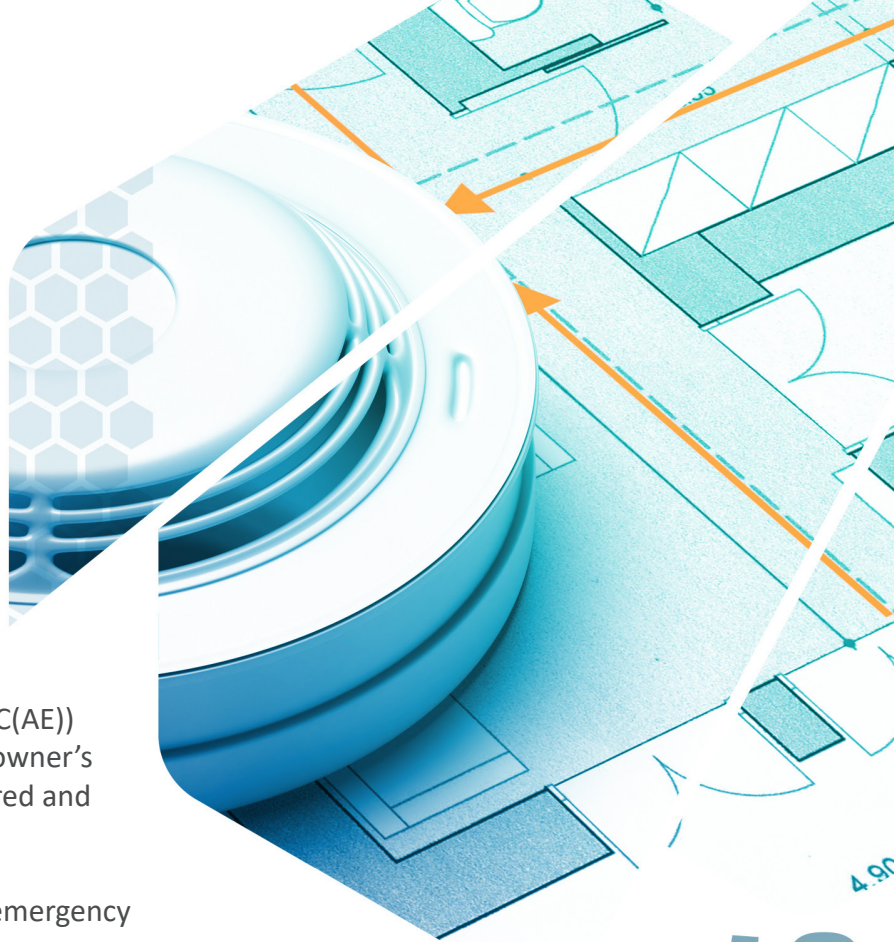
- every building containing an assembly, care, treatment or detention occupancy,
- every building required by the National Building Code – 2019 Alberta Edition (NBC(AE)) to have a fire alarm system,
- demolition and construction sites,
- storage areas required to have a fire safety plan – indoor storage, outdoor storage and outdoor storage of tires,
- areas where flammable liquids or combustible liquids are stored or handled,
- areas where hazardous processes or operations occur (including laboratories).

Supervisory staff are people who are delegated the responsibility for other people's safety in buildings and are designated as such in fire safety plans. These people are often referred to as a Floor Warden or Fire Warden and are educated on fire emergency procedures before given any responsibility for fire safety.

What are the requirements of a fire safety plan?

A fire safety plan should include the following:

- the emergency procedures to be used in case of fire, such as:
 - sounding the fire alarm,
 - notifying the fire department,
 - instructing occupants on procedures to be followed when the fire alarm sounds,
 - evacuating occupants, including special provisions for persons requiring assistance,
 - confining, controlling and extinguishing the fire,



SAFETY TIPS

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- the appointment and organization of designated supervisory staff to carry out fire safety duties (e.g. floor wardens or fire wardens),
- the training of staff and other occupants in their responsibilities for fire safety,
- documents, including diagrams, showing the type, location and operation of the building fire emergency systems,
- the holding of fire drills,
- the control of fire hazards in the building and
- the inspection and maintenance of building facilities provided for the safety of occupants (i.e. fire doors).

Fire safety plans should be reviewed and modified if required, at least every 12 months, to ensure that any changes in the use or other characteristics of the building are noted and accounted for during fire emergencies.

Fire safety plans are kept on site for the use of fire department personnel, staff responsible for fire safety (supervisory staff) and other designated personnel. In high buildings, fire safety plans should be kept in the central alarm and control facility. For a definition of what constitutes a high building, please contact your local Building Safety Codes Officer (Authority having jurisdiction - Building).

All building occupants should be made aware of their building's fire emergency procedures. At least one copy of the fire emergency procedures should be prominently posted on each floor area. For hotels and motels, each bedroom should post fire safety rules identifying the locations of exits and the paths of travel to exits.

Some buildings have fire alarm systems that do not transmit signals to their local fire departments. In these circumstances, a sign that includes the local fire department's phone number should be posted at each manually actuated signaling box (red pull station) to indicate that the fire department be notified about fire emergencies.

Contact

Please contact your local Fire Department for any questions regarding this Safety Tip.