

Implementing a Fire Safety Plan

ENHANCING AWARENESS FOR OCCUPANTS

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After a Fire Safety Plan has been developed and approved, it must be implemented. This may be as simple as distributing information on fire emergency procedures to occupants and tenants or issuing a set of clear safety options to tenants and condo owners. Occupants should be provided with printed instructions in various formats including brochures, newsletters, residential policies and stand-alone leaflets. The official Fire Safety Plan should be prominently placed at the front entrance to the building. In addition, it can be posted for review in fully-accessible common areas where occupants typically gather. To help the occupants become more familiar with the layout and procedures in the plan, signs should be used within the building to identify areas of refuge, location of emergency equipment and exits. These will also provide direction during an evacuation. The board and management may also want to offer the following:

- Periodic information and awareness presentations.

- Direct training and instruction to individuals who are assigned special tasks.
- One-page handouts to each tenant.
- Instructional videos.

FIRE SAFETY AWARENESS

Fire safety planning is a key component in the operation of every building. When a Fire Safety Plan (FSP) is properly implemented, it will enhance the level of fire safety awareness for occupants of the building. Occupants who are well-informed of fire safety procedures and policies in the FSP will be equipped for survival in the event of fire. A lack of fire safety planning, or failure to implement the provisions of an approved FSP, is considered a serious violation of the Ontario Fire Code. The fire department normally inspects building premises to verify the standings of fire and life safety equipment with the owner or designate. They will determine if the FSP is being fully implemented and that the owner understands their role and responsibilities. The primary aim of the FSP is to increase occupant and public awareness of fire safety, and to promote building



compliance with the fire safety regulations. Owners and building operators are ultimately responsible for guaranteeing that their buildings comply with the Ontario Fire Code, and that an FSP has been developed, implemented and approved by a Chief Fire Official. FSPs are to be reviewed regularly as there may be changes in internal floor layouts, exit paths, emergency contact telephone numbers or fire warden positions. Amendments should be made immediately. It is also important to re-identify and include in the FSP details regarding occupants who have handicaps, support staff required for an evacuation and backup personnel.

FIRE SAFETY PLAN CHECKLIST

- Does the FSP contain sufficiently-detailed schematic drawings of the building floor layout and exits?
- Is the FSP readily available at the building main entrance for the responding firefighters?
- Have the building occupants received instructions on emergency procedures in the FSP?
- Are the emergency procedures prominently posted on each floor throughout the building?
- Are the building occupants aware of how they can control fire hazards and reduce fire occurrences in the building?
- Are supervisory staff identified in the FSP?
- Does the FSP outline their duties and responsibilities?
- Are alternates appointed in case of absences?
- Are the supervisory staff trained prior to assuming responsibility for the safety of others?
- Does the FSP outline all of the fire drill procedures and are drills being conducted regularly?