

# Fire Safety Plan

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(Building/Business Name)

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(Building Address)

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(Lot/Block/Plan)





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# Part 1(a)

## Audit of Building Resources Checklist

**Occupancy Type** \_\_\_\_\_

**Occupant Load**

Occupant Load: (if applicable) \_\_\_\_\_

**Access**

Designated Fire Route:  No  Yes

Nearest Municipal Hydrant Location: \_\_\_\_\_

Private Hydrants:  No  Yes (Location(s)): \_\_\_\_\_

Lockbox:  No  Yes (Location(s)): \_\_\_\_\_

**Heating**  Natural Gas  Electric  Other

Main Gas Shut-off:  No  Yes (Location(s)): \_\_\_\_\_

Main Electrical Shut-off Location: \_\_\_\_\_

Main Domestic Water Shut-Off Location: \_\_\_\_\_

**Fire Alarm System**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Main Panel Location: \_\_\_\_\_

Annunciator Panel Location: \_\_\_\_\_

Fire Alarm Description: \_\_\_\_\_

**Sprinkler System:**  No  Yes

Type:  Wet  Dry  Other \_\_\_\_\_

Connected to the Fire Alarm System:  No  Yes

Location of Sprinkler Room Shut Off Valves: \_\_\_\_\_

**Standpipe System:**  No  Yes

Location of Shutoff/Isolation Valves: \_\_\_\_\_

**Fire Department Connection**

No  Yes (Location(s)): \_\_\_\_\_  
\_\_\_\_\_

**Fire Pump:**

No  Yes (Location(s)): \_\_\_\_\_

Fire Pump Description: \_\_\_\_\_  
\_\_\_\_\_

**Emergency Lighting**

No  Yes Location(s): \_\_\_\_\_

**Emergency Power**

No  Yes  Battery  Generator

**Generator**

Diesel  Natural Gas

Fuel Supply Location: \_\_\_\_\_

Transfer Switch Location: \_\_\_\_\_

Equipment Powered by Generator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Electromagnetic Locking Devices**

No  Yes (manual release switch location): \_\_\_\_\_

**Proper Signage**

No  Yes

Location(s) throughout building: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Extra Hazardous Area:**

Are there hazardous materials on site?  No  Yes

If YES, please list the material and quantity:

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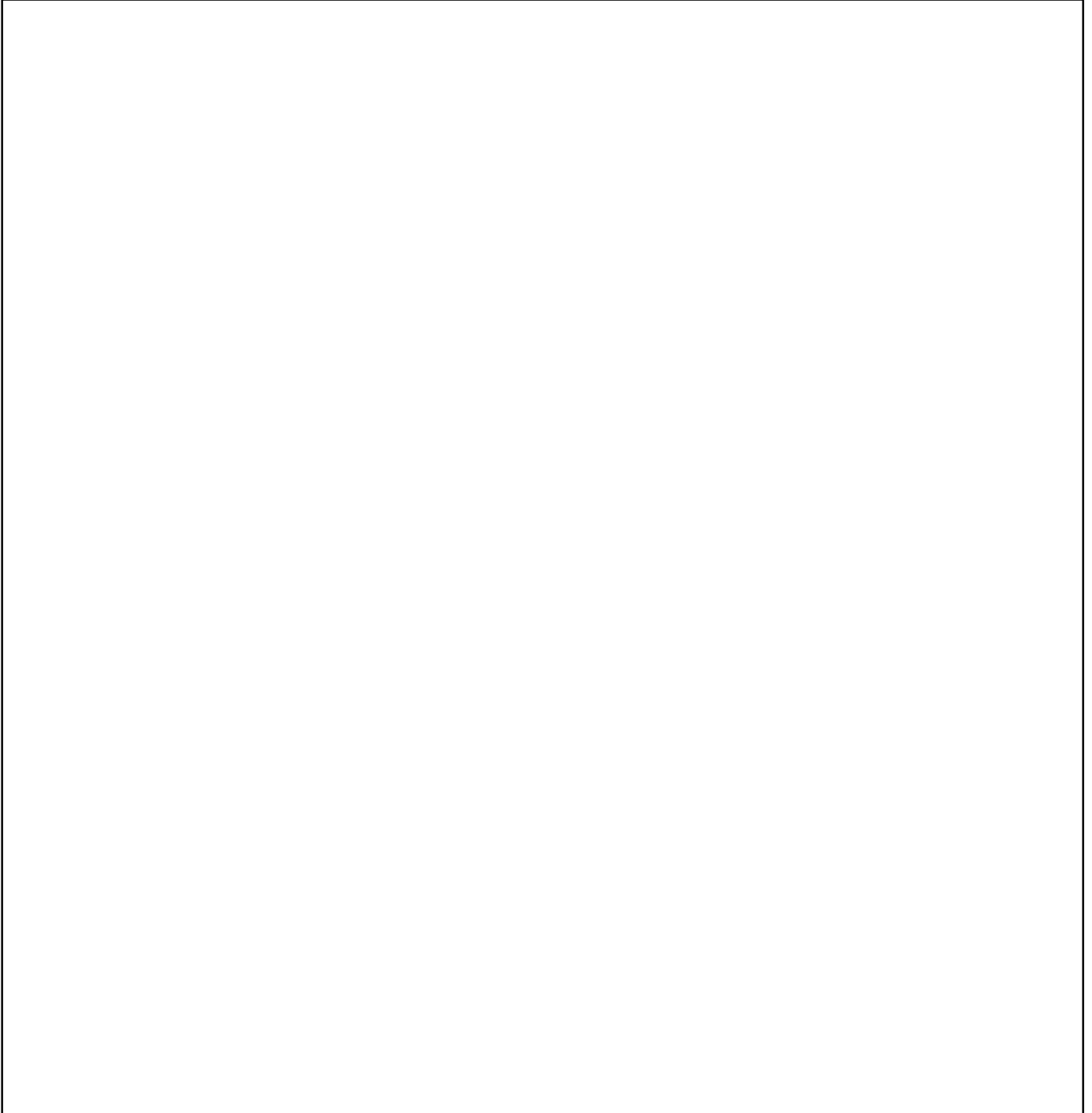
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**Exits:** Refer to schematics for location of exits.

**Part 1(a)**  
**Additional Information**

For any additional information not already covered:

A large, empty rectangular box with a thin black border, intended for providing additional information. The box is currently blank.

**Part 1(b)**  
**Audit of Human Resources**

Business/Building Name: \_\_\_\_\_ Business Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ Unit No: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

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

\_\_\_\_\_

Postal Code: \_\_\_\_\_

After Hour Contacts (24 hour telephone numbers) \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Employee/Title: \_\_\_\_\_ Phone No: \_\_\_\_\_

Employee/Title: \_\_\_\_\_ Phone No: \_\_\_\_\_

Other \_\_\_\_\_ Phone No: \_\_\_\_\_

Building Owner: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Fire Alarm Monitoring Company: \_\_\_\_\_ Phone No: \_\_\_\_\_

Sprinkler Monitoring Company: \_\_\_\_\_ Phone No: \_\_\_\_\_

# Water Supplies for Firefighting (Fire Pumps)

For full list of tasks and inspection form sample refer to NFPA 25

## General

Ensure quality of fuel through replacement and/or testing.

## Responsibility

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## Daily

The temperature of pump rooms shall be checked daily during freezing weather.

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# Private Fire Hydrants

For full list of tasks and inspection form sample refer to NFPA 25

## General

Hydrants shall be readily available and unobstructed for use at all times. Private hydrants shall be painted yellow.

## Responsibility

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# Water Supplies for Firefighting (Water Tanks)

For full list of tasks and inspection form sample refer to NFPA 25

## Daily

Unobstructed access to building and fire tank as per *Alberta Building Code 3.2.5.6 (1)*

## Responsibility

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## Weekly

Ensure water levels are adequate for firefighting as per *Alberta Building Code 3.2.5.7 (1)*

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# Water Supplies for Firefighting (Ponds)

## General

## Responsibility

### Daily

Unobstructed access to building and fire pond as per *Alberta Building Code 3.2.5.6 (1)*

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### Monthly

Ensure water levels are adequate for firefighting as per *Alberta Building Code 3.2.5.7 (1) (2)* (ice depth and drought conditions need to be reported to the County if volumes do not meet code)

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### Yearly

Annual inspection of hydrants and roadways (repairs as needed)

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