

# FIRE SAFETY PLANS & FIRE DRILLS



RESIDENTIAL AND NON RESIDENTIAL



Fire Safety Planning prevents the occurrence of fire by the control of fire hazards in the building, ensures reliable operation of fire protection equipment and systems by establishing regular maintenance procedures, and provides a systematic method of safe and orderly evacuation of the building in case of fire or other emergency.

## WHAT DOES THIS PLAN INCLUDE?

- Emergency procedures to be used in case of fire
- The appointment and organization of designated supervisory staff to carry out safety duties
- The training of supervisory 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
- The inspection and maintenance of building facilities provided for the safety of occupants
- Roles and Responsibilities of supervisory staff (Fire safety Director and Deputy Fire safety director)

## FIRE DRILL PROCEDURES

The procedure for conducting fire drills shall be determined by the person in "responsible" charge of the building; taking into consideration:

- a) the building occupancy and its fire hazards
- b) the safety features provided in the building
- c) the desirable degree of participation of occupants other than supervisory staff
- d) the number and degree of experience of participating supervisory staff
- e) the features of fire emergency systems installed in buildings within the scope of the building code
- e) the requirements of the fire department

# FIRE DRILL & REVIEW FREQUENCY

Fire Safety Plans (FSP) are required to be reviewed annually by supervisory staff. Additionally, all fire drills must at a minimum include a review of the FSP by supervisory staff

Fire drills are typically required to be conducted annually except:

- Day-care centres and buildings containing Care, Treatment or Detention Occupancies (MONTHLY),
- Buildings over six storeys high (EVERY TWO MONTHS)
- Laboratories (EVERY THREE MONTHS)
- Schools (THREE TIMES IN EACH FALL AND SPRING TERM)

## The Fire code states:

2.8.3.1.(1) A fire safety plan is of little value if it is not reviewed periodically so that all supervisory staff remain familiar with their responsibilities. A fire drill, then, is at least a review of the fire safety plan by supervisory staff. The decision as to whether all occupants should leave the building during a fire drill should be based on the nature of the occupancy. It may be necessary to hold additional fire drills outside normal working hours for the benefit of employees on afternoon or night shifts, who should be as familiar with fire drill procedures as those who work during the day. If full scale fire drills are not possible during non-regular working hours, arrangements should be made so that night-shift supervisory staff can participate in fire drills conducted during the daytime.

Fire safety plans must be updated for any changes, including changes to appointment of supervisory staff. Changes can be submitted to:  
[firesafetyplan@richmond.ca](mailto:firesafetyplan@richmond.ca)



## The three objectives of a Fire Safety Plan are



Fire Control and Extinguishment



Fire Prevention



Occupant Safety

*The preparation, implementation and maintenance of a quality Fire Safety Plan can help to prevent fires and minimize the damage when they occur*

## CONSIDERATIONS

1. Have all fire protection systems been inspected, tested, and maintained by an ASTTBC certified technician?
2. Is my fire safety plan (including supervisory staff) up to date?
3. Do all Smoke and CO alarms work?
4. Do I have a set of master keys to give to the fire department? Who has these?
6. Do I have a list of all trade companies to call in case of an emergency?
7. Ensure your insurance is adequate for the common property and assets, and ensure residents know about coverage and deductibles
8. Does RFR have an up to date list of all emergency site contacts?

# The Fire Drill

## Before the Drill

- Ensure all of your fire suppression systems are maintained, and all issues identified have been resolved
- Ensure all of your emergency exits are clear
- Ensure your extinguishers are in good working order
- Ensure all pull stations are in good working order and have not been tampered with
- Ensure your fire safety plan is up to date with current owner/renter/emergency contact information
- Ensure that the fire escape plan is posted on all emergency exits
- For any occupants of the building who display physical or mental limitations, have a plan to ensure that they can get out safely (they might not have the use of an elevator)
- Assign roles and responsibilities for strata and non strata members to be activated during an emergency (first aid, communication specialists, Fire Safety Director, Deputy Director)

## During the Drill

1. Make sure you have an up to date list of all people who are living in the building
  2. Meet at your muster station, and account for everyone
  3. Remind everyone - Do not go back inside the building for anything
- For anyone trapped - immediately inform the fire department, call 9-1-1

## After the Drill

- Talk about what happened - what worked and what didn't?
- Create a plan for the future



# Frequently Asked Questions

**How often should I test my smoke/CO alarms in my unit? How often should I change the batteries?**

*Test your smoke/CO alarms once a month, change the batteries 2x a year (unless a sealed device)  
Smoke alarms are to be tested at any time a unit has been vacant for more than 7 days*

**Since my strata has insurance, do I need to have insurance for my unit?**

*Individual strata lot owners and renters are responsible for their own insurance which includes the unit, personal items, and additional living expenses.*

*Strata Lot owners who have tenants/renters  
owners can add on renters insurance*

*Renters need to purchase insurance covering personal items and additional living expenses if displaced  
\*In all cases, check with your local insurance broker for more information*

**I know how to get out of my building, why do we need to do a fire drill?**

*It can be difficult to think clearly during and immediately after a disaster. Planning and practicing your escape and assigning roles and responsibilities may help alleviate some anxiety during a stressful situation.*

**Will the Fire Department attend my fire drill?**

No, the fire department does not attend your yearly or Q2 fire drills or reviews.

**Can I put together a fire safety plan myself?**

Yes, however, we HIGHLY recommend that you hire an experienced fire safety planner to ensure it is completed in accordance to our requirements. There is a charge for the plan to be reviewed.

**Can I check and test fire suppression equipment and systems myself?**

No, you need to hire a fire protection company to check and test all equipment and systems that require testing. An ASTTBC certified technician will service and tag all equipment or systems with a Pass or Fail. Any non-compliance will need to be addressed immediately by the technician.

## Resources

**Where can I get more information about strata emergency planning?**

<https://www.reminetwork.com/articles/the-legalities-of-emergency-management/>  
or

<https://www2.gov.bc.ca/gov/content/housing-tenancy/strata-housing/operating-a-strata/repairs-and-maintenance/handling-emergencies#planning>

**How can I prepare for an emergency as a unit owner or renter?**

<https://www.choa.bc.ca/wp-content/uploads/200-137-Prepared-BC-Guide-for-Apartments-Condos-and-Townhomes.pdf>

**Where can I get more information about fire safety plans?**

[https://www.fpoa.bc.ca/images/stories/Prevention/Bill9\\_FireSafetyPlan%20both%20pages.pdf](https://www.fpoa.bc.ca/images/stories/Prevention/Bill9_FireSafetyPlan%20both%20pages.pdf)

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