

Fire Safety Plan

(Short Term Rental Use)

Address: _____

Owner Name: _____

Telephone Number: _____

Date Reviewed by Fire Department:

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Fire and Life Safety Systems

The Fire and Life Safety systems in this occupancy consist of the following:

Smoke Alarms:

A smoke alarm is required in each bedroom and one on every level. The smoke alarms must be interconnected. The alarms must be tested once a month, and if back up batteries then they must be changed every six months. We recommend cleaning alarms with a vacuum every six months.

Records: Must keep documentation on all testing and battery changes occurred.

Carbon Monoxide Alarms:

Carbon monoxide alarms will be located on every level where there is a gas fueled appliance that requires an open flame (ie. furnace, stove or fireplace). Must be anywhere from 5 to 15 feet away from appliance and in a common hallway.

Testing: Must be done once a month.

(read manufacturer's instructions for maintenance and battery changes)

Portable Fire Extinguishers:

Must have a minimum of a 3A10BC fire extinguisher that is placed on every level. Extinguishers must be visible and mounted on the wall preferably near an exit. Once a month the fire extinguisher must be inspected for any damage to cylinder, ensure pressure gauge is in the green, the cylinder powder is freely moving and the tamper seal is in place. (DO NOT DISCHARGE extinguisher).

Emergency Lighting:

Emergency Lighting with battery backup is required in hallways and egress points. Lighting MUST illuminate the path of travel for a minimum of 30 minutes unless otherwise specified. Once a month the emergency lighting must be inspected to ensure that the device is operable. This is done by pushing the test button on the side of each unit to ensure that the lighting illuminates.

NOTE: All fire life and safety equipment must be serviced annually by a qualified ASTTBC Technician (Applied Science Technologists & Technicians of BC):

(Company) _____ **Phone:** _____

Records:

The previous and current years records must be kept on site at all times. The Chilliwack Fire Department may request to view them at any time.

Records include but are not limited to:

- Testing and maintenance of smoke alarms, fire extinguishers and emergency lighting
- Record of fire drills

Emergency Procedures

“In case of fire” emergency procedures must be posted in every bedroom and in a conspicuous location on every floor (i.e. at exits) and explained to all occupants.

Responsibilities of the Property Owner

Non-Emergency Duties

The property owner supervises and maintains the fire safety plan. Property owner is responsible for reviewing the emergency evacuation of the building.

Records

The property owner maintains up-to-date record of all required tests and maintenance of fire and life safety systems. The fire safety plan must be reviewed annually and all changes must be identified and implemented.

Emergency Duties

In the event of a fire or any situation threatening life safety, the property owner is to implement the emergency evacuation procedures by alerting all occupants of the building and evacuating the building immediately.

In case of fire in the building the property owner will:

1. ALERT occupants by i.e. yelling “FIRE”
2. EVACUATE the building and ensure doors are closed. Go to the designated meeting place outside. Conduct a roll call of occupants.
3. CALL 911 from outside the building preferably from your designated meeting place.
 - a) State your name
 - b) State where the fire is located
 - c) Give any information you have about the emergency
4. Wait for the arrival of the fire department and provide information as they may require.
5. Do not allow anyone to re-enter the building. See that everyone remains out until the “all clear” has been announced by the Fire Department.

Daily Fire Prevention Duties Check the occupancy daily for:

1. Accumulation of combustible material, garbage, oily rags. Flammable liquids cannot exceed one – 4 litre ULC listed container must be removed and stored properly. No indoor storage of propane is permitted.
2. Dangerous ignition sources, i.e. worn extension cords, overheating equipment, etc. must be removed or repaired by a certified technician/ contractor.
3. Exit routes are unobstructed
4. Portable Extinguishers are not obstructed, in good working order and ready to use.
*All fire hazards that are discovered must be corrected immediately.

Instructions to Occupants “In Case of Fire Emergency”

(To be posted in every bedroom and on every floor with floor plan showing egress out of the building)

If you discover a fire or another life-threatening emergency in the occupancy:

1. ALERT occupants by i.e. yelling... “FIRE!”
2. EVACUATE the building closing doors behind you. Go to the designated meeting place outside the building
3. CALL 911 from outside the building (Give your name, location & phone number)
4. **IF YOU ARE QUALIFIED** – you may attempt to control the fire with a fire extinguisher, but only after initiating evacuation procedures and ensuring the Fire Department have been called. Ensure that your exit is to your back to provide a clear escape. If the fire cannot be controlled EVACUATE and close the door behind you to try to isolate it.
5. **DO NOT go back into the building for ANY reason until the “all-clear” has been given by the Fire Department.**
6. Provide information to the fire department upon their arrival.

Site Plan:

(Insert completed document here)

Floor Plan:

(insert completed document here)

1 page for each floor

If you are unsure how to create a floor plan please reference the pdf on “Making a Fire Safety Plan”

Fire and Life Safety Checklist

Do you have the following fire safety precautions in place?

- € Install a 3A10BC portable fire extinguisher on every floor. Fire extinguishers need to be visible and located near an exit.

- € CSA or ULC approved interconnected smoke alarms are required in each bedroom and one on every level.

- € Carbon monoxide alarms are required on every level where there is a gas fueled appliance that requires an open flame (i.e. furnace, stove or fireplace). Must be anywhere from 5 to 15 feet away from appliance and in a common hallway.

- € Provide a fire safety plan with emergency evacuation procedures posted in every bedroom and on every level in a conspicuous area such as near exits.

- € Ensure the maximum storage of flammable and combustible liquids in the building does not exceed one-4 litre ULC listed container.

- € Store all propane tanks outside in a well-ventilated location. No indoor propane tanks are permitted.

- € Emergency Lighting with battery backup is required in hallways and egress points. Lighting MUST illuminate the path of travel for a minimum of 30 minutes unless otherwise specified.

- € Extension cords are for temporary use only and must not be used as permanent wiring. If temporary extension cords are used they must be directly plugged into an outlet and NEVER plugged into another extension cord or power bar. High draw appliances such as freezers or fridges etc. MUST be plugged into their own circuit or outlet, and never plugged into an extension cord or power bar.

- € Space heaters must be a minimum of 1-meter (3 feet) away from combustible material (example bedding or drapery) Heaters must also be directly plugged in to an outlet. Never leave space heater unattended and if not in use always unplug the unit.

Signature: _____

Date: _____