Fire Safety Plan

(Building/Business Name)

(Building Address)

The reproduction or use of this fire safety plan for non-commercial purposes is permitted and encouraged. Permission to reproduce the plan for commercial purposes must be obtained from the Fire Department- Fire Prevention Branch.

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Part 1
Introduction

The National Fire Code-Alberta Edition 2019, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building in an approved location.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

The Safety Codes Act Subsection 68(1) states that in the case of a first offence for contravention of the fire code, an individual is liable to a fine of not more than $100,000 and a fine of $1,000 for each day during which the offense continues after the first day, or to imprisonment for a term not exceeding six month, or both.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The fire safety plan approved location is_____ .

SUBMISSION PROCEDURES

At least one (1) copy of the Plan (8 ½ X 11 format) must be submitted to the Fire Prevention Branch for review.

The Fire Prevention Branch is to be notified regarding any subsequent changes in the reviewed Fire Safety Plan. Contact the Fire Prevention Branch at (780) 538-0393 or email fire_prevention@cityofgp.com

Part 2(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: _____

Single Stage 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: _____

_____

Fixed Extinguishing System for Commercial Cooking Equipment

☐ No ☐ Yes Type: _____

(i.e. Wet Chemical, Dry Chemical, CO^2)

Connected to F/A System: ☐ No ☐ Yes

Ecology Unit: ☐ No ☐ Yes Protected by Fixed System: ☐ No ☐ Yes

Fuel Source: ☐ Natural Gas ☐ Electric ☐ Other _____

Fuel Shut Off for Appliances: Location: _____

40BC Extinguisher: Location: _____

K Type (wet) Extinguisher (if applicable): Location: _____

Other Extinguishing Systems:

Type(i.e. pre-action, sprinkler, halon, inergen, dry chemical):	Area/Location Protecting
_____	_____
_____	_____
_____	_____
_____	_____

Portable Fire Extinguishers: (Refer to schematic drawings)

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: _____

_____

_____

_____

☐ No ☐ Yes (manual release switch location) _____

Proper Signage (Example – no parking signs, fire lane signage, no storage, emergency procedures, 911 signage at manual pull stations)

☐ No ☐ Yes

Location(s) throughout building: _____

_____

_____

_____

Extra Hazardous Area:

Is there hazardous materials on site? ☐ No ☐ Yes

If YES, please list the material and quantity:

_____

_____

_____

_____

Exits: Refer to schematics for location of exits.

Elevators:

Automatic Recall ☐ No ☐ Yes

Manual Recall ☐ No ☐ Yes

Manual Recall Switch(s) ☐ No ☐ Yes Location: _____

Total Number of Elevators: _____

Total Number of FF Elevators: _____

FF Elevator Location: _____

Floors Served by FF Elevator: _____

Location of recall/operating keys: _____

Operating Instructions: _____

_____

_____

_____

Part 2(a)
Additional Information

For any additional information not already covered:

Part 2(b)
Audit of Human Resources

Business/Building Name: _____

Address: _____ Unit No. _____

Postal Code: _____ Business Phone No. _____ Business Owner: _____

Address: _____

Postal Code: _____

Phone Number(s): _____

After Hour Contacts (24 hour telephone numbers): _____

Manager/Supervisor: _____ Phone No. _____

Employee/Title: _____ Phone No. _____

Employee/Title: _____ Phone No. _____

Other: _____ Phone No. _____

Building Owner: _____

Address: _____

Postal Code: _____ Phone No. _____

Fire Alarm Monitoring Company: _____ Phone No.: _____

Sprinkler Monitoring Company: _____ Phone No.: _____

Part 3
Emergency Procedures for Occupants

☐ **Please review this section (1 page)**

Emergency procedures signage will be affixed to the wall at all fire alarm pull-stations and in elevator lobbies.

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Call the Fire Department at 9-1-1
- Leave building via nearest Exit
- Await the arrival of the Fire Department at the muster point

Upon Hearing Fire Alarm:

- Leave building via nearest Exit
- Close doors behind you
- Do not use elevator
- Await the arrival of the Fire Department at the muster point

CAUTION

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

Remain Calm

Part 4
Emergency Procedures for Supervisory Staff

☐ **Please review this section (2 pages)**

Upon Discovery of Fire

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm evacuation procedures.
- Call 9-1-1 from a safe location.
- Exit the building via the nearest exit.
- Await the arrival of the Fire Department at the muster point.

Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Notify the Fire Department of the emergency condition. Dial 9-1-1.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the firefighters, inform the fire officer of the conditions in the building and coordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the firefighters as to location of persons, master keys for this occupancy and service rooms, etc.

General Related Duties

- Keep the doors in fire separations closed at all times.
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.
- Participate in fire drills. Occupants' participation should be encouraged.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Arrange for a substitute in your absence.
- Comply with the Alberta Fire Code 2006.
- In the event of any shutdown of fire and life safety systems, notify the Fire Department and initiate alternative measures.

Emergency Procedures

Additional Information/Comments

Emergency Procedures

Additional Information/Comments (page 2)

Part 5
Responsibilities of the Owner / Occupant

☐ **Please review this section (1 page)**

The building owner/occupant has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Established emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections required by the Alberta Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- **Assuring that initial verification or test reports for fire protection systems are retained throughout the life of the systems.**
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Fire Marshal regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.

Part 6(a)
Fire Hazards

☐ **Please review this section (2 pages)**

Residential Properties

To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes into the garbage chute.
- Never dispose of flammable liquids or aerosol cans in these chutes.
- Never force cartons, coat hangers, bundles of paper into the chute because it may become blocked.
- Avoid unsafe cooking practices: deep fat frying, too much heat, unattended stoves, loosely hanging sleeves.
- Avoid careless smoking. Never smoke in bed.
- Never leave anything that may burn or cause a trip hazard in the halls, corridors and/or stairways.
- Always clean out clothes dryer lint collector before and after use.
- Do not use unsafe electrical appliances or overloaded outlets; do not use extension cords or lamp wire for permanent wiring.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call Fire Department immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building or precise geographical location of the facility.
- Notify the building owner/property management if special assistance if required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation. Read and follow the manufacturers smoke alarm (and CO detector if applicable) instructions, available from building owner/property management.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know the stairwell designation and the crossover floors (if any).

Part 6(b)
Fire Hazards

Commercial, Retail and Industrial Properties

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Clothes dryer lint collector full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call the Fire Department immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building or precise geographical location of the facility.
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know stairwell designation and the crossover floors (if any).

Part 7
Fire Extinguishment, Control or Confinement

☐ **Please review this section (1 page)**

Note: The Grande Prairie Fire Prevention Branch does not recommend civilians or untrained individuals to extinguish a fire of any kind with the use of a hose cabinet or portable fire extinguisher.

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that Fire Department has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

Remember the (PASS)

P - Pull the safety pin
A - Aim the nozzle
S - Squeeze the trigger handle
S - Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

NOTE: Prior to using a K-type extinguisher, activate the kitchen extinguishing system to avoid serious burns. Use a Class K fire extinguisher after the cooking apparatus or electrical appliance has been switched off. The chemical agents in Class K extinguishers can become electrically conductive.

Part 8
Alternative Measures for Occupant Fire Safety

☐ **Please review this section (1 page)**

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Fire Marshal.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, portable radios, employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from Fire Department.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify Fire Department, dial **(780)538-0393** (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. Fire Department is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Maintain fire watch in affected area(s) as per Basic Watchman Service Conditions.
4. Notify Fire Department and the building occupants when repairs have been completed and systems are operational.

Note: All shutdowns will be confined to as limited an area **and** duration as possible.

Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

Work on fire protection systems can only be carried out by qualified persons acceptable to Fire Department. For more information call the Fire Prevention Branch (780) 538-0393.

Part 9
Fire Drills

☐ **Please review this section.**

Fire drills will be held at least once every ____ month(s) to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

FIRE DRILL RECORD

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present:

_____

_____

_____

_____

_____

_____

_____

_____

Deficiencies Noted:

_____

_____

_____

_____

General Comments:

_____

_____

_____

_____

Part 10
Requirements of the Alberta Fire Code

☐ **Please review this section (1 page)**

Check/test/inspect requirements of the Alberta Fire Code:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property. **Additional information can be found in the "Building Owner's Responsibilities for Fire Safety Equipment" provided by the Grande Prairie Fire Department.**

- Safety Codes Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.

- This list has been prepared for purposes of convenience only. For accurate reference, the Alberta Fire Code should be consulted.

Definitions for key words are as follows:

Check	means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed
Test	means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function
Inspect	means physical examination to determine that the device or system will apparently perform in accordance with its intended function

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

General Fire Protection Systems/Equipment

General	Responsibility
Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.	_____
Exit signs shall be clearly visible and maintained in a clean and legible condition.	_____
Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.	_____
Weekly	
When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.	_____
Monthly	
Doors in fire separations shall be **inspected** monthly for proper operation.	_____
Yearly	
Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Fire Marshal.	_____
Every chimney, flue and flue pipe shall be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.	_____
Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.	_____
Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced.	_____

Portable Fire Extinguishers

General **Responsibility**

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service. _____

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher. _____

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed. _____

Monthly

Portable extinguishers shall be inspected monthly. _____

Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection. _____

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: _____
a) mechanical parts
b) extinguishing agent
c) expelling means

Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable _____

5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested. _____

6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.

Fire Alarm

General **Responsibility**

Fire alarm and voice communication system components shall be kept unobstructed. _____

Fire alarm shall be kept unobstructed. _____

Fire alarm system power supply disconnect switches shall be locked on in an approved manner. _____

Daily

The following daily checks shall be conducted. If a fault is established, appropriate corrective action shall be taken.

a) **Check** the principle and remote trouble lights for trouble indication; _____

b) **Inspection** of the AC power-on light shall be done to ensure its normal operation. _____

Monthly

Every month the following **tests** shall be conducted under battery back up power and if a fault is established, appropriate corrective action shall be taken:

a) one fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition _____

b) function of all signal devices shall be ensured

c) the annunciator panel shall be checked to ensure correct annunciation _____

d) intended function of the audible and visual trouble signals shall be ensured _____

e) fire alarm batteries shall be checked to ensure that:

   i) terminals are clean and lubricated where necessary; _____

   ii) terminal clamps are clean and tight;

   iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications _____

Monthly (continued)	**Responsibility**
Voice paging capability to one zone shall be **tested** monthly on a rotational basis.	
One emergency telephone shall be **tested** monthly on a rotational basis for operation and correct indication at control unit.	
Loudspeakers shall be **tested** monthly as an all-call signal to ensure they function as intended.	
At least one Firefighter's emergency telephone shall be **tested** monthly on a rotational basis to ensure communication with the control unit. All telephones shall be **tested** each year.	
Yearly	
Yearly **tests** conducted by a qualified person acceptable to Fire Prevention Branch and holding a valid permit from the Fire Prevention Branch	
Tests Shall be conducted and documented in conformance with CAN/ULC S536-04, "Inspection and Testing of Fire Alarm Systems".	
Voice communications between floor areas and the central alarm control facility shall be **tested** annually, as required for fire alarm initiating and signally devices.	

Smoke Alarms

General	Responsibility
Ensure dwelling unit smoke alarms are maintained in operating condition.	_____
Ensure a copy of the smoke alarm manufacturer's Maintenance instructions or approved alternative has been provided.	_____

Standpipe Systems

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

Monthly	**Responsibility**
Hose cabinets shall be **inspected** monthly to ensure that the hose and equipment are in the proper position and appear to be operable.	_____
Yearly	
Plugs or caps on Fire Department connections shall be removed annually and the threads **inspected** for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.	_____
If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.	_____
Hose valves shall be **inspected** annually to ensure that they are tight and that there is no water leakage into the hose.	_____
Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.	_____

Sprinkler Systems (Wet)

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

General	**Responsibility**
Auxiliary drains shall be **inspected** as required to prevent freezing.	_____
Weekly	
Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.	_____
Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure.	_____
Monthly	
Inspect gauges control valves & tamper switches.	_____
Three Month	
Inspect alarm devices, hydraulic nameplate and fire department connections All transmitters and alarm devices shall be **tested** at 3 month intervals.	_____
Six Months	
Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six month intervals.	_____

General	Responsibility
Yearly	
Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.	
Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair.	
Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	
On wet sprinkler systems, water-flow alarm **test** using the most hydraulically remote test connection, shall be performed annually.	
Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.	
Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	

Sprinkler Systems (Dry)

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

General	**Responsibility**
Auxiliary drains shall be **inspected** as required to prevent freezing.	_____
Dry-pipe valve rooms or enclosures in unheated buildings shall be **checked** as often as necessary when the outside temperature falls below 0^{o} Celsius to ensure that the system does not freeze.	_____
Weekly	
Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.	_____
Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure.	_____
System pressure gauges shall be **checked** weekly. The system shall be maintained at the required operating pressure.	_____
Monthly	
Inspect gauges control valves & tamper switches.	_____
3 Months	
All transmitters and water flow devices shall be **tested** at 3 month intervals.	_____
The priming water supply for dry pipe systems shall be **inspected** every three months to ensure that the proper level above the dry pipe valve is maintained.	_____

6 Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six month intervals. _____

Yearly

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair. _____

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions. _____

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply. _____

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps. _____

Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. A full flow trip test, with the control valve fully open, shall be conducted at least every three years. _____

15 Years

Every fifteen years, dry pipe systems shall be **inspected** for obstructions in the sprinkler piping and if necessary, the entire system shall be flushed of foreign material. _____

Water Supplies for Firefighting (Fire Pumps)

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

General	**Responsibility**
Ensure quality of fuel through replacement and/or testing.	_____
Daily	
The temperature of pump rooms shall be **checked** daily during freezing weather.	_____
Weekly	
Valves controlling water supplies exclusively for fire protection systems shall be **inspected** weekly to ensure that they are fully open and sealed or locked in that position.	_____
Fire pumps shall be started once per week at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be **inspected.**	_____
Internal combustion engine fire pumps shall be operated once per week for a sufficient time to bring the engine up to normal operating temperature. The storage batteries, lubrication systems and fuel supplies shall be **inspected**.	_____
Yearly	
Fire pumps shall be **tested** annually at full rated capacity to ensure that they are capable of delivering the rated flow.	_____

Private Fire Hydrants

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

General	**Responsibility**
Hydrants shall be readily available and unobstructed for use at all times. Private hydrants shall be painted RED.	_____
Yearly	
Hydrants shall be **inspected** annually and after each use.	_____
Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and **inspected** for wear, rust or obstructions.	_____
The hydrant barrel shall be **inspected** annually to ensure that no water has accumulated.	_____
The drain valve shall be **inspected** for operation if water is found in the hydrant barrel when main valve is closed.	_____
Hydrant water flow shall be **inspected** annually and a record shall be kept.	_____
5 Years	
Flow test exposed and underground piping.	_____

Water Supplies for Firefighting (Water Tanks)

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

Daily	**Responsibility**
Water tank heat equipment, tank enclosure and/or water temperature shall be **checked** daily during freezing weather.	_____
Weekly	
Water levels and air pressure in pressure tanks shall be **checked** weekly and the relief valves on the air and the water lines shall be **inspected** weekly.	_____
Monthly	
Water level in gravity tanks shall be **inspected** monthly.	_____
Yearly	
An annual **inspection** shall be made of water tanks for fire protection, tank supporting structures and water supply systems including piping, control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in operating condition.	_____
Cathodic protection equipment in water tanks shall be **inspected** annually.	_____
2 Years	
Water tanks shall be **checked** every two years for corrosion.	_____
5 Years	
Water tanks shall be **inspected** every five years and scraped and repainted as required.	_____

Commercial Cooking Equipment

General	**Responsibility**
Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, “Ventilation Control and Fire Protection of Commercial Cooking Operations”.	_____
Ensure wet chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.	_____

Weekly

Hoods, grease removal devices, fans, ducts, and other equipment shall be **checked** weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.	_____

6 Months

Inspection and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with Alberta Fire Code, Sentence 2.6.1.9.(2) which references NFPA 96 - 2004	_____

Emergency Lighting System

General **Responsibility**

Daily

Check POWER ON lights for indication of proper operation. _____

Monthly

Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply. _____

Yearly

Emergency lighting equipment shall be **tested** annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions. _____

After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer's specifications. _____

Emergency Power Systems

General **Responsibility**

Emergency power systems shall be **inspected**, **tested** and maintained in conformance with CAN/CSA C282-05, "Emergency Electrical Power Supply for Buildings". _____

To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer's instructions. _____

At least two copies of the instruction manual shall be maintained. _____

Weekly

Inspect test & maintain as per CAN/CSA C282-05, "Emergency Electrical Power Supply for Buildings". Maintain Records.	_____

Monthly

Inspect test & maintain as per CAN/CSA C282-05, "Emergency Electrical Power Supply for Buildings". Maintain Records. _____

Semi-Annually (Every 6 month)

Inspect test & maintain as per CAN/CSA C282-05, "Emergency Electrical Power Supply for Buildings". Maintain Records. _____

Annually

Inspect test & maintain as per CAN/CSA C282-05, "Emergency Electrical Power Supply for Buildings". Maintain Records. _____

Every 5 years

Inspect test & maintain as per CAN/CSA C282-05, "Emergency Electrical Power Supply for Buildings". Maintain Records. _____

Maintenance
Additional Comments

Part 11- Building Schematics

☐ **Please review this section.**

LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

X — Pull Pin For Kitchen Fire Suppression System

Entrance / Exit

Hydrant

Siamese Fire Department Connection

Free Standing Siamese Fire Department Connection

Valves (General)
Identify The Type Of Valve (Ie. Shut Off Valve For Natural Gas, Sprinklers, Etc.)

FCP — Fire Alarm Control Panel

FAA — Fire Alarm Annunciator

Emergency Light, Battery-Powered

Illuminated Exit Sign, Single Face

Combined Battery-Powered Emergency Light & Illuminated Exit Sign

Pull Station

HD — Heat Detector

SD — Smoke Detector

BC — Fire Extinguisher - BC Type

ABC — Fire Extinguisher - ABC Type

A — Fire Extinguisher - Water

H — Hose Cabinet

Sprinkler Riser, indicate whether Wet or Dry System

Site Plan

□Please attach Site Plan to email or send via postal mail. (Include legend)

Floor Plan

□Please attach Floor Plan to email or send via postal mail.

Use Grande Prairie Fire Departments “Emergency Planning Diagrams” requirements