



NEW TECUMSETH FIRE DEPARTMENT
P.O. Box 910
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Purpose:

A Fire Safety Plan is designed by the building owner to identify the actions that should be taken by the occupants and building management in the event of fire or similar emergency situation. In addition, actions are identified which must be implemented and documented, where required, in order to maintain fire protection systems and assist in the prevention of fire on the premises.

A copy of this plan is to be made available to all current employees, as well as to all newly hired employees. All recipients of this plan are required to study the procedures outlined and be prepared to follow these procedures in case of fire or any other emergency.

The Fire Safety Plan covers FIRE PREVENTION, EVACUATION and EMERGENCY RESPONSE.

Objectives:

- » Fire Prevention - To prevent the occurrence of fire through the control of fire hazards and the proper maintenance of the building" safety systems and facilities.
- » Occupant Safety – To establish a systematic method for safe and orderly evacuation of the building in the case of fire or other emergency.
- » Fire Control – To establish procedures that will maximize the probability of controlling and extinguishing a fire in the safest and most efficient manner.

Responsibility for the Fire Safety Plan:

The building **owner** is ultimately responsible for ensuring that the plan is correct and complete and that it is implemented and maintained in order to achieve the above purpose and objectives.

The **owner** is responsible to appoint Supervisory Staff as referenced in the Ontario Fire Code, and to ensure that adequate fire safety information and guidance is provided to all tenants and visitors, including alternate measures if system(s) shut-down(s) are required and to ensure that fire protection system(s) are maintained in working order.

The Ontario Fire Code 1.2.1.2 defines "**OWNER**" as... Any person, firm, or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

What types of Buildings require a Fire Safety Plan?

A Fire Safety Plan is required in buildings containing a:

- » Group 'A' (Assembly) or Group 'B' (Health-care) occupancy,
- » Group 'C' (Residential) where the occupant load exceeds 10 persons,
- » Group 'D' (Offices) where the occupant load exceeds 300 persons,
- » Group 'E' (Stores/Mercantile) where the occupant load exceeds 300 persons,
- » Group 'F' Division 1 (High Hazard Industrial) where the occupant load exceeds 25 persons,
- » Group 'F' Division 2 (Medium Hazard Industrial) where the occupant load exceeds 100 persons,
- » Group 'F' Division 3 (Low Hazard Industrial) where the occupant load exceeds 300 persons.

The requirements for a Fire Safety Plan also apply to buildings or premises

- » containing four storey's or more, including storey's below grade,
- » Outdoor Tire Storage Yards,
- » Buildings and open areas where the quantities of flammable and combustible liquids exceeds 500 L in total or exceeds 250 L of Class I liquids,
- » Laboratories
- » Boarding, Lodging and Rooming Houses
- » Subject to the provisions of Sentence 9.5.3.1.(3) Ont. Fire Code
- » Used as a convalescent home or children's custodial home providing sleeping accommodation for more than 3 persons.

The requirements for a Fire Safety Plan also apply to recreational camps regulated under the **Health Protection and Promotion Act**.

The Fire Safety Plan is required to be **approved** by the Chief Fire Official of the Town of New Tecumseth and is required to be in **8 ½-inch X 11-inch format, typed**.