

WEST VANCOUVER FIRE & RESCUE SERVICES

760-16TH STREET, WEST VANCOUVER BC V7V 3S1

T: 604-925-7375 | F: 604-925-5911

E: firedepartment@westvancouver.ca



FIRE SAFETY PLAN / PRE-INCIDENT PLAN & CONSTRUCTION FIRE SAFETY PLAN REVIEW PROCESS

West Vancouver Fire & Rescue Services reviews Fire Safety Plans for adherence to the British Columbia Fire Code. The Fire Prevention Office will look to see if the plan is accurate, complete and is a proper representation of the building or proposed building following the examples and guidelines provided.

FEES

1. All required documentation is to be submitted by email to firedepartment@westvancouver.ca
2. West Vancouver Fire & Rescue Services will charge \$150.00 for the first two hours of review. After the first two hours, each additional hour will be charged at \$150.00.

NOTE: Construction Fire Safety Plans are reviewed free of charge.

REVIEW STAGES

- Plans will be reviewed in the order in which they have been received
- A Fire Safety Plan & Pre-Incident Plan or Construction Fire Safety Plan will either be approved or rejected
- A rejected plan will be returned to the provider with the 'Fire Safety Plan Review Report'
- A Letter of Approval will be issued when a plan receives final approval

REVIEW PROCESS OVERVIEW

Fire Safety Plans are graded using two categories: **Minor Deficiencies & Major Omissions**

What constitutes a **Minor Deficiency**? These are issues that do not affect the immediate safety of occupants.

These would include, but are not be limited to:

- Incorrect civic address
- Inaccurate construction categorization
- Incorrect description of fire alarm systems or other fire & life safety systems
- No mention of one distinct fire & life safety system i.e. hydrant

What constitutes a **Major Omission**? These are usually components that are fundamental to the plan.

These would include but are not limited to the following:

- No Fire Safety Director appointed
- Section(s) identified in 2.8 of the B.C. Fire Code that is/are not addressed. i.e. fire drills
- No mention of an apparent fire & life safety system i.e. sprinklers
- Inaccurate inspection, testing and maintenance requirements of fire & life safety systems
- Reference to fire & life safety equipment that is not found in building i.e. generator
- Lack of test records

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- No Site of Floor Plan drawings

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- Incorrect civic address
- Inaccurate construction categorization
- Incorrect description of fire alarm system or other fire & life safety system
- No mention of one distinct fire & life safety system i.e. hydrant

What constitutes a **Major Omission**? These are usually components that are fundamental to the plan.

These would include but are not limited to the following:

- No designation and organization of site personnel to carry out fire safety duties, including a fire watch service if applicable, as per 5.6.1.3.a) of B.C. Fire Code
- No emergency procedures to be followed in the event of a fire, including initiating a fire warning, notifying the fire department, and instructing site personnel on the procedures to be followed once the warning has been initiated as per 5.6.1.3.b) of the B.C. Fire Code
- No mention as how to confine, control and extinguish a fire as per 5.6.1.3.b) of B.C. Fire Code
- No measures for controlling fire hazards in and around the building as per 5.6.1.3.c) of B.C. Fire Code
- No Site Plan drawings
- No copies of applicable DWV permits as outlined in guidelines
- No 'Protection of Adjacent Buildings Report' relative to Article 5.6.1.2 of the B.C. Fire Code