

DISTRICT OF 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 GUIDELINES

Below are the guidelines for all buildings requiring a Fire Safety Plan in the municipality of West Vancouver. All Fire Safety Plans shall meet the Emergency Planning Requirements, Current BC Fire Code and Local Regulations. The Fire Safety Plan shall be site and building specific. All unrelated information shall be removed from templates.

FIRE SAFETY PLAN GENERAL GUIDELINES

- Be a standard 8.5" x 11", 3 ring binder
- Fire Safety Plan binder will be red in colour and the wording 'FIRE SAFETY PLAN' on the front and spine of the binder in white lettering
- Building address is to be displayed in large font on the front of the binder
- Include a cover page with the name, address and a coloured picture of the building
- Upon review and acceptance, West Vancouver Fire & Rescue will issue a letter or email of approval (this approval letter/email shall be placed in the front of the Fire Safety Plan binder)
- All buildings requiring a Fire Safety Plan must install an 'Operations Box'
- The Operations Box must be labelled 'Fire Safety Plan' on its front panel

FORMAT & TEXT

- All drawings, forms, checklists and reports shall be single sided
- All text shall be in Arial font, minimum font size of 12pt throughout the Fire Safety Plan
- Headings: Font size shall be a minimum of 14pt throughout the Fire Safety Plan
- Each file when submitted to WVFR shall be named in the following format (for example using the address 760 16th St.)
 - o Fire Safety Plan = **760 16th St. FSPL.pdf**
 - o Pre-Incident Plan = **760 16th St. PIPL.pdf**
 - o Vital Information Form = **760 16th St. VIFO.pdf**
 - o Fire Safety Director Form = **760 16th St. FSDF.pdf**
 - o Construction Fire Safety Plan = **760 16th St. CFSP.pdf**

DRAWINGS

- Refer to Fire Safety Plan & Pre-Incident Plan Drawing Requirements

SYMBOLS

- Refer to Fire Safety Plan & Pre-Incident Plan Drawing Symbols

FIRE SAFETY PLAN BINDER CONTENT

All Fire Safety Plan Binders are to be site / building specific. Specific requirements are referenced on page 2 and 3.

- Table of Contents
- Fire Department Information
- Site Plan Drawings
- Floor Plan Drawings
- Part 1: Objectives of the Fire Safety Plan
- Part 2: Fire Safety Director, Deputy Fire Safety Director & Fire Warden's Responsibilities
- Part 3: Instructions to Occupants
- Part 4: Inspection, Testing & Maintenance of Fire Protection Equipment
- Part 5: Reports & Checklists
- Part 6: Legal basis for Fire Safety Planning
- Part 7: Definitions
- Appendix: Alternative solutions, any special information pertaining to building, hot works, etc.

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CONTENT LAYOUT	TAB FORMAT	CONTENT REQUIRED	COLOUR PHOTOGRAPH
TABLE OF CONTENTS	Red Background Black Text		
FIRE DEPARTMENT INFORMATION	White Background Black Text		
Appointment of the Supervisory Staff			
Emergency Contacts			
Building Description		Year / type of construction, occupancy	
Fire Alarm Description / Location		Operating / reset instructions, paging / fire phones, fire zones	✓
Fire Alarm Monitoring		Company name & contact information	
Electrical Disconnect Location			✓
Elevators		Fire Department: - Simplified Operating instructions –point form	
Emergency Generator		Describe what equipment the generator supplies power to and include operating instructions and shut off location	✓
Emergency Lighting		Type & power source	
Exiting		All stairways shall be numbered or designated by numerical or alphabetical reference, including description of which stairways lead to the outside and roof top	
Fire Department Access Routes		Primary / secondary, vehicle access over an open space, weight limits	
Fire Department Connection		Describe what the FDC services - Location, Dry Standpipe, Wet Standpipe, Sprinklers, Combination	✓
Fire Department Lock Box Description / Location		Photograph for location orientation	✓
Fire Pump		Size, GPM, operating instructions	✓
Fire Department Roof Access		Location and type, door / hatch	✓
Fire Hydrant Locations		Public / private	
Gas Shut Off Location			✓

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CONTENT LAYOUT	TAB FORMAT	CONTENT REQUIRED	COLOUR PHOTOGRAPH
FIRE DEPARTMENT INFORMATION	White Background Black Text		
Hazards		All hazards shall be identified Note: If the hazard has a UN#, the UN# shall be included with the hazard	✓
Smoke Control		Describe smoke control measures	
Sprinkler System Description / Location		Age, zones, shut off locations	✓
Water Shut Off Location			✓
SITE PLAN DRAWINGS	Red Background Black Text	11" x 17", coloured, landscape format Using Template provided or similar format	
FLOOR PLAN DRAWINGS	Red Background Black Text	11" x 17", coloured, landscape format Using Template provided or similar format	
PART 1: Objectives of the Fire Safety Plan	Red Background Black Text	As per the BC Fire Code Division B, Part 2, Section 2.8: meet requirements of the BC Fire Code and any applicable local regulations	
PART 2: Fire Safety Director, Deputy Fire Safety Director & Fire Warden's Responsibilities	Red Background Black Text	Supervisory staff designation shall be site specific <i>Supervisory staff</i> means those occupants of a building who have some delegated responsibility for the fire safety of occupants under the Fire Safety Plan	
PART 3: Instructions to Occupants	Red Background Black Text	Shall be site specific	
PART 4: Inspection, Testing & Maintenance of Fire Protection Equipment	Red Background Black Text	Shall be site specific	
PART 5: Reports & Checklists	Red Background Black Text	Checklists and annual inspection, testing, maintenance reports shall be site specific	
PART 6: Legal basis for Fire Safety Planning	Red Background Black Text	As per the BC Fire Code Division C, Part 2, Section 2.2: it is the owner or owner's authorized agent who is responsible to carry out the provisions of the BC Fire Code	
PART 7: Definitions	Red Background Black Text	Shall be site specific	
APPENDIX	White Background Black Text	Examples of topics to be included in the Appendix if present: Alternative solutions (unique construction techniques), special information pertaining to the building and site, commercial cooking equipment, dangerous goods / hazardous processes & operations, storage, spill control & draining systems, hot works, dust producing processes and special processes involving flammable & combustible liquids / materials laboratories.	