



Fire Safety Plan

Why a Fire Safety Plan?

It has been known by fire departments for some time that an effective Fire Safety Plan offsets panic and indecision, and replaces it with purposeful actions during an emergency. In addition, an effective Fire Safety Plan contains measures to control fire hazards and prevent fires in a building on a daily basis.

What is a Fire Safety Plan?

A Fire Safety Plan is a detailed document designed to deal with all aspects of fire safety relating to a specific building or property. A Fire Safety Plan also provides important information to the fire department for use in the preparation of pre-fire plans for firefighting procedures in specific buildings.

Who requires a Fire Safety Plan?

Section 2.8 of the B.C. Fire Code sets the requirements for Fire Safety Plans; as well, the City of Nanaimo Fire and Life Safety By-Law No. 7108 Section 17(1) states:

17. Fire Safety Plans

(1) The owner or occupier of a Building or Structure that has a Fire Alarm System shall submit in a form acceptable to the Fire Chief a Fire Safety Plan.

Fire Safety Plan Development

It is the responsibility of the building owner or the owners authorized agent to obtain a Fire Safety Plan developer. The Fire Safety Plan developer will require a working knowledge of the building's construction, utilities, fire safety systems and required emergency procedures. The Fire Safety Plan developer must also be capable of producing the documents and drawings which are acceptable to the Nanaimo Fire Rescue Department. A guideline specific to Fire Safety Plan requirements for the City of Nanaimo can be obtained via email request at flpd@nanaimo.ca.

In many cases, developing an effective Fire Safety Plan will require the skills of a professional Fire Safety Plan consultant. The Nanaimo Fire Rescue Department can provide contact information for qualified Fire Safety Plan consultants; however, the Department does not endorse nor recommend the services of any particular consultant.

Fire Safety Plan Approval Process

Once the Fire Safety Plan has been developed it shall be forwarded to the Fire and Loss Prevention Division for review. This is to be done by way of an email addressed to flpd@nanaimo.ca as a **PDF document**. This office will not accept hard copies of the Fire Safety Plan. Once the Fire Safety Plan has been accepted by the Fire Chief, the developer of the Fire Safety Plan will be notified and forwarded a letter of approval.

Fire Safety Plan Retention

The Fire Safety Plan shall be permanently posted in the building, in a manner acceptable by the Nanaimo Fire Rescue Department, for reference by the fire department and building occupants.

The building owner or the owners authorized agent is required to review the Fire Safety Plan annually. City of Nanaimo Fire and Life Safety By-Law No. 7108 Section 17(2) states:

17. Fire Safety Plans

(2) The owner or occupier of a Building or Structure who has submitted a Fire Safety Plan to the Fire Chief shall each year, before the expiry of one (1) year from the last approval of Fire Safety Plan, revise it and resubmit it to the Fire Chief if any changes are necessary as a consequence of changes to the Building, utilities or Fire and Life Safety Equipment.

Questions

For questions regarding Fire Safety Plan requirements or for a list of qualified Fire Safety Plan consultants please contact the Nanaimo Fire Rescue Department, Fire and Loss Prevention Division at:

Phone: 250-753-7311

Email: flpd@nanaimo.ca