

**Windsor Fire & Rescue Services  
Fire Safety Plan Review Checklist**

Name:	Date Reviewed:
Address:	
Person preparing plan:	Telephone:
Reviewed by:	

Part	Required Information	Y	N	N/A	Page #
Cover page	Address				
	Date of plan				
	Signature of person preparing plan				
Introduction	Reason for fire safety plan *				
	Owner responsibility **				
Table of Contents	Sections and page numbers				
Audit of Human Resources	Building and business owner including name, address and phone number				
	24/7 contact for both on and offsite supervisory staff available upon notification to fulfil their obligations in the fire safety plan				
Audit of Building	Description of building by occupancy, use, size, age				
	Description of occupancy use (common language)				
	Construction type (combustible, non combustible, brick exterior, etc.				
Life Safety Systems – Please describe.	Fire Alarm System, Model, Monitored, Interconnected Smoke Alarm System				
	Sprinkler System				
	Standpipe System/hose cabinets				
	Emergency Lighting				
	Emergency Power				
	Portable Extinguishers				
	Smoke Control Measures (High Building)				
	F/F Elevators				
	Lock Box				
Smoke alarms/CO alarms					

Part	Required Information	Y	N	N/A	Page #
	Special Extinguishing Systems				
	Instructions for manual operation of the fire protection systems in kitchen 2.6.1.14(2).				
	Fire Safety Plan Location:				
Responsibilities of Owner	Appointment and organization of supervisory staff to carry out fire safety duties. 2.8.2.1.(1)(b)				
	Training of supervisory staff in their responsibilities for fire safety. 2.8.2.1.(1) (c).				
	Supervisory staff to be instructed in the fire emergency procedures as described in the fsp before given any responsibility. State. 2.8.1.2.(1).				
	A copy of the fire emergency procedures and other duties for supervisory staff as laid down in the fsp to be given to all supervisory staff. State				
	Hold drills.				
	Special provisions for persons requiring assistance. 2.8.2.1.(1)(a)(iv) State what they are. List to be kept as a separate document.				
Emergency procedures for occupants.	Instructions to occupants upon hearing the alarm and				
	Discovering a fire				
	Fire department phone number				
	Elevator use procedures				
	State that the emergency procedures will be posted on each floor. 2.8.2.5.(1)				
	If FAS not monitored notice by pull stations.2.8.2.5.(3)				
Emergency procedures for staff	Obligations of supervisory staff upon notification of fire emergency (attend, meet firefighters, provide access keys etc.) 2.8.1.2.(2) State and include any specific procedures for type of occupancy, eg. Turn down music, etc.				
Control, Containment & Extinguishment	Close doors to contain fire				
	Use portable extinguishers if fire is small, exit is unobstructed and you are trained to do so, fire department has been called.				
	Fighting a fire is a voluntary act				
Fire Drills	Procedure for conducting drills including: 2.8.3.1.(1)				
	Who must participate				

Part	Required Information	Y	N	N/A	Page #
	How often are they held				
	Records must be kept				
	Notify monitoring company prior to and after drill if monitored				
Persons requiring assistance	Description of special provisions for persons requiring assistance				
	List to be kept outlining what assistance is required, not attached to the fire safety plan.				
Control of fire hazards ie. Safe cooking practices, electrical hazards, smoking etc. 2.8.2.1.(1)(f)	List:				
Alternative measures – fire watch	Notification of fire department and monitoring company before and after shutdown				
	Fire watch procedures (hourly intervals, where) and log book signed				
	Procedures for notification of tenants & Fire Service (ie. Posted signage with alternate provisions in case of emergency on all floors, by elevators & entrances stating work and when it's expected to be completed; when and how to notify Fire Service )				
Maintenance of fire protection equipment 2.8.2.1.(1)(g)	Definitions - check, test, inspect				
	Who is responsible				
	Specific requirements for applicable systems				
	Records of tests and corrective measures must be maintained. Quote 1.1.2.1.(1) and 1.1.2.2.(1).				
Building schematics – legend to be used in drawings	Use provided legend for identifying the appropriate fire safety equipment and other applicable services on schematic of building				

Part	Required Information	Y	N	N/A	Page #
Fire fighter fire safety plans	Two fire fighter fire safety plans to be submitted				

Date of first plan review:
Date of second plan review:
Date of third plan review:
Approval date sent to Fire Chief:

\* **Reason for fire safety plan** - The implementation of the fire safety plan helps to ensure effective utilization of life safety features to protect people from fire. The fire safety plan is designed to suit the resources of each individual building or complex of buildings.

\*\* **Owner responsibility** – Owner as defined in the Fire Code O. Reg. 213/07, as amended, “means 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”.

1.1.2.1.(1) If a test, corrective measure or operational procedure required by this Code is conducted, a written record shall be prepared noting what was done and the date and time it was done.