

Windsor Fire & Rescue Services Fire Safety Plan Review Checklist

Name:	Telephone:
Address:	
Person Preparing Plan:	Telephone:
Reviewed By:	

		Y	N	N/A	Page #
Title Page	Address				
	Date of plan				
	Signature of person preparing plan				
Table of Contents	Sections and page numbers				
Introduction	Reason for fire safety plan				
	Requirements under O.F.C.				
	Owner responsibility				
Building Audit	Description of building by occupancy, use, size, age				
	Construction type				
Life Safety Systems Audit	Fire alarm system, monitoring company				
	Sprinkler system				
	Standpipe system/hose cabinets				
	Emergency lighting				
	Emergency power				
	Portable extinguishers				
	Smoke control measures				
	Special extinguishing systems				
	F/F elevators				
	Lock boxes				
	Location of fire safety plan				
Audit of human resources	Building owner				
	Position and phone numbers of persons with responsibility for occupant safety in the building				
Roles and responsibilities of supervisory staff	Training				
	Drills				
	Supervisory staff must maintain a list of people requiring assistance				
	Supervisory staff provided with a list of their responsibilities				
Emergency Procedures	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				
	Instructions for supervisory staff upon hearing the alarm of fire and upon discovering a fire				
Containment/Control of fire	Close doors to contain fire				
	Use portable extinguishers if fire is small, exit is unobstructed and you are trained to do so				
	Fighting a fire is a voluntary act				

Procedures for people requiring assistance	Identification and location of people requiring special assistance				
	Specific needs				
Fire Drills	Who must participate				
	How often are they held				
	Records must be kept				
	Notify alarm company prior to and after drill				
Maintenance of life safety systems	Definitions - check, test, inspect				
	Who is responsible				
	Specific requirements for applicable systems				
	Records of tests and corrective measures must be maintained				
Alternative measures in case of system shutdowns	Notification of fire department and monitoring company before and after shutdown				
	Fire watch procedures (intervals, where) and log book signed				
	Building specific procedures for notification				
Hazards	Waste handling				
	Smoking/open flames				
	Electrical hazards				
	Special hazards relating to occupancy use				
	Maintenance of exits				
	Maintenance of fire separations				
	Spill procedures				
Site plan	Utility shut off				
	Road access				
	Siamese connections				
	Hydrants				
Building schematics	Fire safety plan location				
	Exits				
	Portable extinguishers				
	Elevators				
	Hose cabinets				
	Fire alarm pull stations				
	Annunciator and fire alarm control panel				
	Main hydro panel				
Location of lock box					
Fire department access	Maintenance of fire access route				
	Provide access/keys to fire department				
At least one copy of the fire emergency procedures shall be prominently posted and maintained on each floor area	List locations				
Date of 1st Review					
Date of 2nd Review					
Date of 3rd Review					
Approval					