



SIDNEY FIRE DEPARTMENT



9837 THIRD STREET • SIDNEY • BRITISH COLUMBIA • V8L 3A6 • FAX (250) 656-6880
FIRE CHIEF (250) 655-5414 • DEPUTY CHIEF (250) 655-5421 • FIRE PREVENTION (250) 655-5434

Fire Safety Plan Checklist

Binder Requirements:

Each Site and Floor Plan need to be in size “11 X 17” plain white paper.
Each binder needs to be standard “8.5 X 11” three ring binder, red in color.
Have the wording “FIRE SAFETY PLAN” on the front and spine of the binder.
Have the building address 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, the Fire Department will issue a letter or an email of acceptance. This letter / email shall be placed in the front of the Fire Safety Plan binder.

Text Requirements:

All pages shall be single sided.
Headings: font size will be a minimum of 14 point throughout the plan.
Text: font size will be minimum 12 point throughout the plan.
Site plans, floor plans, reports & checklists must be single sided.

Tab 1: Table of Contents: RED BACKGROUND TAB WITH BLACK LETTERING

Tab 2: Fire Department Information: WHITE BACKGROUND TAB WITH BLACK LETTERING

SIDNEY FIRE DEPARTMENT

9837 Third St, V8L 3A6

250-656-2121

EMERGENCY 911

Emergency Contacts
General Building Information
Building Construction
Companies Onsite
Areas of Usage
Exit System
Roof/Attic Access
<i>Implement Coloured Photos</i>
Elevators



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	Fire Alarm Systems and Operations
	<i>Implement Coloured Photos of Fire Alarm Panel and Annunciator</i>
	Fire Department Connections
	<i>Implement Coloured Photos (both close up and a locational distance away)</i>
	Fire Department Access
	<i>Implement Coloured Photos of Key Vault (close up and a locational distance away)</i>
	Emergency Lighting
	Communications System
	Water Systems
	<i>Implement Coloured Photos (interior and exterior water shut offs)</i>
	Gas Systems
	<i>Implement Coloured Photo</i>
	Sprinkler System
	<i>Implement Coloured Photos (full sprinkler system and sprinkler control valve)</i>
	Standpipe System
	<i>Implement Coloured Photos (full standpipe system, standpipe control valve, & hose cabinet)</i>
	Main Hydro Shut Off
	Fire Pump
	<i>Implement Coloured Photo</i>
	Smoke Control System
	Heat, Ventilation, & Air Conditioning
	Emergency Power Supply
	<i>Implement Coloured Photo of Generator</i>
	Fire Hydrants
	Hazards
	<i>Implement Coloured Photos (gas, oil, and/or paint cans, etc.)</i>

Tab 3: Site Plan (Entire Property Showing): RED BACKGROUND TAB WITH BLACK LETTERING

	Fire Department Connections - Sprinkler/Standpipe/Fire Pump
	Hydrants with Location Information
	Water Shut Offs
	Gas Shut Offs
	Main Hydro Shut Offs: Interior and Exterior of Building
	Primary and Secondary Entrances to building (showing doors)



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	All other Exits/Doors
	Fire Department Access Route: Only for Fire Trucks Access
	Fire Department Access: Key Vault Location
	Graphics in accordance to NFPA 170
	Street Names
	Parking + Covered Parking + Underground Parking
	Assembly Area Description
	Site Plan + Address Labelling
	North Arrow
	Company Logo (from company doing the Fire Safety Plan)
	Legend with all symbols on the plan
	Annunciator (if outside)
	Stairs (if outside)

Table 4: Floor Plans: RED BACKGROUND TAB WITH BLACK LETTERING

(Main floor, all floors above grade, mezzanine, mechanical floors, roof, penthouse floors, basement and / or parking levels.)

	Exits
	Electrical, Mechanical, Boiler, Fan, Pump, Generator, Telephone, Mechanical, Machine, Elevator, Furnace, or any other rooms that have life safety devices.
	Fire alarm pull stations
	Fire alarm control panels and annunciators
	Locations of fire extinguishers
	Locations of sprinkler valves
	Locations of standpipe valves
	Location of hose cabinets
	Graphics in accordance to NFPA 170
	Doors
	Outlining of suites
	Stairs and Elevators
	Roof Access on last top floor and separate Roof Drawing