

FIRE SAFETY PLAN (FSP) SMALL BUILDING

FD 1304 (July 2018)



POST ON SITE		
Date of Submission	(YYYY/MM/DD)	Maximum duration is 12 months from the date of submission
General Contractor		Permit #
Site Address		
General Contractor Email Address		
Emergency Contact 24/7		
Person responsible for Fire Safety Plan (FSP)		

Upon Discovery of a Fire	
<input type="checkbox"/> Leave fire area immediately	<input type="checkbox"/> Use nearest exit, do not use man lifts or elevators
<input type="checkbox"/> Close all doors behind you, turn off equipment if safe to do so	<input type="checkbox"/> Try to extinguish a very small fire only
<input type="checkbox"/> Notify occupants verbally or sound horn or activate Fire Alarm System	<input type="checkbox"/> Go to Muster Point, stay there until instructed to do otherwise
<input type="checkbox"/> Call 9-1-1 (from a safe location)	<input type="checkbox"/> A Supervisor must await the arrival of the Fire Department at the main access point

Upon Hearing of a Fire Condition	
<input type="checkbox"/> Turn off equipment	<input type="checkbox"/> Go to Muster Point, be accounted for
<input type="checkbox"/> Use nearest exit	<input type="checkbox"/> Do not leave the Muster Point until instructed to do so
<input type="checkbox"/> Close doors behind you where practical	<input type="checkbox"/> Designates must account for all people expected to be on site

General Requirements	
<input type="checkbox"/> Smoking in designated area only (minimum 5 meters from building)	<input type="checkbox"/> Means to notify Fire Department available at all times
<input type="checkbox"/> Each site shall have a Muster Point	<input type="checkbox"/> Hot Works Safety Plan in place and applied at all times
<input type="checkbox"/> Fire extinguisher(s) available on site at all times	<input type="checkbox"/> Liquid Propane Gas (LPG) tanks and/or flammable liquid containers not allowed in buildings
<input type="checkbox"/> Combustible refuse stored in garbage containers	<input type="checkbox"/> Site security – shall be in place at all times
<input type="checkbox"/> Garbage containers minimum 3 meters from building	<input type="checkbox"/> Hazardous Materials on site? Location?

Emergency Numbers	
<input type="checkbox"/> Fire, Rescue, Dangerous Goods, Ambulance, Police	☎ 911
<input type="checkbox"/> Power	☎ 311 or alternate
<input type="checkbox"/> Water	☎ 311 or alternate
<input type="checkbox"/> Gas	☎ 311 or alternate

Contractor	
Contractor/Supervisor: (Print name)	Title:

I accept the requirements of the Fire Safety Plan as submitted.
 Contractor/Supervisor Signature: _____

Authority Having Jurisdiction	
Fire Safety Codes Officer: Name:	Signature:

Instructions:
 Upon completion of this form save as PDF and attach to Customer Service Request (CSR) in 311, create a Fire Safety Plan Review (FSPR) and attach PDF. Fire Safety Codes Officer (SCO) shall follow up.

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