

FIRE SAFETY PLAN INFORMATION

The Calgary Fire Department has a “Fire Safety Plan Program” that will impact numerous buildings and businesses within Calgary. The objective of the program is to ensure that the Calgary Fire Department has accurate and timely information on site about a building and/or business fire safety systems, contents and processes.

At the present time the Fire Safety Plan is a requirement by the Alberta Fire Code 2014.

To simplify the process we are supplying each participating building/business this information which includes:

- Vital Building Information (VBI) Form
- Approved Symbols Sheet for the Required Drawings
- Sample Base Building Drawing
- Sample Fire Alarm Zone Drawing

This information should be stored in a binder labeled “Fire Safety Plan”

Vital Building Information (VBI) Form

This form is a quick reference sheet for initial responders and must be completed by someone knowledgeable enough to provide accurate information on what is requested. More in depth information can be added in the tabbed sections (see below). All sections will typically not apply to all buildings, please complete the information that applies to your building/business. VBI is also available in Microsoft Word and RTF format at www.calgary.ca/fire . If you do not have an internet connection additional copies of the VBI may be obtained by calling 311 and asking for a “Fire Safety Plan” service request. Please have 5 copies in the binder.

Approved Symbols Sheet

These are the approved symbols that will be used on the Base Building Drawing and if applicable the Fire Alarm Zone Drawing. All symbols may not need to be used on all drawings. Symbols are available at www.calgary.ca/fire .

Sample Base Building Drawing

This is a drawing of the building main floor only showing CFD access points, stairways, fire department connections and separations between office and warehouse/operations etc. All symbols will typically not be used in all buildings. Only symbols used are required in the legend. Please have 5 copies in the binder.

Sample Fire Alarm Zone Drawing

This drawing is required (in addition to the base building drawing) when a building has a fire alarm system that has zoned coverage. During an alarm situation this type of system indicates at the fire alarm panel which zone in the building is in alarm but does not give the exact location of the device that set the system into alarm. By having this drawing fire crews have knowledge which section of the building is covered by a particular zone. Only symbols used are required in the legend. Please have 5 copies in the binder.

Tabbed Sections

Information and drawings should be inserted in the appropriately labeled section. If there is more information than can fit into the VBI form, insert that information in the appropriately labeled section. Copies of all maintenance certificates (fire alarm, fire pump, sprinkler system etc.) should be inserted in the appropriately labeled sections.

Fire Safety Plan Box

Local suppliers could potentially become a source at some point please contact your fire safety provider to see if they are stocking the Fire Safety Plan Box.

Fire Safety Plan Box Specifications

The minimum size for the Fire Safety Plan Box is 13” (33cm) wide x 13” (33cm) high x 4” (10cm) deep.

The locking mechanism will be a padlock that is non-reinforced and capable of being cut by a bolt cutter. A spare lock should always be in the box. Building access keys can be stored in the box but only if there is 24/7 security nearby, otherwise access keys should be stored in the Key Lockbox mounted on the exterior of the building. A tagged key for the padlock should be stored in the exterior Key Lockbox.

The Fire Safety Plan Box should be surface mounted inside the building at a height of 1.5 to 1.8 metres to the top of the box from the floor level and located in clear view, within 5 metres of the main entrance.

In buildings referenced in Subsection 3.2.6. of the Alberta Building Code 2014 (High Buildings) the Fire Safety Plan Box can be mounted at the Central Alarm and Control Facility (Fire Alarm Panel Room) following the same height mounting directions as above.

If there is 24/7 security in the building the Fire Safety Plan Box can be mounted at the security desk area at a height convenient for security personnel.

Buildings and businesses that require participation in the Fire Safety Plan Program are referred to in “The Alberta Fire Code 2014” and are as follows:

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| 2.8.1.1. General Application | 3.2.2.6. Indoor Storage General |
| 2.8.2.1. Measures in a Fire Safety Plan | 3.2.2.7. Location of Hazardous Materials |
| 2.8.2.2. Care or Detention Occupancies | 3.3.2.9. Outdoor Storage |
| 2.8.2.3. Assembly Occupancies | 3.3.6.7. Outdoor storage of Used Tires |
| 2.8.2.4. High Buildings | 4.1.5.6. Flammable and Combustible Liquids |
| 2.10.4.1. Day Care Centres | 5.1.5.1. Hazardous Processes and Operations |
| 2.12.1.1. Covered Malls | 5.2.3.7. Hot Works |
| 2.14.1.2. Construction Sites | 5.7.3.1. Laboratories |
| 3.1.2.6. Dangerous goods | |

If you have any questions or concerns please call 311 and ask for a “Fire Safety Plan” service request. Thank you for your participation in this program.