



CITY OF CHILLIWACK FIRE DEPARTMENT

*HOME-BASED DAYCARE
(8 children or less)*

CHILD CARE FACILITY FIRE & LIFE SAFETY GUIDELINE & SAMPLE FIRE SAFTY PLAN

October 2024



Dear Home-Based Childcare (8 children or less) Facility:

RE: FIRE SAFETY REQUIREMENTS CHECKLIST FOR YOUR HOME-BASED DAYCARE

To ensure the continued safety of the staff, clients, and children within your facility, the Chilliwack Fire Department encourages all home-based childcare facilities to maintain good fire safety practices. It is the responsibility of all building owners, or their designate, to ensure compliance with BC Fire Code, City of Chilliwack Regulations and Fraser Health Authority regulations. The Chilliwack Fire Department does not complete annual inspections on home-based daycares (with 8 children or less) after the first initial inspection unless requested by the owner or due to concerns made by public/childcare licensing. These inspections are only conducted in areas of the home that are used as daycare space. Below is a list of both requirements and recommendations to increase fire life safety in your home-based daycare:

Address: must be visible from road/lane, free from foliage, trees, etc; and in contrasting colors

Fire Hydrants: if on-site, must maintain min. of 3' feet of clearance on all sides

Fire Department Access: exterior route to a public road must be clear and safe

Exit Doors: two exits (doors) are required from the child care area to the exterior of the building. Exits must be accessible at all times (not blocked; no locking devices needing keys or special knowledge to open). Use of any child restrictive access gates or devices permitted only with Care Licensing Officer and Fire Inspector approval.

Aisleways: must provide clear access to all exits

Combustible Artwork: must not exceed 20% of the wall or ceiling area

Electrical Outlets: should be protected with secure covers

Extension Cords: should kept to a minimum and not overloaded

Electrical Panel: should be covered, clearly labelled, and no combustible items stored nearby

Evacuation Plan: must be prominently posted

Fire Safety Plan: must be in place showing procedures for evacuation, use of fire extinguisher, emergency numbers and confirm with the BC Fire Code; new daycares (or those in new locations) must submit a Fire Safety Plan for review by the fire department. **Only digital submissions will be accepted to fpo@chilliwack.com**

Fire Drills: must be documented and performed monthly as per BC Fire Code; records available on site

Furnace Area: should be separated from the daycare by a proper fire separation

Smoke Alarms: must be interconnected: required for each floor and sleeping area; testing records available on site



Carbon Monoxide Alarm: if any fuel-fired appliances on site, must be installed in the home

Fire Extinguishers: must be located adjacent corridors/aisles that provide access to exits, be mounted and in a visible location, accessible, and annually serviced with tags from a certified professional; min. 5lb (2A-10B:C rating) on each level used for the daycare

Portable Heaters: should be an approved type and kept away from combustibles

Open Flames: should ensure no smoking, vaping, open flames or lit candles while child care operates

Waste Receptacles: must be made of non-combustible material and self-closing

Utility & Storage Areas: should be inaccessible to children, there should be no combustible storage near furnace or hot water heater and, that there flammable & combustible liquids are not stored within the main dwelling unit

Telephone: must ensure there is a reliable phone (landline preferred, but if cellular phone – no calling card or restrictive use contracts and phone must be kept charged), post emergency numbers nearby

As no two facilities are the same, other conditions may apply upon inspection. If you have any questions on the above items, please call the fire prevention office at 604-792-8713 or email fpo@chilliwack.com

-Fire Prevention Division



City of Chilliwack
Fire Department

Fire Hall 1
#2 – 45950 Cheam Avenue
Chilliwack, BC
V2P 1N6
Tel: (604) 792-8713

Home-based Childcare Inspection
Check List

Address: _____ Postal Code: _____
 Business Name: _____ Building Name: _____
 Owner/Occupant: _____ Telephone: _____
 Email: _____

Occupancy Classification: C
 Occupancy Use: Home-Based Daycare (8 or less children)

To ensure the continued safety of the staff, clients, and children within your facility, the Chilliwack Fire Department encourages all home-based childcare facilities to maintain good fire safety practices. It is the responsibility of all building owners, or their designate, to ensure compliance with BC Fire Code, City of Chilliwack Regulations and Fraser Health Authority regulations. The Chilliwack Fire Department does not complete annual inspections on home-based daycares (with 8 children or less) after the first initial inspection unless requested by the owner or due to concerns made by public/childcare licensing. These inspections are only conducted in areas of the home that are used as daycare space. Below is a list of both requirements and recommendations to increase fire life safety in your home-based daycare:

Compliant	N/A	
<input type="checkbox"/>		Address: must be visible from road/lane, free from foliage, trees, etc; and in contrasting colors
<input type="checkbox"/>	<input type="checkbox"/>	Fire Hydrants: if on-site, must maintain min. of 3' feet of clearance on all sides
<input type="checkbox"/>		Fire Department Access: exterior route to a public road must be clear and safe
<input type="checkbox"/>		Exit Doors: two exits (doors) are required from the child care area to the exterior of the building. Exits must be accessible at all times (not blocked; no locking devices needing keys or special knowledge to open). Use of any child restrictive access gates or devices permitted only with Care Licensing Officer and Fire Inspector approval.
<input type="checkbox"/>		Aisleways: must provide clear access to all exits
<input type="checkbox"/>		Combustible Artwork: must not exceed 20% of the wall or ceiling area
<input type="checkbox"/>		Electrical Outlets: should be protected with secure covers
<input type="checkbox"/>		Extension Cords: should kept to a minimum and not overloaded
<input type="checkbox"/>		Electrical Panel: should be covered, clearly labelled, and no combustible items stored nearby
<input type="checkbox"/>		Evacuation Plan: must be prominently posted
<input type="checkbox"/>		Fire Safety Plan: must be in place showing procedures for evacuation, use of fire extinguisher, emergency numbers and confirm with the BC Fire Code
<input type="checkbox"/>		Fire Drills: must be documented and performed monthly as per BC Fire Code; records available on site
<input type="checkbox"/>	<input type="checkbox"/>	Furnace Area: should be separated from the daycare by a proper fire separation
<input type="checkbox"/>		Smoke Alarms: must be interconnected: required for each floor and sleeping area; testing records available on site
<input type="checkbox"/>		Carbon Monoxide Alarm: if any fuel-fired appliances on site, must be installed in the home
<input type="checkbox"/>		Fire Extinguishers: must be located adjacent corridors/aisles that provide access to exits, be mounted and in a visible location, accessible, and annually serviced with tags from a certified professional; min. 5lb (2A-10B:C rating) on each level used for the daycare
<input type="checkbox"/>		Portable Heaters: should be an approved type and kept away from combustibles
<input type="checkbox"/>		Open Flames: should ensure no smoking, vaping, open flames or lit candles while child care operates
<input type="checkbox"/>		Waste Receptacles: must be made of non-combustible material and self-closing
<input type="checkbox"/>		Utility & Storage Areas: should be inaccessible to children, there should be no combustible storage near furnace or hot water heater and, that there flammable & combustible liquids are not stored within the main dwelling unit
<input type="checkbox"/>		Telephone: must ensure there is a reliable phone (landline preferred, but if cellular phone – no calling card or restrictive use contracts and phone must be kept charged), post emergency numbers nearby

INSPECTED ON: YYMMDD RE-INSPECTION IS REQUIRED YYMMDD Owner/Occupant Signature: SIGNATURE
 (If applicable) Please complete all corrective actions, sign & date. SIGNATURE
 Return completed form to fpo@chilliwack.com YYMMDD
 Inspected by: NAME(S)



City of Chilliwack
Fire Department

Fire Hall 1
#2 – 45950 Cheam Avenue
Chilliwack, BC
V2P 1N6
Tel: (604) 792-8713

Child Care Fire Safety Plan
Review Checklist

Address: _____ Postal Code: _____
 Business Name: _____ Building Name: _____
 Owner/Occupant: _____ Telephone: _____
 _____ Email: _____
 Occupancy Classification: C
 Occupancy Use: Home-Based Daycare (8 or less children)

A fire safety plan is crucial for daycare facilities. It ensures a swift evacuation, provides clear response guidelines, demonstrates commitment to public safety, meets regulatory requirements, and trains staff on fire safety procedures. This plan helps protect the lives and well-being of children, staff, and visitors.
 As per BC Fire Code 2.8.2, fire safety plans must be reviewed and practiced regularly to ensure their effectiveness. This includes conducting drills and simulations to familiarize staff with evacuation procedures and emergency response protocols. Additionally, new daycares or those that have changed locations are required to submit a digital copy of their fire safety plans to fpo@chilliwack.com for review. This ensures that the plans meet current regulations and are appropriate for the specific facility.

The following must be indicated on the fire safety plan:

Compliant	
<input type="checkbox"/>	Facility name, address, and contact information
<input type="checkbox"/>	Site & floor (emergency procedures) plan
<input type="checkbox"/>	Emergency contacts
<input type="checkbox"/>	Instructions to occupants in case of fire: <ul style="list-style-type: none"> ○ Sounding the fire alarm, ○ Notifying the fire department, ○ Instructing occupants on the procedures to follow when an alarm sounds, ○ Evacuating occupants – including provisions for how you will assist those unable to self evacuate (infants or those with mobility challenges), ○ Confining, controlling and extinguishing a fire
<input type="checkbox"/>	Responsibilities of staff and occupants
<input type="checkbox"/>	Training of staff on their responsibilities
<input type="checkbox"/>	Type, location, and operation of fire emergency systems, these may not all be applicable: <ul style="list-style-type: none"> ○ Smoke alarms ○ CO alarms ○ Fire alarm system ○ Sprinklers ○ Fire extinguishers ○ Exits
<input type="checkbox"/>	Fire drills – including documentation
<input type="checkbox"/>	Fire prevention, preparedness & control
<input type="checkbox"/>	Inspection & maintenance of building facilities

REVIEWED ON:

REVIEWED BY:

FIRE

NON-EMERGENCY

9-1-1

604-792-8713

POLICE

NON-EMERGENCY

9-1-1

604-792-4611

AMBULANCE

NON-EMERGENCY

9-1-1

604-872-5151

POISON CONTROL CENTRE

1-800-567-8911

HEALTHLINK BC

8-1-1 (Toll free in BC)

Call the Provincial health line at **8-1-1** any day, any time to speak with a health service navigator, who can connect you with a registered nurse (24/7) for questions and advice, and other service professionals (or for the deaf and hearing impaired, dial **7-1-1**). Translation services available

GAS TROUBLE

1-800-663-9911

ELECTRICAL TROUBLE

1-888-769-3766

MY ADDRESS:

OTHER EMERGENCY NUMBERS:

FIRE SAFETY PLAN CHILD CARE FACILITIES

NAME OF FACILITY:

ADDRESS:

PLAN REVIEWED BY:

DATE:

DOCUMENT TO BE ON SITE CONTAINED IN A RED BINDER MARKED: "FIRE SAFETY PLAN" RETAIN CURRENT RECORDS OF FIRE DRILLS, SERVICE & INCIDENT REPORTS IN BINDER

Childcare Fire Safety Plan – rev October 2024

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EMERGENCY CONTACTS

FIRE – POLICE – AMBULANCE

EMERGENCY 9 1 1

Non-emergency numbers:

Chilliwack Fire Department	604-792-8713
Chilliwack RCMP	604-792-4611
BC Ambulance Service	604-872-5151

OTHER AGENCIES

Poison Control Centre	1-800-567-8911
Gas Trouble (Fortis BC)	1-800-663-9911
Electrical Trouble (BC Hydro)	1-888-769-3766
Helpline for Children / Reporting Abuse & Neglect	310-1234
Chilliwack General Hospital	604-795-4141
HealthLink BC (non-emergency health information)	811
Chilliwack Community Care Licensing	604-702-4950 Ext. 614952

ADDITIONAL CONTACTS

INSTRUCTIONS TO OCCUPANTS IN CASE OF FIRE

IF YOU DISCOVER A FIRE...

1. SOUND the alarm to notify all occupants by _____
2. EVACUATE CHILDREN TO SAFETY AND REMAIN CALM – Take Emergency Consent Cards and exit the building to outdoor assembly zone. Count children and keep children safely away from all dangers (fire, smoke, traffic, hazards etc.).
3. PHONE 9-1-1 TO REPORT the emergency, ensure you call from a safe location:
 - Give your name
 - Address of building _____
 - Information about emergency (what, where, is fire spreading/contained, is everyone safely evacuated or are persons trapped inside, etc.)
4. DO NOT RE-ENTER the building for any reason, WAIT until “all clear” by the Chilliwack Fire Department
 - Fill out “Incident/Activity” report.

IF YOU HEAR A FIRE ALARM, SMOKE or CO ALARM...

1. EVACUATE CHILDREN and follow instructions 2 - 4 above

CONSENT CARDS

NOTIFY parent/guardian of children in care as soon as possible to make necessary arrangements for each child’s safety and notify Fire Safety Director when possible.

ONLY FIGHT A FIRE IF IT IS SMALL AND EVERYONE IS SAFE

EXIT IMMEDIATELY IF FIRE DOES NOT GO OUT, PHONE 9-1-1

OBJECTIVES OF THE FIRE SAFETY PLAN

GENERAL

Fire safety planning has 3 primary objectives:

- Fire Hazard Control
- Fire Protection Systems Maintenance
- Emergency Evacuation

When a fire safety plan is required, the building owner must prepare it in accordance with the BC Fire Code, accepted industry practices and the local fire department.

FIRE SAFETY PLANNING CONCEPTS

A key concept of fire safety planning is to help prevent fires, injury and property loss by knowing how to control fire hazards, inspect and maintain fire protection devices, and provide written procedures for the safe and orderly evacuation of occupants in case of a fire or other life-threatening emergency.

The plan must consider the level of participation of building occupants and any assistance needed, including limits of building design and safety features.

Supervisory staff are often relied on to help prevent fires, hazards, injury and further loss. Familiarity in the building and its safety features is important and training should include directing and assisting evacuation in the event of fire, and simple notification and fire control procedures until the fire department arrives. Frequent drills along with coordination to ensure trained staff are available on the premises at all times may be necessary (and required for child care facilities).

Therefore, a fire safety plan must be **clear, simple and easy to follow**. It is essential the Fire Safety Director understands the plan to implement it – to ensure fire hazards are promptly corrected, supervisors are trained where required, fire protection systems are inspected and the building used and maintained as required by safety regulations.

Licensed child care facilities* may have additional requirements in the Community Care Licensing Regulations pursuant to the “Community Care and Assisted Living Act”.

*For information on licensing requirements, please refer to your Fraser Health Community Care Licensing Officer

FIRE SAFETY DIRECTOR APPOINTMENT

Date			
Name			
Home Address		Phone	
Work Address		Phone	
<i>If different from above:</i>		Cell/Alternate #	

FIRE SAFETY DIRECTOR

The Fire Safety Director (FSD) is the person responsible to implement, evaluate and update the Fire Safety Plan including training of supervisory staff and to ensure safety features are in correct operation (not in need of repair). Typically the FSD is appointed by the building owner in writing (see above) or the owner can be self-appointed in this role.

Fire regulations do not require the FSD to be in the building on a continuous basis; however, the FSD should be available to respond to the building upon notification of a fire emergency in order to provide assistance as described in this plan. When the FSD is unavailable, a Deputy Fire Safety Director (DFSD) should be appointed and available to assume the role of Fire Safety Director (person must be familiar with the Plan and the FSD role before being assigned any fire safety responsibilities).

Licensed child care facilities must follow additional supervision and safety requirements in the Community Care Licensing Regulations pursuant to “Community Care and Assisted Living Act”. For information on these requirements, please refer to your Fraser Health Community Care Licensing Office. [Refer to BC Fire Code 2018 Div.B Section 2.10 Community Care Facilities]

RESPONSIBILITY

The fire code states the building **owner** or the **owner’s authorized agent** is responsible for carrying out the provisions of the code. This includes the safety of occupants and maintenance of building and fire protection systems. These systems must receive regular inspections, tests, and service.

Most inspections are **quick checks** to ensure a particular system is operating and is not in need of repair (see Inspection & Maintenance sections). Checks do not require a high degree of technical knowledge of a particular system, and can be performed by the FSD (or designated supervisory staff) where he or she is in the building on a **daily and regular** basis.

Technical inspections typically involve more specialized skills and knowledge that require a qualified person or contractor. To find an experienced certified contractor (as defined in this Plan and fire regulations), see Fire Protection Service Contractors generally listed in the yellow pages under the heading “Fire” or by searching “fire protection service” in your internet browser.

FIRE SAFETY DIRECTOR

GENERAL DUTIES

- Administer and implement the Fire Safety Plan, all safety measures, and update the Plan when changes are necessary or made to the building:
 - Train any Deputy Fire Safety Director and Supervisory Staff
 - Post information on fire safety and evacuation instructions
- Record information on the following:
 - Fire incidents and emergencies including false alarms
 - Service, tests and maintenance of fire protection system
 - Discharge or operation of fire protection equipment
 - Fire drills, training periods and minutes of safety meetings (as applicable)
- Schedule fire protection systems inspections, tests and service in accordance with the Plan and fire regulations. Where an inspection, service or test procedure requires technical skills, ensure a qualified contractor completes the procedure.
- Take precautions to offset hazards and notification to occupants when fire protection systems are temporarily inoperable. This should include:
 - Checking this Plan and the BC Fire Code when fire systems need repair,
 - Limiting occupant exposure to repair work and conduct a fire watch
- Ensure repairs do not put the building or occupants to undue risk of fire. This includes checking the Plan and BC Fire Code to ensure safety procedures, regulations, and any local permit requirements are followed.
- Ensure an adequate number of Supervisory Staff are available to carry out responsibilities during an emergency, and for evacuation. Includes notifying the Deputy Fire Safety Director (as applicable) when the FSD is unavailable.

ADDITIONAL CONSIDERATIONS

- ✓ Resolve all fire or safety hazards observed or reported. The higher the risk, the faster it should be dealt with.
- ✓ Consider other emergency situations which could affect the building/occupants (e.g. earthquake, natural gas leak, extended power outage, security threat, etc.).
- ✓ Prepare understanding any physical needs of children during an emergency:
 - Have flashlights available with fresh batteries for times of darkness
 - Have an alternate safe location off site in case of adverse weather or for extended evacuation, until children can be reunited with caregivers
 - Have children's consent cards always available in case of evacuation
 - Have a suitable first aid kit – store safely in a quickly accessible location

DEPUTY FIRE SAFETY DIRECTOR APPOINTMENT

Date			
Name			
Home Address		Phone	
Work Address		Phone	
<i>If different from above:</i>		Cell/Alternate #	

DEPUTY FIRE SAFETY DIRECTOR

Person appointed and trained to assist in the role of the Fire Safety Director in his/her absence.

GENERAL RESPONSIBILITIES

1. Assist Fire Safety Director with implementing the Fire Safety Plan.
2. Assume responsibilities of Fire Safety Director in his/her absence.

FIRE DRILLS

REQUIRED FREQUENCY

Fire drills must be conducted **each month** to ensure staff (and children) know how to exit the building safely and quickly, and know how to choose a safe exit in case of fire, smoke or other life-threatening emergency.

Emphasis should be placed on calm and order, taking appropriate actions to keep children engaged in learning correct responses without causing fear or panic.

Regular practice also ensures exit paths are kept clear and procedures are well known. For supervisory staff, verbal on-the-spot questions should be asked “*what you do in case of...*” to ensure staff understands all instructions so valuable time is not wasted looking for written/posted instructions to follow during an emergency.

Complete the ***Childcare Facility Fire Drill Form*** and keep all records.

CHILDCARE FACILITY FIRE DRILL FORM

Facility Name & Address:	
Date of fire drill:	
Time of drill:	
Person in charge (facility manager):	
Person conducting the drill (if different):	
Total number of children in attendance:	
Total number of supervisory staff/parents in attendance:	
Total time (in minutes) taken to safely evacuate building:	
REMARKS	
Persons with specific evacuation needs (hearing / vision impaired, wheelchair, infants):	
List any problems or concerns encountered during the drill:	
Recommendations (Fire Safety Director to follow up as necessary):	

***Please keep this completed form on file.
Reviewed by Fire Safety Director, initial here _____.***

BUILDING & FIRE PROTECTION INFORMATION

BUILDING OCCUPANCY

Primary Occupancy: Group C “Residential”

Secondary Occupancy: Home-based Daycare

Child Care Description: _____

FIRE PROTECTION

SMOKE ALARMS and CO ALARMS

Number of working **smoke alarms** within the facility: _____

Smoke alarms are located: _____

Number of working **CO alarms** within the facility: _____

- Function test each alarm unit by using the test button **every month**
- Gently clean smoke alarms using vacuum or hair dryer to remove dust **annually**
- Replace after no longer than **10 years of operation or upon expiry date**
- Smoke alarms required in all sleeping areas, hard-wired and **interconnected**
- CO alarm required on each level for any **fuel-fired appliance** (gas/wood)

PORTABLE FIRE EXTINGUISHERS

Number of working fire extinguishers in the facility: _____

Fire extinguishers shall be **securely mounted** on a wall between 4”-60” from the floor in a visible, easily accessible location (minimum rating 2A-10B:C or higher)

Mark all extinguisher locations on the Floor Plan.

Monthly – Check for signs of damage, ensure unit is full and ready for use.

Annually – Service extinguisher by qualified ASTTBC contractor, tag required.

EXITS

Number of available fire exits in the facility: _____

Exits shall be **accessible at all times** without the use of special knowledge, devices or keys to open, and any locking devices shall meet the approval of the Fire Service.

Mark all exit locations on the Floor Plan.

Daily – Check to ensure no obstructions, including any snow or ice in winter.

SITE & FLOOR PLANS

Prepare a Floor Plan for each level of the premises, including a Site Plan, showing the minimum information below. Floor Plan(s) shall be posted in each floor area (as used by facility) along with the “Instructions to Occupants In Case of Fire”.

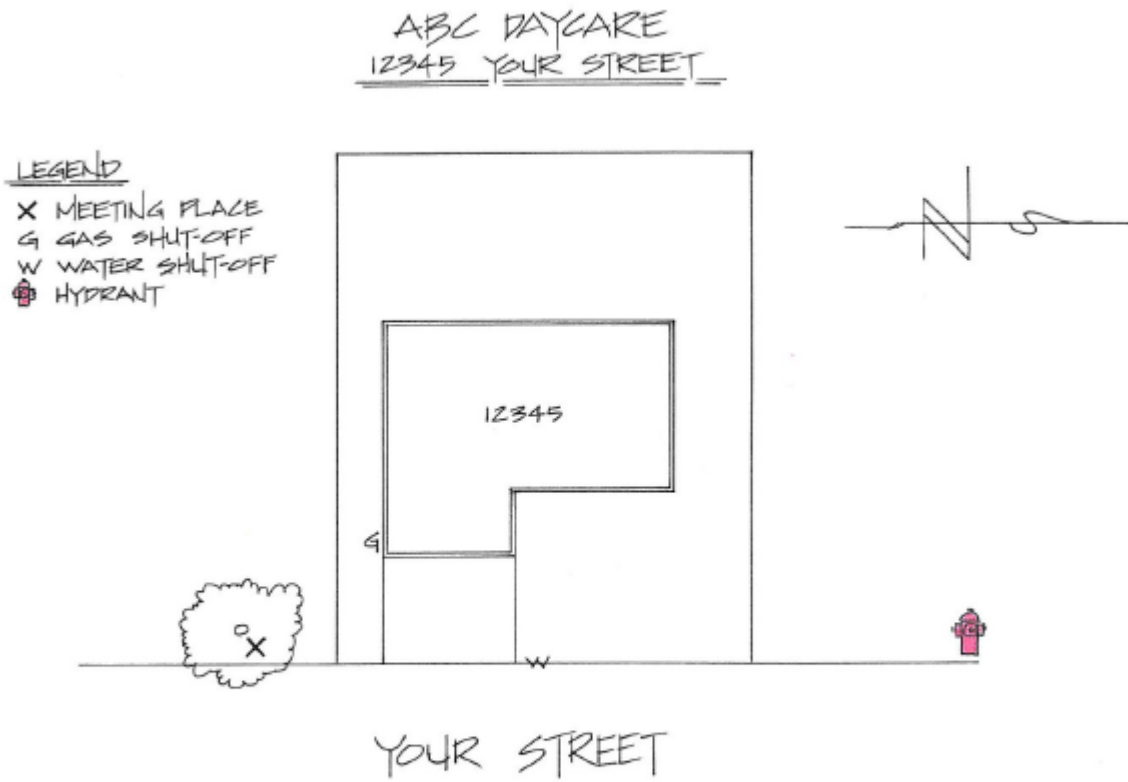
Acceptable locations for placing information should be discussed with the Chilliwack Fire Department prior to posting.

Floor Plan shall include:

1. facility name and address,
2. legend showing symbols used on the plan (use colours),
3. north direction,
4. **“You Are Here”** word indication or person symbol
5. show all exits (use green arrow),
6. show extinguishers (use red circle or extinguisher symbol per NFPA 170),
7. show electrical **“E”**, gas **“G”**, water **“W”** utility shutoff locations,
8. show **“PS”** for Fire Alarm Pull Station (if there is a fire alarm system)
9. show smoke alarms (black text with red circle **“S”**) and carbon monoxide alarms (black text with red circle **“CO”**)
10. show evacuation assembly zone (meeting place) or indicate where to safely assemble with a large **“X”**
11. show legible instructions “in case of fire” on floor plan (or post beside it).

Insert a copy of the Site Plan and Floor Plans (using colour symbols) into next pages.
(refer to example site and floor plan)

SITE PLAN

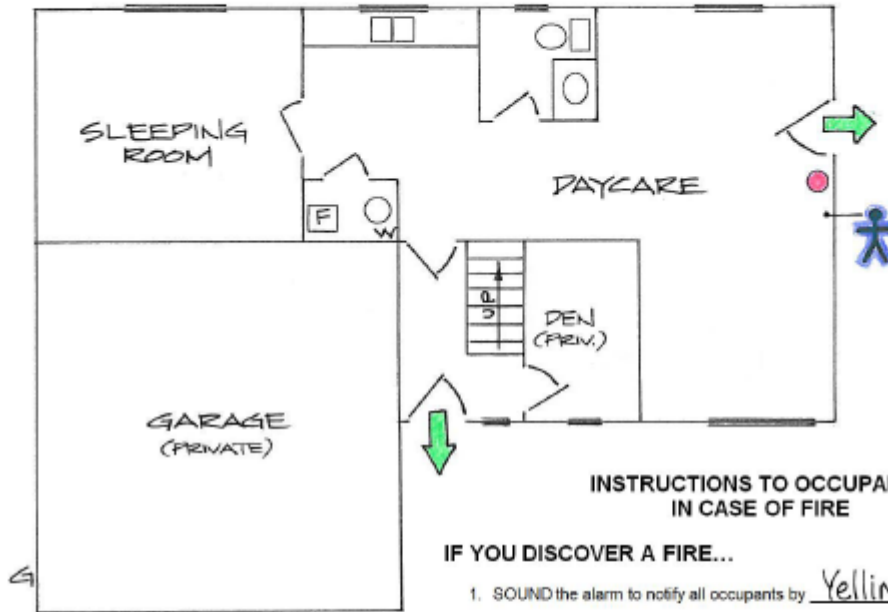


EXAMPLE

FLOOR PLAN

FLOOR PLAN

ABC DAYCARE
12345 YOUR STREET



INSTRUCTIONS TO OCCUPANTS IN CASE OF FIRE

IF YOU DISCOVER A FIRE...

1. SOUND the alarm to notify all occupants by Yelling "Fire"
2. EVACUATE CHILDREN TO SAFETY AND REMAIN CALM – Take Emergency Consent Cards and exit the building to outdoor assembly zone. Count children and keep children safely away from all dangers (fire, smoke, traffic, hazards).
3. PHONE 9-1-1 TO REPORT the emergency, ensure you call from safe location:
 - Give your name
 - Address of building "12345 Your Street"
 - Information about emergency (what, where, is fire spreading/contained, is everyone safely evacuated or are persons trapped inside, etc.)
4. DO NOT RE-ENTER the building for any reason. WAIT until "all clear reported" by the Abbotsford Fire Rescue Service... Fill out "Incident/Activity" report.

IF YOU HEAR A FIRE ALARM / SMOKE ALARM...

1. EVACUATE CHILDREN and follow instructions 2 - 4 above

CONSENT CARDS

NOTIFY parent/guardian of children in care as soon as possible to make necessary arrangements for each child's safety and notify Fire Safety Director when possible.

ONLY FIGHT A FIRE IF IT IS SMALL AND EVERYONE IS SAFE
EXIT IMMEDIATELY IF FIRE DOES NOT GO OUT, PHONE 9-1-1

LEGEND

- EXTINGUISHER
- ➡ EXIT
- F FURNACE
- W WATER
- G GAS
- 🧑 YOU ARE HERE

EXAMPLE

INSPECTION & MAINTENANCE

GENERAL REQUIREMENTS

The British Columbia Fire Code requires the building to be maintained in good repair and requires fire protection systems be inspected and serviced to remain operational.

In most cases the Fire Code does not provide detailed procedures on required tests, inspections, and maintenance. Instead references are made to accepted standards, such as developed by the National Fire Protection Association (NFPA), Canadian Standards Association (CSA), and many others. Standards required by the Fire Code are identified in this plan as a *Reference Standard*.

RECORD KEEPING

Records shall be retained for a **minimum of 2 years** from the date of activity for all inspections, tests and maintenance of fire protection systems, whether completed by the Fire Safety Director or a qualified contractor.

Records should be kept in the Fire Safety Plan for review by the authority having jurisdiction (daily inspections are exempt from record requirements).

QUALIFIED CONTRACTORS

Persons working on **fire protection systems** must be certified as ASTTBC technicians and be qualified to service the specific fire protection system as noted on their ASTTBC stamp (as per the City of Chilliwack Bylaw 2721, 2000).

Contractors may perform their own unique inspection and testing procedures; however, these procedures must meet the requirements set by the applicable code or referenced standard. Common procedures may be detailed in the Plan so the Fire Safety Director has some idea of what service a qualified contractor should be providing.

SAFETY DURING ALTERATIONS & REPAIRS

During alterations and repairs, ensure the building and occupants are not exposed to undue fire hazards created by contractor's work or equipment brought into the building. A frequent inspection of the affected area is suggested in order to ensure:

- Exits are free and clear of obstructions
- Dangerous work areas are inaccessible to occupants
- Contractors have obtained required building permits
- Flammable, combustible liquids & gases are handled and stored safely
- Heat producing equipment, tools and portable heaters are used safely
- Contractor to have own extinguisher on site for safety during hotworks
- Conduct fire watch during all hot works, grinding, braising, welding, etc. and for a least ½ hour afterwards, then check again after 1 hour interval

If a safety concern is suspected, contact the Fire Service for advice or to inspect.

INSPECTION & MAINTENANCE

COMMON PUBLIC AREAS

Reference Standard: BC Fire Code

Daily Inspection (Fire Safety Director)

- No flammable/combustible liquids or chemicals stored in any location accessible to children
 - No combustible waste, refuse or recycling accumulations that pose a hazard
 - No worn electrical extension cords used or outlets without child-proof covers
 - Heating appliances out of reach of children & pets, maintain manufacturer's clearance to any combustible surfaces and furniture (at least 3 feet clear)
 - No oily or stain-soaked rags – all tools and equipment are safe or put away
- Record Keeping: **None**

PORTABLE FIRE EXTINGUISHERS

Reference Standard: NFPA 10, *Standard for Portable Fire Extinguishers*

An inspection is a *quick check* that an extinguisher is available and will operate. It is intended to give reasonable assurance that it is fully charged and operable.

Maintenance is a *thorough check* of an extinguisher which is intended to give maximum assurance that it will operate effectively and safely, and will normally reveal the need for hydrostatic pressure testing. Recharging is the replacement of the extinguishing agent.

Monthly Inspection (Fire Safety Director)

Check portable fire extinguishers for the following:

- Located in designated place (see floor plan for location)
- No obstruction to access or visibility
- Operating instructions on nameplate is legible and facing outward
- Seals and tamper indicators are not broken or missing
- Determine fullness by weighing or *hefting*
- Examine for obvious physical damage, corrosion, leakage, or clogged nozzle
- Pressure gauge indicator is in the operable range or position

Record Keeping: **Monthly Records**

- Serial number of extinguishers requiring maintenance should be recorded on report for qualified contractor (ensure you receive same unit after service)
- Date extinguisher was inspected
- Initials of person performing inspection

Annual Maintenance

Qualified Contractor (ASTT certified, service stamp required)

- Perform maintenance in accordance with the B.C. Fire Code Regulations and NFPA 10, including any necessary hydrostatic pressure testing.
- Record Keeping: **Annual Records**

INSPECTION & MAINTENANCE

SMOKE ALARMS and CO ALARMS*

Reference Standard: BC Fire Code

*CO ALARMS shall be inspected, tested and maintained to manufacturer instructions.

Monthly Test (Fire Safety Director)

- Check monthly by pushing test button on each unit to test
- Record Keeping: **Monthly Records**

Annual Maintenance (Fire Safety Director)

- Clean gently using hair dryer or vacuum to remove dust
- Record Keeping: **None**

EXITS

Reference Standard: BC Fire Code

Daily Inspection (Fire Safety Director)

- Inspect exit doors to ensure they remain clear, and not blocked open for doors in fire separations (e.g. garage). Doors equipped with a hold open device must be able to release automatically in the event of a fire.
 - Corridors and exit routes are free of obstructions (boxes, toys, etc.)
 - Exterior exit stairs and exterior paths maintained free of snow and ice
- Record Keeping: **None**

Monthly Inspection (Fire Safety Director)

- Operate exit doors and doors in fire separations to ensure they open/close properly.
- Record Keeping: **Monthly Records**

CHIMNEYS*, FLUES & FLUE PIPES (where applicable)

Reference Standard: BC Fire Code

Annual Inspection

Qualified Contractor (*WETT certified for wood fired appliances)

- Inspect for any dangerous conditions at intervals not greater than 12months,
 - Immediately after any chimney fire, before re-use,
 - During installation of any additional appliance,
 - Clean as often as necessary to remove dangerous accumulations of combustible deposits.
- Record Keeping: **Annual Records**

INSPECTION & MAINTENANCE MONTHLY RECORDS

(Photocopy this page blank for each year)

Facility Name & Address: _____
YEAR (attach contractor service records for repairs) _____

Mark appropriate box for each item listed – to be completed by the Fire Safety Director.
 The Fire Code requires service records and reports be kept for a **minimum of 2 years**.

GENERAL FIRE INSPECTION:

Check the facility for fire life safety hazards

	OK	Service		OK	Service		OK	Service
Jan	<input type="checkbox"/>	<input type="checkbox"/>	May	<input type="checkbox"/>	<input type="checkbox"/>	Sep	<input type="checkbox"/>	<input type="checkbox"/>
Feb	<input type="checkbox"/>	<input type="checkbox"/>	Jun	<input type="checkbox"/>	<input type="checkbox"/>	Oct	<input type="checkbox"/>	<input type="checkbox"/>
Mar	<input type="checkbox"/>	<input type="checkbox"/>	Jul	<input type="checkbox"/>	<input type="checkbox"/>	Nov	<input type="checkbox"/>	<input type="checkbox"/>
Apr	<input type="checkbox"/>	<input type="checkbox"/>	Aug	<input type="checkbox"/>	<input type="checkbox"/>	Dec	<input type="checkbox"/>	<input type="checkbox"/>

PORTABLE FIRE EXTINGUISHERS:

Check extinguishers monthly to ensure in place, gauge reads full, no visible damage,
 contents are free flowing (turn over or gently shake to feel if contents move inside)

	OK	Service		OK	Service		OK	Service
Jan	<input type="checkbox"/>	<input type="checkbox"/>	May	<input type="checkbox"/>	<input type="checkbox"/>	Sep	<input type="checkbox"/>	<input type="checkbox"/>
Feb	<input type="checkbox"/>	<input type="checkbox"/>	Jun	<input type="checkbox"/>	<input type="checkbox"/>	Oct	<input type="checkbox"/>	<input type="checkbox"/>
Mar	<input type="checkbox"/>	<input type="checkbox"/>	Jul	<input type="checkbox"/>	<input type="checkbox"/>	Nov	<input type="checkbox"/>	<input type="checkbox"/>
Apr	<input type="checkbox"/>	<input type="checkbox"/>	Aug	<input type="checkbox"/>	<input type="checkbox"/>	Dec	<input type="checkbox"/>	<input type="checkbox"/>

SMOKE ALARMS / CO ALARMS:

Check units monthly and push the test button on each unit to test alarm function

	OK	Service		OK	Service		OK	Service
Jan	<input type="checkbox"/>	<input type="checkbox"/>	May	<input type="checkbox"/>	<input type="checkbox"/>	Sep	<input type="checkbox"/>	<input type="checkbox"/>
Feb	<input type="checkbox"/>	<input type="checkbox"/>	Jun	<input type="checkbox"/>	<input type="checkbox"/>	Oct	<input type="checkbox"/>	<input type="checkbox"/>
Mar	<input type="checkbox"/>	<input type="checkbox"/>	Jul	<input type="checkbox"/>	<input type="checkbox"/>	Nov	<input type="checkbox"/>	<input type="checkbox"/>
Apr	<input type="checkbox"/>	<input type="checkbox"/>	Aug	<input type="checkbox"/>	<input type="checkbox"/>	Dec	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION & MAINTENANCE ANNUAL RECORDS

(Photocopy this page blank for each year)

Facility Name & Address: _____
YEAR (attach contractor service records for repairs) _____

Fire Safety Director shall ensure Qualified Contractors (ASTT) perform required service. The Fire Code requires service records and reports be kept for a **minimum of 2 years**.

PORTABLE FIRE EXTINGUISHERS:

Record serial number of each extinguisher. Annual service (and repairs) must be done by a Qualified Contractor (ASTTBC), a **current stamped tag is required on each unit**.

For quick reference, choose a Qualified Contractor and record the company name and phone number below (see yellow pages under “Fire” for qualified contractors) or by searching “fire protection service” in your internet browser:

Company: _____
Phone: _____

CHIMNEY*, FLUES & FLUE PIPES:

*Recommend WETT Certified Contractor for inspections of wood fired chimneys. Call a Certified Gas Technician to inspect gas-fueled fireplaces and furnaces.

Company: _____
Phone: _____

SMOKE ALARMS / CO ALARMS:

Clean all units using a vacuum or hair dryer to gently remove dust at least once a year, and anytime subjected to dusty conditions. Replace units older than 10 years or past expiry date as electronic sensors degrade over time. Follow manufacturer instructions.

FIRE PREVENTION, PREPAREDNESS & CONTROL

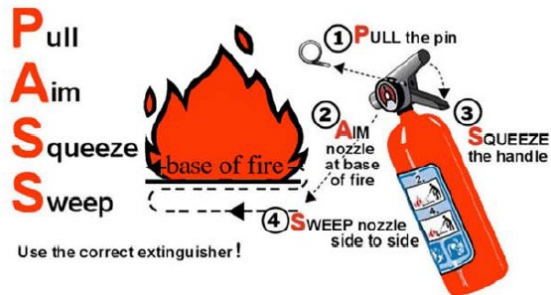
REPORT ANY HAZARDS to the Fire Safety Director for correction:

- PRACTISE and prepare for emergencies that may arise – follow your safety plan.
- READ instructions on your fire extinguisher to be familiar with them in case of fire.
- READ your safety plan to be familiar with responsibilities, emergency evacuation instructions, inspection and maintenance procedures and emergency contacts. The Fire Code requires an **annual review of plan information** to keep it current.
- BE ALERT around all electrical equipment. If not working properly or gives off any unusual odor (often the first sign of a problem that could cause a fire) disconnect the equipment immediately and do not use. Call an electrical contractor for repair.
- DO NOT use electrical cords if cracked or with broken or modified connectors.
- PROTECT electrical cords from damage. Do not place across doors, under carpets or in places where cords will be stepped on or worn. If using an extension cord, check maximum load (amps/watts) listed by manufacturer and NEVER exceed it.
- AVOID circuit overload: do not plug one extension cord into another, and do not plug more than one extension cord into the same wall outlet.
- TURN OFF appliances when not in use, such as coffee makers and hot plates.
- KEEP heat-producing appliances away from walls or any material that could burn. Leave plenty of air space to circulate around an appliance that normally gives off heat or has vents for cooling. Follow manufacturer's instructions for safe use.
- KEEP all chemicals, cleaners, tools etc. locked safely away from children's reach.
- KEEP all storage areas, utility rooms, stairway landings and other locations free of excess waste paper, empty boxes, or combustible materials that could fuel a fire.
- KEEP flammable and combustible liquids stored in cool, well ventilated areas and away from potential sources of ignition (e.g. open flames from hot water tank or furnace, etc.).
- KEEP propane outside and ensure tank valves are closed when not in use.
- NEVER SMOKE or vape in or around child care facilities, or within 3m of any public building opening. Make sure no one, including any visitors, has left any cigarettes smoldering in planters, waste-baskets, or near any combustible item.
- USE CAUTION with ignition sources and any open flames – if using candles, use only battery LED type for safety around children or pets. NEVER leave a lit candle or incense burning that is unsupervised!

FIRE PREVENTION, PREPAREDNESS & CONTROL

HOW TO USE A PORTABLE FIRE EXTINGUISHER (ABC TYPE)

FOLLOW “PASS” and remember to:



SWEEP the nozzle from side to side at the **base of fire** until it appears to be out then **watch** the fire area for possible re-ignition.

If fire re-ignites, repeat. If this has no effect, **STOP** - confine fire by closing doors and **EVACUATE**.

REPORT the fire to fire department even if fire is out (fires must be reported by law).

Fire extinguishers typically work by these directions, but some may not. **ALWAYS READ AND FOLLOW** directions on the correct fire extinguisher you choose to use.

Extinguishers are useful only if you learn how to use it, it is correct for the type of fire you fight, and if the fire is discovered quickly. Never attempt to fight even a small fire until everyone has been evacuated from danger and the Fire Department has been notified.

NEVER attempt to fight a fire if ANY of the following are TRUE:

- You are uncertain about how to use the extinguisher
- Fire is spreading beyond the immediate area where it started
- Fire, smoke or heat could block your exit route
- You are alone

ADDITIONAL EMERGENCY PREPAREDNESS

SEVERE EARTHQUAKE – What to do

- STAY WHERE YOU ARE – Don't panic
- SEEK PROTECTION under strong tables, door frames, beside stable furniture
- ASSIST persons injured – ASSESS damage to building
- EVACUATE building only when safe to do so and stay clear
- DO NOT use phone to gossip – REPORT ONLY emergencies
- DO NOT use open flames or source of ignition
- For natural gas leaks, see Natural Gas Leak procedures below

NATURAL GAS LEAK – What to do

- IMMEDIATELY phone 911 from a safe location
- DO NOT operate electrical switches or equipment
- PREVENT smoking or open flames
- EVACUATE the building and stay clear
- SHUT OFF gas valve outside using wrench (but only if gas is leaking)

PROCEDURES AFTER FIRE SAFETY EQUIPMENT HAS OPERATED

EXTINGUISHERS

After a fire extinguisher is used it must be serviced by qualified service personnel.

Where a service company removes a fire extinguisher from the building for any length of time, a fire extinguisher of the same type shall be provided temporarily in its place.

The City of Chilliwack requires fire protection systems be serviced by only qualified service provider/contractor having ASTTBC certification for the particular work involved.

SERVICE CONTRACTOR CONTACTS

Equipment	Service Contractor	Phone
Portable Fire Extinguishers		

INCIDENT / ACTIVITY REPORT

Facility Name & Address: _____

INCIDENT / ACTIVITY			
	Fire		Fire Drill <i>(fill out CHILDCARE FACILITY FIRE DRILL FORM)</i>
	Fire Detection (Smoke Alarm/Fire Alarm System)		Medical / Trauma Emergency
	Fire Extinguisher Used		Police Emergency
Details			
Date		Floor / Area	
Time		Alarm	
Device/equipment		# of Persons involved	
Cause / reason for incident			
Explain Damage / Loss			
Actions			
Who discovered incident?			
Any injuries?			
Did Emergency Responders attend? If no, why?			
Actions taken?			
Comments / Recommendations			

Signed _____

Date _____

Distribution List

- | | |
|---|---|
| <input type="checkbox"/> Health Authority
<input type="checkbox"/> Fire Department
<input type="checkbox"/> Police Department | <input type="checkbox"/> Fire Safety Director
<input type="checkbox"/> Deputy Fire Safety Director
<input type="checkbox"/> Insurance Company |
|---|---|

LEGAL BASIS FOR FIRE SAFETY PLANNING

In British Columbia, the Fire Safety Act enacts regulations for fire prevention across the province. The British Columbia Fire Code, pursuant to the Fire Safety Act, lays down minimum requirements for emergency planning. The following is not an exhaustive list of all code requirements applicable to childcare facilities, it is the duty of the building owner (or their designate) to ensure that their specific facility meets the requirements laid out in the BC Fire Code.

Division B: Acceptable Solutions Part 2 – Building and Occupant Fire Safety

2.1.3.3. Smoke Alarms

- 1) *Smoke alarms* conforming to CAN/ULC-S531, “Standard for Smoke Alarms,” shall be installed
 - a) in each *home-type care occupancy* and *dwelling unit*, except where the *building* has a residential fire warning system installed in conformance with the NBC, and
 - b) in each sleeping room not within a *dwelling unit*, except for *care, treatment or detention occupancies* required to have a fire alarm system.
- 2) *Smoke alarms* within *home-type care occupancies* and *dwelling units* shall be installed between each sleeping area and the remainder of the *home-type care occupancy* or *dwelling unit*, and where the sleeping areas are served by hallways, the *smoke alarms* shall be installed in the hallways.
- 3) *Smoke alarms* shall be installed in conformance with CAN/ULC-S553, “Standard for the Installation of Smoke Alarms.”
- 4) *Smoke alarms* are permitted to be battery-operated.

2.1.5. Portable Extinguishers

2.1.5.1. Selection and Installation

- 1) Except as provided in Sentence (2), portable extinguishers shall be installed in all *buildings*.
- 2) Sentence (1) does not apply to *dwelling units*, unless the *dwelling unit* is a *home-type care occupancy*.
- 3) Except as otherwise required by this Code, portable extinguishers shall be selected and installed in accordance with NFPA 10, “Standard for Portable Fire Extinguishers.”
- 4) Notwithstanding the requirements of Sentence (3), portable extinguishers used to comply with this Code shall conform to the following performance standards as applicable:
 - a) CAN/ULC-S503, “Standard for Carbon-Dioxide Fire Extinguishers,”
 - b) CAN/ULC-S504, “Standard for Dry Chemical Fire Extinguishers,”
 - c) CAN/ULC-S507, “Standard for Water Fire Extinguishers,”
 - d) CAN/ULC-S512-M, “Standard for Halogenated Agent Hand and Wheeled Fire Extinguishers,”
 - e) CAN/ULC-S554, “Standard for Water Based Agent Fire Extinguishers,” and
 - f) CAN/ULC-S566, “Standard for Halocarbon Clean Agent Fire Extinguishers.”
- 5) Notwithstanding the requirements of Sentence (3), portable extinguishers shall be rated and identified in conformance with CAN/ULC-S508, “Standard for the Rating and Fire Testing of Fire Extinguishers.”

6) Portable extinguishers in proximity to a fire hazard shall be located so as to be accessible without exposing the operator to undue risk. (See Note A-2.1.5.1.(6).)

7) Portable extinguishers that are subject to corrosion shall not be installed in a corrosive environment unless they are provided with appropriate corrosion protection.

Section 2.8. Emergency Planning

2.8.1. General

2.8.1.1. Application

- 1) Fire emergency procedures conforming to this Section shall be provided for
 - a) every *building* containing a *care, home-type care, treatment* or *detention occupancy*,
 - b) every *building* containing a school, college or university, or a daycare facility,
 - c) every *building* containing a licensed beverage establishment or a licensed restaurant,
 - d) every *building* containing an *assembly occupancy* other than one of those described in Clauses (b) and (c) with an *occupant load* of more than 30,
 - e) every *building* containing an area where *treatment* is provided in *business and personal services occupancies*,
 - f) every *building* required by the NBC to have a fire alarm system,
 - g) demolition and construction sites regulated under Section 5.6.,
 - h) storage areas in *buildings* or parts of *buildings* described in Article 3.2.1.1.,
 - i) outdoor areas where products described in Article 3.3.1.1. are stored,
 - j) every *building*, part of a *building*, and open area described in Article 4.1.1.1., and
 - k) every *building*, part of a *building*, and open area where processes and operations described in Article 5.1.1.1. take place.

2.8.1.2. Supervisory Staff

1) *Supervisory staff* shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. (See Note A-2.8.1.2.(1).)

2) A sufficient number of *supervisory staff* shall be on duty in *care, home-type care, treatment* and *detention occupancies* to carry out the emergency procedures outlined in Clause 2.8.2.1.(3)(a). (See Note A-2.8.1.2.(2).)

3) In Group A, Division 1 *assembly occupancies* intended for an *occupant load* of more than 60, at least one *supervisory staff* member shall be on duty in the *building* to carry out the emergency procedures outlined in Clause 2.8.2.1.(3)(a) whenever the *building* is open to the public.

2.8.1.3. Keys and Special Devices

1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty *supervisory staff*.

2.8.2. Fire Safety Plan

2.8.2.1. Measures in a Fire Safety Plan

1) For *buildings*, parts of *buildings* and areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities.

2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the *building*.

3) The fire safety plan shall include, in addition to the information required in Articles 2.8.2.2. to 2.8.2.11., as applicable, information on

- a) the emergency procedures to be carried out in case of fire, including
 - i) sounding the fire alarm (see Note A-2.8.2.1.(3)(a)(i)),
 - ii) notifying the fire department,
 - iii) instructing occupants on the procedures to be followed when the fire alarm sounds,
 - iv) evacuating occupants, including special provisions for persons requiring assistance (see Note A-2.8.2.1.(3)(a)(iv)), and
 - v) confining, controlling and extinguishing the fire,
- b) the appointment and organization of designated *supervisory staff* to carry out fire safety duties,
- c) the training of *supervisory staff* and other occupants on their responsibilities as regards fire safety,
- d) the type, location and operation of the *building* fire emergency systems, including diagrams,
- e) the holding of fire drills,
- f) the measures for controlling fire hazards in and around the *building*, and
- g) the inspection and maintenance of *building* facilities provided for the safety of occupants.

(See Note A-2.8.2.1.(3).)

2.8.2.14. Posting of Fire Emergency Procedures

1) At least one copy of the fire emergency procedures for a *building* or part of a *building* shall be prominently posted in each *floor area*.

2) At least one copy of the fire emergency procedures for an outdoor storage site shall be prominently posted at the outdoor storage site.

3) In every hotel and motel bedroom, the fire safety rules for occupants shall be posted showing the locations of *exits* and the paths of travel to *exits*.

4) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signalling box requesting that the fire department be notified, and including the telephone number of that department.

2.8.3. Fire Drills

2.8.3.1. Fire Drill Procedures

- 1)** The procedure for conducting fire drills shall be determined by the person in responsible charge of the *building*, taking into consideration
- a) the *building occupancy* and its fire hazards,
 - b) the safety features provided in the *building*,
 - c) the desirable degree of participation of occupants other than *supervisory staff*,
 - d) the number and degree of experience of participating *supervisory staff*,
 - e) the features of fire emergency systems installed in *buildings* within the scope of Subsection 3.2.6. of Division B of the NBC, and
 - f) the requirements of the fire department.
- (See Note A-2.8.3.1.(1).)

2.8.3.2. Fire Drill Frequency

- 1)** Except as provided in Sentence (2), fire drills as described in Sentence 2.8.3.1.(1) shall be held at intervals not greater than 12 months for the *supervisory staff*, except that
- a) in daycare centres and in Group B *major occupancies*, such drills shall be held at intervals not greater than one month,
 - b) in schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms, and
 - c) in *buildings* within the scope of Subsection 3.2.6. of Division B of the NBC, such drills shall be held at intervals not greater than 2 months.
- 2)** Fire drills in a laboratory shall be held at intervals not greater than 3 months.

Section 2.10. Daycare Centres

2.10.1. Construction

2.10.1.1. Construction

- 1) Daycare centres shall be constructed in conformance with the NBC.

2.10.2. Supervision of Children

2.10.2.1. Supervision of Children

1) There shall be at least one staff member for each 10 children 2 years of age and older and, where children under the age of 2 years are cared for, there shall be at least one additional staff member for every 5 such children.

2) Where handicapped children are being cared for in a centre, sufficient staff shall be present to escort the children to safety during the period they are in the centre.

2.10.3. Combustible Materials

2.10.3.1. Combustible Materials Attached to Walls

1) Combustible materials, such as artwork and teaching materials, that are attached to walls shall not exceed 20% of the area of such walls.

2.10.3.2. Waste Receptacles

- 1) Waste receptacles shall be made of noncombustible materials.

2.10.3.3. Flammable and Combustible Liquids

1) *Flammable liquids* and *combustible liquids* shall be stored in conformance with Part 4 and in areas inaccessible to children.

2.10.4. Fire Safety Measures

2.10.4.1. Fire Prevention Inspections

1) Staff members of daycare centres in which more than 10 children are cared for shall conduct fire prevention inspections in conformance with the fire safety plan at intervals not greater than one month.

DEFINITIONS

Class A Fire -

Fire involving combustible materials such as wood, cloth, paper or rubber (in general, anything that reduces to ash).

Class B Fire -

Fire involving any flammable or combustible liquids, oils, or grease and includes gases (in general anything that boils).

Class C Fire -

Fire involving any equipment or appliances that are electrically energized (in general, anything that has an electrical current).

Fire Protection Systems -

A general term used in this document which includes sprinkler and fire alarm systems, smoke and carbon monoxide alarms, hose stations, portable fire extinguishers, fire dampers, emergency lights, exit signs, fire doors, smoke control equipment, and voice communication systems, as applicable.

Fire Safety Plan -

A written plan to provide information for control of fire hazards, maintenance of fire protection systems, and evacuation procedures for the building owner and any occupants. The building owner is responsible to develop and provide the plan in accordance with Section 2.8 of the BC Fire Code and in consultation with the local fire department.

Fire Safety Director -

Person(s) appointed by the building owner (or the owner self-appointed) to be in charge of the safety of the building's occupants, the provisions of the fire safety plan including its implementation, review, updating, training of supervisory staff, emergency responsibilities, correction of hazards, and the maintenance of the building and its fire safety installations and equipment.

Smoke Alarm -

A combined smoke detector and audible alarm device designed to sound an alarm within the room or suite in which it is located upon the detection of smoke or products of combustion within the room or suite. Interconnected smoke alarms sound all audible alarms in the premise upon activation in any area.

Supervisory Staff -

Persons occupying a building who have been appointed to take responsibility for some aspect of the Fire Safety Plan (includes Deputy Fire Safety Director).