



Fire Safety Plan Overview

LAST REVIEWED: July 2022

1. To meet fire safety regulations, the Fire Safety Plan includes, at a minimum, the following information:
 - a. Emergency telephone numbers, including public utilities and government agencies;
 - b. Corporate emergency telephone numbers, including Corporate Communications;
 - c. Building site plan showing access roads, evacuation meeting area(s), etc.;
 - d. Floor plans identifying key life safety and exit information;
 - e. Other documentation as indicated in the Fire Safety Plan template.
2. Ensure the Fire Safety Plan has been reviewed and approved by the Chief Fire Official having jurisdiction.
3. Invite fire department personnel to your home on an annual basis to:
 - a. Acquaint them thoroughly with the home's layout and assist them with pre-planning and tactical surveys; and
 - b. Request assistance with in-service programs for your staff, especially in the use of fire extinguishers, fire blankets, evacuation practices, lifts and carries.
4. Discuss emergency shelters and evacuation notification procedures with local authorities.
5. Ensure the Fire Safety Plan is completed with the site-specific information required.