



# RISK MANAGEMENT SERVICES

## Fire Safety Plan

Did you know that every building containing an assembly or care type occupancies, construction sites, storage facilities with high fire loading or flammable and combustible liquids, hazardous operations, and facilities requiring a fire alarm system as per the Alberta Fire Code are required to have a fire safety plan?

The fire safety plan should be developed to ensure that your fire safety equipment is in top working condition; your staff is well trained to ensure their own safety and conduct an orderly evacuation of all occupants of the building in the event of an emergency. The plan should include the following:

- Emergency Procedures to be used in case of a fire; this might include:
  - Sounding a fire alarm (What type of alarm, how is it triggered)
  - Notifying the fire department (Who calls 911, who is the backup person)
  - Instructions for occupants to follow (Designated personnel will be issued duties to mitigate potential fire damage, or securing sensitive data, etc.)
  - Evacuating the facility (Duties will be pre-assigned for ensuring each floor or department is clear, and people with mobility issues gather at a pre-determined location to be rescued)
  - Confining, controlling, or extinguishing the fire (If the fire is small enough, trained personnel can use a portable fire extinguisher to control the fire, or fire doors can be shut to confine the fire to a section of the building)
- Appointment or designating staff fire safety duties (Create a list of positions such as a fire warden and note who the backup person is for the role)
- Training of staff in regards to their duties
- Document the plan and include diagrams such as escape routes, fire extinguisher and fire panel locations, etc. (Instructions may be included for silencing false alarms)
- Conduct and document fire drills, for most operations it should be held annually and should be documented with the date, the evacuation time, and any comments or recommendations.
- Control methods established for mitigating fire hazards in the building (This may be shutting fire doors throughout the building, using hot work permits, proper storage of flammable and combustible liquids, etc.)
- Inspection and maintenance of the building equipment for the safety and well being of the occupants (Servicing of sprinklers and fire extinguishers, maintain clear exits)

### Disclaimer

*This document is advisory in nature. It is offered as a resource to be used together with your professional insurance and legal advisers in developing a loss control program. This guide is necessarily general in content, and intended to serve as an overview of the risks and legal exposures discussed herein. It should not be relied upon as legal advice or a definitive statement of law in any jurisdiction. For such advice, an applicant, insured, or other reader should consult their own legal counsel. No liability is assumed by reason of the information this document contains.*

### RISK ASSESSMENT

As part of our services, we will work with you to identify, measure, and control your operational and enterprise risks.

### VALUATION

Building insurance is not something to leave to speculation. A comprehensive building insurance valuation report prepared by Rogers Insurance Ltd., will ensure that in the event of an insurance claim you are not left "out-of-pocket".

### INFRARED INSPECTION

We will evaluate the health of your equipment through the use of infrared technology, providing you with the early detection of problems, saving you time and money.