

**SAMPLE/DRAFT
OF
FIRE SAFETY PLAN**

Name and Address of the company

**Prepared by:
Name of the Firm**

Approved By-----

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Part I

DEFINITIONS

Part II

OBJECTIVES OF THE FIRE SAFETY PLAN

- **Objectives**
- **Purpose**
- **ASSIGNMENT OF RESPONSIBILITY**
- **PLAN IMPLEMENTATION**

Part III

Building Information

- **General Description**
- **Service Locations**
- **Hazard Locations**
- **Occupants Load**
- **Previous Fire Incident (If any)**
- **Fire Detection & Alarm System**
 - Monitored: Annunciator location:
 - Main Fire Alarm Location:
 - Heat detector locations:
 - Smoke detector locations:
 - Smoke alarm locations:
 - Strobe and Horn location:
 - Manual pull station locations:
 - Control Panel location:
 - Main entrance door:
 - During an alarm condition the main lobby entrance door latch releases/does not release, allowing fire fighter entry.

- **Fire Suppression System**

- **Portable Fire Extinguishers**

Type:

Locations:

- **Fire Hydrant**

- Type:

- Location:

- **Standpipe System**

Type:

Riser locations:

Riser isolation valve locations:

Hose connection locations:

Siamese connection location:

Pressure reducing valves –

Location:

Type:

- **Sprinklers**

Locations:

Valve types (dry / #, wet / #):

Isolation valve locations:

Main supply shut-off location:

Siamese location:

Test valves locations:

Air pressure maintenance:

- **Means of Escape**

- Number:

- Location:

- **Exits:**

- **Number of Exits:**

- Locations:

- **Means of Exit Signs and illumination**

- Location

- Graphics

- Illumination

- Source of power

- Floor level exit signs

- **Emergency Lighting Units**

Emergency lighting units connected to battery pack units are installed in the following areas:

- **Emergency Power & Lighting**

Emergency generator: Fuel:

Location:

Automatic Battery Charger:

Serves:

- **Main Natural-gas Supply Shut-off**

Location:

- **Heating, Ventilation & Air Conditioning**

Type of heating:

Ventilation system:

mechanical exhaust system

- **Fire Pathways and Building Service**

- Opening in the separating wall
- Smoke and heat vents
- Electrical, gas and HVAC Services
- Surface finishes
- Wired glass panels
- Fire lift

- **Electrical Rooms & Equipment**

- Substation location
- Generator location
- Transformer location
- LT/MDB/DB/SDB/SB/MCB BOX/Others

- **Electrical and electronic Engineering Installation**

- Electrical connection
- Wiring
- Wiring for lights
- External influence
- Selection and erection to minimize spreading of fire

- Conduits and conduit fittings
- Lighting protection system
- Earthing
 - Circuit and system of earthing
 - Methods of earthing

- **Boiler room**

- Location
- Fire resistance wall type
- Type of fire door

- **Command Station**

- Location

- **Water facilities**

- Water requirement for interior fire protection
- Water Sources for fire protection
- Individual Water sources

- **Fire Pump** : Electrical, Dassel and Jockey Pump:

- Rate of flow
- Pressure
- Location:

- **Fire Department Access Routes**

Width:

Marked:

Locations:

- **Fire Department Access to Roof**

Location:

Key Location: _____

- **Fire Department Keys**

Location:

Access for:

- **Areas of Refuge**

Locations:

- **Chemical/Flammable/Combustible Storage**

Location/Quantity:

Part IV

FLOOR PLAN

- **Drawing to be submitted :**
 - **Fire Protection system**
 - **Fire Detection and Alarm system**
 - **SLD**
 - **LPS**

Part V

Human Resources

- **Management and Higher official (With address and telephone)**

Part VI

General Responsibilities

- Management Responsibility
- Worker Responsibility

Part VII

Designated Responsibilities

- Fire Safety Manager if fire is discovered

- *In the case of an emergency...*

Building Engineer

- **Instructions to Workers**

- In the event of discovering a fire occupants will:
- In the event the fire alarms sound occupants will:

Part VIII

Inspection, Testing & Maintenance

- **General**
- **Records of Electrical safety, fire drill and evacuation drill etc**
 - Earthing register
 - Thermography resister
 - Electrical safety training resister
 - Fire & evacuation drill resister
- Chemical storage Inspection
- Storage inspection
- Electrical and electronics equipments Inspection
 - Inspection of substation
 - Inspection of medium voltage
 - Inspection of overhead lines
 - Inspection of Lighting circuits
 - Inspection of Generator
- Electrical and electronics equipment's Test
 - Insulation Test
 - Earth resistance test
 - Operation test

- **Fixed Extinguishing System**

- **Monthly Inspection**

Responsibility:

Procedure:

Record Keeping: Monthly Inspection & Testing Report

- **Semi-annual Maintenance**

Responsibility:

Procedure: .

Record Keeping: Semi-Annual Inspection & testing Report

- **Portable Fire Extinguishers**

Reference Standard:

- **Monthly Inspection**

Responsibility:

Procedure:

Record Keeping:

- **Annual Maintenance**

Responsibility:

Procedure:

Record Keeping: Annual Inspection & Testing Report

- **Means of Escape**

- **Daily Inspection**

Responsibility:

Procedure:

Record Keeping:

- **Monthly Inspection**

Responsibility:

Procedure:

Record Keeping: Monthly Inspection & Testing Report

- **Fire Detection & Alarm System**

Reference standard:

- **Daily Inspection**

Responsibility:

Procedure:

Record Keeping: None

- **Monthly Testing**

Responsibility:

Procedure:

Record Keeping: Monthly Inspection & Testing Report

- **Annual Service**

Responsibility:

Procedure:

Record Keeping: Annual Inspection & Testing Report

- **Emergency Lighting Units**

Reference Standard:

- **Monthly Inspection**

Responsibility:

Procedure:

Record Keeping: Monthly Inspection and Testing Report

- **Monthly Testing**

Responsibility:

Procedure:

Record Keeping: Monthly Inspection & Testing Report

- **Annual Testing**

Responsibility:

Procedure:

Record Keeping: Annual Inspection and Testing Report

- **Emergency Generator**

Reference Standard:

Weekly Maintenance Schedule

Responsibility:

- **Monthly Testing**

Responsibility:

Record Keeping: Weekly Testing And Maintenance Report

Monthly Maintenance and Inspection Schedule

- **Semi-annual Service**

Responsibility:

Procedure:

Record Keeping: Semi-Annual Testing Report

- **Annual Maintenance**

Responsibility:

Procedure:

Record Keeping: Annual Inspection & Testing Report

- **Sprinkler System**

- **Reference Standard:**

- **Daily Inspection**

Responsibility:

Procedures:

Record Keeping: None

- **Weekly Inspection**

Responsibility:

Procedures:

- **Record Keeping:** Weekly Inspection Report

- **Monthly Inspection & Tests**

Responsibility:

Procedures:

Record Keeping: Monthly Inspection & Testing Report

- **Bi-monthly Test and Inspection**

Responsibility:

Procedures:

Record Keeping: Bi-monthly Testing Report

- **Semi-annual Tests**

Responsibility:

Procedures:

Record Keeping: Semi-Annual Inspection & Testing Report

- **Annual Tests & Maintenance**

Responsibility:

Procedures:

Record Keeping: Annual Inspection & Testing Report

- **Standpipe & Hose System**

Reference Standard:

- **Monthly Inspection**

Responsibility:

Procedure:

Record Keeping: Monthly Inspection & Testing Report

- **Annual Inspection**

Responsibility:

Procedure:

Record Keeping: Annual Inspection & Testing Report

- **Fire Pumps & Reservoirs**

- **Weekly**

Responsibility:

Procedure:

Record Keeping: Weekly Inspection & Testing Report

- **Monthly Test**

Responsibility:

Procedure:

Record Keeping: Monthly Inspection & Testing Report

- **Annual Testing**

Responsibility:

Procedure:

Record Keeping: Annual Inspection & Testing Report.

- **Fire Dampers & Fire Stops Flaps**

- **Annual Inspection**

Responsibility:

Procedure:

Record Keeping: Annual Inspection and Testing Report.

- **Hoods, Ducts & Filters**

- **Weekly Inspection**

Responsibility:

Procedure

Record Keeping: Weekly Inspection & Testing Report - when equipment is cleaned.

- **Chimneys, Flues & Flue Pipes**

- **Annual Inspection**

Responsibility:

Procedure:

Record Keeping: Annual Inspection and Testing Report.

- **Heating Ventilating & Air Conditioning Systems**

- **Annual Testing and Servicing**

Responsibility:

Procedure:

Record Keeping: Annual Inspection & Testing Report.

- **Fire Department Access to Building**

- **Daily Inspection**

Responsibility:

Record Keeping: None

- **Fire Hydrants**

- **Semi-annual Inspection**

Responsibility:

Procedure:

- **Annual Flushing**

Responsibility:

Procedure:

Record Keeping: Annual Inspection & Testing Report

Part X

OCCUPANT FIRE PREVENTION, PREPAREDNESS & CONTROL

- Fire Prevention
- Fire Preparedness
- Fire Evacuation
- Portable Fire Extinguishers
- Fire Hose
- What to Do in A Severe Earthquake
- Natural Gas Leak
- Smoking
- Hot working
- How to Assist Persons Requiring Assistance

Part XI

(Pump, Hydrant, Riser, Alarm Etc)

..... MAINTENANCE LOG

Name of the company

Year: 2018

Month	Date	Location of tested item	Condition Pass or Fail	Action Taken	Remarks

Annual Test Date -----

Done By-----