

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 an *assembly, care, treatment* or *detention occupancy*,
 - b) every *building* required by the British Columbia Building Code to have a fire alarm system,
 - c) demolition and construction sites regulated under Section 5.6.,
 - d) storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9.,
 - e) areas where *flammable liquids* or *combustible liquids* are stored or handled, in conformance with Article 4.1.5.5., and
 - f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.

2.8.1.2. Training of 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).)

2.8.1.3. 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) In *buildings* or 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 and shall include
 - a) the emergency procedures to be used in case of fire, including
 - i) sounding the fire alarm (see Note A-2.8.2.1.(1)(a)(i)),
 - ii) notifying the fire department,
 - iii) instructing occupants on 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.(1)(a)(iv)),
 - 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 in their responsibilities for fire safety,
 - d) documents, including diagrams, showing the type, location and operation of the *building* fire emergency systems,
 - e) the holding of fire drills,
 - f) the control of fire hazards in the *building*, and
 - g) the inspection and maintenance of *building* facilities provided for the safety of occupants.

(See Note A-2.8.2.1.(1).)

- 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*.

2.8.2.2. Care, Treatment and Detention Occupancies

- 1) A sufficient number of *supervisory staff* shall be on duty in *care, treatment* and *detention occupancies* to perform the tasks outlined in the fire safety plan described in Clause 2.8.2.1.(1)(a).

2.8.2.3. Assembly Occupancies

1) In Group A, Division 1 *assembly occupancies* containing more than 60 occupants, there shall be at least one *supervisory staff* member on duty in the *building* to perform the tasks outlined in the fire safety plan in Clause 2.8.2.1.(1)(a) whenever the *building* is open to the public.

2.8.2.4. High Buildings

1) In *buildings* within the scope of Subsection 3.2.6. of Division B of the British Columbia Building Code, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1.(1), include

- a) the training of *supervisory staff* in the use of the voice communication system,
- b) the procedures for the use of elevators,
- c) the action to be taken by *supervisory staff* in initiating any smoke control or other fire emergency systems installed in a *building* in the event of fire until the fire department arrives,
- d) instructions to the *supervisory staff* and fire department for the operation of the systems referred to in Clause (c), and
- e) the procedures established to facilitate fire department access to the *building* and fire location within the *building*.

2.8.2.5. Retention of Fire Safety Plans

1) The fire safety plan shall be kept in the *building* for reference by the fire department, *supervisory staff* and other personnel.

2) The fire safety plan for a *building* within the scope of Subsection 3.2.6. of Division B of the British Columbia Building Code shall be kept at the central alarm and control facility.

3) The fire safety plan for a *building* or facility within the scope of Sections 3.1., 4.1., and 5.1. shall be kept at the principal entrance to the *building* or facility.

2.8.2.6. Distribution

1) A copy of the fire emergency procedures and other duties for *supervisory staff*, as laid down in the fire safety plan, shall be given to all *supervisory staff*.

2.8.2.7. Posting of Fire Emergency Procedures

1) At least one copy of the fire emergency procedures shall be prominently posted on each *floor area*.

2) 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*.

3) 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.

4) All *buildings* served by one or more elevators shall have, at each elevator entrance on each floor level, a permanently mounted fire safety sign or symbol indicating that the elevator is not to be used in case of fire.

5) The sign or symbol required by Sentence (4) shall be at least 100 mm in height and width and shall be designed in accordance with NFPA 170, “Standard for Fire Safety and Emergency Symbols.”

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 British Columbia Building Code, 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 day-care 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 British Columbia Building Code, 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.