FIRE SAFETY PLAN (FSP) SMALL BUILDING

Okotoks Fire & Rescue (OFR)

POST ON SITE			
Date of Submission	(YYYY/MM/DD)	Maximum duration is 12 months from the date of submission	
General Contractor		**Permit #**	
Site Address			
General Contractor Email Address			
Emergency Contact 24/7			
Person responsible for Fire Safety Plan (FSP)			

Upon Discovery of a Fire	
☐ Leave fire area immediately	☐ Use nearest exit, do not use man lifts or elevators
☐ Close all doors behind you, turn off equipment if safe to do so	☐ Try to extinguish a very small fire only
☐ Notify occupants verbally or sound horn or activate Fire Alarm System	☐ Go to Muster Point, stay there until instructed to do otherwise
☐ Call 9-1-1 (from a safe location)	☐ A Supervisor must await the arrival of the fire department at the main access point

Upon Hearing of a Fire Condition	
☐ Turn off equipment	☐ Go to Muster Point, be accounted for
☐ Use nearest exit	☐ Do not leave the Muster Point until instructed to do so
☐ Close doors behind you where practical	☐ Designates must account for all people expected to be on site

General Requirements	
☐ Smoking in designated area only (minimum 5 meters from building)	☐ Means to notify Fire Department available at all times
☐ Each site shall have a Muster Point	☐ Hot Works Safety Plan in place and applied at all times
☐ Fire extinguisher(s) available on site at all times	☐ Liquid Propane Gas (LPG) tanks and/or flammable liquid containers not allowed in buildings
☐ Combustible refuse stored in garbage containers	☐ Site security – shall be in place at all times
☐ Garbage containers minimum 3 meters from building	☐ Hazardous Materials on site? Location?
Emergency Numbers	
☐ Fire, Rescue, Dangerous Goods, Ambulance, Police	☎ 911
☐ Power	
☐ Water	
☐ Gas	
Contractor	
Contractor/Supervisor: (Print name)	Title:
I accept the requirements of the Fire Safety Plan as submitted. Contractor/Supervisor Signature: _____	

Authority Having Jurisdiction	
Fire Safety Codes Officer: Name:	Signature:

Instructions:
Upon completion of this form, save as a PDF and submit to Town of Okotoks Planning Department. An OFR Fire Safety Codes (SCO) will follow up.