

## EMERGENCY SERVICES

**It is the owner's responsibility to ensure the use and operation of the facility meets the requirements of the Alberta Fire Code and any other applicable requirements.**

A Red Deer Emergency Services Safety Codes Officer will perform a fire inspection of your facility on a regular basis. There is no fee for this service, however, if there are deficiencies found, an invoice fee for service may be charged under the Fees and Charges Bylaw.

**Note: all answers to the questions need to be Yes or N/A, if answering No maintenance is required.**

Terms in [blue](#) have further explanation on backside of page.

Is the building address posted in compliance with the [Civic Address Bylaw](#) Yes    No    N/A

### Means of Egress / Exiting:

Are the Access to Exits and Exit Doors clear of obstructions? Yes    No  
 Snow or ice has not accumulated to block exit doors or create a slip hazard? Yes    No  
 Have you checked your exit doors for proper operation? Yes    No  
[Exit Hardware complies](#) with the Alberta Building Code? Yes    No

### Portable Fire Extinguishers:

Are Extinguishers secured on the wall, easily accessible, and charged? Yes    No    N/A  
 Are Inspection Tags and Tamper seals attached to extinguisher? Yes    No    N/A  
 Has the extinguisher been serviced annually by a qualified service technician? Yes    No    N/A  
 Are all extinguishers at least 2A10BC rated? Yes    No    N/A

### Emergency Lights / Exit Signs:

Are Exit Signs visible, undamaged and illuminated? Yes    No    N/A  
 Have the emergency lights been tested monthly? Yes    No    N/A  
 Power disconnected to emergency lighting once annually and they remained lit for 30 minutes? Yes    No    N/A

### Fire Separations:

Do all [fire separation](#) doors self-close and positively-latch as required? Yes    No    N/A  
 Are all [fire separation](#) doors kept closed and not wedged open? (check daily) Yes    No    N/A  
 All holes or penetrations in [fire separations](#) are repaired to original design? Yes    No    N/A

### Fire Alarm System:

Is there a fire department lockbox installed and are the keys current? Yes    No    N/A  
 Is the Fire Alarm panel accessible? Is the Power On? Yes    No    N/A  
 Is the Fire Alarm system clear of trouble signals? Yes    No    N/A  
 Is a zone map posted? Yes    No    N/A  
 Are the Fire Alarm pull stations visible and accessible? Yes    No    N/A  
 Has the Fire Alarm system been inspected and serviced by a qualified person within the last 12 months? Yes    No    N/A  
[Fire safety plan](#) posted? Yes    No    N/A

### Sprinkler Systems:

Distance of storage to sprinkler heads is less than 457mm (18 inches)? Yes    No    N/A  
 Has the sprinkler system been inspected and serviced annually? Yes    No    N/A  
 There are no large openings that impede the sprinkler heads from activating? Yes    No    N/A  
 Is the sprinkler tree accessible? Any keys required to access controls in lock box? Yes    No    N/A

### Storage and Service Rooms and Fire Hazards:

There is no combustible storage in means of egress or service rooms? Yes    No  
 Are the electrical panels accessible and clear of combustibles? Yes    No  
 No compressed gases are stored inside? (i.e. propane) Yes    No  
 No internal combustion motors stored inside? (i.e. lawnmower) Yes    No  
 No hazardous materials stored in building? (i.e. gasoline) Yes    No  
 No extension cords are being used in place of proper wiring? Yes    No

### Retention of Records:

All records for required tests, inspections, maintenance or procedures are kept on site for fire inspector to review? Yes    No

**This Checklist is provided as a guideline and does not constitute all requirements of the Alberta Fire Code.**

For further information contact the Fire and Injury Prevention Bureau @ 403.346.5511 or [prevention@reddeer.ca](mailto:prevention@reddeer.ca)

## Civic Address Bylaw

- Address has to be at least 15 cm (6 inches) in height
- Has to be a contrasting colour to the surface the address is on
- Placed on or beside the door
- Full bylaw available at [www.reddeer.ca](http://www.reddeer.ca)

## Exit Hardware

- The principal entry door and every exit door shall have latching hardware that permit the door to be readily opened from the inside with not more than one releasing operation and without requiring keys, special devices or specialized knowledge of the door opening mechanism.
- Every door leading to an exit lobby from an exit stair shaft, and every exterior door leading from an exit stair shaft in a building having an occupant load more than 100 persons shall be equipped only with panic hardware.

## Fire Separations

- Definition: means a construction assembly that acts as a barrier against the spread of fire.
- Examples of fire separation doors:
  - Stairwell doors
  - Suite doors leading to common corridor
  - Mechanical and service room doors
  - Laundry room doors
  - Storage room doors

## Fire Safety Plan

A Fire Safety Plan shall include:

- a) The emergency procedures to be used in case of a fire, including
  - i. Sounding of the fire alarm,
  - ii. Notifying of 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,
  - 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 fire safety of occupants.

**A sample Fire Safety Plan is available from Red Deer Emergency Services.**

**It is the owner's responsibility to ensure the use and operation of the facility meets the requirements of the Alberta Fire Code and any other applicable requirements.**

**This Checklist is provided as a guideline and does not constitute all requirements of the Alberta Fire Code.**