Bed and Breakfast

Fire Safety Plan
Quick Reference Guide

Intent: The following information is compiled to assist the homeowner in developing an acceptable standard of fire safety within a home-based Bed and Breakfast (B&B) in the City of New Westminster.

Definition: *"A Bed & Breakfast is a home based business that provides temporary sleeping accommodations on not less than a daily basis, including the provision of a daily breakfast."*
See: **NEW WESTMINSTER HOME BASED BUSINESS BULLETIN**

Fire Safety Plan

Every B&B owner shall develop a fire safety plan, review it annually, and update it as necessary. The emergency response plan, including evacuation procedures within, should be developed for efficacy and tested as appropriate.

The fire safety plan should include:

1. **Emergency Response Plan;**
2. **Fire Protection Equipment Information** for the unit (i.e. fire extinguishers, smoke alarms) and;
3. **Record of Routine Maintenance and Inspections** of fire protection equipment within a unit.

1. Emergency Response Plan – Posted Procedures:

The Emergency Response Plan is to be clearly posted within the unit. The plan should be easy to understand and include the following:

- The address of the unit;
- Exit routes, including the 2 means of egress from each bedroom(s);
- Location(s) of fire extinguisher(s); (see example below)
- Local emergency number (9-1-1); and
- Any other site-specific information that may be useful to occupants in an emergency, i.e. street name(s) where meeting spot is located.

The Emergency Response Plan is to be reviewed with the New Westminster Fire Services PRIOR to posting. Send plan to fire-fpo@newwestcity.ca for review. **Include street address in subject header of email**

New Westminster

1 East Sixth Avenue
New Westminster BC
V3L 4G6

604 519 1000
fire@newwestcity.ca
newwestcity.ca

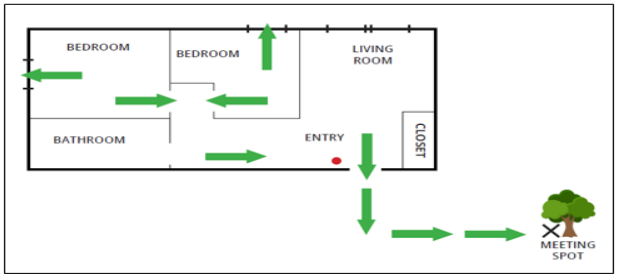
The Legend shall contain:

Green arrows to indicate all exits

Red dots to indicate Fire Extinguisher locations

Large "X" to indicate your outdoor meeting place

Indicate **"YOU ARE HERE"** where plan is to be posted



Example: floor plan

2. Fire Protection Equipment

2a) Fire Extinguishers:

- At least one multi-purpose fire extinguisher with a minimum 3A-10BC rating (5Lb) is to be provided in a convenient location, where they are immediately available if needed, such as by the exit or the hallway outside the bedroom(s).
- These locations shall be clearly identified on the Fire Escape Plans.
- Fire extinguishers shall be securely mounted between 4"-60" of the floor.
- All extinguishers to be serviced and tagged annually by a certified service technician.

2b) Smoke Alarms:

- Smoke alarms shall be installed between the sleeping rooms and the remainder of the level with a minimum of one per level.
- Smoke alarms should either be hardwired or interconnected via Wi-Fi, installed in each sleeping room, and in each hallway or living space serving sleeping rooms.

3. Record of Routine Maintenance and Inspection – Fire Protection Equipment:

To be conducted by the property/business owner, or their delegated representative, before and after every guest.

INSTRUCTIONS TO OCCUPANTS IN CASE OF FIRE

When you hear a fire alarm...

- Call 9-1-1
- Proceed immediately to the nearest evacuation route, closing doors behind you
- Convene at the designated meeting place.

If you discover a fire...

- If the fire is small, you can choose to use the supplied fire extinguisher; or you can choose leave the house.
- Exit the house - leave by the nearest safe exit and proceed to the meeting place (see floor plan for details).
- PHONE 9-1-1 from a safe location
    - State your name
    - The address where you are: _____
    - Provide any specific information you have about the emergency (location of fire, is the fire spreading fast, are people trapped, etc.)
- DO NOT go back into the building for ANY reason until the New Westminster Fire Rescue Service has announced “all clear”.

Portable Fire Extinguishers

Portable fire extinguishers are useful only if you know how to use them, if they are right for the type of fire you are fighting, and if the fire is discovered immediately.

Only attempt to fight a fire if

- You are certain about how to use the extinguisher.
- The fire is NOT spreading beyond the immediate area.
- Your escape route is clear.

INSPECTION/MAINTENANCE LOG

Smoke Alarms

- ☐ **Monthly – TEST ALL** smoke alarms by using the test button
- ☐ **Annually – CLEAN ALL** smoke alarms. Use a vacuum or hair dryer to remove dust. Replace battery unless it has a long-life battery.
- ☐ **10 Year – REPLACE** every 10 years.

Fire Extinguishers

- ☐ Visibility inspect after every accommodation, that it is fully charged, and in an operable condition.

Smoke & Carbon Monoxide Alarms

- ☐ For a building that contains a fuel-burning appliance (e.g. a fireplace) or an attached garage, a carbon monoxide (CO) alarm(s) conforming to CAN/CSA-6.19 shall be installed within 5m of each bedroom door at a height recommended by the manufacturer's instructions.

Exiting and Means of Egress

- ☐ Exits shall be kept clear at all times, doors shall open and close freely and latch securely when closed.
- ☐ Every bedroom shall have at least one outside window or exterior door openable from the inside without the use of keys, tools or special knowledge.
- ☐ The window shall provide an unobstructed opening of not less than 0.35 m² (3.75 sq. ft.) in an area with no dimension less than 380 mm (15") and maintain the required opening during an emergency without the need for additional support.