BUSINESS INFORMATION

FIRE PREVENTION



FIRE SAFETY IS EVERYONE'S JOB!

Keeping your workplace free of fire risks is an important way to ensure safety for you, your staff, and your customers. Please review the tips in this sheet and make sure your business is compliant. Do you have questions about fire safety? You can contact our Fire Prevention team at fire@newwestcity.ca or 604-519-1004.

EMERGENCY PROCEDURES

Make sure your staff are familiar with the emergency procedures in your building fire escape plan and know what to do in case of a fire. Some businesses are required to have a fire safety plan binder developed by a professional. For example:

- Buildings with fire alarms control panel.
- Buildings where large numbers of people congregate.
- Buildings where people are cared for, or are detained.
- Facilities with indoor or outdoor storage.
- Areas where flammable or combustible liquids are stored or handled.
- Areas where hazardous processes or operations occur.
- Construction or demolition sites.

FIRE DOORS



Fire Doors are meant to protect occupants from the effects of fire. Post signs on your fire doors such as "Fire Door - Keep Closed" to advise occupants. Fire doors are not allowed to be cut or damaged. All fire doors and door jambs display a rating label that should be preserved. If space is painted, ask painters to temporarily cover the rating labels with masking tape.

ELECTRICAL

According to the National Fire Protection Association, electrical distribution and lighting equipment are some of the leading causes of fires in commercial buildings.

Don't overload electrical outlets! Canadian Electrical Code does not allow use of flexible cords and cord sets (e.g. extension cords or power bars) as a substitute for proper fixed wiring. They are not allowed to run through walls and ceilings and cannot be permanently secured to any building structure.

If you need to temporarily use a flexible extension cord: examine the cord before use and unplug the cord after use. If additional electrical outlets are needed for better power distribution, get a qualified electrician to install appropriate conduit and wiring.

Make sure you post electrical signage to remind staff to "de-energize (unplug) electrical equipment after use.

If you notice an electrical hazard that is outside of your care and control, notify electrical inspector by submitting incident/hazard report to Technical Safety BC on their website.



EXITS

Exit doors must be easily opened, so occupants can escape in case of emergency. You are allowed to alarm doors to prevent unauthorized entry of persons into your business. Restricting exiting from a building is not allowed by the Fire Code.

Keep exits clear. Don't leave flammable materials by your exit door and along the exit path. Post permanent signage such as "No storage in exit area" to advise staff and customers. Every building is required to maintain exits as per original design. Modification of exit arrangements or exit hardware may require a building permit. For permit questions contact inspections@newwestcity.ca.

Invest New West

Economic Development Office
604-527-4536
info@investnewwest.ca

Fire Prevention
604-519-1004
fire@newwestcity.ca

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FIRE PREVENTION

INSURANCE

Make sure you have adequate insurance to protect you in the event of a fire. Discuss with your insurance company if they offer any discounts for installing additional fire protection features. Some companies offer discounts to tenants in fully sprinklered buildings or offer discounts to businesses that have monitoring systems that automatically dispatch the fire department.

PORTABLE HEATERS

Portable heaters must be an approved type and used in accordance with the manufacturer's instructions. Keep them away from combustibles and inspect them before each use. Make sure you understand what safety features they have, such as a tip over switch. Don't leave portable heaters unattended and don't use outdoor heaters inside buildings.



HOUSEKEEPING

Maintain at least one metre (3'3") clearance around electrical panels. Combustible materials in and around buildings must be removed daily. Rooms containing building services (e.g. furnace, boilers, electrical equipment, etc.) cannot not be used for storage.

Materials subject to spontaneous ignition such as oily rags, shall be deposited in a listed and labeled container. Some oily rags should not be laundered in regular laundry facilities.

All suspended ceiling panels shall be in place.

FIRE PROTECTION AND LIFE SAFETY EQUIPMENT

Make sure your fire protection and life safety equipment is in working order. Examples of equipment include: fire alarm systems, sprinkler systems, standpipe systems, fire hoses, fire hydrants, fire pumps, emergency lights, emergency generators, kitchen suppression fire extinguishers, gas detection, etc. Check that service tags from qualified contractors are displayed on all equipment. If the service tag is expired or if the service tag states "See Report", contact your fire protection contractor immediately.

Remember that in case the equipment is not fully functional, provincial legislation requires business/building owners to come up with alternative measures for life safety.

Make sure all your staff knows where your fire extinguishers are. Local Fire Departments and private companies are offering fire extinguisher training

Commercial kitchens are also required to have grease ducts cleaned regularly by a qualified contractor from the combustible grease deposits. If you are not sure what kind of fire protection systems are protecting your business, or what kind of system you should have, please contact the New West Fire Department and one of our inspectors will be glad to help.

SECURITY

Secure your facility from unauthorized access. According to the National Fire Protection Association, intentionally set fires are leading cause of property damage in commercial properties. Ensure anything combustible is locked up properly at night. Consider installing security cameras. Check out our Business Information Sheet on Video Surveillance for more tips.

CARBON MONOXIDE AND SMOKE DETECTION

In recent years we have gained more awareness of health and safety risks of carbon monoxide gas in commercial buildings. As a result, since 2018 provincial building code now requires carbon monoxide detection in many assembly occupancies (e.g., schools and churches), businesses, offices, personal services offices, and retailers. It is recommended you have your gas-fired appliances inspected by a qualified contractor regularly to ensure proper function. Even if your building does not require carbon monoxide and smoke detection by the law, we recommend to consider installing carbon monoxide and smoke detection for added protection for you and your staff.

EMERGENCY CONTACT INFORMATION

Contact New Westminster Fire and Rescue Services to make sure we have emergency contact info on file for your business.

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