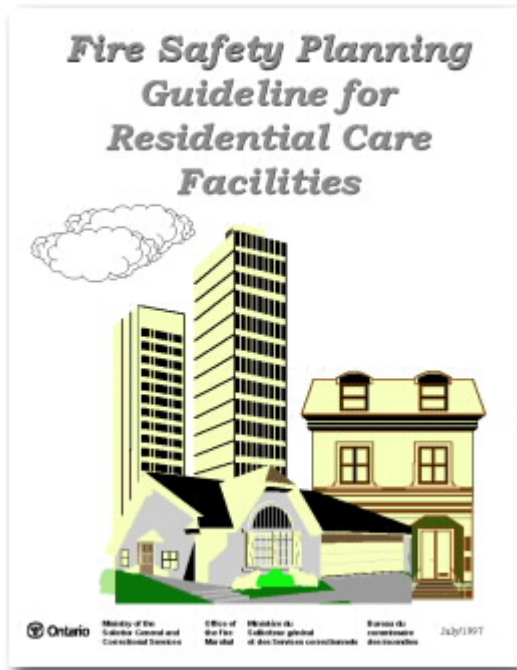


You are here > **Home** > ... > OFM - Fire Safety Planning Guideline for Residential Care Facilities

# Fire Safety Planning Guideline for Residential Care Facilities



## Definitions

## Introduction

### Part 1

Fire Safety Planning  
Fire Safety Responsibilities  
Auditing Your Building  
The Fire Safety Plan  
Submission Procedures

### Part 2

Emergency Procedures:

1. Sample Instructions for Visitors and Residents in Residential Care Facilities in Event of Fire in Your Area
2. Sample Instructions for Visitors and Residents in Residential Care Facilities with a Single Stage Fire Alarm System
3. Sample Instructions for Visitors and Residents in Residential Care Facilities with a Two Stage Fire Alarm System Alert Signal (First Stage)
4. Sample Instructions for Visitors and Residents in Residential Care Facilities with a Two Stage Fire Alarm System Alarm Signal (Second Stage)
5. Sample Instructions for Visitors and Residents in Residential Care Facilities:  
If You Hear the Fire Alarm and Cannot Leave Your Room or Suite 10

### Part 3

Appointment and Organization of Supervisory Staff  
Responsibilities of Supervisory Staff in Fire Safety  
Sample Staff Fire Procedures  
Sample Staff Responsibilities  
Relocation Arrangements for Residents

**Part 4**

Control of Fire Hazards  
Signage

**Part 5**

Maintenance of Building Facilities and Fire Protection Equipment  
Alternate Measures for Temporary Shutdown of Fire Protection Equipment or Systems  
Fire Drills  
Instructions on the Use of Fire Safety Systems Provided in the Building 24

**Part 6**

Fire Safety Committee  
Fire Safety Plan Distribution

**Conclusion**

Appendices

"A" **Sample Building Audit Forms**

"B" **Sample Building Human Resources Audit Form**

"C" **Sample Fire Drill Log**

"D" **Sample Staff Training Log**

"E" **Sample Emergency Instructions Signs**

"F" **Sample Schematic Drawings**

"G" **Sample Residents Fire Safety Package** (Sample Residents Fire Safety Package  
PDF version available on request at **AskOFM**)