



205 rue Bégon  
Auteuil Laval, QC  
H7H 2A4

www.joliciel.com  
serviceclientele@joliciel.com  
450-628-2902

## Subject: Safety Plan

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Here are the steps for conducting a fire safety plan

### 1. Description of fire protection equipment of the building.

### 2. Guide to Fire Safety Plan (FSP)

#### 2.1 Introduction subject guide

- Approval
- Goals
- Responsibilities
- Register (table)

#### 2.2 The organizational montage

##### 2.2 Définition tasks

- Coordinator
- Researcher
- Monitors
- Supervisors
- Clerk checkpoint

Note: More than one task can be performed by the same person

#### 2.3 Montage register of occupants

#### 2.4 Montage registry of security services

#### 2.5 Under fire procedures

- What you should know
- What to do during a fire
- What to do when the automatic fire alarm system
- Establish a rallying point
- Fire drill procedures and report

#### 2.6 Fire protection equipments, auditing and decommissioning

### 3. Posters of evacuation mentioned in the previous submission Evacuation Plan

3.1 Evacuation plans posters will be included in the guide

3.2 Indication places "You are Here"

3.3 Positionnement manual stations connected to the fire alarm

3.4 Positionnement portable fire extinguishers

3.5 Positionnement output

3.6 Indication executive exits

3.7 Primary care kit

3.8 All other items for security will be listed in the plan

3.9 In case of fire procedures (what to do)



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## 4. Labor steps

- 4.1 The decision required Description of fire protection equipment building
  - a) The composition of the guide type requested by the fire department of the city consists of the following:
    - Description of fire protection equipment building
    - Introduction approval, goals, responsibilities, and records
    - Definition of the tasks of monitoring staff
    - Organizational and Personnel Registry monitoring
    - Display general plan and instructions for common area
    - What we must do during fire drills
    - What you should do when checking and setting off
  - b) Procedure in case of fire
  - c) Evacuation Posters  
Map building  
Layout and review of the security plan  
Positioning elements extinguishers, exits, items manuals fire alarm system and evacuation management
  - d) How additional fire safety required by the childcare
  - e) Organization Chart personal
  - f) Table registry maintenance services of security systems
  - g) Personnel Registry
  - h) Register of occupants
- 4.2 The making of the guide elements of the security plan will be made first by fax, email and telephone.
- 4.3 A visit to the site before making the first version of the guide (FSP Fire Safety Plan) and posters evacuation
- 4.4 The first review before the visit with the fire department of the city.
- 4.5 Delivery of posters evacuation guide and FSP (Fire Safety Plan)
  - A bound copy of the guide FSP letter size
  - The file format of OpenOffice and Word of the fire safety plan. This file is useful for printing copies for future instructors and supervisors.
- 4.6 A visit with a service officer of Fire City (SPIM) for approval of the guide plan fire safety and evacuation signs.
- 4.7 A second revision of the guide plan and fire safety posters evacuation if necessary.
- 4.8 the final delivery version of the guide for fire safety plan if applicable