

2016

Fire Protection Plan: Accreditation



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The Fire Protection Plan was developed with the guidance of the ASVA and feedback from the Board of Directors.

The Board of Directors include:

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A special thanks to the following fire professionals whom added input to the Fire Protection Plan

- Integrated Emergency & Safety Services Inc.



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Fire Protection Planning Process

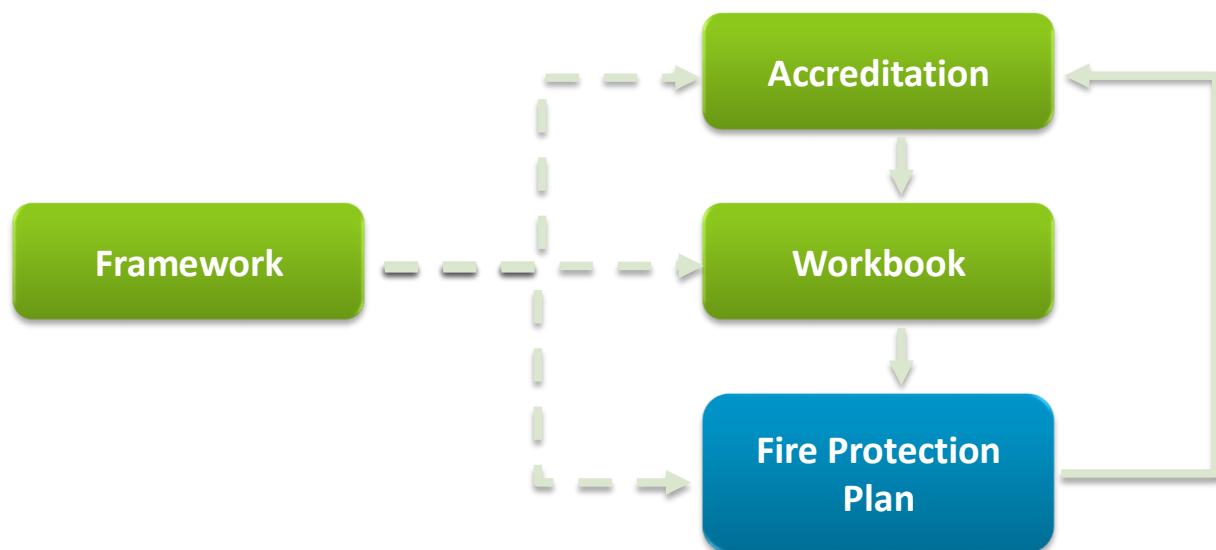
The purpose of a Fire Protection Plan is to provide an administrative process to document adaptive management by the Summer Village to minimize losses due to fire. A Fire Protection Plan must be completed with the aid and support of fire professionals and industry leaders. Three documents have been developed for Summer Villages to assist with the completion of their own Fire Protection Plan. The three documents include: The *Fire Protection Plan: Accreditation*; *Fire Protection Plan: Workbook*; and *Fire Protection Plan: Framework*. When utilized together, the three documents will guide a Summer Village through a step-by-step process to develop their own, unique Fire Protection Plan.

The *Fire Protection Plan: Accreditation* is a means for a Summer Village to determine if it is adhering to standards set by the ASVA. The Accreditation Audit Form is the functional portion of the Accreditation document. When completed, the Audit Form will identify strengths and weaknesses for a Summer Village to consider when developing a Fire Protection Plan.

The *Fire Protection Plan: Workbook* provides a step-by-step process to assist summer villages with the development of a Fire Protection Plan. A completed, edited, reviewed workbook will become the Summer Villages Fire Protection Plan. It is recommended that when beginning the Fire Protection Planning Process, it to **follow the step by step process described in the *Fire Protection Plan: Workbook***.

The *Fire Protection Plan: Framework* is a reference document to assist the planning process. The Framework provides additional information and reference material for each section of the Workbook.

By using the three Fire Protection Planning Process documents and additional materials provided by the ASVA, a Summer Village will be prepared to write a Fire Protection Plan for their community. A Fire Protection Plan will illustrate a community's progressive commitment to public safety.



Fire Protection Plan: Accreditation

The *Fire Protection Plan: Accreditation* is a means for a Summer Village to determine if it is adhering to standards set by the ASVA. The *Accreditation Audit Form* is the functional portion of the Accreditation document. When completed, the Audit Form will identify strengths and weaknesses for a Summer Village to consider when developing a Fire Protection Plan.

The *Accreditation Audit Form* is to be completed with the support of a variety of stakeholders, such as, fire service providers and industry liaisons.

Note: This is not a legal document. The views expressed in this document are the opinions of the Authors and not legally binding in any way.

Standard, Best and Leading Edge Practices

The *Accreditation Audit Form* is a functional document, which provides a quick assessment of a Summer Village. Each category of the Audit Form has three sections: Standard Practices, Best Practices, and Leading Edge Practices as depicted in Table 1.

Table 1. Example of Standard, Best and Leading Edge Practice Sections

Evacuation		
Standard Practices:	1 or 0 (Yes or No)	Percentage of Practice
Evacuation plan is in place and updated/ reviewed regularly		
Copy of the plan is readily available to the public		
Best Practices:		
Muster points within community are identified		
Evacuation route within community is signed		
Leading Edge Practices:		
Community ensures notification systems are effective		

The Standard Practice section of each category are the basic criteria that a Summer Village must meet to accomplish a bronze level of accreditation. If a Summer Village does not meet a standard practice, the reason why must be addressed in the Workbook.

Best and Leading Edge Practices go above and beyond the basic criteria of accreditation. Not all Summer Villages will be able to comply with 100% of these practices.

Completing the Audit Form

To complete the *Accreditation Audit Form* the column labeled “1 or 0 (Yes or No)” needs to be filled for each category and its criteria. A “1” represents the Summer Village **complies** with the criteria and a “0” means the Summer Village **does not comply** with the criteria. See Table 2.

Table 2. Example Yes or No Column

Evacuation		
Standard Practices:	1 or 0 (Yes or No)	Percentage of Practice
Evacuation plan is in place and updated/ reviewed regularly	1	
Copy of the plan is readily available to the public	1	
Best Practices:		
Muster points within community are identified	1	
Evacuation route within community is signed	0	
Leading Edge Practices:		
Community ensures notification systems are effective	0	

Once all the criteria for each of the categories have been answered as “1” or “0”, the Percentage of Practice column must be filled in. The percentage of practice column is calculated by simply averaging the “1 or 0 (Yes or No)” column. See Table 3.

Table 3. Example Percentage of Practice Column

Evacuation		
Standard Practices:	1 or 0 (Yes or No)	Percentage of Practice
Evacuation plan is in place and updated/ reviewed regularly	1	100%*
Copy of the plan is readily available to the public	1	
Best Practices:		
Muster points within community are identified	1	50%**
Evacuation route within community is signed	0	
Leading Edge Practices:		
Community ensures notification systems are effective	0	0%***

*Standard Practice Calculation: 2 of 2 criteria are met: $2/2 \times 100 = 100\%$

**Best Practice Calculation: 1 of 2 criteria are met: $1/2 \times 100 = 50\%$

***Leading Edge Practice Calculation: 0 of 1 criteria are met: $0/1 \times 100 = 0\%$

After the *Accreditation Audit Form* has been completed, the Summary of Percentage of Practices Table can be filled out. Table 4 is a completed example.

Table 4. Example of Summary of Percentage of Practices

Summary of Percentage of Practices			
Category	Standard Practices	Best Practices	Leading Edge Practices
Fire Department and Emergency Response	100%	33%	33%
Water Resources	100%	0%	100%
Evacuation	100%	50%	0%
Wildfire	100%	50%	0%
Outside Fuel and Ignition Hazards – Private	100%	33%	50%
Outside Fuel and Ignition Hazards – Public	100%	50%	67%
Structures – Residential	100%	40%	33%
Structures – Community	100%	50%	0%
Community Access	100%	33%	50%
Utilities	100%	0%	0%
Industrial Activities	100%	0%	0%
Monitoring	*100%	N/A	N/A
Evaluation	*100%	N/A	N/A
Averages Completed Practices	**100%	**31%	**30%

*Monitoring and Evaluation categories will not be filled out the first time a Summer Village completes the Audit Form.

**Calculated by taking the average of the practice column. The first time a Summer Village completes an *Accreditation Audit Form* do not include the Monitoring and Evaluation categories.

Achievement Levels

Once the *Accreditation Audit Form* is completed a level of achievement can be determined. There are four levels of achievement: Bronze, Silver, Gold, and Platinum. Table 5. Achievement Minimums, illustrates the four achievement levels and the minimum average percentages needed to comply.

Table 5. Achievement Minimums

Achievement Minimums			
Achievement	Standard Practices	Best Practices	Leading Edge Practices
Bronze:	100%	N/A	N/A
Silver:	100%	25%	N/A
Gold:	100%	25%	20%
Platinum:	100%	50%	50%

Note that **a minimum of 100% compliance with standard practices is needed for any level of achievement**. Increasing levels of achievement demonstrate that best and/or leading edge practices are being achieved.

Table 6 cross-references the achievement minimums to the example from Table 4 to determine the achievement outcome.

Table 6. Example of Achievement

Achievement	
Bronze:	Achieved
Silver:	Achieved
Gold:	Achieved
Platinum:	Not Achieved

Accreditation Audit Form

Fire Department Resources and Emergency Response

Fire Department Resources and Emergency Response		
Standard Practices:	1 or 0 (Yes or No)	Percentage of Practice
Summer Village has annual formal fire suppression response meetings with Fire Department		
Risk specific suppression apparatus and equipment are available to respond (off road apparatus, drop tanks etc.)		
Summer Village occupants are able to contact 911 via landline or call box (if cellular coverage is unreliable)		
Summer Village has established fire lanes or access points at recreational areas for emergency response apparatus and personnel (parks, beaches, water access)		
Summer Village receives a completed incident report on responses, resources used and cause of fire (Office of the fire commissioner)		
Determine the responsible party in Summer Village to implement emergency measures. (MGA 551(1), 531(1))		
Best Practices:		
Fire Department has created and kept current preplans for Summer Village fire response readiness. NFPA 1720 5.5		
Fire Department response has a minimum 6 qualified responders in 14 min. 90% of the time. NFPA 1720 4.3.1-2		
Fire Department will perform semi-annually familiarization runs of Summer Village ensuring proper apparatus access and accuracy of preplan maps.		
Leading Edge Practices:		
Elected official receives training in Incident Command Systems (ICS) 100		
Summer Village has the Fire Underwriter Survey complete an evaluation and adopts the suggested recommendations.		
Fire Department adopts NFPA 1720 as the guide to the training and deployment of fire resources to Summer Village incidents		
Develop a muster point with provisions to assist with emergency medical needs (first aid), location to shelter in place, basic water and food provisions. (National Be Prepared Strategy 72 hours)		

Notes:

Water Resources

Water Resources		
	1 or 0 (Yes or No)	Percentage of Practice
Standard Practices:		
Fire Department has a standard water delivery system in place, capable of providing a rate of water supply for fire suppression activities 365 days a year.		
Best Practices:		
Fire department has an established and tested means of supplying water for firefighting activities that are able to flow 1900 L/min (suggested suppression volume for 1000 sq ft home) NFPA 1142 4.61		
Leading Edge Practices:		
Summer Village has completed a Fire Underwriters Survey of the fire resources available, results determine gaps in services that could be addressed for optimal insurance rating		

Notes:

Evacuation

Evacuation		
	1 or 0 (Yes or No)	Percentage of Practice
Standard Practices:		
<input type="checkbox"/> Evacuation plan is in place and updated/ reviewed regularly		
<input type="checkbox"/> Copy of the plan is readily available to the public		
Best Practices:		
<input type="checkbox"/> Muster points within community are identified		
<input type="checkbox"/> Evacuation route within community is signed		
Leading Edge Practices:		
<input type="checkbox"/> Community ensures notification systems are effective		

Notes:

Wildfire

Wildfire		
	1 or 0 (Yes or No)	Percentage of Practice
Standard Practices:		
Wildfire Threat Assessment is completed and accepted		
Wildfire Preparedness Guide is completed and accepted		
Best Practices:		
Wildfire Mitigation Strategy completed and accepted		
Community is engaged in FireSmart (i.e. education sessions)		
Leading Edge Practices:		
Summer Village becomes a FireSmart Recognized Community		
Capital and operational budgets accommodate community accepted recommendations in Mitigation Strategy		

Notes:

Outside Fuel and Ignition Hazards – Private

Outside Fuel and Ignition Hazards – Private		
Standard Practices:	1 or 0 (Yes or No)	Percentage of Practice
Bylaws are in place to manage hazards on private property		
Community has distributed FireSmart educational tools to residents		
Best Practices:		
Community has an annual hazard disposal program		
Bylaw and notification process for burning restrictions and bans		
Fire pit size and location standards are described in the bylaw		
Leading Edge Practices:		
Summer Village has a fire permitting system for burning		
Bylaws are enforced to ensure compliance		

Notes:

Outside Fuel and Ignition Hazards - Public

Outside Fuel and Ignition Hazards – Public		
Standard Practices:	1 or 0 (Yes or No)	Percentage of Practice
Public lands are regularly inspected/ monitored for hazards (i.e. garbage cans, brush)		
Public land has a combustible debris removal program		
Best Practices:		
Summer Village has a bylaw regulating ATV use		
Summer Village has a bylaw and notification process for burning restrictions and bans		
Leading Edge Practices:		
ATV trails within and near community are maintied		
Summer Village develops a community awareness strategy (i.e. improper cigarette disposal)		
Bylaws are enforced to ensure compliance		

Notes:

Structures - Residential

Structures – Residential		
	1 or 0 (Yes or No)	Percentage of Practice
Standard Practices:		
Programs are in place to educate residents about smoke detectors, carbon monoxide detectors, and fire extinguishers		
Proper permits for structures are in place as per Alberta Safety Codes		
Best Practices:		
Programs in place to inspect vents and chimneys		
Fire resistant building materials are mandated within a development bylaw		
Summer Village provides annual inspection service of fire extinguishers		
Summer Village has a bylaw to ensure Provincial Safety Codes are followed		
Smoke detectors are replaced every 10 years		
Leading Edge Practices:		
Automated rooftop external sprinkler systems are installed		
Fire alarms are connected to a remote monitoring system		
Automated ceiling sprinkler systems are installed		

Notes:

Structures – Community

Structures – Community			
		1 or 0 (Yes or No)	Percentage of Practice
Standard Practices:			
<input type="checkbox"/>	Proper permits in place for new construction as per Alberta Safety Codes		
<input type="checkbox"/>	Smoke detectors are operational		
<input type="checkbox"/>	Carbon dioxide monitors are in place and operational		
<input type="checkbox"/>	Fire extinguishers are present and inspected as per manufacturer's instructions		
Best Practices:			
<input type="checkbox"/>	The exterior of building are composed of fire resistant materials		
<input type="checkbox"/>	Fire alarms are connected to a remote monitoring system		
Leading Edge Practices:			
<input type="checkbox"/>	Automated rooftop external sprinkler systems are installed		
<input type="checkbox"/>	Automated ceiling sprinkler systems are installed		

Notes:

Community Access

Community Access		
Standard Practices:	1 or 0 (Yes or No)	Percentage of Practice
Access can accommodate two way traffic: local fire apparatuses entering the area and traffic evacuating the area		
Street signage is in place		
Each property is identified by its address		
Roadways are maintained year round		
Best Practices:		
Community has two means of egress		
Roadway signage is made of a reflective panel with minimum dimensions of 8 by 12 inches. The address characters are a minimum height of 4 inches in height. The reflective panel and address letters or numbers shall be a contrasting colour.		
Each lot has a standard metal sign that has lettering a minimum of 4 inches in height and made from reflective material. Each address sign shall be placed within 2 m of the shoulder of the main driveway/ approach, at a height between 1 m to 2 m from the ground.		
Leading Edge Practices:		
Each entrance to the community has a lit community map with street names and evacuation routes		
Each community access point has a fire risk rating sign		

Notes:

Industrial Activities

Industrial Activities		
	1 or 0 (Yes or No)	Percentage of Practice
Standard Practices:		
<input type="checkbox"/>	Summer Village has a contact list for all adjacent industries (i.e. Railway, Oil and Gas Forestry)	
<input type="checkbox"/>	If present, are these areas or facilities being maintained appropriately	
Best Practices:		
<input type="checkbox"/>	Summer Village has a working relationship with surrounding industries (i.e. continuing dialog)	
Leading Edge Practices:		
<input type="checkbox"/>	Councilors become educated with regulations, reporting, or common safety courses practiced by industry	

Notes:

Utilities

Utilities			
		1 or 0 (Yes or No)	Percentage of Practice
Standard Practices:			
	Utility lines have annual inspections and, if required, vegetation maintenance		
	Underground utilities have proper signage to identify its presence		
Best Practices:			
	Vegetation control easements/agreements are in place		
Leading Edge Practices:			
	Utilities shutoffs and major supply lines are identified on Fire Department preplans, which are carried in trucks		

Notes:

Monitoring

Monitoring		
Standard Practices:	1 or 0 (Yes or No)	Percentage of Practice
Monitoring sheet in Workbook is complete		
Best Practices:		
Not Applicable for this category	N/A	N/A
Leading Edge Practices:		
Not Applicable for this category	N/A	N/A

Notes:

Evaluation

Evaluation		
Standard Practices:	1 or 0 (Yes or No)	Percentage of Practice
Evaluation sheet in Workbook is complete		
Best Practices:		
Not Applicable for this category	N/A	N/A
Leading Edge Practices:		
Not Applicable for this category	N/A	N/A

Notes:

Summary of Percentage of Practices

Summary of Percentage of Practices			
Category	Standard Practices	Best Practices	Leading Edge Practices
Fire Department Resources and Emergency Response			
Water Resources			
Evacuation			
Wildfire			
Outside Fuel and Ignition Hazards – Private			
Outside Fuel and Ignition Hazards – Public			
Structures – Residential			
Structures – Community			
Community Access			
Industrial Activities			
Utilities			
Monitoring*			
Evaluation*			
Average Completed	%	%	%

**Monitoring and Evaluation categories will not be filled out the first time a Summer Village completes an Accreditation Audit Form.*

Achievement Level

Achievement	
Bronze:	
Silver:	
Gold:	
Platinum:	