

Short-Term Rental Registry Program - Site and Fire Safety Plan

Introduction

The implementation of a Site and Fire Safety Plan ensures the effective use of life safety features within a building to protect occupants from fire and to identify all structures and required setbacks on the property. The Site and Fire Safety Plan must be prepared to reflect the specific characteristics and resources of the dwelling unit. It is the responsibility of the property owner to ensure that all information contained in the Site and Fire Safety Plan is accurate, complete, and up to date.

This Plan shall be kept readily available at all times and posted at the front of the entrance in a conspicuous location of the rental.

Emergency Procedure

Upon hearing a smoke alarm or the smell of smoke or fire

1. Exit immediately

- Occupants leave the building immediately and if able, close doors behind them. Do not collect belongings or get dressed.
- If safe to do so, supervise the evacuation of all occupants, including those who may require assistance.

2. Stay low

- If you encounter smoke, get low and crawl beneath it to the nearest safe exit.

3. Go to a pre-arranged meeting place

- Everyone in household go to outdoor meeting place on map

4. Call 9-1-1

- If safe to do so, supervise the evacuation of all occupants, including those who may require assistance
- Debrief Fire services upon arrival.

Site and Fire Safety Plan Requirements

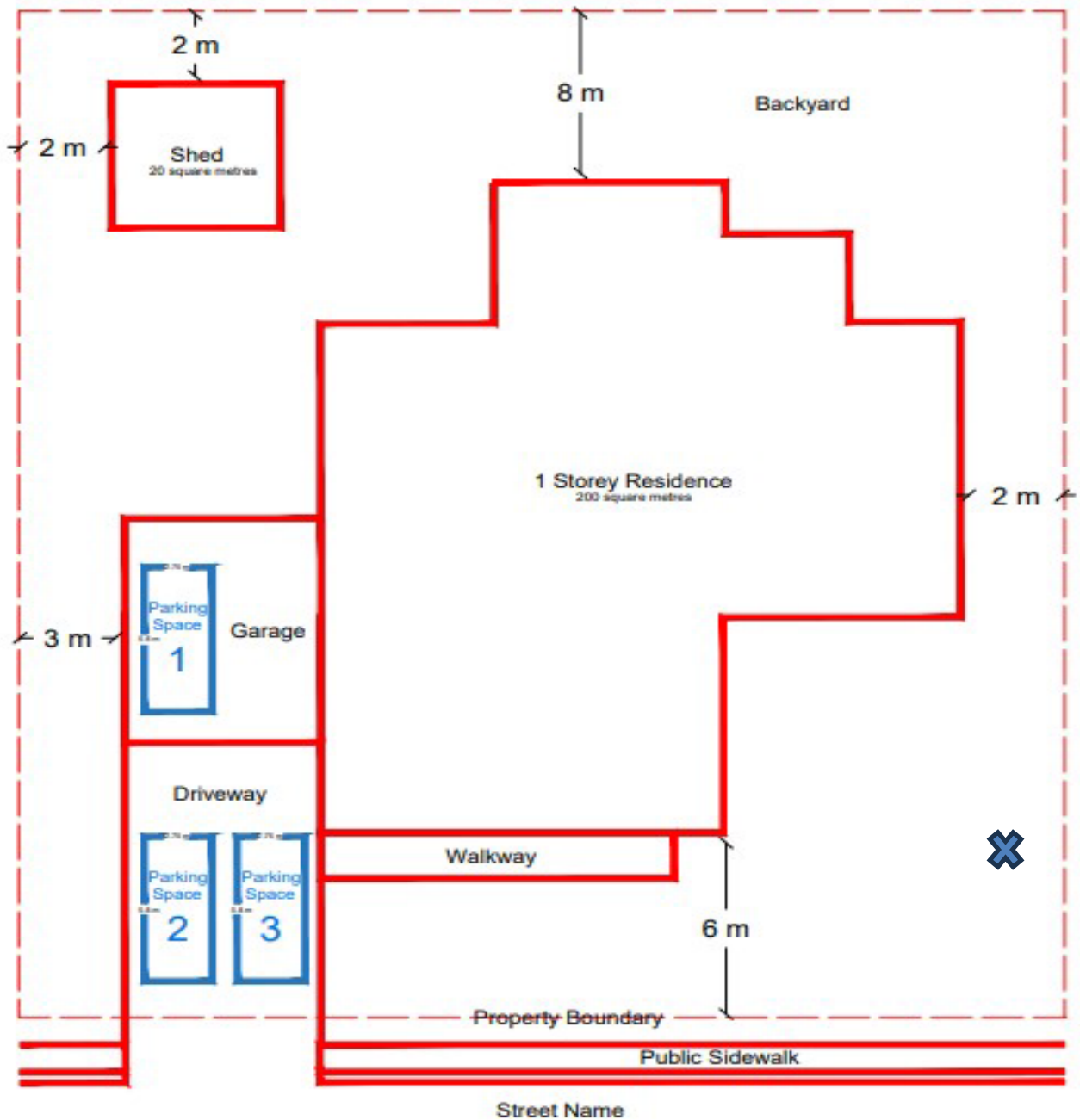
All owners who have applied for the registry of the Short-Term Rental Program shall provide a Site (exterior and interior) of the dwelling unit with a Fire Safety Site Plan. (See attachments for examples)

A Site and Floor plan, drawn to scale and fully dimensional, showing the Premises identifying: (Note: may be hand drawn)

- i. the location of all buildings and structures on the Property.
- ii. the use of each room.
- iii. the location of smoke and carbon monoxide alarms, and early warning devices.
- iv. the location of fire extinguishers.
- v. the location of all gas and electric appliances.
- vi. the location of all fireplaces and fuel-burning appliances.
- vii. all entrances/exits to and from the buildings; and
- viii. the exterior decks that are appurtenant to the premises and related site amenities including dimensioned parking spaces, and other buildings or structures on the property.

Example of Exterior Site Plan

X Meeting place for all occupants



Example of Interior Site and Fire Safety Plan

House Emergency Floor Plan

