

Response to AG Report - Office of the Fire Marshal (OFM)
Summary Action Plan
APPENDIX A

Activities	by June 1, 2011	Fall 2011	Winter 2011/12	Spring 2012	Fall 2012
Management Information					
1. Assessment of operations /Development of action plan	✓				
2. Determine information needs/MIS			◆ interim solution		◆ long term solution
3. Compile inventory of buildings	✓				
3a. Determine system and track inspection/investigation activities			◆		◆
4. Submit activity reports (DFM)	✓ in part, to be updated in relation to #2				
5. Develop and implement performance standards		◆			
6. Monitor and assess performance			◆		
7 Implement quality assurance process				◆	
Monitoring of Municipalities					
8. Define "system" of inspections for municipalities			◆		

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9. Conduct inspections when municipalities fail to complete				♦	
10. Implement policies and procedures to follow up on noted deficiencies				♦ see also #8	
11. Develop plan to determine compliance of municipalities in accordance with <i>Fire Safety Act</i>				♦	
Inspection, Compliance and Enforcement					
12. Develop plan to meet inspection responsibilities as per legislation and policies, starting with high priority facilities	✓ (in part)			♦	
13. Develop process to ensure schools are inspected at frequency required by the <i>Act</i>				♦	
14. Define a “serious fire safety deficiency”				♦	
15. Implement various policies and procedures related to: - inspection reporting method for deficiencies - times frames to report identified deficiencies; + building owners to address deficiencies - follow up/enforcement of deficiencies - documentation and investigation				♦	

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16. Implement Inspection Guidelines		◆			
17. Implement an Inspection Checklist		◆			
18. Implement an orientation training policy			◆		
19. Follow up on fire safety deficiencies as noted during review of construction plans				◆	
Fire Safety Education					
20. Implement a fire safety education plan, monitor and update as required					◆

Key:

- ✓ Completed
- ◆ time line due