

Fire Safety Plan Guidelines for Construction, Renovation and Demolition Sites

- Alberta Fire Code 2006, Division B, Section 5.6. This Section applies to *buildings*, parts of *buildings*, and associated areas undergoing construction or demolition operations including renovations.
- Alberta Fire Code 2006, Division B, Section 5.6.1.2.(1) Prior to the commencement of construction or demolition operations, a Fire Safety Plan shall be prepared for the site.

The Fire Safety Plan will be **site specific** and may be reviewed at any time by the *authority having jurisdiction*. (Fire Department – Fire Safety Codes Officer) Fire Safety Plan should be reviewed and updated as the construction site progresses. The Contractor, as a representative of the owner, is responsible for the Fire Safety Plan until occupancy.

A Fire Safety Plan should include, but is not limited to the following information.

1. Emergency Procedures to be used in THE EVENT OF AN EMERGENCY

- Sounding of the fire alarm (horn). Who is the designate and backup person
- Notify the fire department (911). Who is the designate and back up person
- Instruction for site personnel to follow when an alarm is sounded.
- Are exit routes clearly identified within the site or from floors.
- Designated gathering location, off site.
- List of personnel on site, updated and current - you should know who is on site.
- Person assigned to meet the fire department and give information.
 - Where is the fire or injury located on site
 - Is everybody on site accounted for
- Assigned site fire warden(s), various trades represented.
- Directions and training on confining or controlling the fire.

2. Training of site personnel on evacuation procedures including:

- Site orientation.
- Regular site fire safety meetings incorporated into regular safety meetings.
- Simulated fire drills as applicable and warranted.

3. Assigned site personnel responsible to install and maintain fire safety duties such as:

- Control of combustibles on the site and around the buildings.
- General site house keeping.
- Removal of excess garbage material on a regular basis.
- Maintain separation of combustibles from open flame devices.
- Maintain clear unobstructed access for fire department apparatus and to hydrants.
- Maintaining and operation of at least one exit from every floor.
- Separation of access routes from materials stored on site, combustibles, etc.
- Parking of vehicles or delivery trucks, directed so as not to obstruct fire department access to the site and buildings. (off site parking and storage may be considered)

4. Fire fighting Services – hydrant, siamese, sprinkler, temporary access route

- Installed, tested and activated at the start of construction
- Maintained and accessible for fire fighters
- Access to the building – listing primary and secondary access points
- Fire fighting services (standpipes, hydrants) are in place, are they accessible
- Provide drawings showing location of fire fighting systems as they are operational.
- The site properly addressed and the sign visible and legible to emergency crews

5. **Fire Extinguishers:**

- Sufficient numbers on site
- Up to date, serviced within the last year
- At or near gas or propane fuel operated equipment
- Mounted, with proper signage, at exit locations or required travel distance on site
- Adjacent to any hot works operations – cutting torch, welding or torching

6. **Hot works operations:**

- The area shall be clear of flammable and combustible materials
- Fire watch assigned during hot works operation and for a period of 60 minutes after its completion.
- A final inspection of the hot works area 4 hours after completion
- Are the hot works in the proximity of combustible or flammable materials, have provisions been made for protection of such materials by noncombustible materials, thermal barrier or other means.
- Work being performed by trained or certified personal
- A fire extinguishers present at all times
- Proper ventilation, as required
- Are there hot tar pots on site c/w extinguishers, trained personnel, and located away from combustible materials

7. **Flammable and Combustible Storage**

- Storage area separated from combustible material by 3m
- Storage area locked and vented
- Storage area protected from vehicular/ industrial motorized traffic
- Portable pressurized (new or use) cylinders secured when not in use
- Area have proper signage or placard in place
- A current or updated list of dangerous goods on site
- A portable extinguisher in close proximity to storage and work areas
- Storage area away from egress and access routes to the site

8. **Security**

- Is their 24-hour security on site, by locked gate, nightly rounds, or on site provisions

9. **Contact Personnel**

- Is there a list of names, addresses, and telephone numbers of persons to be contacted during non-operating hours or in emergency situations

This information is being provided for the construction industry as an aid in preventing injury and fires in and around construction sites and to address life and property fire safety issues. Keeping in mind it is the **sole responsibility of the owner** or representatives of the owner to be aware of all regulations within the jurisdiction and to carry out or make provision to adhere to the various codes and standards applicable to their project or business.

For further information, assistance or to arrange for a site visit contact your local Fire Inspection Officer or the Authority Having Jurisdiction.