

# Fire Safety Plan Guidelines

*City of St. Albert – Fire Services*



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# CITY OF ST. ALBERT FIRE SERVICES

## Fire Safety Plan Guidelines for Construction, Renovation and Demolition Sites

**Note: All information is to be completed on the Fire Safety Plan Template. This document is a guide to creating the required fire plan.**

### FIRE CODE REQUIREMENTS

<b>Alberta Fire Code 2006 Division “B” (AFC”B”) 5.6.1.2.</b>	These requirements will apply to buildings or parts of buildings undergoing construction or demolition operations and includes renovations.
<b>AFC”B” 2.8.2.1.</b>	The Fire Safety Plan shall be prepared in cooperation with City of St. Albert Fire Services and shall include documents, including diagrams, showing the type, location and operation of the <i>building</i> fire emergency systems.
<b>AFC”B” 5.6.1.2.</b>	The Fire Safety Plan shall be prepared prior to start construction, demolition or renovation operations.

**The Fire Safety Plan will be site specific** and may be reviewed at anytime by the *authority having jurisdiction* (City of St. Albert Fire Services - 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) **Applicant Name/Contact Information**
- 2) **Civic Address of Project**
- 3) **Legal Land Description (Lot/Block/Plan)**
- 4) **Job Type & Description (Construction/Renovation/Demolition)**
- 5) **Project Cost (estimate)**
- 6) **Building Size**



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**7) Emergency Procedures to be used IN THE EVENT OF AN EMERGENCY:**

- a) Sounding of the fire alarm (horn). Who is the designate and backup person.
- b) Notify Emergency Services (9-1-1). Who is the designate and backup person.
- c) Instruction for the site personnel to follow when an alarm is sounded.
- d) Are exit routes clearly identified within the site or from floors.
- e) Designated gathering location, off site
- f) Where is the fire or injury located on site.
- g) Is everybody on site accounted for.
- h) Assigned site fire warden(s), various trades represented.
- i) Directions and training on confining and controlling the fire.

**8) Training of Site Personnel on Evacuation Procedures including:**

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

**9) Assigned Site Personnel Responsible to Install and Maintain Fire Safety Duties such as:**

- a) General site housekeeping
- b) Removal of excess garbage material on a regular basis.
- c) Maintain separation of combustibles from open flame devices.
- d) Maintain clear unobstructed access for Emergency Services apparatus and to hydrants.
- e) Control of combustibles on the site and around the buildings.
- f) Maintaining and operation of at least one exit from every floor.
- g) Separation of access routes from materials stored on site, combustibles, etc.
- h) 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)

**10) Fire Fighting Services – Hydrant, Siamese, Sprinkler, Temporary Access Route:**

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

**11) Fire Extinguishers**

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



## 12) Hot Works Operations

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

## 13) Flammable and Combustible Storage

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

## 14) Security

- a) Is there 24-hour security on site, by locked gate, nightly rounds etc.?

## 15) Contact Personnel:

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

## 16) Fire Plan

- a) A copy of Fire Plan is to be kept on site.

