

Fire Safety Plan Template

City of St. Albert – Fire Services



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CITY OF ST. ALBERT FIRE SERVICES

Fire Safety Plan Template

Job Type

Demolition Construction Renovation

Date (month/date/year):

Applicant Name:

Civic Address:

Legal Land Description: Plan Block Lot

Cost of Project (estimate) \$

Contact Information Ph# Cell#

Address of Worksite/Event

Trades/ Organization	Name	Phone #	Cell#	Alt Ph#
Site Supervisor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Security	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Key Holder(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alarm Company	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Diagram

A floor plan needs to be incorporated into the fire plan and posted in a conspicuous area(s), and should include the following:

- Location of exit(s)
- Location of evacuation route(s)
- Location of muster point(s)
- Location of fire extinguisher(s)
- Location of first aid station (if any)
- Location of Flammable or Combustible liquids/Hazardous Processes
- Fire and/or Evacuation Emergency Response Plan

Training

- Site orientations are provided to all workers/staff
- First Aid trained workers/staff are on site
- Fire safety requirements and evacuation procedures are incorporated into regular work site/event safety meetings
- All workers/staff are trained in the use of fire extinguishers

Keys and Special Devices

- Site office/Fire Department key box contains keys to site area(s)
- Site supervisor acts as the key holder

Requirements for Adjacent Property Protection

Provide an outline of what option(s) are to be used for the protection of adjacent property as per Alberta Fire Code 2006 Sentence 5.6.1.2.



Emergency Procedure

1. Don't panic.
2. Call for help and sound the alarm/horn.
3. If possible try to extinguish the fire (if smaller than you).
4. If fire is larger than you or uncontainable, evacuate yourself, and call **9-1-1**. Communicate to others that **9-1-1** has been called.
Our address is _____
5. Meet at designated muster site, do not leave muster area unless it is compromised (as per site/event diagram).
6. Do head count – buddy system.

Using a Fire Extinguisher

There is a simple acronym to remember to operate most fire extinguishers - PASS. PASS stands for:

- **P**ull, **A**im, **S**queeze and **S**weep.
- **Pull** the pin at the top of the cylinder. Some units require the releasing of a lock latch or pressing a puncture lever.
- **Aim** the nozzle at the base of the fire.
- **Squeeze** or press the handle.
- **Sweep** the contents from side to side at the base of the fire until it goes out.
- Shut off the extinguisher and then watch carefully for a rekindling of the fire.

When to Fight a Fire

You should fight a fire with a fire extinguisher only when the following are true:

- Everyone has left or is leaving the building
- The fire department has been called
- The fire is small and confined to the immediate areas where it started such as, in a wastebasket, cushion, small appliance, stove, etc
- You can fight the fire with your back to a safe escape route
- Your extinguisher is rated for the type of fire you are fighting and is in good working order
- You have had training in use of the extinguisher and are confident that you can operate it effectively

Remember, if you have the slightest doubt about whether or not to fight the fire - DON'T. Instead, get out, and close the door behind you to slow the spread of the fire.

You have one of the best fire departments in the world standing by ready to protect you. Let the professionals do their job.



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Fire Protection

Fire prevention requires special attention

1. Keep all entrances, exits and roadway(s) clear of obstructions such as vehicles, equipment and general clutter at all times.
2. Correct poor housekeeping practices.
3. Use appropriate shielding of flammable surfaces when performing hot work (tar work, welding, cooking etc).
4. Keep your work and floor areas free of unnecessary combustible materials.
5. Use proper degreasing agents. Never use gasoline or other “flammable liquids” for degreasing or cleaning equipment.
6. All fire doors are to be kept closed
7. Fuel storage and hazardous materials are stored appropriately and are not obstructing access or exits from site/facility

Fire Fighting Equipment

1. Address is posted and clearly legible at the street side of the work/event site.
2. Fire Hydrants are in proper working condition.
3. Ensure the Fire Department has clear access to the job site/facility.
4. All staff should know the location of the firefighting equipment in their area.
5. Fire extinguishers are to be located at each exit.
6. An appropriate amount of extinguishers are on site (at exits/in vehicles).
7. Fire extinguishers are to be checked for certification and ready for use.
8. Never return an empty extinguisher to its fire station. Clearly mark it out of service and exchange it for a charged unit.
9. All fire extinguishers will be inspected on an annual basis by a certified company.
10. All staff must receive training before using fire extinguishing equipment.



Hot Works Operations

- Hot works area(s) shall be clear of flammable and combustible materials.
- Fire watch assigned during hot works operation and for a period of 60 minutes after completion of the hot works
- A final inspection of the hot works area will be performed 4 hours after completion.
- Hot works in the proximity of combustible or flammable materials, have provisions for protection of such materials by non-combustible materials: thermal barrier or other means
- All hot works processes are performed by trained or certified personnel
- A fire extinguisher present at all times
- Have proper ventilation will be maintained as required
- Hot tar pots located on site are complete with extinguishers, trained personnel, and located away from combustible materials

Flammable and Combustible Storage

- Storage area separated from combustible material by 3 metres
- Storage area locked and vented as required
- Storage area protected from vehicular/industrial motorized traffic
- Portable pressurized (new or used) cylinders secured when not in use
- Appropriate and proper signage or placards are in place
- A current/updated list of dangerous goods is kept on site
- Portable fire extinguishers are kept in close proximity to storage and work areas
- Storage area(s) is away from egress and access routes on the work site

Requirements for Adjacent Property Protection

Provide an outline of what option(s) are to be used for the protection of adjacent property as per *Alberta Fire Code 2006 Sentence 5.6.1.2.*



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Security

Security for the Work Site/Event may include: *check mark the level of security that applies*

- Fencing erected around perimeter of worksite
- Security Patrol
- Night watchman
- Building secured and locked
- Other (please provide details)

Note: *Depending on the project type and location, the fire department may request all of the security elements to be included in the fire plan.*

I have read and understand the requirements of the fire plan.

Name (print) _____ **Signature** _____ **Date** _____

Return Fire Plan to: Planning & Development
 Second Floor, 5 St. Anne Street
 St. Albert, AB T8N 3Z9

Phone: 780-459-1642
Fax: 780-458-1974

Fire Services Use Only

Approved By (print name) _____ **Signature** _____

Date: _____ **SCO#** _____



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