



(Appendix A)

## Fire Safety Plan for Construction, Renovation or Demolition (Small Buildings)

THIS PLAN MUST BE POSTED AT EACH JOB SITE AND EMPLOYEES ARE EXPECTED TO BE TRAINED IN HOW TO FOLLOW ITS PROVISIONS

Permit #: \_\_\_\_\_ Address: \_\_\_\_\_

Legal Land: \_\_\_\_\_

Description of Project: \_\_\_\_\_

### General Considerations:

- A warning system will be in place at all sites to warn of potential threats, and facilitate evacuation
- Each site will have a muster point where workers can be accounted-for
- A method of notifying the fire department, or other emergency agency shall be available at all times
- Fire extinguishers will be available at all times at every site while workers are present
- Access to fire hydrants and buildings for fire apparatus must be maintained

### Hazard Control:

- At the end of each day combustibles will be cleared from the site area, disposed of in bins, or stored in neat piles
- No open-flame devices will be used inside buildings unless a dedicated watch is in place – this includes hot works
- LPG tanks or flammable liquids containers are not allowed within buildings

### Emergency Response Numbers:

**FIRE/POLICE/AMBULANCE: 9-1-1**

Power: (780) \_\_\_\_\_

Gas: (780) \_\_\_\_\_

Water: (780) \_\_\_\_\_

### Contact Personnel:

Provide a list of names and telephone numbers of person(s) to be contacted during non-operating hours or in emergency situations. Please print clearly.

#### Contact Names and Numbers (24 hrs.):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Muster Point: \_\_\_\_\_

This plan is designed in conformance with Section 2.8.2 of the Alberta Fire Code, and on signature, becomes an agreement between the building owner/contractor and Leduc County Fire Services.

\_\_\_\_\_  
Building Owner/Contractor Signature:

\_\_\_\_\_  
Please print name

Date: \_\_\_\_\_

Leduc County Fire Services  
Approval Stamp & Signature



(Appendix B)

## **Small Buildings Construction, Demolition and/or Renovation Site Evacuation Plan**

*"Post on construction site"*

### **FIRE EMERGENCY**

#### **Upon Discovery of Fire:**

- Leave fire area immediately.
- Ensure room doors are closed, turn off equipment.
- Notify occupants verbally or sound horn.
- Use nearest exit.
- Call the Fire Department "911" (from a safe location).
- Try to extinguish or control the fire if safe to do so.
- Go to mustering point, stay there until instructed otherwise.
- A supervisor must await the arrival of the Fire Department at access point.

#### **Upon Hearing of a Fire Condition:**

- Turn off equipment.
- Use nearest exit.
- Ensure room doors are closed.
- Go to mustering point.
- Do not leave the mustering point until instructed to do so.
- Designates must account for all people expected to be on site.

#### **Emergency Numbers**

Fire, Ambulance, Police, Dangerous Goods and Rescue call **911**



(Appendix C)

## CONSTRUCTION FIRE SAFETY GUIDELINES

The primary purpose of these guidelines is to protect life and property. These guidelines are aimed at contractors managing smaller work sites.

Most issues at construction sites can be dealt with using simple precautions.

- Street address of the site is to be posted and clearly visible at all times for all emergency response personnel including police, fire and ambulance. Address numbers should be affixed in a visible location at a level of about 2m from the ground, or taped to the inside of a front facing window.
- Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.
- Fire department access is to be maintained at all times from start to completion of construction. Blocking or obstruction of access roads or hydrants with construction materials, equipment or excavation materials is not permitted.
- Construction heaters shall be connected so as to minimize danger of mechanical damage and upset and be installed on a solid level base. Temporary heaters must be placed at least 5m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire. Piping, tubing, hose and fittings shall be supported, secured and protected from damage and strain. Propane regulators shall be properly fastened within the protective cover.
- Outdoor refuse containers shall be kept at least 3m from a combustible building and any building overhang or opening. Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard. Burning of waste material at construction sites is not permitted.
- Hot works shall be performed only by personnel trained in the safe use of hot work equipment. A fire watch shall be provided for a period of not less than 60 minutes after its completion. At least one 4-A:40-B;C portable extinguisher and a pail of water shall be provided in the hot work area.
- If fire breaks out the alarm should be raised as soon as the person discovers it and should be heard by everyone working on the site. Immediately dial 911, provide the operator with the address and a description of the emergency.

For further information call Leduc County Fire Services at 780-955-7099