



# Fire safety plan

## Construction, renovation and/or demolition (Small buildings) Appendix A

**Planning and Development**  
101-1101 5 St., Nisku, AB T9E 2X3  
p: 780-979-2113 f: 780-955-8866  
safetycodes@leduc-county.com

Permit number \_\_\_\_\_

Date \_\_\_\_\_

**Address**

¼		Section		Township		Range		West of		Roll #	
Lot		Block		Plan		Subdivision/hamlet					
Civic address											

**Project description**

**General considerations:**

- A warning system must be in place at all sites to warn of potential threats, and facilitate evacuation.
- Each site must have a muster point where workers can be accounted for.
- A method of notifying the fire department or other emergency agency must be available at all times.
- Fire extinguishers must 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 must be cleared from the site area, disposed of in bins, or stored in neat piles.
- No open-flame devices, including hot works, can be used inside buildings unless a dedicated watch is in place.
- Liquefied petroleum gas (LPG) tanks or flammable liquids containers are not allowed within buildings.

**Emergency response contacts**

<i>Call 9-1-1 in an emergency needing fire, police or ambulance services</i>			
Power company		Phone	
Gas company		Phone	
Water company		Phone	

**Personnel contacts (to be contacted during non-operating hours/emergency situations – 24 hours)**

Name		Phone	
Name		Phone	
Muster point			

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

\_\_\_\_\_  
Building owner/contractor name

\_\_\_\_\_  
Building owner/contractor signature

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## Action in the event of a fire

### Upon discovery of fire

- Leave fire area immediately.
- Turn off equipment.
- Ensure room doors are closed.
- Notify occupants verbally or sound horn.
- Use nearest exit.
- Call the fire department at **9-1-1** from a safe location.
- Try to extinguish or control the fire if safe to do so.
- Go to mustering point, and 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, and stay there until instructed otherwise.
- Designates must account for all people expected to be on site.

### Emergency numbers

Call **9-1-1** in an emergency needing fire, ambulance, police, dangerous goods or rescue services.

Post at construction site

Leduc County Fire Services approval stamp  
and signature