



# Fire safety plan guidelines

## Construction, renovation and/or demolition

### (Large building)

#### Appendix C

Planning and Development  
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The National Fire Code – Alberta Edition applies to *buildings*, parts of *buildings*, and associated areas undergoing construction or demolition operations including renovations.

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* (Leduc County Fire Services – Safety Codes Officer). The 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:**

- Designate and back-up person for sounding of the fire alarm (horn).
- Designate and back-up person for notifying the fire department by calling 9-1-1.
- Instruction for site personnel to follow when the alarm is sounded.
- Clearly identified exit routes within the site and/or from floors.
- Designated off-site gathering location.
- Current and up-to-date list of personnel on site; you should know who is on site at all times.
- Person(s) assigned to meet the fire department and give information, such as the following:
  - Location of fire or injury located on site.
  - If everybody on site is accounted for.
- Assigned site fire warden(s), various trades represented.
- Directions and training on confining or controlling the fire.

##### **2. Training of the 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 are responsible to implement and maintain fire safety duties such as:**

- Control of combustibles on the site and around the buildings.
- General site housekeeping.
- Removal of excess garbage material on a regular basis.
- Maintain separation of combustibles from open flame devices.
- Maintain clear unobstructed access for the fire department apparatus to structure and 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 so as not to obstruct fire department access to the site and buildings; off-site and storage may be considered.

**4. Firefighting services – hydrant, siamese, sprinkler, and temporary access route:**

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

**5. Fire extinguishers:**

- Sufficient numbers on site.
- Up to date and 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 such as cutting torch, welding or torching.

**6. Hot work 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 four hours after completion.
- If hot works are in the proximity of combustible or flammable materials, detail provisions being made for protection of such materials such as by non-combustible materials, thermal barrier or other means.
- Work should be performed by trained and/or certified personnel.
- Fire extinguishers must be present at all times.
- Proper ventilation, as required.
- If there are hot tar pots on site, ensure extinguishers and trained personnel are on site, and ensure the hot tar pots are located away from combustible materials.

**7. Flammable and combustible storage:**

- Storage area separated from combustible material by three metres.
- Storage area locked and vented.
- Storage area protected from vehicular/industrial motorized traffic.
- Portable pressurized (new or used) 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**

- Detail security measures, such as 24-hour security on site, locked gate, video or alarm system, nightly rounds, or other on-site provisions.

**9. Contact personnel**

- List of names, addresses, and telephone numbers of persons to be contacted during non-operating hours or in emergency situations.