

**Building Division
Planning & Development Services**

Fire Safety Plan Checklist

Project Number:

Project Address:

Contractor:

Contact Person: _____ Phone Number:

Fire Safety Plan

In addition to the items below, a fire safety plan is required. A fire safety plan:

- Is submitted separately to the Fire Department for review and approval
- Shall be approved prior to demolition,
- Must conform to the requirements of the National Fire Code of Canada & Saskatchewan Occupational Health and Safety Regulations, 1996

Background Information

National Fire Code:

The National Fire Code 2015 Division B, Section 5.6 requires a Fire Safety Plan for all construction, renovation and demolition Sites:

- Division B, Section 5.6.:

This Section applies to fire safety for buildings, parts of buildings, facilities, adjustment buildings or facilities, and associated areas undergoing construction alteration or demolition operations.

- Division B, Section 5.6.1.3.(1):

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 Prince Albert Fire Department (*authority having jurisdiction*)
- 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.

The Contact Person is required to contact the Fire Inspection Division for:

1. Approval of Fire Safety Plan
2. Review
3. Site visit

Fire Inspection Division contact information:

- Phone: 306-953-4200
- Fax: 306-922-2272
- Email: fireserviceslifesafetydivision@citypa.com
- Mail: Prince Albert Fire Department, 76-15th Street East, Prince Albert, Sask. S6V 1E8

This information is being provided for the construction industry as an aid in preventing injury and fires in and around construction sites and to address life and property fire safety issues. It is the **sole responsibility of the owner** or representatives of the owner to:

- be aware of all regulations within the jurisdiction
- carry out or make provision to adhere to the various codes and standards applicable to their project or business.

A Fire Safety Plan should include, but is not limited to, the following information:

1. Contact Personnel

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

2. Emergency Procedures to be used in THE EVENT OF AN EMERGENCY

- Sounding of the fire alarm (horn). Who is the designate and backup person
- Notify the fire department (911). Who is the designate and back up person
- Instruction for site personnel to follow when an alarm is sounded
- Clearly identify exit routes within the site or from floors.
- Provide designated gathering location, off site(Muster Point)
- List of personnel on site, updated and current - you should know who is on site.
- Person assigned to meet the fire department and give information
 - Where is the fire or injury located on site
 - Is everybody on site accounted for
- Assigned site fire warden(s), various trades represented.
- Directions and training on confining or controlling the fire.

3. Training of 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.

4. Assigned site personnel responsible to install 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.
- 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, directed so as not to obstruct fire department access to the site and buildings (off-site parking and storage may be considered)

5. Fire fighting Services – hydrant, siamese, sprinkler, temporary access route

- Installed, tested and activated at the start of construction
- Maintained and accessible for fire fighters
- Access to the building – listing primary and secondary access points
- Provide drawings showing location of fire fighting systems as they are operational.
- The site properly addressed and the sign visible and legible to emergency crews
- Maintain clear unobstructed access for fire department apparatus and unobstructed access to hydrants and connections.

6. Fire Extinguishers:

- Sufficient numbers on site, Mounted, with proper signage, at exit locations or required travel distance on site
- Up to date, serviced within the last year
- At or near gas or propane fuel operated equipment (minimum rating 2A-10BC on moveable equipment)
- Adjacent to areas where flammable liquids or gases are stored or handled (minimum rating 4A-40BC fire extinguisher)

7. Hot works operations Section 370 of the OHS Regulations 1996):

- 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 area 4 hours after completion
 - Are the hot works in the proximity of combustible or flammable materials, have provisions been made for protection of such materials by noncombustible materials, thermal barrier or other means.
- Work being performed by trained or certified personnel
- Adjacent to any hot works operations – cutting torch, welding or torching (minimum rating 4A-40BC fire extinguisher)
- Proper ventilation, as required
- Hot tar pots on site c/w extinguishers, trained personnel, and located away from combustible materials

8. Flammable and Combustible Storage

- Storage area separated from combustible material by 3m
- Storage area locked and vented
- Storage area protected from vehicular/ industrial motorized traffic
- Portable pressurized (Full or Empty) 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(minimum rating 4A-40BC fire extinguisher)
- Storage area away from egress and access routes to the site

9. Security

- On site provisions, by locked gate, nightly rounds or Provide 24-hour security on site,

10. Spill Control Measures

- MSDS readily available for on-site controlled products.
- Measures to mitigate accidental spills of dangerous goods or controlled products
- Proper training/certification of workers using or expected to manage controlled products
- Proper disposal containment or procedures to manage spilled materials

Construction, Renovation and Demolition Fire Safety Plan

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

Date of Work: _____
Job #: _____ Address: _____
Building Name/Site Name: _____
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

Hazards 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

No LPG tanks or flammable liquids containers are allowed in buildings

Spill/leak Containment Equipment

MSDS readily available for on-site controlled products.

Measures to mitigate accidental spills of dangerous goods or controlled products

Proper training/certification of workers using or expected to manage controlled products

Proper disposal containment or procedures to manage spilled materials

Emergency Response Numbers:

FIRE/POLICE/AMBULANCE

: 9-1-1

Contact Personnel:

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

Contact (24 hr.): _____

This plan is designed in conformance with section 5.6 of the National Fire Code, the Provincial OHS Regulations and on signature, becomes an agreement between the building owner/contractor and the City of Prince Albert Fire department.

Building Owner/Contractor Signature: _____

Date: _____