



Town of
BEAUMONT
Fire Department

*Protection
With Pride*

Fire Safety Plans Construction, Renovation or Demolition

BFD Contact Information: Office 780-929-6185 Fax: 780-929-8350

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.

This document is based on the requirements as outlined in the Alberta Building Code (2006) under Section 5.6 Construction and Demolition Sites.

It is the **sole responsibility of the owner, or representatives of the owner to:**

- Be aware of all regulations with the Municipality of Beaumont
- Carry out or make provision to adhere to the various codes and standards applicable to their project or business

For further information, assistance, or to arrange a site visit, contact a representative of Beaumont Fire Department.

Plans must be posted at each job site and employees are expected to be trained in how to follow its provisions.

When are Fire Safety Plans required?

- **No Fire Safety Plan required**
Projects under \$15 000.00 (project dependent)
Examples; erecting a fence, installing eaves troughs, building a utility shed
- **Small buildings Fire Safety Plan**
Projects over \$15 000.00
Housing and small buildings (ABC Part 9)
Unoccupied building
Buildings under 600 m² or 3 stories or less in building height
- **Customized Fire Safety Plan**
All demolition projects
All buildings that are occupied during construction or renovation
Buildings over 600 m²
4 stories or more in height

What happens if I do not provide a Fire Safety Plan?

It is unlawful to start construction, renovation and demolition without a Fire Safety Plan in place. You may be ordered to stop work, ordered to remove work already done, or prosecuted.

What does the Safety Codes Officer – Fire / Fire Prevention Officer do?

A Fire Prevention Officer reviews projects during key stages of construction to ensure the work site is safe and complies with the Fire Code. The inspector may visit a site several times depending on the project.

General Considerations

- A warning system will be in place at all sites to warn of potential threats, and to 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 use by fire apparatus must be maintained and kept clear at all times
- Control of all fire hazards located at the site

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 fire 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**

Contact Personnel

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

Construction Fire Safety Guidelines

- 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 2 m 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 the start to the 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 to be installed on a solid and level base. Temporary heaters must be placed at least 5 m 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 or strain. Propane regulators shall be properly fastened within the protective cover.
- Outdoor refuse containers shall be kept at least 3 m 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 materials at construction sites is **NOT PERMITTED**.
- Hot works shall only be performed 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 9-1-1. Provide the operator with a street address and a description of the emergency.**

What Are the Requirements Of A Fire Safety Plan?

Alberta Fire Code, Division B, Sentence 5.6.1.2(1) says; “prior to the commencement of construction or demolition operations, a Fire Safety Plan conforming to Section 2.8 shall be prepared for the site

Alberta Fire Code, Division B, Sentence 5.6.1.2(2) says; the Fire Safety Plan shall include;

- The designation and organization of site personnel to carry out fire safety duties, including a fire watch service if applicable
- The emergency procedures to be followed in the event of a fire, including
 - Sounding the fire alarm
 - Notifying the fire department
 - Instructing site personnel on the procedures to be followed when the alarm sounds
 - Firefighting procedures
 - Measures for controlling fire hazards in and around the building

What Are The Contents Of An Effective Fire Safety Plan?

1. Emergency Procedures To Be Used In The Event Of An Emergency

- a) Sounding of the fire alarm – who are the designates and back-up?
- b) Notification to the Fire Department – who are the designates and back-up?
- c) Instruction for site personnel to follow when an alarm is sounded
- d) Are exit routes clearly identified
- e) Where is the designated gathering site
- f) List of personnel on site
- g) Person assigned to meet the Fire Department and give information
- h) Assigned site fire wardens
- i) Directions and training on confining or controlling the fire

2. Training Of Site Personnel On Evacuation Procedures Including

- a) Site orientation
- b) Regular site fire safety meetings incorporated into regular safety meetings
- c) Simulated fire drills as applicable and warranted

3. Assigned Site Personnel Are Responsible To Implement and Maintain Fire Safety Duties

- a) Control of combustibles on the site and around buildings
- b) General site housekeeping
- c) Removal of excess garbage material on a regular basis
- d) Maintenance of separation of combustibles from open flame devices
- e) Maintain clear unobstructed access for Fire Department apparatus to structure(s) and hydrant(s)
- f) Maintain and operation of at least one exit from every floor
- g) Separation of access routes materials stored on site, combustibles etc.
- h) Parking of vehicles directed so as not to obstruct FD access to site & buildings

4. Fire Fighting Services

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

5. Fire Extinguishers

- a) Sufficient numbers on site
- b) Up to date, serviced within the last year
- c) At or near gas or propane fueled equipment
- d) Mounted with proper signage, at exit locations or within required travel distances
- e) Adjacent to any hot work operations – cutting torch, welding

6. Hot Works Operations

- ☐ a) Area to be clear of flammable and combustible materials
- ☐ b) Fire watch assigned for hot work operations and for 60 minutes afterwards
- ☐ c) Final inspection of hot work area 4 hours after completion
- ☐ d) Is hot work in close proximity to combustible materials and have provisions been put in place
- ☐ e) Is work being performed by qualified personnel
- ☐ f) Are fire extinguishers present at all times
- ☐ g) Proper ventilation as required
- ☐ h) Are hot tar pots operated correctly, in the right place

7. Flammable and Combustible Storage

- ☐ a) Storage are separated from combustible material by 3 m
- ☐ b) Storage area locked and vented
- ☐ c) Storage area protected from motorized traffic
- ☐ d) Portable pressurized cylinders secured when not in use
- ☐ e) Area has proper/adequate signage in place
- ☐ f) Current or updated list of dangerous goods on site
- ☐ g) Portable extinguisher in close proximity to storage and works areas
- ☐ h) Storage area away from egress and access routes to the site

8. Security

- ☐ a) Is there 24 hour security, locked gate, video, alarms, nightly rounds

9. Contact Personnel

- ☐ a) Names & contact info of persons to be contacted in the event of an emergency

Sample: Site Emergency Procedures / Evacuation Plan For Small Buildings

(post on construction site)

Address: _____

Emergency Contact Person/Phone _____

no.: _____

Muster Point: _____

FIRE EMERGENCY

Upon Discovery of Fire:

- a) Leave fire area immediately
- b) Close all doors behind you, turn off equipment if safe to do so
- c) Notify occupants verbally or sound horn to activate fire alarm system
- d) Call the Fire department (**9-1-1**) from a safe location
- e) Use nearest exit, do not use man lifts or elevators
- f) Try to extinguish a very small fire only
- g) Go to a mustering point and remain until instructed otherwise
- h) A supervisor must wait for the FD at the main access point

Upon Hearing of A fire Condition:

- a) Turn off equipment
- b) Use nearest exit – do not use man lifts
- c) Close doors behind you – where practical to do so
- d) Go to the muster point - be accounted for
- e) Do not leave the muster point until instructed to do so
- f) Designates must be able to account for all people on site

Emergency Numbers

FIRE/AMBULANCE/POLICE

911

POWER: _____

WATER: _____

GAS: _____