Small Buildings Fire Safety Plan

Post on Construction Site

This form is to be used for the following. Please check all that apply.

- ☐ **All buildings under 600 m2**
- ☐ **Projects over $5000**
- ☐ **Housing & small buildings**
- ☐ **Unoccupied buildings**
- ☐ **3 stories or less**

Construction ☐

- ☐ Residential
- ☐ Garage – detached
- ☐ Garage – attached
- ☐ Other _____

Renovation ☐

- ☐ Residential
- ☐ Commercial*
- ☐ Other _____

* is this an occupied commercial building? If yes, then please submit comprehensive fire plan.

Address of Worksite: _____

Applicant Name/Contact Information: _____

Applicant e-mail: _____

Emergency Contact person/ phone number: _____

Muster Point Location ***(must be within one block)*** _____

Requirements for Adjacent Property Protection

Provide an outline of what option(s) are to be used for the protection of adjacent property as per Alberta Fire Code 2006 Sentence 5.6.1.2.

Adjacent Property Protection product used: _____
(detached garage does not require adjacent property protection)

FIRE EMERGENCY

Upon Discovery of Fire:

• Leave fire area immediately.
• Close all doors behind you, turn off equipment if safe to do so.
• Notify occupants verbally or sound horn or activate fire alarm system.
• Call the Fire Department **9-1-1** (from a safe location).
• Use nearest exit, do not use man lifts or elevators.
• Try to extinguish a very small fire only.
• Go to mustering point, stay there until instructed to do otherwise.
• A supervisor must await the arrival of the Fire Department at the main access point.

Upon Hearing of a Fire Condition:

• Turn off equipment.
• Use nearest exit, do not use man lifts.
• Close doors behind you where practical.
• Go to mustering point, be accounted for
• Do not leave the mustering point until instructed to do so.
• Designates must account for all people expected to be on site

Emergency Numbers **9-1-1**

POWER: 780-310-9473 WATER: 780-980-7108 GAS: 1-866-222-2068

CONSTRUCTION FIRE SAFETY GUIDELINES

The primary purpose of these guidelines is to protect life and property. These guidelines are aimed mainly 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 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 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 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 and strain. Propane regulators shall be properly fastened within the protective cover.

Outdoor Refuse Containers shall be kept at least 3 meters 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 a street address and a description of the emergency.**

I have read and understand the requirements of the fire plan

Name (print)_____ Signature _____ Date_____

Return Fire Plan to: The Planning and Development Department
#1 Alexandra Park, Leduc AB T9E 4C4
Ph 780-980-7177: Fax 780-980-7127
E-Mail: planning @leduc.ca

City of Leduc Fire Services use only

APPROVED BY (Print) _____ Signature_____
Name

SCO #_____ DATE _____