

City of Leduc Fire Services



Return Plan to: Planning and Development Department
#1 Alexandra Park Leduc, Leduc, AB T9E 4C4

Ph: 780-980-7177, Fax 780-980-7127, E-Mail: [planning @leduc.ca](mailto:planning@leduc.ca)

FIRE SAFETY PLAN GUIDELINES FOR CONSTRUCTION, RENOVATION AND DEMOLITION SITES

Note: all information is to be completed on a separate document. This document is a guide to creating the required fire plan.

Alberta Fire Code 2006 Division “B” (AFC”B”) 5.6.1.2. These requirements will apply to buildings or parts of buildings undergoing construction or demolition operations and includes renovations.

AFC”B” 2.8.2.1. The Fire Safety Plan shall be prepared in cooperation with City of Leduc Fire Services and shall include documents, including diagrams, showing the type, location and operation of the *building* fire emergency systems.

AFC”B” 5.6.1.2. The Fire Safety Plan shall be prepared prior to start construction, demolition or renovation operations.

The Fire Safety Plan will be site specific and may be reviewed at anytime by the *authority having jurisdiction* (Leduc Fire Services- Fire Safety Codes Officer). 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. Applicant Name/Contact Information**
- 2. Civic Address of Project**
- 3. Legal Land Description (Lot/Block/Plan)**
- 4. Job Type & Description (Construction/Renovation/Demolition)**
- 5. Project Cost (estimate)**
- 6. Building Size**

7. 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 Emergency Services (9-1-1). Who is the designate and backup person.
- Instruction for the site personnel to follow when an alarm is sounded.
- Are exit routes clearly identified within the site or from floors.
- Designated gathering location, off site
- 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 and controlling the fire.

8. 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.

9. Assigned Site Personnel Responsible to Install and Maintain Fire Safety Duties such as:

- 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 Emergency Services apparatus and to hydrants.
- Control of combustibles on the site and around the buildings.
- 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)

10. Fire Fighting Services – Hydrant, Siamese, Sprinkler, Temporary Access Route

- Installed, tested and activated at the start of construction.
- Maintained and accessible for the emergency services personnel.
- Access to the building – listing primary and secondary access points.
- Fire fighting services (standpipes, hydrants) are in place, are they accessible.
- 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.

11. Fire Extinguishers:

- Sufficient numbers on site.
- Up to date, serviced within the last year.
- At or near gas or propane fuel operated equipment.
- Mounted, with proper signage, at exit locations or require travel distance on site.
- Adjacent to any hot works operations- cutting torch, welding or torching.

12. Hot Works 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 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
- A fire extinguisher present at all times.
- Proper ventilation, as required.
- Are there hot tar pots on site c/w extinguishers, trained personnel, and located away from combustible materials.

13. 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 (new or used) cylinders secured when not in use.
- Area should have proper signage or placards 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 on the site.

14. Security:

- Is there 24 – hour security on site, by locked gate, nightly rounds etc.

15. Contact Personnel:

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

16. Fire Plan:

- A copy of Fire Plan is to be kept on site.