CONSTRUCTION FIRE SAFETY PLAN FOR RENOVATIONS

Includes renovations or partial demolitions.

For new buildings, additions, exterior alterations and full-building demolitions visit:
Construction Fire Safety Plan for Major Projects

YOU MUST SUBMIT THIS DOCUMENT BEFORE DEMOLITION AND/OR CONSTRUCTION BEGINS.

Buildings are at a greater risk for fire during construction.

The National Fire Code - Alberta Edition requires a Fire Safety Plan for all construction, renovation and demolition sites.

For more information: National Fire Code – 2019 Alberta Edition (NFC – 2019(AE)): Division B, Section 5.6. You can order a free copy of the code from the National Research Council Canada website.

SECTION 1: PROJECT INFORMATION

Project Address or Legal Description (Plan, Block, Lot):
When do you think you will start your project?

Site contacts: provide at least one emergency (24 hour) contact.	
Name:	Phone Number:
Name:	Phone Number:
Name:	Phone Number:

This information is being collected under the authority of Sections 33 (a) & (c) of *the Freedom of Information and Protection of Privacy Act, R.S.A., 2000*, and *National Fire Code – 2019 Alberta Edition*, and will be used to process your permit application. Furthermore, please know that your name, address, and details related to your permit may be included on reports that are available to the public, as permitted under **Part 2** of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the Fire Services at 780-418-6069.

SECTION 2: FIRE SAFETY PLAN

1. In the Event of an Emergency

Initials:

a. Start an emergency evacuation by using one of the following:
   i. *pull the fire alarm*
   ii. *3 long blasts on an air horn*
b. *Notify the Fire Department (call 911).*
c. *Shut off all equipment if it is safe to do so.*
d. *All people use the safest emergency exit and go to the muster point.*
e. *Fire Wardens confirm all people are out of the building.*
f. *Only try to stop the fire if it is very small and you are trained to use a fire extinguisher.*

2. Preparing for an Emergency

Initials:

a. Ensure signs are in place to show how to exit each floor and how to exit the building. All exit signs are easy to see.
b. A muster point sign is located away from the work site.
c. A current list of workers is in a known location on the site.
d. Assign Fire Wardens for different trades or worker groups. Fire wardens will be the first contact to meet the Fire Department and provide them with information such as: the location of the incident, the name of the person responsible for the site, that all personnel are accounted for, etc.)
e. At least one exit is always available on every floor.

3. Training on Emergency Procedures

Initials:

a. Workers and visitors know the location of emergency exits and muster points.
b. All workers are trained on confining, controlling and extinguishing a fire.
c. A list of instructions tells workers what to do when an alarm is sounded. The list is posted in a known location.
d. Talk about fire safety at safety meetings.
e. Do fire drills, if needed.

4. Construction Site Set Up

Initials:

a. Place combustible materials in safe places in buildings and around the site.
b. Remove garbage to reduce the amount of combustible material on site.
c. Keep the site clean and clear to reduce the amount of combustible material on site.
d. Move hoarding made of combustible materials away from heaters.
e. Park vehicles away from Fire Department vehicles access routes.
f. Smoking is not allowed in hazardous areas or near flammable materials.
g. Ensure proper security is in place when workers are not onsite.
h. Ensure water for firefighting is available when combustible materials are on site.

5. Access for Emergency Crews

Initials:

a. Emergency crews can easily find the site address.
b. Keep emergency access routes, hydrants, fire department connection (siamese) and standpipes clear at all times.
c. Keep a 6.5 feet (2 metres) area clear around hydrants at all times.
d. Keep access to fire extinguishers clear at all times.
e. Keep stairs or elevators clear for firefighters to access all floors affected by the project.

SECTION 2: FIRE SAFETY PLAN

Initials:

6. Portable Fire Extinguishers

a. Check that extinguishers have been serviced and tagged by a certified agency within the past year.
b. Place extinguishers rated as 4-A:40-B:C:
    i. (i) near exits on every floor
    ii. (ii) within 75 feet (23 metres) of every part of the work area
    iii. (iii) inside storage areas for combustibles or flammable materials, liquids or gases
    iv. (iv) near hot works operations, including hot tar pots
    v. (v) near gas or propane powered equipment
c. Place extinguishers rated as 3-A:20-B:C on all forklifts, scissor lifts or other mechanized construction equipment.

Initials or N/A if not applicable:

7. Dangerous Goods Storage Areas

Dangerous goods are flammable or combustible liquids and compressed gases.

a. Dangerous goods are locked, vented, and labelled with official signs (placards) when stored.
b. Store dangerous goods away from exits and exit routes.
c. Store dangerous goods to protect them from vehicle traffic.
d. Secure cylinders with a chain or strap in an upright position.
e. Store cylinders a minimum of 10 feet (3 metres) from combustible materials.
f. Place a current list of dangerous goods in a known location.

Initials or N/A if not applicable:

8. Hot Works

Hot works is the burning, welding, or heating of a material. Hot works includes any activity that can create heat, and possibly cause a fire or explosion. Activities include: cutting, welding, thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipes, applying roofing or membrane adhesive bonding with torches.

a. Hot works must be done by trained or certified workers in a properly ventilated space.
b. Place fire extinguishers rated as 4-A:40-B:C nearby.
c. Remove all combustible and flammable materials, dust or residue.
d. Close all openings in walls, floors or ceilings with non-combustible materials to reduce the risk that sparks or open flames can reach combustible materials.
e. Before starting hot works, stop any other work that can cause a fire or explosion hazard. This includes work that creates flammable gases or vapours, or, combustible dust or fibers.
f. Place hot tar pots away from combustible materials. Ensure hot tar pots are only used by trained workers with fire extinguishers located nearby.

When combustibles or flammable materials are located within 50 feet (15 metres) of the hot works and are not able to be removed:

g. Protect combustible and flammable materials located within 50 feet (15 metres) of the hot works. Cover materials in noncombustible material, or make sure they are completely wet.
h. Do a continuous fire watch during the hot works and for at least 1 hour after hot works are complete. The person doing the fire watch must have a fire extinguisher (or fire hose) and they must be trained on how to use it.
i. Add more people to the fire watch if the first person doing the watch cannot see the hot works and combustibles at the same time.
j. Do a final inspection of the area 4 hours after the hot work is complete or a more comprehensive inspection after the 1 hour fire watch is complete.

SECTION 2: FIRE SAFETY PLAN

9. Construction In An Occupied Building

Initials or N/A if not applicable:

a. The occupied part of the building is separate from the construction. The separation has a fire resistance rating of 1 hour or better.
b. Construction is complete in the occupied areas including the exits and access to exits.. All doors, selfclosing devices, guard and handrails are in place.
c. Protect people in the building from falling objects.

10. Shutting Down A Fire Protection System

Initials or N/A if not applicable:

Fire protection systems include fire alarms, sprinklers and standpipe systems. Allow fire protection systems to stay on whenever possible.

a. Provide a fire watch when systems need to be shut down and people are in the building.
b. The person doing the watch must tour the occupied areas at least every hour. The fire watch must be documented.
c. Ensure the person doing the watch has the ability to contact the Fire Department and alert people in the building.

SECTION 3: ACKNOWLEDGEMENT

Applicant / Company Name:

Phone Number:	Email Address:

I confirm that:

- I will use my best efforts to obey the standards listed above, as they relate to my project.
- I will share the information above to all others involved in the project such as the property owner, building permit holder, constructor, and all trades and services.
- I understand that St. Albert Fire Services may conduct inspections at any time during construction.
- I understand that if my project does not meet the National Fire Code - Alberta Edition St. Albert Fire Services has the authority to close my work site.

Type name to sign:	Date:

SECTION 4: NEXT STEPS

Submission:

Submit to St. Albert Fire Services:

100 Giroux Road
St. Albert, Alberta, T8N 3V7
780-418-6069
fireadmin@stalbert.ca

Available at worksite
A paper or electronic version of this form must be always available to workers and visitors.