



Sidney Fire Department

Community Risk Reduction Office

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Construction Fire Safety Plan Guideline

The Construction Fire Safety Plan shall meet the **Emergency Planning Requirements of the Current BC Fire Code and Local Regulations.**

The Construction Fire Safety Plan shall be "SITE & BUILDING SPECIFIC".

No liability is assumed by the Town of Sidney or the Sidney Fire department for the contents of this checklist or the implementation of your Construction Fire Safety Plan.

It is the responsibility of the property owner or owner's agent to ensure the safety of occupants as identified in the Construction Fire Safety Plan

GENERAL GUIDELINES:

Fire Safety Plan Binder shall:

- be a standard 8.5" x 11" three ring binder, red in colour
- have the wording "CONSTRUCTION FIRE SAFETY PLAN" on the front and spine of the binder
- have the building address displayed in large font on the front of the binder
- include a cover page with the name, address and a coloured picture of the building
- upon review and acceptance the Fire Department will issue a letter or an email of acceptance, this letter / email shall be placed in the the Fire Safety Plan Binder
- The Construction Fire Safety Plan shall be Posted on Site and Available for Review

Text shall be:

- All pages shall be single sided
- Headings; font size will be a minimum of 14 point throughout the plan
- Text; font size will be a minimum 12 point throughout the plan
- site plans, floor plans, reports & checklists must be single sided

LAYOUT:

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FIRE DEPARTMENT INFORMATION

BUILDING DESCRIPTION (Type of construction, Occupancy)

ELECTRICAL DISCONNECT LOCATION: Post on site plan

GENERATOR: (Describe what equipment the generator supplies power to and include operating instructions). Coloured photograph required.

LIGHTING: Type and power source

EXITING (At least one exit off each floor shall be maintained and at least one lit stairway shall be provided at all times) Post on floor plans

FIRE DEPARTMENT ACCESS ROUTES: Primary / Secondary. Post on site plan

FIRE DEPARTMENT CONNECTION: Describe what the FDC services. Post on site plan

FIRE DEPARTMENT LOCK BOX DESCRIPTION / LOCATION: photograph required. Post on site plan

PORTABLE FIRE EXTINGUISHERS (Description and locations)

- Is there sufficient quantity and type on-site? Such as:
- 2-A:10-B:C on movable equipment?
- 4-A:40-B:C in all other locations?
- Is the servicing up-to-date (within the last year)?
- Are they provided at or near fuel operated equipment?
- Are they mounted with proper signage at exit locations within the required travel distance?
- Are they adjacent to any hot works operations (e.g. cutting torch, welding, torching, etc)?

FIRE HYDRANT LOCATIONS: Public/ Private. Post on site plan

GAS SHUT-OFF LOCATION: photograph required.

HAZARDS: All hazards shall be identified. If the hazard has a UN # the UN# shall be included with the hazard. Coloured photograph required. Post on site plan

PROGRESSIVE STANDPIPE & HOSE SYSTEM: DESCRIPTION / LOCATION:

Are progressive standpipes required? as per BCFC B 5.6.1.6 in conformance with BCBC B 3.2.5

Clearly identify valve locations. Post on floor plans

WATER SHUT-OFF LOCATION: photograph required.

SITE SECURITY

- What type of on-site security is provided: e.g. locked gate, monitored alarm and/or CCTV, 24 hour or nightly walk around?
- Do security personnel have knowledge of and understand their role in the site's fire safety plan?
- Can the fire department effectively communicate with the security personnel during an emergency?
- Do security personnel have access (keys) to locked areas?
- Is the required security fence, boarding or barricade:
 - strongly constructed,
 - erected around the perimeter of the construction or demolition site, and
 - not less than 1.8 meters high?
- Do the provided barricades have:
 - A reasonably smooth surface facing the outside?
 - no openings other than those required for access?.
- Are the access openings through barricades equipped with gates that are:
 - kept closed and locked when the site is unattended?
 - kept in place until completion of the construction or demolition activity?
- Is the fencing, boarding and barricades constructed and maintained so that they do not restrict access to the construction or demolition site for firefighting purposes or to the fire protection equipment?

SITE PLAN and FLOOR PLANS

DRAWINGS:

Site Plan: All drawings shall be 11 X 17 inch coloured drawings in landscape format.

Floor Plans: All drawings shall be 11 X 17 inch coloured drawings in landscape format.

DRAWING SYMBOLS:

Symbols located on the drawings shall be contained within the legend

Graphics in accordance to NFPA 170.

PART 1 – OBJECTIVES OF THE FIRE SAFETY PLAN:

As per BC Fire Code Division B, Part 2, Section 2.8, Meet requirements of the BC Fire Code and any applicable local regulations.

PART 2 – SUPERVISORY STAFF.

Appoint supervisory staff

Speak to B 2.8.1.2 BCFC Training of supervisory staff

Emergency contacts

Name, phone, estimated response time

PART 3 – INSTRUCTIONS TO OCCUPANTS:

Identify instructions to workers in an emergency event

Activate, Evacuate, Close doors, 911, Sound the alarm, Assembly area,(assembly area must be on site map)

PART 4 – INSPECTION, TESTING & MAINTENANCE OF FIRE PROTECTION EQUIPMENT

Insure portable fire extinguishers have current service date attached

PART 5 –CHECKLISTS & INSPECTION, TESTING, MAINTENANCE REPORTS

PART 6 – LEGAL BASIS FOR FIRE SAFETY PLANNING

As per BC Fire Code Division C, Part 2, Section 2.2. It is the owner or owner's authorized agent who is responsible to carry out the provisions of the BC Fire Code.

PART 7 – DEFINITIONS

Example: Supervisory staff means those occupants of a *building* who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.

APPENDIX – Alternative solutions, reports, Site specifics

Some General Information and Emergency procedures / Information needed to plan

Make reference to Section 5.6 BC Fire Code 2018 Construction and Demolition Sites and include this entire section in your plan.

Specifically identify how Part B section 5.6.1.2 "Protection of adjacent buildings" will be achieved.

Hot Works Operations

Hot works require **HOT WORKS PERMITS**, post on site and insure final inspection of 4 hours following completion of work

Include a copy of your HOT WORKS PERMIT in your CFSP

Note: Pressure AFFF fire extinguishers are required to be onsite for all torch on applications

Is the area clear of flammable and combustible materials?

Is a fire watch assigned during a hot works operation and for 60 minutes after its completion?

Is there 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 combustible or flammable materials by using a non-combustible/ thermal barrier or other means?

Is the work being performed by trained or certified personnel?

Is a fire extinguisher present at all times? Such as:

2-A:10-B:C on movable equipment?

4-A:40-B:C in all other locations?

Is proper ventilation provided as required?

Flammable & Combustible Storage

Are flammable and combustible liquids properly stored, handled and used in and around the building?

Are non-petroleum based compressed gases properly stored, handled and used in and around the building?

Is the storage area separated from combustible material by 3 metres?

Is the storage area locked and vented?

Is the storage area protected from vehicular/ industrial motorized traffic?

Do containers and/or storage areas have proper signage/placards in place?

Storage of Flammable liquid or explosive gas / aerosols storage in **shipping containers** is strictly **prohibited**.

(MSDS), as per the Workplace Hazardous Materials Information System (WHMIS)?

Safety plans must be submitted to a Sidney Fire Department Prevention Officer for review prior to posting onsite.