



SIDNEY FIRE DEPARTMENT

2245 OAKVILLE AVE * SIDNEY, BRITISH COLUMBIA, V8L 3A6
* FAX (250) 656-6880 * FIRE HALL (250) 656-2121



Project Name: _____

Project Address: _____

1. Emergency procedures and information needed to plan for an emergency:

- ☐ Who is the designate and backup person responsible to sound the fire alarm (horn)?
Designate: _____ Backup: _____
- ☐ Who is the designate and backup person responsible to notify the fire department (9-1-1)?
Designate: _____ Backup: _____
- ☐ Is instruction given to site personnel on the procedure to follow when an alarm is sounded?
☐ Yes ☐ No
- ☐ Are exit routes clearly visible within the site and on all floors?
☐ Yes ☐ No
- ☐ Is the muster point (or meeting place) known by all site personnel?
☐ Yes ☐ No
- ☐ Is there a list of on-site personnel, and is it updated and current? (Can everybody on-site be accounted for?)
☐ Yes ☐ No
- ☐ Are there assigned personnel to meet the fire department upon arrival and give information, such as the location of the fire or injury?
☐ Yes ☐ No
- ☐ Are there persons assigned as site fire wardens (ensuring various trades are represented)?
☐ Yes ☐ No
- ☐ Are there personnel directed and trained to confine or control the fire?
☐ Yes ☐ No

2. Training of site personnel on evacuation procedures:

- ☐ Is site orientation provided?
☐ Yes ☐ No
- ☐ Are regular site fire safety meetings a part of regular safety meetings?
☐ Yes ☐ No
- ☐ Are simulated fire drills conducted when applicable and warranted?
☐ Yes ☐ No

3. Assigned site personnel must be responsible to carry out fire safety duties such as:

- ☐ Controlling combustibles on the site and around the buildings.
- ☐ General site housekeeping.
- ☐ Removing excess pallets, garbage/waste material and other combustibles on a regular basis.

- ☐ Maintaining separation of combustibles from open flame devices.
- ☐ Maintaining clear unobstructed access route(s) for fire department apparatus and to fire hydrants.
- ☐ Designating and maintaining at least one exit from every floor.
- ☐ Separating access routes from materials stored on-site, combustibles, etc.
- ☐ Parking of vehicles or delivery trucks should not obstruct fire department access to the site, and
- ☐ Adjacent buildings (off-site parking and storage may be considered).

4. Firefighting Services – Hydrant, Siamese Connection, Sprinkler, Access Route:

- ☐ Are they installed, tested and activated at the start of construction?
☐ Yes ☐ No
- ☐ Are firefighter access route(s) to the building provided?
☐ Yes ☐ No
- ☐ Are firefighting services (standpipes, hydrants) maintained and accessible?
☐ Yes ☐ No
- ☐ Do drawings provided to the fire department show the location of firefighting systems as they become operational?
☐ Yes ☐ No
- ☐ Is the site address sign visible and legible to emergency crews from the street?
☐ Yes ☐ No

5. Fire Extinguishers:

- ☐ 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?☐ Yes ☐ No
- ☐ Is the servicing up-to-date (within the last year)?
☐ Yes ☐ No
- ☐ Are they provided at or near fuel operated equipment?
☐ Yes ☐ No
- ☐ Are they mounted with proper signage at exit locations within the required travel distance?
☐ Yes ☐ No
- ☐ Are they adjacent to any hot works operations (e.g. cutting torch, welding, torching, etc)?
☐ Yes ☐ No

6. Hot Works Operations:

- ☐ Is the area clear of flammable and combustible materials?
☐ Yes ☐ No
- ☐ Is a fire watch assigned during a hot works operation and for 60 minutes after its completion?
☐ Yes ☐ No
- ☐ Is there a final inspection of the hot works area 4 hours after completion?
☐ Yes ☐ No
- ☐ Are the hot works in the proximity of combustible or flammable materials?
☐ Yes ☐ No

- ☐ Have provisions been made for protection of such materials by non-combustible materials, thermal barrier or other means?
☐ Yes ☐ No
- ☐ Is the work being performed by trained or certified personnel?
☐ Yes ☐ No
- ☐ 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?☐ Yes ☐ No
- ☐ Is proper ventilation provided as required?
☐ Yes ☐ No
- ☐ Are the hot tar pots on-site complete with fire extinguishers, trained personnel, and located away from combustible materials?
☐ Yes ☐ No

7. Flammable and Combustible Storage:

- ☐ Are flammable and combustible liquids properly stored, handled and used in and around the building?
☐ Yes ☐ No
- ☐ Are non-petroleum based compressed gases properly stored, handled and used in and around the building?
☐ Yes ☐ No
- ☐ Is the storage area separated from combustible material by 3 metres?
☐ Yes ☐ No
- ☐ Is the storage area locked and vented?
☐ Yes ☐ No
- ☐ Is the storage area protected from vehicular/ industrial motorized traffic?
☐ Yes ☐ No
- ☐ Do containers and/or storage areas have proper signage/placards in place?
☐ Yes ☐ No
- ☐ Is there a current or updated list of dangerous goods on-site such as material safety data sheets (MSDS), as per the Workplace Hazardous Materials Information System (WHMIS)?
☐ Yes ☐ No
- ☐ Are portable extinguishers provided in close proximity to storage and work areas such as:
 - 2-A:10-B:C on movable equipment?
 - 4-A:40-B:C in all other locations?☐ Yes ☐ No
- ☐ Is the storage area away from egress and access routes to the site?
☐ Yes ☐ No

8. Electrical Installations and Petroleum Gases:

- ☐ Do the electrical installations, storage and use of petroleum gases comply with the requirements of the Safety Standards Act and pursuant regulation? (contact the British Columbia Safety Authority 1-866-566-7233)
☐ Yes ☐ No

9. 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?
☐ Yes ☐ No
- ☐ Can the fire department effectively communicate with the security personnel during an emergency?
☐ Yes ☐ No How? _____
- ☐ Do security personnel have access (keys) to locked areas?
☐ Yes ☐ No

10. Contact Personnel:

- ☐ Is there a list of names and telephone numbers of persons to be contacted during and after normal operating hours or in the event of an emergency?
☐ Yes ☐ No Where is the list posted? _____
- ☐ Are the contact personnel able to respond in a timely fashion?
☐ Yes ☐ No
- ☐ What is their estimated response time?
☐ Yes ☐ No

11. Building Diagrams:

- ☐ Are diagrams available on-site? These diagrams should indicate:
- Plans of each floor area;
 - Muster point(s);
 - Location of nearest hydrant(s);
 - Location of fire protection equipment;
 - Exit paths; and,
 - Service rooms.
- ☐ Yes ☐ No

Name of Owner/Contractor: _____

Signature of Owner/Contractor: _____

Reviewed by: _____

Date: _____

Original for Fire Department Files, copy to Owner/Contractor