



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: _____