

CONSTRUCTION FIRE SAFETY PLANS FOR RENOVATIONS

Includes renovations and partial demolitions



The Fire Safety Plan

The owner, developer, or contractor responsible for a construction or demolition site is required to develop a Fire Safety Plan that is acceptable to the authority having jurisdiction (Diamond Valley Fire Rescue – Fire Safety Codes Officer (“Fire-SCO”).

The fire safety plan is a site-specific document and must address, in a manner acceptable to the Fire-SCO, all topics of covered article 2.8.2.11 of the NFC-2023(AE).

The fire safety plan should be reviewed and updated periodically as construction progresses. The fire safety plan may be reviewed at any time by the Fire-SCO.

It is required that a Fire Safety Plan be accepted in writing by the Fire Department and the Authority Having Jurisdiction.

A Fire Safety Plan:

- Shall be submitted for review and acceptance.
- Shall be accepted prior to construction or demolition, including renovations.
- Must conform to the requirements of the NFC – 2023(AE).
- Shall be complete, blank sections will result in a rejected Fire Safety Plan.

If certain provisions listed in this plan do not pertain to your specific site, please enter “NOT REQUIRED” in the section. Details for any provision that is applicable to your site MUST be included in this plan.

This information is being provided for the construction industry and is an aid in preventing injury and fires in and around construction sites. It is the sole responsibility of the owner or representatives of the owner to:

- Be aware of all regulations the Town of Diamond Valley Municipal Boundaries.
- Carry out or make provisions that adhere to the various codes and standards applicable to their project or business.

A fillable fire safety plan is attached for your convenience. Please submit your completed fire safety plan to [Diamond Valley Fire Rescue](#) at the time of development permit application.

For more information the please read section 5.6 of the [National Fire Code – 2023 Alberta Edition](#).

Fire Safety Plan

1. Project Information	
Development Permit Number:	
Site Address:	
When will your project start:	
Description of Project:	
Site Contacts: provide at least one emergency contact who is available 24 hours a day	
Name:	Phone number:
Name:	Phone number:
Name:	Phone number:

The collection of this information is authorized by section 4 (c) of the Protection of Privacy Act, and National Fire Code – 2023 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. If you have any questions about the collection, contact Diamond Valley Fire Rescue 403-933-6218.

2. Fire Safety Plan	
1. In the Event of an Emergency	Initial:
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	Initial:
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	Initial:
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.	

<ul style="list-style-type: none"> 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.
<p>4. Construction Site Set Up Initial:</p> <ul style="list-style-type: none"> 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.
<p>5. Access for Emergency Crews Initial:</p> <ul style="list-style-type: none"> 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.
<p>6. Portable Fire Extinguishers Initial:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> i. near exits on every floor ii. within 75 feet (23 metres) of every part of the work area iii. inside storage areas for combustibles or flammable materials, liquids or gases iv. near hot works operations, including hot tar pots 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.
<p>7. Dangerous Goods Storage Areas Initial:</p> <p>Dangerous goods are flammable or combustible liquids and compressed gases.</p> <ul style="list-style-type: none"> 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.

<p>f. Place a current list of dangerous goods in a known location.</p>	
<p>8. Hot Works</p>	Initial:
<p>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.</p>	
<ul style="list-style-type: none"> 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. 	
<p>When combustibles or flammable materials are located within 50 feet (15 metres) of the hot works and are not able to be removed:</p>	
<ul style="list-style-type: none"> 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. 	
<p>9. Construction In An Occupied Building</p>	Initial:
<ul style="list-style-type: none"> 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. 	
<p>10. Shutting Down A Fire Protection System</p>	Initial:
<p>Fire protection systems include fire alarms, sprinklers and standpipe systems. Allow fire protection systems to stay on whenever possible.</p>	
<ul style="list-style-type: none"> 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
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3. Submission

Name:

Phone Number:

Email:

I confirm that:

<ul style="list-style-type: none">• 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 Diamond Valley Fire Rescue may conduct inspections at any time during construction.• I understand that if my project does not meet the National Fire Code - Alberta Edition Diamond Valley Fire Rescue has the authority to close my work site.
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Signature:

Date:

Approval

Diamond Valley Fire Rescue Approval (Name/SCO/DOP)
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Signature of Safety Codes Officer

Date of Approval
